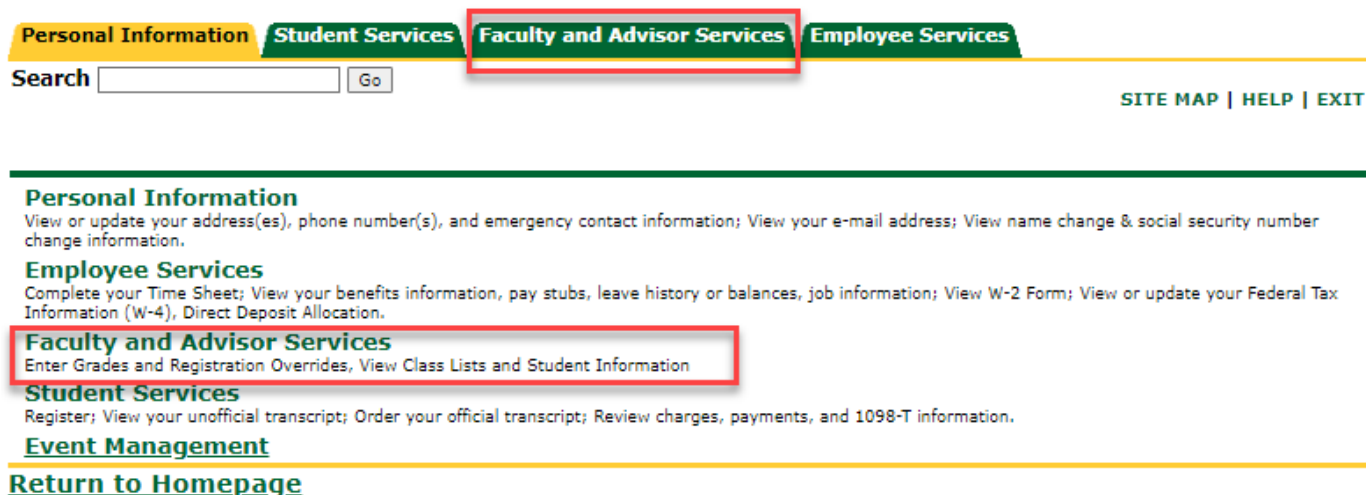


## Faculty Grade Entry

The purpose of this guide is to provide instructions for using the Faculty Grade Entry page. This page can be used to enter and update midterm, final, incomplete grades, and record the last date of attendance and hours attended. If the instructor of record is unable to enter grades because of an emergency or has questions about policy or deadline dates, contact the department's Grading Coordinator. These staff members have been appointed within academic departments, colleges, and schools. Please inquire within your academic unit to find out who your coordinator is.

1. Log on to [Patriot Web](#).
2. Select "Faculty and Advisor Services."



**Personal Information** **Student Services** **Faculty and Advisor Services** **Employee Services**

Search

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

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**Personal Information**  
View or update your address(es), phone number(s), and emergency contact information; View your e-mail address; View name change & social security number change information.

**Employee Services**  
Complete your Time Sheet; View your benefits information, pay stubs, leave history or balances, job information; View W-2 Form; View or update your Federal Tax Information (W-4), Direct Deposit Allocation.

**Faculty and Advisor Services**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Student Services**  
Register; View your unofficial transcript; Order your official transcript; Review charges, payments, and 1098-T information.

**Event Management**

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[Return to Homepage](#)

3. Select "Faculty Grade Entry".

[Detail Class List](#)  
[Summary Class List](#)  
[Detail Wait List](#)  
[Summary Wait List](#)  
[Midterm Evaluations](#)  
[Final Grades](#)  
[Registration Overrides](#)  
[Student Information Menu](#)  
[Degree Evaluation and Advisee Listing](#)  
[Class Schedule](#)  
[Advising Student Profile](#)  
[NEW! Faculty Attendance Tracking](#)  
[NEW! Student Academic Review](#)  
[NEW! Class List](#)  
[NEW! Drop Roster](#)  
**[Faculty Grade Entry](#)**  
[Faculty week at a Glance \(9x\)](#)  
[Faculty Detail Schedule \(9x\)](#)  
[Syllabus Information \(9x\)](#)  
[Office Hours \(9x\)](#)

4. All courses in which you are assigned as an instructor will be displayed. Select a course by clicking on it. The courses are sorted by crn, but any column can be sorted by using the arrows at the top of the column. If you teach many courses, search for it by CRN or semester in the search box. The default option is Final Grades. If you are entering Midterm Grades, you need to change the selection to the Midterm Grades tab. If you receive a message that says “Read Only”, you are likely using the wrong tab.

