What is eGrades?

- eGrades is a web-based application that allows instructors to submit or change final grades for the students in their course.

- It replaces the need for:
  - Scantron grade sheets
  - Clerical Error forms
Presentation Overview

- Timeline
- Access
- The eGrades Application:
  - The Section List
  - Grade Entry
    - Direct entry
    - Using an Authorized Grader
    - Importing
  - Grade Review
  - Grade Changes
The eGrades Timeline

- The End of Term timeline
- The Grade Change timeline
- 2012 eGrades dates
Grade Submission Period

**MONDAY**
8:00am eGrades opens for grade entry  
11:59pm eGrades closes

**FINALS WEEK**

**TUESDAY**
11:59pm eGrades closes

**WEDNESDAY**
*blackout day*
- no grade entry
- no grade changes

- Notifications sent
- No import
- No Authorized Graders
- Grade changes only (for prior terms up to 1 year)
# Current eGrades Dates

<table>
<thead>
<tr>
<th>Semester</th>
<th>Open for Initial Submission</th>
<th>Closed for Initial Submission</th>
<th>Blackout Date</th>
<th>Open for Grade Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter - 2012</strong></td>
<td>March 19, 2012 at 8:00 AM</td>
<td>March 27, 2012 at 11:59 PM</td>
<td>March 28, 2012</td>
<td>March 29, 2012 at 12:01 AM</td>
</tr>
<tr>
<td><strong>Spring - 2012</strong></td>
<td>June 11, 2012 at 8:00 AM</td>
<td>June 19, 2012 at 11:59 PM</td>
<td>June 20, 2012</td>
<td>June 21, 2012 at 12:01 AM</td>
</tr>
<tr>
<td><strong>Summer Session - 1 - 2012</strong></td>
<td>July 30, 2012 at 8:00 AM</td>
<td>August 7, 2012 at 11:59 PM</td>
<td>August 8, 2012</td>
<td>August 9, 2012 at 12:01 AM</td>
</tr>
<tr>
<td><strong>Summer Session - 2 - 2012</strong></td>
<td>September 3, 2012 at 8:00 AM</td>
<td>September 11, 2012 at 11:59 PM</td>
<td>September 12, 2012</td>
<td>September 13, 2012 at 12:01 AM</td>
</tr>
<tr>
<td><strong>Summer - Special – Session</strong></td>
<td>June 18, 2012 at 8:00 AM</td>
<td>September 25, 2012 at 11:59 PM</td>
<td>September 26, 2012</td>
<td>September 27, 2012 at 12:01 AM</td>
</tr>
</tbody>
</table>
Important Preliminaries; Accessing eGrades

- eGrades Roles
- Before you begin
- Finding eGrades
- Logging in
# eGrades Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Access</th>
<th>Grade Entry</th>
<th>Grade Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor of Record</td>
<td>IR</td>
<td>SSO self registration.</td>
<td>Only during submission period.</td>
</tr>
<tr>
<td>Authorized Grader</td>
<td>AG</td>
<td>DSA approved departments sponsorship.</td>
<td>Only during submission period.</td>
</tr>
<tr>
<td>Department Chair</td>
<td>DC</td>
<td>Email Janice Armellino.</td>
<td>When the IR is unavailable.</td>
</tr>
</tbody>
</table>
Before you begin

- eGrades is compatible with Internet Explorer, Mozilla Firefox, Google Chrome, and Safari.

- To access eGrades:
  - Go to [http://blink.ucsd.edu](http://blink.ucsd.edu)
  - In the toolbox, click on ‘Instruction Tools’ and ‘eGrades’
  - Or go directly to eGrades: [http://egrades.ucsd.edu](http://egrades.ucsd.edu)
Logging In

- **All users** will use Single Sign-On (SSO)

- If you are unsure if you have a SSO, you can self register online

- Authorized Graders will have to have approved access to UCSD’s business systems
  - Contact your department’s DSA
The eGrade Application: Submitting Grades for the Current Term

- The Section List screen
- The Grade Entry screen
- The Grade Review screen
# The Section List screen

**INSTRUCTION TOOLS**

**Section List**

**Winter 2012**

**Deadline to enter grades:** UnderGraduate/Graduate: 03/27/2012 11:59 PM  
Medical: 03/27/2012 11:59 PM  
Pharmacy: 03/27/2012 11:59 PM

