Faculty Final Grade Entry Instructions

1) Log into GWeb Information System at [https://it.gwu.edu/gweb](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) This will bring up all courses taught in previous semesters, as well as those in the current and future semesters.

Courses will have one of the following grading statuses:

- **Completed**: All grades have been entered
- **In Progress**: Some but not all grades have been entered
- **Not Started**: No grades have been entered
4) To find the courses in the current term, enter the term and year in the Search box. You may also search by CRN, subject, or course number.

5) Click on the course for grade entry.

6) 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.
7) 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.

8) 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.
9) 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.

10) The Grading Status will show as Complete once all grades have been entered.
Printing Class Roster After Grades Have Been Entered

A class roster with the grades entered may be viewed and printed using the View Class List link in the Faculty Menu.

Click on the course.
Click on Print in the upper right-hand corner.