

Grading

This user guide will provide instructions on how to enter grades. If you have any questions regarding the grading policy, please reach out to the Senior Associate Dean for Academic Affairs. If you are having any technical issues with the grading system, please email webmaster@law.uci.edu.

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Logging In

Go to <https://apps.law.uci.edu/shib/grades>

Login using your UCInetID and password.

You will be presented with the FERPA agreement, please review and click **I Agree**.

Selecting Courses

You will be presented with a screen to select the term that you will be accessing grades or rosters for. Once the term is selected from the drop down, your courses should appear. To enter the grades for a course, click on the **Grades** button next to the course.

Manual vs Calculated Grading

You will be asked to select which grading method you would like to use: **Manual** vs **Calculated**.

Calculated - This method is recommended. It allows you to create anonymous and non-anonymous components of your course. Examples of components: participation, paper, midterm, and final. Once components are created and the scores entered for each component, the system will merge all components together to create an anonymous roster with a final calculated score to assign a final grade.

Manual – This method is for faculty that prefer to do all of their grading calculations outside of the system. The assumption is that they are calculating each component of their course and merging all scores together on their own for a final grade. This will present a non-anonymous roster for you to enter your final grades.

Please select accordingly. **Calculated** is selected by default.

Split Grade Distribution

You will also be asked, “**Does this course require a split in the grading distribution based on an exam or based on a paper/project?**”

In some cases, a faculty member may assess students within a class using a paper/project as the final assessment OR using a final exam. Faculty determined that when assessing a student based on an exam versus based on a paper/project, it would be unfair to apply the same grading distribution. So, for these courses, faculty must identify that a course requires a split in the grading distribution. Once a course is identified as one that has a split, the faculty member will be required to identify which students will be graded on a paper/project and which students will be graded on an exam. The grade distribution rules will apply to each split. *Note: If you select **Yes**, please see the section on “Split Grade Distribution – Assigning assessment type”.*

No is selected by default.

Click **Continue**.

You will receive a confirmation screen to confirm the choices that you made. Once confirmed, you cannot change your selection.

Calculated Grading - Creating components

If you selected calculated grading, you will need to enter each of your course components. Click **Add Course Component**.

For each component, you will be prompted to enter:

- Percentage – represents how much this component applies to the final grade for the course.
- Description
- Grading method – letter grades versus numeric scores
 - Alpha – enter letter grades for each student for this component
 - Numeric – enter numeric scores for each student for this component. You will also be asked to enter the total score for this component.
- Anonymous grading
 - Yes – will ask which anonymous number to use when entering scores
 - No – will present a list of names to assign scores for this component

All components should total 100%.

Here's an example of components entered for a course:

Percent	Description	Grading Method	Anonymous Grading
70%	final	Numeric out of 250	Yes using Final Exam
10%	participation	Alpha	No
20%	midterm	Numeric out of 100	Yes using Midterm Exam

Calculated Grading - Entering scores for each component

Next to each component, click **Assign Component Grade**. You will be presented with a list of anonymous numbers if you indicated anonymous grading or you will be presented with a list of names if you indicated non-anonymous grading. Enter each score/letter grade accordingly. Click **Save** when complete.

The button **Assign Final Course Grades** will not be enabled until you have assigned grades to all of the students for each of the components.

Calculated Grading - Extra Credit & Penalty

If there are students in your class that did exceptional work and you would like to give them an extra credit grade bump or if a student did not participate at all and you would like to give them a

grade penalty, click **Assign Extra Credit & Penalty**. Next to the specific name, indicate **extra credit** or **penalty** and then click **Save**. This is an optional section and should not be used for every student. A grade bump will take a student a step up or down. Extra credit takes the final grade assigned from a B to a B+. Penalty takes the final grade assigned from a B to a B-. The grade bump will be taken into account when validating the grading distribution requirement.

Credit Hours Timesheets

To facilitate compliance with ABA Standard 310, students are required to complete a timesheet for non-regularly scheduled courses. All students enrolled in these types of courses will not be able to submit a timesheet unless the total number of reported hours fulfills the amount required based on the number of units enrolled.

Research Fellow and Directed Research are prime examples of this type of course. Students in the Appellate Litigation, International Human Rights, Fair Employment and Housing, and Reproductive Justice Clinics must also fill out Standard 310 timesheets.

You must approve timesheets for all enrolled students before you can submit your final course grades. *Note: there is a separate user guide on how to review and approve submitted timesheets.*

Assigning Final Course Grades

Once you are ready to assign your final course grades, click on **Assign Final Course Grades**.