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Instructor</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRGN</td>
<td>214</td>
<td>A00</td>
<td>Corporate Governance</td>
<td>Triton, Dakota Sidney</td>
<td></td>
<td>Enter Grades</td>
</tr>
<tr>
<td>IRGN</td>
<td>410</td>
<td>A00</td>
<td>Corporate Governance</td>
<td>Triton, Dakota Sidney</td>
<td></td>
<td>Enter Grades</td>
</tr>
<tr>
<td>IRGN</td>
<td>423</td>
<td>A00</td>
<td>Corporate Social Responsibilty</td>
<td>Triton, Dakota Sidney</td>
<td></td>
<td>Enter Grades</td>
</tr>
<tr>
<td>IRGN</td>
<td>499</td>
<td>005</td>
<td>Independent Research/Study</td>
<td>Triton, Dakota Sidney</td>
<td></td>
<td>Enter Grades</td>
</tr>
</tbody>
</table>

Showing 1 to 4 of 4 entries

**Designate Authorized Grader**

- Spring 2011
- Winter 2011

**Section List ➔ Grade Entry ➔ Grade Change ➔ Grade Review**
These are the terms for which this Instructor has access.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRGN</td>
<td>214</td>
<td>A00</td>
<td>Corporate</td>
<td></td>
<td>Enter Grades</td>
</tr>
<tr>
<td>IRGN</td>
<td>410</td>
<td>A00</td>
<td>Corporate</td>
<td></td>
<td>Enter Grades</td>
</tr>
<tr>
<td>IRGN</td>
<td>423</td>
<td>A00</td>
<td>Corporate Social Responsibility</td>
<td></td>
<td>Enter Grades</td>
</tr>
<tr>
<td>IRGN</td>
<td>499</td>
<td>005</td>
<td>Independent Research/Study</td>
<td></td>
<td>Enter Grades</td>
</tr>
</tbody>
</table>

**Section List**

- Winter 2012
  - IRGN 214: Corporate
  - IRGN 410: Corporate
  - IRGN 423: Corporate Social Responsibility
  - IRGN 499: Independent Research/Study

- Spring 2011
- Winter 2011

- Section List → Grade Entry → Grade Change → Grade Review
Use the triangles to expand or hide the sections for previous terms.
The status of each section is displayed here.

### Section List

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRGN</td>
<td>214</td>
<td>A00</td>
<td>Corporate Governance</td>
<td>Triton, Dakota Sidney</td>
</tr>
<tr>
<td>IRGN</td>
<td>410</td>
<td>A00</td>
<td>Corporate Governance</td>
<td>Triton, Dakota Sidney</td>
</tr>
<tr>
<td>IRGN</td>
<td>423</td>
<td>A00</td>
<td>Corporate Social Responsibility</td>
<td>Triton, Dakota Sidney</td>
</tr>
<tr>
<td>IRGN</td>
<td>499</td>
<td>005</td>
<td>Independent Research/Study</td>
<td>Triton, Dakota Sidney</td>
</tr>
</tbody>
</table>

### Designate Authorized Grader

- **Spring 2011**
- **Winter 2011**

---

**Section List → Grade Entry → Grade Change → Grade Review**
<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Grade entry has not been started.</td>
</tr>
<tr>
<td>In Progress</td>
<td>Entry has been started for the section, but is not yet complete.</td>
</tr>
<tr>
<td>Awaiting Review</td>
<td>The section has been completed by the Authorized Grader, but is not yet submitted.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The section has been submitted for upload to ISIS.</td>
</tr>
<tr>
<td>Complete</td>
<td>Grades for the section are recorded in ISIS.</td>
</tr>
<tr>
<td>Overdue</td>
<td>Grades for the section have not been submitted and deadline for entry has past.</td>
</tr>
</tbody>
</table>
This column displays what actions are available for each section.
<table>
<thead>
<tr>
<th>Action</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Grades</td>
<td>Begin entering grades for this section.</td>
</tr>
<tr>
<td>Edit</td>
<td>Continue entering grades for a section that has already been started.</td>
</tr>
<tr>
<td>View</td>
<td>Grades for this section can be reviewed but no changes can be made.</td>
</tr>
<tr>
<td>Grade Change</td>
<td>Enter a grade change for this section.</td>
</tr>
<tr>
<td>Grade Review</td>
<td>If the action is blank, no actions may be taken for this section.</td>
</tr>
</tbody>
</table>
Click on “Enter Grades” to begin entering grades.
This area displays the course information.

