

## Faculty Instructions – View Assignments

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 View Assignments in the Faculty Menu.

The screenshot shows the GWeb Faculty Menu with several sections:

- 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](#) (circled in red)
  - [View Faculty Schedule by Day and Time](#)
  - [View Faculty Detail Schedule](#)
  - [View Student Schedule](#)
- Employee**
  - [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 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](#)  
For information on tuition benefits and to apply for tuition remission for yourself or an eligible dependent.
  - [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. The Active Assignments tab will display courses with students enrolled.

The screenshot shows the GWeb Assignments page with the following content:

Faculty and Advisors » Assignments

Assignments Listed below is your schedule for the term you selected. Be sure to check your room assignment(s) just prior to the beginning of your class(es) as room assignments are subject to change.

**Active Assignments** (circled in red) | Assignment History

*The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.*

Course: National Bodies - 96622 - AMST 1050 - 11			
Associated Term	CRN	Status	Schedule Type
Spring 2024(202401)	96622	Active	Special Topics Lecture
Instructional Method	Campus	Available for Registration	Credits
	Main Campus	11/09/2023 to 01/28/2024	3.000
Syllabus	Office Hours	Roster	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
Grade Mode	Course Level		
Audit Grading Mode	Undergraduate		
Letter Grade			
Pass/No Pass (Fail)			
Credit/No Credit Mode			

  

Course: American Contagions - 96915 - AMST 2490 - 10			
Associated Term	CRN	Status	Schedule Type
Spring 2024(202401)	96915	Active	Lecture

4. The Assignment History tab displays all courses that are being offered regardless of enrollment.

Faculty and Advisors » Assignments

Assignments Listed below is your schedule for the term you selected. Be sure to check your room assignment(s) just prior to the beginning of your class(es) as room assignments are subject to change.

Active Assignments

Assignment History

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Course Level	Campus	Instructional Method	Open for Registration	Status
Spring 2024	96622	AMST 1050	National Bodies	3.000	Undergraduate	Main Campus		Yes	Active
Spring 2024	96915	AMST 2490	American Contagions	3.000	Undergraduate	Main Campus		Yes	Active
Spring 2024	98723	AMST 3811	Historical Archaeology	3.000	Undergraduate	Main Campus		Yes	Active