

## Posting Grades within GriffinGate

Follow these steps to post grades within the GriffinGate web portal:

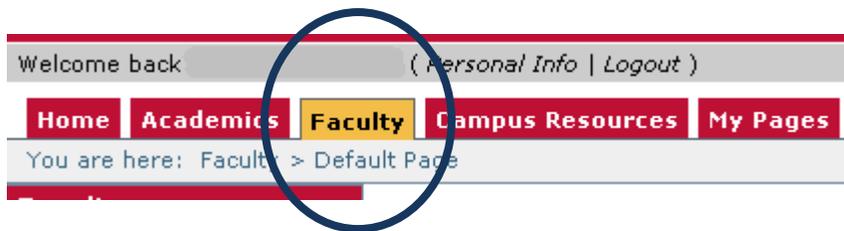
1. Go to the SHU homepage located at [www.setonhill.edu](http://www.setonhill.edu)



2. Click the **GriffinGate icon** at the top of the page:

3. Enter your GriffinGate **username** and **password** (your username/password combination is the same you use to access your e-mail via the Internet without the “@setonhill.edu” (the username is either your last name or the first initial of your first name plus your last name and a password—the default was the last five digits of your SSN but you may have changed it at some point—if you don’t remember your password, contact the Help Desk to have it reset to the default)).

4. Click the **Faculty** tab:



5. Go to the **GRADE ENTRY** portlet and click the **VIEW COURSE LIST** link:

The screenshot shows the Faculty page layout. At the top, there are navigation tabs: Home, Academics, Faculty (highlighted), Campus Resources, and My Pages. Below the tabs, a breadcrumb trail reads "You are here: Faculty > Default Page". The main content area is titled "Faculty" and includes a "Printer Friend" icon. There are three portlets: "All My Courses" with a "Show:" dropdown set to "Current Courses"; "Announcements" with the message "You have no incoming announcements." and a "Show All Announcement" link; and "Grade Entry" with a "View Course List" link. The "View Course List" link is circled in blue. Below the "Grade Entry" portlet, a table lists courses for the "2007-2008 Academic Year Summer Term".

Course	Gradebook	Schedule
<a href="#">Western Cultural Traditions I</a>	<a href="#">Gradebook</a>	Unknown
<a href="#">Western Cultural Traditions II</a>	<a href="#">Gradebook</a>	Unknown

- A list of the courses you are teaching appears—courses in which you may enter grades are indicated by a “Y” in the appropriate “Grading Period Open?” column—click the **hyperlinked course number** to view a list of the students in the course and enter grades:

**Grade Entry - Grading Course List**

[Grade Entry](#) > Grading Course List

Course List for: \_\_\_\_\_

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

**Search Criteria:**

Division:  Term:

Course	Title	Cr Hrs	Clock Hrs	Grading Period Open?	
				Midterm	Final
<a href="#">SLA 200 76</a>	West.Cultrl.Tra	3.00	0	N	Y
<a href="#">SLA 201 76</a>	West.Cultrl.Tra	3.00	0	N	Y

- Use the drop down arrow to display the grade options for this course and to then select the grade each student will receive:

**Grade Entry - Update Student Grades**

[Grade Entry](#) > [Grading Course List](#) > Update Student Grades

**SLA 201 76 West.Cultrl.Tra - Update Student Grades**

Student List for: Undergraduate Summer 2008

Instructors: \_\_\_\_\_

Cross-listed Courses: \_\_\_\_\_

Course Grading Type: Undergraduate Credits

If the grading period is open and you have permission to enter no grade and that have a grading type that matches the course displayed on this screen, but if it is available, it is compared to selected default grade.

The Grading Type for students will only be displayed if it is different from the course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final	Grading Type	Absences	Clock Hrs	Cross-listed Course
	Castrellon, Elena M	169738	N	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	0	0	
	Cieslewicz, Jeffrey, Sr.	169763	N	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	0	0	
	Daugherty, Tracie	116553	N	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	0	0	

- After all grades are entered, click the **SAVE** button at the bottom of the grade entry portlet:

Ziegler, Terry J	107928	N	<input type="text" value="Select..."/>
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