Adding a Course Section Proxy Online Grading User Guide

A step by step guide to Online Grading navigation





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View Courses by Term

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

VANDERSITY YESS		
Student Search Applications »		Help Logo
Application Access Class Search Course Catalog Blackboard Online Grading Adviser Holds	Search Advanced Batch	

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

Please select the appropriate term	and click GO.	
Term	2016 Fall	-
	2016 Fall	A
	2016 Year	
	2016 Summer	
	2016 Spring	
	2015 Fall	
	2015 Year	
	2015 Summer	

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.

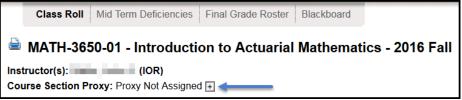
		Term Sessior Subject Area My Classes	Any Any	I An	y v	Sec	urse Number ction Number tructor Name name, first name)			
Add Syllal	bus Delete	e Syllabus	Select All				Sub	mitted 🗕 Saved 📕	Not Started	2 sections found
Term	School	Subject	Course	Section	Title		# Students		Session	
2016F	A&S	MATH	3650	01	Introduction to A	Actuarial Mathematics	25	Class Roll Mid Term Final Roster	Regular Academ	ic Session
2016F	A&S	MATH	3859	14	Independent St	udy	0	Class Roll Mid Term Final Roster	Regular Academ	ic Session



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.

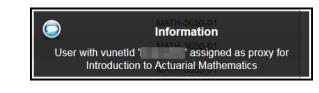


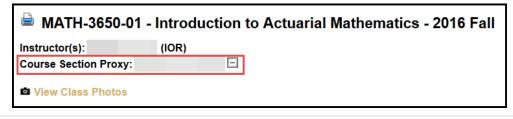
3. You can search for an individual using their first and last name or VUnetID.

Proxy Search	
Course Section Proxy Search for Course:	
Name (last name, first name)	VUnetID
Search Cancel	Search Cancel

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

matching results found.							
Name	E-mail				Level		
ė	@Vanderbilt.Edu	Employee	University Registrar				Assign
۵	@vanderbilt.edu	Student		LawSchool	LawSchool	LAW	Assign
۵	@vanderbilt.edu	Student		NursSchool	NursSchool	PNPA	Assign





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