1) Log in to the GWeb Information System at [http://banweb.gwu.edu](http://banweb.gwu.edu) using your GWid and pin. For assistance with GWeb please call the IT Support Center at (202) 994-4948.
2) Select the **Faculty Menu**
3) Select **Final Grades**
4) You will need to select the current term to submit grades. Please note that the default option in the menu may be the next term and not the current one. **You may only enter grades for the current term.** Grades for a previous semester must be submitted through your Dean’s Office.
5) You will then need to select the CRN of the course for which you want to enter grades. Only the primary instructor as defined in Banner may submit grades. Additional instructors assigned to the course may only view student records.
6) Once you have selected the CRN you will see the course roster. Under the **Grade** column you will see a drop-down menu that allows you to assign the final grade for each student. *For security reasons you must submit grades every 15 minutes, as an idle screen will be logged out of the system.*

**Note:** For security purposes the names and GWids have been removed from this document; however, they will appear in alphabetical order when you log in.

7) Once you have completed your grade submission by clicking ‘Submit’ at the bottom of the page, please be sure to log out of the GWeb Information System to ensure FERPA compliance.