### Grade Entry

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
<th>Authorized Grader</th>
<th>Number Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRGN</td>
<td>410</td>
<td>409</td>
<td>Triton, Dakota Sidney</td>
<td>Triton, Dakota Sidney</td>
<td>11</td>
</tr>
<tr>
<td>Term</td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
</tr>
<tr>
<td>Fall</td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
</tr>
</tbody>
</table>

#### Import file

**Show 10 entries**

<table>
<thead>
<tr>
<th>Name</th>
<th>PID</th>
<th>Units</th>
<th>Grade Option</th>
<th>Grade</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triton, Amiee Dawn</td>
<td>A999555551</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Barry David</td>
<td>A999555521</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Christine Avner</td>
<td>A999555539</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Holan Amber</td>
<td>A99957551</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Janet Elizabeth</td>
<td>A99954451</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Jesus Donovan</td>
<td>A99954451</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Kimberly Sue</td>
<td>A99954454</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Loren Wellington</td>
<td>A99956456</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Mican Devon</td>
<td>A998888861</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Norbert Elanore</td>
<td>A99999321</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 11 entries

Section Comments (Comments are only saved if a grade is saved)

Section List → Grade Entry → Grade Change → Grade Review
This area displays the class roster.

<table>
<thead>
<tr>
<th>Name</th>
<th>PID</th>
<th>Units</th>
<th>Grade Option</th>
<th>Grade Due</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triton, Amiee Dawn</td>
<td>A99955551</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Barry David</td>
<td>A99955521</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Christine Avner</td>
<td>A99956359</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Holon Amber</td>
<td>A99957551</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Janet Elizabeth</td>
<td>A99954451</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Jesus Donovan</td>
<td>A99954451</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Kimberly Sue</td>
<td>A99956454</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Loren Wellington</td>
<td>A99966456</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Mican Devon</td>
<td>A99888861</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Norbert Elanore</td>
<td>A99999321</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section comments (Comments are only saved if a grade is saved)
The class roster will now include extension students, indicated by (ESPP) beside the name.

As well as students who have filed for credit by exam.

Section List → Grade Entry → Grade Change → Grade Review
You can use the filter box to look for a specific student.

Just start typing and the roster will automatically respond.

Section List → Grade Entry → Grade Change → Grade Review
If you have a large class, use these controls to move through the pages.

Section List → **Grade Entry** → Grade Change → Grade Review
You can change the number of students displayed with this drop down.
You can also sort each page by any of the columns.

Section List → Grade Entry → Grade Change → Grade Review
This link will begin the upload process, which is very useful for large sections. (More on this later)

Section Comments (Comments are only saved if a grade is saved)
This part of the class roster displays student names, PIDs, number of units and grade options.
Click on the PID to access student information.
A pop-up window will open with links to…
A picture of the student, if available,
The student’s email.
And the student’s academic history. (Unless you are an Authorized Grader)
To enter grades use the drop down boxes here.

Section List → Grade Entry → Grade Change → Grade Review
Only grades allowed by a student’s grading option can be entered.

Incomplete (I) and Pending Academic Dishonesty (X) can also be entered. An appropriate reason is required for the Incomplete. Blank grade ( ) is also permitted, but will lapse to failing after one term.

Section List → Grade Entry → Grade Change → Grade Review
If you want to stop and finish a section later, click the Save button.

Section List → Grade Entry → Grade Change → Grade Review
eGrades will save your work so far, even if you log out, so that you can continue later.

TIP: Hit the Save button at least every 15 minutes to avoid a timeout. There is no “autosave”
The cancel button will return you to the section list, but you will lose all unsaved work on the section.
Using Authorized Graders for Grade Entry

- What is an Authorized Grader?
- Who can be an Authorized Grader?
- Adding an Authorized Grader
- Removing an Authorized Grader
Authorized Graders (AG)

- Who can be an Authorized Grader?
  - Any *current* UCSD faculty, staff or student can be designated as the AG for a section, as long as they have DSA approved access to UCSD’s business systems.
  - Many faculty and staff already have this access with their Single Sign-On (SSO), however many students do not.
  - If you are planning to designate a student as an AG, it is best to notify your departmental DSA (Department Security Administrator) early if your AG needs access.
  - AGs are limited to entering grades during the initial grading cycle period. They may not enter grades past the deadline nor are they ever allowed to file grade changes.
Adding an Authorized Grader (AG)

After signing on to eGrades, use this link to add or remove an Authorized Grader.
Adding an Authorized Grader (AG)

Begin by selecting the section for the current term from this drop down box.
Adding an Authorized Grader (AG)

Next, click here, to add an Authorized Grader.
Adding an Authorized Grader (AG)

Use this screen to look up the person you wish to designate.

