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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View Courses by Term

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

![Image of YES enrollment services website]

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

![Image of drop-down menu with terms]

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.
Entering Mid Term Deficiencies

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

   ![Image showing the Online Grading application with Mid Term selected]

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

   ![Image showing the Online Grading roster for MATH-3650-01 with due date 10-12-2016]

   **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.

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.

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.

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