WEBGRADES TUTORIAL

University Registrar   **University of California, Irvine**

1. Visit the University Registrar's homepage: 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 curser 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.

4. 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.

5. 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.

6. 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.)

7. Click on "Show Options" to expand the top portion of the roster. Check out the options available to you to submit your final grades.

   a. 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		
	Browse...	Load This File
(or you can add or edit your student grade entries below)		

Show: (font size 120 %)	Sort by:
☑ Student ID	○
☑ Student Name	⦿
⦿ Last,First ○ First,Last	
☐ Course Code or Number	○
⦿ Code ○ Number/Sect	
☐ Email Address	○
☐ Major	○
☑ Class Level	○
☑ Grade Option	○
☐ Enrollment Units	○
☐ Used Authorization	○

☐ Hide this menu

For grade entry below, use:		
○ Pulldown menus	○ Radio buttons	⦿ Input boxes

Click a button here to save changes and:

Redisplay Roster

Display as Text

Display Tabbed Text

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 J

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	A *
99994371	CLEVELAND, GROVER	SR	GR	B *
99990330	COOLIDGE, JOHN CALVIN	SR	GR	C *
99993400	EISENHOWER, DWIGHT DAVID	SR	GR	D *
99995396	FILLMORE, MILLARD	SR	GR	F *
99996485	HARDING, WARREN GAMALIEL	SR	P/N	P *
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.

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, or call 949/824-7901.

