

# WEBGRADES TUTORIAL

University Registrar

University of California, Irvine

1. Visit the University Registrar's homepage: [www.reg.uci.edu](http://www.reg.uci.edu)

NOTE: To use the Registrar's secure web server, AOL users need to minimize the AOL browser and instead open Internet Explorer, Firefox, Safari, Opera, or their alternate web browser of choice. Hover your cursor over *Faculty/Staff*, then *Grades*, then *WebGrades*.

2. Authentication is required to use this program and only the instructor of record is authorized to access WebGrades and submit final grades for the term.
3. Once you have been authenticated as the instructor of record you will be returned to a page with your current classes listed.



UNIVERSITY REGISTRAR  
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Search Registrar site:

[UCI Home](#) : [Schedule of Classes](#) : [WebReg](#) : [StudentAccess](#) : [Site Index](#) [Log out](#)

**WebGrades** Logged in by UCINACS campus system

2008 Fall Qtr | Font size 120% |  |

**Important:** Final course grades can be **officially submitted** after 5pm Friday, 5 December. The submission deadline is **5:00pm Thursday, 18 December 2008**.  
Not yet sure about *WebGrades*? Click here to store grades in a demonstration class: [WebGradesDemo](#).

**Fall Qtr, 2008** Currently in week 9.  
Click a **course code button** below to display the course roster and store your Final Course Grades.

Click to **merge** and view courses you marked below with a check  in the *Merge* column.

### Registrar Office

Merge	CCode	Dept	Num	Typ	Sec	Unt	Title	Instructor	Enr	WebGrades
<input type="checkbox"/>	<input type="text" value="99007"/>	Test	1A	Lec	A	4	WEBGRADES DEMO	FONSECA, I. PRITIKIN, D. WEBSTER, S.	8	Subscribed(0)
<input type="checkbox"/>	<input type="text" value="99008"/>	Test	1B	Lec	1B	4	WEBGRADES DEMO	FONSECA, I. WEBSTER, S.	8	Subscribed(0)

Total Classes Displayed: 2  
**WebGrades** column: *Subscribed* and *Submitted* courses also show the number of non-blank grades.  
Is your course missing? Double check with your department's SOC coordinator that they correctly entered your employee ID number or UCInetID for the course.

Need help? Click on any of the input field labels in the main menu above, or try the WebGrades [FAQ](#).  
Comments or questions about this program? Send email to [registrar@uci.edu](mailto:registrar@uci.edu), or call 949/824-7901.  
Use [WebRoster](#) for randomized seating charts or to view rosters for ungraded courses.

- Click on the five digit course code to view the class roster, or merge the rosters by putting a check under the merge header and click the merge rosters button.

**WebGrades Listing** Logged in by UCINACS campus system

Upload a [Text File](#) containing your grades

Browse...    Load This File

(or you can add or edit your student grade entries below)

**IMPORTANT!** It is your responsibility to ensure the confidentiality of the student information listed below. Further disclosure is governed by Federal and State law and University policy, and is prohibited without written consent of the student(s). If you have questions, please contact the Registrar's Office at 824-6124.

Fall Qtr, 2008

**WEBGRADES DEMO**    Course Code 99007  
 Test 1A, Sec. A, 4-unit Lecture; Registrar Office  
 Instructors: WEBSTER, S.; PRITIKIN, D.; FONSECA, I.  
 Time, Place: Tu 4:00-6:50p, TBA  
 Enrollment: 8 students (including 2 with a FERPA privacy block)  
*This course is **subscribed**; grades must be submitted via WebGrades.*

**WebGrades Course Summary**

1 course is subscribed to *WebGrades*, with grades not yet Officially Submitted.

You can save tentative final course grades into *WebGrades* now and edit them later in the term, but they will **not** be processed by the Registrar unless you return here **after** 5pm on the last day of instruction, Friday, 5 December 2008, and **before** the final WebGrades deadline, **5:00pm Thursday, 18 December 2008**, to **Officially Submit** them.

