Entering Mid Term Deficiencies
Online Grading User Guide

A step by step guide to Online Grading navigation

VANDERBILT

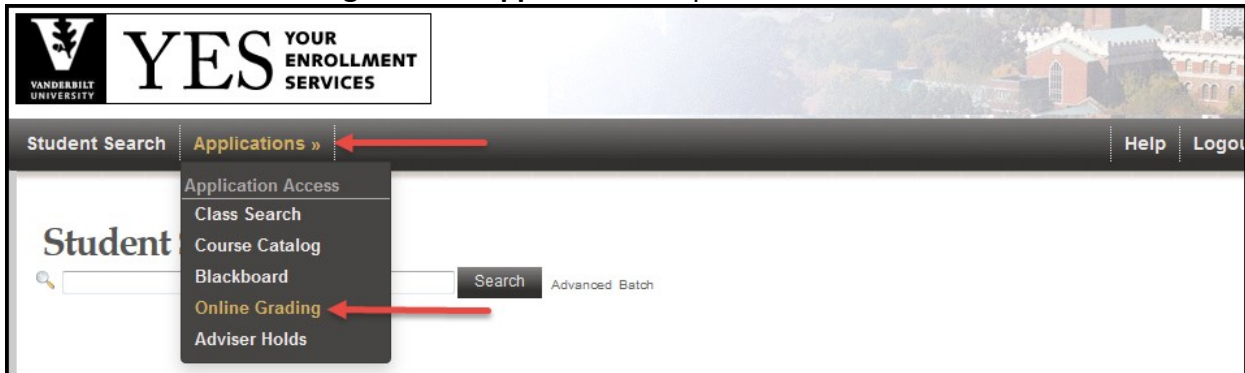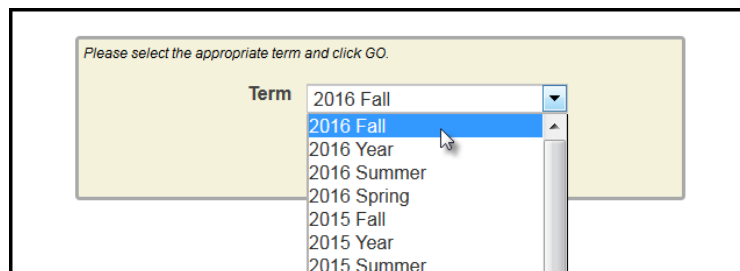## Contents

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 Dean's Office or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.

Entering Mid Term Deficiencies

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

☐ 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	■ Class Roll ■ Mid Term ■ Final Roster	Regular Academic Session
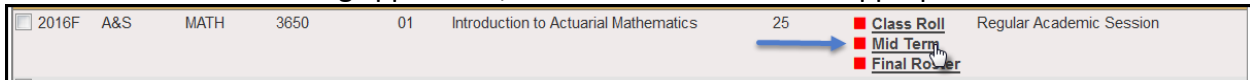
2. The due date is listed at the top of the roster.

MATH-3650-01 - Introduction to Actuarial Mathematics - 2016 Fall

Instructor(s): (IOR)
Course Section Proxy: Proxy Not Assigned ⊞
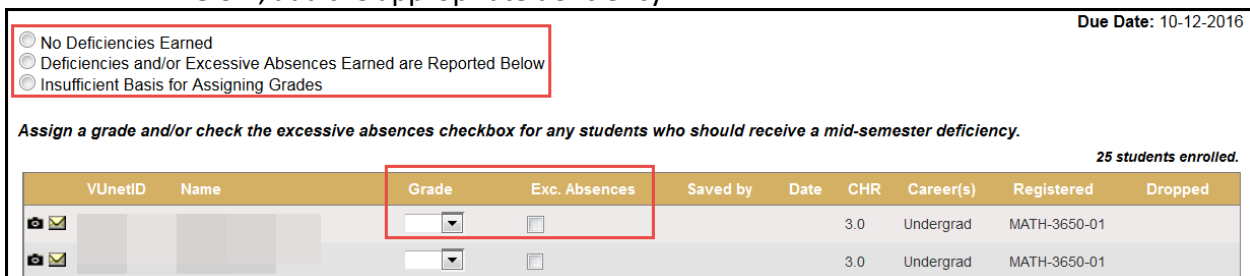
Due Date: 10-12-2016
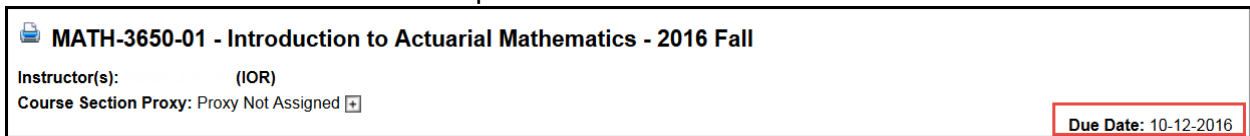
NOTE: The name that appears in Online Grading rosters is the preferred name. To see the student's full name, hover your mouse over the name.
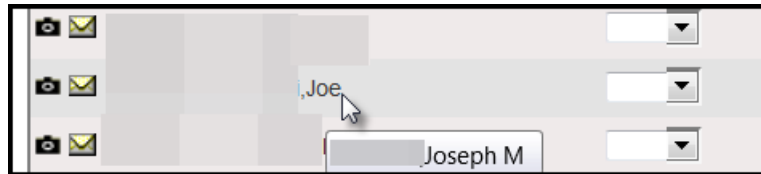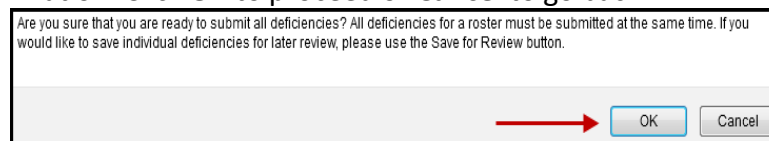
3. Select the appropriate action under Course Section Proxy.
   - If you select **No Deficiencies Earned** or **Insufficient Basis for Assigning Grades** the Grade and Exc. Absences section will be grayed out.
   - If you select **Deficiencies and/or Excessive Absences Earned are Reported Below**, add the appropriate deficiency.

Due Date: 10-12-2016
◯ No Deficiencies Earned
◯ Deficiencies and/or Excessive Absences Earned are Reported Below
◯ Insufficient Basis for Assigning Grades

Assign a grade and/or check the excessive absences checkbox for any students who should receive a mid-semester deficiency.

25 students enrolled.

	VUnetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
📷 ✉			▾	☐			3.0	Undergrad	MATH-3650-01	
📷 ✉			▾	☐			3.0	Undergrad	MATH-3650-01	

4. Click **Save for Review** or **Submit Deficiencies**.
   - Once you click **Submit Deficiencies** you will receive a request for confirmation. Click **OK** to proceed or **Cancel** to go back.

Are you sure that you are ready to submit all deficiencies? All deficiencies for a roster must be submitted at the same time. If you would like to save individual deficiencies for later review, please use the Save for Review button.

[OK] [Cancel]

Mid Term Deficiencies have been submitted for this course.