

# Grade Entry Goshen College

1. Login to MyGC – <https://my2016.goshen.edu/ics/>
2. If your course(s) are in the traditional undergraduate division, read on. If your courses are in the Adult and Continuing Studies division, go to page four.
3. Select Grade Entry from the Quick Links section.

The screenshot shows the Goshen College myGC website. At the top, there is a purple header with the Goshen College logo and 'myGC' text. Below the header are navigation tabs for 'Home', 'Resources', and 'Retention'. A breadcrumb trail indicates the user is in 'Resources > For Teaching Faculty'. The main content area is titled 'Resources' and features a 'QUICK LINKS' section. Under 'Academics', the 'Grade Entry' link is highlighted with a red box. Other links in the Academics section include Course Search, Advising, E-Portfolios (Mahara), Submit Early Alert, IDEA Course Evaluations, and IDEA Eval Summary for Dept. Chair. To the left of the main content is a sidebar with a 'Resources' dropdown menu (currently set to 'For Teaching Faculty') and a 'Quick Links' section listing various services like GC Online, Moodle | Mahara, GC File (M: Drive), Email, Registrar's Office, Academic Catalog, Campus, Communicator, Good Library, and Department Forms. On the right side, there is a vertical navigation menu with labels 'ADM', 'Lin', and 'Res'.

4. Select Grade Entry.

# Faculty Tools

The screenshot shows the Faculty Tools interface. On the left, there are sections for 'GRADE ENTRY' (with a 'View Course List' link) and 'COURSE SCHEDULES' (with a 'Course Search' section and an alert about the Add and Drop Period). On the right, the 'FACULTY COURSE CONTROL' section is active, showing a 'Course List for Gerald D Hurst'. A red box highlights the 'View My Faculty Schedule' link. Below this, a table lists courses, with a dropdown menu open for 'EDUC 308 Curr Studies:Science(Curr Std Sci)'. A red arrow points to the 'Grade Entry' option in the dropdown menu.

5. Using the dropdown menu, select the appropriate grade for each student. If the student grade is F, and is F because the student stopped attending classes, you must select the grade of FW, and, enter a last date of attendance. This is a very important step and has financial aid implications.

The screenshot shows the 'FACULTY COURSE CONTROL - UPDATE STUDENT GRADES' interface for 'EDUC 308 Curr Studies:Science(Curr Std Sci)'. It includes fields for 'Student List for: Undergraduate 2017-2018 Spring Semester', 'Instructors', 'Cross-listed Courses', 'Course Grading Type', and 'Default Grade'. A 'Default Last Date of Attendance' field is set to 4/23/2018. Below these are instructions and a table of students. The table has columns for FERPA Restr., Student, ID, Grad?, Final Grade, Grading Type, Last Date of Attendance, Absences, Clock Hrs, Cross-listed Course, and Class. A dropdown menu for 'Final Grade' is open for the first student, 'Born, Tyler Jacob', with 'A' selected. 'Save' and 'Cancel' buttons are at the bottom.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class
	Born, Tyler Jacob		N	Select... Select... A			0	0.		Junior
	Buckwalter, Renee Alyce		N	A- B+			0	0.		Junior
	Byrd, Alia Janae		N	B B- C+			0	0.		Senior

6. Remember that “I” grades cannot be entered here. Student must submit an incomplete grade contract to the Academic Dean’s Office by the final day of class. This form can be found on our [Forms](#) page.
7. When you’re done entering grades, click the Save button at the bottom of the page. This is a very important step! You don’t have to enter all of your grades at the same time, but you **MUST** save each time you enter grades. Also, grades cannot be changed after they have been saved. To change a grade, please contact the Registrar’s Office via e-mail: [registrar@goshen.edu](mailto:registrar@goshen.edu)

## Grade Entry in the Adult and Continuing Studies division

1. Login to MyGC – <https://my2016.goshen.edu/ics/>
2. Click on Grade Entry

The screenshot shows the myGC website interface. At the top, there is a purple header with the Goshen College logo and 'myGC' text. Below the header is a navigation bar with 'Home', 'Resources', and 'Retention' tabs. A breadcrumb trail indicates the user is in 'Resources > For Teaching Faculty'. The main content area is titled 'Resources' and features a 'QUICK LINKS' section. Under 'Academics', the 'Grade Entry' link is highlighted with a red box. Other links in this section include 'Course Search', 'Advising', 'E-Portfolios (Mahara)', 'Submit Early Alert', 'IDEA Course Evaluations', and 'IDEA Eval Summary for Dept. Chair'. A 'SUPPORT' section is visible below. On the left, there is a 'Resources' sidebar with a dropdown menu for 'For Teaching Faculty' and a 'Quick Links' list including 'GC Online', 'Moodle | Mahara', 'GC File (M: Drive)', 'Email', 'Registrar's Office', 'Academic Catalog', 'Campus', 'Communicator', 'Good Library', and 'Department Forms'.

