

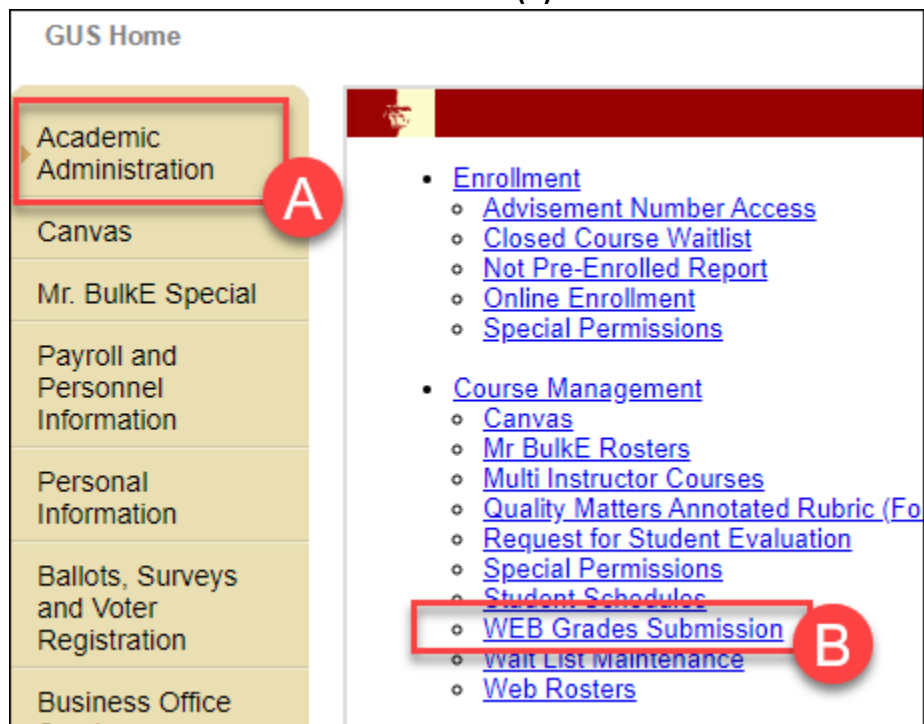
How to Submit Mid Term Grades in GUS Classic

Below are screenshots to help faculty enter final grades. Page three contains a list of frequently asked questions from the Registrar's Office.

1. From the Pitt State Portal, select GUS Classic and log in with your single sign-on credentials.



2. Select the Academic Administration menu **(A)** and click on WEB Grades Submission **(B)**.



3. From the Web-Based Grade Posting page, select, Web-Based Grade Entry.

Web-Based Grade Posting

Web-Based Grade Menu

- [Web-Based Grade Entry](#)
- [Incomplete/In Progress Grade Removal](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Grade Change Form \(PDF\)](#)
- [Credit By Examination \(PDF\)](#)

[View Grades From a Previous Term](#)

[Drop a student from your class](#)

4. Select the appropriate course from the drop-down menu (A) and select Continue...(B).

Web-Based Grade System

Please choose one of your classes from the list below

UGS*150*14 - Gorilla Gateway

Continue...

5. On the next screen, enter grades for each student from the drop-down menu. (The picture shows the options for final grades. At Mid Term you will have the option of D, Earned F, Walk-Away F, or No Grade)

WEB.GRADES

[Back to Roster List](#)

**Gorilla Gateway
UGS*150*14
Final Grades**

Student Id	Student Name	Drop Date	Credit	Grade
			2.00	
			2.00	
			2.00	
			2.00	
			2.00	
			2.00	
			2.00	
			2.00	
			2.00	

6. Scroll down to the bottom of the page and click Continue... button, and follow directions to review grades.

Continue...

Mid Term Grades FAQ from Registrar's Office

Q: What do you recommend I do to verify that my grade roster was transmitted successfully once I click on submit?

A: Go back into each roster. It should reflect the grades submitted if transmitted successfully to the student transcript. If the roster still provides the option to enter grades, the system may have timed you out or there may have been other difficulties. Please re-enter the data or call Melinda Roelfs at ext. 4205 for assistance.

Q: May I submit a partial roster and add remaining grades later?

A: No, the system will not accept partial grade entry. Do not initiate the web grade entry process until you are prepared to enter a grade for each student listed. If students listed on the web grade roster do not match those in your grade book, please contact Melinda Roelfs at ext. 4205.

Q: Do I have to enter a Mid Term grade for every student?

A: Mid-term grades are the exception. Mid-term grades may be entered for just the appropriate students earning a D or F. All other grades will be "no grade".

Q: I don't know a student who is appearing on my roster. What do I do?

A: All students on your roster have been officially enrolled, so you must report a grade for each student. If you have questions, contact Melinda Roelfs, Registrar, ext. 4205.

Q: A student on my roster hasn't attended class. Can I drop this student now?

A: No, the deadline for withdrawing has not yet passed. University regulations require that a grade of "F" be awarded. If you have questions, contact Melinda Roelfs, Registrar, ext. 4205.

Q: A student on my roster isn't in my section, he's in another instructor's course. What do I do?

A: Contact Melinda Roelfs, Registrar, ext. 4205

Q: A student has been attending class, but is not on my roster. How do I give him/her a grade?

A: Contact Melinda Roelfs, Registrar, ext. 4205

Q: I need to change hours for a student in a variable credit course. How can I do this?

A: Contact Melinda Roelfs, Registrar, ext. 4205

Q: Once I submit grades, how do I make changes?

A: You must submit [The Online Grade Change Form](#) or obtain a paper copy of the change of grade form at the departmental offices or at the Registrar's Office. If you have questions, contact Melinda Roelfs, Registrar, ext. 4205. If the error is caught immediately upon submission, you may email Melinda Roelfs at mroelfs@pittstate.edu with your corrected information. (Include course number, student name, student number and new grade). We ask that your chairperson be kept informed by carbon copying your email to them.

Q: Why are only W or F provided as grade options for a student where a drop date is reflected?

A: This student has withdrawn from the university and dropped all classes after the last day to drop. As the instructor of the class, you have a choice of W or F for this student.