

## Entering Grades into MyGoucher

1. Use your web browser to go to <https://my.goucher.edu>

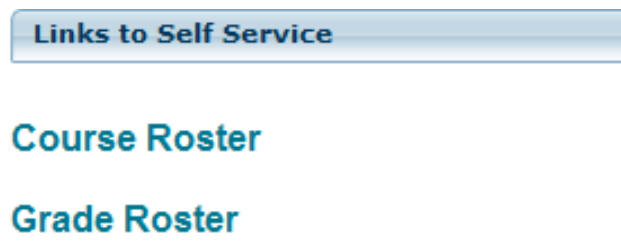
If prompted for a username and password, use your Goucher network\email username and password. When entering your username, remember to enter it as gadmin\username, then your password, as in the screen below.



2. When you enter MyGoucher you will be on the Home tab. Click on the word Faculty to go to the Faculty tab. Choose the Classes menu from the Faculty Tab or use the menu to open the Classes and Grades section.



3. Click on the Grade Roster link, from the upper right hand section of the page, to bring up the list of classes for which you are the instructor.



You should see the Grading – Overall Grades page.

The screenshot shows the PowerCAMPUS SELF-SERVICE interface. At the top, it says "Welcome Robert (robsmith)" and includes links for "Cart", "Portal", "Help", and "Log Out". The main navigation bar contains "Home", "Register", "Advising", "Classes", "Finances", "Grades", "Search", and "Adm". Below this, a sub-navigation bar has "Schedule", "Enrollment", and "Grading".

The "Grading - Overall Grades" section is active. It features a "Select Course" dropdown menu and the instruction "Or... browse the courses below:". There are two columns of filters: "Year" and "Undergraduate Term".

**Year**

- 2009
- 2008
- 2007
- 2004

**Undergraduate Term**

- Spring
- ▶ AST 210/Lecture/001

On the left side of the page, there are sections for "Overall Grades", "Options", and "Recent Courses". The "Recent Courses" list includes:

- 2009/Spring/Undergraduate Term AST 210/Lecture/001
- 2004/Fall/Undergraduate Term FYE 134/Lecture/013
- 2008/Summer/Teachers Inst Term ED 505/Lecture/001
- 2008/Summer/Teachers Inst Term ED 505/Lecture/001
- 2004/Fall/Undergraduate Term FYE 134/Lecture/013

4. Moving you mouse over the Year, will display terms within that year to the right, as in the example below:

**Grading - Overall Grades**

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▼ **Select Course**

Or... browse the courses below:






|   |   |   |
|---|---|---|
| <p><b>Year</b></p> <p>2009</p> <p><b>2008</b> </p> <p>2007</p> <p>2004</p> | <p><b>Summer</b></p> <p><b>Teachers Inst Term</b></p> <p>▶ ED 505/Lecture/001</p> | <p><b>Fall</b></p> <p><b>Undergraduate Term</b></p> <p>▶ HP 110/Lecture/001</p> <p>▶ MA 110/Lecture/001</p> <p><b>Grad Dist Learn</b></p> <p>▶ HP 601/Lecture/001</p> |
|---|---|---|

5. Click on the Course number link to open the gradebook for that class.

**Grading Overall Grades**

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▼ **Select Course**      **Course:** [2009/Spring/Undergraduate Term - AST 210/Lecture/001](#)  
 Intermediate Astronomy  
 MWF 10:30 AM - 11:20 AM, Goucher College/Hoffberger Science/B26  
 Traditional

|                          | Name   | Credit Type          | FINAL                         |              |
|--------------------------|--|----------------------|-------------------------------|--------------|
|                          |  |                      | My Grade                      | Actual Grade |
| <input type="checkbox"/> |  Hagan, James           | Undergraduate Credit | <input type="text" value=""/> |              |
| <input type="checkbox"/> |  Hall, David            | Undergraduate Credit | <input type="text" value=""/> |              |
| <input type="checkbox"/> |  Riddle, Emily          | Undergraduate Credit | <input type="text" value=""/> |              |
| <input type="checkbox"/> |  Rosenthal-Mix, Michael | Undergraduate Credit | <input type="text" value=""/> |              |
| <input type="checkbox"/> |  Vincent, John          | Undergraduate Credit | <input type="text" value=""/> |              |

6. Enter the student’s grade into the My Grade column. Click the Save button to save the grades. You can continue to make changes to assigned grades until you click the Submit Final button. The Submit Final button writes the grades to the student’s transcript. Any changes to grades will need to be made by SAS once the Submit Final button has been used. You can enter a grade in the My Grade column and submit it as final up until the time the grading period has closed.

If you need to submit a portion of your grades, as in what happens when grades are submitted early for graduating students, enter the grades and submit those as final. You’ll be able to enter the other grades later, until you submit those as final.