



YES User Guide

Adding a Course Section Proxy

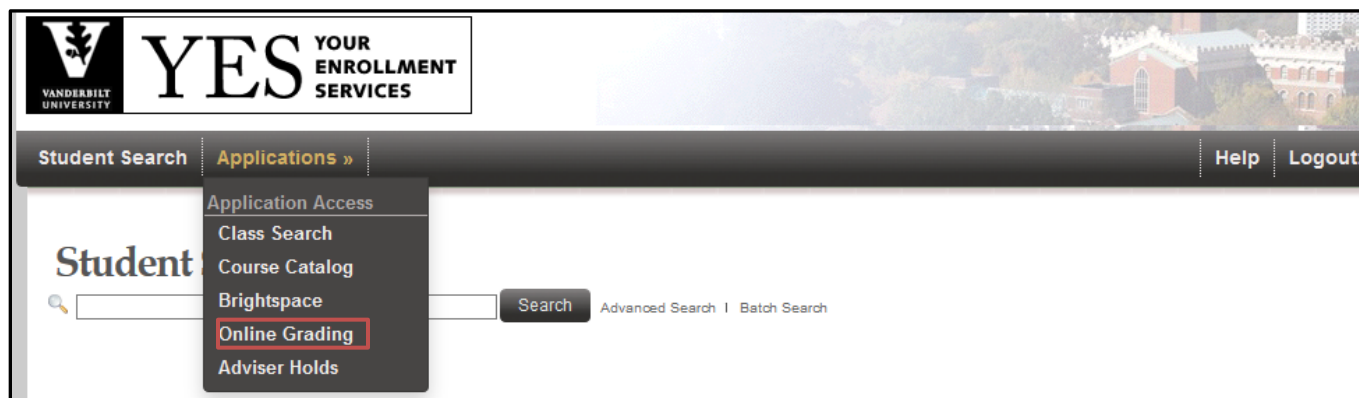
Adding a Course Section Proxy is an online tool that allows faculty to assign a Proxy for a course in Online Grading. This function is available through the YES suite of applications.

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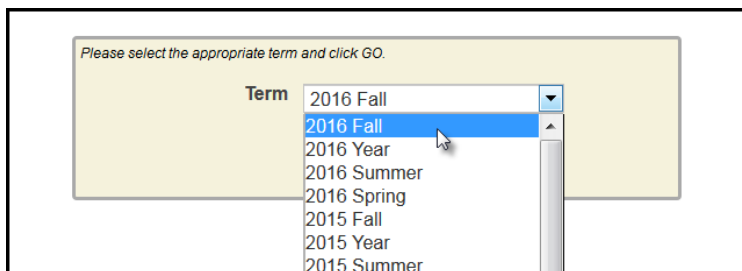
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View Courses by Term

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.

2016 Fall
 Any
 Any
 Search My Classes

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

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	Regular Academic Session
<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	Regular Academic 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**.

<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	Regular Academic Session
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2. Select the next to Course Section Proxy.

Class Roll | Mid Term Deficiencies | Final Grade Roster | Blackboard

MATH-3650-01 - Introduction to Actuarial Mathematics - 2016 Fall

Instructor(s): (IOR)

Course Section Proxy: Proxy Not Assigned

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

Proxy Search

Course Section Proxy Search for Course:

(last name, first name)

4. Choose the correct person and click **Assign**.

- You will receive a confirmation message with your selection.
- The new proxy will now display.

3 matching results found.

Name	E-mail	Type	Dept.	School	Level	Major(s)	
	██████████@Vanderbilt.Edu	Employee	University Registrar				Assign
	██████████@vanderbilt.edu	Student		LawSchool	LawSchool	LAW	Assign
	██████████@vanderbilt.edu	Student		NursSchool	NursSchool	PNPA	Assign

MATH-3650-01
Information
User with vunetld '██████████' assigned as proxy for
Introduction to Actuarial Mathematics

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

[View Class Photos](#)

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