Assigning a Grade Proxy

If you are listed as an instructor with a type of primary, secondary, supervisory, or associate 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, you must be logged in to the SIS Faculty Center. (In One.IU, click Sign In, enter your Username and Passphrase, then click on the Faculty Center (SIS) task. To locate the Faculty Center (SIS) task, type “Faculty Center” in the One.IU search bar.)

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 an instructor with a type of primary (PI), secondary (SI), supervisory (VI), or associate (AI) for this class. Only these types of instructors have access to assign grade proxies.
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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 will 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 to save changes. When changes are saved, an automatic email confirmation is sent to the university email address of the primary instructor, as well as the person making 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 Center in SIS. Likewise, when users are removed from the schedule of classes as proxies, it takes one day for them to lose their access to the Faculty Center.

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