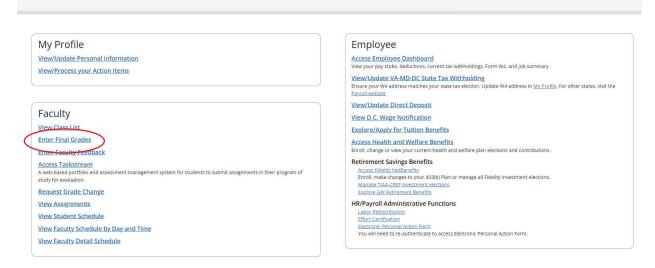
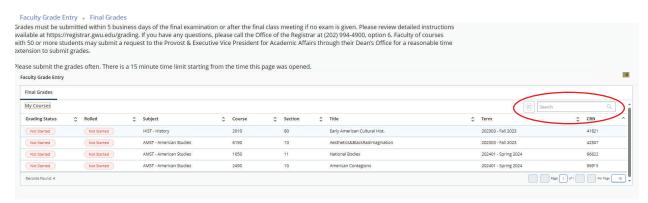
Faculty Final Grade Entry Instructions

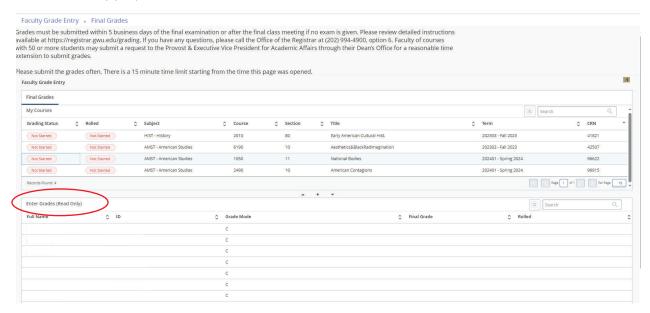
- 1) Log into GWeb Information System at https://it.gwu.edu/gweb. For assistance with GWeb please call the IT Support Center at (202) 994-4948.
- 2) Click on Enter Final Grades in the Faculty Menu.



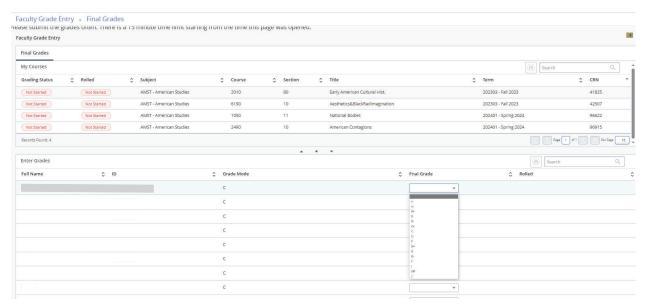
3) Search by CRN, subject or course number or click on the course for grade entry.



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

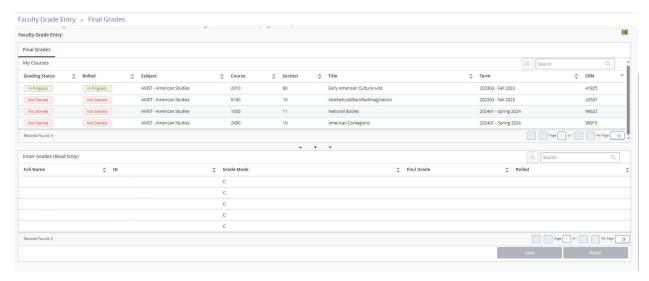


5) The Enter Grades field will be editable with a drop-down if the course is open for grading. Only the appropriate grades will be available based on the level and grade mode of the course.

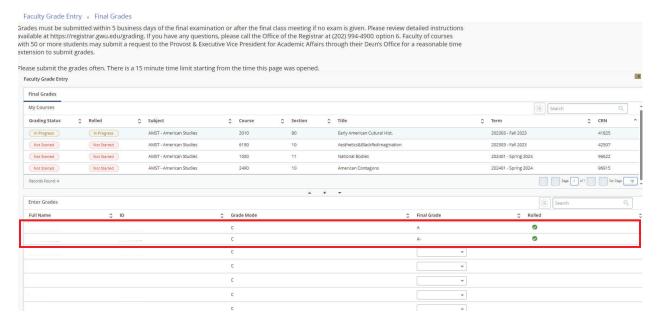


Last names may be sorted alphabetically in ascending or descending order using the arrows next to the field.

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.



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.



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