At the top of the screen, the list of grading requirements will appear for this specific course based on the type of course and the amount of students enrolled in the course. ***You will not be able to submit your final course grades until all of the requirements have been fulfilled.***

Below is an example of a list of requirements for a non-clinical course with an enrollment of 75:

Assigned Grade: 0 / 75		
Requirement	Value	Fulfilled
[JD] Non-clinical, Upper Level required median of B+ (3.3)		No
[JD] Required # of A+ grades is 3 or 4	0	No
[JD] Required # of A/A- is between 24 and 29	0	No
[JD] Required # of B+/B is between 29 and 33	0	No
[JD] Required # of B-, C+, C, C-, D, F is between 10 and 14	0	No
[JD] The number of Faculty awards cannot exceed 2	0	Yes
[JD] The number of Dean's awards cannot exceed 2	0	Yes

If your course is a graded course but you have a few students that are taking the course pass/no pass (ie. satisfactory/unsatisfactory), you still **must assign a letter grade**. The system will automatically convert the letter grade to an S/U before posting to the transcript when applicable.

Assign each grade by selecting the drop down in the **Assigned** column. If you indicated an extra credit or penalty bump, the bump column will appear with an up or down arrow. NOTE: the bumps are taken into account when determining the grading requirement.






	Rank	Anon #	Total Score	Assigned	Bump	Award
 JD	1.	13033	95.0000%	<input type="text" value="▼"/>		<input type="text" value="▼"/>
 JD	2.	13457	95.0000%	<input type="text" value="▼"/>	▲	<input type="text" value="▼"/>
 JD	3.	13456	94.0000%	<input type="text" value="▼"/>		<input type="text" value="▼"/>

Once all grading requirements have been fulfilled, click **Proceed to Submit Final Course Grades**. You will have one last chance to review the grades that you have assigned. Click **Submit Final Course Grades**, if everything looks correct

Mix Enrollment JD/LLM course

If your course has both JD and LLM students, the grading distribution requirement will be split into 2. One will be for the JD students. One will be for the LLM students.

The roster when assigning grades will list the JD students first in ranked order followed by the LLM students in ranked order based on score.

	Rank	Anon #	Total Score	Assigned
 JD	1.	13033	95.0000%	<input type="text" value="▼"/>
 JD	2.	13457	95.0000%	<input type="text" value="▼"/>
 JD	18.	13465	75.0000%	<input type="text" value="▼"/>
 LLM	1.	13479	99.0000%	<input type="text" value="▼"/>
 LLM	2.	13477	98.0000%	<input type="text" value="▼"/>

The grading distribution requirement will specify what is required for each split.

Here is an example:

Assigned Grade: 0 / 30		
Requirement	Value	Fulfilled
[JD] Required # of A+ grades is 0 or 1	0	Yes
[JD] Non-clinical - No more than 9 (A+ to A-).	0	Yes
[JD] Non-clinical - No more than 9 (B- or below).	0	Yes
[JD] The number of Faculty awards cannot exceed 2	0	Yes
[JD] The number of Dean's awards cannot exceed 2	0	Yes
[LLM] Non-Clinical, Upper Level required median between A- (3.7) and B (3.0).		No
[LLM] Required # of A+ grades is 0 or 1	0	Yes
[LLM] The number of Faculty awards cannot exceed 2	0	Yes
[LLM] The number of Dean's awards cannot exceed 2	0	Yes

If there are any graduate students enrolled in your course, they will appear at the bottom of the grading roster and will not apply to either grading distribution split.

LLM Only course

If you are teaching a course only offered to LLM students, there is no grading requirement for the course. Indicate the proper grade and click on **Proceed to Submit Final Course Grades**.


Credit Only Course

If you are teaching a credit only course, you will not be prompted for a grading method and there is no grading requirement. Simply indicate the proper grade and click on **Proceed to Submit Final Course Grades**.

Split Grade Distribution - Assigning assessment type

If you indicated that your course does have a grading distribution split, a new button will appear to prompt you to indicate the type of assessment for each student.

Grading Distribution Split

 Assign Final Assessment as Exam or Paper

You cannot assign final course grades until you have indicated the final assessment for each student.

If you click on this button, a list of students will appear.

Please identify which students will be assessed on a final exam and which students will be assessed on a paper/project. The required grading distribution rules will apply to each group of students (exam or paper/project).

Student ID	Student Name	Final Assessment
5	A	Paper
9	A	Exam
		Exam
		Paper

Since the majority of students will most likely have an “exam” as the final assessment, all students will default to that option. Simply select “paper” in the dropdown for those that are having a paper or project as the final assessment. Once you have completed your selection, click **Save**.

When you go to assign the final course grades, the grading distribution requirement that appears will now provide a break down for each type of final assessment. Here is an example:

Requirement	Value	Fulfilled
[Exam] Required # of A+ grades is 0 or 1	0	Yes
[Exam] Non-clinical - No more than 50% (A+ to A).	1	Yes
[Exam] Non-clinical - No more than 50% (B- or below).	4	Yes
[Paper] Required # of A+ grades is 0 or 1	1	Yes

Requirements that indicate **[Exam]** will apply to the students that were assessed based on an exam. Requirements that indicate **[Paper]** will apply to the students that were assessed based on a paper. When assigning grades, the table will show the students that were assessed via the exam at the top, the students assessed via paper at the bottom of the list.

	Student ID	Student Name	Exam/Paper	Assigned	Award
Law			exam		
Law			exam		
Law			exam		
Law			paper		
Law			paper		
Law			paper		

You must fulfill all requirements for you to be able to submit your final grades.