OFFICE OF THE University Registrar

Adding a Course Section Proxy Online Grading User Guide

A step by step guide to Online Grading navigation
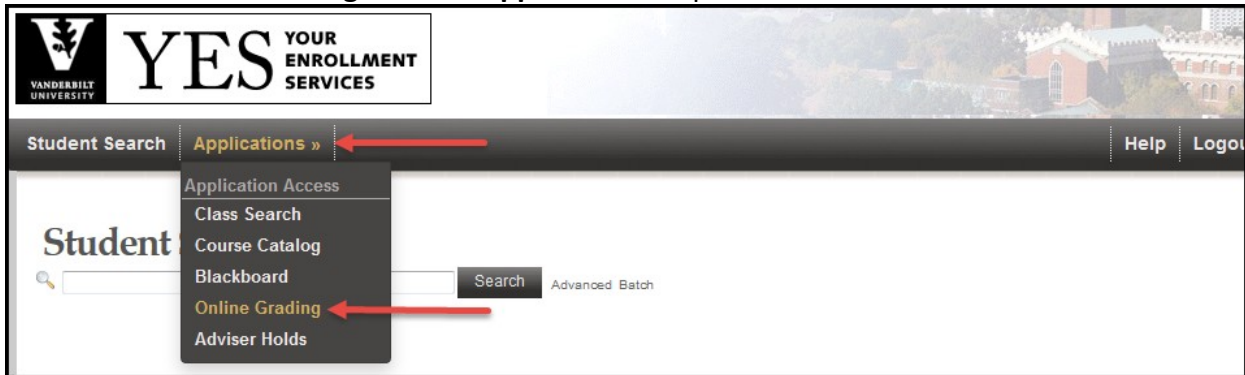
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Table of Contents
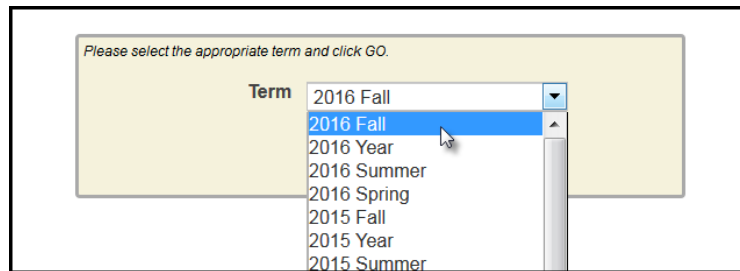
Online Grading User Guide

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 classes are displayed. If not, please contact your school's Office of Academic Services to make sure that you are assigned as the instructor of record for the class.
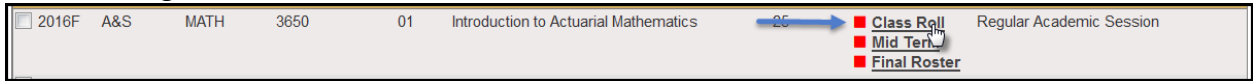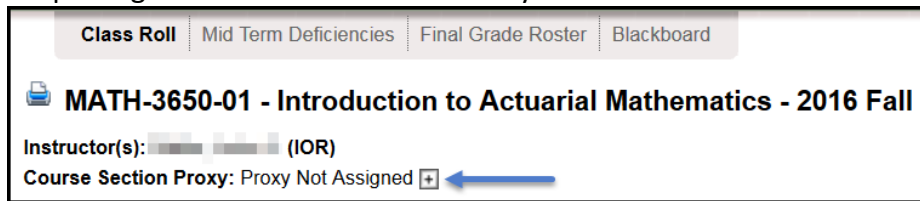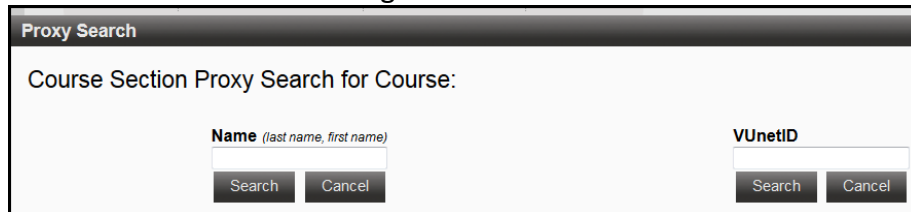
Adding a Course Section Proxy

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

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

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

4. Choose the correct person and click **Assign.**
   - You will receive a confirmation message with your selection.
   - The new proxy will now display.