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.
4. Confirm that all of your classes are displayed. If not, please contact your school’s Office of Academic Services to make sure that you are assigned as the instructor of record for the class.
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.

   ![Class Roll](image1)

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

   ![Proxy Search](image2)

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

4. Choose the correct person and click Assign.
   - You will receive a confirmation message with your selection.
   - The new proxy will now display.

   ![Assign Proxy](image3)