

## Gradebook Express

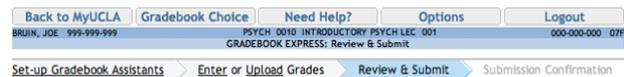
<http://my.ucla.edu>

### Log Into Gradebook Express

1. Go to <http://my.ucla.edu>. Click on the login icon at the top right side of the screen.
2. Enter your UCLA Logon ID and password. Your ID is the first part of your @ucla.edu e-mail address.
3. Set the ID Type to UCLA Logon. If you don't have a UCLA Logon ID, see <https://logon.ucla.edu>.
4. On your class list, find the title of your class, and click on "Gradebook."
5. On the Gradebook Choice page, select "Gradebook Express."



### Access Gradebook Express



1. If you want to set up **access for TAs** and/or departmental staff, click on "Set-up Gradebook Assistants."
2. If you want an expanded view of your roster (e.g., wait-listed and dropped students) or to record a comment to a student, click on "Options."
3. Enter your grades individually or click on "Upload" to upload grades from a text file.
4. After you have entered **all** the grades and required remarks, click "Review and Submit."
5. Review the grades and remarks. If corrections are required, click "Enter." Make the corrections, and click "Review and Submit."
6. To send grades to the Registrar's Office, click "Submit Final Grades to Registrar."
7. Print out your confirmation page with your confirmation number and a record of the grades you submitted to the Registrar.

### Need Help? Monday through Friday, 8 a.m. to 5 p.m.

**Online help:** Click "Need Help?" The most frequently asked questions are listed here.

**Technical assistance:** College Information Services Helpdesk  
310-206-4525 or [gradebook@college.ucla.edu](mailto:gradebook@college.ucla.edu)

**Assistance with policy or procedural issues:** Barbara Dahlke  
310-206-0491 or [bdahlke@registrar.ucla.edu](mailto:bdahlke@registrar.ucla.edu)

### Deadline to Submit Grades

The deadline to submit grades is one week after the end of finals week.

**UCLA 2007**

## Faculty Class List

<http://my.ucla.edu>

### Log Into Faculty MyUCLA Pages

Go to <http://my.ucla.edu>. Click on the login icon at the top right side of the screen. Enter your UCLA Logon ID and password. Your ID is the first part of your @ucla.edu e-mail address. Set the ID Type to UCLA Logon.

### View Class Rosters

- Print Class Roster
- Sort by last name or by section
- View drops
- View updated enrollment information every two hours

### Manage PTE Numbers

- Print PTE numbers
- View status of used numbers
- View wait-lists

### Access Gradebook and Gradebook Express

- Use Gradebook to manage grades throughout the term
- Use Gradebook Express to submit final grades only
- Set up access for your TA or departmental staff assistant

**CLASS LIST FOR FALL 2007** Fall 2007

[weekly grid](#) [schedule of classes](#)  
Show 1 class with no enrollments.

All Fall 2007 Classes

**! Final grades have not yet been submitted to the registrar for 2 classes.**

<b>INTRODUCTORY PSYCH</b>	000-000-000
PSYCH 10 - LEC 1	Enrolled: 14 (UnEx: 2)
TR 9:30 AM-10:45 AM	MOORE 100
<b>Final Exam:</b> Monday, December 17, 2007	3:00 PM - 6:00 PM
	MOORE 100
<a href="#">Email</a>   <a href="#">Roster</a>   <b>Gradebook!</b>   <a href="#">Library Reserves</a>   <a href="#">Turnitin</a>	

<b>INTRO-COMMCTN STDS</b>	000-111-111
COM STD 1 - LEC 2	Enrolled: 14 (UnEx: 2)
MWF 9:00 AM-9:50 AM	WGYOUNG CS24
<b>Final Exam:</b> Tuesday, December 18, 2007	8:00 AM - 11:00 AM
	Location: MS 5200
<a href="#">Email</a>   <a href="#">Roster</a>   <a href="#">Gradebook!</a>   <a href="#">PTE</a>   <a href="#">Turnitin</a>	

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**UCLA 2007**