The MyUCLA Gradebook

Version 2.0

Published: December 2000

The Gradebook is designed for use with Microsoft Internet Explorer version 5 or higer or with the following versions of Netscape.

Operating System	Netscape Version
Mac OS	4.08 or higher
UNIX	4.08 or higher
Windows 3.1/95/98/ME	6 or higher*
Windows NT/2000	4.76 or higher

* Version 4.76 may also be used if sufficient free memory is available. Closing all other applications and/or updating video card drivers may help to clear these resources.

To use the MyUCLAGradebook, instructors must list their e-mail addresses in the online campus directory in order to receive an e-mail confirmation of their electronic grade submission. It is not necessary for them to be listed in the printed campus directory.

An online version of this documentation, including updates, can be accessed from the Gradebook Main Page.

Table of Contents

T o the UCLA Community

It is a pleasure to introduce the electronic Gradebook to the UCLA community. This new component of MyUCLA is the latest addition to the suite of web services offered to students, faculty, and staff since 1997-98.

The Gradebook is an optional service with the following uses:

- Maintaining accurate grades for each student and each assignment and examination, using official class rosters updated daily by the Registrar's Office

- Providing quick and secure transmission of final grades to the Registrar's Office at the end of each quarter

- Allowing students to view grades on their MyUCLA pages at any time during the quarter and to read comments that faculty may wish to provide

A team of UCLA staff, led by Eric Splaver of the College of Letters and Science, began production of the Gradebook in Fall Quarter 1999. It was not purchased from a commercial software vendor or another institution. A group of faculty helped improve the Gradebook through beta testing during Winter and Spring quarters 2000, and we are now happy to offer it to all faculty. Departmental staff have also been introduced to the use of this new service.

We are especially grateful for the vision and dedication of the staff who planned, designed and produced the Gradebook, using the resources and expertise of College Information Services, the Registrar's Office, the Office of Administrative Information Systems, and the Office of Audit and Advisory Services.

Brian P. Copenhaver
Provost
College of Letters and Science

December 2000

Introduction

The Gradebook is an exciting new component of MyUCLA, a dynamic web portal to campus services. While the Gradebook is of primary interest to faculty, its use creates a valuable resource for staff and students as well.

The Gradebook offers many advantages over paper or spreadsheet grade management systems. Class information is automatically available to enrolled students, grade information is shared with Teaching Assistants and administrative support staff, and final grades are submitted online to the Registrar's Office. During office hours, instructors can devote valuable time to discussing the curriculum, rather than grades, since students can access grade information online. Accuracy, security, and communication are all enhanced, while the total time necessary to manage grades is reduced.

- Faculty members maintain complete control over their Gradebooks because of a rich feature set that integrates with the tools of faculty MyUCLA pages.

- The Chancellor, Vice Chancellors, representatives of the Academic Senate, the Registrar's Office, staff focus groups, and members of the Internal Audit Office have reviewed the Gradebook, as have a variety of faculty beta testers.

Overview

Instructors log onto their personal page at http://my.ucla.edu. From here, they link to their courses, each of which has a Gradebook associated with it. If a Gradebook has not been set up for a specific class, instructors are guided through the process of creating a grading schema by the Gradebook Helper. After the initial schema is created, they can simply choose to copy it for a different course or create a new schema. Each term, they can go back to previous terms to select old grading schemas.

Grading schemas contain grading categories and grading items. Categories include homework, participation, essays, exams, and lab work. Items are particular instances of categories. Thus, a course with five homework assignments contains five homework items within the homework category.

Schemas also include the relative weights of each category as well as the specific

weights of each item within a category. Furthermore, the Gradebook supports dual weighting scenarios and automatically suggests the best grade, student by student, calculated from the two weighting alternatives.

General properties affecting the Gradebook are typically determined at the time the schema is defined. These include determining whether Teaching Assistants should have limited access to the Gradebook, deciding if each individual item will be graded using points or letter grades, determining if final grades will be submitted online or by paper, and deciding if dual category weights will be used.

Summary

Gradebooks are created from links off faculty MyUCLA pages and offer powerful features that allow instructors to

- **Create** a Gradebook in minutes

- **Define** separate grading schemas for each class

- **Assign** user privileges to allow access to administrative support staff or Teaching Assistants

- **Harness** calculation features that automatically suggest grades

- **Modify** individual grades as appropriate

- **Submit** grades online or by paper

MyUCLA Portal

Gradebooks are set up and accessed through the MyUCLA portal. Access the MyUCLA login screen at http://my.ucla.edu and click the Login license plate.

Enter BOL I.D. and password and click Login

Login to MyUCLA to access Gradebook

MyUCLA Login

Enter a Bruin OnLine (BOL) I.D. and password and click the Login button.

By default, MyUCLA displays the Courses page, where instructors can access their classes, rosters, and Gradebooks.

MyUCLA Courses

The MyUCLA Courses page includes the My Courses component, which lists all classes an instructor is teaching in a particular term. Each class has its own Gradebook, which is accessed by clicking on the My Gradebook link beneath the individual class.

