UC Berkeley’s online grading system
Welcome to E-Grades, UC Berkeley's Web-based system for assigning and submitting course grades.

With E-Grades, you use Bear Facts to submit grades directly into the academic record, so students can see their grades the next day. No more need for pre-printed course reports and little bubbles to fill in with pencil. With the Main Menu (pp. 6-7) as its home base, E-Grades takes you through the grading process from start to finish—or lets you complete one or more parts of the process and finish up later. E-Grades also lets you import grades from your Excel spreadsheet, and save the grades back to Excel after you submit them.

Only the instructor of record and the instructor's approved delegates may use E-Grades. Only the instructor can submit final grades.
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<td>15</td>
<td>16</td>
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</table>
Browser Compatibility Issues

Bear Facts can be used in all versions of Internet Explorer and Netscape Navigator/Communicator on both the Mac and Windows platforms.

However, E-Grades is known to be compatible only with certain browsers. These are summarized below:

<table>
<thead>
<tr>
<th>If you use:</th>
<th>You must use version:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer (Windows)</td>
<td>5.x or later</td>
</tr>
<tr>
<td>Internet Explorer (Mac)</td>
<td>Cannot use; E-Grades does not work</td>
</tr>
<tr>
<td>Netscape (Windows or Mac)</td>
<td>4.7x or later</td>
</tr>
<tr>
<td>Other browsers (e.g. Opera)</td>
<td>Any version</td>
</tr>
</tbody>
</table>

Automatic Log-off

For security reasons, E-Grades logs you off automatically 90 minutes after you log on. If you are logged off in the middle of assigning grades, then grades you have already saved (by clicking the Next Page button; see p. 11) will be kept. Grades you have entered but not saved will be lost. To continue working with E-Grades after 90 minutes, simply log back on.
To use E-Grades, you need three things:

- Access to Bear Facts (bearfacts.berkeley.edu) on any Internet-connected computer with a Web browser (e.g. Internet Explorer, Netscape Communicator, Opera).

- CalNet ID. Your Employee ID number becomes your CalNet ID when you activate it at the CalNet Gateway (calnet.berkeley.edu).

- Passphrase. Like a password, but longer. The CalNet Gateway gives detailed instructions for choosing a valid passphrase.

If you’ve accessed Bear Facts before, then you already have a passphrase and have activated your ID. If you’ve lost or forgotten your passphrase, contact User & Account Services (see inside front cover) or your department’s CalNet deputy to have it reset.

If you’re accessing Bear Facts for the first time (whether using E-Grades or not):

- You also need a registration token, which is a specially generated security code consisting of 2 strings of numbers separated by a slash (e.g. 3454394032/4437694774). You obtain a token by presenting proof of your identity to your department’s CalNet deputy or the Cal Photo ID office (110 Cesar Chavez Center).

Use the token to activate your CalNet ID. Instructions are on the next page.
Get access to Bear Facts and E-Grades in two easy steps:

1. Obtain a token from your department’s designated CalNet deputy or the Cal Photo ID office (110 Cesar Chavez Center). They must verify your identity and Employee ID in person. Department deputies are listed at uas.berkeley.edu: 7355/calnet/deputies.html. If your department is not listed, contact User & Account Services (see inside front cover).

Visiting professors must first obtain an ID number (in place of an Employee ID) from User & Account Services. This ID number is what you present to the CalNet deputy.

Delegates authorized to input grades obtain a token and activate their CalNet ID the same way as instructors.

2. Using the token, activate your CalNet ID by choosing a passphrase at calnet.berkeley.edu.

After activating your ID, you will no longer need a token to access E-Grades or Bear Facts-only your CalNet ID and passphrase. If you lose or forget your passphrase, contact User & Account Services or your department’s CalNet deputy to have it reset.
Go to the Bear Facts home page (bearfacts.berkeley.edu) and click the FACULTY/STAFF link after the words “Student Information.”

When you see the log-on screen, enter your activated CalNet ID and passphrase, and click LOG ON.

Read the Faculty Disclosure Agreement and click ACCEPT, which will transfer you to the Main Menu. If you click DECLINE, you will be logged off of Bear Facts.
The Main Menu screen is the main menu, home base. It displays a list of all your courses for the current, past, and upcoming terms (E-Grades is not used for summer terms). Every screen in E-Grades lets you return to the Main Menu screen if you want to work on a different course, or log out to finish grading later.

The Main Menu is a dynamic screen. That means it changes to stay current with your progress in grading. Specifically, the E-grades Status and Action columns change to reflect only the options that are available at each stage.

Each time you log on to Bear Facts during the grading period, the E-grades Status column automatically displays one of three options (“No Grades Entered”, “Grading In Progress”, or “Submitted”) to show where you are with grading each course. At the same time, the options in the Action dropdown menu will change to reflect what’s possible for each status.

