

Assigning a Grade Proxy in OneStart

Faculty members listed as the primary course instructor now 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 submit final grades for the class.

1. Log in to OneStart, www.onestart.iu.edu.
2. Click the **Services** tab, and then select **Faculty Systems** from the left margin.
3. From the **Faculty Center** welcome page, click the **Grade Proxy** link next to the class to which you want to assign one or more proxies.

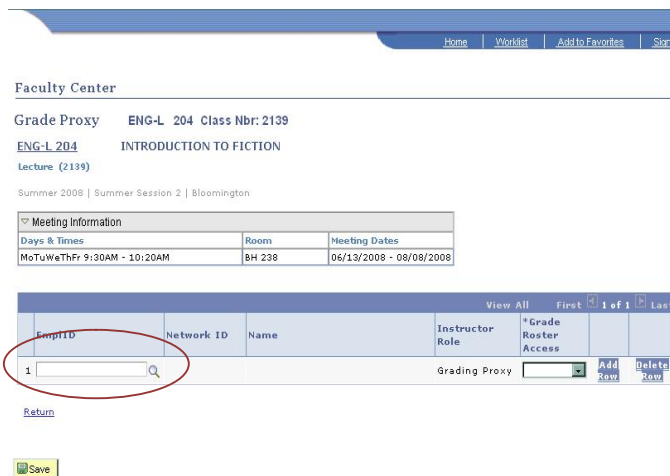


4. Click the **Grade Proxy** link next to the class to which you want to assign one or more proxies.



*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.

5. 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, you should fill in as many fields as possible to narrow the list of results to the correct person. Validate the Network ID and name on the search results page before selecting it.

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



7. To add additional proxies or delete existing proxies, use the **Add Row** and/or **Delete Row** buttons for those individuals.

8. Save the page with 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.

9. Click Return to go back to the Faculty Center home page.

10. Please note that it is your responsibility to inform your grade proxy that you have authorized access to the grade roster(s).

Things to Know

- ✓ You must be the **Instructor of Record** to assign a proxy.
- ✓ **No Student** enrolled in the class should be authorized to act as the proxy for the class.
- ✓ Two types of Proxy access:
 - **Approve proxy** allows the proxy to enter and submit grades without being the instructor of record.
 - **Grade proxy** allows the proxy to enter grades, but not submit them. That's left for the **Instructor of Record** to do.
- ✓ **New proxies**, those not already listed in the Schedule of Classes, will not have access to OneStart → Faculty Systems until the day after the overnight file refresh.