3. Click on the Faculty Course Control banner

The screenshot shows the 'Faculty Tools' page. At the top, there is a header with the title 'Faculty Tools' and two icons (a gear and a person). Below the header is a navigation bar with three main sections: 'GRADE ENTRY', 'FACULTY COURSE CONTROL', and 'COURSE SCHEDULES'. The 'FACULTY COURSE CONTROL' banner is highlighted with a red box. Under 'GRADE ENTRY', there is a link for 'View Course List'. Under 'COURSE SCHEDULES', there are links for 'View Details' and 'View My Faculty Schedule'.

4. Select the term your course is in.

# Faculty Tools

The screenshot shows the 'FACULTY COURSE CONTROL' interface. Under the heading 'Course List for', there are two dropdown menus: 'Term:' and 'Division:'. The 'Term:' dropdown is open, showing a list of terms. A red arrow points to the '2017-2018 ADC Term 20- Spring' option, which is highlighted in blue. The 'Division:' dropdown is set to 'All'. There is a 'Search' button and a link to 'View My Faculty Schedule'.

Term
2017-2018 Spring Semester
For transcript notes - For transcript notes
2018-2019 - ADC Term 20- Spring
2018-2019 - ADC Term 10- Fall
2018-2019 Summer Session
2018-2019 May Term
2018-2019 Spring Semester
2018-2019 Fall Semester
2017-2018 ADC Term 20- Spring
2017-2018 ADC Term 10- Fall

5. Select Grade Entry from the dropdown.

# Faculty Tools

The screenshot shows the 'FACULTY COURSE CONTROL' interface for 'Gerald R Hurst'. The 'Term:' dropdown is set to '2018-2019 Spring Semester' and the 'Division:' dropdown is set to 'All'. There is a 'Search' button and a link to 'View My Faculty Schedule'. Below the search area is a table with columns: 'Course', 'Title', 'Division', and 'Go Directly To'. A dropdown menu is open for the 'Go Directly To' column of the first row, showing options: 'Select Area ...', 'Select Area ...', 'Course Details', 'Class List', 'Grade Entry', and 'Textbooks'. A red arrow points to the 'Grade Entry' option, which is highlighted in blue.

Course	Title	Division	Go Directly To
EDUC 308	Curr Studies:Science(Curr Std Sci)	Undergraduate	Select Area ...
EDUC 308 02	Curr Studies:Science (TtT)(Curr Stds:Scien)	Undergraduate	Select Area ...

- Using the dropdown menu, select the appropriate grade for each student. If the student grade is F, and is F because the student stopped attending classes, you must select the grade of FW, and, enter a last date of attendance. This is a very important step and has financial aid implications.

**FACULTY COURSE CONTROL - UPDATE STUDENT GRADES**

[Faculty Course Control](#) > [Default View](#) > Update Student Grades

**EDUC 308 Curr Studies:Science(Curr Std Sci) - Update Student Grades**

Student List for: Undergraduate 2017-2018 Spring Semester EDUC 308 Curr Studies:Science(Curr Std Sci) ▾

Instructors: .

Cross-listed Courses: EDUC 308 (Parent), EDUC 308 02

Course Grading Type: Letter Grade Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, if available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 4/23/2018 Set Default LDoA

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class
	Born, Tyler Jacob		N	<span>Select...</span>		<input type="text"/>	0	0.		Junior
	Buckwalter, Renee Alyce		N	<span>Select...</span>		<input type="text"/>	0	0.		Junior
	Byrd, Alia Janae		N	<span>Select...</span>		<input type="text"/>	0	0.		Senior

Save Cancel

- Remember that “I” grades cannot be entered here. Student must submit an incomplete grade contract to the Academic Dean’s Office by the final day of class. This form can be found on our [Forms](#) page.
- When you’re done entering grades, click the Save button at the bottom of the page. This is a very important step! You don’t have to enter all of your grades at the same time, but you MUST save each time you enter grades. Also, grades cannot be changed after they have been saved. To change a grade, please contact the Registrar’s Office via e-mail: [registrar@goshen.edu](mailto:registrar@goshen.edu)