

# GWeb for Faculty Grading Instructions

- 1) Log in to the GWeb Information System at <http://banweb.gwu.edu> using your GWid and pin. For assistance with GWeb please call the IT Support Center at (202) 994-4948.

The screenshot shows the GWeb Information System User Login page. At the top left is the logo for The George Washington University. To its right is the GWeb Information System logo, which features a star and the text 'GWeb Information System'. In the top right corner, there are links for 'HELP' and 'EXIT'. The main heading is 'User Login'. Below this is a yellow horizontal line. A help icon (i) is followed by a paragraph explaining the User ID and GWid. Below this is another paragraph about the PIN. A 'Please note' section follows. There is a link for 'Don't know your PIN?' with a star icon. Below this are input fields for 'User ID:' and 'PIN:'. At the bottom of the form are 'Login' and 'Forgot PIN?' buttons. A footer line reads 'RELEASE: 7.4'.

**THE GEORGE WASHINGTON UNIVERSITY**  
WASHINGTON DC

**GWeb**  
Information System

HELP EXIT

## User Login

**i** Your **User ID** for this system is your **GWid**. Your **GWid** is the **Uppercase** letter 'G' followed by an 8-digit number. For more information and to retrieve your GWid, please visit <http://gwid.gwu.edu>. If you are a student and need further assistance, please contact Student Technology Services (STS) at 202-994-7041. Faculty and staff members needing assistance should contact the ISS Help Desk at 202-994-5530.

Your PIN must be six characters long and should be a combination of letters and numbers. If you have logged in before but do not remember your PIN, enter your GWid and click ?Forgot PIN??

**Please note:** Your account will be locked after 3 consecutive failed login attempts. If this happens, click [HELP](#) for information about requesting a PIN reset.

**Don't know your PIN?**  
Click here for help.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 7.4

## 2) Select the **Faculty Menu**

The screenshot shows the GWeb Information System interface. At the top left is the logo for The George Washington University. To its right is the GWeb Information System logo. Below these are navigation tabs: Student Records & Registration Menu, Personal Information Menu, Faculty Menu, and Employee Information. A search bar with a 'Go' button is located below the tabs. On the right side, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The main menu is titled 'Main Menu' and is separated from the content by a yellow horizontal line. The menu items are: Student Records and Registration (with sub-items: Registration Menu, Student Records Information Menu, Student Financial Assistance Menu, Student Accounts Menu), Personal Information Menu (with sub-items: View Addresses and Phones, Update Addresses and Phones, View Emergency Contacts, Update Emergency Contacts, View E-mail Address(es), Update E-mail Address(es), Change PIN), Faculty Menu (circled in red), and Employee Information (with sub-items: Benefits and Deductions, Pay Information, Tax Forms).

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WASHINGTON, DC

**GWeb**  
Information System

**Student Records & Registration Menu** **Personal Information Menu** **Faculty Menu** **Employee Information**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

### Main Menu

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 **Student Records and Registration**

- Registration Menu
- Student Records Information Menu
- Student Financial Assistance Menu
- Student Accounts Menu

 **Personal Information Menu**

- View Addresses and Phones
- Update Addresses and Phones
- View Emergency Contacts
- Update Emergency Contacts
- View E-mail Address(es)
- Update E-mail Address(es)
- Change PIN

 **Faculty Menu**

Enter Grades and Registration Overrides, View Class Lists and Student Information

 **Employee Information**

- Benefits and Deductions
- Pay Information
- Tax Forms

### 3) Select **Final Grades**

The screenshot shows the GWeb Information System interface. At the top left is the logo for The George Washington University. To its right is the 'GWeb Information System' logo. Below these are navigation tabs: 'Student Records & Registration Menu', 'Personal Information Menu', 'Faculty Menu' (which is highlighted), and 'Employee Information'. A search bar with a 'Go' button is located below the tabs. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty Menu' and contains a list of menu items, each with a folder icon. The 'Final Grades' item is circled in red. At the bottom left, the text 'RELEASE: 7.3.1' is visible.

