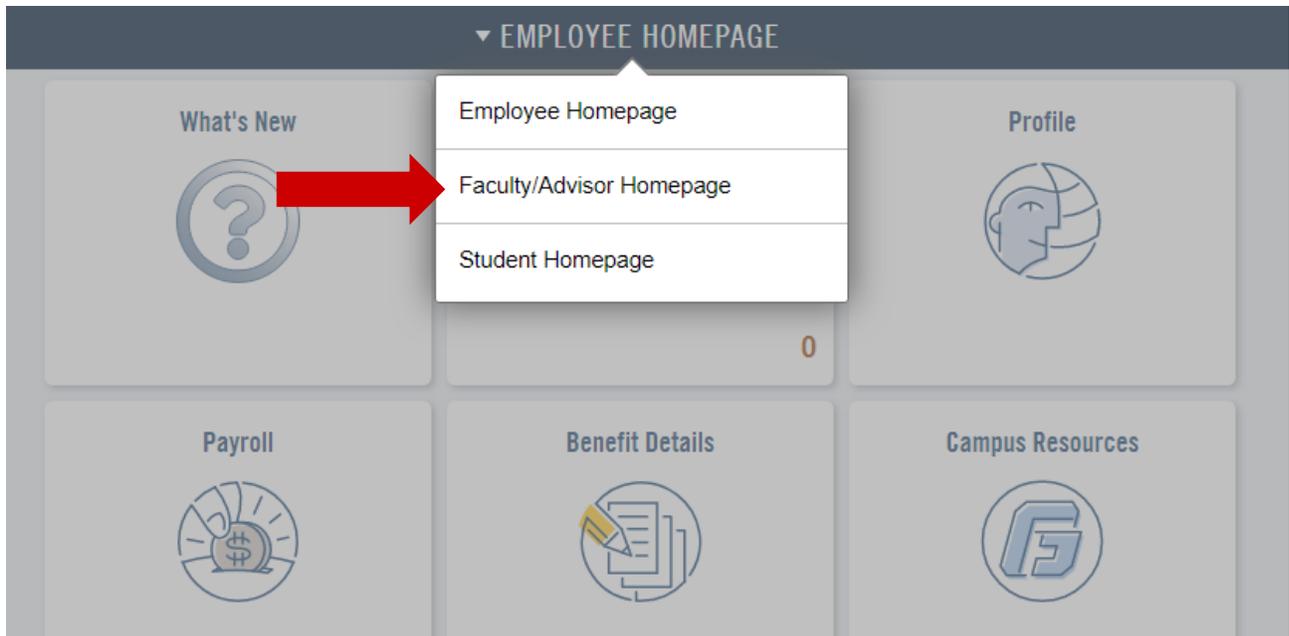
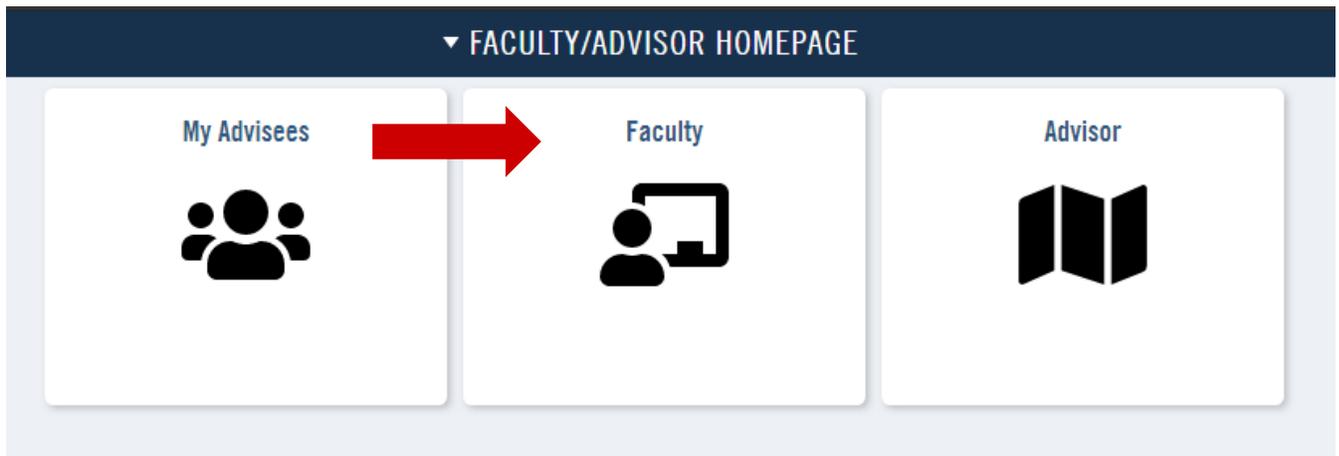


