
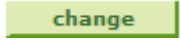


Granting Proxy Access to Online Grading on CAESAR

Grading proxies allow you to designate another person (such as a TA) to enter grades for you for a particular class section for a chosen term. Within approximately 30 minutes of associating a proxy with your class, the designated proxy will receive an email with instructions on how to logon and access CAESAR in order to enter grades on your behalf.

Step 1 To grant someone proxy access to enter grades online on your behalf, *point* your browser at the CAESAR Web site, <http://www.northwestern.edu/caesar/>, and *Sign In* using your NetID and password. The **Faculty Center** page will appear. [**Note:** *To ensure account security, Sign out and quit your browser when you finish.*]

Step 2 The current term should default into the **Select Term** field. To change the term, use the drop-down arrow  to the right of the Select Term field to select the correct term. Then press the  button. Your Teaching Schedule for the term you have selected will appear on the lower part of the page. (If you are a grading proxy for another course, a list of classes for which you are a *Grading Proxy* will appear at the bottom of the page.) **Note: grading proxies are only valid for one term.**

Step 3 Click on the [Edit Grading Proxies](#) link located in the far right-hand column next to the course for which you wish to enter a proxy (or proxies). The **Edit Class Grading Proxies** page appears. Follow the instructions provided. [**Note:** *CAESAR will only allow you to retrieve information for classes you are responsible for grading. You will only be able to enter as a proxy someone with a valid NU NetID*]

Edit Class Grading Proxies

[Return to Roster List](#)

Instructions

Grading proxies allow you to designate another person (such as a TA) to enter grades for you for a particular class section. A grading proxy must have a NetID and be a faculty, staff, or student member of the NU community. They cannot be enrolled in the class section selected, and cannot be an Undergraduate or Non-Degree Seeking student. Grading proxies must have filled out an access form (available from the Office of the Registrar) to obtain access to CAESAR grading functions.

To add a grading proxy for this class section, enter the proxy's NetID below and click SEARCH. A proxy is set for a particular term and class section. If you want a person to be a proxy for a class section in the next term, you must add that person as a grading proxy for that term and class section.

To remove a proxy, click the DELETE button for that proxy.

Your changes will be saved after each add and delete. When you have finished editing grading proxies for this class section, click the RETURN TO ROSTER LIST link to return to your grade roster list.

Class Information

Term: 2006 Summer Class Nbr: 40021 Session: 1 Institution: NWUNV
Subject: COMP_LIT Catalog Nbr: 375-Z Section: 26 Career: UGRD
Class Title: Lit and the Arts

Please enter the NetID of proxy


Proxy NetID:

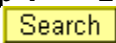




Don't know proxy's NetID?

[Search NU Online Directory \(Ph\)](#)

Current Class Grading Proxies

	Name	Campus ID	Has CAESAR Grading Access?	Delete
1				

Step 4 Enter the NetID of the person you would like to add as a proxy in the **Proxy NetID** field and press the  button. You will receive a message asking: "Are you sure you want to add and save this proxy: netID LastName, First Name?" Press  to save the proxy or press  to cancel. [**Note:** your page will refresh when you press OK and the name of the proxy will appear in the list of **Current Class Grading Proxies.**]

- For more information, please refer to the Office of the Registrar website: <http://www.registrar.northwestern.edu>, and click on the *Faculty and Staff* link or call the Office of the Registrar at 847-491-5234.