Navigating the Gradebook

Gradebook Main Menu

Each class has its own Gradebook and Main Menu Page.
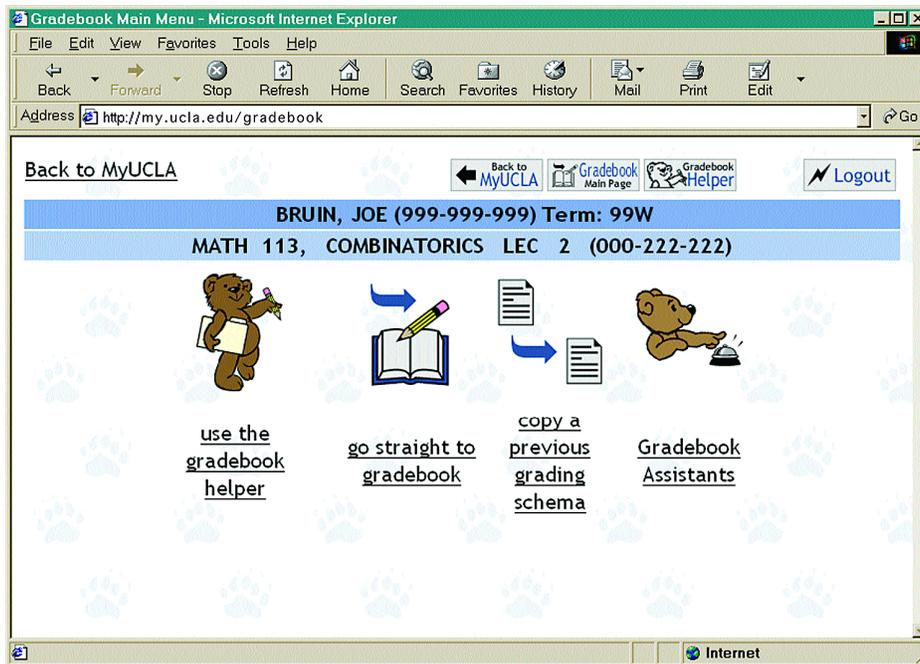
Main Menu Navigation Bar

The four buttons at the top of this page appear throughout the Gradebook.

- **Back to MyUCLA** Leave the Gradebook for this class and return to the MyUCLA Courses page.

- **Gradebook Main Page** Go to this class's Gradebook Main Page.

- **Gradebook Helper** Launch the Gradebook Helper for this class. The Gradebook Helper assists in adding and modifying Gradebook properties, categories, and items.

- **Logout** Secure and close this Gradebook and exit MyUCLA.

Main Menu Icons

Under the instructor's name and class information, there are four icons. Three represent the ways to create a new Gradebook, and the fourth allows instructors to assign Gradebook assistants who are authorized to help create and maintain the Gradebook.

- **Use the Gradebook Helper** Click to create a schema using the Gradebook Helper. This option is recommended for first-time users and provides an easy, step-by-step way to create a grading schema for a class.

- **Go Straight to the Gradebook** Select the Go Straight to the Gradebook option to bypass the Gradebook Helper and go to the class Gradebook Main Page. From the Gradebook Main Page, a grading schema can be created directly. This approach is recommended for users who have previous experience building Gradebook schemas.

- **Copy a Previous Grading Schema** Choose the Copy a Previous Grading Schema option to copy previously defined grading schemas. All previously used grading schemas are available for copying and are organized by the term in which they were used. Some departments may also make standardized grading schemas available for faculty use.

- **Gradebook Assistants** Use the Gradebook Assistants option to authorize administrative staff members to help create grading schemas and enter information into class gradebooks. There are two levels of Gradebook assistant access. The first allows assistants to enter individual grades or scores for all sections. The second allows the same access as the first, but also authorizes assistants to create and modify grading schemas and set basic Gradebook properties. TAs are not Gradebook assistants and have access to enter grades or scores only for those sections with which they are officially associated. Authorization for TAs to access the Gradebook is provided through Gradebook property settings and is explained in the Gradebook Main Page section.

Gradebook Main Page

Each class has a Gradebook Main Page that provides easy access to all the categories and items in the Gradebook.

Main Page Navigation Bar

At the top of the Gradebook Main Page are seven buttons in the navigation bar.

Back to MyUCLA Leave the Gradebook for this class and return to the MyUCLA Courses page.

Gradebook Assistants Authorize administrative staff to help create grading schemas and enter information in Gradebooks. TAs associated with the class are also listed. See the Gradebook Main Menu Icons section for more information.

Note: Only instructors of record may submit final grades.

View All Grades Display a table that contains a complete list of all students in the class, with their grades for each item within each category.

Excel Download Create a Microsoft Excel (.xls) file that contains a complete list of all students in the class, with their grades for each item within each category, that can be downloaded to a personal computer. Users of Internet Explorer who have Microsoft Excel on their computer can run the file in Excel from within their browser. To download, choose File and Save As. Users of Internet Explorer who do not have Microsoft Excel installed and users of Netscape must save the file.

Tabbed Download Create a tab-delimited (.tab) file that contains a complete list of all students in the class, with their grades for each item within each category, that can be imported into database programs. Users of Internet Explorer are able to see the file within their browser. To download, choose File and Save As. Users of Netscape are prompted to save the file. The .tab file can also be opened using any spreadsheet program (such as, Microsoft Excel, Microsoft Works, or Lotus 1-2-3).

Final Grades Go to a page that includes suggested final grades for each student in the class. Instructors determine a final grading straight scale using cutoff percent values. Instructors can then assign final grades for each student. Final grades can be submitted online to the Registrar's Office from this page; however, neither TAs nor Gradebook assistants may do the final submittal. Only instructors of record may submit grades.

Logout Secure and close this Gradebook and exit MyUCLA.

Grading Schema

The foundation of the Gradebook, the grading schema describes the grading strategy. It includes categories, such as homework, essays, exams, and lab work, and items within the categories. For example, a course with five homework assignments contains five homework items within the homework category.

Schemas also include the relative weights of each category as well as the specific weights of each item within a category. Furthermore, the Gradebook supports dual weighting. For example, an instructor could offer to assign grades based on a distribution of 10 percent homework, 40 percent

midterms, and 50 percent final or on a distribution of 10 percent homework, 20 percent midterms, and 70 percent final. The Gradebook automatically suggests the better grade, student by student, calculated from these two weighting alternatives.

The schema also includes the relative value of each graded item and the relative value of each category. For example, suppose homework is 30 percent of a student's final grade and there are five homework assignments with equal weight.

Each homework item, therefore, carries a weight of 20 percent and the homework category is 30 percent. The sum of the weights of all categories is necessarily 100 percent, and the sum of the weights of all items within each category is also 100 percent.

Creating the schema is the most complex task of the Gradebook. It is, however, simplified by a Gradebook Helper that walks users through the process. A description of the Gradebook Helper, with instructions on its use, is included on the Quick Start guide that is included with this user guide.

Gradebook Properties

Gradebook properties are general settings that affect the way the Gradebook operates. Current settings are displayed at the bottom of the Gradebook Main Page.

