



## **YES User Guide**

### *View Class Roll*

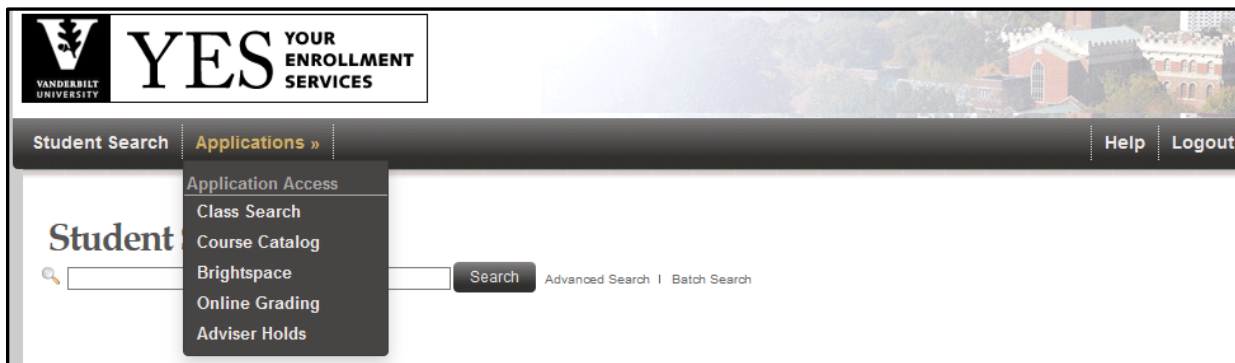
Viewing the Class Roll is an option in the Online Grading application that allows faculty to view and see information regarding the class roll. Class Roll/Online Grading is available through the YES suite of applications.

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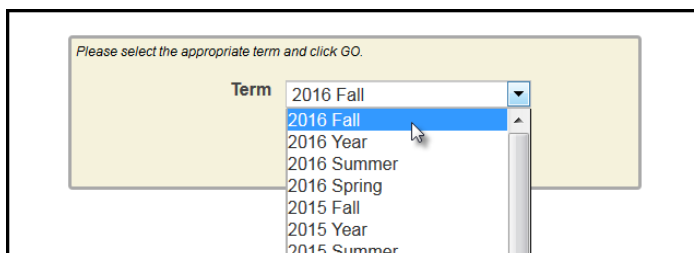
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## Logging In and Selecting a Term

1. Log into YES (Your Enrollment Services) [yes.vanderbilt.edu](http://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:  Course Number:

Session:  Section Number:

School/Subject Area:   Instructor Name:

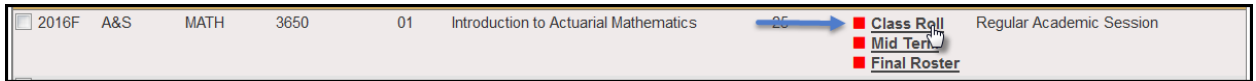
Search My Classes:  Search

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 type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster Regular Academic Session
<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 Regular Academic Session

## Viewing the Class Roll

1. Navigate to the class that you want to view and click **Class Roll**.



2. 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.

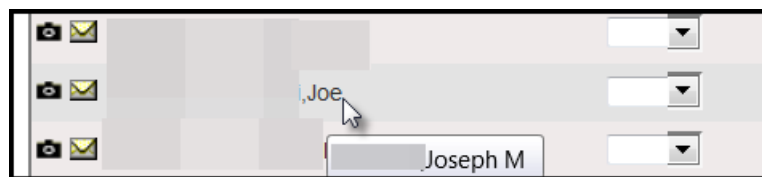
[View Class Photos](#)

25 students enrolled.

VUnetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
		Junior	3.0	Undergrad	CS, ECON		MATH-3650-01	
		Junior	3.0	Undergrad	ECON, MATH/Standard		MATH-3650-01	
		Senior	3.0	Undergrad	ECON		MATH-3650-01	
		Senior	3.0	Undergrad	ECON, MATH/Standard		MATH-3650-01	
		Junior	3.0	Undergrad	CS		MATH-3650-01	

[Download CSV](#)

**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.






**NOTE:** If a student submits a pronoun, it will be viewable next to their VUnetID. To see the pronouns, hover your mouse over the blue icon

38 students enrolled.

VUnetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
		Senior	3.0	Undergrad	ECON		ECON-3230-01	
		Senior	3.0	Undergrad	ECON, PSCI		ECON-3230-01	
He/Him/His		Senior	3.0	Undergrad	ECON	MSCS	ECON-3230-01	
		Senior	3.0	Undergrad	ECON	FNEC, MSCS	ECON-3230-01	

Pronoun information is also available via Class Photos.

<b>Course: Urban Economics</b> 				
<b>Instructor(s):</b>			<b>Term:</b> 2018S	
<b>Class:</b> Economics 3230-01			<b>Enrollment:</b> 38	
	 He/Him/His	