Faculty Instructions for Grading

Assistance with logging in to MyUCSC or entering grades:
ITS Support Center 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://registrar.ucsc.edu/faqs/faculty/grading/ta-instructions.pdf**.
When you have been notified by your TAs that the grades have been entered, complete steps 6, 7 and 8.

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

Step 2 – Click the Faculty Center

Step 3 – Go to the Grade Roster

- On the Faculty Center page, click the grade roster icon 🗐 next to the class you want to grade.
- If you do not see the class, verify the correct term (e.g., Spring 2011) is displayed above the Faculty Center, and use the Change Term button to change it if needed.

Step 4 – Enter the Grades

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.

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 5 – Review the Grades
☐ Verify that all of the grades are correct.

Step 6 – 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 7 – 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
Firefox 3.5 or newer
Internet Explorer 7 or newer

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.

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.