*e*GRADES

Teaching Assistants – 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 and email to: directoryhelp@isc.ucsb.edu

My Courses:
- Upon successful login, you will see all of the courses that you are a TA for in the current grading period.
- You may explore these courses and enrolled students by opening gradebooks, viewing students, assigning grades and/or downloading classlists.
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Assistance with entering grades - Marking a gradebook "Ready for Review"
- The official TA's of a course are authorized to login and assign/edit grades for their discussion sections. They will NOT be able to submit grades, however.
- The TA will have the option of entering grades, and marking 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, edit and submit to the Office of the Registrar. Only an Instructor in Charge can submit grades. (Dept Chair is a back-up)
- Grading Coordinators (listed in the gradebook) will have access to enter/edit grades for all courses within the department, and can mark a course section 'ready for review" as well.

Submitting Grades via eGrades
- Grades can only be 'submitted' (signed off) by an Instructor in Charge of the course. The department chair can submit grades in the instructor's absence.
- All eGraded courses must be submitted by Midnight, on the date that eGrades are due. (All of your eGraded courses should have a status of 'submitted' by this date.)

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