Faculty members listed as the primary, supervisory, secondary, or associate course instructor may assign grade proxies and enrollment assistants to their courses.

- An **enrollment assistant** acts on behalf of the instructor to:
  - o Report class attendance status for the Enrollment Verification process and enter Early Evaluations. Enrollment Assistants may submit any of the values available in the Student Engagement Roster.
- A **grade proxy** acts on behalf of the instructor to:
  - o Enter and/or submit letter **grades** for early evaluations **AND** for **final grades**.

  - o A grade proxy can also report attendance, and submit any other values available in the Student Engagement Roster.

Assistants setup in Canvas must also be assigned through the process below to be able to update the Student Engagement Rosters, and/or the Final Grades Rosters on behalf of the instructor.

Where to go to Assign Grade Proxies and Enrollment Assistants:

1. **Faculty Center via One.IU**: 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 One.IU.

   - Search for **Faculty Center**.

   - Select the **Start** button from inside the application.

   - 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.

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)

My Teaching Schedule > Fall 2011 > Bloomington

Assigning Grade Proxies and Enrollment Assistants:

- Enter the **10-digit university ID o**f 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 Engagement Roster, select **Enrollment Assistant** from the dropdown menu.

- Select either **Grade** or **Approve** access in the **Grade Roster Access** column. "**Approve**" access is most commonly assigned, since it allows the assistant/proxy to both enter and submit information. "**Grade**" access allows an assistant/proxy to make all Student Engagement Roster updates, but restricts the ability to submit grades on the final grade roster, allowing them to only enter and save grade information. An instructor must then review and submit the entered grades.

- 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 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/Grade Proxies** that you have authorized them to have access to the Student Engagement Roster(s), and/or Final Grade Roster, 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 credit-bearing SIS roster(s). • Multiple assistants, roles, or levels of access can be setup for a particular class. • Assistant or Proxy roles for the SIS rosters must be specified for each class individually. • **Enrollment Assistants and Grade Proxies** will gain access to their rosters the next day after being assigned, unless they have been assigned as an enrollment assistant or grade proxy in a previous term. • **No student enrolled in the class should be authorized to act as the Enrollment Assistant or Grade Proxy for the class.**

Instructor Roles: Grade Proxy vs. Enrollment Assistant:
• **Enrollment Assistants** can only access the Student Engagement Rosters (SER) • **Grade Proxies** can access the SER, and final grade rosters.

Grade Roster Access: Approve vs. Grade:

• **Enrollment Assistants (SER)**: There is no difference in functionality between the Grade Roster Access "Grade" and "Approve" for enrollment assistants on the Student Engagement Roster, but an access role must be selected.
• **Grade Proxy:**
  • **"Approve" Grade Roster Access**: Allows the user to both save and submit grades on the Final Grades Roster.
  • **"Grade" Grade Roster Access**: Allows the user to save, but not submit grades on the Final Grades Roster.
  • Either role will allow full access to the Student Engagement Roster (SER).