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	Employee
/iew/Update Personal information	Access Employee Dashboard View your pay stubs, deductions, current tax withholdings, Form W4, and lob summary,
liew/Process your Action Items	View/Update VA-MD-DC State Tax Withholding
	Ensure your W4 address matches your state tax election. Update W4 address in <u>My Profile</u> . For other states, visit the Payroll website
	View/Update Direct Deposit
-aculty	View D.C. Wage Notification
/iew Class List	Explore/Apply for Tuition Benefits
Enter Final Grades	Access Health and Welfare Benefits
mer Faculty Feedback	Enroll, change or view your current health and welfare plan elections and contributions.
Access Taskstream	Retirement Savings Benefits
web-based portfolio and assessment management system for students to submit assignments in their program of	Access Fidelity NetBenefits Enroll make changes to your 403(h) Plan or manage all Eidelity investment elections
tudy for evaluation.	Manage TIAA-CREF investment elections
Request Grade Change	Explore GW Retirement Benefits
/iew Assignments	HR/Payroll Administrative Functions
/iew Student Schedule	Labor Redistribution Effort Certification
/iew Faculty Schedule by Day and Time	Electronic Personal Action Form
Key Ferril Detail Schedule	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 E	ntry 🔹	Final Grades															
Grades must be su available at https:// with 50 or more stu extension to subm	bmitted v /registrar udents m it grades.	within 5 busines gwu.edu/gradir nay submit a req	s days of the final examinat ng. If you have any question uest to the Provost & Execu	ion or a s, pleas tive Vice	after the final clas se call the Office c e President for Ac	ss n of tl cad	neeting if no he Registrar lemic Affairs	at (: thre	im is given. Please review detailed instructions 202) 994-4900, option 6. Faculty of courses ough their Dean's Office for a reasonable time								
Please submit the į	grades of	ften. There is a 1	5 minute time limit starting	from th	he time this page	Wa	as opened.										
Faculty Grade Entry																	•
Final Grades																	
My Courses													Search			Q	â
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Completed	0	Completed	AMST - American Studies		6190		10		Aesthetics&BlackRadImagination	20	02303 - Fall 2023				4250)7	
Completed		Completed	AMST - American Studies		1050		11		National Bodies	20	02301 - Spring 2023	3			6785	56	
Completed		Completed	AMST - American Studies		2490		10		American Contagions	20	02301 - Spring 2023	3			6822	18	
Completed	0	Completed	AMST - American Studies		1050		11		Bodies of Work	20	02203 - Fall 2022				7867	78	
Not Started	0	Not Started	AMST - American Studies		1050		11		National Bodies	20	02401 - Spring 2024	4			9662	22	
Not Started		Not Started	AMST - American Studies		2490		10		American Contagions	20	02401 - Spring 2024	4			9691	15	
Records Found: 7) 💽 Pa	ge 1 of 1		Per Page	10 🗸

Courses will have one of the following grading statuses:



All grades have been entered

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.

Faculty Grade Entry Final Grades					
Srades must be submitted within 5 business days of the final examination ivailable at https://registrar.gwu.edu/grading. If you have any questions, pr with 50 or more students may submit a request to the Provost & Executive extension to submit grades.	or after the fina lease call the Of Vice President f	l class meeting fice of the Regis or Academic Afl	if no exam is given. Please review o strar at (202) 994-4900, option 6. Fa fairs through their Dean's Office for	letailed instructions culty of courses r a reasonable time	
Please submit the grades often. There is a 15 minute time limit starting from	m the time this	oage was opene	ed.		_
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My Courses					Spring 2024
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Not Started Not Started AMST - American Studies	2490	10	American Contagions	202401 - Spring 2024	96915
Records Found: 2					Page 1 of 1 Per Page 10

5) Click on the course for grade entry.

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Not Started		Not Started		AMST - American Studies		2490		10		American Contagions		202401 - Spring 2024		96915	
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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

50 or more student	s may submit a des.	request to the Provost &	Executive Vi	ce President	for Aca	demic Affa	irs thr	ough their Dean's Office for a reasonable time				
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Not Started	Not Started	AMST - American Studies	5	6190		10		Aesthetics&BlackRadImagination		202303 - Fall 2023		42507
Not Started	Not Started	AMST - American Studies	5	1050		11		National Bodies		202401 - Spring 2024		96622
Not Started	Not Started	AMST - American Studies	5	2490		10		American Contagions		202401 - Spring 2024		96915
Records Found: 4											Page 1 of 1	Per Page
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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.

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Not Started	Not Started	AMST - American Studies		1050		11	National Bodies			202401 - Spring 2024	1	96622	
Not Started	Not Started	AMST - American Studies		2490		10	American Contagions			202401 - Spring 2024	1	96915	
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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.

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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.

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Not Started		Not Started		AMST - American Studies		6190		10		Aesthetics&BlackRadImagination	1	202303 - Fall 2023	42507	
Not Started		Not Started		AMST - American Studies		1050		11		National Bodies		202401 - Spring 2024	96622	
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10) The Grading Status will show as Complete once all grades have been entered.

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Not Started	Not Started		AMST - American Studies		1050	11		National Bodies	202401 - Spring 2024	4	96622	
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Records Found: 4										Page 1 of	Peri	Page 10
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Printing Class Roster After Grades Have Been Entered

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

Faculty
View Class List
Enter Final Grades
To enter Final or Incomplete Grades, please review the <u>GW Grading Policy and Instructions</u>
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
<u>View Student Schedule - Banner 9 SS</u>
Testing for 8 digit PIDM

Click on the course.

Faculty & Advisors	ting						
CRN Listing	Course Title for course details, and CRN	for section details					
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HIST 2010, 80	Early American Cultural Hist.	41821	52	Active	08/24/2023 - 12/11/2023	Fall 2023 (202303)	
Results found: 2						Page 1 of 1 > > Per Page	25 💌

Click on Print in the upper right-hand corner.

Faculty & A	dvisors • <u>CRN Listing</u> •	Class List										\sim
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