MyUCLA Gradebook provides new functionality to encourage the completion of online evaluations. When activated, the Evaluation Participation section of Gradebook will be automatically populated with the names of students who complete the evaluation of instruction survey. At no time can participation information be linked to the response data.

By including evaluation of instruction in the broader category of Participation, you are signaling to your students that this form of assessment is part of the teaching and learning process – one that takes place not just for faculty, but in the reciprocal and collaborative relationship between faculty and students at UCLA. Just as with any other component of your overall grading schema, it is up to you to decide how to weight evaluation participation. It is not recommended to offer extra credit for the completion of the evaluation, as this commonly skews the data from an overrepresentation of overachievers and poorer-performing students.

*Please note, this tutorial assumes you have already created a participation item in your MyUCLA Gradebook.

The Evaluation of Instruction Reports feature may be found in the Faculty menu, under the Class Instruction group.

After surveys have been generated, click the “Import to Gradebook” link to get started.

All items in the Participation category will be displayed. Please select the item you created to hold survey participation scores.
If you are using Letter Grades for your grading basis, the number of surveys each student must complete will be displayed. The percentage of those surveys each student completes, will determine their score.

Click the “Import” button to add scores for survey participation to your gradebook.

You will see a confirmation that the import was successful.

If you wish to collect scores for students who completed the survey after the initial import, you may return to this page and click the “Reimport to Gradebook” link.

The new scores will be entered for the same gradebook item you selected during the original import.