You can search using one or more of the fields here. All or part of the last name is required if you enter a first name. Note, email is @ucsd.edu
Adding an Authorized Grader (AG)

Once you have some information entered here, click here to search.
Adding an Authorized Grader (AG)

These are your results.

Designate Authorized Grader

Return to Designate Authorized Grader

Use one or more of these search fields below to find the person you wish to designate as an Authorized Grader for this section.

- Last Name: Glover
- First Name: Ch
- PID:
- UCSD Email:
- Department Name:

Search

Show 25 entries

- Last Name: GLOVER
- First Name: CHRISTOPHER
- Department Name: STUD. AFFAIRS - STUD. LIFE
- Email: cglover@ucsd.edu

Showing 1 to 1 of 1 entries

Update
If the person you are looking for does not appear, double check your search information…
Adding an Authorized Grader (AG)

If the person you are looking for does not appear, double check your search information...

If they still do not appear, they probably do not have DSA approved access to eGrades. Contact your DSA for assistance.
Once you have found the person you want to designate, click the box by their name.
Adding an Authorized Grader (AG)

Then click update.
Adding an Authorized Grader (AG)

This message means you were successful and a notification will be sent to the AG.
Adding an Authorized Grader (AG)

Click here to return to the Section list.
After signing on to eGrades, you can use this link to remove an Authorized Grader.
Removing an Authorized Grader

Begin by selecting the section from this drop down box.
Removing an Authorized Grader

Uncheck this box.
Removing an Authorized Grader

Click here to update.
This message means you have been successful. A notification will be sent to the Authorized Grader.

The former AG’s name will still appear on this list, but as long as the box is not checked, they will not have access to this section.
Authorized Graders (AG)

- Once an AG has finished entering grades, the section must be reviewed and submitted by the Instructor of Record (IR).

- AGs are allowed to enter or import grades during the initial grading cycle, just like the Instructor of Record (IR), however they are not allowed to submit grades.
Importing grades to eGrades; from Blink Class List, TED or your own spreadsheet

- Formatting the file
- Importing to eGrades
- Fixing errors
Importing Grades

- In addition to entering each grade individually, eGrades also supports the direct upload of grades for an entire section or part of a section.

- When importing you must ensure that your file is formatted correctly. The easiest way to do this is to use the file template that is available from the TritonLink Class List tool or from TED.

- Or, any tab delimited (.txt) or comma separated (.csv) file can be uploaded if it is properly formatted.
eGrades File Import Workflow...

TED or Blink

DOWNLOAD

Excel

SAVE AS .txt or .csv

If you want to create your own excel file, it must have these exact 5 columns (including spaces and capitalization):

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Student ID</td>
<td>SectionID</td>
<td>Final Assigned Egrade</td>
</tr>
</tbody>
</table>
Click here to go to the Class Lists tool.
<table>
<thead>
<tr>
<th>Section ID(s)</th>
<th>Class List(s)</th>
<th>Wait List(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>73546B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Options:
- View:
- Download:
- Send Email Message To:
- Class Photos:
- Print Class Roster:

Enter your section information and click here.
Then click here
From this screen, click here to select the eGrades format.
Then click here to download the file.
From within TED, look for the eGrades Export option under the Control Panel.

Look under Course Tools.
From within TED, look for the eGrades Export option under the Control Panel.

Look under Course Tools.

Click eGrades Export.
Use the drop down to indicate which column of your grade book has the final grade.
This screen will show you possible errors, so you can fix them before you export the TED file.
Once you have fixed any errors, click here.