Most Gradebook properties can be modified at any time during the term. The final grade submittal property, however, is a notable exception. This option—which allows instructors to choose if they want to submit

grades electronically through the Gradebook or by paper—must be determined and set by Friday of the tenth week of classes. Click on Update Gradebook Options to save changes.

- **Teaching Assistant Access** Set the Teaching Assistant access property to Yes to grant TAs access and allow them to modify grades or scores on individual graded items. TA access is limited to students in those particular sections with which the TAs are officially associated. Set this property to No to deny TAs access and prevent a Gradebook link from appearing on their personal MyUCLA page.

- **Grade or Point System** Set grading format to points or letter grades with the grade or point system property. Switching from one format to the other is supported but not advisable as existing grades or scores will be interpolated requiring review and modification.

- **Final Grade Submittal** Set a preference for final grades submission with the final grade submittal property. Choose MyUCLA to submit grades electronically from the Gradebook and eliminate the need to submit paper forms. Students can view their final grades immediately, thus eliminating the need to collect and fill out grade postcards. Choose Paper to receive a hardcopy roster from the Registrar's Office to enter final grades, sign, and return. This property may only be changed up to the end of the tenth week of class.

Note: To submit grades online to the Registrar's Office, rather than by paper, the final grade submittal property must be set by Friday of the tenth week of classes.

- **Alternate Category Weights** Set the alternative category weights property to Yes to choose two sets of category weights. This offers students the better of two grading schemas. For example, one set of weights might be 50 percent mid-term exam and 50 percent final exam, and the second 20 percent mid-term and 80 percent final exam. Students who perform poorly on the mid-term can still do well in the class by performing well on the final. The Gradebook automatically suggests the grade that is highest from either of these two weighting schemes.

Creating a Grading Schema

A grading schema is comprised of categories and items. Categories include homework, participation, essays, exams, and lab work. Items are particular instances of categories.

The Gradebook Helper leads first-time users through the set-up process. A description of the Gradebook Helper, with instructions on its use, is included on the Quick Start guide that is included with this user guide. Copies of the guide can be downloaded in PDF format from the Help section on the Courses, Notices, or Services tabs on MyUCLA pages.

Adding a Category

The Gradebook Main Page may include an Add Grade Category list box below the schema and after any warnings.

The Add Grade Category list box appears only when the sum of the weights of the existing categories is less than 100 percent. It may be necessary to reduce the weight of an existing category to make this control visible.

To add a category, select a name and weight such that the new total of all category weights does not exceed 100 percent. The new category will be added to the schema.

Category Detail Screen

Once a category has been added, its properties can be defined by clicking on the new category name. This opens the Category Detail Screen.

The category weight can be adjusted, but the sum of the weights of all categories must always equal 100 percent or less. Instructors can choose to drop up to n −1 of the lowest-scored items, where n is the total number of items within this category.

The Category Detail Screen also includes a check box that forces equal weight across all items in the category.

Instructors can delete a new category if no items have been added to it. If items have been added, each individual item must be deleted before the category can be deleted.

After entering category properties, click the Update Category button to save the new information.

Adding Items to a Category

The Gradebook Main Page includes an Add Items button next to the new category.

In general, the Add Items icon appears when the items within a category do not sum to 100 percent or when all items in a category are equal in weight. Click the Add Items icon to proceed to the Item Detail Screen.

Item Detail Screen

The Item Detail Screen is linked to the student view of the Gradebook, as shown below. New items must have their properties defined as follows:

■ **Name** An item name must be assigned and is used by the Gradebook on all reports and subsequent screens. Students use the name to identify this assignment.

Item Detail screen

Student View of Items

Item Detail Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://be.my.ucla.edu/gradebook/gradebookedititem.asp?editgradeitem=0&type=3&index=1 Go

Back To Gradebook Main Page   Back to MyUCLA   Gradebook Main Page   Gradebook Helper   Logout

BRUIN, JOE (999-999-999) Term: 00F
MATH 113, COMBINATORICS LEC 2 (000-222-222)

Update Item **Homework #2** detail:

Name: Homework #2   Enter a name for this new item.
Date Due: October 18 2000   Enter the date this item is due (shown in Student and Faculty calendars).
Weight: 50 %   Enter the relative weight of this item with this category.
Maximum Score: 100   Enter the maximum poin
Show Students: Scores w/ Distribution   Allow students to see th
URL: www.ucla.edu   Enter the URL for a web
comments: page 27, problems 1,2,5,6 & 12   Enter a comment about

Update Item

To delete this item, confirm that you want to delete it by checking on the box below, and then hit the "Delete this Item" button.

☐ Delete this Item

My Gradebook - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History

Address https://be.my.ucla.edu/gradebook/gradebookstudentview.asp?index=1&Start Go

Back to Assign Grades   Back to MyUCLA   Gradebook Main Page   Gradebook Helper   Logout

BRUIN, JOE (222-222-222) Term: 00F
MATH 113, COMBINATORICS LEC 2 (000-222-222)

Category:	Assignment Name:	Due Date:	Points/Max:	comment:
Homework	Homework #2	10/18/00	44 / 100	Comment Available
Homework	Homework #1	11/18/00	21 / 50	Comment Available
Exam	Mid Term Exam	10/28/00	N/A	
Final	Our Final	9/28/00	N/A	

Internet

- **Date Due** The item due date is required and acts to sort some reports and to insert this item into each student's personal MyUCLA calendar.

Fall '00

October 2000

Wk	Su	Mo	Tu	We	Th	Fr	Sa
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

November 2000

Wk	Su	Mo	Tu	We	Th	Fr	Sa
5			1	2	3	4	
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28	29	30		

December 2000

Wk	Su	Mo	Tu	We	Th	Fr	Sa
9						1	2
10	3	4	5	6	7	8	9
F	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

My Notes

To enter your Virtual Notes, choose a color and enter the description. To delete your notes, click on the checkbox next to the notes and push the "Delete Notes" button.

Color: [Pink] Description: [ ]

[New Note]

Personalize

To personalize your Calendar, click on a date on the left, or enter the date below. Then choose a color, type in a description and press the "Update Calendar" button.

