

INSTRUCTIONS FOR ENTERING GRADES (INSTRUCTOR PORTAL)

Instructor Home

Instructor Portal

Rachel Kann

T023229

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Welcome to the UCLA Extension Instructor Portal! This online tool enables instructors to view/update their personal profile, view their teaching history and upcoming course schedule, track enrollments, view rosters, submit grades, and much more. Please explore the menu options, starting with "My Profile" to get familiar with the tools available to you.

For your reference, you may view the Instructor Portal Guide ([link](#)) for a screen-by-screen tour of tools and features.

Announcements

There are no items to show.

From the home page Click on Courses

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Courses

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Courses Open for Enrollment/In Progress

Course - Section No.	Section Title	Start Date - End Date
ENGL X 423.31 - 265639	Intermediate Poetry Workshop	Jul 6, 2016 - Sep 7, 2016
ENGL XL 136 - 268297	Creative Writing: Poetry (Online)	Sep 21, 2016 - Dec 7, 2016
ENGL XL 136 - 350167	Creative Writing: Poetry (Online)	Jan 4, 2017 - Mar 29, 2017

Completed Courses Courses you have previously taught.

Course - Section No.	Section Title	Start Date - End Date
ENGL X 401A - 265614	The Essential Beginnings of Fiction Writing: An Introductory Workshop	Jul 6, 2016 - Aug 10, 2016
ENGL X 423.33 - 195187	Expression through Poetry Becomes a Joy: Writing and Performing Poetry	May 5, 2008 - Jun 16, 2008

From the Course page Click on the course in progress

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ENGL X 423.31 - 265639 - Intermediate Poetry Workshop

Student contact information shown below is **PRIVATE AND CONFIDENTIAL**. It may only be used for course-related communications.

Class List (as of Aug 17, 2016 3:47:20 PM)

	Name	Student No.	Tuition	Units	Method	Date Added
<input type="checkbox"/>	Cairl, Jack	X800329	Standard		Online	20 May 2016
<input type="checkbox"/>	Diaz, Alyssa	X745562	Standard		Online	19 May 2016
<input type="checkbox"/>	Dwyer, Rose	X868561	Standard		Online	27 Jun 2016
<input type="checkbox"/>	Hagelberg, Donald	X897118	Standard		Online	05 May 2016
<input type="checkbox"/>	Hazlewood, Mel	X832397	Standard		Online	28 Jun 2016
<input type="checkbox"/>	Labinger, Wendy	X685437	Standard		Online	15 Jun 2016
<input type="checkbox"/>	Lee, Stacy	X809424	Standard		Online	25 Apr 2016
<input type="checkbox"/>	McCurdy, David	X896702	Standard		Online	03 May 2016
<input type="checkbox"/>	Neilson, Ruthie	X614944	Standard		Online	29 Jun 2016
<input type="checkbox"/>	Paul, Deanna	X857661	Standard		Online	30 Apr 2016

10 items found, displaying all items.

Print Class List

Print Attendance Sheet

Email Selected Students

Email All

On the class list page click on the Grading Sheet Tab

Once you see the Section Grading Sheet scroll all the way down the page

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Section Grading Sheet

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ENGL X 423.31 - 265639 - Intermediate Poetry Workshop

Be sure to click SAVE at the bottom of this page to save your entries.

The Filter option allows you to filter students by name or by grade approval status.

The batch update option allows you to assign a grade and update the grade status for the filtered group of students.

You can enter and save grades individually (you do not have to enter all grades at once)

Grades:

1. Explanation of non-standard grades:

1. W – Withdrawal, does not appear on transcripts.
2. DR – Deferred Report, used to indicate that you are investigating a case of academic misconduct.
3. N – Not for Credit, appears on transcripts to indicate attendance.
4. NR – Do Not Record, does not appear on transcripts.
5. FF – Failure due to not taking the final, does not appear on transcripts.
6. FN – Failure due to not attending class, does not appear on transcripts.
7. X – Ungraded, replace this grade with a final grade.

How to enter grades:

1. For each student below, select the appropriate final grade from the dropdown list.
2. Comments entered in the "Student Notes" field appear only to staff and instructors (not to students).
3. Any data you enter will not be captured by the system until you click the SAVE button at the bottom of this sheet. Remember to save your work frequently. As a security measure, if you have not clicked on SAVE for 30 minutes, the system will close your access and all your work since the last save will be lost.

Meetings	N/A	Number of Failures	0 (0.0%)
Hours	N/A	Number of Ungraded	10 (100.0%)
Hours per meeting	N/A		
Assignments	N/A	0	

Filter students +

Batch update +

Class List

10 items found, displaying all items.

Cairl, Jack G (X800329)
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Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/>
Comments - Choose a comment to be added to the student's grade:	<input type="text" value="Student prefers Letter G"/> Add Nothing found to display.	Certificate or Program Requirements Met:	<input type="checkbox"/>
Student Notes:	<input type="text"/>	Instructor Approved:	<input type="checkbox"/>
		Program Approved:	<input type="checkbox"/>
		Final Approved:	<input type="checkbox"/>

Diaz, Alyssa (X745562)
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Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/>
Comments - Choose a comment to be added to the student's grade:	<input type="text" value="Student prefers Letter G"/> Add Nothing found to display.	Certificate or Program Requirements Met:	<input type="checkbox"/>
Student Notes:	<input type="text"/>	Instructor Approved:	<input type="checkbox"/>
		Program Approved:	<input type="checkbox"/>
		Final Approved:	<input type="checkbox"/>

Once you scroll down the Section Grading Sheet Page , you'll see the Class list.

