MyUCLA and BOL

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How do you submit grades electronically?

When you are ready to submit your grades, please login to MyUCLA at http://my.ucla.edu using your Bruin OnLine user id and password. If you do not recall the password, it can be reset here: https://accounts.iam.ucla.edu.

Once you are logged in you will see your courses for the current term.

Each course will have a corresponding Gradebook link. Click this link and select the Gradebook Express option. This will bring you to a screen showing the names of your students. You will be able to enter the appropriate grades using the drop down box provided. When all grades are entered you will be prompted to click the Review & Submit link. This will give you a chance to review the grades before submitting them. If they are correct, click the Submit Final Grades to Registrar button. A confirmation screen will appear and you will be given a chance to print out a summary of grades if you wish to keep one for your records.

For additional assistance with the process, please contact the Undergraduate Education IT Help Desk at 310-206-4525 or gradebook@college.ucla.edu.

How can I post an event on the main MyUCLA page?

To post an event, you would need to be a part of a university-recognized organization or department with a MyUCLA Group. To create a MyUCLA Group, please click on the following link [http://my.ucla.edu/subscriptionApplication.aspx] and fill out the appropriate information. Once the MyUCLA Group is created, information is sent regarding posting events that can be visible on the MyUCLA portal page.

If you are a member of the UCLA community, but not posting on behalf of a student group or department, please email myucla@college.ucla.edu to see if we would be able to post one on your behalf.

Adding additional emails to MyUCLA roster emails

If the instructor wants to include emails addresses of those who are not enrolled in the course, the instructor can use the CC line. In the future, if the instructor sends another email to the class, the additional emails will appear in the CC line as well.

Enter late grades or change grades after submission in MyUCLA Gradebook

Instructors who missed the grade submission deadline are now able to submit late grades electronically through MyUCLA rather than using the paper form. This same feature can also be used to change submitted grades (except lapsed incomplete grades which must still use the paper form) for up to one year. Here are the steps.

1. Log into MyUCLA

2. Go to Faculty —> Classes in the menu bar of MyUCLA if not taken there automatically

3. Click the Gradebook link for the course

4. Agree to the privacy statement which will appear once per term

5. Click the "Final Grade Changes" or "Late Final Grades" button above the options for Gradebook and Gradebook Express.

- If taken directly to Gradebook or Gradebook Express, use the Back to Gradebook Choice link in the upper left corner of the page to be able to view this button.

6. Click the "Edit Grades" button in the blue box above the list of student names.

7. Click the edit link next to the grade of a student.

8. Using the dropdown box of grade options, select the new grade. Click the save link to send this updated information to the Registrar's Office.

9. Repeat this process for any additional students in need of adjustments.

10. Click the "Finish editing grades" button in the blue box above the list of students to close edit mode.

Note: For late submissions, NR grades must be in place before this feature will work. NR grades are typically entered two business days after the grading period ends.

Questions about this process can be directed to the Undergraduate Education Information Technology Help Desk at 310-206-4525.

How do I set up my parents with 3rd party access so that they can pay my bills?

Parents (or any non-student who needs access to MyUCLA) should set up their own account or accounts. They use logon.ucla.edu to create an ID – one for each parent or just one. They are the last option on the Create ID page, under the line "I do not have a UCLA identification number." Once the logon ID are established, you (the student) can give them the permissions in MyUCLA, for as much or as little access as you choose. This is because federal law guarantees the privacy of your information and this is why you should be careful to maintain the security and privacy of your own logon ID by not sharing accounts or passwords with anyone — not even your parents. Once logged in to MyUCLA, click "Settings" in the header and click "Third Party Access", currently the last option, on the drop down list. Here you can create or modify Third Party access to your MyUCLA account.

A video tutorial is available on MyUCLA under My Features > Help > MyUCLA Tutorials or by clicking this direct link: https://www.youtube.com/watch?v=y0ggOXTypuA

Why do I get a 604010 error when logging in?

