Web Grade Instructions for Faculty

Step 1: Go to SF State Gateway. Enter your SF State ID and Password and click on the Login box. For assistance with your ID or password, click one of the links below the login box.

Step 2: Click on the Class Services link in the left sidebar under FACULTY/STAFF. On the next page, click on the Class Services link under the Class Services heading.

Step 3: Select current term, year and unit in the sidebar box on the left side of the page. For unit, most users will select the default of Regular University. Regular CEL faculty and faculty who offer special sessions through CEL will select Extended Learning. The two units are not combined on the same reports.

Step 4: Click Grades button. Select the class you are grading and click on the Select Class button. Grades must be submitted by the grading deadline for the current term.

Step 5: Enter grades and exceptions.
Go to the Grade column and select the desired grade from the pull down menu for each student. You may also select any exceptions listed in the pull down. See Entering Exceptions for more information. The Community Service Learning column will appear if your course has been approved for this option. See the Community Service Learning section at the end of these instructions for more information. The Comments section is intended to let the Registrar’s Office and your college office know if there are students missing from your grade roster. Be sure to include student’s name, SFSU ID (if known) and grade.

Step 6: Submit grades and/or exceptions.
Please use one of these three options, otherwise, your grade roster will be locked and other authorized users will not be able to access it for at least 24 hours.
1) The Submit final grades and/or exceptions button is the button faculty will use most frequently. Use it if you have entered all of your grades or only a few. You’ll also use it to enter one or more exceptions, such as a Withdrawal that you want to put forward for chair and dean approval before other grading is complete. Once all grades for the current term have been entered, you will still be able to change any grades that need to be corrected. Current term grade corrections do not require chair approval.
2) Click Save grades for later if you need to check on some of the grades you have assigned or if you are interrupted and don’t want to have to re-enter all of your grades. At this stage, grades will not be posted and you’ll need to be sure to complete the process later. Also, any exceptions that were not submitted as final grades will not be saved. You will need to re-enter these exceptions when you return.
3) Click Go back without saving if you make a mistake and don’t want to save or submit any grades you have entered that were not saved during a previous session.

Step 7: Receive Confirmation.
One of the following messages will appear in a yellow box at the top of the page.
ABBR 123(01) #12121 ABBR 123(01) #12121
Final grades(s) submitted Exception(s) submit

Entering Exceptions: Exceptions, including W (Withdrawal), change from letter grade to CR/NC, change from CR/NC to letter grade, and change to AUDIT grade, are entered using the pull-down in the grade column. Entering exception(s) brings up a page that allows you to input a justification for the exception as well as the grade you would like assigned in the case of grading option changes. These current term exceptions generate an automatic email to the chair asking for review. Once the chair has approved or denied, the associate dean receives an automated email asking for their approval or denial. Two exceptions do not require chair or dean review. WU (Withdrawal Unauthorized) grades will appear on the Exceptions web page to allow you to enter the last known date of attendance for a student. I (Incomplete) grades will appear on the Exceptions web page to allow you to enter information on expected completion of the course. After you finish reviewing Exceptions, click on the Submit exception(s) for approval button. You may repeat the above process for any students in your classes up until the Grade Submission Deadline.

Community Service Learning (CSL): Instructors teaching courses that offer CSL credit will see an additional column next to the grade column. If CSL credit has been earned, click on the pull down and select the number of credit hours earned. Please contact Perla Barrientos, Director, Community Service Learning, (415)338-3282, barrent@sfsu.edu or go to http://www.sfsu.edu/~ocs/ if you have questions about the CSL program.

Need Help?
Contact your Registration Coordinator in your dean’s office, your department chair or for Regular University courses call Renee Monte (415) 338-3982 or send an email to regweb@sfsu.edu for Extended Learning courses call Lynette Mitchell (415) 817-4214 or send an email to lmitchel@sfsu.edu.