# ℯGRADES

# Department Grading Coordinators – Electronic Grading Tip Sheet

### Logging in to eGrades:

- Go to: http://www.egrades.sa.ucsb.edu
- Log-in using your UCSB NetID and Password.
    If you have not yet activated your UCSB NetID, or you have forgotten your UCSB NetID and/or Password, click the link on the login page to go to the UCSB Directory. Click on "Need a UCSBnetID or Password? Forget yours?" in the upper-right corner of the UCSB Directory site and follow the steps to obtain your login information.
- If you are unable to determine your UCSB NetID and/or Password, send an email to: directoryhelp@isc.ucsb.edu

### Department Status (Main Dashboard):

- Upon successful login, you will see a status view of all courses affiliated with your department. Initially they will all have a status of "Pending."
- At the end of the grading period, all department courses should be in the "Completed" category.
- You can click on the totals on each line to display all of the specific courses within each category.
- You may explore these courses and enrolled students by opening gradebooks, viewing students, assigning grades and/or downloading classlists.

### Find Courses

- In addition to getting to courses via the status links, you can click on "Find Courses" in the menu bar.
- The 'find courses' screen will allow you to retrieve courses by Enrollment Code, Course ID, Instructor, or the entire department.
- Only courses that are affiliated with your department will be displayed.

### Assistance with entering grades - Marking a gradebook "Ready for Review"

- Official TA's and proxies assigned to a course, as well as department users, are authorized to login and view/edit grades for labs and/or discussion sections. They will NOT be able to 'submit' grades.
- You can enter grades and mark courses "ready for review." This will send an email to the Instructor(s)-in-Charge notifying him/her that grades are ready to review or edit, then submit to the Office of the Registrar.

### No TA or TA unavailable?

- As a department user, you have the ability to designate "proxy" users to assist instructors with grade-entry. Instructors in charge have the ability to do this as well.
- To assign a proxy, click on "Proxy Administration" link in the header, and follow the steps to find the person(must be a UCSB employee) that you would like to assign.
- Once you have selected the desired employee, you can assign them as a proxy to any course affiliated with the department and/or all courses for a particular instructor or instructors.
- As soon as you complete this step, the proxy can login to access the authorized courses.
- You can also edit the access for proxies and/or delete them altogether as needed.

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**Submitting Grades via eGrades**

- Grades can only be 'submitted' (signed off) by an Instructor-in-Charge of the course, or by the Department Chair, in the absence of an instructor.
- Courses must be submitted by Midnight, on the date grades are due for the specific session. Due dates are listed next to each course.

**Grade Changes**

- Instructors-in-Charge can initiate grade changes through the eGrades system as soon as grades have been submitted or the deadline to turn in grades for the coures has passed. Department Chairs can also initiate grade changes, for any course that is affiliated w/ the department.
- An 'edit' link will appear next to each student whose grade can be changed.

For further assistance with eGrades, email eGrades@sa.ucsb.edu or call 893-4147