

iGrade How-To: Entering and Submitting Grades

- 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) Winter 2023		Section 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		

- 3) To find a specific student in your roster, you can use the “Search by...” box with their name or Student ID (SID) or scroll until you see the student.

Filter Roster

Search By Name or SID

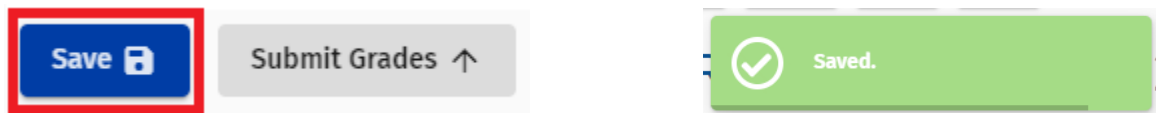
- 4) Click the arrow under the “iGrade” column for a list of grades. The available grades are based on the student’s grading basis in your course (Letter, S/NC, IP, etc).

Name (Last, First)	Student ID	Units	Banner Grade	iGrade	Grade Rule	Grade Type	Enrollment Source	Notes
Applicant , Jane	860779577	4		▼	U	L	Banner	Add Notes 

- 5) Select the appropriate grade from the dropdown menu for each student on your roster.

Name (Last, First)	Student ID	Units	Banner Grade	iGrade	Grade Rule	Grade Type	Enrollment Source	Notes
Applicant, Jane	860779577	4			L	Banner		<input type="button" value="Add Notes"/> <input type="button" value="View Notes"/>
Applicant, Joe	861002705	4		A+	L	Banner		<input type="button" value="Add Notes"/>
Littlelamb, Marie	860775934	4		A-	L	Banner		<input type="button" value="Add Notes"/>

- 6) If you need to leave your roster before submitting grades, click on the “Save” button to save your progress at any time. iGrade will provide a confirmation message.



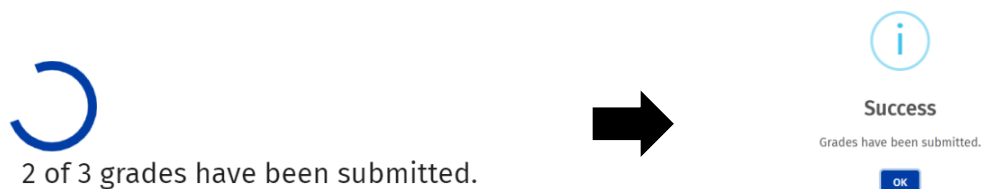
- 7) The “Submit Grades” button will be grayed out until a grade has been entered for each student. When all grades have been entered, the “Submit Grades” button will become active. When you are ready to submit, click on “Submit Grades”.



- 8) If you entered an “I” (incomplete) or “GD” (grade delay) grade, iGrade will display messages with information from applicable Senate regulations. To proceed with entering these grades, click “Continue”. To enter a different grade, click “Cancel” to return to your roster.



- 9) After clicking the “Submit Grades” button, iGrade will validate and load your grades to Banner, the campus’ student information system. This process can take several minutes, especially for a large class. iGrade will provide a status message during the validation and a confirmation when the process is complete.



- 10) If you need to change a student’s grade after submitting your roster, please see the resources for grade changes on the Registrar’s website.