

ITS Support Center  
M-F 8:00-5:00  
help@ucsc.edu  
459-4357

For assistance entering grades or if you forget your **User ID** or **Password**, contact the ITS Support Center.


TIP

You can limit the display so that only ungraded students are shown; use the checkbox at the top of the roster "Display Unassigned Roster Grade Only."

TIP

Need to enter grades for a different term? Click the Change Term button (above the list of classes), select the term, and click Continue.

TIP

Click  at the top of the roster to download your grade roster to Excel.

#### Recommended Browsers

##### Macintosh

Firefox, Netscape 7.2, or Mozilla

Safari is not supported.

##### PC

Internet Explorer version 6.02.8 or above, Mozilla, Firefox

##### Sun/ Solaris

Mozilla


## Instructions for Grading

### Teaching Assistants

Before proceeding with grade entry please coordinate with the instructor of record for the class.

**1** Sign in to MyUCSC — Enter your User ID and Password and click Sign In.

**2** Select **Faculty Center**.

**3** Click the Grade Roster icon  next to the class you want to grade.

The grade roster displays information for all students in the primary class alphabetically by last name.

**4** To display the grade options, click the down arrow in the **Roster Grade** column.

**5** Select the grade for each student in your section, saving as you go.

If you are not ready to assign a grade, use the **Undetermined (Z)** option. The instructor can later change this to the appropriate grade by submitting an Instructor Initiated Change of Grade Form.

**6** Verify that all grades are entered and correct before proceeding. If you make a change, save before proceeding.


**7** Notify the instructor of record for the class that your grades are ready to be reviewed.

**Reminder:** Save frequently. Grades not saved within 90 minutes are lost.

Save often, and save when you are finished. To save, scroll to the top or bottom of the window and click **SAVE**. To scroll back, use the scroll bar or the **Page Up** or **Page Down** key.

To safeguard student privacy, please do not email grades to students. Approved grades are posted frequently, and students should view their grades via the student portal. You may wish to use the Notify feature to email students directly from the grade roster to let them know when their grades have been submitted.

Use the checkboxes to select specific students and click **Notify Selected Students**, or just click **Notify All Students**. You have the option to customize the message

subject or click the icon  to spell-check the message, or you can simply enter the message text and click **Send Notification**.

### UCSC Policy on Privacy of Student Records

The disclosure of information from student records is governed by the federal Family Educational Rights and Privacy Act of 1974, as amended (FERPA), and is intended to protect the student's right to privacy. For more information visit the Office of the Registrar's website at [http://reg.ucsc.edu/guidelines\\_qr.htm](http://reg.ucsc.edu/guidelines_qr.htm).

Please consult the Registrar's Office website at <http://reg.ucsc.edu> for more information about policy regarding grading and evaluations and about the privacy of student records.