The UCLA Login system assumes that your IP address doesn't change during your session, but some departments on campus (Med Center for one) run Network Address Translation (NAT) on their internal networks and this changes the IP address. The solution for the user is to use the BOL VPN first.

More official information can be found here.

- https://i4w.ais.ucla.edu/ils/604010.html
- https://spaces.ais.ucla.edu/display/iamucla/DeveloperGuideToHandling604010Errors

The New UCLA Logon ID - What's In It For Me?

https://spaces.ais.ucla.edu/display/iamucla/IntroducingUCLALogonID

Have you heard of the UCLA Logon ID? It is becoming your one passport to a vast array of online resources at UCLA, such as BOL email, wireless networks, research tracking systems, travel reservation, course web sites, Gradebook and departmental resources. Having trouble remembering which logon ID to use with which application will soon be a thing of the past.

Who can get a UCLA Logon ID?

All UCLA students and staff get a new logon ID. In addition, parents of students, visiting scholars and other university affiliates are welcome to as well.

You might wonder why one would even want a UCLA Logon ID in the first place. Let's follow a few cases in the UCLA community:

Using a UCLA Logon ID

Kim and Her father, David

Kim is a senior Biology student. She uses her UCLA Logon ID to check her email, access the campus wireless networks, enrolls in classes via URSA, and participates in online course discussions. However, Kim needs David, her father, to help with paying her last year's registration fee. Kim has been sharing her logon ID and password with David so he can pay the fees online (sharing a logon ID is a big no no). However, Kim might not necessarily want her parents to be able to inadvertently see grades or her personal emails. With the new UCLA Logon ID system, David can now get his own ID. Kim can then grant permission to David to access only her financial data, preserving her privacy in the process.

Professor John Lu

Let's look at another user case. Professor John Lu is a researcher and faculty in the Life Sciences Department. He uses his UCLA logon ID to access email, grant proposal tracking systems and the course web sites of the classes he teaches. He also uses the same UCLA Logon ID to submit his travel expenses via UCLA Express.

Even more exciting, UCLA's web single sign-on system behind the UCLA Logon ID is integrated into a larger academic federation. It means that Professor Lu uses the UCLA Logon ID to access resources at member insitutions of the federation such as a collaborative knowledge exchange site located at UC Berkeley, grant tracking systems at NIH, UC-wide online training systems, and discount travel reservation portals.

The federation technology behind all this is called Shibboleth. Click here for a video demonstration of the federation feature.

Getting a UCLA Logon ID

It couldn't be easier to create your own UCLA Logon ID. In fact, most students and staff probably already have one. Data from the Bruin Online System was already used to generate the new existing IDs. Users can check if they already have one.

An Exciting Future Awaits

Getting a UCLA Logon ID is just the beginning. We have many exciting new features planned. Over the next few months, we will periodically publish new articles featuring various IAMUCLA services and more exciting updates to the UCLA Logon ID. The UCLA Logon ID is a powerful digital passport to all aspects of your digital university life. Get your logon ID now. Many exciting opportunities await you.

Please explore our website for more information or contact us with any unanswered questions.

MyUCLA Online Election Tool

The MyUCLA Election tool provides the means (database, ballot interface, voter notification and authentication) by which election votes may be cast online and election results tabulated and delivered promptly to the sponsoring organization.

The sponsoring organization provides the raw material for the ballot (election timeline, candidate names, ballot text), and inputs the ballot's supporting material (candidate statements, referendum detail, endorsement links), using a specially designed administrative interface, once the ballot framework has been built.

If you are interested in finding out more about the MyUCLA Election tool, please contact the Undergraduate Education Information Technology help desk at (310) 206-4525 or myucla@college.ucla.edu.

How do I know if I have a UCLA Logon ID?

