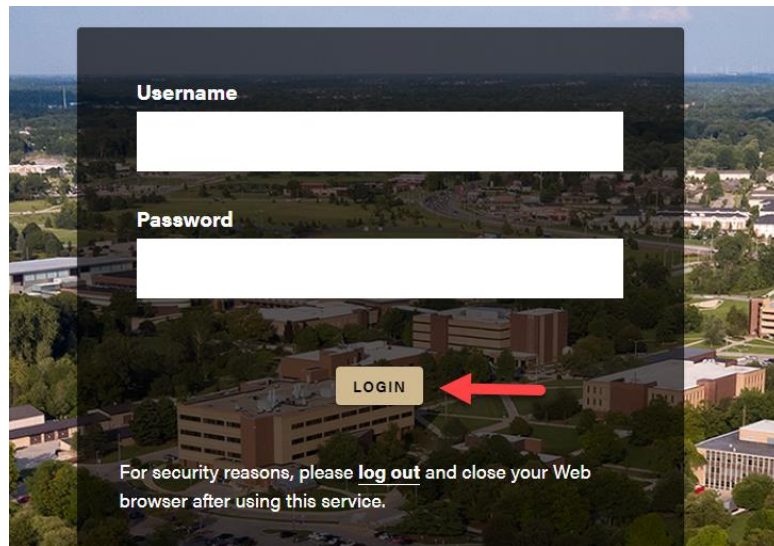
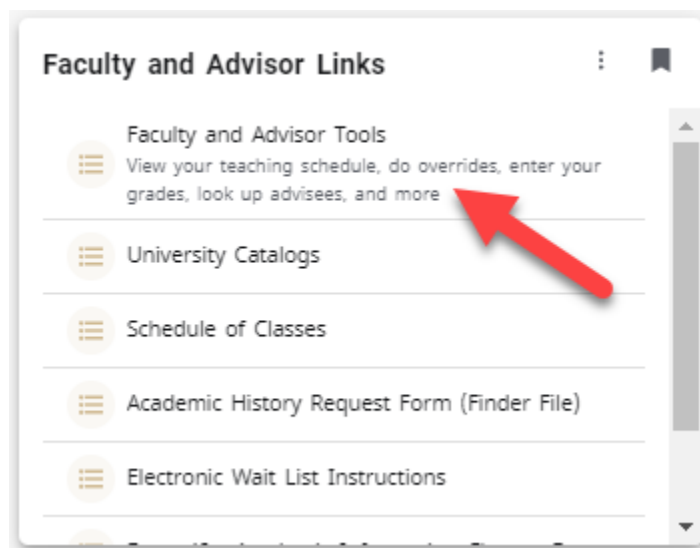


Entering Grades Using the Faculty Grade Assignment channel in goPFW

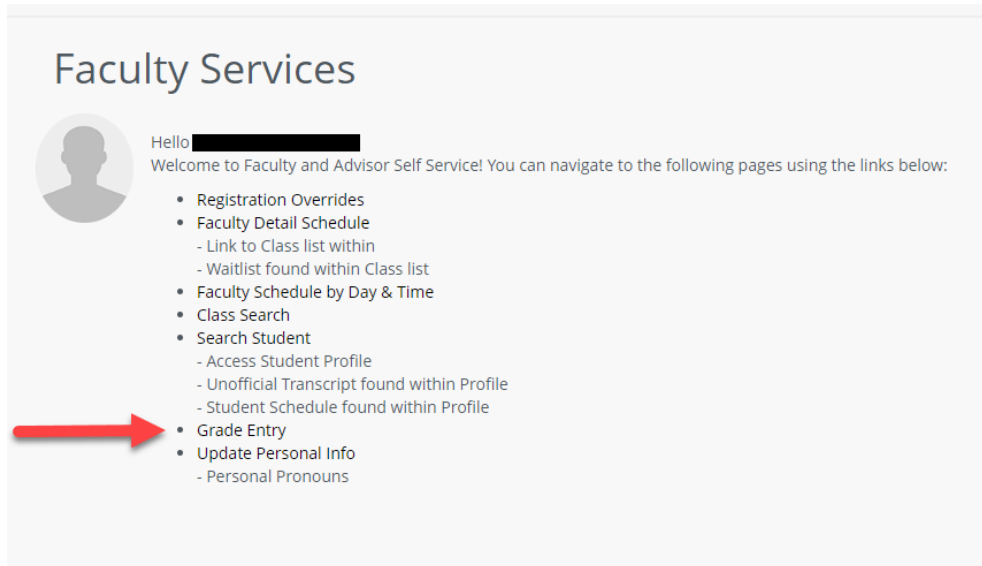
1. Go to goPFW at go.pfw.edu, enter your assigned Purdue Fort Wayne network account username and password, and click Sign-In.

A screenshot of the goPFW login page. The page has a dark background with a faint image of a campus. In the center, there is a white box containing two input fields: 'Username' and 'Password'. Below these fields is a yellow 'LOGIN' button. A red arrow points to the 'LOGIN' button. At the bottom of the white box, there is a security notice: 'For security reasons, please log out and close your Web browser after using this service.'

