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 an 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.

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