## Entering Mid-term Grades - Grade Roster in MyGeorgeFox

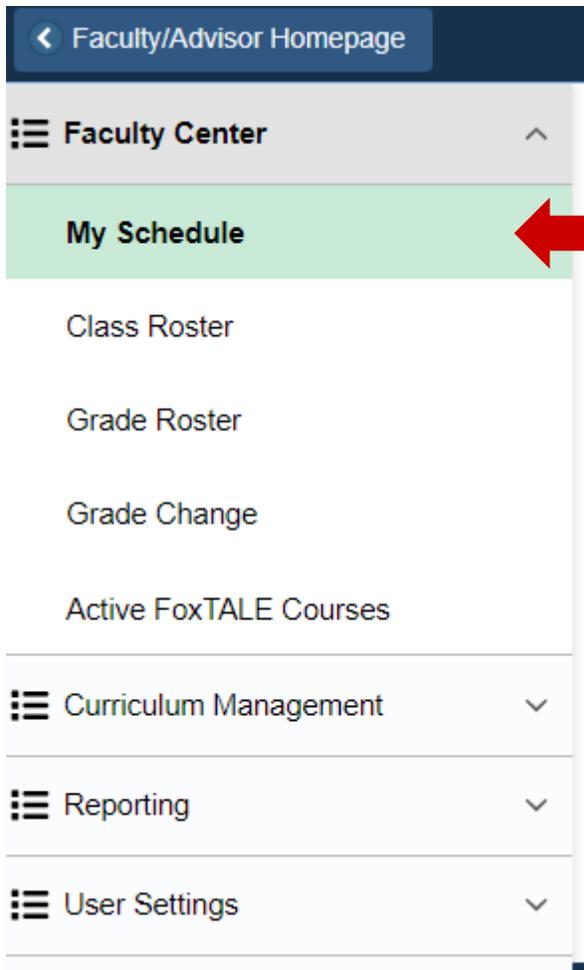
1. Log into MyGeorgeFox ([my.georgefox.edu](http://my.georgefox.edu)) using your GFU username and password.
2. Top/Middle drop down menu> FACULTY/ADVISOR HOMEPAGE



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.

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

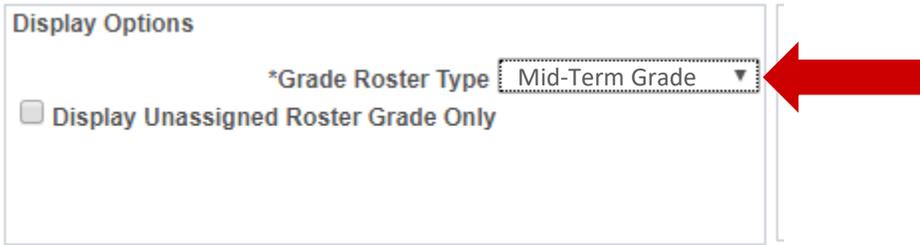
My Teaching Schedule > 2019 Spring Term > George Fox University

Personalize | View All | [Print] | [Calendar] | 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 MID-TERM GRADE)

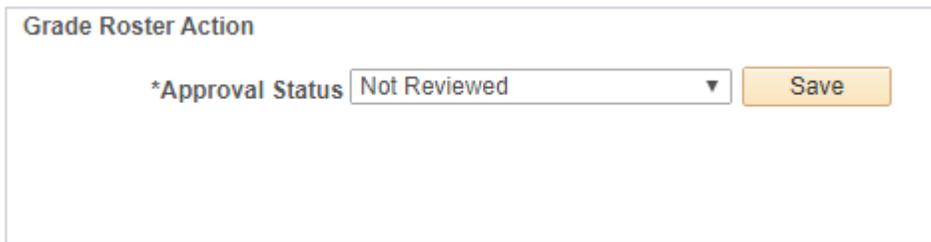


Display Options

\*Grade Roster Type Mid-Term Grade ▼

Display Unassigned Roster Grade Only

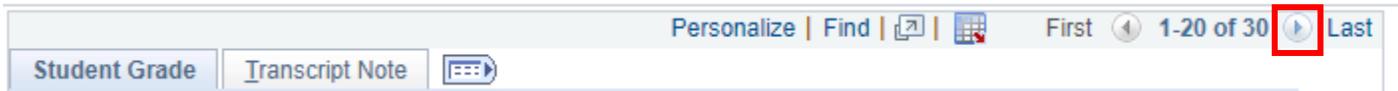
7. Navigate to GRADE ROSTER ACTION set the APPROVAL STATUS to NOT REVIEWED.



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] | First [left arrow] 1-20 of 30 [right arrow] Last

Student Grade | Transcript Note [dropdown icon]

9. **To Post Mid Term Grades:** Press SAVE button. Mid-Term Grades are now viewable by the student.