2. After successfully logging in to goPFW, click on the Faculty and Advisor Tools link found on the Faculty and Advisor links card.



3. On the Faculty Common Dashboard, select Grade Entry



4. Navigate to the appropriate tab (Midterm grades, Final grades, Gradebook).

The screenshot shows the 'My Courses' table with a red arrow pointing to the 'Gradebook' tab. The table has columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The data rows show various courses with their respective statuses and details.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-Independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Status messages -- messages denoting the Grading Status display in a colored box depending on the type of status.

- 1) In-progress – Yellow
- 2) Not Started - Yellow
- 3) Completed – Green (Make sure this is the icon showing after grades have been submitted)

The screenshot shows the 'My Courses' table with a red arrow pointing to the 'Gradebook' tab. The table has columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The data rows show various courses with their respective statuses and details.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-Independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Rolled column: Once grades are rolled, you can no longer edit them. You must submit a Form 350 for any further changes.

[illegible]

Course for all previous terms will also show up in this list, depending on which tab you have selected. You can either sort the list by term using the arrows in the term column or the search bar by typing in the correct term.

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-Independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

You can also adjust how many courses show by adjusting the per page amount in the bottom right of the courses.

Midterm Grades

Final Grades

Gradebook

My Courses

Search

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-Independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Page 1 of 1

Per Page 10

5. Select anywhere on the row of the course you wish to grade to open the grade roster. The grade roster will appear with all registered students in alphabetical order in groups of 25 unless adjusted in the per page amount in the bottom right of the roster. If you do not adjust the per page to fit all students, be sure you continue to the next page(s) in order to submit all grades.

Faculty Grade Entry
Midterm Grades
Final Grades
Gradebook

My Courses

Search

Grading Status	Rollod	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-independent Study In Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Page 1 of 1

Per Page 10

Enter Grades

Search

Full Name	ID	Midterm Grade	Final Grade	Rollod	Last Attend Date	Hours Attended	Narrative Grade Comment

Records Found: 3

Page 1 of 1

Per Page 25

Save

Reset

- Post all final grades under the Grade column using the drop down box. (Warning: Avoid using the scroll button on your mouse during this step as it may change your selection in the drop down box.) Leave the Hours Attended fields blank.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-Independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
[REDACTED]	[REDACTED]						
[REDACTED]	[REDACTED]						
[REDACTED]	[REDACTED]						

Records Found: 3

Save Reset

****Important**** If you assign a grade of “F” to a student who stopped attending, you **MUST** note the last date of attendance (the last time you had contact with the student) under “Last Attend Date.” Use MM/DD/YYYY format (eg. 10/17/2024). This date is extremely important for Financial Aid processing!

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-Independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
[REDACTED]	[REDACTED]						
[REDACTED]	[REDACTED]						
[REDACTED]	[REDACTED]						

Records Found: 3

Save Reset

- When finished, click “Save.” If you fail to click the “Save” button, your grades will not be entered into the system. You must submit information within a 15-minute time period or you will be logged out of the system. Please note the system will not allow a “W” grade to be given or changed.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
Not Started	Not Started	MUSC - Music - MUSC	46500	01	Tech Show Choir	202420 - Spring 2024	24073
Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
[Redacted]	[Redacted]						
[Redacted]	[Redacted]						
[Redacted]	[Redacted]						

Records Found: 3

Page 1 of 1 Per Page 25

Save Reset

8. Once you have submitted grades for the first group of students, click on the next group if necessary and repeat steps 5 and 6. If the section has 25 or less students, or if you extended the per page to fit all students, this step is not necessary. Once all grades are submitted for the course, the Completed icon will appear next to the course:
- Completed

9. To grade another course, simply click anywhere on the row of the desired course, as in step 5 and repeat steps 5-8.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music - MUSC	41900	09	VT-independent Study in Music	202510 - Fall 2024	13960
Completed	Completed	MUSC - Music - MUSC	46500	01	Tech Show Choir	202320 - Spring 2023	23229
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Not Started	Not Started	MUSC - Music - MUSC	40400	01	Internship	202430 - Summer 2024	31584

Records Found: 4

Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
[Redacted]	[Redacted]						
[Redacted]	[Redacted]						
[Redacted]	[Redacted]						

Records Found: 3

Page 1 of 1 Per Page 25

Save Reset

Note: You can only return to an online roster for a limited time to make correction or changes. Each business day between 5:00pm and 6:00 pm, the Registrar's Office runs the process to move submitted grades to academic history. After this process has been run, you can no longer make online changes or corrections. You can see if this process has been completed via the rolled column in the courses list.

Faculty Grade Entry

[Midterm Grades](#) [Final Grades](#) [Gradebook](#)

My Courses

Grading Status	⬆ ⬆	Rolled	⬆ ⬆	Subject
Not Started		Not Started		MUSC - Music - MUSC
Completed		Completed		MUSC - Music - MUSC
Completed		Not Started		MUSC - Music - MUSC
Not Started		Not Started		MUSC - Music - MUSC

Records Found: 4