Other dynamic changes include:
- Future semester courses will not appear until Tele-BEARS opens for that term.
- The E-grades Status column will not appear until approximately the first day of finals or last week of instruction, i.e. when it’s time to start grading (check with your department for the exact date).
- The wait list menu options are available only for future term courses, and current courses up through (at the latest) the fourth week of instruction.

To grade a course, select an option from the Action dropdown menu after the course name and click GO beside the menu.
The 10 options in the Action dropdown menu let you work with class lists, assign grades, and perform other related tasks. The options for assigning grades lead you through the entire grading process, from uploading a class list to submitting final grades. But you can always break off what you’re doing at any time and return to the task later. Each screen gives you the option to log out or return to the Main Menu.

### Action Dropdown Menu

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<tr>
<th>Action</th>
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<tbody>
<tr>
<td>View Submitted Grades</td>
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<td>Class List</td>
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<tr>
<td>Grades In Progress</td>
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<tr>
<td>Assign Grades</td>
</tr>
<tr>
<td>Please Choose...</td>
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<tr>
<td>Class List</td>
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<tr>
<td>E-mail for Class List</td>
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<tr>
<td>Assign Grades</td>
</tr>
<tr>
<td>Upload Grades</td>
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<tr>
<td>Create Grade Roster</td>
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<td>Delegate Grade Input</td>
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### Viewing Enrollment screens

**Class List (Page 8)**
View data about enrolled students, and save it as an Excel spreadsheet.

**E-mail for Class List (Page 9)**
View and save a list of enrolled students’ e-mail addresses.

**Wait List & E-mail for Wait List (Page 10)**
View and save data and e-mail addresses for students on the wait list.

### Assigning Grades screens

**Assign Grades (Page 11)**
Begin entering grades for enrolled students.
Use when Action column reads “No Grades Entered.”

**Upload Grades (Page 12)**
Import your Excel grading spreadsheet into E-Grades.

**Grades In Progress (Page 13)**
Edit, verify, and submit grades. Use when Action column reads “Grading In Progress.”

### Managing Grades screens

**View Submitted Grades (Page 14)**
View and print final grades for past and present terms.

**Create Grades Roster (Page 15)**
Download a class roster into Excel for grading or archiving.

**Delegate Grade Input (Page 16)**
Authorize GSIs or other individuals to assign grades in your place.
The Class List screen displays an official list of enrolled students from the Office of the Registrar for comparing with your own class list. That way, you can determine whether students attending your lectures are actually enrolled in the class. You should view the class list before uploading your Excel grade file, if you have one, into E-Grades (p. 12). Like everything on Bear Facts, the Class List screen is current as of the previous day.

You cannot edit the Class List screen, but you can export the list into a spreadsheet for printing or manipulation in your own application.

**To View a Class List:**

1. Select **CLASS LIST** in the Action dropdown menu on the Main Menu screen. Click **GO**. The Class List screen appears.

**Explanation of Columns:**
- **Lvl** = Class level (1 = Freshman, 2 = Sophomore, 3 = Junior, 4 = Senior)
- **Reg** = Registration Status (N = New, C = Continuing, R = Returning, V = Visitor) An asterisk (*) means the student is enrolled in the class, but not fully registered. The asterisk will disappear when the student is registered.
- **Col** = UCB College Code
- **Cred Code** = Credit Code (Blank = Letter grade, PN = Pass/Not Pass, SF = Satisfactory/Unsatisfactory)

**To Export a Class List:**

2. To export the class list screen into an Excel spreadsheet, click **CREATE CLASS EXPORT DATA**. The data will appear on a new screen with each student’s SID, name, credit code, and number of units in quotation marks (see inset).

To continue exporting, follow the instructions beginning with Step 3 on the next page.

Compare the Class List to your personal class list. If students are on your own list but not on the Class List screen, they are NOT IN THE CLASS and you will be unable to submit grades for them.
The e-mail list screen is similar to the Class List screen, but shows only the SID, name, and e-mail address of each student in the class.

To View an E-mail List:

1. Select E-MAIL FOR CLASS LIST in the Action dropdown menu on the Main Menu screen. Click GO.

   The Email List screen appears.

   The Release Code column indicates whether the student has authorized the release of the e-mail address to other persons (Y = Yes, N = No).

To Export an E-mail List:

2. To export the e-mail list screen into an Excel spreadsheet, click CREATE E-MAIL EXPORT DATA. The data will appear on a new screen with each student's SID, name, and e-mail address in quotation marks (see illustration, p. 10).

3. To transfer this screen into Excel, choose “Save As” from the File menu of your desktop window. Select “Text Only” in the dialog box that appears. Give the new file you're creating a name. (On a PC, take the .html extension off the end of the filename and choose “Plain Text,” which will give the filename a .txt extension.) Click OKAY or SAVE.