The UCLA Logon ID used to be known as BruinOnline/BOL ID and more and more it is being used as a Single Signon login ID. It is often seen in the form UCLALOGONID@ucla.edu.

- Look up your UCLA Logon ID
- Other UCLA Login Info and Tools

How can faculty or TAs see pictures of the students enrolled in their classes?

This is now available through MyUCLAâ™s class roster feature. Log into MyUCLA and go to Classes. Click the Roster link and there will be a camera icon next to each student. Click on this icon to view a picture of that student.

There is also a Photo Roster link on the main roster page. Click here to download a PDF file containing the pictures, names, UIDs and majors of the students in the class. This file can have either 30 or 6 students per page.

If there are any questions about this new feature, please contact the Undergraduate Education Information Technology Help Desk at 310-206-4525 or myucla@college.ucla.edu.

How can I send an email to multiple classes in MyUCLA?

1. Log into MyUCLA (http://my.ucla.edu)
2. Click the Email to Class link under My Features or click the Email link for any class on your Classes page.
3. An option will appear to select the term and class desired. In the drop down box for class, select the Multiple Classes option at the bottom of the list.
4. A list of your classes for that term will appear. Simply check the box next to each class you would like to email then type the subject and message below.
5. Finally, click the Send Email Now button to send the message.

Please note that this feature is intended for class specific information only and is not to be used for non-class specific information.

If there are any difficulties with this feature, please contact the Undergraduate Education Information Technology Help Desk at 310-206-4525 or myucla@college.ucla.edu.

What is the difference between points and straight points in the MyUCLA Gradebook?

Straight points are used when each single point awarded equals one single point in the final score. For example, if there are 500 points total possible in a class and a student is awarded 100 points for homework, those 100 points will equal 20% of the student's final grade.

In contrast, when points are used, the instructor must set each category within Gradebook to be worth a percentage of the final grade. For example, the instructor can create a category for Midterm that is worth 10% of the total grade. Within that category, the instructor can then create a single item worth 1000 points. If a student scores 1000 points on the midterm, it is still only equal to 10% of the final score.

Questions about these options can be directed to the UIT Help Desk at gradebook@college.ucla.edu or 310.206.4525.

How do I find another copy of the Gradebook Express Quick Reference Card?

This card was mailed to UCLA faculty October 2005 along. It can be found online at

http://www.registrar.ucla.edu/Portals/50/Documents/facultystaff/gradebookquickref.pdf?timestamp=

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Additional reference materials, including an Overview, FAQ, Quick Start Guide, and Users Manual, can be found in MyUCLA within the Faculty/Staff section under Gradebook.

I gave a student an incomplete in a previous term and am now ready to submit the final grade. Can I submit the grade through Gradebook?

Prior to the incomplete grade lapsing to a failing grade, it can be updated through MyUCLA Gradebook by following the steps for grade changes found at the below link.

https://bookstack.kb.ucla.edu/books/myucla-and-bol/page/enter-late-grades-or-change-grades-after-submission-in-myucla-gradebook

If a change is needed after the grade has lapsed, please contact the Registrar's grading unit at grading@registrar.ucla.edu for additional information.

How can I change the grading method in MyUCLA Gradebook?

The ability to change the grading method is locked once any items are created in the schema. In order to change the grading method, remove all items (the categories can remain) and then make the adjustment. Questions about this procedure can be directed to the UIT Help Desk at gradebook@college.ucla.edu or 310.206.4525.

How can TAs be granted access to PTE numbers for their sections through MyUCLA?

The instructor must login to MyUCLA and click the PTE link for the course. (Note: If the icon is not present, please contact the department scheduler to have PTE numbers entered into the Registrar's scheduling system.) Check the box near the top of the screen then click the update button to allow TAs for the course to access PTE numbers for their sections.

Questions about this feature can be directed to the Undergraduate Education Information Technology Help Desk at 310-206-4525 or myucla@college.ucla.edu.

can an instructor give a PTE number to a student through MyUCLA?

