



Adding a Course Section Proxy Online Grading User Guide

A step by step guide to Online Grading navigation



VANDERBILT



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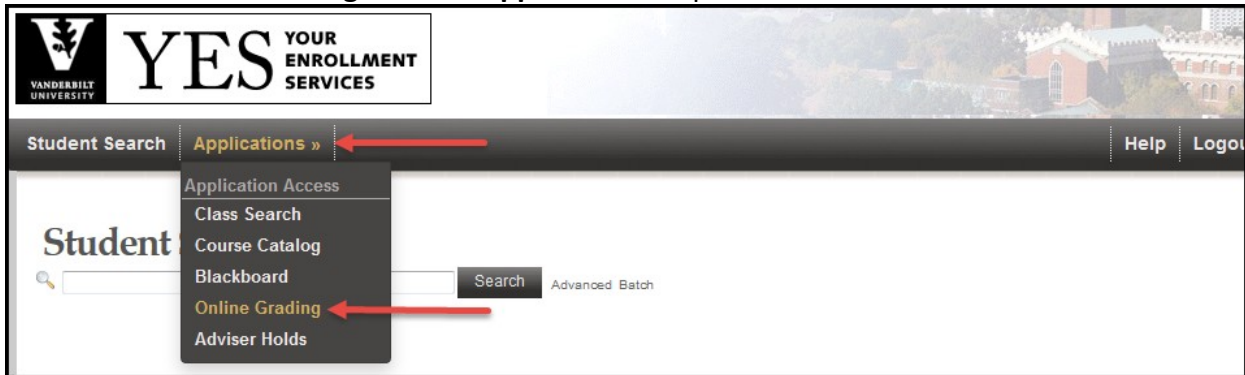
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Online Grading User Guide

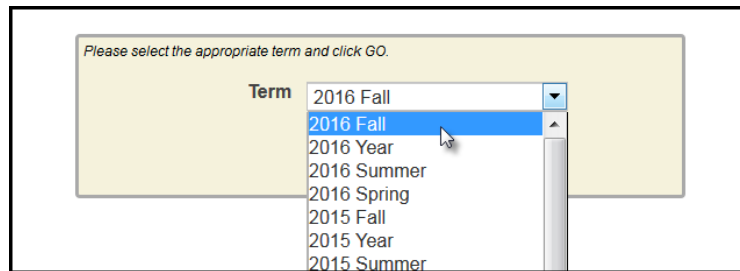


View Courses by Term

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.

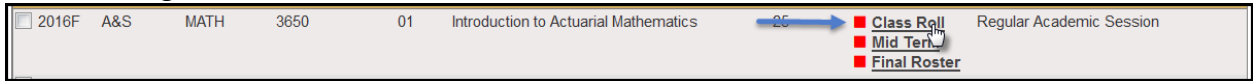
Term	School	Subject	Course	Section	Title	# Students	Session	
<input type="checkbox"/>	2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	■ Class Roll ■ Mid Term ■ Final Roster Regular Academic Session
<input type="checkbox"/>	2016F	A&S	MATH	3859	14	Independent Study	0	■ Class Roll ■ Mid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

Online Grading User Guide - Course Section Proxy

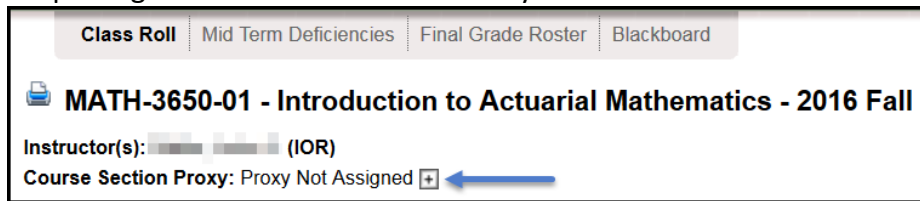


Adding a Course Section Proxy

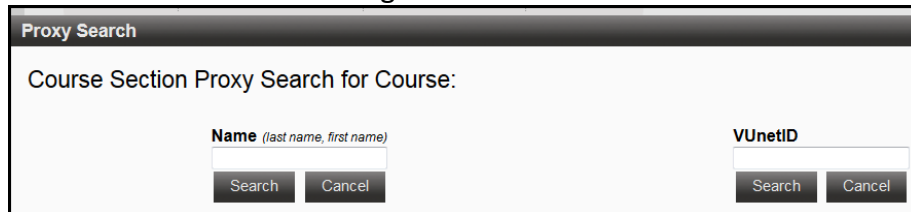
1. In the Online Grading Application, go to the class that you want to add a proxy to by clicking on **Class Roll**.



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



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.