Month: [October] Day: [26] Year: [2000]

Color: [Blue] Description: [ ]

[Update Calendar]

Important Dates

Date	Event
Jun 22, 2000	**Enrollment:** Priority begins at 5:00:00 PM
Jun 25, 2000	**Enrollment:** Priority ends at 11:59:00 PM
Jun 28, 2000	**Enrollment:** First Pass begins at 7:30:00 AM
Jul 6, 2000	**Enrollment:** First Pass ends at 11:59:00 PM
Jul 11, 2000	**Enrollment:** Second Pass begins at 2:30:00 PM
Sep 20, 2000	Fall Fee Payment Deadline ($50 late fee applies after today)
Sep 28, 2000	Fall Instruction Begins
Sep 29, 2000	Classes are dropped if fee payment is not completed by 5 pm
Oct 2, 2000	Winter Parking Forms Available
Oct 13, 2000	Second Week Deadline **Enrollment:** Second Pass ends at 11:59:00 PM
Oct 20, 2000	Third Week Deadline
Oct 27, 2000	Fourth Week Deadline **PHY SCI 107** : Quiz 1 Totals
Nov 1, 2000	Winter Enrollment Appointments Available
Nov 2, 2000	**PHY SCI 107** : Lab Practicum 1
Nov 6, 2000	**PHY SCI 107** : Exam 1
Nov 10, 2000	Veterans Day Holiday
Nov 23, 2000	Thanksgiving Holiday

Due Dates in student calendar view

- **Weight** The weight of this item, relative to others in the category, must be set unless the equal weight button was checked on the category page, in which case, the field is filled in automatically. Its value decreases proportionally as new items are added, since all items must have equal weight. If points are selected instead of letter grades, the maximum points possible for this item is required.

■ **Maximum Score** Any maximum score can be used since the Gradebook calculates student performance using the percentage of points earned over the maximum available. Thus an exam worth 50 percent of the overall grade could have 40 maximum points while a homework assignment worth only 2 percent could have a maximum of 100 points.

■ **Show Students** The Show Students setting determines how much information students see from their MyUCLA pages. If No Information is selected they do not see their grades; if Scores w/o Distribution is selected, they see their scores only; and if Scores w/ Distribution is selected, they see their scores compared to those of their classmates. They see their rank and the item's mean, median, and standard deviation. They can also view a histogram. The No Information option is suggested until all grades have been entered; then switch to w/ or w/out Distribution as desired.

■ **URL** A URL, for a webpage with related information, may be entered to create a link on the student MyUCLA view of the grade results.

Student view of instructior comments

Student view with w/distribution for score

■ **Comments** A short comment to be viewed by all students may be entered. For example, remind students that an exam covers Chapters 1,2,3 & 4 in their textbook. Students see these comments from their MyUCLA view of their grades.

Clicking the Update Item button saves this new information.

Revising a Grading Schema

Updating a Category

To modify the properties of an existing category, click on the category name on the Gradebook Main Page to bring up the Category Detail Screen.

Category Detail Screen

The Category Detail Screen is used for adding new categories, as described in Creating a Grading Schema, and for modifying the properties of existing categories. After accessing the Category Detail Screen, enter desired changes.

Category weight as well as the option to drop lowest-scored items in a category can be changed. However, the sum of the weights of all the categories still must equal 100 percent. Instructors can choose to drop up to n –1 of the lowest-scored items, where n is the number of items.

Instructors may delete a category if there are no items in it.

After entering the desired weight and lowest-scored items to drop, click Update Category to save the information.

Category Detail Screen - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print

Address https://be.my.ucla.edu/gradebook/gradebookeditcat.asp?editcategory=0&Max=95

Back To Gradebook Main Page   Back to MyUCLA   Gradebook Main Page   Gradebook Helper   Logout

BRUIN, JOE (999-999-999) Term: 00F

MATH 113, COMBINATORICS LEC 2 (000-222-222)

Update **Lab** Category detail:

Weight: 5   %
Drop students' 0   lowest-scored items from this category.*

* Items will always be dropped in such a way as to maximize the student's grade. For example, if one of five items weighted 20% each is dropped, the remaining four items will be assigned a weight of 25% each.

Maintain equal weighting across all items? ☐
[Update Category]
To delete this category, confirm that you want to delete it by checking on the box below, and then hit the "Delete this Item" button.
Remember that you can only delete a category if there are no items in the category.
☐
[Delete this Category]

https://be.my.ucla.edu/gradebook/gradebook.asp?SRS-000222   Internet

Click to Update category

Show Student property of folder icons

Updating Existing Items

To modify the properties of existing items, click on the item on the Gradebook Main Page to bring up the Item Detail Screen. The color of each item's folder indicates the Show Student property that was selected when the item was created.

■ **Green file folder**

The w/Distributions property was selected; students can see their own score and how it compares with the scores of others in the class.

■ **Yellow file folder**

The w/out Distributions property was selected; students can see their own grades but not how they compare with the rest of the class.

■ **Red file folder**

The No Information property was selected; students cannot see their own grades.

## Item Detail Screen

The Item Detail Screen is used for adding new items, as described in Creating a Grading Schema, and for modifying the properties of existing items.

Instructors can change an item name or add a new name. They can also add or update the due date, weight, maximum score (if using a points-based system), show student, URL, and comment properties.

After making changes to the Item Detail Screen, click the Update Item button to save the new data.

Items can be deleted by marking the checkbox and clicking on Delete this Item.

Maintaining the Gradebook

Once the Gradebook properties and schema have been defined, maintaining and recording grades is simple. Because the Gradebook dynamically draws enrollment information from the Registrar's Office, an accurate student list makes the process efficient.

Entering Grades

To begin entering or updating grades for an item, click Update Grades on the Gradebook Main Page to open the Grade Maintenance screen.

Grade Maintenance Screen

Grades can be entered directly on this page or they may be imported by uploading a tab-delimited file.

Go to Student View

View all items for this student

Go to Grade Change Log

Grade   Maintenance Screen - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Fav   Print   Edit

Address   http://be.my.ucla.edu/gradebook/gradebookassigngrade

Back To Gradebook Main Page   UCLA   Gradebook Main Page   Gradebook Helper   Logout

BRUIN, JOE (99.   00F

MATH 113,   COMBINATORICS   (000-222-222)

ou are updating grades for the item **Homework #2**
his item has a maximum score of **100** points.

