

UC DAVIS

SUBMITTING FINAL GRADES ONLINE

Spring 2005

<http://classes.ucdavis.edu/grading/>

NEW THIS QUARTER

Online Grading View

Select Course in Spring Quarter 2005 Change Term

Displayed below is a list of all your courses for Spring Quarter 2005. Please note the Status Key below to determine the meaning of the icons in the Status section.

Status Key:
S - Grades Submitted to Registrar
P - Grades Processed by Registrar
GB - A Gradebook Exists for this Course

Course	Title	Sections	Instructor	Action	Status
UBW 101	Long Tern Breath Control	A01-A04	Stephanie Longname	Grade All Sections	
		A01	Stephanie Longname	Grade Section	
		A02	Stephanie Longname	Grade Section	
		A03	Stephanie Longname	Grade Section	
		A04	Stephanie Longname	Grade Section	
UBW 122	Materials and Water	001-005	Stephanie Longname	Grade All Sections	GB S P
		001	Stephanie Longname	View Grades	S P
		002	Stephanie Longname	View Grades	S P
		003	Stephanie Longname	View Grades	S
		004	Stephanie Longname	Grade Section	
		005	Stephanie Longname	Grade Section	
UBW 142	Advanced Weaving Techniques	001	Stephanie Longname	View Grades	S P
UBW 212	Independent Study	001	Stephanie Longname	Grade Section	

After logging in, you will be able to:

- View all or individual course sections.
- Enter grades or view grades already entered for your courses.

Quickly determine the status of grades:

- GB** A Gradebook exists for this course
- S** Grades have been submitted to Registrar
- P** Grades have been processed by Registrar

OPTIONS FOR ONLINE GRADE SUBMISSION

- Use the Web-based grade submission bubble sheet.
Go to <http://classes.ucdavis.edu/grading/> to get started.

OR

- Use the Excel or Open Office grade sheet download/upload.
Go to <http://classes.ucdavis.edu/grading/> to get started.

OR

- Use the GradeBook tool in MyUCDavis.
GB This comprehensive tool allows you to track student assignments throughout the quarter and submit final grades electronically. Go to <http://my.ucdavis.edu/> and choose "Gradebook" under "My Classes" to get started.

KEY POINTS TO REMEMBER

- Make sure you have a UCD login ID and Kerberos password. Contact the IT Help Desk (530-754-HELP) for assistance.
- Make sure you are the Instructor of Record for your course(s). Check with your departmental MSO or department scheduler if unsure.
- If you plan to download/upload an Excel or Open Office grade sheet instead of clicking the online bubble sheet, please see the instructions at <http://classes.ucdavis.edu/grading/enterandsubmit.html>.
- Reminder:** Grades must be submitted electronically within 72 hours of each final exam. For more information about grading policies, please review the Faculty Handbook at http://registrar.ucdavis.edu/html/faculty_guide.html.

HOW TO SUBMIT GRADES

1. Go to <http://classes.ucdavis.edu/grading/>
2. Click on **Submit Grades for Classes**.
3. Log in using your UC Davis login ID and Kerberos password.
4. You will see a list of classes for which you are Instructor of Record. Find the course you want to grade and click on **Grade Section** to grade that course. If your course has multiple sections, you can grade all sections at once by clicking **Grade All Sections**.
5. You can now click the grades on the online bubble sheet or download/upload an Excel or Open Office grade sheet. To download/upload a grade sheet, click on the **Download/Upload Grading Sheet** link at the top of the bubble sheet page. Detailed instructions are presented when you click the link.
6. Once you have entered all the grades, click on **Save and Review Grades**.
7. Review the grades. When ready, click **Submit Final Grades to the Registrar**.
8. You will see a confirmation screen and have the ability to notify others that you have completed online grade submission for that particular course.

JUNE 2005 HELP SCHEDULE

IT Help Desk (support via telephone and email)	Help using online tool, login IDs, and passwords	530-754-HELP (4357) ithelp@ucdavis.edu (IT Express)	Mon-Fri: 8:00am-6:00pm Closed Weekends 6/18: Special Saturday Hours: 8:00am-6:00pm
Grading Clinic	Help using online tool, login IDs, passwords, calculating and submitting grades, etc.	25 Wellman (basement)	Fri 6/10 - Tue 6/21: 8:00am-5:00pm Closed Weekends 6/11: Special Saturday Hours: 10:00am-3:00pm

Final Grade Submission tool may be unavailable on Saturdays between midnight and 10:00am due to recurring Banner maintenance.

REMEMBER: GRADES MUST BE SUBMITTED ELECTRONICALLY WITHIN 72 HOURS OF EACH FINAL EXAM

