

Instructor Primer for

GradeBook

What is GradeBook?

GradeBook allows instructors to record scores for assignments, homework and tests and distribute them to students electronically and privately. GradeBook also calculates final scores, which can be downloaded in a format compatible with the Registrar's WebGrades.

Where is GradeBook?

GradeBook is on the EEE website:

<https://eee.uci.edu/>

To access GradeBook, login to EEE and click the "GradeBook" link under your class on your MyEEE page. Or, click the "ToolBox" link in the upper-left of any EEE page, then click the "GradeBook" link under "Administration."

More Info

Step-by-Step Instructions

<https://eee.uci.edu/help/gradebook/>

EEE Support

Web: <https://eee.uci.edu/contact/>

Email: eee@uci.edu

Phone: (949) 824-2222

Basic Instructions

Add a GradeBook assignment:

1. In GradeBook, in the "Assignments" tab of your selected gradebook, click "Add One Assignment."
2. Enter assignment information.
3. Select whether to wait and add scores later, manually enter scores, or upload an Excel spreadsheet with scores.

Distribute grades to students:

1. In GradeBook, in the "Assignments" tab of your selected gradebook, click "View/Edit" under "Assignment Distributed."
2. Select "Release these scores to students..." and choose settings.
3. Click "Save Changes."