

Electronic Grades: Resources

Only the faculty of record can submit the final grades. Once the grades are entered, the faculty of record must click the "Submit Final Grades to the Registrar" button. Unless this button is clicked grades are not sent to the registrars' office. Once you have successfully submitted the grades to the registrar, then and only then will you see the confirmation screen, please print the screen for your records. An email confirmation will also be sent to your email address.

The Registrars Office is advising faculty to try to submit final grades before the deadline give yourselves a cushion of time in case you experience any technical problems.

Final grades must be submitted electronically through the MyUCLA Gradebook or the streamlined version of electronic grade submission called Gradebook Express both can be reached at www.my.ucla.edu. Both Gradebook and Gradebook Express require a Bruin Online (BOL) email account

You must use your UCLA Logon ID to enter grades. If you have forgotten your password, reset it at <https://logon.ucla.edu/passreset.php>.

If you do not submit your grades by the deadline , you will be sent and have to complete a "Special Request for Missing Grade" form for **each** student enrolled in your cluster Please note that final grades will not be accepted in any other form once the deadline has passed.

BOL Account Help

For help with BOL accounts contact the HelpDesk at (310) 267-4357, option 2 or consult@ucla.edu
To set up an account or reset your password, go to <http://www.bol.ucla.edu/services/accounts>

Gradebook and Gradebook Express Help

Online help click "Need Help" for the Frequently Asked Questions.
Contact the College Information Services Helpdesk at (310) 206-4525 or gradebook@college.ucla.edu

Grading Procedures and Policy Help

Contact Barbara Dahlke (Office of the Registrar) at bdahlke@registrar.ucla.edu or (310) 206-0491