Entering Class Roll Discrepancies

Online Grading User Guide

A step by step guide to Online Grading navigation
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Submitting Class Roll Discrepancies

1. Log into YES (Your Enrollment Services) at 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.
5. Click on the Class Roll link for each class for which the roster has not been submitted. (The box next the link indicates whether the roster has been submitted, saved, or not started.)

![Class Roll link screenshot]

6. The due date is listed at the top of the roster.

![Roster screenshot]

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.

![Name hover screenshot]

7. For each class, report discrepancies as follows:

   A. No Discrepancy - Only students on the roster are attending.
      i. Scroll to the bottom of the page.
      ii. Click Submit Class Roll.

   B. Discrepancy - Students attending who are not on the class roster.
      i. Scroll to the bottom of the page.
      ii. Click Report Discrepancy.
      iii. Obtain the student’s VUnetID from the student. Enter the VUnetID and select the type of discrepancy from the drop-down menu. To add additional students to the discrepancy list, repeat steps ii. and iii. until all have been reported.
      iv. Click Submit Class Roll.

   C. Discrepancy - Students on the roster who are not attending.
      i. Click the green dot to the left of the student's VUnetID. To add additional students to the discrepancy list, repeat until all have been reported.
      ii. Click Submit Class Roll at the bottom of the page.