



# ONLINE FACULTY TRAINING



## Faculty Portal: Submission of Final Course Grades

Faculty members submit final grades to GCU via the Faculty Portal which can be accessed via the <http://my.gcu.edu> homepage.

Members of the faculty have up to seven days to complete the grading of final assignments submitted by their students. Faculty may *not* accept for grading any assignment posted after the last day of class, unless they have agreed to grant a student a grade of *Incomplete* during the final week of class in accordance with GCU policy and procedures.

Prior to the submission of final letter grades, please review the ANGEL gradebook to ensure that all submissions have been accounted for. Any assignment or course deliverable that has not been received should reflect a grade of zero and a comment of "No submission" or "No participation."

Next, please access the grading scale located in the most recent version of the University Policy Handbook located at <http://my.gcu.edu> > Academics, to determine the final letter grade for each student.

To submit final grades, please follow these steps:

- Please check to ensure that you are able to access your course sections listed in the Gradebook located in the faculty portal: <http://my.gcu.edu>.
- Once you have entered the faculty portal, **click on the course link under Class Center** (see screenshot below) located towards the bottom, center of the screen. Please be sure to scroll down and select 'next' to locate the correct course (if applicable). Student roster and final grade drop boxes should now be visible.

The screenshot displays a faculty portal interface. At the top, there is a 'Message Center' and a 'Personal' link. A navigation menu on the left includes 'Courses Info', 'My Computer', 'My Profile', 'Contact Manager', 'Message Center', 'My Students', 'My Classes', and 'Quick Links'. The main content area is divided into several sections: 'News Center' with an 'Announcements' banner, 'Faculty Courses' showing 'Courses I'm Teaching (2)' including 'MKT-245 Buyer & Consumer Behavior', and 'Class Center'. The 'Class Center' section contains a table with the following data:

Term	Course	Section	Attendance Dye	Post/Assign/Exam	Print Roster
20110042 L.R.0813	MKT-245	0201	0	📄 📅 📝	🖨️

The 'Course' column entry 'MKT-245' is circled in red. To the right of the table is a 'Student Search' form with fields for 'Campus', 'First Name', 'Last Name', 'Social Security #', 'Student ID', and 'Enrollment ID'. Below the search form is a 'Calendar' widget for August 2011, showing the date 25th highlighted.

- To submit final grades, enter the letter grade using the grade drop down menu.
- Once grades are entered and saved, you may confirm grades posted correctly by reviewing the student rosters in the faculty portal. If you are able to view the letter grades you entered (drop boxes are no longer visible), you have successfully posted final grades for the course.
- If you have students who attended class and earned a final grade, but whose names do not appear in your Faculty Portal Gradebook, please submit an Official Notice of Grade Change (located in the Faculty Resource Center).
- If you experience issues logging into the faculty portal or in accessing your courses once you have accessed the faculty portal, please contact Tech Support for resolution at your earliest convenience at 877-428-8447. Please be sure to obtain a Tech Support ticket number.