## 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) 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.

		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	or your cours	ses will be listed	iere.			
								Subm	itted 📒 Saved 📕 N	ot Started	3 sections found
Т							+	# Students			
20	)15S	A&S	ENGL	102W	06	06 Literature and Analytical Thinking 5				nic Session	
20	)15S	A&S	ENGL	116W	09	Introduction to	Poetry	14	<ul> <li><u>Class Roll</u></li> <li><u>Mid Term</u></li> <li><u>Final Roster</u></li> </ul>	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



## **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**.

2014S	GS	CBIO	337	01	Molecular Aspects of Cancer Research	4> Class Roll Final Roster	Regular Academic Session

2. Select the plus sign next to Course Section Proxy.



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

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

- 4. Once you have located the correct person, click Assign.
  - You will receive a confirmation message with your selection.
  - The new proxy will now display.

One	matching result found.									
	Name	E-mail	Туре	Dept.	School	Level	Major(s)			
ø	Jackson, Jacqueline S	shemel.jackson@Vanderbilt.Edu	Employee	University Registrar				Assign		
		$\bigcirc$	Inform	nation						
		Liser with yupoth	d liackso60	assigned as r	arova, for					
		Moleçular	Aspects of C	assigned as planter Resea	rch					
	SBIO-337-01 - Molecular Aspects of Cancer Research - 2014 Spring									
	Instructor(	s): (IOR)								
	Course Se	ction Proxy: Jacqueline S. Jac	<u>ckson</u> 🖻							
	Niew Cla	ass Photos								
		155 F 110105						1		