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 https://one.iu.edu/
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.
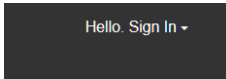
6. Click the **Grade Proxy** link next to the class in which you want to assign one or more proxies.
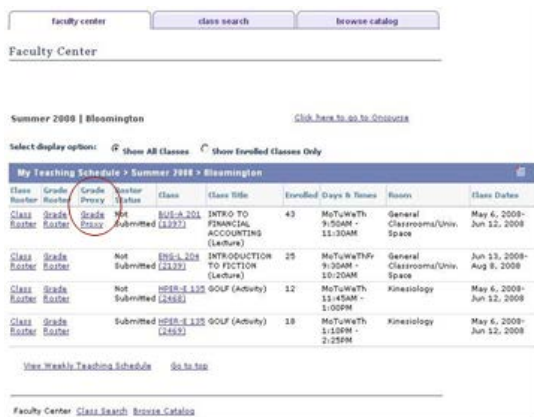
*Note: if you do not see the **Grade Proxy** link, either your campus does not use this feature, or you are not listed as the Primary Instructor of this class

7. 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.

9. To add additional or delete existing proxies, use the **Add Row** and/or **Delete Row** buttons for those individuals.
10. 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).
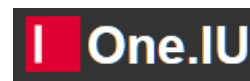
IMPORTANT POINTS:

- 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.