Assign Proxy to Enter, Approve, or Change Grades

Instructors are expected to enter and change their grades using Teaching Support for all of their assigned classes. In some cases, it may be necessary to assign a proxy for grading. Proxy assignments are made by the instructor in Teaching Support.

- After the first day of classes, but before the grade roster is posted, an “Enter Grades” or “Approve Grade Roster” proxy can be assigned for a class section to someone who is not assigned to teach a class.
- After the grade roster is posted, a “Change Grades” proxy can be assigned.

Note: The “Enter Grades” proxy and the “Approve Grade Roster” proxy cannot change grades to maintain the integrity and security of the grading system.

1. Type https://wolverineaccess.umich.edu in your web browser.
2. Click University Business.
3. Click Teaching Support.
4. Log in using your uniqname and UMICH (Kerberos) password.
   
   NOTE: If you have an MToken, enter your Tokencode.
   For more information, refer to: http://www.mais.umich.edu/mtoken/
   
   NOTE: If you encounter problems with your uniqname and UMICH (Kerberos) password, refer to: http://www.itd.umich.edu/accounts.

5. Click Assign Proxy.
6. Select the Term.

7. Select the class.
   
   NOTE: You can only view classes that you have been assigned access.

8. Enter the uniqname or select the uniqname using the Lookup in the Campus ID field.
   
   NOTE: See the next page to learn how use the Lookup.
   See the next page to learn about the proxy parameters.

9. Select the access for the proxy from the Grade Access field. Values include:
   - View Class Roster: Proxy CANNOT enter grades or approve grades. Proxy can only view the class roster.
   - Enter Grades: Proxy can only enter grades. CANNOT change grades.
   - Approve Grade Roster: Proxy can enter and approve grades. CANNOT change grades.
   - Change Grades: Proxy can change grades. Can only be assigned after Grade Roster has been posted.

10. If you need an additional proxy, click Add Row and repeat steps 8-9.
    
    NOTE: You can delete proxies with the Delete Row.

11. Click Save.
    
    NOTE: An automatic e-mail is sent to you (the Proxy Assignor) and the person assigned as the Proxy to inform/confirm proxy assignment for both parties.
    
    NOTE: Click Select a Different Class to assign proxies for another class.

12. Perform the 4-step logout process.
    - Sign Out of Teaching Support.
    - Log Out of Wolverine Access.
    - Click Logout on the Logout screen.
    - Click Yes on the Security Alert screen.
Proxy Assignment Parameters

- Proxy assignments to enter and/or approve grades should be made prior to the Grade Processing period, but not before the first day of the class.
  - There could be a 24 hour delay in granting Teaching Support access, depending upon the security status of the person being assigned as the Proxy.
- Proxy must be UM employee with Kerberos login/password.
- A Proxy cannot assign Proxies, nor can they view the Proxy page.
- When Proxies are assigned, an automated e-mail will be sent to the Assignor and Assignee.
- A “Change Grades” proxy assignment can only be made after the Grade Roster has been posted.

How to Use the Lookup to Find Individuals to Assign as a Proxy

1. Click on the Lookup to select a Proxy.

2. Type full or partial values in the Last Name and First Name fields.
   **NOTE:** Do not enter just a first name.
3. Click Lookup.

4. Click on the desired person from the Search Results.
   **NOTE:** You will return to Assign Proxy and the selected person will populate the Campus ID and Name fields.