

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.

The screenshot shows the GWeb Faculty Menu with two main sections: 'My Profile' and 'Faculty'. In 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 Student Schedule', 'View Faculty Schedule by Day and Time', and 'View Faculty Detail Schedule'. The 'Employee' section contains various links for payroll, benefits, and retirement.

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

The screenshot shows the 'Faculty Grade Entry' page with a table of courses. The table has columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The 'Grading Status' column shows 'Completed' (green), 'In Progress' (yellow), and 'Not Started' (red) for various courses.

Grading Status	Rolled	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

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

- 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	Rolled	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	Rolled
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	

Records Found: 5

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	Rolled	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	Rolled
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	
		C	<input type="text" value=""/>	

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.

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	Rolled	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	Rolled
		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	Rolled	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

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 [GW Grading Policy and Instructions](#)
- [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](#)
- [View Student Schedule - Banner 9 SS](#)
Testing for 8 digit PIDM

Click on the course.

Faculty & Advisors • 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)

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Click on Print in the upper right-hand corner.

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

Class List Export 

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 **Enrollment Counts**

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

	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 

<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