Student#	Name	Lvl	Opt	Grade
40663956	ANTEATER, MARY THE	FR	GR	<input type="text"/>
11989684	ANTEATER, PAUL ZOT	FR	GR	<input type="text"/>
62604874	ANTEATERS. FOREVER HAPPY	FR	GR	<input type="text"/>

- You can upload an EEE GradeBook or text file. If you don't have a file to upload then begin entering final grades. Your entries are checked against the Registrar's official enrollment. Invalid entries are noted immediately above the list of students. Make necessary corrections, officially submit and confirm your submission.
- Don't worry about P/NP grades. Upload your file with letter grades, WebGrades will convert the letter grade to P or NP and notify you when you save the grades. (Remember a student enrolled in P/NP must receive a C for a P grade.)
- Click on "Show Options" to expand the top portion of the roster. Check out the options available to you to submit your final grades.
  - Pulldown menus allows you to select from a list of acceptable grades.

- b. Radio buttons will appear much like a scantron where you will click on the button at the appropriate grade.
- c. Input boxes you find as the default and allows you to enter the grade (including + and -).

Upload a [Text File](#) containing your grades

(or you can add or edit your student grade entries below)

Show: (font size 120 %)	Sort by:
<input checked="" type="checkbox"/> <a href="#">Student ID</a>	<input type="radio"/>
<input checked="" type="checkbox"/> <a href="#">Student Name</a>	<input checked="" type="radio"/>
<input checked="" type="radio"/> Last,First <input type="radio"/> First,Last	
<input type="checkbox"/> <a href="#">Course Code or Number</a>	<input type="radio"/>
<input checked="" type="radio"/> Code <input type="radio"/> Number/Sect	
<input type="checkbox"/> <a href="#">Email Address</a>	<input type="radio"/>
<input type="checkbox"/> <a href="#">Major</a>	<input type="radio"/>
<input checked="" type="checkbox"/> <a href="#">Class Level</a>	<input type="radio"/>
<input checked="" type="checkbox"/> <a href="#">Grade Option</a>	<input type="radio"/>
<input type="checkbox"/> <a href="#">Enrollment Units</a>	<input type="radio"/>
<input type="checkbox"/> <a href="#">Used Authorization</a>	<input type="radio"/>

Hide this menu

For grade entry below, use:

 [Pulldown menus](#)  
  [Radio buttons](#)  
  [Input boxes](#)

Click a [button](#) here to save changes and:

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**IMPORTANT!** It is your responsibility to ensure the confidentiality of the student information listed below. Further disclosure is governed by Federal and State law and University policy, and is prohibited without written consent of the student(s). If you have questions, please contact the Registrar's Office at 824-6124.

Fall Qtr, 2008

**WEBGRADES DEMO**   Course Code 99007  
 Test 1A, Sec. A, 4-unit Lecture; Registrar Office  
 Instructors: WEBSTER, S. · BRITKIN, D. · FONSECA, T.

## Demo Quarter, 2008

### PRESIDENTIAL MUSIC Course Code 99900

Demo\* 40D, Sec. A, 4-unit Lecture; Registrar Office

Instructor: DE TOQUEVILLE, A.

Time, Place: TuTh 9:30-10:50, MM 316

Enrollment: 19 students (none with a FERPA privacy block)

*This course is **subscribed**; grades must be submitted via WebGrades.*

#### WebGrades Demo Course Summary

1 course is subscribed to *WebGrades*, with grades not yet Officially Submitted.

The left button below saves your final course grades so you can edit them later.

The right button **Officially Submits** your grades as listed below, they will not be processed by the Registrar unless you take this final confirmation step (these demo grades, of course, won't actually be processed).

