







Grades - Enter Mid-Term Grades

Step	Action
1.	<p>Logging in:</p> <p>Begin by opening a browser. Navigate to mygfu.georgefox.edu. (Don't type http or www in the address -- just mygfu.georgefox.edu).</p> <p>Log in with your regular GFU username in ALL CAPS. Use your regular GFU password in its regular form (case sensitive).</p>
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Faculty Center link.</p>
4.	<p>Click the My Schedule link.</p>
5.	<p>Click the Grade Roster button to the left of the class for which you will enter grades.</p> 
6.	<p>The Grade Roster Type should already be set to Mid-Term Grade.</p>
7.	<p>To enter a grade for a student, click the Roster Grade dropdown box.</p> 
8.	<p>Select the grade. For example, click B.</p> <p>Please note that the same grading scale is used for both mid-term and final grading.</p> 
9.	<p>If the majority of the students will receive the same grade, you can add the grade to all students and then change the exceptions. Click in the <- Add this grade to all students dropdown box, and select the grade.</p> <p>For example, click B.</p> 
10.	<p>Click the <- Add this grade to all students button.</p> <p>Audits: If you have students who are auditing the class, the selected grade will not be filled in when you click Add this grade to all students. You'll need to choose the grade AU for auditing students.</p> 

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11.	<p>Note the Approval Status box. As you are editing grades, leave the status as Not Reviewed so that you can continue to make changes.</p> <p>When you have entered a grade for every student, change the Approval Status to Approved.</p> <input type="text" value="Approved"/>
12.	Click and drag the vertical scrollbar to the bottom of the screen.
13.	Click the Save button at the bottom of the screen. <input type="button" value="SAVE"/>
14.	End of Procedure.