Adding a Course Section Proxy
Online Grading User Guide

A step by step guide to Online Grading navigation

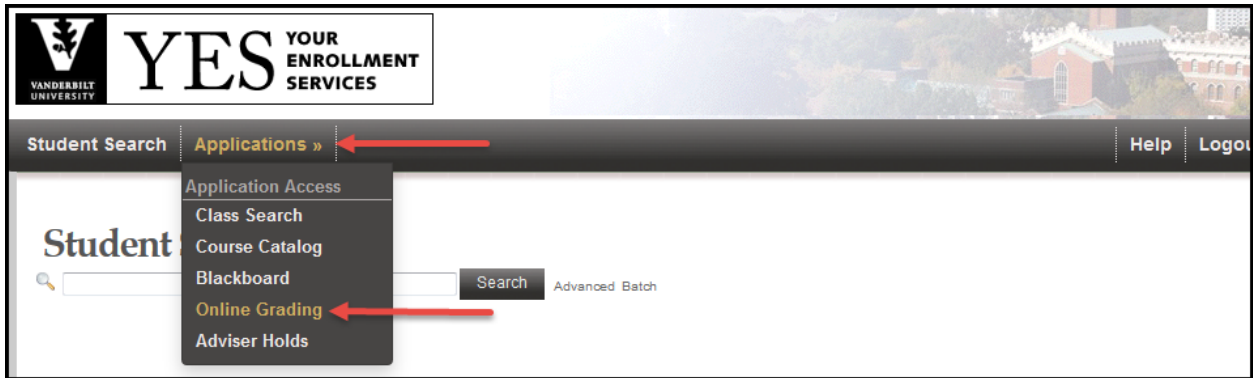## Table of Contents

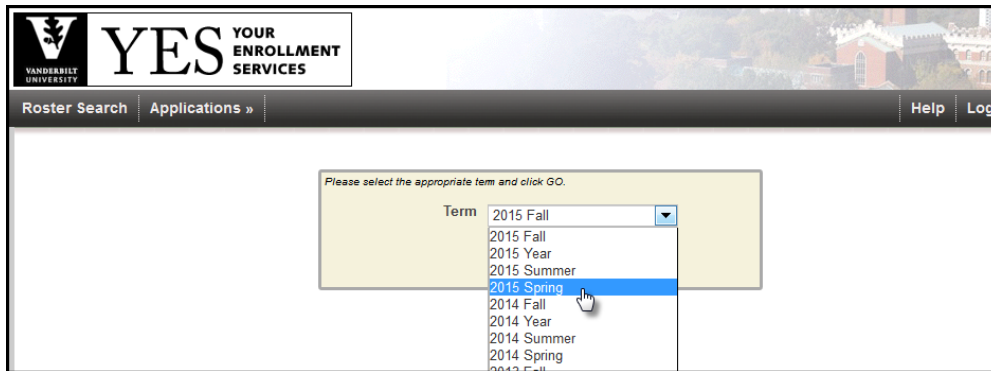# Online Grading User Guide

View Courses by Term

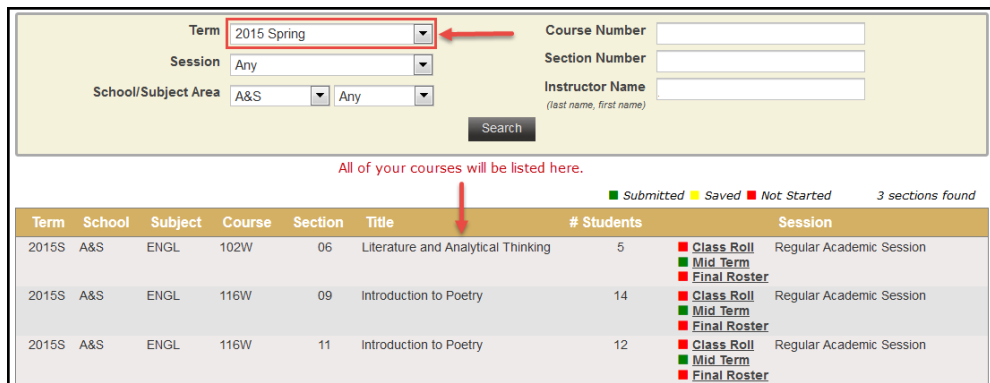1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Select **Online Grading** from the **Applications** drop-down list.

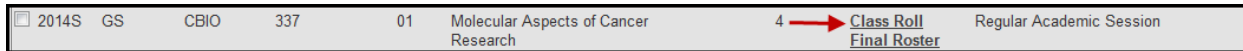3. Select the appropriate term from the drop-down menu.

4. Confirm that all of your courses are displayed. If not, please contact your school registrar or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.
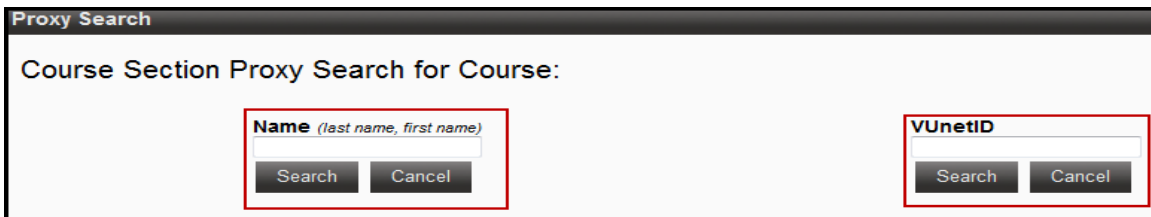
Adding a Course Section Proxy

1. In the Online Grading Application, go to the class that you want to add a proxy to by clicking on **Class Roll**.

| 2014S | GS | CBIO | 337 | 01 | Molecular Aspects of Cancer Research | 4 → | Class Roll Final Roster | Regular Academic Session |

2. Select the plus sign next to Course Section Proxy.

Class Roll Final Grade Roster OAK

🖨 **CBIO-337-01 - Molecular Aspects of Cancer Research - 2014 Spring**

Instructor(s): ▓▓▓▓ ▓▓▓▓ **(IOR)**
Course Section Proxy: Proxy Not Assigned [+] ◄

3. You can search for an individual using their first and last name or VUnet ID.

Proxy Search

Course Section Proxy Search for Course:

Name *(last name, first name)*
Search   Cancel

VUnetID
Search   Cancel

4. Once you have located the correct person, click **Assign.**
   - You will receive a confirmation message with your selection.
   - The new proxy will now display.

One matching result found.

Name	E-mail	Type	Dept.	School	Level	Major(s)	
📷 Jackson, Jacqueline S	shemel.jackson@Vanderbilt.Edu	Employee	University Registrar				Assign

Information
User with vunetId 'jackso69' assigned as proxy for Molecular Aspects of Cancer Research

🖨 **CBIO-337-01 - Molecular Aspects of Cancer Research - 2014 Spring**
Instructor(s): ▓▓▓▓ ▓▓▓▓ **(IOR)**
Course Section Proxy: Jacqueline S. Jackson [-]

📷 View Class Photos