

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 uniqlname 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

The screenshot shows the Faculty Center interface. At the top, there are tabs for 'Faculty Center', 'Advisor Center', 'Search', and 'Additional Resources'. Below this is the 'My Schedule' section for 'Fall 2009 | University of Michigan'. A green 'change term' button is visible, with a black box containing the number '2' overlaid on it. Below the button are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. A navigation bar contains icons for 'Class Roster', 'Textbooks', 'Grade Roster', 'Assign Proxy', 'Teaching Evaluations', and 'CTools'. The main content is a table titled 'My Teaching Schedule > Fall 2009 > University of Michigan'. The table has columns for 'Class', 'Class Title', 'Enrolled', 'Instructor Role', 'Days & Times', 'Room', and 'Class Dates'. Two rows are visible: one for 'ACC 272-003 Prin Acctg II (Recitation)' and one for 'ACC 315-001 Cost Accounting (Recitation)'. A black box with the number '3' highlights the 'Class' column header. A black box with the number '4' highlights the 'Assign Proxy' icon in the first row. A second black box with the number '3' highlights the 'Class' header in a zoomed-in view of the table below.

| Class | Class Title | Enrolled | Instructor Role | Days & Times | Room | Class Dates |
|-------------------------------------|------------------------------|----------|-----------------|-----------------------|-----------|---------------------------|
| ACC 272-003 (10223) | Prin Acctg II (Recitation) | 25 | Prim Instr | MoWe 1:00PM - 2:30PM | E1550 BUS | Sep 8, 2009- Dec 14, 2009 |
| ACC 315-001 (10231) | Cost Accounting (Recitation) | 24 | Prim Instr | MoWe 11:30AM - 1:00PM | E1540 BUS | Sep 8, 2009- Dec 14, 2009 |


2. Click  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



The screenshot shows the 'Assign Proxy' page with the following details:

- Form Fields:**
 - Term: Fall 2009
 - Class Nbr: 10223
 - Course: ACC 272 Prin Accts II
 - Instructor/Proxy: MAISSRDW.PrefName
 - Role: Prim Instr
 - Access: Approve
 - Email Address: MAISSRDW@UMICH.EDU
 - Section: **Campus ID** (highlighted with callout 5)
 - Meeting Time: 1:00PM
 - Meeting Days: Mon Wed
 - Enroll Total: 1
 - Enroll Cap: []
 - Waitlist Total: []
- Table:**

| Campus ID | Name | Instructor Role | Grade Access |
|-----------|------|-----------------|----------------------------------|
| 1 | | Proxy | [] (highlighted with callout 6) |
- Buttons:**
 - Return To Faculty Center
 - Save (highlighted with callout 7)
- Grade Access Dropdown (Callout 6):**
 - Approve Grade Roster
 - Change Grades
 - Enter Grades
 - View Class Roster

5. Enter the unqiname or select the unqiname 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 .