

## Instructions for Using iGrade

iGrade is an easy-to-use online application for submitting grades. As of Fall Quarter 2008 all grades will be submitted using iGrade.

Who is eligible to use iGrade?

- You must be a UCR faculty or lecturer.
- You must be assigned as the instructor of a gradable course.
- You must have a UCR NetID.

If you fit these criteria then you are eligible to use iGrade.

### Follow these simple steps to submit your grades:

*1) Log into iGrade with your NetID and password here <http://igrade.ucr.edu/igrade/login>*

*2) Your list of courses for the current quarter will be displayed.*

Make sure this list of courses is correct and that the correct term is displayed. If the course list is incorrect please contact your department to make necessary changes.

*3) Click on the course ID link to load the roster. At any time you can return to the course list by clicking the link in the upper right hand corner of the page.*

How to read the roster page:

Name (Last, First)

Student ID

SIS Grade – the grade currently in SIS (such as a “W” for a student who has withdrawn)

iGrade – the grade that was entered or uploaded to iGrade

Grade Rule – U/G, (Undergraduate/Graduate)

Grade Type – Indicates the type of grade for the course (Letter Grade, Satisfactory/No Credit, etc.)

Enrollment Source – Where the student's official record resides. SIS, UCR Extension, Other (entered directly into iGrade).

**4) Enter your grades.**

- Enter grades manually on the roster page. Click “Save Changes” before exiting iGrade.

Or,

- Download the roster to a spreadsheet using the Download Roster link at the top of the page. Enter grades offline, and then use the Upload Grades link to upload the spreadsheet.
- Be sure to click the “Save Changes” button before exiting iGrade.

Or,

- Download your grades from iLearn and convert them to an iGrade-friendly format (see video tutorial here)

[http://cnc.ucr.edu/igrade\\_documentation/iLearniGrade/igrade2.html](http://cnc.ucr.edu/igrade_documentation/iLearniGrade/igrade2.html)

**5) When all students have been assigned a grade the “Submit Grades” button will become available. Click this button to validate grades in SIS. NOTE: THIS STEP IS NOT REVERSIBLE. Make sure your grades are correct before submitting them to SIS.**

iGrade does not allow grade changes. All grade changes must be submitted through the Registrar.

**6) After grade validation (step 5) you will see a log that indicates successful grade submission.**

In some rare cases there may be an error indicated in the grade submission log. This may be due to an incorrect grade type, or a student who is not in SIS such as an Extension student. In this case return to the course roster page and determine the problem. At this time Extension grades cannot be submitted through iGrade and must be submitted manually.

After grades have been submitted the grades are locked and may not be edited. Grade changes must be submitted through the Registrar .

For questions about grade submission or course information please contact the Office of the Registrar [renita.kearney@ucr.edu](mailto:renita.kearney@ucr.edu)

For technical support with the iGrade application please contact Computing & Communications [mark.nicolay@ucr.edu](mailto:mark.nicolay@ucr.edu)

