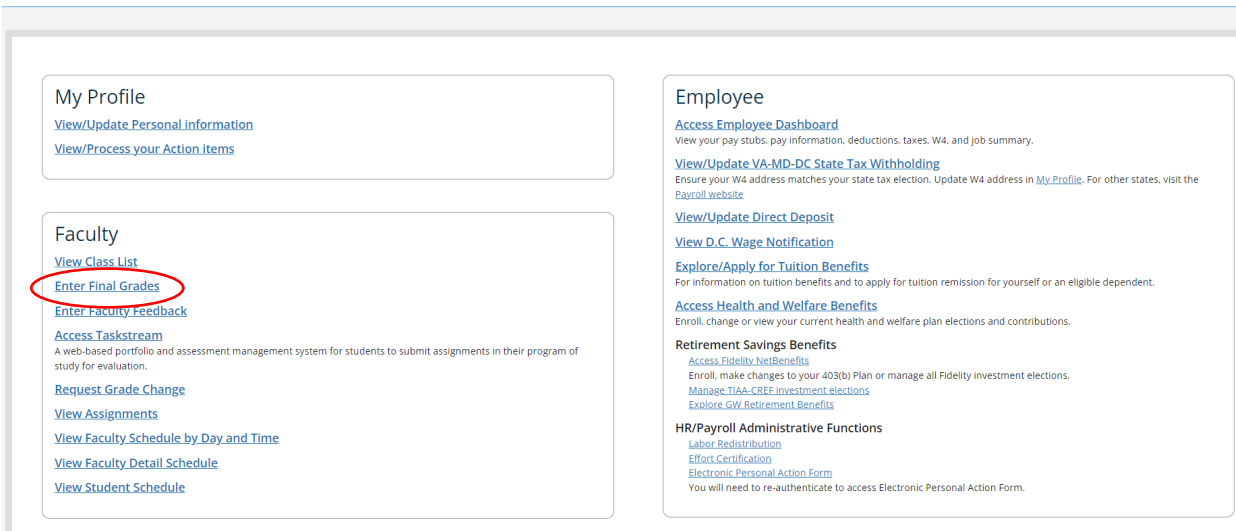


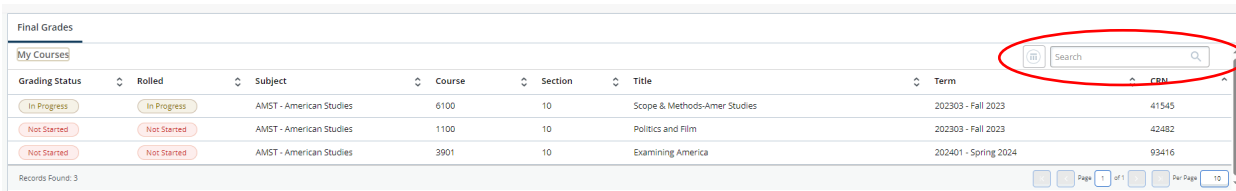
## Faculty Final Grade Entry Instructions – Incompletes

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.



The screenshot displays the GWeb Faculty Menu interface. It is divided into two main columns. The left column contains a 'My Profile' section with links for 'View/Update Personal Information' and 'View/Process your Action Items'. Below this is a 'Faculty' section with several links: 'View Class List', 'Enter Final Grades' (circled in red), 'Enter Faculty Feedback', 'Access Taskstream', 'Request Grade Change', 'View Assignments', 'View Faculty Schedule by Day and Time', 'View Faculty Detail Schedule', and 'View Student Schedule'. The right column contains an 'Employee' section with links for 'Access Employee Dashboard', 'View/Update VA-MD-DC State Tax Withholding', 'View/Update Direct Deposit', 'View D.C. Wage Notification', 'Explore/Apply for Tuition Benefits', 'Access Health and Welfare Benefits', 'Retirement Savings Benefits', and 'HR/Payroll Administrative Functions'.

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



The screenshot shows the 'Final Grades' table in GWeb. The table has columns for 'Grading Status', 'Rolled', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. A search bar is located at the top right of the table, circled in red. The table contains three rows of data:

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

- 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.

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	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

Enter Grades

Full Name	ID	Grade Mode	Final Grade	Rolled
		C	<input type="text" value="I"/>	<input checked="" type="checkbox"/>
		C		
		C		
		C		
		C		
		C		
		C		
		C		
		C		

Records Found: 8

Save Reset

- 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.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
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	DB1	TV News: A History	202302 - Summer 2023	52844

Records Found: 11

Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
		I	<input type="text" value="F"/>	<input type="checkbox"/>	12/11/2024	On or before default date

Records Found: 1

Save Reset

- 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.**

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
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

Records Found: 11

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Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
[Redacted]	[Redacted]	I	F		12/11/2024	On or before default date

Records Found: 1

Save Reset

- b. 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.**

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	2010	80	Early American Cultural Hist.	202303 - Fall 2023	41825
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

Records Found: 11

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Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
[Redacted]	[Redacted]	I	C+		12/11/2024	On or before default date

Records Found: 1

Save Reset

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

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	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints	Narrative Grade Comment
		I	C+		06/11/2024	On or before default date	Comments may be entered here.

Records Found: 1

Save Reset

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.

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	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

Roster Incomplete Grades

Full Name	ID	Grade Mode	Final Grade	Rolled
		C	I	
		C	W	✓
		C	A	
		C	B+	
		C	A-	
		C	A	
		C	A-	
		C	A	

Records Found: 8

Save Reset

- 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".

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	AMST - American Studies	6100	10	Scope & Methods-Amer Studies	202303 - Fall 2023	41545
Not Started	Not Started	AMST - American Studies	1100	10	Politics and Film	202303 - Fall 2023	42482
Not Started	Not Started	AMST - American Studies	3901	10	Examining America	202401 - Spring 2024	93416

Records Found: 3

Roster Incomplete Grades

Full Name	ID	Grade Mode	Final Grade	Rolled
		C	I	✓
		C	W	✓
		C	A	✓
		C	B+	✓
		C	A-	✓
		C	A	✓
		C	A-	✓
		C	A	✓

Records Found: 8

Save Reset