View Class Roll Online Grading User Guide

A step by step guide to Online Grading navigation





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View Class Roll

- 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 te	m and click GO.
Term	2015 Fall 2015 Fall 2015 Fall 2015 Year 2015 Summer 2015 Summer 2015 Summer
	2014 Fail (*) 2014 Fail 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.

		School	Terr Sessio Subject Are	m 2015 Sp m Any	oring		s c	Course Number ection Number Istructor Name			
				Add		of your cour	Search	ast name, first name)			
	All of your courses will be listed here.										
							Subm	itted 📒 Saved 📕 N	ot Started	3 sections found	
Т							+	# Students			
20)15S	A&S	ENGL	102W	06	Literature and	Analytical Thinking	5	Class Roll Mid Term Final Roster	Regular Acaden	nic Session
20)15S	A&S	ENGL	116W	09	Introduction to	Poetry	14	 <u>Class Roll</u> <u>Mid Term</u> <u>Final Roster</u> 	Regular Acaden	nic Session
20)15S	A&S	ENGL	116W	11	Introduction to	Poetry	12	Class Roll Mid Term Final Roster	Regular Acaden	nic Session



5. Go to the class that you want to view and click Class Roll.

Term	School	Subject	Course	Section	Title	# Students		Session	
2015S	A&S	ENGL	102W	06	Literature and Analytical Thinking	5	Class Roll Mid Term Final Roste	Regular Academic Session	

- 6. The boxes next to each link indicate whether the roster is Submitted Saved Not Started
- 7. You should now see your class list information.
 - You can view class photos by clicking on View Class Photos.
 - Click Download CSV to download the roster to an Excel file.

									5 students enrolled
	VUnetID		Level		Career(s)			Registered	Dropped
ia 🖂 🥥			Junior	3.0	Undergrad	ECON		ENGL-102W-06	
ia 🖂 🥥			Freshman	3.0	Undergrad	BME		ENGL-102W-06	
🖻 🖂 🎱			Junior	3.0	Undergrad	ME		ENGL-102W-06	
۵ 🖂 🎱			Sophomore	3.0	Undergrad	ANTH		ENGL-102W-06	
۵ 🖂 🎱			Senior	3.0	Undergrad	H&OD/LOE	MSCS	ENGL-102W-06	
Download CSV Class Roll discrepancies cannot be saved or submitted at this time. If you have questions, please send <u>email</u> . Sensitive information such as grades should not be included in emails.									
Full Name	(Last, First M	iddle) VU	Net ID Discrep	ancy Type	e Report	ed Bv Rep	orted On	Resolved By	Resolved On