



VANDERBILT UNIVERSITY
Office of the UNIVERSITY REGISTRAR

YES User Guide

Entering Mid Term Deficiencies

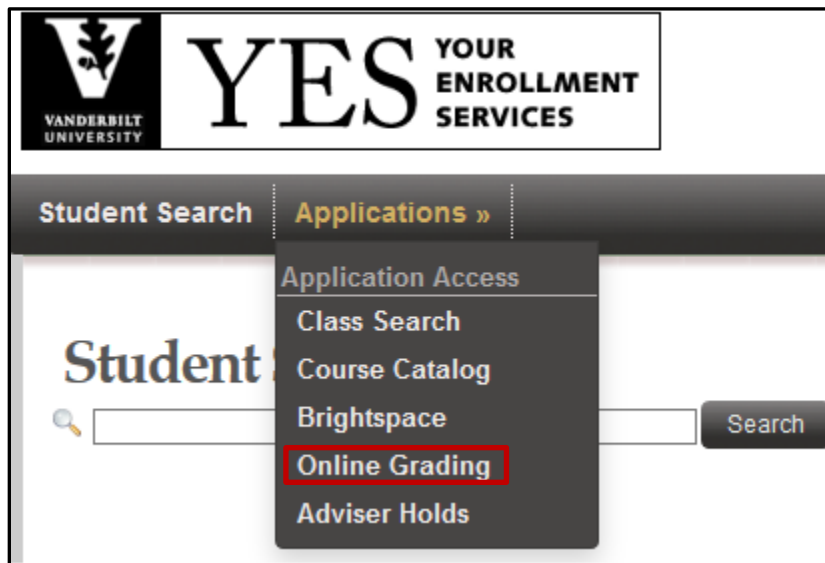
Entering Mid Term Deficiencies is an online tool in Online Grading. This function is available through the YES suite of applications.

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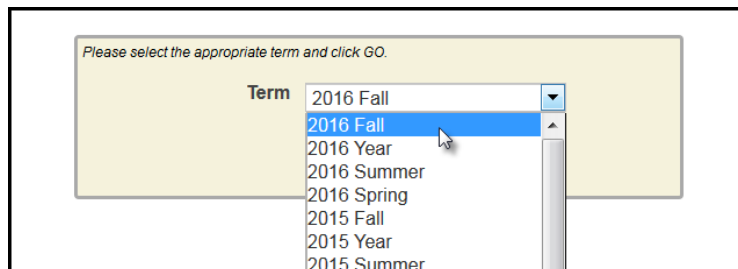
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View Courses by Term

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 Dean's Office or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.

2016 Fall
 Any
 Any Any
 Search My Classes

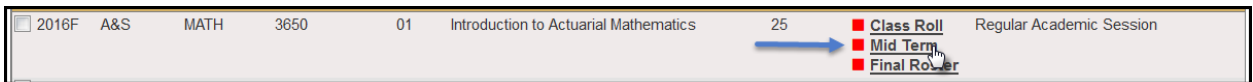
Course Number
 Section Number
 Instructor Name
(last name, first name)

Add Syllabus | Delete Syllabus | Select All
 Submitted Saved Not Started 2 sections found

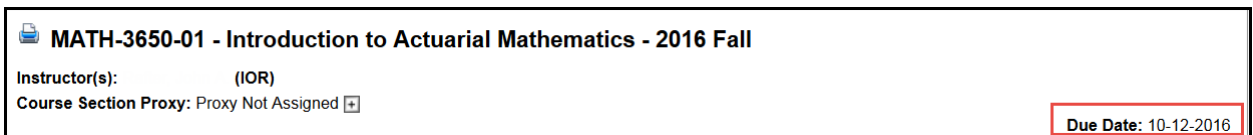
Term	School	Subject	Course	Section	Title	# Students	Session
<input type="checkbox"/> 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll <input checked="" type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster
<input type="checkbox"/> 2016F	A&S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

Entering Mid Term Deficiencies

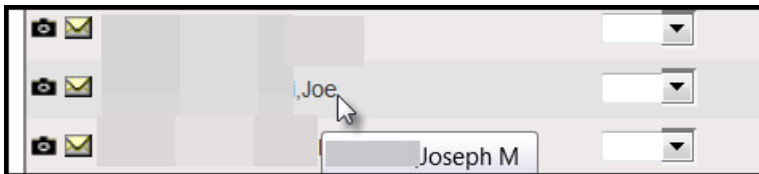
1. In the Online Grading application, click on **Mid Term** for the appropriate section.



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.

Due Date: 10-12-2016

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.

25 students enrolled.

VUnetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
		▼	<input type="checkbox"/>			3.0	Undergrad	MATH-3650-01	
		▼	<input type="checkbox"/>			3.0	Undergrad	MATH-3650-01	

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.

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.

→

Mid Term Deficiencies have been submitted for this course.

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