Save Grades

Officially Submit Grades

**Warning:** Grade 'A' for student 99996485 converted to 'P' for grade option P/N.

Student#	Name	Lvl	Opt	Grade
99991020	ADAMS, JOHN	SR	GR	<b>A</b> *
99994371	CLEVELAND, GROVER	SR	GR	<b>B</b> *
99990330	COOLIDGE, JOHN CALVIN	SR	GR	<b>C</b> *
99993400	EISENHOWER, DWIGHT DAVID	SR	GR	<b>D</b> *
99995396	FILLMORE, MILLARD	SR	GR	<b>E</b> *
99996485	HARDING, WARREN GAMALIEL	SR	P/N	<b>P</b> *
99994774	HAYES, RUTHERFORD BIRCHARD	SR	GR	
99990210	JOHNSON, ANDREW	SR	GR	
99994324	LINCOLN, ABRAHAM	JR	GR	
99997582	MADISON, JAMES	JR	GR	
99993194	MCKINLEY, WILLIAM	SR	GR	
99990861	MONROE, JAMES	SR	GR	
99994082	PIERCE, FRANKLIN	SR	GR	
99995058	POLK, JAMES	SR	P/N	
99994134	ROOSEVELT, FRANKLIN DELANO	SR	GR	
99996621	ROOSEVELT, THEODORE	SR	GR	
99992832	TAFT, WILLIAM HOWARD	SR	P/N	

**Note:** Once grades are saved the grade entered as "a" was changed by WebGrades to "P" and a warning message is included.

8. When you are satisfied that grades are entered correctly and completely, click on "Officially Submit Grades." (The Officially Submit Grades button will not appear until after 5pm on the last day of instruction.)
9. You will be asked to confirm your submission as shown. At this time you can confirm your submission or cancel and go back to your roster to edit grades.



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### WebGrades Demo Confirmation Request

Demo Quarter, 2008

**PRESIDENTIAL MUSIC** Course Code 99900

Demo\* 40D, Sec. A, 4-unit Lecture; Registrar Office

*Please **confirm** below that grades should be Officially Submitted for this course.*

Total: 19 students in this course on Wednesday, Nov 5, 2008.

**Missing Grades: 13** "NR" Grades: 0

<p><b>Officially Submit Grades: Are you sure?</b></p> <p><b>13 of your grade entries are blank and will become NR's.</b></p> <p>The Registrar will not process your grades until they are Officially Submitted, but once submitted you can no longer edit them.</p>	
<p><input type="button" value="Cancel"/></p> <p>I still need to edit my grades.</p>	<p><input type="button" value="Confirm"/></p> <p>Send them to the Registrar.</p>

Need help? Try the WebGrades [FAQ](#).

Comments or questions about this program? Send email to [registrar@uci.edu](mailto:registrar@uci.edu), or call 949/824-7901.

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10. WebGrades will identify the total number of students enrolled in the class (excluding Access students), the number of missing grades if any, and the number of NRs indicated on the roster.
11. Once you have confirmed your submission you will received confirmation.



## WebGrades Demo Confirmation

Demo Quarter, 2008

PRESIDENTIAL MUSIC Course Code 99900

Demo\* 40D, Sec. A, 4-unit Lecture; Registrar Office

Course grades now **Officially Submitted** to Registrar.

### WebGrades Demo Course Summary

**Success! One course Officially Submitted**

Click [here](#) to see your submitted grades.

Need help? Try the WebGrades [FAQ](#).

Comments or questions about this program? Send email to [registrar@uci.edu](mailto:registrar@uci.edu), or call 949/824-7901.

