

# Assigning a Grade Proxy

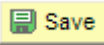
If you are listed as a primary instructor on a class in the SIS Schedule of Classes, you can use the **Grade Proxy** link in the Faculty Center to assign one or more grade proxies to your class(es).

1. To assign a grade proxy for a particular class, go to the Faculty Center (OneStart>Faculty Systems>Go to Faculty Center).

The screenshot shows the Faculty Center interface. At the top, there are three tabs: "faculty center", "class search", and "browse catalog". Below the tabs is the "Faculty Center" heading. The main content area displays "Fall 2008 | IUPUI" and a link "Click here to go to Oncourse". There are two radio buttons for "Select display option": "Show All Classes" (selected) and "Show Enrolled Classes Only". Below this is a breadcrumb trail: "My Teaching Schedule > Fall 2008 > IUPUI". A table lists classes with columns: "Class Roster", "Grade Proxy", "Class", "Class Title", "Enrolled", "Days & Times", "Room", and "Class Dates". The first row shows "Class Roster" and "Grade Proxy" links, "HPER-H 160 (2628)", "FIRST AID AND EMERGENCY CARE (Lecture)", "123", "MoWe 9:00AM - 9:50AM", "General Classrooms/University", and "Aug 20, 2008- Dec 15, 2008". A yellow arrow points to the "Grade Proxy" link. Below the table are links for "Weekly Teaching Schedule" and "Go to top". At the bottom, there are links for "Faculty Center", "Class Search", and "Browse Catalog".

2. Locate the correct class and click the Grade Proxy link in the **Grade Proxy** column.

**NOTE:** If you do not see the Grade Proxy link, either your campus does not wish to use this feature, or you are not listed as the primary instructor of this class. Only instructors listed as primary have access to assign grade proxies on their own.

3. Enter the 10 digit University ID for the proxy to be added. Validate that the correct person has been added by confirming the person's name and Network ID on that page. If you use the Search feature (magnifying glass) to find the 10-digit ID, you should fill in as many fields as possible to narrow the list of results to the correct person.
4. Select either **Grade** or **Approve** access in the **Grade Roster Access** column. **Grade** access allows a proxy to enter grades on your behalf. You would then review, approve, and submit to the Registrar. **Approve** access allows a proxy to enter grades, review, approve and to submit the grades to the Registrar. **Approve** is powerful access.
5. To add additional proxies or delete existing proxies, click **+ Add Row** and/or **- Delete Row** for those individuals.
6. Click  **Save** to save changes. When changes are saved, an automatic email confirmation is sent to the university email address of the primary instructor who made the change.

**NOTE:** For people who are being added as a proxy to their first class for the current term, it takes one day for them to gain access to the Faculty Systems section in OneStart (Services > Faculty Systems) and the Faculty Center in SIS. Likewise, when users are

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removed from the schedule of classes as proxies, it takes one day for them to lose their access to the Faculty Systems section in OneStart and the Faculty Center.

7. Click [Return](#) to go back to the Faculty Center home page.