Office of the Registrar

University of California Santa Cruz

Teaching Assistants 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)

Before proceeding with grade entry please coordinate with the instructor of record for the class.

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

Step 2 – From the Faculty home page, click on 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.
- The grade roster displays information for all students in the primary class alphabetically by last name.

Step 4 – Enter the Grades

A) **Upload Grades**: Instructions and information about uploading grades can be found at
http://registrar.ucsc.edu/faqs/faculty/grading/upload-grades.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 entered and correct before proceeding.

Step 6 – Inform the Instructor
☐ Notify the instructor of record for the class that the grades are ready to be reviewed and submitted.

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.