This process has been streamlined but you will need to obtain the student's 9-digit UCLA id. The instructor can login to MyUCLA and will see a blue PTE icon next to the course. (Note: If the icon is not present, please contact the department scheduler to have PTE numbers entered into the Registrar's scheduling system.) On the PTE screen, click the link for the specific section or click the all sections link to see all PTE numbers for the course at once. Click the assign link next to the number you wish to provide to the student. Enter the student's UID in the box which appears then click the assign button. The student's name will then appear next to the PTE number. The next time the student accesses MyUCLA, a message will appear to notify them of the PTE number and providing a link to enroll in the course.

Questions about this feature can be directed to the Undergraduate Education Information Technology Help Desk at 310-206-4525 or myucla@college.ucla.edu.

How can a department or a professor advertise a class on MyUCLA?

This can now be done through the MyUCLA forums. Login to MyUCLA and click the Forums link in the column on the left. Click the Course Connections link and then the Post Topic button. Here you can enter your description of the course and any other relevant information you wish to post. Simply title the message and type the information in the message box then click the post message button. You even have the option of setting the expiration date of the message for as long as six weeks from the date it was posted.

Questions about this feature can be directed to the MyUCLA help desk at 310-206-4525 or myucla@college.ucla.edu.

Is it possible to delete threads from the Lists Archives

This was a question I post to Bruin Online Lists Admin.

Here is the response:

Unfortunately there is no way to delete threads in your mailing list archives. Is there a particular reason you want to do this?

If all you want to do is prevent individuals from being able to see the archives, you can change a setting in your mailing list to hide the list archives. This setting can be changed in the list admin page under 'Archiving Options.'

I suppose if it is important to wipe out the archives, then maybe one can have the entire list deleted and then recreated.

How can a TA/Grader/Reader be granted access to Gradebook or Gradebook Express?

There are a few ways to do this depending on exactly which functions you intend your TA/grader/reader perform. The process for either Gradebook or Gradebook Express would need to be performed by the instructor of record.

Gradebook:

1. Log into MyUCLA

2. Go to Faculty —> Classes in the menu bar of MyUCLA if not taken there automatically

3. Click the Gradebook link for the course

4. Agree to the privacy statement which will appear once per term

5. Select the Gradebook option instead of Gradebook Express

- If the grading schema has been created, click the Gradebook Assistants button at the top of the page
- If the grading schema has not been created, click the Gradebook Assistants icon from the several icons which appear

6. Check the box labeled "TA access" and click the save button to grant the default level of access

(the listed TAs will be able to enter scores for their sections for any graded items created by the instructor)

Note: If a TA is not listed, please contact the department scheduler to have the TA added to the Registrar's scheduling system.

7. To change from the default level of access:

- Select the desired level from the list below

- "enter scores for all items (specify sections)" – allows TAs to enter scores in any existing grading item - requires selecting section from dropdown box provided
- "all items, link external items, grade plan and final grades (all sections)" – allows TAs to enter scores, create grading categories and items as well as enter final grades into Gradebook though only the instructor of record is able to perform the grade submission process
- "specific items only (all sections)" – allows the instructor to designate particular assignments for which the TA/grader/reader is able to enter scores

Gradebook Express:

1. Log into MyUCLA

2. Go to Features —> Classes in the menu bar below the MyUCLA logo if not taken there automatically

3. Click the Gradebook link for the course

4. Agree to the privacy statement which will appear once per term

5. Select the Gradebook Express option instead of Gradebook

6. Click the Permissions link

7. Toggle the TA Access option to Yes

Note: If a TA is missing, please contact the department scheduler to have the TA added into the Registrar's scheduling system

8. Select "all items, link external items, grade plan and final grades (all sections)" for each TA requiring this access

TA access allows entry of final grades into Gradebook Express but the submission of those grades to the Registrar must still be completed by the instructor of record.