#### UNIVERSITY REGISTRAR

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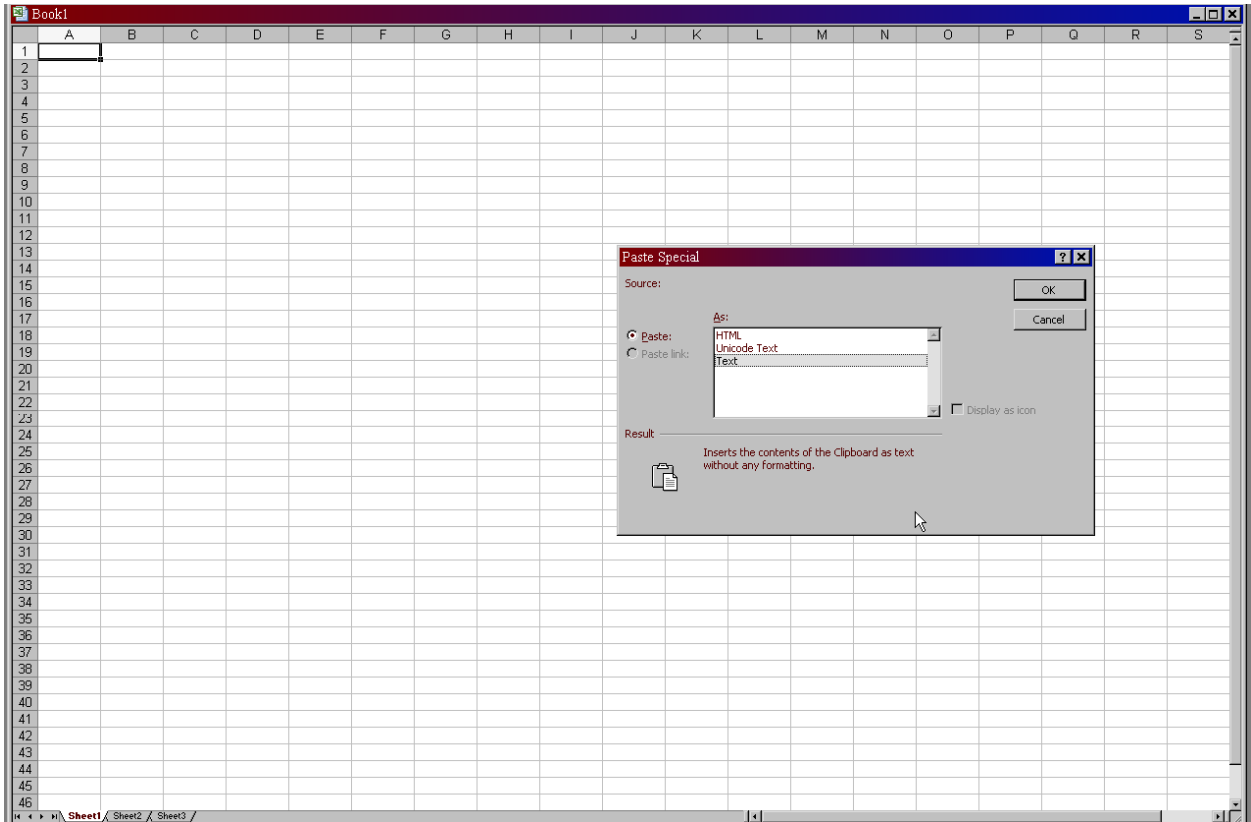
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12. You may utilize multiple sessions to enter or edit grades; just **officially submit** by 5pm on the published deadline date. All deadlines are posted on the University Registrar's homepage.

