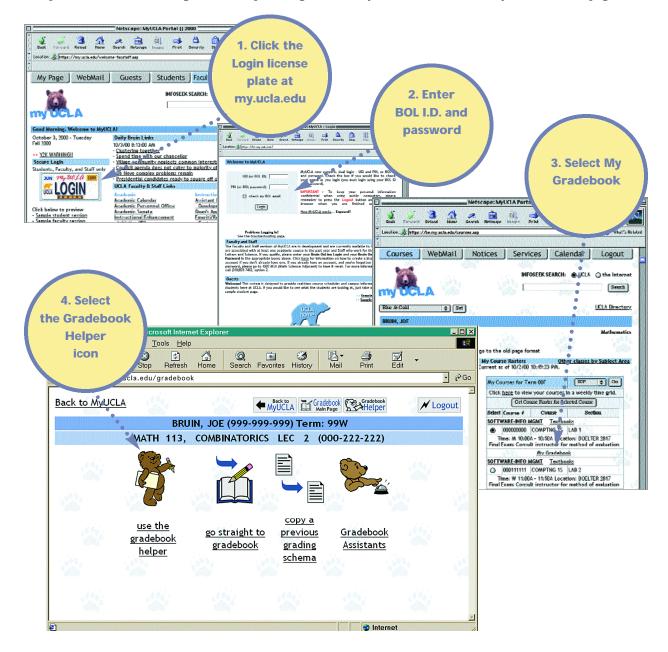
Gradebook Helper Quick Start



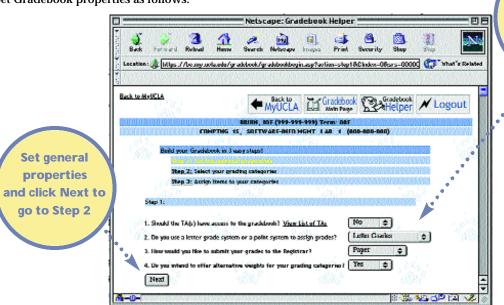
Access the MyUCLAlogin screen at http://my.ucla.edu and click the Login license plate. Enter a Bruin OnLine I.D. and password in the following screen and press Login. Select My Gradebook from the MyUCLACourses page.



Select the Gradebook Helper icon from the Gradebook Main Menu and create a grading schema in three easy steps.

Step 1. Set General Properties

Set Gradebook properties as follows:



■ Teaching Assistant Access

Select Yes to grant TAs limited Gradebook access that allows them to enter and edit grades for students in their own sections. TAs may enter comments for individual students in their sections, but not for the class as a whole. TAs may not modify the Gradebook structure and may not submit final grades.

Gradebook

properties

drop-down menus

Select No to deny TAs access and prevent a link from appearing on their personal MyUCLApages.

■ Grade or Point System

Select Letter Grades to use a letter grading system. Valid letter grades are: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F.

Select Points to use a point system.

■ Final Grade Submittal

Select MyUCLA to use the MyUCLAGradebook to submit final grades to the Registrar's Office online. Select Paper to submit final grades to the Registrar's Office using the traditional paper form.

■ Alternate Category Weights

Select Yes to define two sets of category weights. This offers students the better of two grading schemas. For example, one set of weights might be 50 percent each for a final and a midterm, and the second 20 percent for the midterm and 75 percent for the final. Students who perform poorly on the midterm can still do well in the class by doing well on the final. The Gradebook automatically computes final grades using both scales and suggests the higher of the two for each individual student.

Select No in the drop-down box to use one weighting schema only.

Properties can be modified later, either from the Gradebook Main Page or by coming back to the Gradebook Helper Click Next and proceed to Step 2.

Step 2. Select Grading Categories

Define grading categories by assigning weights. The sum of all category weights must equal 100 percent.

The Gradebook has predefined categories and an option for other, which lets instructors create their own categories.

If Yes was selected in the Alternate Category Weights property in Step 1, set alternate category weights.

To set equal weights for items within the category, for example five quizes worth 20 percent each, check the box next to

the category name. Leave the box empty to set relative weights for each item manually in Step 3.

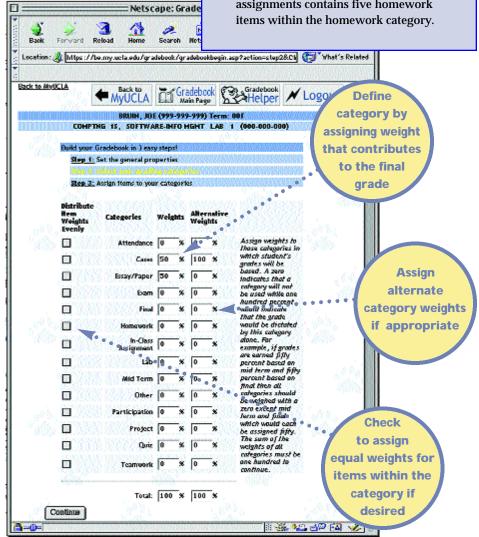
Categories are

- Attendance
- Cases
- Essay/Paper
- Exam
- Final
- Homework
- In-class assignment
- Lab
- Midterm
- Other
- Participation
- Project
- Quiz
- **■** Teamwork

About Categories and Items

Grading schemas include categories and items.

- Categories include homework, participation, essays, exams, lab work, and so forth.
- Items are particular instances of categories. Thus, a course with five homework assignments contains five homework items within the homework category.



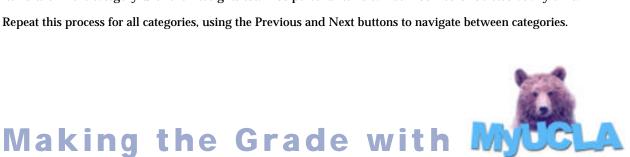
Assign category weights and, if appropriate, alternate weights, then click Continue to proceed to Step 3.

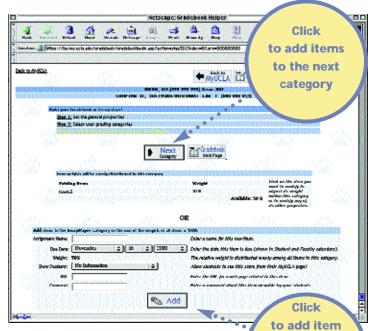
Step 3. Assign Items to Categories

Fill in each field as appropriate to add an item to the category. Categories require at least one item.

- **Assignment Name Enter a name** for each new item.
- Date Due Enter the due date. If an item, such as attendance, does not require a due date, select the default, which is today's date. The date is highlighted in the MyUCLAcalendars of the instructor, TAs, and students.
- Weight Enter the item's relative weight within the category. If the Display Item Weights Evenly box was checked in Step 2, the field is populated with values that adjust accordingly as items are added.
- Maximum Score If the Points, rather than Letter Grade, property was selected in Step 1, enter the maximum points possible for this item.
- **Show Students** Determine the information students can see from their MyUCLApages. If No Information is selected, students do not see their grades; if Scores w/o Distribution is selected, they see their grades only; and if Scores w/Distribution is selected, they see their grades compared to those of classmates. It is often desirable to keep the default value of No Information until all grades for the item have been entered and then to switch this setting to Scores with Distribution.
- URL (optional) Enter a URL for a webpage related to this item. This URL appears as a link on student and TA MyUCLApages.
- Comment (optional) Enter a comment that appears on all student and TA MyUCLA pages.

Click Add to save the item and add its assignment name to the list of existing items. Fill in the information for all items within the category until their weights total 100 percent. Items can be modified or deleted at any time.





to category list.

Repeat process

to assign more

items