4. Launch the Excel application. Choose “Open” (“Open As File” on a Mac) from the File menu. In the dialog box, under File Type, choose “Text Files” (PC) or “Show All Files” (Mac), then navigate to and select the file you just created. Click OPEN.

5. A three-screen text import “wizard” will guide you through the final steps. Select “Comma” as the delimiter; you MUST uncheck or deselect any other delimiters. Click FINISH.
These two options are functionally identical to the two class list options on the previous pages. The only difference is that they show which students are on the wait list (not the enrollment list) for the selected course.

**To View a Wait List or E-mail List:**

1. Select **WAIT LIST** or **E-MAIL FOR WAIT LIST** in the Action dropdown menu. These options will only be available for future terms once Tele-BEARS begins for that semester AND there actually are students on the wait list. If Tele-BEARS is open but no one is on the wait list for any classes, then these options will not appear. Once the semester starts, the options will disappear by the end of the fourth week of instruction.

2. To export the lists into an Excel spreadsheet, click **CREATE WAIT LIST EXPORT DATA** or **CREATE E-MAIL EXPORT DATA**. Follow the same instructions as for exporting class lists and class e-mail lists (p. 9).
Assign Grades

The Grades Input Form lets you enter grades for an entire class or group of students at one time. The first time you use it, the names of all enrolled students will appear. If you don’t finish in one sitting, then when you continue, only those students for whom you have not entered grades will appear. To edit previously entered grades, use the View Grades screen (p. 13).

To Assign Grades:

1. Choose ASSIGN GRADES from the Action dropdown menu when the Status column on the Main Menu (p. 6) reads “No Grades Entered” (to start assigning grades) or “Grading In Progress” (to continue assigning).

2. On the Grade Input Form, assign a grade for each student by using the dropdown menu in the Grade column.

3. Fill in the Comment field if:
   • A student has chosen a different grading option (e.g. P/NP or SF for a normally letter grade course),
   • Your department requires an explanation of I grades, or
   • You want to enter other comments.
   Comments do not appear in the student’s official record or transcript. They appear in E-Grades only for instructor/department reference.

4. Only 30 students are shown at one time. If there are more than 30 in the class, click NEXT PAGE to save the grades you have entered and continue entering.

5. To review or change grades you have already entered, click the VIEW PREVIOUSLY ENTERED GRADES button. The View Grades screen (p. 13) appears for you to edit grades.

6. When you reach the end of the class list and have entered grades for all students, the NEXT PAGE button will automatically take you to the View Grades screen so you can verify the grades you assigned before submitting them.

Grades are saved when you click on the NEXT PAGE button. If you click the LOG OUT or CLASS MENU buttons before finishing, grades you have already saved with NEXT PAGE will be kept, and the Status column on the Main Menu will change to “Grading In Progress.” Grades entered but not saved this way will be lost.
If you enter class lists and grades into an Excel spreadsheet, then this option lets you upload the spreadsheet into E-Grades. This option is the reverse of Create Grades Roster (p. 15). Uploading a spreadsheet overwrites grades already entered into E-Grades.

To upload correctly, spreadsheets must be in CSV (comma delimited) format with only 3 fields – STUDENT ID NUMBER, GRADE, COMMENTS – in that order. It cannot contain other fields. The “Save” dialog box in Excel lets you choose from among file formats. Select the “CSV” option, and make sure the filename has the .csv extension. Windows computers add the extension automatically when you save; on a Mac you have to click the “Append File Extension” box.

Some grades and comments should be entered in the spreadsheet before uploading into E-Grades. If there are too many blank grades, the file will not be accepted.

To Upload a Spreadsheet:

1. Select UPLOAD GRADES from the Action dropdown menu and click GO.
2. On the Upload Grade File screen that appears (see inset), click BROWSE to navigate to the Excel (.csv) file on your hard drive. You will see a message telling you to click a button bar if Javascript is not enabled. You’ll know it is enabled if you’re advanced to the next screen automatically within the time stated in the message. Navigate to the file, then select the file and click OPEN.
3. A screen will appear asking you to confirm the upload. Re-enter your CalNet ID and passphrase and click CONFIRM.
4. When the File Upload Report appears, click VIEW UPLOADED GRADES to see the View Grades screen and assign grades.
The View Grades screen is similar to the Grades Input Form—it has the same column headings—but it is more suited for changing previously entered grades or comments than for adding new ones, although you can do that too.