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 curser in the first cell, select "Paste Special" under the Edit tab
- Select Text and click OK
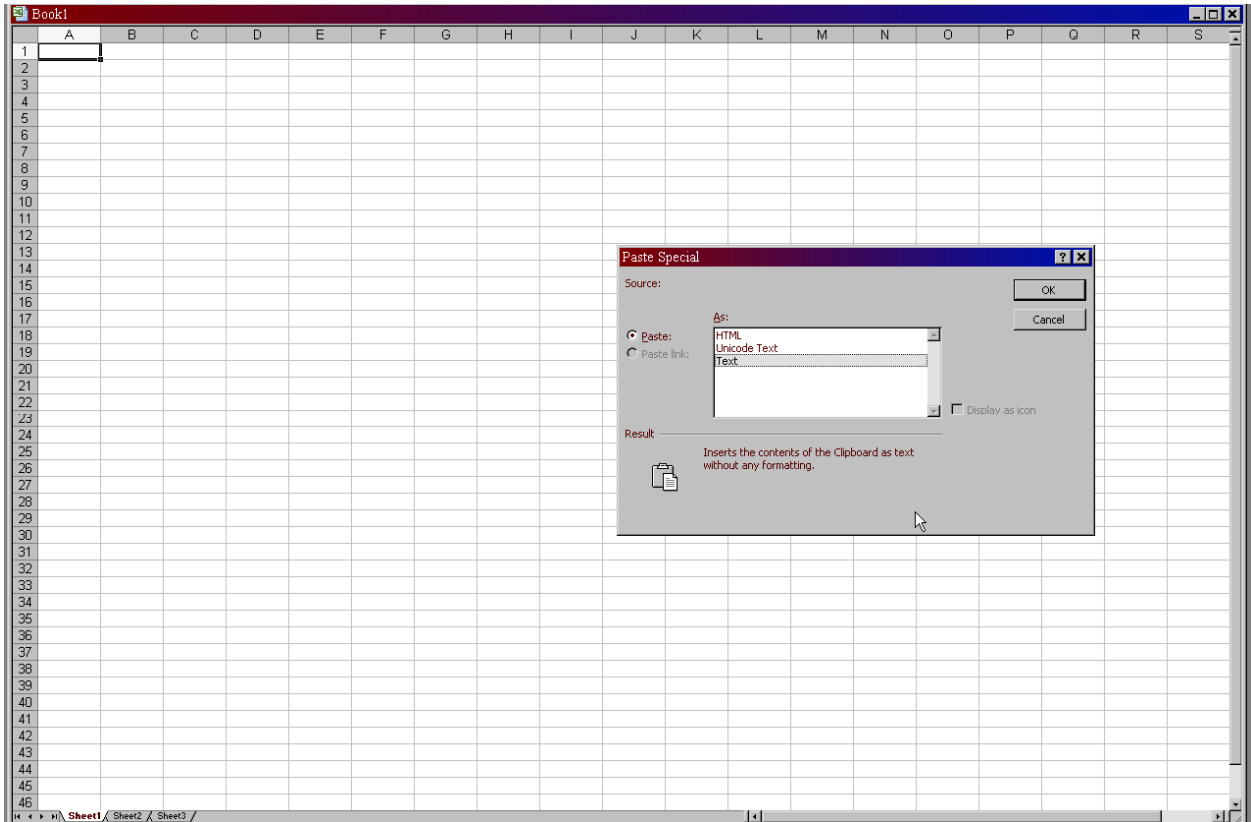
- Under Data on the Menu bar, select "Text to Columns" and be sure the radio button in the Text to Columns Wizard is set at fixed width.
- Click next to verify columns and finish to show your completed worksheet.
- Use this worksheet for interim grades but be sure the first column is the student ID number and the last column is the final grade for the course.
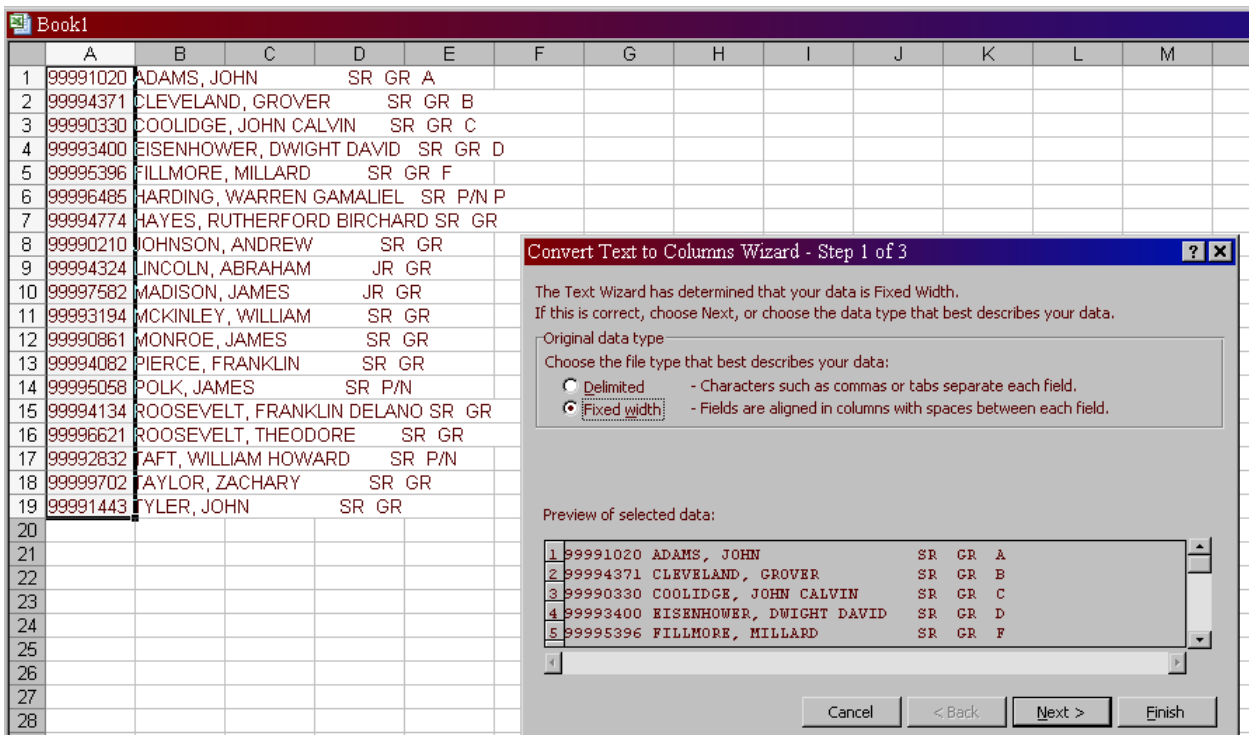
At the end of the term when you are ready to upload your worksheet to WebGrades, save as text. It is the text file you will upload to WebGrades.

	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					