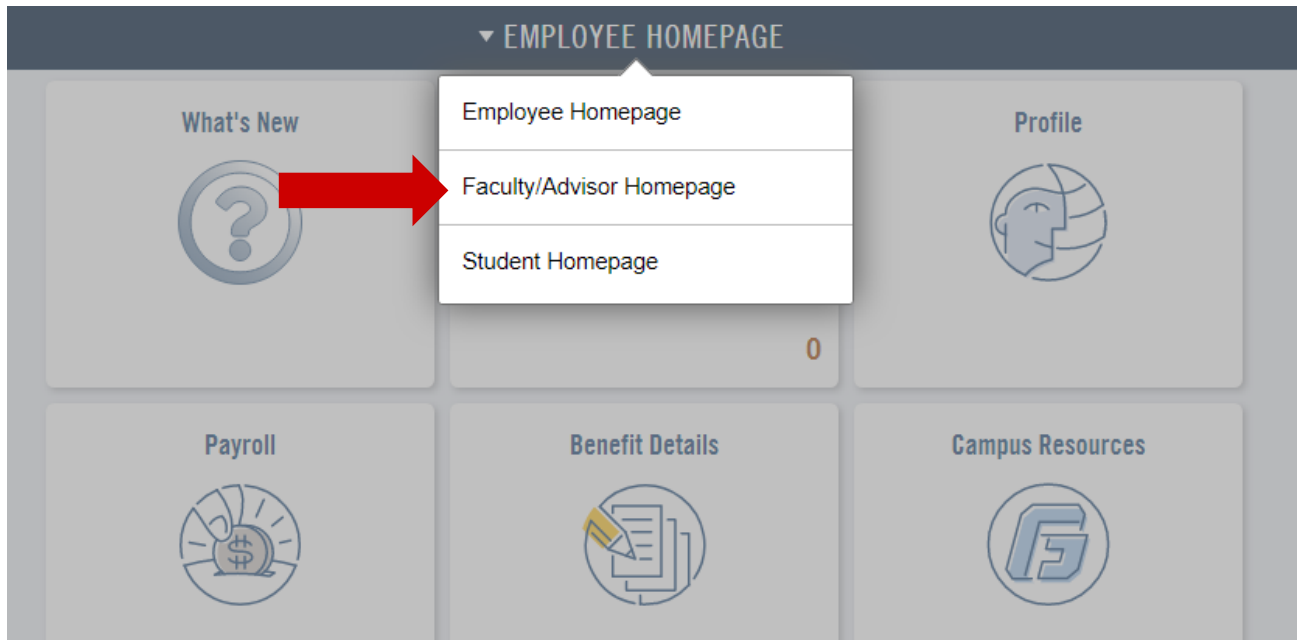
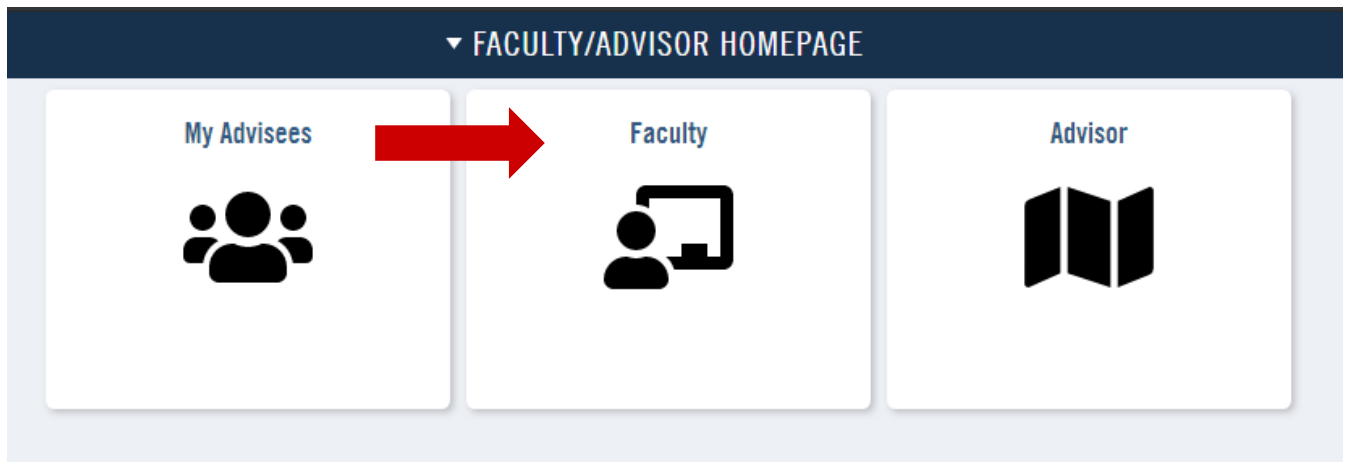