The screenshot shows the 'Faculty Grade Entry' interface for 'Final Grades'. At the top, there is a green header bar with 'GMU - DBA4', a settings gear icon, and a user profile icon. Below the header, the page title is 'Faculty Grade Entry • Final Grades'. A red box with an arrow points to a search box labeled 'Search' with a magnifying glass icon, containing the text 'Click in the search box to search by term or crn.' Below the search box, there are three tabs: 'Midterm Grades', 'Final Grades' (which is selected), and 'Gradebook'. Under the 'Final Grades' tab, there is a table with columns: 'Grading Status', 'Rolled', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. Each column header has a small double-headed arrow icon. A red box with an arrow points to these arrows, containing the text 'Use the arrows above each column to sort by ascending or descending order.' The table has one row of data: 'Not Started' (under Grading Status), 'Not Started' (under Rolled), 'CRIM - Criminology' (under Subject), '100' (under Course), 'D01' (under Section), 'Intro. to Criminal Justice' (under Title), '202340 - Summer 2023' (under Term), and '41189' (under CRN). To the right of the table is a green button labeled 'Student Roster'.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	CRIM - Criminology	100	D01	Intro. to Criminal Justice	202340 - Summer 2023	41189

5. The Grading Status column shows your progress towards entering grades. Completed indicates that all grades have been entered. In Progress means some grades have been entered, but not all. This status will be displayed even if the only grades that have been recorded are “W”. Not Started indicates that no grades have been entered. The Rolled column indicates that grades have been rolled to academic history. Until the grades have been rolled, changes may still be made.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status Rolled Subject Course Section Title Term CRN

Not Started Not Started CRIM - Criminology 100 D01 Introduce to Criminal Justice 202340 - Summer 2023 41189

Student Roster

6. To enter grades, select a course. The class roster will be displayed below.
  - a. The default option is Final Grades.
  - b. If you are entering Midterm Grades, you need to change the selection to the Midterm Grades tab.
  - c. If you receive a message that says “Read Only”, you are likely using the wrong tab.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status Rolled Subject Course Section Title Term CRN

In Progress In Progress CRIM - Criminology 100 DL2 Introduce to Criminal Justice 202370 - Fall 2023 81088

Records Found: 1

Select a course to begin grading.

7. Choose a grade from the drop-down list.
  - a. If there are no options in the drop-down list, it means that grading is not yet available, or the grade has been rolled to academic history.
  - b. If you enter an SA (Stopped Attending), you must also enter the **Last Attended Date** in the format of MM/DD/YYYY

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status Rolled Subject Course Section Title Term CRN

In Progress In Progress CRIM - Criminology 100 DL2 Introduce to Criminal Justice 202370 - Fall 2023 81088

Records Found: 1

Enter Grades

Full Name ID Midterm Grade Final Grade Rolled Last Attend Date Hours Attended

If you enter an SA (Stopped Attending), you must also enter the **Last Attended Date** in the format of MM/DD/YYYY

8. For Incomplete (IN) grades, a new column will display.
  - a. Enter a **Default Final Grade** that reflects the student’s final grade *if no additional work is submitted*.

- b. Enter the **Grade Conversion Date**, which reflects the date the system will update the IN to the Default Final Grade recorded, unless a change has been submitted. NOTE: Grades of IP, AB, NA, and SA are inappropriate default grades as these indicate the student has not completed the course.

The screenshot shows the 'Faculty Grade Entry' interface for 'Final Grades'. The 'In Progress' tab is selected. A table lists courses, with 'CRIM - Criminology' selected. The 'Roster' tab is active, showing a list of students. The 'Incomplete Grades' link is highlighted. A dropdown menu for 'Default Final Grade' is open, showing options from A+ to SA. A text box explains that the 'Grade Conversion Date' is the date the system will convert the grade to the Default Final Grade, unless a grade change has been submitted. A 'Save' button is highlighted, with a text box saying 'Click Save.'.

Annotations in the image:

- Red box around 'Incomplete Grades' link: Enter the grade to be recorded if no additional work is submitted.
- Red box around 'Default Final Grade' dropdown: This date represents the date the system will convert the grade to the Default Final Grade, unless a grade change has been submitted.
- Red box around 'Save' button: Click Save.

9. The **Grade Conversion Date** displayed is set to one day after the **Incomplete Grade Submission Due to Registrar Date** that appears on the [Academic Calendar](#). This date represents the date the system will convert the IN to whatever grade entered in the **Default Final Grade** column, unless a grade change has been submitted prior to this date. A [Grade Change Request](#) *must* be submitted if the final grade to be recorded is *different* than the **Default Final Grade** entered at the time the IN was reported.
10. When fished, click **Save**.
11. NOTE: Students will be expected to adhere to the **Incomplete Work Due to Instructor Date** that appears on the [Academic Calendar](#).
12. A [Grade Change Request](#) *must* be submitted in the following situations:
  - a. The final grade to be recorded is *different* than the **Default Final Grade** entered at the time the IN was reported.
  - b. The IN is resolved by the student *prior* to the **Grade Conversion Date**.
13. Export and import grades using the Tools Menu. Instructions for [importing your grades from Blackboard](#) are available in the [Knowledge Base](#).

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Faculty Grade Entry
Final Grades

Faculty Grade Entry

Midterm Grades
Final Grades
Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	CRIM - Criminology	100	D01	Introduc to Criminal Justice	202340 - Sum	41189
Completed	Not Started	CULT - Cultural Studies	320	A02	Globalization and Culture	202340 - Summer 2023	43592

Records Found: 2

Roster
Incomplete Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
Stufpref 10/31/21 Vrr	IN						

Records Found: 1

Save
Reset

Export and import grades using th Tools menu.

- About
- Keyboard shortcuts
- Privacy Setting
- Privacy Policy
- Export Template
- Import

For more assistance with this topic, contact [regsite@gmu.edu](mailto:regsite@gmu.edu).