

Assigning Grade Proxies and Enrollment Assistants

Faculty members listed as primary course instructors may assign grade proxies and enrollment assistants to their courses.

- An **enrollment assistant** acts on behalf of the instructor to:
 - Review and report class attendance status for the Enrollment Verification process. Enrollment Assistants also may update any of the other values available in the Student Performance Roster.
- A **grade proxy** acts on behalf of the instructor to:
 - Review **attendance**, report enrollment discrepancies, and update any other values available in the Student Performance Roster.
 - A proxy can enter and/or submit letter **grades** during early evaluations and during final grades.

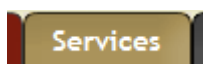
Grading Assistants in Oncourse must also be assigned through the process below to be able to update the Student Performance Rosters and/or the grades rosters on behalf of the instructor.

Where to go to Assign Grade Proxies and Enrollment Assistants:

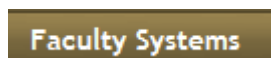
1. **Faculty Center in OneStart:** Instructors may assign grade proxies and enrollment assistants by clicking the **Grade Proxy** link in the "My Teaching Schedule" box (see below).

- Log in to [OneStart](#):

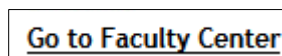
- Click the **Services** tab at the top:



- Select the **Faculty Systems** option from the left menu:



- Click the **Go to Faculty Center** link:



- The "My Teaching Schedule" box displays all courses assigned to a given instructor for that term and campus.

- Click the **Grade Proxy** link next to the class to which you want to assign a proxy or an enrollment assistant.

My Teaching Schedule > Fall 2011 > Bloomington				
Class Roster	Student Performance Roster	Student Performance Roster Status	Grade Proxy	Class
Class Roster	Student Performance Roster	Please Update!	Grade Proxy	ENG-L 111 (11492)

Student Performance Rosters: Instructors may assign grade proxies and enrollment assistants by clicking the **Assign Grading Proxy** link located on the Student Performance Roster page.

Student Performance Roster

REMINDER: Click the "Save" button to indicate that you have completed your review. You can review and update your roster multiple times throughout the term.

MUS-X 2 PIANO ACCOMPANYING
Activity (6446)
Summer 2011 | Summer Session 2 | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	ARR	Chih-Yi Chen, Russell Parker	06/17/2011 - 08/12/2011

[Assign Grading Proxy](#)

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2. **Oncourse:** Instructors may assign grade proxies and enrollment assistants by clicking the **Performance Roster** link located on the left side in the menu. This link opens the Faculty Center page.

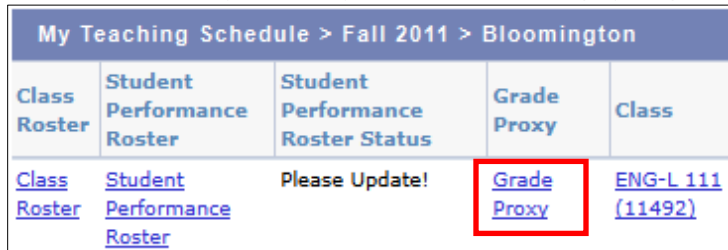
- Log in to [Oncourse \(https://oncourse.iu.edu/portal\)](https://oncourse.iu.edu/portal):
- Select your course from the tabs at the top of the page: Here is an example.



- Click the Performance Roster link on the left side of the page:



- Click the Grade Proxy link for a particular class to assign your grade proxy or enrollment assistant for that class.



A screenshot of a teaching schedule table. The table has a blue header with the text 'My Teaching Schedule > Fall 2011 > Bloomington'. The table has five columns: 'Class Roster', 'Student Performance Roster', 'Student Performance Roster Status', 'Grade Proxy', and 'Class'. The 'Grade Proxy' column contains a red-bordered box with the text 'Grade Proxy'. The 'Class' column contains the text 'ENG-L 111 (11492)'.

Class Roster	Student Performance Roster	Student Performance Roster Status	Grade Proxy	Class
Class Roster	Student Performance Roster	Please Update!	Grade Proxy	ENG-L 111 (11492)

Assigning Grade Proxies and Enrollment Assistants:

- Enter the **10-digit university ID** of the person to be added, or click the magnifying glass to search using last and first name, and/or network ID. Validate that this is the correct person and select the name. This brings the UID and name to the Grade Proxy page.
- The Instructor role defaults to Grading Proxy. If this person is assigned to update only the student performance roster, select Enrollment Assistant from the dropdown menu.
- Select either **Grade** or **Approve** access in the **Grade Roster Access** column. "Grade" access allows enrollment assistants to update attendance information on the Student Performance Roster and to save that information.


Assigning Grade Proxies and Enrollment Assistants

Grade Proxy MATH-M 25 Class Nbr: 6154
 MATH-M 25 PRE-CALCULUS MATHEMATICS
 Lecture (6154)
 Summer 2011 | Summer Session 2 | Bloomington

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 9:30AM - 10:20AM	Swain West (SW) 217	David Powder, Russell Parker	06/17/2011 - 08/12/2011

* Empl ID	Network ID	Name	*Instructor Role	*Grade Roster Access		
1			Grading Proxy	Grade	+ Add Row	- Delete Row

[Return](#)

- To add multiple assistants, or to delete an assistant from a roster, use the **Add Row** or **Delete Row** buttons

- Click the save button to save your entries. An email confirmation is generated and sent to the university email address of the Primary Instructor who made the change.
- Click [Return](#) to go back to the Faculty Center home page.
- Please note that **it is the responsibility of the instructor of the course to inform your Enrollment Assistants** that you have authorized them to have access to the Student Performance Roster(s), and to provide the necessary links and documentation for them to act on the instructor's behalf.

Things to Know

- Only the **instructor(s) of record** may assign assistants or proxies to their SIS roster(s).
- Multiple assistants, roles, or levels of access can be setup for a particular class.
- Assistants or Proxy roles for the SIS rosters must be specified for each class individually.
- The Grade Proxy link is available to only the Primary Instructor(s) of credit-bearing classes.

Instructor Roles: Grade Proxy vs. Enrollment Assistant:

- Enrollment Assistants** can access only the Student Performance Rosters.
- Grade Proxies** can access grade rosters and Student Performance Rosters.
- Enrollment Assistants and Grade Proxies** must wait until the next day after being assigned to access the assigned roster unless they have had an enrollment assistant or grade proxy role in a previous term.

Grade Roster Access:

- Enrollment Assistants:** There is no difference in functionality between Grade Roster Access "Grade" and "Approve" for enrollment assistants, but one Grade Roster Access role must be selected.
- Grade Proxy:** There is a difference in functionality between the Grade Roster Access roles "Grade" and "Approve." This is how each Instructor Role, Enrollment Assistant and Grade Proxy work in conjunction with each Grade Roster Access role, "Grade" and "Approve":
- "Approve" Grade Roster Access:**
- Grade Proxy: Saves updates to the SPF roster and Submit Grade Rosters later in the term.
 - Enrollment Assistant: Saves updates to SPF rosters only.
- "Grade" Grade Roster Access:**
- Grade Proxy: Saves updates to the SPF roster and saves updates to the Grade Roster as well.
 - Enrollment Assistant: Saves updates to the SPF rosters only.

***No student enrolled in the class should be authorized to act as the Enrollment Assistant for the class.**