



Entering Mid Term Deficiencies Online Grading User Guide

A step by step guide to Online Grading navigation



VANDERBILT

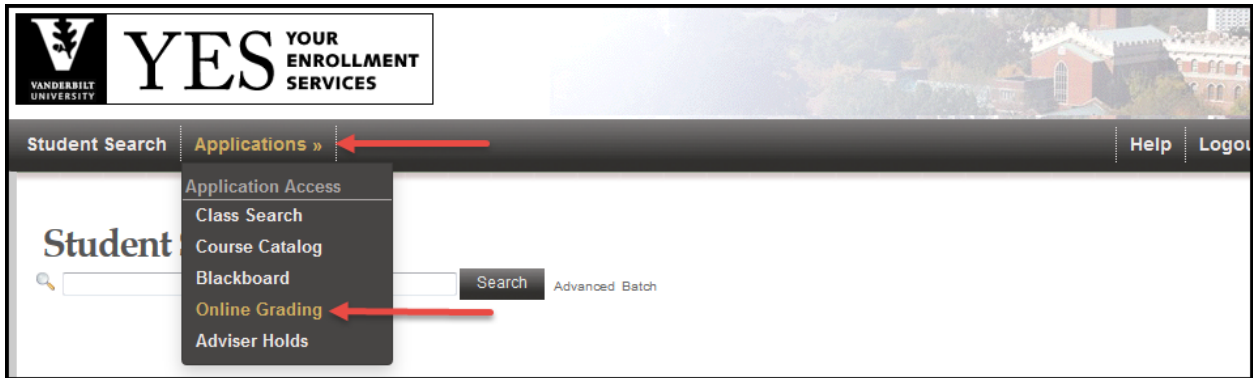


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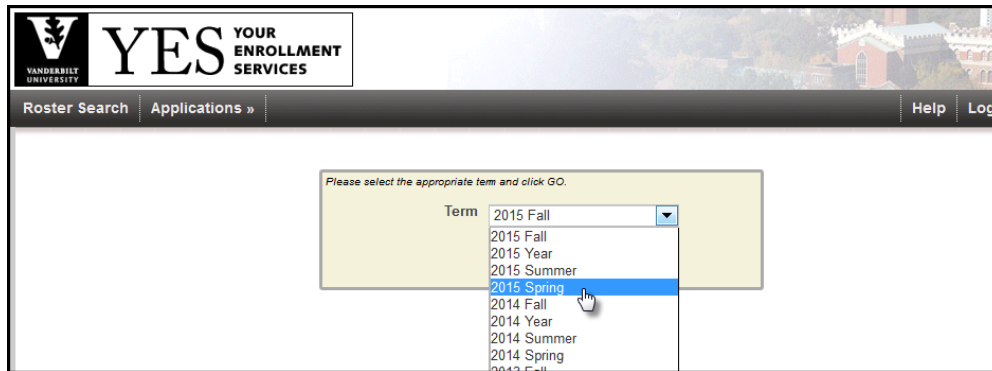
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View Courses by Term

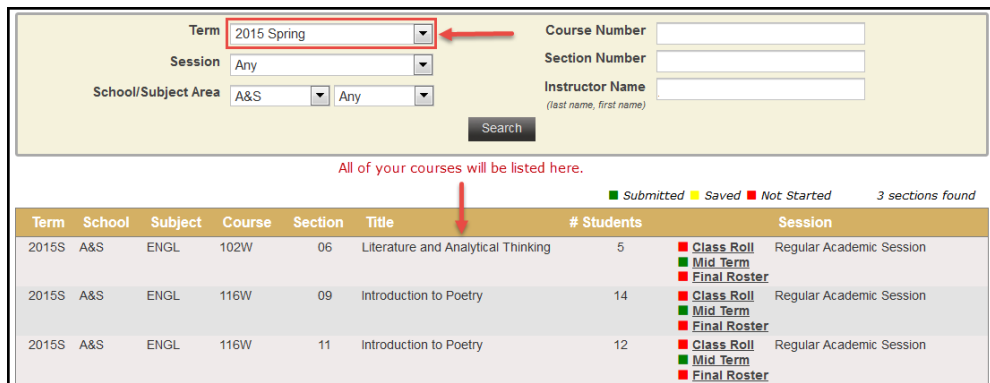
1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Select **Online Grading** from the **Applications** drop-down list.



3. Select the appropriate term from the drop-down menu.



4. Confirm that all of your courses are displayed. If not, please contact your school registrar 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. Select the appropriate action under Course Section Proxy.
 - Once mid term deficiencies are open, be sure to pay attention to the Due Date indicated on the right side.
 - 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.

Class Roll | **Mid Term Deficiencies** | Final Grade Roster | OAK

ANTH-288A-01 - Independent Research - 2014 Spring

Instructor(s): [Name] (IOR)

Course Section Proxy: Proxy Not Assigned

Due Date: 03-05-2014

No Deficiencies Earned
 Deficiencies and/or Excessive Absences Earned are Reported Below
 Insufficient Basis for Assigning Grades

Assign a grade and/or check the excessive absences checkbox for any students who should receive a mid-semester deficiency.

One student enrolled.

VUNetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
[icon]	[Name]	[Grade]	<input type="checkbox"/>			2.0	Undergrad	ANTH-288A-01	

or

3. Click **Save for Review** or **Submit Deficiencies**.
 - Once you click **Submit Deficiencies** you will receive the following message below.
 - Click **OK** to proceed or **Cancel** to go back.

Are you sure that you are ready to submit all deficiencies? All deficiencies for a roster must be submitted at the same time. If you would like to save individual deficiencies for later review, please use the Save for Review button.

ANTH-288A-01 - Independent Research - 2014 Spring

Instructor(s): [Name] (IOR)

Course Section Proxy: Proxy Not Assigned

Due Date: 03-05-2014

No Deficiencies Earned
 Deficiencies and/or Excessive Absences Earned are Reported Below
 Insufficient Basis for Assigning Grades

Mid Term Deficiencies have been submitted for this course.

Assign a grade and/or check the excessive absences checkbox for any students who should receive a mid-semester deficiency.

One student enrolled.

VUNetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
[icon]	[Name]	C-	<input checked="" type="checkbox"/>		02-18-2014	2.0	Undergrad	ANTH-288A-01	