

Instructors - 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

My Courses:

- Upon successful login, you will see all of your courses listed for the current grading period.
- All courses will have a status of “not started” until you begin entering grades for the course.
- You may explore your courses and enrolled students by opening gradebooks, entering grades, viewing students, and downloading classlists.

Submitting Grades via eGrades

- Grades cannot be ‘submitted’ to the Registrar’s Office prior to the last day of instruction – for each session. The ‘Submit’ button will be grayed out until this date.
- On or after the last day of each session, you will be able to ‘submit’ grades to the Registrar. Click ‘submit’ in the gradebook to submit the grades, and follow the screens until you see a final confirmation that your grades have been submitted.
- All graded courses must be submitted prior to the deadline listed next to each course. (all of your courses should have a status of ‘submitted’ by this date.)

Assistance with entering grades - Marking a gradebook “Ready for Review”

- This feature is intended for Teaching Assistants and Proxies. Assigned Proxies and TA’s of a course are authorized to login and view/edit grades for their discussion sections. They will NOT be able to submit grades, however.
- These users can enter grades and mark the course “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. Only an Instructor-in-Charge can submit grades. (The Department Chair can submit grades if the instructor is not available.)
- Departmental Grading Coordinators (listed in the gradebook) will have access to enter/edit grades for all courses within the department, and can mark course sections ‘ready for review’ as well.

No TA or TA unavailable?

- As an instructor(in charge) for the quarter, you have the ability to designate “proxy” users to assist you with grade-entry.
- 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 or all of your courses for a particular quarter.
- As soon as you complete this step, the proxy can log into eGrades and access the authorized courses.
- You can also edit the access for proxies and/or delete them altogether as needed.

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 session has passed.
- 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