Entering Mid Term Deficiencies
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 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.

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

   **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.

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.