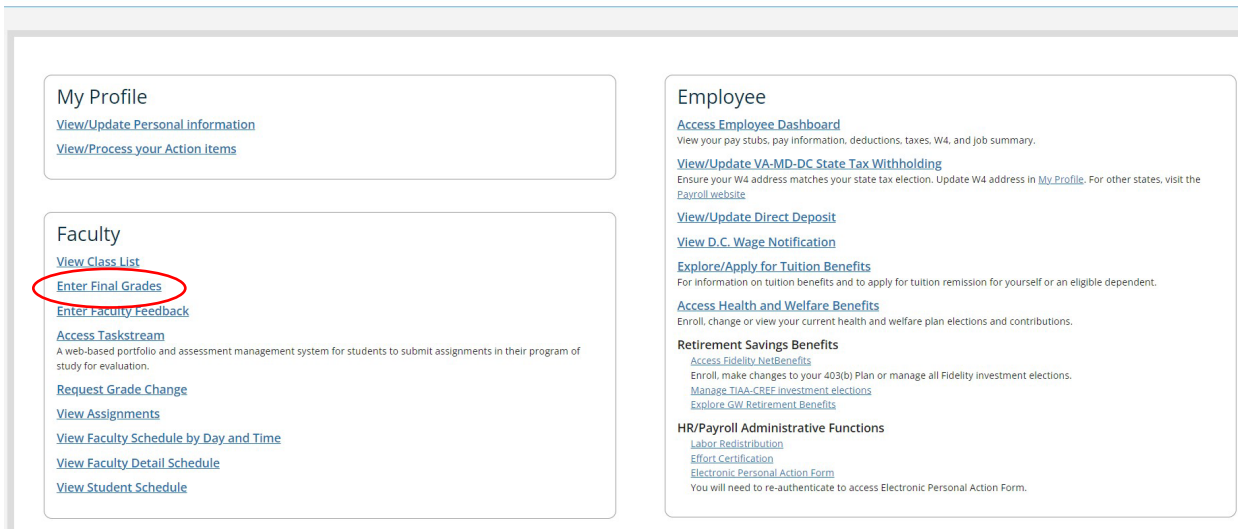


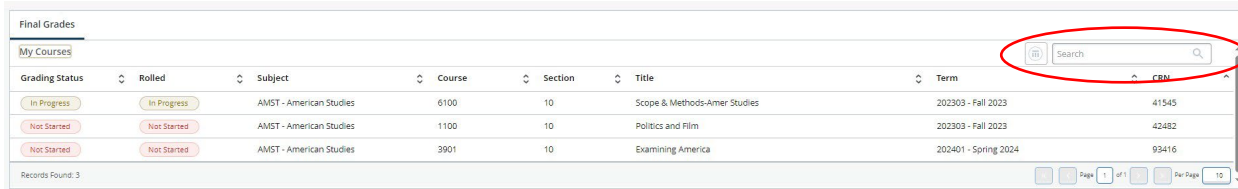
## Faculty Final Grade Entry Instructions – Incompletes

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.



The screenshot shows the GWeb Faculty Menu interface. On the left, under the 'Faculty' section, the 'Enter Final Grades' link is circled in red. Other links include 'View Class List', 'Enter Faculty Feedback', 'Access Taskstream', 'Request Grade Change', 'View Assignments', 'View Faculty Schedule by Day and Time', 'View Faculty Detail Schedule', and 'View Student Schedule'. On the right, the 'Employee' section contains various administrative links such as 'Access Employee Dashboard', 'View/Update VA-MD-DC State Tax Withholding', 'View/Update Direct Deposit', 'View D.C. Wage Notification', 'Explore/Apply for Tuition Benefits', 'Access Health and Welfare Benefits', 'Retirement Savings Benefits', and 'HR/Payroll Administrative Functions'.

3. 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 or click on the course for grade entry.



The screenshot shows the 'Final Grades' table with a search box circled in red. The table has columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. Three rows are visible, all with 'Not Started' grading status.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

4. The Enter Grades field will be editable with a drop-down if the course is open for grading. Select the symbol "I" Incomplete from the drop-down menu. **Note:** For security purposes, the names and GWIDs have been removed from this document.

