

Recording Final Grades

STEP 1: Point your browser to the Faculty Landing Page at <http://www.gettysburg.edu/faculty/>

STEP 2: Click on the *Faculty Center* link on the left menu

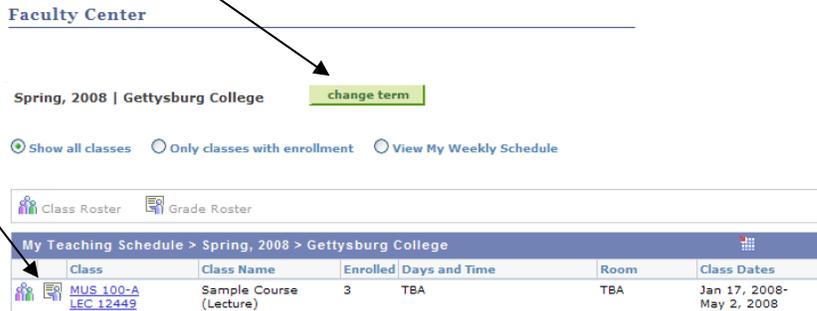
STEP 3: Log in using your ID and Password; the same ID and Password used to access email and CNAV

STEP 4: Click on *Self Service/Faculty Center*



STEP 5: The Faculty Center should open to the current term. If the term is not correct, please select the current term by clicking the "Change Term" button.

STEP 6: Select a grade roster by clicking the grade roster icon.



STEP 7: Using the drop-down menu, select a grade for each student. W and F grades will be listed for any student who has officially withdrawn.

Faculty Center

Grade Roster

MUS 100 - A Sample Course

Lecture (12449)

Spring, 2008 | Regular Academic Session | Gettysburg College | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Maysilles, Michael E.	1/17/2008 - 5/2/2008

*Grade Roster Type: Final Grade
 *Approval Status: Not Reviewed Display Unassigned Roster Grade Only

<- add this grade to all students

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1 5533390	Student1.Sample	<input type="button" value="v"/>		Graded	Liberal Arts and Sciences - Bachelor of Arts	First Year
2 5533391	Student2.Sample	<input type="button" value="v"/>		Graded	Liberal Arts and Sciences - Bachelor of Arts	First Year
3 5533392	Student3.Sample	<input type="button" value="v"/>		Graded	Liberal Arts and Sciences - Bachelor of Arts	First Year

[PRINTER FRIENDLY VERSION](#)

Please note: Acceptable grades are: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, or NF (non-attendance failure) *Enter NF if a student **never** attended classes. Enter F if a student started a course, ceased attendance and did not properly withdraw. Do not enter grades of W, INC or NG without authorization from one of the Deans in the Office of Academic Advising.

STEP 8: After entering a grade for each student, click the "SAVE" button.

VERY IMPORTANT: For large rosters, please save often. The session will be timed out after 20 minutes and entered grades may be lost.

STEP 9: Select "Ready to Review" from the *Approval Status drop-down menu and click the "SAVE" button.

STEP 10: Select "Approved" from the *Approval Status drop-down menu and click the "SAVE" button.

STEP 11: To print a copy of the completed roster, click the "PRINTER FRIENDLY VERSION" button.

STEP 12: Grading is complete. An e-mail confirmation message should arrive shortly. If a message does not arrive, please return to the Faculty Center and confirm that the roster has been saved properly with the "Approved" status (Steps 7 through 9). Any grade changes must be completed using the "Special Grade Report Card" available in the Office of the Registrar.

Please feel free to contact the Office of the Registrar for questions regarding the grading process, 717-337-6240 or registrar@gettysburg.edu.