You may upload a tab-delimited text file in the following format:
uid < tab > *[name]* < tab > *score* < tab > *[comment]*
where the name field and comment field are optional. Note that if the name field is left blank that the column should still have a tab. For an example of how the text should look like, click here.

[   ]   Browse...   Upload   Download

Show Dropped Students ▾ Go			Show 10 ▾ students per page Change		
Status	UID	Name	Score	Comment	Excused
Dropped	111111111	MILLER, FRED 👓 📄	[ ]	[ ]	N ▾
Enrolled	222222222	BRADY, GREG 👓 📄	44	[ ]	N ▾
Enrolled	000000000	BRUIN, JOSIE 👓 📄	99	Great work Josie!	N ▾
Enrolled	333333333	BURNETT, FRANCES 👓 📄	67	[ ]	N ▾
Enrolled	444444444	CLARK, MERCEDES 👓 📄	[ ]	[ ]	Y ▾
Enrolled	555555555	FRANKENFURTER, KARL 👓 📄	43	[ ]	N ▾
Enrolled	666666666	LOVEJOY, LIZ 👓 📄	100	Excellent !	N ▾
Enrolled	777777777	WALTON, JIM BOB 👓 📄	97	[ ]	N ▾
Wait-List	888888888	ARRAU, OSCAR 👓 📄	76	[ ]	N ▾
Wait-List	999999999	KIM, ROBIN 👓 📄	88	[ ]	N ▾
			Cancel Update		

<< previous   Page 2 (BRA - KIR) ▾ Go   next >>

Internet

Entering Grades Directly

The Grade Maintenance screen leverages MyUCLA's real-time rosters and displays a table with the UID numbers and names of students in the class. The status column indicates if students are enrolled or on a wait list or if they dropped the class before the deadline. Enter a student's grade in the box

marked score. In the Comment box, enter a note that is only viewable from the student's personal MyUCLA page.

The boxes in the final column of the table allow the instructor to excuse individual students from the item, in which case, the other items in the category have their weights increased in proportion to their original distribution. For example, if one of five equally weighted homework items is excused, the remaining four will each have their weight increased from 20 percent to 25 percent. Student's scores are compared to the maximum scores for each item, and a warning is displayed if the limit is exceeded.

By default, the Grade Maintenance screen displays ten students per page. This number can be changed to as many as fifty for the current session by using the drop-down box at the top right of the student list. The display of students who dropped after the deadline may be suppressed for the current session using the top left drop-down box.

Note: To return to the Gradebook Main Page without saving changes, click Cancel. Click Update to save changes or choose from the Previous, Next, or Go buttons at the bottom of the table to save changes and view other student pages.

The Next and Previous buttons only appear if there are more students enrolled in the class than can be displayed on a page. There is also a drop-down box with the page number and first three letters of the last names on each page. This makes it simple to jump to a particular page to update a grade for a specific student. The Previous, Next, Go, and Update buttons all save the current information entered in the fields.

Click a student's name to go to a page that lists all items for that student together, which simplifies updating the category. Click the sunglasses to see the item information exactly as it appears on the student's MyUCLA page. Click the log book icon to see detailed information about changes made to that item's grade box. These views are designed to provide a security check to confirm what is displayed on student pages.

At the bottom of the list is a drop-down box to modify the current Show Student setting.

Using the Grade Maintenance Screen. This is the only access TAs are granted, unless they are promoted to Gradebook assistants. Otherwise, TAs may only access students officially associated with their assigned sections and may only change those scores.

Gradebook assistants can make changes to all students in all sections.

Entering Grades via Upload

For some users, it may be easier to upload grades from a spreadsheet than to enter them directly into the Gradebook. The Grade Maintenance screen supports this option. Files to upload must be formatted as tab-delimited text files. One way to create such a file is to use the Save As command in Microsoft Excel and select Text (tab delimited) in the Save As Type drop down box. The specific format for each line is

uid < tab > [name] < tab > score < tab > [comment]

where the name and comment field are optional. The separating tabs, the UID and the score, however, are all required.

To upload the file, select the Browse button on the Grade Maintenance screen and identify the file to be uploaded. Then press the Upload button. Warnings are displayed if any problems are discovered during the upload process.

Calculating Final Grades

To calculate final grades, click the Final Grades button on the top of the Gradebook Main Page. This will open the Final Grades Upload page.

Final Grades Upload Page

Click Calculate Final Grades to control how percentages are translated into final grades. To upload final grades from a stored file, click the Browse button (see Entering Grades via Upload in the Maintaining the Gradebook section).

Click to import grades from file
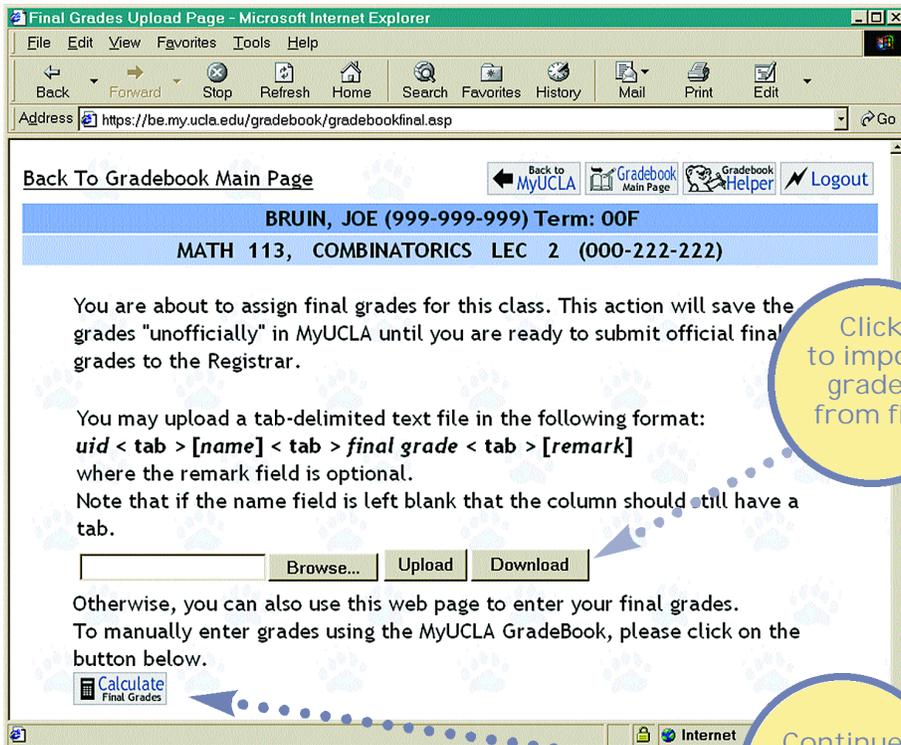
Continue final grade calculation

