

## 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

- [View/Update Personal Information](#)
- [View/Process your Action Items](#)

### Faculty

- [View Class List](#)
- [Enter Final Grades](#)
- [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](#)

### Employee

- [Access Employee Dashboard](#)  
View your pay stubs, deductions, current tax withholdings, Form W4, and job summary.
- [View/Update VA-MD-DC State Tax Withholding](#)  
Ensure your W4 address matches your state tax election. Update W4 address in [My Profile](#). For other states, visit the [Payroll website](#)
- [View/Update Direct Deposit](#)
- [View D.C. Wage Notification](#)
- [Explore/Apply for Tuition Benefits](#)
- [Access Health and Welfare Benefits](#)  
Enroll, change or view your current health and welfare plan elections and contributions.
- [Retirement Savings Benefits](#)
  - [Access Fidelity NetBenefits](#)  
Enroll, make changes to your 403(b) Plan or manage all Fidelity investment elections.
  - [Manage TIAA-CREF investment elections](#)
  - [Explore GW Retirement Benefits](#)
- [HR/Payroll Administrative Functions](#)
  - [Labor Redistribution](#)
  - [Effort Certification](#)
  - [Electronic Personal Action Form](#)  
You will need to re-authenticate to access Electronic Personal Action Form.

- 3) Search by CRN, subject or course number or click on the course for grade entry.

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	Rolls	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	HIST - History	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41821
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

Page 1 of 1 Per Page 10

- 4) 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

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Records Found: 4

Enter Grades (Read Only)

Full Name	ID	Grade Mode	Final Grade	Rolls
		C		
		C		
		C		
		C		
		C		
		C		
		C		

- 5) 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

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Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolls	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	Rolls
		C		
		C		
		C		
		C		
		C		
		C		
		C		

Last names may be sorted alphabetically in ascending or descending order using the arrows next to the field.

- 6) 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		
		C		
		C		
		C		
		C		

Records Found: 5

Save Reset

- 7) 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

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Faculty Grade Entry

Final Grades

My Courses

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Records Found: 4

Enter Grades

Full Name	ID	Grade Mode	Final Grade	Rolled
		C	A	✓
		C	A-	✓
		C		
		C		
		C		
		C		
		C		

8) The Grading Status will show as Complete once all grades have been entered.

Faculty Grade Entry • Final Grades

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