UC RIVERSIDE

Grading & iGrade – Tips and Troubleshooting

A grade must be assigned for every student on your roster
Record an "F" for any student who did not attend

I taught a course not listed in iGrade / A course is listed in iGrade that I did not teach

If you taught a course that does not show in your iGrade course list or a course that you did not teach is showing in your iGrade course list, please contact the academic scheduling contact for your department to have this corrected.

The submit button is grayed out

To submit grades, the user must have a grading-eligible rank and a grade must be entered for each student. TA's can enter and save, but not submit, grades. Hover over the submit button in iGrade to view a detailed error and resolution message to assist in submitting grades.

Partial Rosters

UC Riverside requires that a grade be entered for each student prior to submitting your grades for a course. If you are not able to submit all grades by the grading deadline, please submit them as soon as you are able. In no case should an instructor use the grade GD as a placeholder.

Withdrawals

The awarding of a "W" (withdrawal) on the transcript must be initiated by the student through a formal process. If a student has not completed the withdrawal process, you must assign an "F" or the appropriate earned grade based on the student's performance. Withdrawals will post to the grade roster automatically when they are processed.

Incompletes

The grade I (incomplete) denotes that a student's work was of passing quality but incomplete for good cause. If a student's work is not of passing quality and you do not have a prior understanding regarding the assignment of an incomplete with the student, a grade should be assigned based on the student's completed work.

Roster Notes

Please help us respond to future questions from students regarding grades by entering notes for any individual student with unusual circumstances, such as the last date of attendance, "did not attend", "letter grade for a S/NC grade", etc.

Missing Students

If a student who has been in attendance in your class is not listed on your course roster, please click on "Add Student" at the top of the page and fill in the student's information. You can now enter a grade for the student. Please note that this does not register them for your course.