Final Grades Distribution Page

To control how percentages are translated into final letter grades, enter percentage cut-off values and click Update. Use the histogram and distribution information to assure the translation meets personal and department requirements. Click Detail View to open the Statistical Details window.

Click to view Statistical Details

Statistical Details Window

After closing the Detail View window, click Continue to open the Assign Final Grades Page.

Assign Final Grades Page

Using the Suggested Final Grade column as a guide, enter the final grade for each student along with remarks that could help supporting staff. Remarks are required for all students receiving a failing grade or deferred report. A remark could be "Did not take final" or "Never came to class."   The drop down boxes used to enter the final grade only include grade choices appropriate for the individual student's enrollment and status. For example, an undergraduate enrolled in a class on a Passed/Not Passed basis can only be assigned a P, NP, I, or DR.

To facilitate entering final grades for large classes, the page includes options to automatically move Suggested Final Grades into Final Grades. Click the student name to see an individualized student view that lists all item grades for that student. The sunglasses icon shows information as it appears on the student's MyUCLA page, and the log book icon shows changes made to an item's grade.

Note: Remarks are required for all students receiving a failling grade, incomplete grade, or deferred report.

Click Save Final Grades, Next, Previous, or Go to save changes. The Release Final Grades drop down box at the bottom of the page allows instructors to set the view student's have of the Final Grades. To save Final Grades that are not finalized, select No so that students cannot see the results until submission is completed. Select Yes to allow students to see grades that have been finalized. Grades submitted to the Registrar's Office via MyUCLA are automatically available to students when they are submitted. The need for sending postcards or posting gradelists is thus eliminated.

Submitting Final Grades

Final grade submission is a two-week period beginning Saturday after the end of the tenth week of classes. If MyUCLA was selected in the Final Grade Submittal property before Friday of the tenth week,

Back to Assign Final Grade page

...des Page - Microsoft Internet Explorer

...w   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History

Address http://be.my.ucla.edu/gradebook/gradebooksubmit.asp?StartFindex=0&increm   Go

Links   College of Letters & Science   Customize Links   Dogpile - Multi-Engine Search

Back to Final Grades   Back to MyUCLA   Gradebook Main Page   Gradebook Helper   Logout

BRUIN, JOE (999-999-999) Term: 00F

MATH 113, COMBINATORICS LEC 2 (000-222-222)

To proceed, please verify the grades and remarks below.

Student	Grade	Remark
BRADY, GREG (222-222-222)		
BRUIN, JOSIE (000-000-000)	S	
BURNETT, FRANCES (333-333-333)	B+	
CLARK, MERCEDES (444-444-444)	A-	
FRANKENFURTER, KARL (555-555-555)	P	
LOVEJOY, LIZ (666-666-666)	B-	
WALTON, JIM BOB (777-777-777)	F	
ARRAU, OSCAR (888-888-888)	B	
KIM, ROBIN (999-999-999)	B+	

Grades could not be submitted due to the following reason(s):

- The following students have blank grades:
  BRADY, GREG (222-222-222)

- You have assigned an "F" grade without an accompan... comment. Please add a comment to any "F" grades assig... by returning to the Assign Final Grades Page.

Grades cannot be submitted until all of the problems(s) above have been resolved.

Internet

Warning with error messages

Gradebook submittal

then a Submit Final Grades to Registrar button appears on the Assign Final Grades page. After assigning grades to all students and including remarks for those receiving an F, I, or DR grade, click Submit Final Grades to Registrar and begin the submission process. The Final Grade Submission page is displayed.

Final Grade Submission Page

The Final Grade Submission page lists a summary of all grades and remarks. Problems such as a missing grade or F grade without a remark are highlighted

for correction. Once corrections have been made, the warning is replaced by a request for reauthentication.

Enter the appropriate Bruin On-Line login and password and click Confirm Submission. Final grades are submitted and a Submission Confirmation page is displayed. This process may take several minutes depending on the class size.

Do not click the mouse or use the keyboard after hitting the Confirm Submission button. Allow entries to be processed and the Submission Confirmation page to appear before trying to continue.

> **Note: Do not click the mouse or use the keyboard after hitting the Confirm Submission button. Allow entries to be processed and the Submission Confirmation page to appear first. This process may take several minutes depending on the class size.**

