

Faculty Final Grade Entry Instructions

- 1) Log into GWeb Information System at <https://it.gwu.edu/gweb>. For assistance with GWeb please call the IT Support Center at (202) 994-4948.
- 2) Click on Enter Final Grades in the Faculty Menu.

My Profile

[View/Update Personal Information](#)

[View/Process your Action Items](#)

Faculty

[View Class List](#)

[Enter Final Grades](#)

[Enter Faculty Feedback](#)

[Access Taskstream](#)
A web-based portfolio and assessment management system for students to submit assignments in their program of study for evaluation.

[Request Grade Change](#)

[View Assignments](#)

[View Student Schedule](#)

[View Faculty Schedule by Day and Time](#)

[View Faculty Detail Schedule](#)

Employee

[Access Employee Dashboard](#)
View your pay stubs, deductions, current tax withholdings, Form W4, and job summary.

[View/Update VA-MD-DC State Tax Withholding](#)
Ensure your W4 address matches your state tax election. Update W4 address in [My Profile](#). For other states, visit the [Payroll website](#)

[View/Update Direct Deposit](#)

[View D.C. Wage Notification](#)

[Explore/Apply for Tuition Benefits](#)

[Access Health and Welfare Benefits](#)
Enroll, change or view your current health and welfare plan elections and contributions.

[Retirement Savings Benefits](#)
[Access Fidelity NetBenefits](#)
Enroll, make changes to your 403(b) Plan or manage all Fidelity investment elections.
[Manage TIAA-CREF investment elections](#)
[Explore GW Retirement Benefits](#)

[HR/Payroll Administrative Functions](#)
[Labor Redistribution](#)
[Effort Certification](#)
[Electronic Personal Action Form](#)
You will need to re-authenticate to access Electronic Personal Action Form.

- 3) This will bring up all courses taught in previous semesters, as well as those in the current and future semesters.

Faculty Grade Entry • Final Grades

Grades must be submitted within 5 business days of the final examination or after the final class meeting if no exam is given. Please review detailed instructions available at <https://registrar.gwu.edu/grading>. If you have any questions, please call the Office of the Registrar at (202) 994-4900, option 6. Faculty of courses with 50 or more students may submit a request to the Provost & Executive Vice President for Academic Affairs through their Dean's Office for a reasonable time extension to submit grades.

Please submit the grades often. There is a 15 minute time limit starting from the time this page was opened.

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolls	Subject	Course	Section	Title	Term	CRN
Completed	Completed	HIST - History	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41821
Completed	Completed	AMST - American Studies	6190	10	Aesthetics&BlackRadImagination	202303 - Fall 2023	42507
Completed	Completed	AMST - American Studies	1050	11	National Bodies	202301 - Spring 2023	67856
Completed	Completed	AMST - American Studies	2490	10	American Contagions	202301 - Spring 2023	68228
Completed	Completed	AMST - American Studies	1050	11	Bodies of Work	202203 - Fall 2022	78678
Not Started	Not Started	AMST - American Studies	1050	11	National Bodies	202401 - Spring 2024	96622
Not Started	Not Started	AMST - American Studies	2490	10	American Contagions	202401 - Spring 2024	96915

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Courses will have one of the following grading statuses:

- Completed

All grades have been entered
- In Progress

Some but not all grades have been entered
- Not Started

No grades have been entered

- 4) To find the courses in the current term, enter the term and year in the Search box. You may also search by CRN, subject, or course number.

Final Grades Entry • Final Grades

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Faculty Grade Entry

Final Grades

My Courses

Grading Status

Rollid

Subject

Course

Section

Title

Term

CRN

Not Started

Not Started

AMST - American Studies

1050

11

National Bodies

202401 - Spring 2024

96622

Not Started

Not Started

AMST - American Studies

2490

10

American Contagions

202401 - Spring 2024

96915

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- 5) Click on the course for grade entry.

Faculty Grade Entry → Final Grades

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Faculty Grade Entry

Final Grades

My Courses

Spring 2024

Grading Status	Rolls	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMST - American Studies	1050	11	National Bodies	202401 - Spring 2024	96622
Not Started	Not Started	AMST - American Studies	2490	10	American Contagions	202401 - Spring 2024	96915

Records Found: 2

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- 6) If the course is not yet open for grading the Enter Grades field will be Read Only. **Note:** For security purposes, the names and GWIDs have been removed from this document

[illegible]

- 7) The Enter Grades field will be editable with a drop-down if the course is open for grading. Only the appropriate grades will be available based on the level and grade mode of the course.

Faculty Grade Entry • Final Grades

Please submit the grades often. There is a 15 minute time limit starting from the time this page was opened.