## Entering/Changing Grades - Grade Roster in MyGeorgeFox

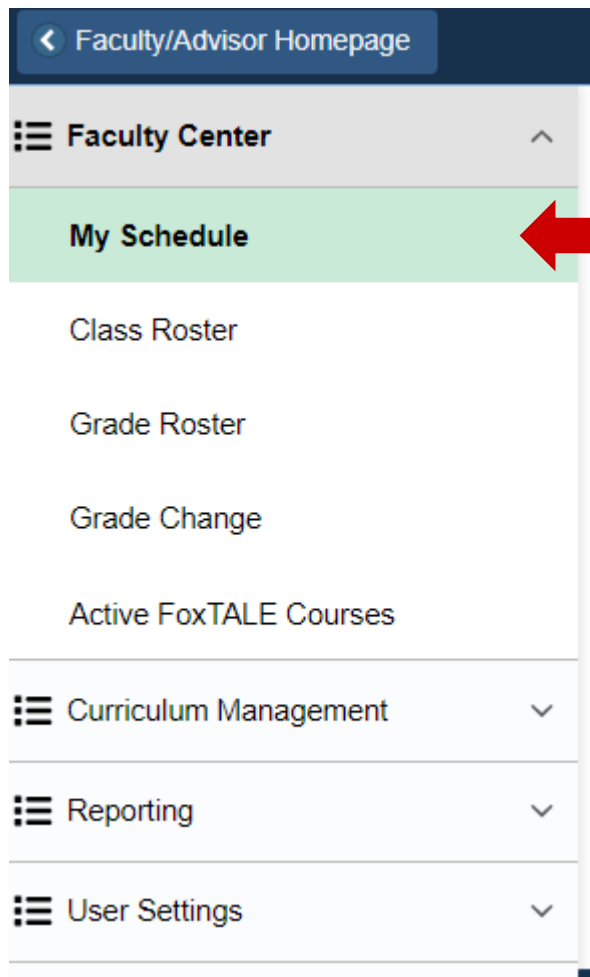
1. Log into MyGeorgeFox ([my.georgefox.edu](http://my.georgefox.edu)) using your GFU username and password.
2. Top/Middle drop down menu> FACULTY/ADVISOR HOMEPAGE



3. Select FACULTY tile.

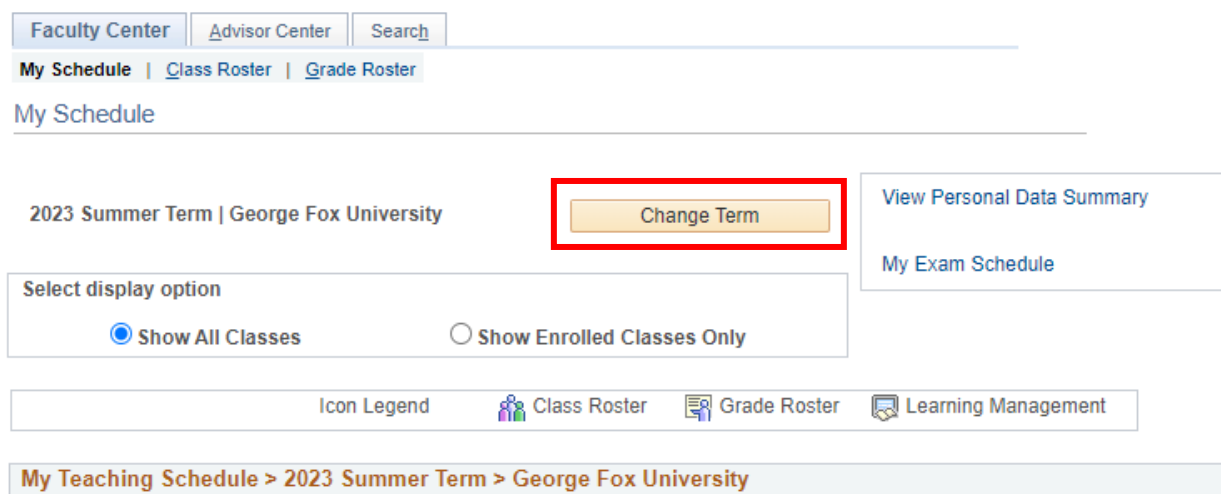


4. Select MY SCHEDULE from the left navigation menu.





If you click Grade Roster on the left Menu, it will default to the last roster you were in. You can click the CHANGE CLASS button to switch classes. If this is the first time selecting a roster, it'll ask you to select the roster from the MY SCHEDULE screen by following Step 5 below.

The Term will likely default to the current term. If you need to change your schedule to a previous term, select the Change Term button, select the term you need and continue.



