iGrade How-To:
Changing a Student's Grade

The process below should be utilized to change a student's grade due to a **clerical error**, to **remove an incomplete**, or to **provide a final grade at the conclusion of a student conduct review**. Per Academic Senate regulations, a student's grade <u>may not</u> be changed based on reassessment of their work. Grades can be submitted by entering individual grades or uploading a roster. Grade changes will be available in iGrade for 10 academic years. Should you have need to change a grade older than this, please contact the Registrar's Office for assistance.

Section 1: Access Your Course

1) Log into iGrade (https://igrade.ucr.edu)

2) From your course list, click the link in the "**Course Section**" column to open the desired course. To access a course from a different term, use the "**Select a Term**" menu.

Select a Term (Required)	Section
Winter 2023	All Sections

Term	CRN	Course Section	Course Title	Enrollment	Grades First Submitted	Grades First Submitted By
Winter 2023	54360	HIST 010 999	WORLD HIST:PREHISTORY TO 1500	3		

Section 2: Manually Enter Grades

1) You can find a specific student in your roster by using the "Search By" filter and entering part of their name or Student ID (their 86... number). Otherwise, scroll through your roster to locate the student.

Filter Roster

Search By Name or SID

2) Click the arrow under the "**iGrade**" column for a list of grades. The available grades are based on the student's grading basis in your course (Letter, S/NC, IP, etc).

3) Select the appropriate grade from the dropdown menu for the student.

4) If you are submitting a grade to remove an incomplete, please select the appropriate reason from the dialogue box that will appear. This ensures the grade is recorded correctly. Students have until the end of the term following their incomplete to submit their work. After this date, an incomplete extension must be approved and processed prior to grading.

Deadline for student to complete coursework: 03/24/2023

⦿ The student's coursework has been completed and I am reporting the final grade.
◯ The incomplete grade was assigned in error. The student's work was completed during the term and I am reporting the corrected grade.

☐ I agree to the above statement.

5) Enter additional grade changes or skip to Section 4 below.

Section 3: Upload Grades

1) Click on the "**Upload Grades**" icon at the top of the screen
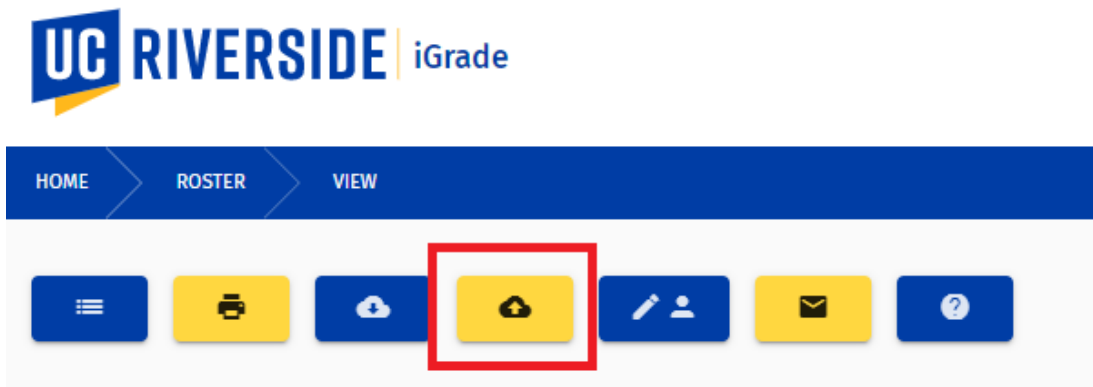
2) Click on the "**Choose File**" button and select the file containing your grades. This could be a Canvas export or other Excel file.

HIST 010 999 (CRN: 54360) – Winter 2023

Grades can be entered into iGrade by uploading a roster in Excel or CSV format. The roster may include some or all of the students in your course. To start your upload, select "Choose File" below and follow in the instructions. Once uploaded, submit your grades from the main course roster.

Choose File No file chosen

3) You will be prompted to identify two columns from your gradebook:
   a. For SID/NETID, select the column with the Student ID number (86…) or the NETID. For a Canvas roster, use the "**SIS User ID**" column from your gradebook
   b. For grades, select the final grades column from your gradebook.

Please select the column for SID/NetId.
Please select the column containing grades.

4) iGrade will show an example of the first several rows of your gradebook, please ensure this data looks correct. If it does not, check that the correct columns are selected before continuing.

SID/NetID	Grades
Header Row Not Imported	
Header Row Not Imported	(read only)
jappl005	A-
jappl013	B+

5) iGrade will then display summary information about your upload. This information can be used to ensure the data is as expected before loading it to your roster. The number of new grades shows how many grades will change from your current roster.

Validation:

3 student(s) were found in your file.
3 student(s) match your roster.
3 new grade(s) will be uploaded.

6) If everything looks correct, click the "**Yes**" button to upload your grades. To make a correction, click "**No**" to start over.
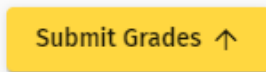
Does the preview look correct?   Yes 🖫   No ✖

Section 4: Submit Grades

1) When all grade changes have been entered, click on "**Submit Grades**".

2) If you entered an "I" (incomplete) or "GD" (grade delay) grade, iGrade will display reminders of applicable Senate regulations. To proceed with entering these grades, click "**Continue**". To enter a different grade, click "**Cancel**" to return to your roster.

3) iGrade will confirm the total number of grade changes you are submitting and provide information regarding applicable Academic Senate regulations. To proceed with the grade changes, click "**Continue**", otherwise click "**Cancel**" to return to your roster.

> You have entered 4 total grade(s). By clicking "Continue", you are indicating that these grade changes conform to one or more of the Academic Senate regulations below. If this is not the case, please click "Cancel" to return to your roster.
>
> - You determined that a clerical or procedural error was made. No change of grade may be made based on reassessment of a student's work. (Senate Regulation R1.7)
> - You missed the grading deadline and are submitting late grades. (Senate Regulation R1.1.1.1)
> - You are submitting a final grade for the completion of an incomplete grade. (Senate Regulation 1.4)
> - You are submitting the final grade following a student conduct review. (Senate Regulation R5.1.6.3)

4) iGrade will then validate and load your grades to Banner, the campus' student information system. This process can take several minutes, especially for a large number of grades. iGrade will provide a status message during the validation and a confirmation when the process is complete.

2 of 3 grades have been submitted.

Success
Grades have been submitted.
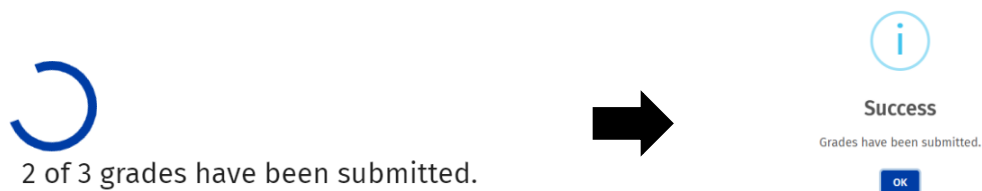
5) Once the confirmation message is received, the grade change is complete. The student can view their updated grade and it will appear on any transcript the student orders in the future.