

### How to Submit Midterm Evaluations



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

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 703-993-8970.)

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.

User ID:

PIN:

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's 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 **Midterm Evaluations**.


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.

#### Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1	<a href="#">Student1, Annie</a>	G00422732	3.000	**Registered** Sep 24, 2004	None			10

Select or type the grade here.

NOTE: It is **not** necessary to enter **Last Attend Date** or **Attend. Hours** for midterm evaluations.

11. When finished entering grades, select **Submit Grades**. Look for the message, “**The grade or Last Attend Date changes you made have been saved successfully,**” at the top of the page – this means your grades have been received. If you see a STOP warning (  ) at the top, check the error message, make any necessary corrections and click the Submit Grades button again.
12. 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.
13. To view confirmed grades, scroll to the bottom of the Midterm Evaluations page and select **Summary Class List** from the links across the bottom.
14. When you are done using Patriot Web, select **EXIT** in the upper right corner of the screen. You should also close Internet Explorer to ensure security.

NOTE: Please review your grades carefully before submitting them. The Registrar’s Office will not process changes to midterm evaluations. However, since midterms do not calculate a GPA for the student, you may return to the midterm evaluation form to change a grade and Submit Grades again. This will not be possible during final grading.