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON DC

GWeb Information System

Student Records & Registration Menu Personal Information Menu **Faculty Menu** Employee Information

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Faculty Menu

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades**
- Student Academic Transcript
- Student Information Menu

RELEASE: 7.3.1

- 4) You will need to select the current term to submit grades. Please note that the default option in the menu may be the next term and not the current one. **You may only enter grades for the current term.** Grades for a previous semester must be submitted through your Dean's Office.

The screenshot shows the GWeb Information System interface. At the top left is the logo for The George Washington University. To its right is the GWeb logo with the text "Information System". Below these are four menu tabs: "Student Records & Registration Menu", "Personal Information Menu", "Faculty Menu", and "Employee Information". A search bar with a "Go" button is located below the tabs. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Select Term", with a timestamp "12/22/08 11:01 am" on the right. Below the heading is a yellow horizontal line. An information icon is followed by the text "Select the Term for processing then press the Submit Term button." Below this is a "Select a Term:" label, a dropdown menu showing "Spring 2009" (selected), "Spring 2009", "Fall 2008", and "Summer 2008", and a "Submit" button. At the bottom left, it says "RELEASE: 6.1".

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GWeb Information System

Student Records & Registration Menu Personal Information Menu Faculty Menu Employee Information

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Select Term

12/22/08 11:01 am

Select the Term for processing then press the Submit Term button.

Select a Term:

- Spring 2009
- Spring 2009
- Fall 2008
- Summer 2008

RELEASE: 6.1

- 5) You will then need to select the CRN of the course for which you want to enter grades. **Only the primary instructor as defined in Banner may submit grades.** Additional instructors assigned to the course may only view student records.



[Student Records & Registration Menu](#) [Personal Information Menu](#) [Faculty Menu](#) [Employee Information](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Select CRN

Fall 2008  
12/22/08 11:06 am

 *Select the Course Reference Number you want to process and press Submit CRN button.*

CRN:

RELEASE: 7.3

- 6) Once you have selected the CRN you will see the course roster. Under the **Grade** column you will see a drop-down menu that allows you to assign the final grade for each student. *For security reasons you must submit grades every 15 minutes, as an idle screen will be logged out of the system.*

**Note:** For security purposes the names and GWids have been removed from this document; however, they will appear in alphabetical order when you log in.

The screenshot displays the GWeb Information System interface for a 'Final Grade Worksheet'. At the top, there are navigation tabs for 'Student Records & Registration Menu', 'Personal Information Menu', 'Faculty Menu', and 'Employee Information'. A search bar is present on the left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The page title is 'Final Grade Worksheet' with a timestamp of 'Fall 2008 12/22/08 11:11 am'. A warning message states: 'Please submit the grades often. There is a 15 minute time limit starting at 11:11 am on 12/22/08 for this page.' Below this, there is a section for 'Course Information' with 'Topics in Study Abroad - EDUC 228 11', 'CRN: 54827', and 'Students Registered: 11'. The main section is 'Final Grades', which contains a table with the following data:

Record Number	Student Name	ID	Credits	Registration Status	Grade Mode	Grade	Rolloled Registration Number
1			3.000	***Web Registered**	C	None	21
2			3.000	***Web Registered**	C	None	22
3			3.000	***Web Registered**	C	None	7
4			3.000	***Web Registered**	C	None	11
5			3.000	***Web Registered**	C	None	9

- 7) Once you have completed your grade submission by clicking 'Submit' at the bottom of the page, please be sure to log out of the GWeb Information System to ensure FERPA compliance.

## Faculty Grade Change Workflow

Upon logging into GWeb, navigate to the “Faculty Menu” tab.

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**GWeb**  
INFORMATION SYSTEM

Personal Information Menu **Faculty Menu** Employee Information Menu GW Alert Login Portal

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

### Main Menu

**Faculty Menu**

Enter Grades and Registration Overrides, View Class Lists and Student Information

**Employee Information Menu**

- Retirement Benefits
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- TaskStream
- Conflict of Interest Reporting

Once on the “Faculty Menu” tab, you will see a link for “Request Grade Change”. Click here to access the Request Grade Change Workflow.

