

Dear UCR faculty,

As many of you are aware, the Registrar's Office communicated over the spring quarter that as of fall 2008, all grades will be submitted via iGrade. In preparation for this transition we would like to take this time to ensure we have you assigned to the correct course(s) for this term. Taking the time to review these items at the beginning of the term will allow for smoother utilization of iGrade at the end of the quarter.

You do not have to opt-in to iGrade for the fall quarter like you have in the past; however, we do recommend that you log in to verify that the courses that appear in your account are the course(s) you are teaching this term.

<http://igrade.ucr.edu>

The timeliness of grade submission is a critical component to the continual academic progress of students and the Registrar's Office appreciates your support in this effort. Utilizing iGrade 1) ensures your grades are recorded immediately allowing for a decrease in student concerns and 2) enables UCR staff to advise and process students for their continued education.

Throughout the quarter we will be periodically communicating with you via UCR webmail to provide information and reminders regarding grade submission through iGrade and appropriate deadlines.

Fall 2008 Submission Calendar

iGrade is available	Monday, September 22nd at 8:00 am
Grade submission opens	10th week – Monday, December 1st at 8:00 am
Grade submission deadline	Thursday, December 20th at 5:00 pm

If you have any questions about iGrade or you need assistance, please contact Renita Kearney at Renita.kearney@ucr.edu or x2-5969.