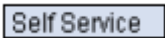



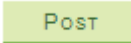

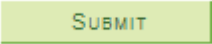


Grades – Enter and Post Final Grades

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>Check the Grade Roster Type to be sure you have selected Final Grade.</p>
7.	<p>Check the Approval Status—this must be set to Not Reviewed in order to modify grades.</p>
8.	<p>To enter a grade for a student, click the Roster Grade dropdown box.</p> 
9.	<p>Select the grade. For example, click B.</p> 
10.	<p>Incompletes: Enter the grade that the student has earned so far in your class. Faculty members are not able to enter an I grade. An application for an incomplete must be submitted to the Registrar's Office by the student and approved by you. The Registrar's Office will have the ability to change the grade to an Incomplete.</p> <p>If an incomplete application has already been processed, you will see an I grade for the student. You won't be able to enter or change the I.</p>
11.	<p>When you have entered a grade for every student and are ready to post, change the Approval Status above the roster to Approved.</p>
12.	<p>Click and drag the scrollbar to the bottom of the screen.</p>
13.	<p>Click the Post button at the bottom to post your grades. (You won't see the Post button until you have changed the Approval Status to Approved.)</p> 
14.	<p>After you click the Post button, the grades will show in the Official Grade column.</p>



15.	Grade Changes After the Grading Window has Passed: Please submit a Grade Change Request Form via the Grade Change link in the left-hand navigation under Faculty Center .
16.	Grade Changes During the Grading Window: After you have posted your grades, you can click the Request Grade Change link below the Roster Approval Status .
17.	There will be an Official Grade dropdown box next to each student. Click the student's dropdown box and choose the new grade. 
18.	Click the scrollbar, and drag to the bottom of the screen.
19.	Click the Submit button at the bottom of the screen. 
20.	You'll see a Success message next to changed grades.
21.	Click the Return to Grade Roster link to return to the grade roster.
22.	End of Procedure.