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**GWeb**  
INFORMATION SYSTEM

Personal Information Menu **Faculty Menu** Employee Information Menu GW Alert Login Portal

Search

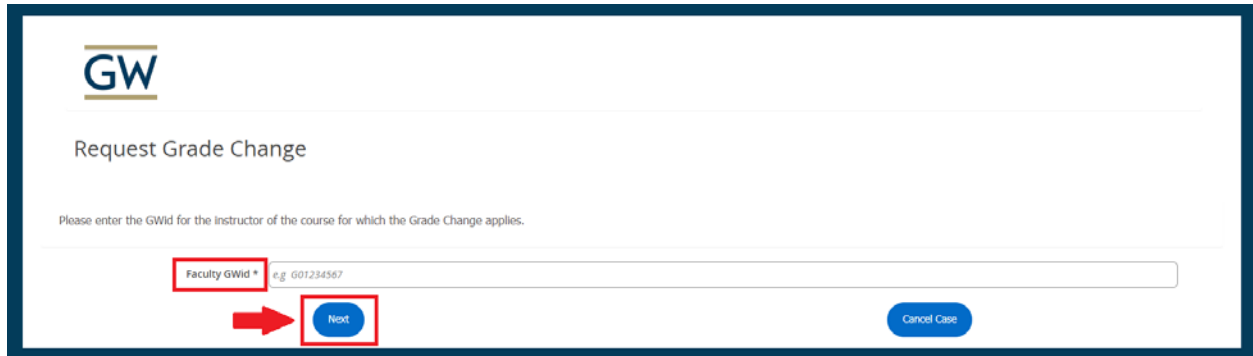
[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Faculty Menu

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades
- Registration Overrides
- Student Academic Transcript
- Student Information Menu
- DegreeMAP
- Faculty Feedback
- TaskStream
- Registration Menu
- Request Grade Change**

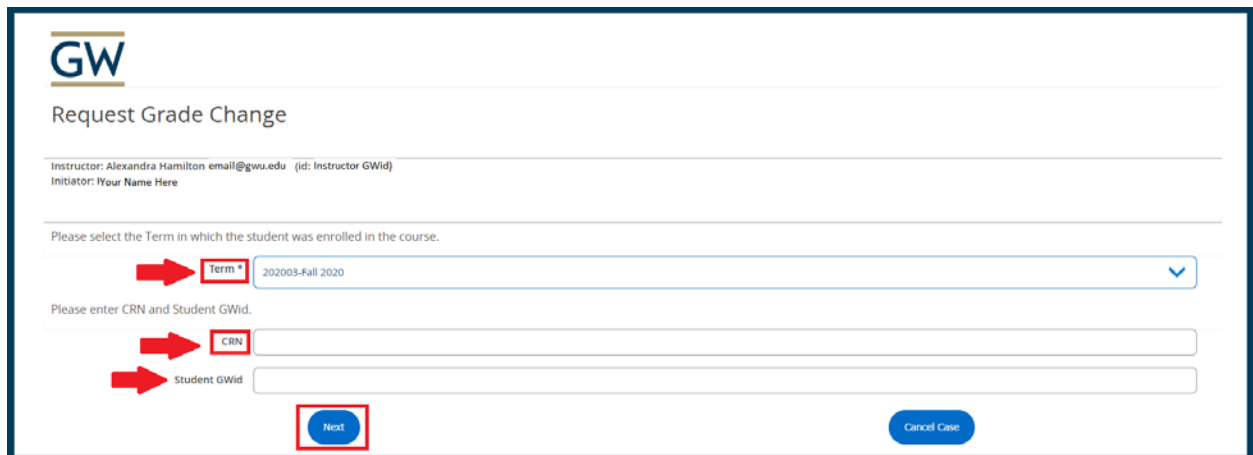
This will open the “Request Grade Change” workflow where you will enter the GWid for the Instructor of the course.

Then click “Next”.



