

How to Submit Final Grades

1. Using Internet Explorer (version 5 or higher) as your web browser, open the Patriot Web Self Service site: <https://patriotweb.gmu.edu>.

2. Select the **Login** button in the center of the page.

3. Login using your User ID (G-number) and six-digit PIN (Personal Identification Number). If you do not know your G-number or PIN, follow the instructions on the login page for help.

George Mason University

The screenshot shows the login page with the following text and fields:

- User ID:** Enter your GMU ID number. This is an 8-digit number preceded by a capital G. (Note: If you do not know your GMU ID, please go to the [GMU ID Search Directory](#)).
- PIN:** Enter your 6-digit PIN. (Note for Students: If you forgot your 6-digit Patriot Web PIN, please go to [Patriot Web PIN Problems](#) for information on how to have it reset.) (Note for Faculty and Staff: If you forgot your 6-digit Patriot Web PIN, please contact the ITU Support Center at 703-993-8870.)
- When you are finished entering your GMU ID and PIN, select **Login**.
- When you are finished using the system, please **Exit and close your browser** to protect your privacy.
- If you need help, contact the ITU Support Center.
- Fields for **User ID:** and **PIN:** with input boxes.
- Login** and **Forgot PIN?** buttons.

Annotations in the image:

- A box labeled "Enter G Number here" points to the User ID input field.
- A box labeled "Enter 6-digit PIN here." points to the PIN input field.

NOTE: The first time you log in, you will be required to change your PIN and then to enter a security question and answer. This question will display when you select the **Forgot PIN?** button on the login page, and your answer must precisely match the stored characters.

4. From the Main Menu, select **Faculty and Advisor Services**.
5. From the Faculty and Advisor Services menu, select **Term Selection**.
6. Select the desired term from the drop-down list, then select **Submit Term**.
7. From the Faculty and Advisor Services menu, select **CRN Selection**.
8. Select the course you wish to grade from the drop-down list, then select **Submit CRN**.

NOTE: If your course does not appear in the list, it is because you are not listed as the instructor. Please contact your departmental Scheduling or Grading Coordinators for further assistance.

9. From the Faculty and Advisor Services menu, select **Final Grades**.
10. Your roster will display in alphabetic order. Click to position your cursor in the grade field for the first student on the roster. Click in the "Grade" box to use the drop-down list of grades appropriate for each student; select a grade by clicking on it. If you wish to type a grade you may do so. To type a grade with a + or -, you must type the letter grade again until it displays the correct version. You may tab to or click in the Grade field for the next student. Do not use the up or down arrow keys, as this will change the grade selected.

NOTE: Review Grading Policies and Procedures, Grading Do's and Don'ts, Frequently Asked Questions (FAQ's) About Grading, and the University Catalog by selecting the **HELP** link at the top of the Final Grade roster.

- Enter a grade for each student on the roster. If the student has officially withdrawn, a 'W' will already appear in the grade field. If the student did not attend, select the grade NA. If the student stopped attending, enter the grade SA and enter the last known date of attendance in the Last Attend Date. Use the grade IN only when the student has incomplete work that cannot be completed on time for reasons beyond their control. Use the grade AB if the student had prior permission to be absent for the final exam. (Read more about grading anomalies at <http://registrar.gmu.edu/forms/GradingFAQ.PW.pdf>)

NOTE: It is **not** necessary to enter Last Attend Date or Attend. Hours if the student completed the course.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration
1	Student, Matthew	G00410973	3.000	**Registered** Aug 09, 2004	SA	N	10/18/2004		

Date format must be month, day and FOUR-digit year

- When finished entering grades, select **Submit Grades**. Look for the message “**The changes you made were saved successfully**” at the top of the page – this means your grades have been received. If you see a STOP warning (like below), check the error message, make any necessary corrections and select the **Submit Grades** button again.



Last Attend Date cannot be earlier than first class date.

- To grade additional courses, select **RETURN TO MENU** in the upper, right corner of the screen to return to the Faculty and Advisor Services menu, and repeat from step 7.
- To view confirmed grades (both midterm and final), scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.
- When you are done using Patriot Web, select **EXIT** in the upper, right corner to of the screen. You should also close Internet Explorer to ensure security.

NOTE: Please review your grades carefully before exiting. Grades are posted (rolled) to the transcript nightly; once rolled, all grade changes must be made on a paper Change of Grade Form, bearing proper signatures. If you discover a recording or calculation error that would impact a rolled grade, you should notify the student immediately.

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Grades cannot be changed once they have been rolled.