Faculty members listed as the primary course instructor may assign a grade proxy, such as a graduate assistant, to their course. A grade proxy acts on behalf of the instructor to enter, and possibly submit, final grades for the class.

- 1. Log in to One.IU <u>https://one.iu.edu/</u>
- 2. Sign in at top right, using the pull-downs to set Campus=BL; Role=Faculty.



- 3. Enter Faculty Center in Search field.
- 4. Hit Enter.
- 5. Click the **Faculty Center** app; we recommend first clicking the heart icon to set it as a favorite.



 Click the Grade Proxy link next to the class in which you want to assign one or more proxies.

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Summer 2000 Bloon elect display option:	100 C	I Classes (⁵ Show Envolled C		bere to ao to On	106.942.0K	
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lase Grade Grade	Santar Station	tians	Class Title	Enrolled	Days & Times	Room	tlass Dates
latter Roster Pray	tubre ment	BUE-A 201 (1227)	INTRO TO FINANCIAL ACCOUNTING (Ledure)	43	MoTuWeTh 9:50AM - 11-30AM	General Classrooms/Univ. Space	May 6, 2008- Jun 12, 2008
laus Grade toster Hoster	Not Submitted	ENG-L 204 (21.29)	INTRODUCTION TO FICTION (Ledure)	25	MeTuWaThFr 9:30AM - 10:20AM	General Classrooms/Univ. Space	Jun 13, 2008 Aug 8, 2008
lans Græde Lauter flauter	Not Submitted	HP18-E 135	GOLF (Activity)	12	MoTuWeTh 11:45AM - 1:00PM	Finesialogy	May 6, 2008- Jun 12, 2008
lans Grade Loster Boster	Submitted	HPEA-E 135 (245.9)	GOLF (Activity)	10	MoTuWeTh 1:10PM - 2:25PM	Finesiology	May 6, 2008- Jun 12, 2008
	Schedule	Go to to:					

*Note: if you do not see the **Grade Proxy** link, either your campus does not use this feature, or you are not listed as the Primary Instructor of this class

 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 the page.



*Note: If you use the Search feature (magnifying glass) to find the 10-digit ID, fill in as many fields as possible to narrow the list of possible results to the correct person. Validate the Network ID and name on the search results before selecting an ID.

8. Select either **Grade** or **Approve** access in the Grade Roster Access column; "Grade" allows a proxy to enter grades, while "Approve" allows a proxy to enter *and* submit the grades to the Registrar.

Faculty Cente	r						
Grade Proxy		. 204 Class					
ENG-L 204 Lecture (2139)	INTRO	DUCTION TO I	TCTION				
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EmplID		Network ID	Name		Instructor Role	*Grade Roster Access	
1 001	٩	surussel	Susan Russell		Grading Prov	Approve	
Return						Grade	

- To add additional or delete existing proxies, use the Add Row and/or Delete Row buttons for those individuals.
- Click the Save button.
 *Note: When changes are saved, an automatic email confirmation is sent to the university email address of the Primary Instructor who made the change.
- 11. Please note that it is your responsibility to inform your grade proxy that you have authorized access to the roster(s).



IMPORTANT POINTS:

- Only the **Primary Instructor of Record** is permitted to assign a proxy.
- No student enrolled in the class should be authorized to act as proxy.
- You must choose between two types of access:
 - **Approve** allows proxy to submit the roster without any additional review.
 - Grade allows grade entry but not submission. That must be done by the Instructor of Record.
- Access to the Faculty Center for new proxies may require an overnight file refresh.