The screenshot shows the 'Request Grade Change' form with the GW logo at the top left. Below the title, there is a text prompt: 'Please enter the GWid for the instructor of the course for which the Grade Change applies.' A text input field contains the value 'e.g. 001234567' and is labeled 'Faculty GWid \*'. A red arrow points from this label to the 'Next' button, which is also circled in red. A 'Cancel Case' button is visible on the right side of the form.

On the page, you will now enter following information as it relates to the grade you are requesting a change for; Term, CRN, and Student GWid. Once filled in, click “Next”.



The screenshot shows the 'Request Grade Change' form with the GW logo at the top left. Below the title, there is a text prompt: 'Please select the Term in which the student was enrolled in the course.' A dropdown menu is open, showing '202003-Fall 2020' and is labeled 'Term \*'. A red arrow points from this label to the dropdown. Below this, there is a text prompt: 'Please enter CRN and Student GWid.' Two text input fields are shown, one labeled 'CRN' and one labeled 'Student GWid', both with red arrows pointing to them. A 'Next' button is circled in red at the bottom center. A 'Cancel Case' button is visible on the right side of the form.



A page will then be presented showing the current grade assigned, the student listed in the course and term as listed. The page will also display the original grade that was assigned.

The following **required** fields must be completed: “New Grade” and “Grade Change Reason”. Both are drop down selections.

The “Notes” and “Optional Approval” fields are **not** required.

**Optional Approval** will likely only be used for co-taught courses where both instructors would like to approve a grade change or in the case of specific Schools where it is required.

**Notes:** This field can be used to provide any explanation or information which the Dean's Office approver might need prior to making a determination.

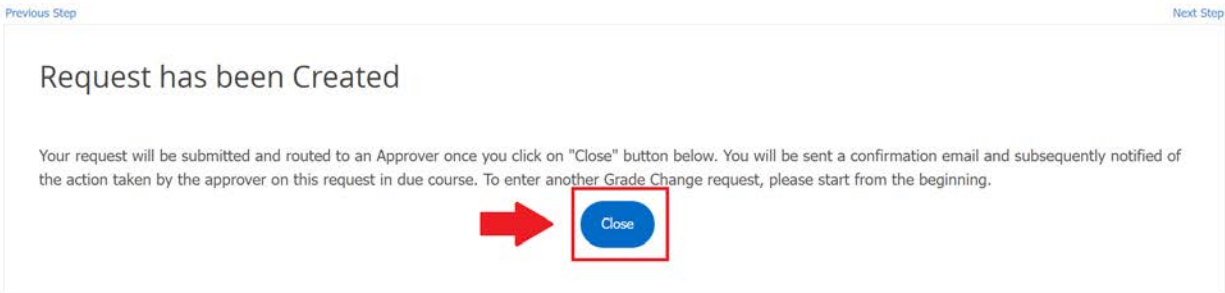
Once completed, click “Next”.

The screenshot shows a web form titled "Request Grade Change" with the GW logo at the top left. The form contains the following fields and elements:

- Metadata:** Instructor: Alexandra Hamilton (email@gwu.edu), Initiator: Katherine Cloud, Student: Martha Ann Washington, Section: EDUC 6116.11 52513 Fall 2020 (08-31-20 to 12-12-20), Current Grade: A, Course Title: Introduction to Educational Statistics, Credit: 3.
- Current Grade Assigned:** A
- Original Grade Assigned:** C
- New Grade \*:** A dropdown menu with "Select One" and a blue arrow icon. A red arrow points to the label.
- Grade Change Reason \*:** A dropdown menu with "Select One" and a blue arrow icon. A red arrow points to the label.
- Notes:** A large text area for providing an explanation.
- Optional Approval:** A dropdown menu with "start typing to select name" and a blue arrow icon. A red arrow points to the label.
- Buttons:** A blue "Next" button and a blue "Cancel Case" button. A red arrow points to the "Next" button.

You will then see a page that indicates your Request has been created. To submit your requested grade change you **must** click “Close”. This will finalize your submission.

**Please note:** if you close the window or use the back button, this will **not** submit your grade change request. You must click “Close”



After clicking “Close”, your grade change request has been submitted and you will receive a confirmation email. You will also receive an email when a final determination has been made and is applicable, the grade has been changed.