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

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Enter Grades

Full Name	ID	Grade Mode	Final Grade	Rolled
		C		
		C		
		C		
		C		
		C		
		C		
		C		
		C		

Records Found: 8

Save Reset

- The following screen will appear when the "I" is selected. In this screen, the instructor may enter the Incomplete Final Grade and the Extension Date on which the instructor, school, and student agreed upon the missing coursework to be completed.

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
In Progress	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
In Progress	Not Started	AMST - American Studies	2520	80	American Architecture I	202303 - Fall 2023	48048
Completed	Completed	AMST - American Studies	3950	D81	TV News: A History	202302 - Summer 2023	52844

Records Found: 11

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Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
		I	F		12/11/2024	On or before default date

Records Found: 1

Save Reset

- a. Incomplete Final Grade – The Incomplete Final Grade defaults to “F”. The instructor may update this grade to reflect the work the student completed by the end of the semester or summer session in which the course was taken. This is the grade the student will receive if they do not complete the missing work. **A grade change request must be submitted to enter the appropriate grade once the student has completed the missing work.**

**Although the symbol Z (unauthorized withdrawal) is available from the drop-down when selecting the student’s final grade, it should not be chosen as a final grade. The symbols Z (unauthorized withdrawal) and I (Incomplete) are mutually exclusive within a single course.**

The screenshot displays the 'Faculty Grade Entry' interface. The top section, 'Final Grades', shows a table of courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. Below this, the 'Incomplete Grades' section shows a detailed view of a student's record. A red box highlights the 'Incomplete Final Grade' dropdown menu, which lists various grade options: F, A, A-, B+, B, C+, C, D+, D, F, NC, and Z. The 'F' option is currently selected.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
In Progress	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
In Progress	Not Started	AMST - American Studies	2520	80	American Architecture I	202303 - Fall 2023	48048
Completed	Completed	AMST - American Studies	3950	DB1	TV News: A History	202302 - Summer 2023	52844

Full Name	ID	Grade	Rolled	Extension Date	Extension Date Constraints
		I		12/11/2024	On or before default date

- b. Extension Date – The Extension Date defaults to one calendar year from the last day of the semester or summer session in which the course was taken. Using the drop-down calendar, a different date may be selected. This should be a date that is agreed upon by the instructor, the school, and the student for the missing work to be completed. Please note that the date may not be extended beyond one calendar year. **A grade change request must be submitted to enter the appropriate grade once the student has completed the missing work.**

The screenshot shows the 'Final Grades' section of the Faculty Grade Entry system. It features a table with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. Below this is the 'Roster' section for 'Incomplete Grades', which includes columns for Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. A calendar is open over the 'Extension Date' field, showing the date 12/11/2024 and a calendar view for June 2024 with the 11th highlighted.

6. Click Save once all information has been entered and click on Roster to return to the class roster.

This screenshot shows the 'Roster' tab selected in the 'Incomplete Grades' section. The 'Roster' tab is circled in red. The table below shows a single record with an 'Extension Date' of 06/11/2024 and 'On or before default date' constraints. At the bottom right, the 'Save' button is highlighted in grey.

7. Finish entering the remaining grades for the course and click Save. **Please note that for security purposes the screen will time out after 15 minutes of inactivity.**

**Faculty Grade Entry**

**Final Grades**

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

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**Roster** Incomplete Grades

Full Name	ID	Grade Mode	Final Grade	Rolled
		C	I	
		C	W	✓
		C	A	
		C	B+	
		C	A-	
		C	A	
		C	A-	
		C	A	

Records Found: 8

Save Reset

- 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".

**Faculty Grade Entry**

**Final Grades**

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

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**Roster** Incomplete Grades

Full Name	ID	Grade Mode	Final Grade	Rolled
		C	I	
		C	W	✓
		C	A	✓
		C	B+	✓
		C	A-	✓
		C	A	✓
		C	A-	✓
		C	A	✓

Records Found: 8

Save Reset