Note: This is a two step process. You must still sign on to eGrades to import and submit these grades.
Now you can follow the normal steps to download the file and save it on your computer. You can then import this file, once you have signed into eGrades.
### Formatting the file

Your column headings should look exactly like this.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
<th>SectionId</th>
<th>Final_Assigned_Egrade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Excel sheet with column headings](image)
Importing a Spreadsheet

From the Grade Entry screen, click here to start a file upload.

Section List → Grade Entry → Grade Change → Grade Review
Importing a Spreadsheet

This pop up will open to guide you through the process.
Importing a Spreadsheet

Use these radio buttons to select your file type.
Importing a Spreadsheet

Use these radio buttons to select your file type.

Your file must be saved as either a tab delimited .txt file or as a comma separated .csv file, even if your original file is in excel. (TED files are exported as .csv)
Importing a Spreadsheet

Next, click here to browse for your file.
Importing a Spreadsheet

A new window will open. Navigate to where you have saved the file on your computer.
For this example, the file is named 738916 and is saved as a .txt file on the desktop.
Importing a Spreadsheet

Select the file and click here to continue the upload.
Importing a Spreadsheet

Back on the file import window, you can see the file path here.

File Import

The uploading of the file can take a while for processing as the system will scan to check for viruses. Please do not interrupt the process as otherwise the data will be lost. You will be prompted when the upload is completed.

- Tab Delimited
- CSV Delimited

File Name: C:\Users\cglover\Desktop\738916.txt

[Submit] [Browse...]

[Cancel]
Importing a Spreadsheet

Next, click here to submit the file for upload.

The uploading of the file can take a while for processing as the file is run through a virus scan to check for viruses. Please do not interrupt the process while it is working, otherwise the data will be lost. You will be prompted when the process finishes.

- Tab Delimited
- CSV Delimited

File Name: C:\Users\cguver\Desktop\738916.txt
If the file was error free, you will see this message. Select close dialog to continue submitting the grades.
Importing a Spreadsheet

If you get this message, then there was a problem in your file.
Importing a Spreadsheet

Details about the problem are shown here.

You can either return to your file and fix the error or continue in eGrades and fix them manually.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Section ID</th>
<th>Grade</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>A999999904</td>
<td>738916</td>
<td>z</td>
<td>Grade Code is not one of the grade codes allowed (A+, A, A-, B+, B, B-, C+, C, C-, D, F, P, NP, S, U, I, IP, X, Y, H)</td>
</tr>
<tr>
<td>7389016</td>
<td></td>
<td></td>
<td>Grade Option of L requires a letter grade (A+, A,</td>
</tr>
</tbody>
</table>
When you close the dialog box, you should be back on the “Grade Entry” screen with the grades imported.
Make sure all of the grades were imported and correct any errors such as missing grades.

<table>
<thead>
<tr>
<th>Name</th>
<th>PID</th>
<th>Units</th>
<th>Grade Option</th>
<th>Grade</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triton, Annise Dawn</td>
<td>A99955551</td>
<td>4.00</td>
<td>L</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Triton, Barry David</td>
<td>A99965552</td>
<td>4.00</td>
<td>L</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>Triton, Christine Avner</td>
<td>A99955359</td>
<td>4.00</td>
<td>L</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Triton, Holen Amber</td>
<td>A99967551</td>
<td>4.00</td>
<td>L</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>Triton, Janet Elizabeth</td>
<td>A99964541</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Jesus Donovan</td>
<td>A99957751</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Kimberly Sue</td>
<td>A99965454</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Loren Wellington</td>
<td>A99966456</td>
<td>4.00</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Mican Devon</td>
<td>A999888861</td>
<td>4.00</td>
<td>L</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>Triton, Norbert Elanore</td>
<td>A99999321</td>
<td>4.00</td>
<td>L</td>
<td>A+</td>
<td></td>
</tr>
</tbody>
</table>

Section List → Grade Entry → Grade Change → Grade Review
Once all grades have been entered for the section you want to submit, click here to go to the Grade Review screen.

Section List → Grade Entry → Grade Change → Grade Review
As before, this area displays the section information.

Section List → Grade Entry → Grade Change → Grade Review
And this area displays the section roster.

