



YES User Guide

Class Roll Discrepancies

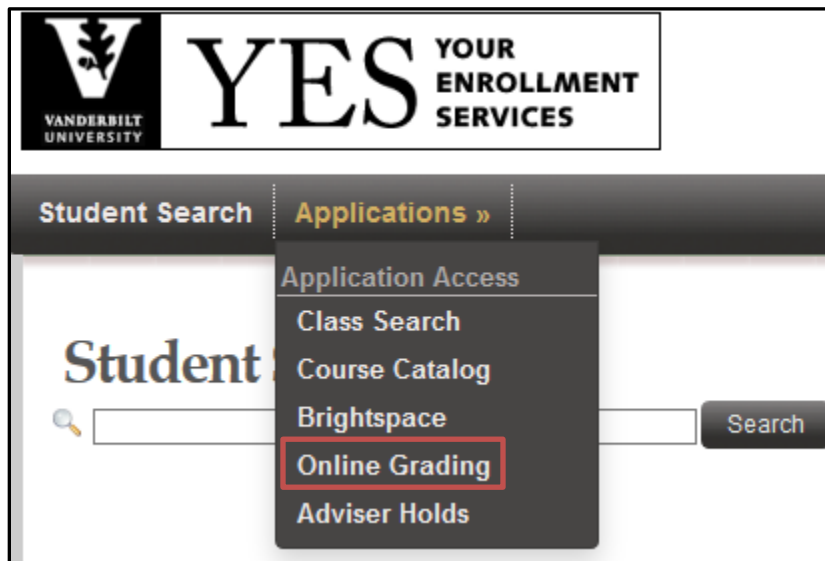
A guide to submitting class roll discrepancies through Online Grading. Online Grading is available through the YES suite of applications.

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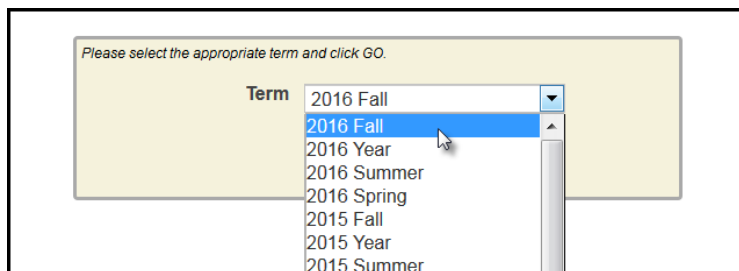
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Submitting Class Roll Discrepancies

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.

Term: 2016 Fall
 Session: Any
 School/Subject Area: Any / Any
 Search My Classes:

Course Number:
 Section Number:
 Instructor Name: (last name, first name)

Search

Add Syllabus | Delete Syllabus | Select All

 Submitted Saved Not Started 2 sections found

Term	School	Subject	Course	Section	Title	# Students	Session
<input type="checkbox"/> 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster
<input type="checkbox"/> 2016F	A&S	MATH	3859	14	Independent Study	0	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster

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.)

<input type="checkbox"/> 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster
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Submitted Saved Not Started

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

MATH-3650-01 - Introduction to Actuarial Mathematics - 2016 Fall
 Instructor(s): _____ (IOR)
 Course Section Proxy: _____

Due Date: 09-14-2016

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.

		_____	_____
		Joe	_____
		Joseph M	_____

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.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.