

## Faculty Instructions for Grading

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### Assistance with logging in to MyUCSC or entering grades:


ITS Support Center [help@ucsc.edu](mailto:help@ucsc.edu) or (831)459-4357 (M-F 8:00 – 5:00)

### TA Grade Entry

If there are TAs assigned for your course and you choose to have them enter grades, please have them refer to the TA Instructions for Grading document at [http://reg.ucsc.edu/staff/ais\\_info/pdf/TA\\_Instructions\\_for\\_Grading.pdf](http://reg.ucsc.edu/staff/ais_info/pdf/TA_Instructions_for_Grading.pdf). When you have been notified by your TAs that the grades have been entered, complete steps 4, 5 and 6.

### Step 1 – Sign in to MyUCSC (<http://my.ucsc.edu>)

### Step 2 – Go to the Grade Roster

- Select **Faculty Center**.
- Click the grade roster icon  next to the class you want to grade.

### Step 3 – Enter the Grades

If you are not ready to assign a grade, use the **Undetermined (Z)** option. You can later change this to the appropriate grade by submitting an Instructor Initiated Change of Grade Form.

**A) Upload Grades:** Instructions and information about uploading grades can be found at [http://reg.ucsc.edu/staff/MyUCSC\\_AIS\\_Tutorials/Uploading\\_Grades\\_to\\_Grade\\_Roster.pdf](http://reg.ucsc.edu/staff/MyUCSC_AIS_Tutorials/Uploading_Grades_to_Grade_Roster.pdf).

#### **B) Manually Enter Grades**

- To display the grade options for a student, click the down arrow in the **Roster Grade** column.
- Select the grade for each student, saving regularly.
- To save, scroll to the top or bottom of the window and click **Save**.

*Reminder: Save frequently. Grades not saved within 90 minutes are lost.*

### Step 4 – Review the Grades

- Verify that all of the grades are correct.


### Step 5 – Submit the Grades

- Click the **Submit to Registrar** button at the top of the roster.
- The word “**Posted**” will appear on the grade roster. Students can now see these grades.

### Step 6 – Notify the Students (optional)

To safeguard student privacy, please do not email grades to students. Students should view their grades via MyUCSC. You may wish to use the Notify feature to email students directly from the grade roster to inform them when the grades have been posted.

- Use the checkboxes on the roster to select specific students and click **Notify Selected Students**, or just click **Notify All Students**.
- Customize the message subject (optional).


- Enter the message text.
- Click the icon  to spell-check the message (optional).
- Click **Send Notification**.

## RECOMMENDED BROWSERS

Macintosh: Firefox 2 or 3

Windows: Firefox 2 or 3 or Internet Explorer 6.2 or 7

## TIPS

- Click the icon  at the top of the roster to download your grade roster to Excel.
- You can limit the display so that only ungraded students are shown; use the checkbox at the top of the roster **Display Unassigned Roster Grade Only**.
- Need to enter grades for a different quarter? Click the **Change Term** button (above the list of classes), select the quarter, and click **Continue**.

## UCSC Policy on Privacy of Student Records

The disclosure of information from student records is governed by the federal Family Educational Rights and Privacy Act of 1974, as amended (FERPA), and is intended to protect the student's right to privacy. For more information visit the Office of the Registrar's website at [http://reg.ucsc.edu/guidelines\\_qr.htm](http://reg.ucsc.edu/guidelines_qr.htm).

Please consult the Registrar's Office at <http://reg.ucsc.edu> for more information about policy regarding grading and evaluations and about the privacy of student records.