GWeb for Faculty Grading Instructions

1) Log in to the GWeb Information System at [http://banweb.gwu.edu](http://banweb.gwu.edu) using your GWid and pin. For assistance with GWeb please call the IT Support Center at (202) 994-4948.
2) Select the Faculty Menu
3) Select **Final Grades**
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.
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.
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.

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.

Once on the “Faculty Menu” tab, you will see a link for “Request Grade Change”. Click here to access the Request Grade Change Workflow.
This will open the “Request Grade Change” workflow where you will enter the GWid for the Instructor of the course.

Then click “Next”.

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”.
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”.
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.

You will also see the following page where you can view the grade changes you have submitted and their status by clicking “Participated” on the left menu pane.