Assign Proxy to View Class Roster, Enter, Approve, or Change Grades

Important Information

- Instructors are expected to enter and change grades using the Faculty Center grade roster for all of their assigned classes. In some cases, it may be necessary to assign a proxy for grading. Proxy assignments are made in the Faculty Center by the instructor assigned to the class in M-Pathways that have **GRADE** or **APPROVE** grade roster access.

- The Proxy Assignment page is not available until the first day of classes for the current term.

- Proxy assignments to enter and/or approve grades should be made prior to the grade roster processing period to avoid delay in grade entry.
    - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.

- Proxy access can be assigned only to UM employees with a uniqname and Kerberos password. The assigned proxy cannot be enrolled in the class.

- A proxy cannot assign proxy access.

- Change Grades proxy assignments can be made only after the grade roster has been approved and posted to the students' records. This role is recommended for classes with instructors not expected to continue with an instructor role or in the same department beyond the grading period.

- If the class instructor is no longer available to add a proxy, the person wishing to be added must have the request approved and directly submitted to the Registrar's Office by a dean, director, or chairperson for processing.

- There could be a 24 hour delay in granting proxy access, depending upon the security status of the person being assigned as the proxy.

- When proxies are assigned, an automated email is sent to the Assignor and Assignee.

Self Service Page

1. Click **Faculty Center**.

Faculty Center Page

2. Click [change term] to select the appropriate term.

   - The Faculty Center page defaults to the current term.

3. Locate the appropriate class in the **Class** and **Class Title** fields.

   - Only classes for which you have been set up as an instructor are viewable.

4. Click the **Assign Proxy** icon located to the left of the class name.

   - Assign Proxy icons appear only after the first day of classes for the current term.

Assign Proxy Page

5. Enter the uniqname or select the uniqname from the Lookup 🔍 list in the **Campus ID** field.

6. Select the proxy's appropriate grade roster access from the **Grade Access** field. Valid values include:

   - **Approve Grade Roster** access allows the proxy to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, they can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps.

   - **Change Grades** access allows the proxy to request grade changes. The School and College grade change rules and approval process apply. This access can be assigned only after grades have been approved and posted to the students' records.

   - **Enter Grades** access allows the proxy to enter or upload grades and then set the Approval Status to Ready for Review. Proxies with this role cannot approve or change grades.

   - **View Class Roster** access allows the proxy to view the class roster.

   Note: Additional proxies can be assigned by clicking Add Row ➕. Proxy access can be deleted by clicking Delete Row ➖.

7. Click 💾 **Save**.