

# 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
  6. Click the Permissions link from the Gradebook menu
  7. Toggle the TA Access option to Yes 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.
8. 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.

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