Submission Confirmation Page

Once grades have been successfully submitted, the Submission Confirmation page appears with links to the Final Grade History page. Click the link indicating the printer friendly format to proceed to the Final Grade History page and a record of submitted grades.
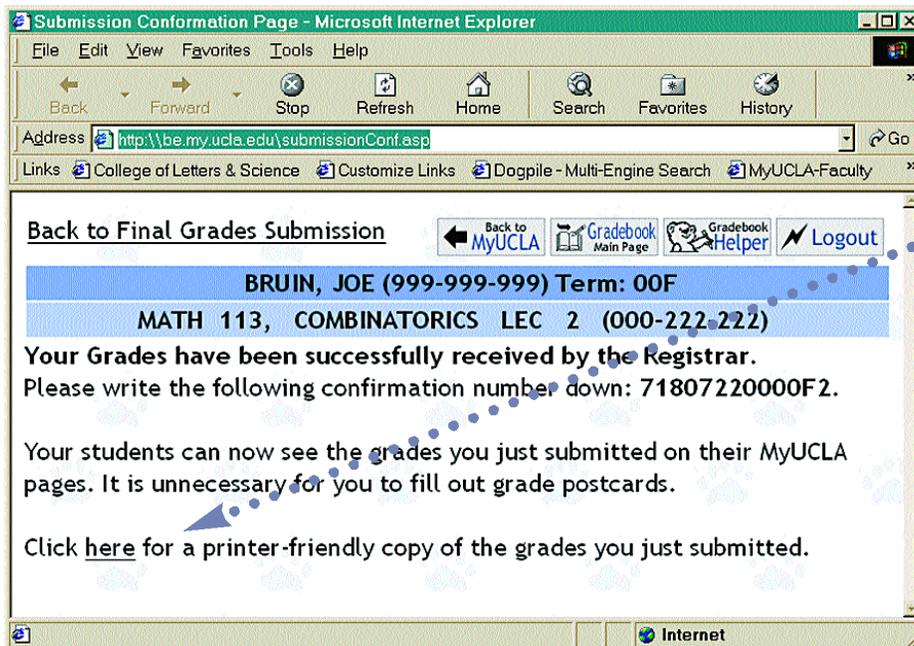
Go to Final Grade History page

Final Grade History Page

After the end of the final grade submission period, links to final grades pages display the Final Grade History Page even though grades may not have been submitted via MyUCLA.

Final grades may only be submitted once via MyUCLA. For any subsequent changes, contact the Grading Unit of the Registrar's Office at (310) 206-0491.

The Registrar's Office e-mails instructors to confirm that final grades have been received from MyUCLA. This extra security measure ensures that instructors are alerted to any unauthorized grade submissions.

Since departmental staff often administer the grade collection process, they will have online access to grading status information for both web- and paper-graded courses. See Addendum 2 for details.
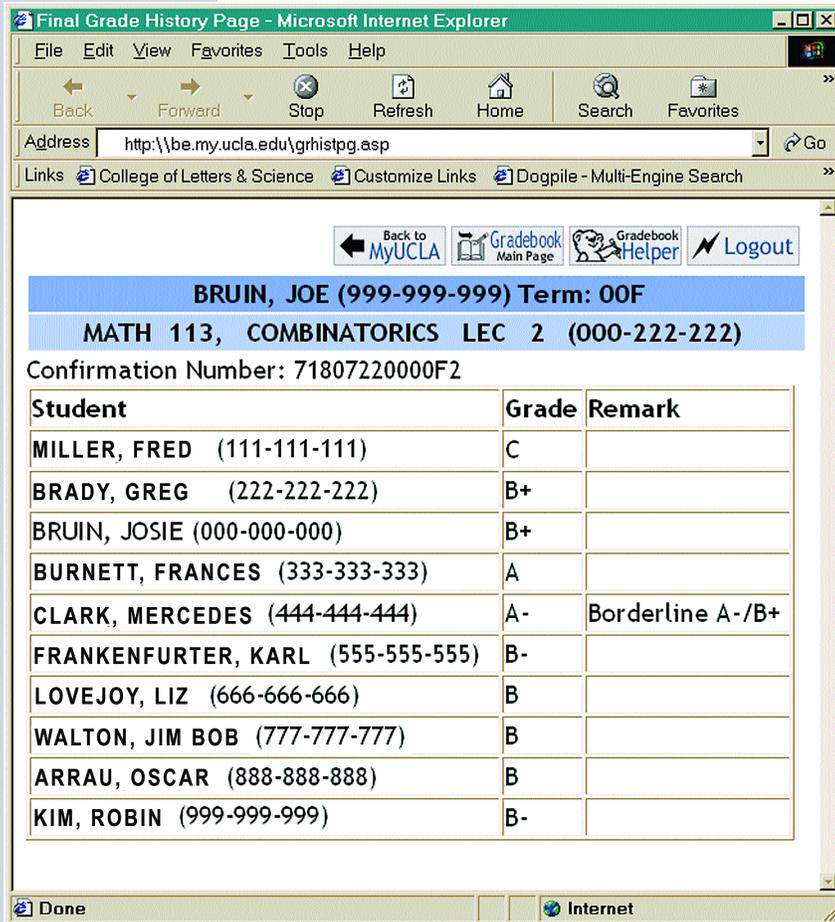
BRUIN, JOE (999-999-999) Term: 00F

MATH 113, COMBINATORICS LEC 2 (000-222-222)

Confirmation Number: 71807220000F2

Student	Grade	Remark
MILLER, FRED (111-111-111)	C	
BRADY, GREG (222-222-222)	B+	
BRUIN, JOSIE (000-000-000)	B+	
BURNETT, FRANCES (333-333-333)	A	
CLARK, MERCEDES (444-444-444)	A-	Borderline A-/B+
FRANKENFURTER, KARL (555-555-555)	B-	
LOVEJOY, LIZ (666-666-666)	B	
WALTON, JIM BOB (777-777-777)	B	
ARRAU, OSCAR (888-888-888)	B	
KIM, ROBIN (999-999-999)	B-	

Addendum 1: Special Populations of Students

College Honors

Instructors using the Gradebook can submit College Honors Contract and Discussion completion status via the Gradebook, rather than filling out the tra-

