Faculty Final Grade Entry Instructions – Incompletes

- Log into GWeb Information System at <u>https://it.gwu.edu/gweb</u>. 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	Employee
View/Update Personal information	Access Employee Dashboard View your pay stubs, pay information, deductions, taxes, W4, and job summary.
	View/Update VA-MD-DC State Tax Withholding Ensure your VM address matches your state tax election. Update W4 address in <u>My Profile</u> . For other states, visit t Payroll website
	View/Update Direct Deposit
Faculty	View D.C. Wage Notification
View Class List Enter Final Grades	Explore/Apply for Tultion Benefits For information on tuition benefits and to apply for tuition remission for yourself or an eligible dependent.
Enter Faculty Feedback	Access Health and Welfare Benefits Enroll, change or view your current health and welfare plan elections and contributions.
Access Taskstream A web-based portfolia and assessment management system for students to submit assignments in their program of study for evaluation. Request Grade Change	Retirement Savings Benefits Access Ideality. NetBenefits Enroll, make changes to your 403(b) Plan or manage all Fidelity investment elections. Manage: TIAA-CREF. Investment elections Explore GWR Bettement Benefits
View Assignments View Faculty Schedule by Day and Time	HR/Payroll Administrative Functions
View Faculty Detail Schedule	Electronic Personal Action Form

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

Final Grades							
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Not Started	Not Started	AMST - American Studi	les 1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studi	ies 3901	10	Examining America	202401 - Spring 2024	93416
Records Found: 3						< < Pi	ige 1 of 1 5 Per Page 10 🗸

4. The Enter Grades field will be editable with a drop-down if the course is open for grading. Select the symbol "I" Incomplete from the drop-down menu. **Note:** For security purposes, the names and GWIDs have been removed from this document.

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5. The following screen will appear when the "I" is selected. In this screen, the instructor may enter the Incomplete Final Grade and the Extension Date on which the instructor, school, and student agreed upon for the missing coursework to be completed.

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In Progress	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
In Progress	Not Started	AMST - American Studies	2520	80	American Architecture I	202303 - Fall 2023	48048
Completed	Completed	AMST - American Studies	3950	D81	TV News: A History	202302 - Summer 2023	52844
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a. Incomplete Final Grade – The Incomplete Final Grade defaults to "F". The instructor may update this grade to reflect the work the student completed by the end of the semester or summer session in which the course was taken. This is the grade the student will receive if they do not complete the missing work. A grade change request must be submitted to enter the appropriate grade once the student has completed the missing work.

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Extension Date – The Extension Date defaults to one calendar year from the last day of the semester or summer session in which the course was taken. Using the drop-down calendar, a different date may be selected. This should be a date that is agreed upon by the instructor, the school, and the student for the missing work to be completed. Please note that the date may not be extended beyond one calendar year. A grade change request must be submitted to enter the appropriate grade once the student has completed the missing work.

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6. Click Save once all information has been entered and click on Roster to return to the class roster.

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7. Finish entering the remaining grades for the course and click Save. Please note that for security purposes the screen will time out after 15 minutes of inactivity.

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8. 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".

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