

Grades – Enter Mid-Semester 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 and your regular GFU password (case sensitive).</p>
2.	<p>Click the Self Service link in the left-hand navigation menu.</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>When you have entered all grades you wish to publish, change the Approval Status above the roster to Ready for Review.</p> 
10.	<p>Click the Save button.</p>  <p>Please note the difference from final grade rosters—there is no need to approve or post mid-term grade rosters and grade entry for only a portion of the roster is allowed.</p>
11.	<p>End of Procedure.</p>