Graders and Readers

In order to add a grader/reader as a Gradebook Assistant and grant Gradebook access, enter the nine-digit UID of the grader/reader into the Add New Gradebook Assistant box in either Gradebook or Gradebook Express then click the Save button in Gradebook or the Update Gradebook Assistants button in Gradebook Express. This will grant access to the grader/reader. For Gradebook, the access level can then be adjusted using the drop down box provided.

Questions about this process can be directed to the Undergraduate Education Information Technology Help Desk at 310-206-4525. If the instructor of the class is unavailable, please contact us for an alternative process.

How do I reset my BOL/UCLA Logon ID account password?

Resetting a Forgotten Password:

- Reset your password online at: https://accounts.iam.ucla.edu/security/reset.
- Stop by the BOL Help Desk located at Kerckhoff Hall, Suite 124. You will need to bring a photo ID in order to verify that the account belongs to you.

If you forget your BOL Login ID or Password

Forgot your username?

You have two options (using the internet):

1. Go to https://accounts.iam.ucla.edu/lookup
2. Click 'Look up my username' and fill in the required fields. You will be asked your last name, UCLA ID number and your birthdate.

Your second option (visit the Bruin OnLine office):

Bring your current photo ID to the Bruin OnLine office at Kerckhoff Hall, Suite 124 in person for them to reset it for you. They are open Monday through Thursday 9am-8pm, Friday 9am-6pm, and Weekends from Noon-5pm.

Forgot your password?

Again, you have two options. Your first option (using the internet):

1. Go to https://accounts.iam.ucla.edu
2. Click 'Reset My Password' and fill in the required fields. You will be asked your last name, birthdate, and your UCLA ID number. Provide a correct response to your challenge question.
3. Specify a new password
4. Select a new challenge question and response.

Your second option (visiting the Bruin OnLine office):

Bring your current UCLA Bruin Card or official government issued photo ID (State ID card or driver license, or Federal passport) to the Bruin OnLine office at Kerckhoff Hall, Suite 124 in person for them to reset it for you. They are open Monday through Thursday 9am-8pm, Friday 9am-6pm.

Awarding Extra Credit for Completing Course Evaluations in MyUCLA

Instructors can use award students points for completing the course evaluation. A category and grade item needs to exist in the MyUCLA Gradebook (not the Gradebook Express) for the "Import to Gradebook" link to be available in the Evaluation of Instruction Reports page that can help you import grades to students who have completed the course evaluation. To do so:

1. Log into MyUCLA and click the Gradebook link for the class.
2. Continue into Gradebook rather than Gradebook Express.
3. Select the option to use the Gradebook Helper. This will lead you to three steps you can complete in order to create the grading schema.
4. Set the general properties (i.e. if TAs should have Gradebook access, alternative weights for your grading categories, etc).
5. Select the categories to be used (Only Participation category will work for this process)
6. Set the category to percentage to match the amount you wish to award for extra credit. Click the Continue button to move to the next step.
7. Create a grade item for the category.
8. Once the grading schema has been created and you are ready to import the scores for the evaluation, go back to your MyUCLA Classes page where the classes for the current term are displayed for you.
9. Click the Evaluation Status link for the class to be taken to the Evaluation of Instruction Reports page.
10. Click the Import to Gradebook link and you will be asked to select the item into which the participation information should be imported. You will then need to select the maximum number of points possible for the item. The system will suggest a value based on one point being possible for each survey (evaluation of instructor, evaluation of TA, etc.) a student needed to complete. You can either accept this default or change it to another

point value.

11. Once the maximum value is set, click the button provided to import the information.

   If you are having trouble setting up the gradebook or pulling the evaluation grades into the MyUCLA gradebook, you can reach out to their helpdesk at gradebook@college.ucla.edu.

The Evaluation of Instruction Reports page should show you the course evaluation as well the TA evaluations.