Section Comments

<table>
<thead>
<tr>
<th>Name</th>
<th>PID</th>
<th>Units</th>
<th>Grade</th>
<th>Option</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triton, Amiee Dawn</td>
<td>099995555</td>
<td>4.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triton, Barry David</td>
<td>098855551</td>
<td>4.00</td>
<td>L</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>Triton, Christina Aar</td>
<td>089655359</td>
<td>4.00</td>
<td>L</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Triton, Helen Amber</td>
<td>099967551</td>
<td>4.00</td>
<td>L</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Triton, Janet Elizabeth</td>
<td>099954544</td>
<td>4.00</td>
<td>L</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>Triton, Jesus Donovan</td>
<td>099977771</td>
<td>4.00</td>
<td>L</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>Triton, Kimberly Sua</td>
<td>099955445</td>
<td>4.00</td>
<td>L</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Triton, Loren Wellington</td>
<td>099966446</td>
<td>4.00</td>
<td>L</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>Triton, Micah Devon</td>
<td>098888886</td>
<td>4.00</td>
<td>L</td>
<td>I</td>
<td>Medical</td>
</tr>
<tr>
<td>Triton, Norbert Elanor</td>
<td>099999321</td>
<td>4.00</td>
<td>L</td>
<td>A-</td>
<td></td>
</tr>
</tbody>
</table>

Section List → Grade Entry → Grade Review
This area displays the GPA and grade distribution tools. (More on this later)

Section List ➔ Grade Entry ➔ Grade Review
Clicking here will open a PDF file with all of the student and grade information.

Section List → Grade Entry → Grade Change → Grade Review
You can use this file to keep a record of what you have submitted.

Section List → Grade Entry → Grade Change → Grade Review
Once you have reviewed your work and are satisfied that everything is correct, you will need to check this box.
Checking this box is the equivalent to your signature.

By checking the box you are certifying that the work you have done is in accordance with all University policy.

Section List → Grade Entry → Grade Change → Grade Review
If you are uncertain, a link to the UC San Diego’s grading policies is provided here.
The final step is to click here to submit the grades for upload to ISIS.

Section List → Grade Entry → Grade Change → Grade Review
The Grade Review screen

- Once you have hit submit, the final submission of grades is permanent. Grades can only be changed as a “grade change” on the following day.
- Grade changes cannot be submitted on the “blackout day”.
- Once the deadline for submitting grades has past, students with no grades entered will be considered to have blank grades.
  - Changing a student’s grade from a blank to any other grade requires a “grade change” from a blank to a letter grade.
  - Grade changes can only be entered individually. A file upload cannot be done on “grade changes”.
Grade Changes

- Previous Terms Grade Changes
- Current Term Grade Changes
Once submitted, the grades and grade changes are uploaded to ISIS overnight, and will be visible to students the following day.

Filing a grade change for a previous term automatically generates an email that is sent to the students whose grades have changed, to you for your records, and to the department chair.

This process replaces the Clerical Error Form.

Authorized Graders may not file Grade Changes.
Use the triangles to expand or hide the sections for previous terms.

Section List → Grade Entry → Grade Change → Grade Review
Once you have found the section for which you want to change a grade, click here.

Section List → Grade Entry → Grade Change → Grade Review
This area displays the currently recorded grade for each student.

Section List ➔ Grade Entry ➔ Grade Change ➔ Grade Review
Once you have found the student you are looking for, you can use these drop down boxes to enter a new grade.
You can change the grades for multiple students in the section at the same time.

Section List → Grade Entry → Grade Change → Grade Review
Note that the reason for the grade change is automatically populated.
Once you have entered all of the changes you are making, click here.
Use the Grade Review screen to review the changes you are making.

Section List → Grade Entry → Grade Change → Grade Review
If you want to go back and edit some of the changes, click here.

Section List → Grade Entry → Grade Change → Grade Review
If everything is correct, then check this box to acknowledge these changes are in accordance with University policy.
Then click here to submit the changes.

Section List → Grade Entry → Grade Change → Grade Review
Help is also available on Blink at:
http://blink.ucsd.edu/instructors/academic-info/grades/egrades.html

- Tutorials
- Calendars
- Accessing eGrades
Additional Auditorium Sessions

- April 27, 8:30am, MPR
- May 8, 3:00pm, MPR
- May 17, 10:00am, ERC room, PC West
Contact Information

- If you have any remaining questions, comments, or concerns regarding eGrades or this presentation please contact:

  - Academic Records
  - Phone: 858–534–3144
  - Email: egrades@ucsd.edu
  - ACT help desk (858) 534–1853