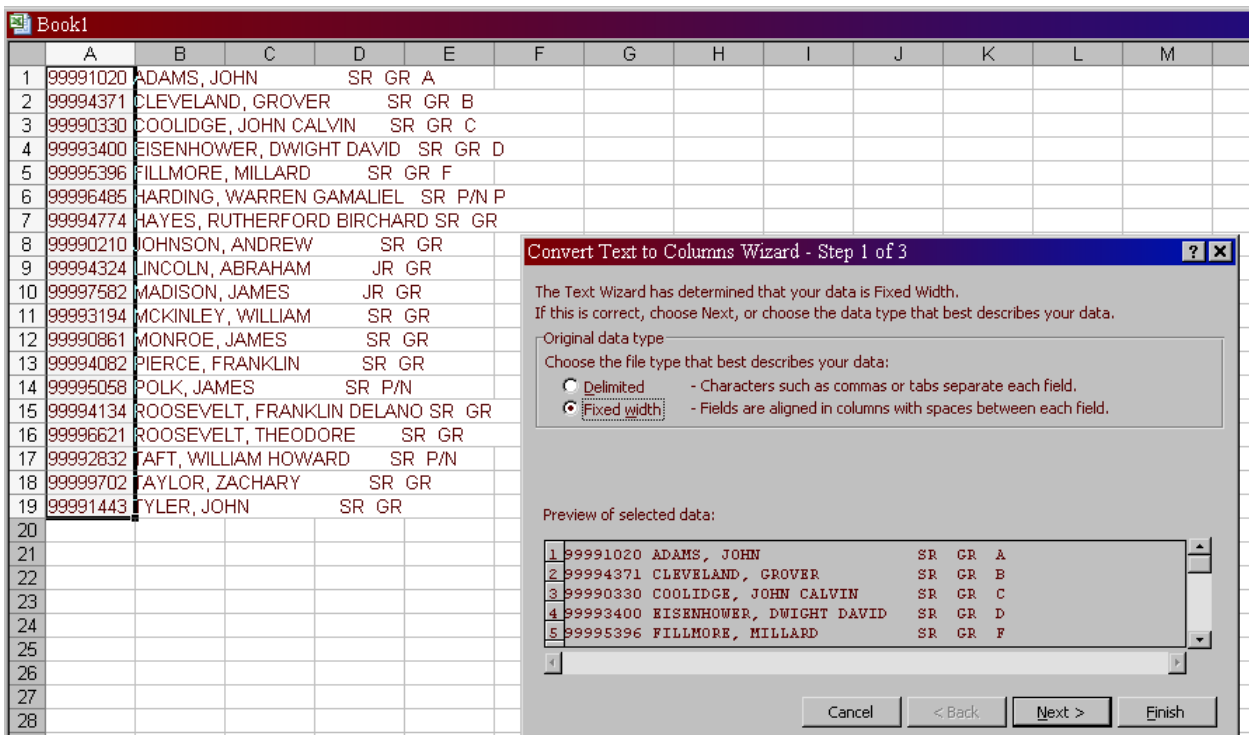
## Download a Roster to Excel

### ...using Mozilla Firefox or Internet Explorer

- In WebRoster click on the five digit course code
- Select "Display as Text"
- Highlight the text to be copied
- Open an Excel worksheet
- Place cursor in the first cell, select "Paste Special" under the Edit tab
- Select Text and click OK



- Under Data on the Menu bar, select “Text to Columns” and be sure the radio button in the Text to Columns Wizard is set at fixed width.
- Click next to verify columns and finish to show your completed worksheet.
- Use this worksheet for interim grades but be sure the first column is the student ID number and the last column is the final grade for the course.



At the end of the term when you are ready to upload your worksheet to WebGrades, save as text. It is the text file you will upload to WebGrades.

Book1					
	A	B	C	D	E
1	ID Number	Student Name	Lvl	Gr Option	Final Grade
2	99991020	ADAMS, JOHN	SR	GR	A
3	99994371	CLEVELAND, GROVER	SR	GR	B
4	99990330	COOLIDGE, JOHN CALVIN	SR	GR	C
5	99993400	EISENHOWER, DWIGHT DAVID	SR	GR	D
6	99995396	FILLMORE, MILLARD	SR	GR	F
7	99996485	HARDING, WARREN GAMALIEL	SR	P/N	P
8	99994774	HAYES, RUTHERFORD BIRCHARD	SR	GR	
9	99990210	JOHNSON, ANDREW	SR	GR	
10	99994324	LINCOLN, ABRAHAM	JR	GR	
11	99997582	MADISON, JAMES	JR	GR	
12	99993194	MCKINLEY, WILLIAM	SR	GR	
13	99990861	MONROE, JAMES	SR	GR	
14	99994082	PIERCE, FRANKLIN	SR	GR	
15	99995058	POLK, JAMES	SR	P/N	
16	99994134	ROOSEVELT, FRANKLIN DELANO	SR	GR	
17	99996621	ROOSEVELT, THEODORE	SR	GR	
18	99992832	TAFT, WILLIAM HOWARD	SR	P/N	
19	99999702	TAYLOR, ZACHARY	SR	GR	
20	99991443	TYLER, JOHN	SR	GR	
21					
22					