5. To view GRADE ROSTER - Navigate to MY TEACHING SCHEDULE heading. Select “Grade Roster” icon next to the CLASS.



My Teaching Schedule > 2019 Spring Term > George Fox University						
Personalize   View All   [Grid Icon]   [Calendar Icon] First 1-4 of 4 Last						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	JOUR 230-A (4445)	Introduction to Journalism (Lecture)	13	MoWeFr 12:00PM - 12:50PM	Ross 141	Jan 14, 2019-Apr 26, 2019


*If the Grade Roster icon does not show - grade rosters have not been created yet. Grade rosters are produced in time for grade entry. Final Grades must be entered at the end of the term per the academic calendar.*

6. Navigate to DISPLAY OPTIONS. Select appropriate Grade Roster Type (ie FINAL GRADE)

Display Options

\*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only



7. Navigate to GRADE ROSTER ACTION set the APPROVAL STATUS to NOT REVIEWED.

Grade Roster Action

\*Approval Status Not Reviewed Save

8. Navigate to ROSTER GRADE box- select appropriate grade(s) from drop down menu.  
\*depending on class size there may be more than one page to the roster. Click arrow to see next page

Personalize   Find   [Grid Icon]   [Calendar Icon]					First	1-20 of 30		Last
Student Grade	Transcript Note							

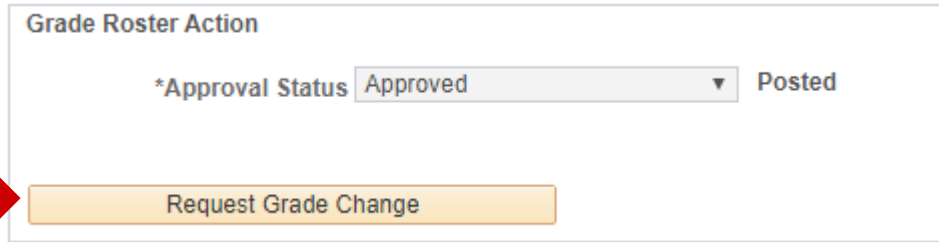
9. **To Post Final Grades:** Navigate to APPROVAL STATUS. Select APPROVED (SUBMIT/POST button is not available until Approval Status is set at APPROVED.).

Press SUBMIT/POST button. A SUCCESS/POSTED message is given when grades are posted. The grade will show in the OFFICIAL GRADE column on the roster.

### To Submit a Grade Change:

10. **During the Grading Window** (before the final grade entry deadline), you can still submit a grade change through MyGeorgeFox.

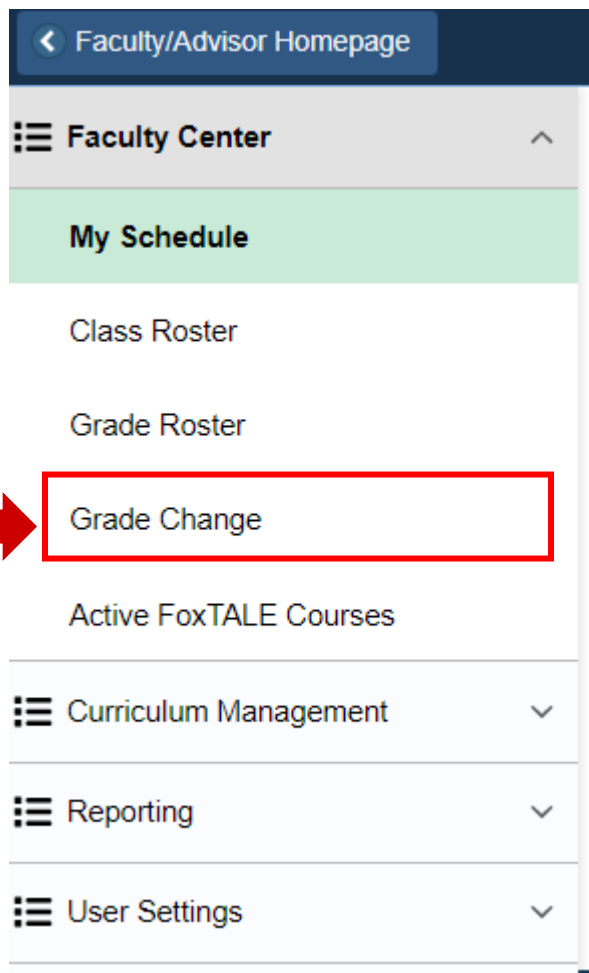
Click the REQUEST GRADE CHANGE button, in the GRADE ROSTER ACTION section.



A screenshot of a web form titled "Grade Roster Action". It contains a label "\*Approval Status" followed by a dropdown menu showing "Approved" and a "Posted" button. Below these is a yellow button labeled "Request Grade Change". A red arrow points to this button from the left.

11. Change the grade for the student(s). Then click the SUBMIT button at the bottom.

12. **After the Grading Window** (after the final grade entry deadline has passed), you need to submit your grade changes through the Grade Change eForm which can be accessed by clicking the GRADE CHANGE link on the left-hand main menu.



A screenshot of a sidebar menu for the "Faculty Center". The menu items are: "Faculty/Advisor Homepage" (with a back arrow), "My Schedule" (highlighted in green), "Class Roster", "Grade Roster", "Grade Change" (highlighted with a red box and a red arrow pointing to it from the left), "Active FoxTALE Courses", "Curriculum Management" (with a dropdown arrow), "Reporting" (with a dropdown arrow), and "User Settings" (with a dropdown arrow).