

GWeb for Faculty Grading Instructions

- 1) Log in to the GWeb Information System at <http://banweb.gwu.edu> using your Gwid and pin. For assistance with GWeb please call the IT Support Center at (202) 994-4948.

The screenshot shows the GWeb Information System login interface. At the top left is the logo for The George Washington University. To its right is the GWeb Information System logo, which features a star and the text 'GWeb Information System'. In the top right corner, there are links for 'HELP' and 'EXIT'. The main heading is 'User Login'. Below this, there is a yellow horizontal line. A help icon (i) is followed by a paragraph explaining the User ID and Gwid format. Below this is a paragraph about PIN requirements. A 'Please note' section states that the account will be locked after three failed login attempts. There is a link for 'Don't know your PIN?' with a star icon and the text 'Click here for help.'. Below this are two input fields: 'User ID:' and 'PIN:'. At the bottom of the form are two buttons: 'Login' and 'Forgot PIN?'. A horizontal line at the bottom of the page is followed by the text 'RELEASE: 7.4'.

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

 **GWeb**
Information System

HELP EXIT

User Login

 Your **User ID** for this system is your **GWid**. Your **GWid** is the **Uppercase** letter 'G' followed by an 8-digit number. For more information and to retrieve your GWid, please visit <http://gwid.gwu.edu>. If you are a student and need further assistance, please contact Student Technology Services (STS) at 202-994-7041. Faculty and staff members needing assistance should contact the ISS Help Desk at 202-994-5530.

Your PIN must be six characters long and should be a combination of letters and numbers. If you have logged in before but do not remember your PIN, enter your GWid and click ?Forgot PIN??

Please note: Your account will be locked after 3 consecutive failed login attempts. If this happens, click [HELP](#) for information about requesting a PIN reset.

Don't know your PIN? 
Click here for help.

User ID:

PIN:

RELEASE: 7.4

2) Select the **Faculty Menu**



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GWeb
Information System

Student Records & Registration Menu | **Personal Information Menu** | **Faculty Menu** | **Employee Information**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

 **Student Records and Registration**

- Registration Menu
- Student Records Information Menu
- Student Financial Assistance Menu
- Student Accounts Menu

 **Personal Information Menu**

- View Addresses and Phones
- Update Addresses and Phones
- View Emergency Contacts
- Update Emergency Contacts
- View E-mail Address(es)
- Update E-mail Address(es)
- Change PIN

 **Faculty Menu**

Enter Grades and Registration Overrides, View Class Lists and Student Information

 **Employee Information**

- Benefits and Deductions
- Pay Information
- Tax Forms

3) Select **Final Grades**

The screenshot shows the GWeb Information System interface. At the top left is the logo for The George Washington University. To its right is the 'GWeb Information System' logo. Below these are navigation tabs: 'Student Records & Registration Menu', 'Personal Information Menu', 'Faculty Menu' (which is highlighted), and 'Employee Information'. A search bar with a 'Go' button is located below the tabs. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty Menu' and contains a list of menu items, each with a folder icon. The 'Final Grades' item is circled in red. At the bottom left, the text 'RELEASE: 7.3.1' is visible.

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GWeb Information System

Student Records & Registration Menu Personal Information Menu **Faculty Menu** Employee Information

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Menu

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades**
- Student Academic Transcript
- Student Information Menu

RELEASE: 7.3.1

- 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.

The screenshot shows the GWeb Information System interface. At the top left is the logo for The George Washington University. To its right is the GWeb logo with the text "Information System". Below these are four menu tabs: "Student Records & Registration Menu", "Personal Information Menu", "Faculty Menu", and "Employee Information". A search bar with a "Go" button is located below the tabs. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Select Term", with a timestamp "12/22/08 11:01 am" on the right. Below the heading is a yellow horizontal line. An information icon is followed by the text "Select the Term for processing then press the Submit Term button." Below this is a "Select a Term:" label, a dropdown menu showing "Spring 2009" (selected), "Spring 2009", "Fall 2008", and "Summer 2008", and a "Submit" button. At the bottom left, it says "RELEASE: 6.1".

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GWeb
Information System

Student Records & Registration Menu Personal Information Menu **Faculty Menu** Employee Information

Search

RETURN TO MENU SITE MAP HELP EXIT

Select Term

12/22/08 11:01 am

Select the Term for processing then press the Submit Term button.

Select a Term:

- Spring 2009
- Spring 2009
- Fall 2008
- Summer 2008

RELEASE: 6.1

- 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.



[Student Records & Registration Menu](#) [Personal Information Menu](#) [Faculty Menu](#) [Employee Information](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select CRN

Fall 2008
12/22/08 11:06 am

Select the Course Reference Number you want to process and press Submit CRN button.

CRN:

RELEASE: 7.3

- 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.

The screenshot displays the GWeb Information System interface. At the top, there is a navigation menu with options: Student Records & Registration Menu, Personal Information Menu, Faculty Menu, and Employee Information. A search bar is located below the menu. The page title is 'Final Grade Worksheet' and the date is 'Fall 2008 12/22/08 11:11 am'. A warning message states: 'Grades should be submitted within 72 hours of the final examination. The Executive Vice President for Academic Affairs, upon faculty request through the Office of your Dean, shall grant a reasonable time extension for submission of grades in courses with 50 or more students. Detailed instructions for recording grades are available by clicking on the Help button at the top of the grade sheet. You should review these instructions before entering grades especially if you have not entered grades through GWeb before. If you have any questions regarding these instructions, please call the Office of the Registrar at (202) 994-4900.' Below this, there is a 'Course Information' section with 'Topics in Study Abroad - EDUC 228 11', 'CRN: 54827', and 'Students Registered: 11'. A warning message says: 'Please submit the grades often. There is a 15 minute time limit starting at 11:11 am on 12/22/08 for this page.' The 'Final Grades' table has the following columns: Record Number, Student Name, ID, Credits, Registration Status, Grade Mode, Grade, and Rolloff Registration Number. The table contains five rows of data, each with a 'None' grade selected in a drop-down menu. A red circle highlights the 'Grade' column for the first five records.

Record Number	Student Name	ID	Credits	Registration Status	Grade Mode	Grade	Rolloff Registration Number
1			3.000	**Web Registered** 08/29/08	C	None	N 21
2			3.000	**Web Registered** 09/02/08	C	None	N 22
3			3.000	**Web Registered** 04/02/08	C	None	N 7
4			3.000	**Web Registered** 05/05/08	C	None	N 11
5			3.000	**Web Registered** 04/04/08	C	None	N 9

- 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.