ditional paper forms. This functionality is available from special icons found on the Assign Final Grades Page. The contract icon ▓ appears next to each student who has an approved contract. If the class has an approved Discussion, a Discussion icon ▛ appears next to each College of Letters of Science student. To update the contract or discussion completion status for a student, the instructor simply clicks on the appropriate icon. On the next screen, the instructor enters the completion status and an optional comment. It is recommended that the instructor (as per the College Honors deadlines) update the completion status for all students participating in Contracts and Discussions at the same time final grades are assigned. However, instructors will also have the opportunity to update the completion status on the Final Grade History Page screen after the grading period is over.
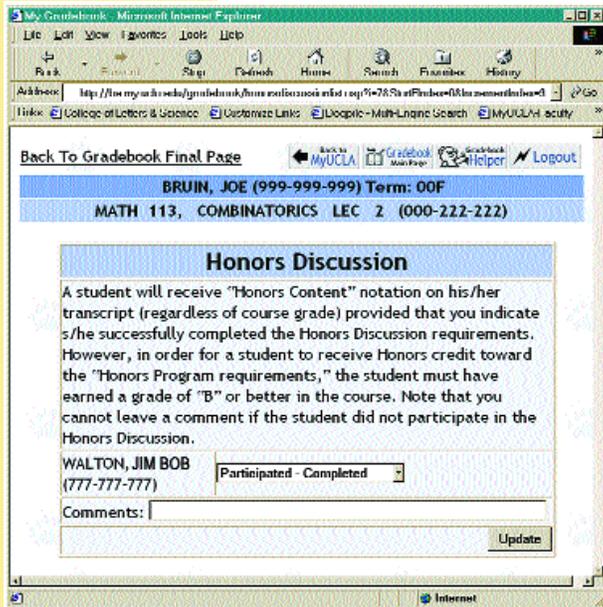
Questions regarding College Honors contracts and discussions should be directed to Honors Programs, A311 Murphy Hall, 825-1553, honors@college.ucla.edu.

University Extension (UNEX)

To facilitate the calculation and assignment of grades, University Extension students taking classes through concurrent enrollment are included in the roster of students listed in the Gradebook. These students will be displayed in blue to differentiate them from regularly enrolled students. The status column will indicate the University Extension enrollment status. If an instructor chooses to submit grades electronically via MyUCLA, and there are University Extension students enrolled in the class during the grading period, grades for UNEX students will be automatically redirected and submitted to University Extension. In this case, paper grade forms from University Extension can be discarded.

Addendum 2: Student Records Web Link

Web Link Access

The Student Records Web Link (SR Web Link) is a new information resource for University staff provided by the Registrar's Office. Initially designed to support the Gradebook, its scope has expanded to include department, course, and student information that is otherwise inaccessible or difficult to access.

Connect to the SR Web Link from the Registrar's Office faculty pages at http://www.registrar.ucla.edu/links/faculty.htm and log into the site using either an AIS or Bruin OnLine I.D. and password.
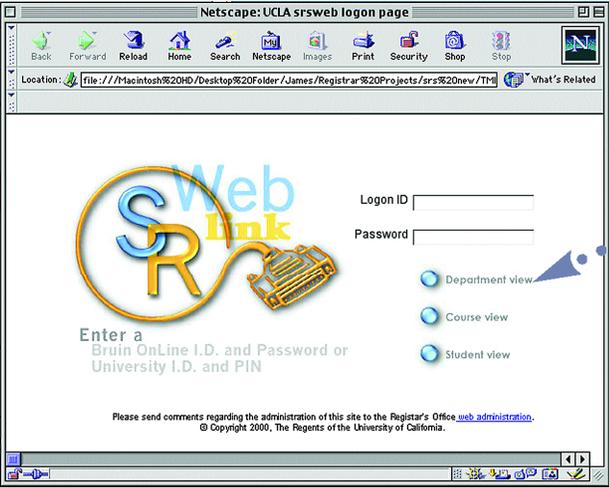
Select Department, Student, or Course view at Login

Web Link Views

From the SR Web Link main menu, select one of three views:

- **Department View** Link to dynamic course grade status reports, lists of students in selected majors and minors, and lists of degree candidates in selected majors and minors

- **Course View** Pull up rosters and PTE numbers for selected classes

- **Student View** See term grades and Study Lists for selected students.

Gradebook addendum 2

Security limits access to information in the department and course views. For example, a user from the Psychology Department can not access department information for Sociology. On the other hand, those with access to the student view may look up term grade and Study List information of students from any department.

The site is designed for easy navigation. Users can jump, for example, from the grade status report to the roster for any of the listed classes and they can go from the roster to the Study List for any student in the class.

Unlike paper reports, SR Web Link provides real-time information, and features can be added or updated as informational needs are identified.

Department view menu showing user choices

Netscape: SRSWeb Term Grades 08-18-00

Back   Forward   Reload   Home   Search   Netscape   Images   Print   Security   Shop   Stop

Location: file:///Macintosh 20HD/Desktop%20Folder/James/Registrar%20Projects/srs%20new/deptvu/ind   What's Related

Department View   Course View   Student View

Department View

1. Select a term → Fall Quarter 2001

2. Select department → All departments in school/division

3. Select a view → ○ Grading status by course
   ○ Students in major/minor
   ○ Degree candidates

Grade status and submission dates

cape: Untitled Document

Netscape   Images   Print   Security   Shop   Stop

Folder/James/Registrar%20Projects/srs%20new/deptvu   What's Related

Course View   Student View

○ All classes   ○ Web-graded classes   ○ Paper-graded classes   ○ Classes with submitted grades   ○ Classes with pending grades

Humanities IV Grade Status by Course Number, Spring 2001

Browse by catalog number - click on the appropriate number range:
Italian: 1-99 100-199 200-299 300-399 400-499 596-599
Scand: 1-99 100-199 200-299 300-399 400-499 596-599

Browse by instructor name - click on the first letter of the last name:
A B C D E F...

Italian - Graded Sections Only:
Click on a catalog number to see the class roster

Catalog Number	Section	SRS Number	Instructor	Number Enrolled	Grading Method	Grades Received (Yes/No)	Date Grades Received
1-99:							
1	1	262022200	Cohen, D.	120	Web	Yes	06/20/00
1	2	262022210	Cohen, D.	126	Web	No	
100-199:							
101	1	262022210	Instructor	100	Paper	Yes	06/22/00
147	1	262022210	Instructor	30	Web	No	
200-299:							
201	1	262022200	Cohen, D.	23	Web	Yes	06/19/00
287	1	262022210	Cohen, D.	26	Web	No	
300-399:							
330	1	262022210	Instructor	15	Paper	Yes	06/30/00
400-499:							
495A	1	262022200	Cohen, D.	2	Web	Yes	06/20/00
495B	1	262022210	Cohen, D.	10	Paper	No	
596-599:							
596	1	262022210	Instructor	2	Paper	Yes	06/20/00