## Entering Mid Term Deficiencies 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) yes.vanderbilt.edu.
- 2. Select Online Grading from the Applications drop-down list.



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

YES YES SERVICES	
Roster Search Applications »	Help Log
Please select the appropriate to	mm and click GO.
Term	2015 Fail 2015 Fail 2015 Year 2015 Summer 2015 Summer
	2014 Fail (") 2014 Year 2014 Year 2014 Spring 2014 Spring

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.

		Terr	n 2015 S	oring	•	C	ourse Number				
		Sessio	n Any		-	51	ection Number				
	School	/Subject Are	a A&S	<ul> <li>An</li> </ul>	iy 💌	וח (14	structor Name ast name, first name)				
	Search										
	All of your courses will be listed here.										
							Subm	itted <mark>–</mark> Saved <b>–</b> N	lot Started	3 sections found	
Terr						ŧ –	# Students				
2015	S A&S	ENGL	102W	06	Literature and A	nalytical Thinking	5	Class Roll Mid Term Final Roster	Regular Acaden	nic Session	
2015	S A&S	ENGL	116W	09	Introduction to P	oetry	14	Class Roll Mid Term Final Roster	Regular Acaden	nic Session	
2015	S A&S	ENGL	116W	11	Introduction to P	oetry	12	Class Roll Mid Term Final Roster	Regular Acaden	nic Session	



## **Entering Mid Term Deficiencies**

1. In the Online Grading application, click on Mid Term for the appropriate section.



- 2. Select the appropriate action under Course Section Proxy.
  - Once mid term deficiencies are open, be sure to pay attention to the Due Date indicated on the right side.
  - If you select **No Deficiencies Earned** or **Insufficient Basis for Assigning Grades** the grade and exc. absences section will be grayed out.
  - If you select **Deficiencies and/or Excessive Absences Earned are Reported Below**, add the appropriate deficiency.

Class Roll Mid Term Deficiencies Final	al Grade Roster	OAK								
ANTH-288A-01 - Independent Research - 2014 Spring										
Instructor(s): (IOR)										
Image: Section Proxy: Proxy Not Assigned Image: Due Date: 03-05-2014         Image: Deficiencies Earned         Image: Deficiencies E										
VUnetID Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped		
					2.0	Undergrad	ANTH-288A-01			
🖉 clear										
Save for Review or Submit Deficiencies										

- 3. Click Save for Review or Submit Deficiencies.
  - Once you click Submit Deficiencies you will receive the following message below.
  - Click **OK** to proceed or **Cancel** to go back.


ANTH-288A-01 - Independent Research - 2014 Spring										
]							_			
No Deficiencies Earned Due Date: 03-05-2014										
<ul> <li>◎ Deficiencies and/or Excessive Absences Earned are Reported Below</li> <li>● Insufficient Basis for Assigning Grades</li> </ul>										
Assign a grade and/or check the excessive absences checkbox for any students who should receive a mid-semester deficiency.										
					_		Or	te student enrolled.		
Grade	Exc. Absences				CHR			Dropped		
C-	$\checkmark$		61001	02-18-2014	2.0	Undergrad	ANTH-288A-01			
	Mid Terr Mid Terr armed are Rep absences che Grade C-	t Research - 2014 Spr Mid Term Deficiencies ha armed are Reported Below absences checkbox for any stu Grade Exc. Absences c- V	t Research - 2014 Sprin Mid Term Deficiencies have armed are Reported Below absences checkbox for any stude Grade Exc. Absences c-	t Research - 2014 Spring Mid Term Deficiencies have been submit armed are Reported Below absences checkbox for any students who shoul Grade Exc. Absences Saved by c- C	t Research - 2014 Spring Mid Term Deficiencies have been submitted for this co armed are Reported Below absences checkbox for any students who should receive a m Grade Exc. Absences Saved by Date C- 202-18-2014	t Research - 2014 Spring Mid Term Deficiencies have been submitted for this course. armed are Reported Below absences checkbox for any students who should receive a mid-semu Grade Exc. Absences Saved by Date CHR C- V 02-18-2014 2.0	t Research - 2014 Spring Mid Term Deficiencies have been submitted for this course. armed are Reported Below absences checkbox for any students who should receive a mid-semester deficien Grade Exc. Absences Saved by Date CHR Career(s) C- 2 02-18-2014 2.0 Undergrad	t Research - 2014 Spring           Mid Term Deficiencies have been submitted for this course.         Dure           armed are Reported Below         absences checkbox for any students who should receive a mid-semester deficiency.         Or           Grade         Exc. Absences         Saved by         Date         CHR         Career(s)         Registered           C-         02-18-2014         2.0         Undergrad         ANTH-288A-01		