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.
You will see a confirmation that the import was successful.

If you are using Points for your grading method, the maximum score for the selected item will be displayed. The most natural maximum score will be the number of surveys each student must complete. If you prefer a different maximum score, the student will receive a percentage of that score matching the fraction of surveys they have completed.

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

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.