



View Class Roll

Online Grading User Guide

A step by step guide to Online Grading navigation



VANDERBILT



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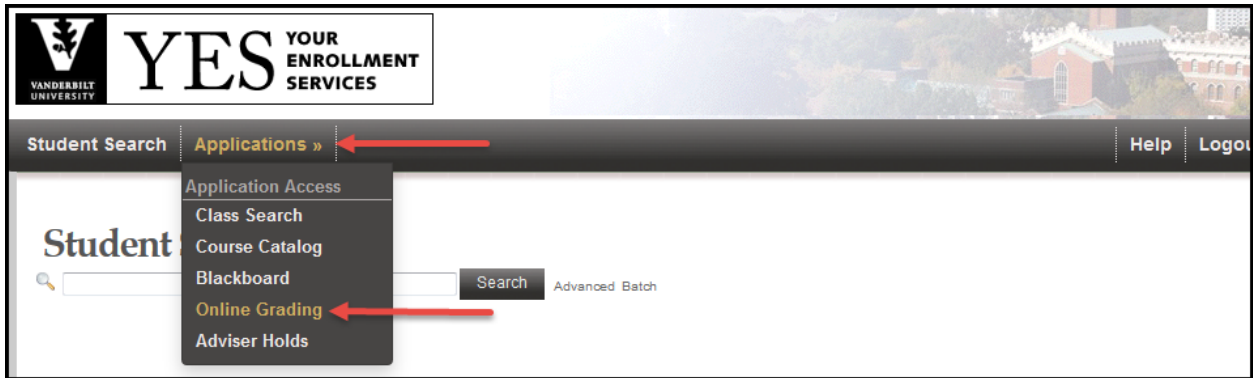
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Online Grading User Guide - View Class Roll

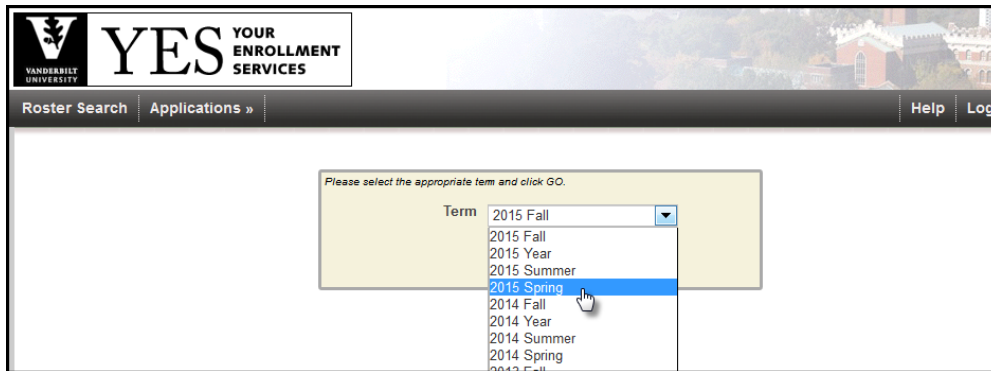


View Class Roll

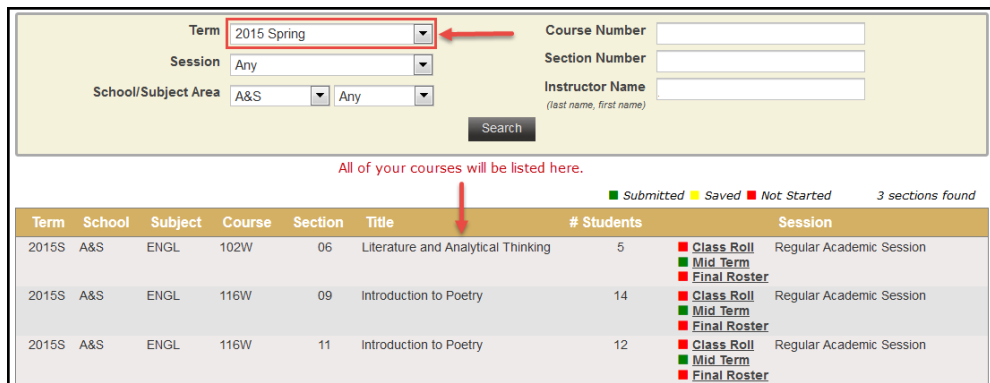
1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Select **Online Grading** from the **Applications** drop-down list.



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.



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5. Go to the class that you want to view and click Class Roll.

Term	School	Subject	Course	Section	Title	# Students	Session
2015S	A&S	ENGL	102W	06	Literature and Analytical Thinking	5	Regular Academic Session

■ **Class Roll**
■ Mid Term
■ Final Roster

6. The boxes next to each link indicate whether the roster is ■ Submitted ■ Saved ■ Not Started

7. You should now see your class list information.

- You can view class photos by clicking on **View Class Photos**.
- Click **Download CSV** to download the roster to an Excel file.

View Class Photos

Due Date: 01-26-2015

5 students enrolled.

	VUNetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
			Junior	3.0	Undergrad	ECON		ENGL-102W-06	
			Freshman	3.0	Undergrad	BME		ENGL-102W-06	
			Junior	3.0	Undergrad	ME		ENGL-102W-06	
			Sophomore	3.0	Undergrad	ANTH		ENGL-102W-06	
			Senior	3.0	Undergrad	H&OD/LOE	MSCS	ENGL-102W-06	

Download CSV

Class Roll discrepancies cannot be saved or submitted at this time. If you have questions, please send [email](#).
 Sensitive information such as grades should not be included in emails.

Full Name (Last, First Middle)	VU Net ID	Discrepancy Type	Reported By	Reported On	Resolved By	Resolved On