

## Recommended Browsers

**Macintosh** Netscape 7.2, Firefox, or Mozilla

**PC** Internet Explorer version 6.02.8 or above, Mozilla, Firefox

**Sun/ Solaris** Mozilla

### Please Note:

Safari is not a supported browser.

### TIP

If you forget your **User ID** or **Password**, contact the AIS Help Desk at [ais-help@ucsc.edu](mailto:ais-help@ucsc.edu), or 459-1611.

### TIP

Key board short cuts for **Saving**.

	PC	Mac
Mozilla	Alt-1	Ctrl-1
Firefox	Alt-1	Ctrl-1
Internet Explorer	Alt-1 then Enter	N/A
Netscape	N/A	Ctrl-1

### TIP

It is important to save on a regular basis and at the end. You can save completed work by scrolling to the bottom of the window and clicking **SAVE** or you can use a keyboard shortcut. You may have to scroll back up to the list of grades if you have a class with a large enrollment. You can also use the **PAGE UP** key to move back up the page.



# Instructions for Grading

## Faculty

### TA Grade Entry

If there are TAs assigned for your course and you choose to have them enter grades, please have them reference the TA Instructions for Grading document at [http://ais.ucsc.edu/help/Grading/TA\\_Grading.html](http://ais.ucsc.edu/help/Grading/TA_Grading.html). When you have been notified by your TAs that the grades have been entered, complete steps 9 and 10. □

### Sign in to MyUCSC--Enter your User ID and Password and click Sign In

- 1 In the left-hand menu, click **Manage My Classes**
- 2 Select **Grades**
- 3 Select the **Term**
- 4 Select the **Class**

The approval status will display as **Not Reviewed** on the Approval Status drop down menu.

- 5 In the Grade Input column click the down arrow to display the menu list
- 6 Click the appropriate **grade** for each student

Reminder  
**Save frequently**

An entry must be made for each student. Use the **Undetermined (Z)** option if you are not ready to assign the grade.

- 7 **Save entries** after you enter grades for all students
- 8 Please verify all grades are entered and correct before proceeding
- 9 Change the approval status to **Approved**
- 10 **Save entries**

Saving in the **Approved** status tells the system that the grades are ready for posting.

ID	Name	Grade Input	Official Grade	Grading Basis	Section Description	Detail
124557	SILVER, MA		Graded	Undergrad	TS (TH or TE)	Detail
124558	SILVER, UA		Graded	Undergrad	TS (TH or TE)	Detail
124559	SILVER, SB		Graded	Undergrad	TS (TH or TE)	Detail

The Detail text link provides additional information about the student. Use the **return** button to get back to the grade roster.

### 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.