

HOBART AND WILLIAM SMITH COLLEGES

Faculty Web Services GRADING

1. Go to <http://fws.hws.edu>
2. Click on **Enter Faculty and Advisor Services**
3. At login, enter your **8 digit faculty ID number or SSN** and **6 digit PIN number**. (To obtain this information contact the Registrar's Office at ext. 3648)
4. Select **Grade Courses** under the **Faculty Heading or Menu**
5. Select the **Course** from the Pull-down menu

 Courses are listed with their grading options. (Grades may be entered during the established grading period only)

2004 FALL

*** GCIP-401-10 GENEVA COLLABORATV INTRNSHP ***

Submit


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6. Click **Submit**
7. Enter **Grades** in the screen below, Fill out the **I,D,NC, or F form** (a form must be completed for each I,D,NC, or F grade given) if necessary
- ** If the Final Grade column does not have text boxes to fill in the grades, it is because the grading period has not yet begun or already ended.
8. **DO NOT LEAVE A STUDENT UNGRADED.**

2005 SPRING

*** ENG -101-01 LITERARY CONSCIOUSNESS ***

Select Another Course

 **DO NOT LEAVE ANY STUDENT UNGRADED.** A grade must be entered for each student. "W" or "#" grades are unacceptable. **When entering a grade of I, D, NC, or F, you must also click on the "I, D, NC, or F" link in the far right column.** If grade type is CN, enter grades "CR" (passed with C- or better) or "NC" (equivalent to D, D- or F). To clear a **Grade on Record**, enter * in the **Grade** field. When finished entering grades, select **Submit**.

 **0 of 3 grades have been posted**

Records: [1-3](#)

Record	Name	Final Grade	Final Grade on Record	Grade Type	Credits	Program	Class Level	Message	I, D, NC, or F
1	Student, He	<input type="text"/>		Normal	1.0	HO BA — FIRST YEAR			I, D, NC, or F
2	Student, Lady	<input type="text"/>		Normal	1.0	WS BA — FIRST YEAR			I, D, NC, or F
3	Student, Larry	<input type="text"/>		Normal	1.0	HO BA — FIRST YEAR			I, D, NC, or F

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9. Click **Submit**

** You will only be able to submit grades during normal grading periods.