Tutorial for myUCLA Gradebook Setup and Use

Advantages:
- Logistically easier than emailing spreadsheet around between TA's, Prof, and Graders
- Students can see their recorded grades, check for mistakes
- Students can see distribution (if enabled) for each assignment
- Electronic grade submission (fewer mistakes)

Disadvantages:
- Delay at beginning of quarter before getting access to gradebook

1 Obtaining Access

- Professor logs in to myUCLA (may need to obtain BOL account)
- Click on Gradebook under your class heading
- Add yourself, other TA's, maybe even homework graders as Gradebook Helpers (need SID for each Gradebook Helper)
    - Must set permissions levels for helpers
    - At least one TA should have all permissions, or else prof must edit schema (Make sure you have permissions that include the schema)
    - Readers should only have permissions to enter scores
- Set the submission method property to electronic if you want to save time (only prof can)
- Log out

2 Set up the Grading Schema

- Login to myUCLA under your BOL account
- Scroll down to bottom of main page, should now see the class under Gradebook Helper
- Click on Gradebook link
- Start with the Gradebook Helper (wizard)

Basic Settings:
- If you're a Gradebook Helper already, don't need to "Give TA's Access"
- Probably want "Points" system (default)
- Alternative weights - if you want to offer "best of both schemas" to the students

Define Schema:
- Select grading *categories* and their weights (probably from syllabus)
    o Check the box if you want each item/assignment in that category weighted evenly
- Add *items* to each category
    o Choose due date (students can see this, so make it accurate)
    o Choose weight (*relative to this category*) unless box was checked on prev. page
    o Choose the point total for the assignment
    o Select the info that you want students to have access to
        ▪ Choose from {none, scores (personal only), scores w/distribution}
    o Optional URL, comments may accompany item (students have access to this)

3 Using/Modifying the Gradebook

At the end, look at the "Gradebook Main Page" (this is where you will return in future).
You can now:

- Click on Category name link to modify settings for that Category
    - Here you can set it to drop X lowest scores for each student in that category
- Click on Item name to modify or delete items (change due date, etc.)
- Click on "points distribution" if you want to see avg, stdev, max, min, etc.
- Click on Update Grades to enter/modify grades for each item
    - Can enter by hand, or upload a tab delimited file (see example file)
        - (Particularly useful if you have to use a spreadsheet for the first few weeks, but want to switch over to the Gradebook later)
    - Can also download grades as a spreadsheet (if you want to make custom graphs, etc.)
    - Click on the Star graphic next to a student name to view/modify grades for *any* assignment for that student
    - Click on sunglasses to view a summary of grades for that student
    - Click on notepad to view a history of changes to this student's grades
    - Click on the name to send an email to that student's registered address
    - Can excuse students from individual assignments (won't be counted towards their grade)

4 Links/Tips

From your myUCLA page, can also:
- View the class Roster, or download it as an excel spreadsheet
- Email everyone in the class (as long as everyone has an email address registered with URSA that they actually check)

Gradebook Quick Start Guide: http://my.ucla.edu/gradebook/quickstart.pdf
Gradebook User's Manual: http://my.ucla.edu/gradebook/print.pdf
Gradebook FAQ/Listserv: https://be.my.ucla.edu/gradebook/gradebookhelp.asp

BOL Account Creation: http://www.bol.ucla.edu/services/accounts/
BOL Office: 4302 Math Sciences
BOL Webpage: http://www.bol.ucla.edu/
Listserv Setup: http://www.bol.ucla.edu/services/lists/

Email **tac@cs.ucla.edu** with any other questions