

# 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](mailto:gradebook@college.ucla.edu).

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