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.**

4. Select Grade Entry.

Faculty Tools

GRADE ENTRY	❓	FACULTY COURSE CONTROL	❓
View Course List		Course List for Gerald R Hurst	

COURSE SCHEDULES ❓

View Details   View My Faculty Schedule

Course Search

Course	Title	Go Directly To
EDUC 308	Curr Studies:Science(Curr Std Sci)	Select Area ... ▾

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Select Area ...
Course Details
Class List
Grade Entry
Textbooks

Current Term: 2017-2018 Spring Semester

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.

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, I 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	Select... ▾			0	0. 00		Junior
				Select... A A- B+						
	Buckwalter, Renee Alyce		N	B B- C+		📅	0	0. 00		Junior
	Byrd, Alia Janae		N			📅	0	0. 00		Senior

Save   Cancel

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**

Grade Entery in the Adult and Continuing Studies division

1. **Login to MyGC – https://my2016.goshen.edu/ics/**

2. **Click on Grade Entry**

3. **Click on the Faculty Course Control banner**

4. Select the term your course is in.

Faculty Tools

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FACULTY COURSE CONTROL ❓

Course List for

Term: 2017-2018 Spring Semester ▾ ⇦ Division: All ▾

For transcript notes - For transcript notes
2018-2019 - ADC Term 20- Spring
2018-2019 - ADC Term 10- Fall
Search 2018-2019 Summer Session View My Faculty Schedule
2018-2019 May Term
2018-2019 Spring Semester
2018-2019 Fall Semester
2017-2018 ADC Term 20- Spring
2017-2018 2017-2018 ADC Term 10- Fall

5. Select Grade Entry from the dropdown.

Faculty Tools

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FACULTY COURSE CONTROL ❓

Course List for Gerald R Hurst

Term: 2018-2019 Spring Semester ▾ Division: All ▾

Search View My Faculty Schedule

2018-2019 Spring Semester			
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 ...
Course Details
Class List
Grade Entry ⇦
Textbooks

6. **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.**

7. **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.**

8. **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**