Gradebook Express is changing!

The new version is available Winter 2018. The old version will be available through Summer 2018.

GRADEBOOK CHOICE

1. Access the new Gradebook
2. Access the new Gradebook Express
3. Access the old Gradebook Express

Note: Retirement timeline now appears at the top of the Legacy Gradebook Express page.

Contingent upon review, the legacy Gradebook Express will be retired in Summer 2018. If you have any questions or feedback regarding the new gradebook, please let us know: gradebook@college.ucla.edu.
## New Final Grades view

### Gradebook

#### Gradebook Menu
- Gradebook Classic
- Gradebook Express

#### Gradebook Tools
- Submit Final Grades

### Final Grades

**Grading period:** Monday, March 12, 2018  
- Monday, April 2, 2018

![Grading in progress, don't show anything](image)

<table>
<thead>
<tr>
<th>UID</th>
<th>Name</th>
<th>Comments</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>054 08B 327</td>
<td>SERBAKH, MZH MAH SHWIY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>054 08B 328</td>
<td>CHERNIAK, NIZA MAH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>054 08B 347</td>
<td>LI, RANSHN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Entering Grades

### Gradebook Tools

#### Submit Final Grades

<table>
<thead>
<tr>
<th>UID</th>
<th>Name</th>
<th>Comments</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Open note options** - to the student, to the Registrar
2. **Custom note** viewable by the student
3. **Select note to the Registrar** - required for DR, F, I, NP, and U grades
4. **Select the student's grade** from the drop down (listed grade options are determined by student's selected grading basis)

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*Note: The image contains detailed instructions on how to enter grades, along with a table of students' grades and a form for adding notes.*
Before Submitting

Submit final grades to the Registrar when all grades have been entered for every student (you will be asked to confirm before the grades are finalized)

<table>
<thead>
<tr>
<th>UID</th>
<th>Name</th>
<th>Comments</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>W41627633</td>
<td>Владимир Глебов</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>B3SHHE33</td>
<td>Константин Сергеев</td>
<td></td>
<td>B-</td>
</tr>
<tr>
<td>B34SH341</td>
<td>Ольга Иванова</td>
<td></td>
<td>B</td>
</tr>
</tbody>
</table>
After Submitting

Confirmation of successful submission to the Registrar

<table>
<thead>
<tr>
<th>UID</th>
<th>Name</th>
<th>Comments</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1234567890</td>
<td>StudentName</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>ABCDEFGHIJK</td>
<td>StudentName</td>
<td></td>
<td>B-</td>
</tr>
<tr>
<td>LMNOPQRSTUVWXYZ</td>
<td>StudentName</td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>XYZWERTYUIOP</td>
<td>StudentName</td>
<td></td>
<td>A-</td>
</tr>
</tbody>
</table>
Optional

Rather than entering your grades manually, you may also import final grades from an external file.

Before File Upload

1. Upload a file containing student grades/scores
2. Browse your computer to locate file
During File Upload

File format must either be Excel (.xls or .xlsx), comma-separated values (.csv), or tab delimited (.tab or .txt)

Confirm file uploaded matches with correct student grades
After File Upload

Final Grades
Grading period: Monday, March 12, 2018 - Monday, April 02, 2018

Upload/Download

Upload Progress
9 grades will be updated by this upload. Proceed by clicking the "Update" button.

1. Number of scores/grades that will be updated
2. Update the student grades/scores