To Add or Edit Grades:

1. When the E-Grades Status column on the Main Menu screen reads “Grading In Progress,” select GRADES IN PROGRESS and click GO.
2. Click the CHANGE GRADE button beside each student whose grade or comment you want to add or change. A Grade Change Form will appear, showing only that student’s record.
3. Add or edit the information, then click NEXT PAGE to return to View Grades.
4. Finish grading by clicking one of the three buttons at the bottom of the screen:
   - CHECK GRADES leads you through final verification and submission. See below.
   - DISPLAY PRINTABLE REPORT displays a simple list of grades already entered (like on p.14, but with a “Draft” stamp at the top) that you can print right from your browser.
   - RETURN TO ASSIGN GRADES returns you to the Assign Grades screen (Grades Input Form) and lets you enter grades for all students with no grades yet assigned.

To Validate and Submit Final Grades:

1. Click CHECK GRADES. If any entered grades are incorrect (e.g. “E” instead of “F” or a letter grade in a P/NP course), you’ll be given a Grade Validation Report (much like the Grade Change Form) to correct the information. When you're finished, click ENTER GRADES.
2. Once all grades are correct, you will be asked to input your CalNet ID and passphrase before submitting them. You are not logging in again; this is a security measure to ensure that only the instructor of record submits grades. Authorized delegates receive a message directing them to alert the instructor that grade entry has been completed and the instructor must submit the grades.
3. Click SUBMIT GRADES. You'll see a Grade Submission Report. You and your department will receive a confirmation e-mail within 24 hours. Please ensure you have a valid e-mail address in the system by checking the online directory at directory.berkeley.edu and clicking UPDATE LISTING if necessary.
This option is available in the Action dropdown menu only when the notation “Submitted” appears in the E-Grades Status column of the Main Menu (p. 6). It is the only option available for courses in previous semesters.

To View Submitted Grades:

1. Choose VIEW SUBMITTED GRADES from the Action dropdown menu and click GO.

   A list of students and grades will appear, similar to the one you got by clicking DISPLAY PRINTABLE REPORT on the View Grades screen (p. 13). The difference is that this list does not have the “Draft” stamp because the final grades have already been submitted to the Office of the Registrar.

2. View or print the list directly from your browser window.
This option is the reverse of Upload Grades (p. 12). It lets you export a class roster into an Excel spreadsheet for grading or archiving. You can do this at the start of the semester, enter grades in Excel, then upload the spreadsheet back into E-Grades at grading time. You can also export grades after you submit them, but only for the current term.

To Create a Grade Roster:

The process is almost identical to that for exporting a class list or e-mail list (p. 9).

1. Choose CREATE GRADE ROSTER from the Action dropdown menu and click GO.

2. To transfer the Electronic Grades Roster screen into Excel, choose “Save As” from the File menu of your desktop window. Select “Text Only” in the dialog box that appears. Give the new file you’re creating a name. (On a PC, take the .html extension off the end of the filename and choose “Plain Text,” which will give the filename a .txt extension.) Click OKAY or SAVE.

3. Launch the Excel application. Choose “Open” (“Open As File” on a Mac) from the File menu. In the dialog box, under File Type, choose “Text Files” (PC) or “Show All Files” (Mac), then navigate to and select the file you just created. Click OPEN.

4. A text import “wizard” will guide you through the final steps. Select “Comma” as the delimiter; you MUST uncheck or deselect any other delimiters. Click FINISH.
You may want to have GSIs or TAs be able to assign grades for one or more of your classes. Delegates can complete every step in using E-Grades except one: They cannot submit grades into the official record. Only the instructor of record for a course can do that. A delegate's CalNet ID and passphrase will not be accepted for the actual submission of final grades.

To Assign Delegates:

1. On the Main Menu, select ASSIGN DELEGATE from the Action dropdown menu and click GO.

2. On the Delegate Grade Input screen, type the Employee ID number of the person you want to assign into the space at the bottom of the screen.

3. Click ADD DELEGATE. The Employee ID number will appear listed in the middle of the screen.

4. Repeat this step to assign additional delegates.

5. To de-authorize a delegate, click DELETE DELEGATE beside the individual's ID number.

6. When finished, return to the Main Menu to assign or edit grades, or log out.
E-Grades Calendar

<table>
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<tr>
<th></th>
<th>Begin Entering Grades</th>
<th>Semester Ends</th>
<th>Deadline to Submit Grades</th>
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<tbody>
<tr>
<td>Spring 2002</td>
<td>May 7</td>
<td>May 25</td>
<td>May 28</td>
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<tr>
<td>Fall 2002</td>
<td>Dec. 2</td>
<td>Dec. 19</td>
<td>Dec. 23</td>
</tr>
<tr>
<td>Spring 2003</td>
<td>May 13*</td>
<td>May 24*</td>
<td>May 27*</td>
</tr>
</tbody>
</table>

* Projected dates (as of Fall 2001). Grading dates are subject to change; check the academic calendar each semester.

You may begin assigning grades at the beginning of the last week of instruction. As a general rule, grades must be submitted within 72 hours after your scheduled final exam, or 72 hours after the last day of instruction if no exam is scheduled. E-Grades is not used for Summer sessions.