CalNet ID: Drives most academic related systems on campus. Karen White or Julia Flinker can help you gain access. You will need an activated ID to grade at the end of the semester.

Schedule of Courses:  
http://www.law.berkeley.edu/php-programs/courses/courseSearch.php  
The law schedule of classes and catalog. This site provides the most current information on courses being taught at Boalt; including days, times and locations.

Bear Facts: http://bearfacts.berkeley.edu/ (note: no www.)  
Requires CalNet access to provide instructors information for current courses; including enrollments, student contact info and grading screens.

E-Grades: http://bearfacts.berkeley.edu/ is the online grading system at the University of California. CalNet ID is required to access the system during the open grading window at the end of each semester and to access the separate grading curve system created by the law school IT department.

Instructors are responsible for:  

Posting first assignments on bSpace.

Controlling enrollments in their courses:  

- The Fire Marshall controls the maximum enrollment in a course. When the room is full, you can not enroll another student for credit.

- Check Bear Facts throughout the semester to be sure you know who is enrolled in your course. You can add students from the waitlist, or drop students for non-attendance during the first two weeks of the semester via an email request to the Registrar's office. Most classes have automatic waitlist that will add students to a course, when other students drop and space becomes available.

- Non-Boalt students need to receive approval to enroll in law courses. The Registrar’s Office will send informational packets to interested student who make requests via email (registrar@law.berkeley.edu).
Online law student pictures are used solely for the purpose of seating charts. Pictures are only available to the instructor of record for a specific semester of instruction.

Provide a syllabus and adhere to the course and grading criteria stated. You cannot change the structure (exam type, grading option, etc) after the second meeting of a class. Syllabi can be posted to the Schedule of Courses via a link at the bottom of the webpage for the course.

Adhering to the 14-week per unit instructional requirement:

- Holidays must be made up. We have provided Pope Gregory days for some of the holidays. If you have a course that meets on one of the days covered, you will meet at your regular time, in the normal classroom.

- If your course meets on a day not covered by a Pope Gregory day, you need to contact the Registrar's Office and make arrangements for a makeup day. (registrar@law.berkeley.edu or 510-642-2278).

- If you have to cancel class for some reason, you must contact your class, post an announcement on bSpace, have your Faculty Support Unit (FSU) post a note on the classroom door and contact the Registrar's Office. You are responsible for arranging a make-up for the time missed. Contact the Registrar's Office to reserve classroom space.

- If you are giving a final exam, of any type (take-home or in-house), you are required to hold a review session. Review sessions will be held from April 28-30. The Registrar's Office tries to schedule review sessions for classes that offer class on the same days review sessions are being held. If you offer a class on a day not within the review period, we will contact you to arrange a time.

Grading at the end of the semester:

- All student work for the semester must be completed and in your hands by the last day of the semester, May 13th.

- The grading period for Spring 2010 will open at the beginning of May. You will receive an instructional email announcement when the system is available.

- We have anonymous grading and for graded courses we grade on mandatory grading curves, which we provide to you via an online system. You will need an active CalNet ID to use these systems.

- The law school does not grade on a standard A-F grading scale. Information on grading is available in the E-grades documentation. For questions regarding how to grade, please contact Goodwin Liu.
• You can assign your FSU as a delegate to help you enter grades into the system; however, instructors are responsible for the final official grade submission.

• Grades are available for student to view the morning after they are officially submitted.

• If an exam is a final of any type (take home or in house), you will not have access to final grading screens, until raw scores are submitted to the Registrar’s Office. The raw score submission deadline is June 7, 2010.

• Final grade submission for Spring 2010 is June 15, 2010.

• You have the option of assigning “best in class” awards as part of the grading process. Awards are at the instructors’ discretion. They are not mandatory.

Please note: You are not allowed access to information in a students file without written consent from the student.