Adding a Course Section Proxy
YES User Guide

Adding a Course Section Proxy is an online tool that allows faculty to assign a Proxy for a course in Online Grading. This function is available through the YES suite of applications.
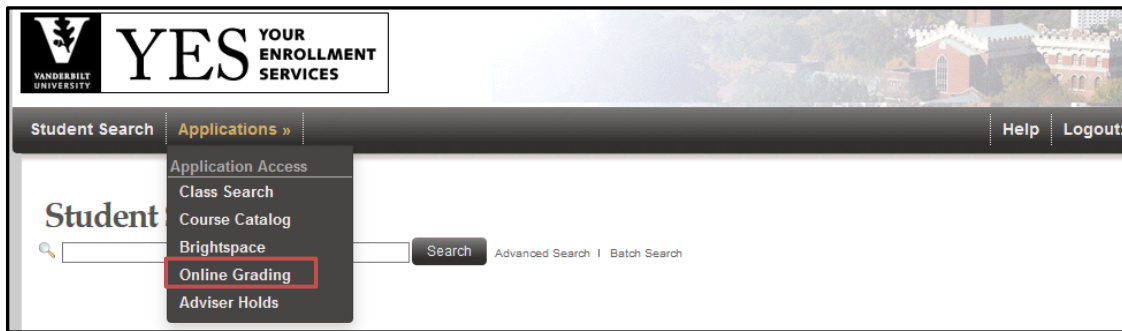
VANDERBILT
Office of the
University Registrar
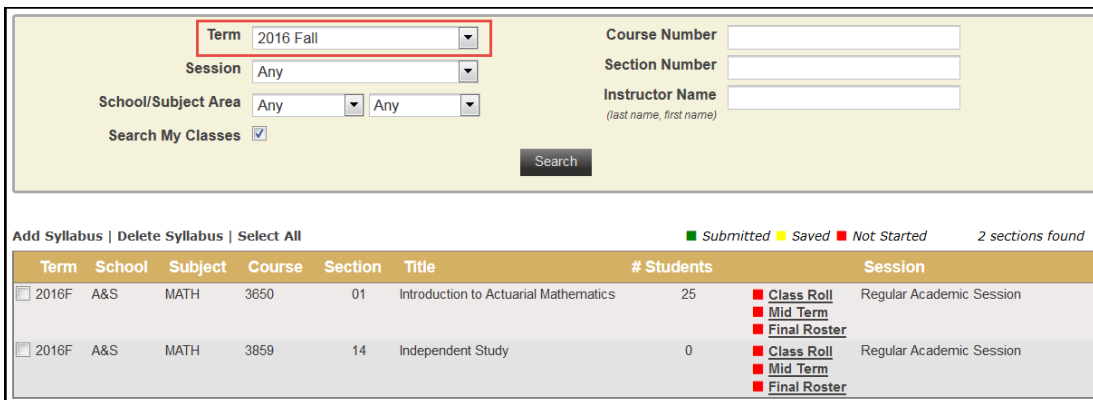
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View Courses by Term

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.
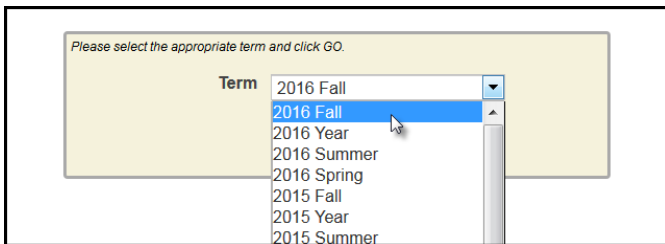
4. Confirm that all of your classes are displayed. If not, please contact your school's Office of Academic Services to make sure that you are assigned as the instructor of record for the class.
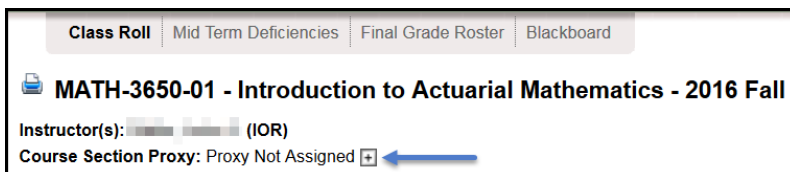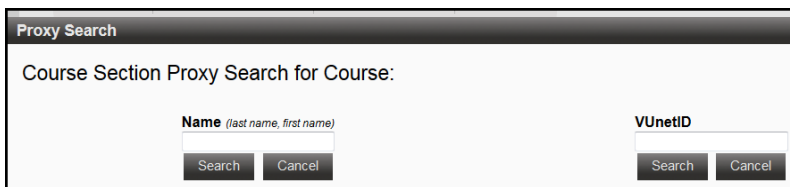
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1. In the Online Grading Application, go to the class that you want to add a proxy to by clicking on **Class Roll**.
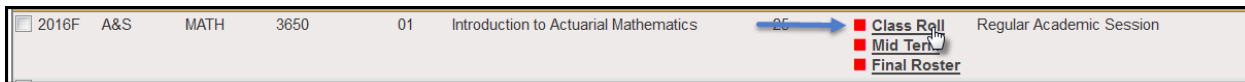
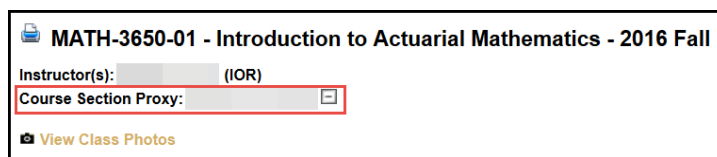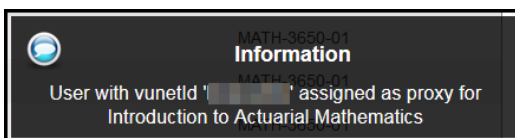2. Select the ⊞ next to Course Section Proxy.

3. You can search for an individual using their first and last name or VUnetID.

4. Choose the correct person and click **Assign**.
   - You will receive a confirmation message with your selection.
   - The new proxy will now display.

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