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
Not Started	Not Started	AMST - American Studies	6190	10	Aesthetics&BlackRadImagination	202303 - Fall 2023	42507
Not Started	Not Started	AMST - American Studies	1050	11	National Bodies	202401 - Spring 2024	96622
Not Started	Not Started	AMST - American Studies	2490	10	American Contagions	202401 - Spring 2024	96915

Records Found: 4

Enter Grades

Full Name	ID	Grade Mode	Final Grade	Rollid
		C		
		C		
		C		
		C		
		C		
		C		
		C		
		C		

Last names may be sorted alphabetically in ascending or descending order using the arrows next to the field.

- 8) Click Save at the bottom of the screen once the grades have been entered. All grades do not need to be entered at the same time. **Please note that for security purposes the screen will time out after 15 minutes of inactivity.** When some grades have been entered, the Grade Status of the course will change from Not Started to In Progress.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
Not Started	Not Started	AMST - American Studies	6190	10	Aesthetics&BlackRadImagination	202303 - Fall 2023	42507
Not Started	Not Started	AMST - American Studies	1050	11	National Bodies	202401 - Spring 2024	96622
Not Started	Not Started	AMST - American Studies	2490	10	American Contagions	202401 - Spring 2024	96915

Records Found: 4

Enter Grades (Read Only)

Full Name	ID	Grade Mode	Final Grade	Rollid
		C		
		C		
		C		
		C		
		C		

Records Found: 5

Save Reset

- 9) Grades may be updated/changed in the class roster until they have rolled to academic history. **Grades will roll to academic history overnight.** A green check mark will appear in the rolled column if the grade has rolled to academic history and can no longer be updated through “Enter Final Grades”. Once a grade has rolled to academic history, a grade change request will be needed to change the grade.

Faculty Grade Entry • Final Grades

Grades must be submitted within 5 business days of the final examination or after the final class meeting if no exam is given. Please review detailed instructions available at <https://registrar.gwu.edu/grading>. If you have any questions, please call the Office of the Registrar at (202) 994-4900, option 6. Faculty of courses with 50 or more students may submit a request to the Provost & Executive Vice President for Academic Affairs through their Dean's Office for a reasonable time extension to submit grades.

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Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
Not Started	Not Started	AMST - American Studies	6190	10	Aesthetics&BlackRadimagination	202303 - Fall 2023	42507
Not Started	Not Started	AMST - American Studies	1050	11	National Bodies	202401 - Spring 2024	96622
Not Started	Not Started	AMST - American Studies	2490	10	American Contagions	202401 - Spring 2024	96915

Records Found: 4

Enter Grades

Full Name	ID	Grade Mode	Final Grade	Rollled
		C	A	✓
		C	A-	✓
		C		
		C		
		C		
		C		
		C		

- 10) The Grading Status will show as Complete once all grades have been entered.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
Completed	Not Started	AMST - American Studies	6190	10	Aesthetics&BlackRadimagination	202303 - Fall 2023	42507
Not Started	Not Started	AMST - American Studies	1050	11	National Bodies	202401 - Spring 2024	96622
Not Started	Not Started	AMST - American Studies	2490	10	American Contagions	202401 - Spring 2024	96915

Records Found: 4

A class roster with the grades entered may be viewed and printed using the **View Class List** link in the Faculty Menu.

Click on the course.

Faculty & Advisors

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CRN Listing

CRN Listing

Click on the Subject to see Class List, Course Title for course details, and CRN for section details.

If "Confidential" appears under a student's name, their personal information must be kept confidential in accordance FERPA.

Click on a student's name to view their Student Profile.

All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
IBUS 6290, 60	Special Topics	98502	17	Active	01/16/2024 - 03/03/2024	Spring 2024 (202401)
HIST 2010, 80	Early American Cultural Hist.	41821	52	Active	08/24/2023 - 12/11/2023	Fall 2023 (202303)

Results found: 2

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Click on Print in the upper right-hand corner.

Faculty & Advisors • [CRN Listing](#) • Class List

Class List Export Print

Click on the Subject to see Class List, Course Title for course details, and CRN for section details.

If "Confidential" appears under a student's name, their personal information must be kept confidential in accordance FERPA.

Click on a student's name to view their Student Profile.

Fall 2023 - 202303 **HIST 2010 | 41821**

Course Information

Early American Cultural Hist. - HIST 2010 80
CRN: 41821
Duration: 08/24/2023 - 12/11/2023
Status: Active







Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	50	52	-2
Wait List	0	0	0
Cross List	100	104	-4

Class List **Wait List**

Summary View

Summary Class List Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	A	Sophomore
<input type="checkbox"/>			**Registered**	Undergraduate	3	B	Sophomore
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	B+	Freshman
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	A	Sophomore
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	A-	Sophomore
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	B	Junior