This is where you will input grades.

Check the Box
beside the
student's name

Paul, Deanna M (X857661) Back to Top

Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/>
Comments - Choose a comment to be added to the student's grade:	<input type="text" value="Student prefers Letter Gr"/> Add	Certificate or Program Requirements Met:	<input type="checkbox"/>
Student Notes:	<input type="text"/>	Instructor Approved:	<input type="checkbox"/>
		Program Approved:	<input type="checkbox"/>
		Final Approved:	<input type="checkbox"/>

Print Class Grades

Export Grades

Print Blank Template

Save

TIP: You can check all the boxes beside the students' names by utilizing the BATCH UPDATE function.

Meetings	N/A	Number of Failures	0 (0.0%)
Hours	N/A	Number of Ungraded	12 (100.0%)
Hours per meeting	N/A		
Assignments	N/A	0	

Filter students +

Batch update +

Click on the +
sign to expand
the batch
update tab

Class List

12 items found, displaying all items.

Araujo, Bruno (X896259) Back to Top

Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/>
Comments - Choose a comment to be added to the student's grade:	<input type="text" value="Student prefers Letter Gr"/> Add	Certificate or Program Requirements Met:	<input type="checkbox"/>
Student Notes:	<input type="text"/>	Instructor Approved:	<input type="checkbox"/>
		Program Approved:	<input type="checkbox"/>
		Final Approved:	<input type="checkbox"/>

If you'd like to select all students, check the box marked All, Then click the GO button on the right. Doing this will check all the boxes beside the students' names.

Filter students +

Batch update -

Select students whose last grade approval status is:

All (12)

Not Approved (12)

Instructor Approved (0)

Final Approved (0)

Change the grade status for all selected students to:

Assign all ungraded students a final grade of:

Click on the Final Grade field and a drop down menu will appear for your grades

Class List

10 items found, displaying all items.

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Cairl, Jack G (X800329)

Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/>
Comments - Choose a comment to be added to the student's grade:	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> A+ A A- B+ B B- C+ C C- S F U FF FN I DR CEU N NR </div>	Certificate or Program Requirements Met:	<input type="checkbox"/>
Student Notes:		Instructor Approved:	<input type="checkbox"/>
		Program Approved:	<input type="checkbox"/>
		Final Approved:	<input type="checkbox"/>

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Diaz, Alyssa (X745562)

Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/>
Comments - Choose a comment to be added to the student's grade:	<div style="border: 1px solid #ccc; padding: 2px;"> <p>Student prefers Letter G <input type="button" value="Add"/></p> <p>Nothing found to display.</p> </div>	Certificate or Program Requirements Met:	<input type="checkbox"/>
Student Notes:	<input type="text"/>	Instructor Approved:	<input type="checkbox"/>

Once you are done entering the grade, be sure to check the Instructor Approved Box

Paul, Deanna M (X857661) Back to Top

Final Grade(T): Completion Date:

Comments - Certificate or Program Requirements Met:

Choose a comment to be added to the student's grade: Instructor Approved:

Student Notes:

Program Approved:

Final Approved:

TIP: Utilize the BATCH UPDATE function to check the INSTRUCTOR APPROVED BOXES for ALL your students.

Click All
Choose Instructor Approved
Click GO
Doing this will check all the Instructor Approved boxes beside the students' names.

Filter students +

Batch update -

Select students whose last grade approval status is:

- All (12)
- Not Approved (12)
- Instructor Approved (0)
- Final Approved (0)

Change the grade status for all selected students to:

Assign all ungraded students a final grade of:

Paul, Deanna M (X857661) Back to Top

Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/>
Comments - Choose a comment to be added to the student's grade:	<input type="text" value="Student prefers Letter G"/>	Certificate or Program Requirements Met:	<input type="checkbox"/>
	<input type="button" value="Add"/>		<input type="checkbox"/>
Student Notes:	<input type="text"/>	Instructor Approved:	<input type="checkbox"/>
		Program Approved:	<input type="checkbox"/>
		Final Approved:	<input type="checkbox"/>

Checking the Instructor Approved Box and Hitting Save Button (which you will find at the very bottom of the page) will Finalize Grades – they will no longer be Editable!

Here's a summary of the process:

Great, Student ID##### Back to Top

Final Grade(T):	<input type="text" value="A+"/>	Completion Date:	14 Aug 2016
Comments - Choose a comment to be added to the student's grade:	Nothing found to display.	Certificate or Program Requirements Met:	<input type="checkbox"/>
	<input type="button" value="CHECK THIS BOX"/>		<input type="checkbox"/>
Student Notes:	<input type="text"/>	Instructor Approved:	<input checked="" type="checkbox"/>
		By: Web Registrar 17 Aug 2016	<input type="checkbox"/>
		Program Approved:	<input type="checkbox"/>
		Final Approved:	<input type="checkbox"/>

SELECT FROM DROPDOWN

SELECT FROM CAL.

CHECK THIS BOX

CHECK THIS BOX

LAST STEP: HIT SAVE AT THE BOTTOM OF THE GRADE SHEET.

YOU CAN DO THIS AFTER EACH GRADE OR AFTER ENTERING ALL GRADES.