GOLDEN GATE UNIVERSITY

Office of Records and Registration

GGU4YOU Grade Submission Guide
Revised April 2020
Steven Lind, University Registrar
slind@ggu.edu

Notice Regarding Spring 2020 "A" and "C" Term Grades: Due to the Coronavirus pandemic and shelter-in-place orders issued for many states, including California, the university has relaxed its Credit/No Credit Grading Election policy to help relieve some of the stress this medical emergency has caused for our students. However, you should continue to award students letter grades, unless you are teaching a course that is customarily graded on a CR/NC basis. The Registrar's Office will convert those letter grades to the appropriate "CR" or "NC" grade for those students who make the Credit/No Credit Grading Basis election. Students will be able to see the grade you award them in helping them decide whether to make the election. If students ask, please inform them that they will have until Monday, June 1, 2020 to make the Credit/No Credit Grade Election known to the administration, and that to do so, they should send a detailed request to registration@ggu.edu.

Grade Due Date
Grades are due five business days after the end of the term, or the end of the course section, which ever date occurs first. If a student appears on your grade roster, then the student remains enrolled in your course section and must receive a grade. Grade due dates are published with the Academic Calendar.

Student Never Attended Class
If a student never attended/participated in class during the first two weeks, or at any point in the term, and the absence was not excused by you, then you should:

1. Enter a "UW" (Unofficial Withdrawal) grade, and
2. Check the "Never Attended" box.

Please note: "UW" grades should be submitted immediately following the second week of term for students who have not attended or participated online, but they will also be accepted after the end of the term. As a consequence of receiving a "UW" grade, the student will be administratively dropped from your course. The student may be allowed to re-enroll in your course by completing the late registration process, which requires instructor approval.

Last Date of Attendance (LDA)
When determining the student's LDA to submit in association with an "F" grade, you should select the date that is the latest of either:

1. The student's last physical presence in the classroom; or
2. The student's last participation in an "academically related activity."

Academically Related Activities

Students can satisfy GGU's attendance requirement by any one of the following activities:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Student Does not Appear on Your Grade Roster

If there are any students who completed your course who do not appear on your grade roster, send an email to registration@ggu.edu with the course and student details. We will attempt to resolve the registration issue and notify you if and when the student appears on your grade roster. You will then be able to enter and submit a final grade for the student.

Credit/No Credit Grading Basis

Undergraduate students who are enrolled in general elective courses and graduate students who are enrolled in 200-level foundation or program proficiency courses may elect the credit/no credit (CR/NC) grading basis. You should submit the letter grades students have earned regardless of their grading basis elections. The Registrar's Office will convert the letter grades earned to the appropriate "CR" or "NC" grades when recording their grades to their transcripts.
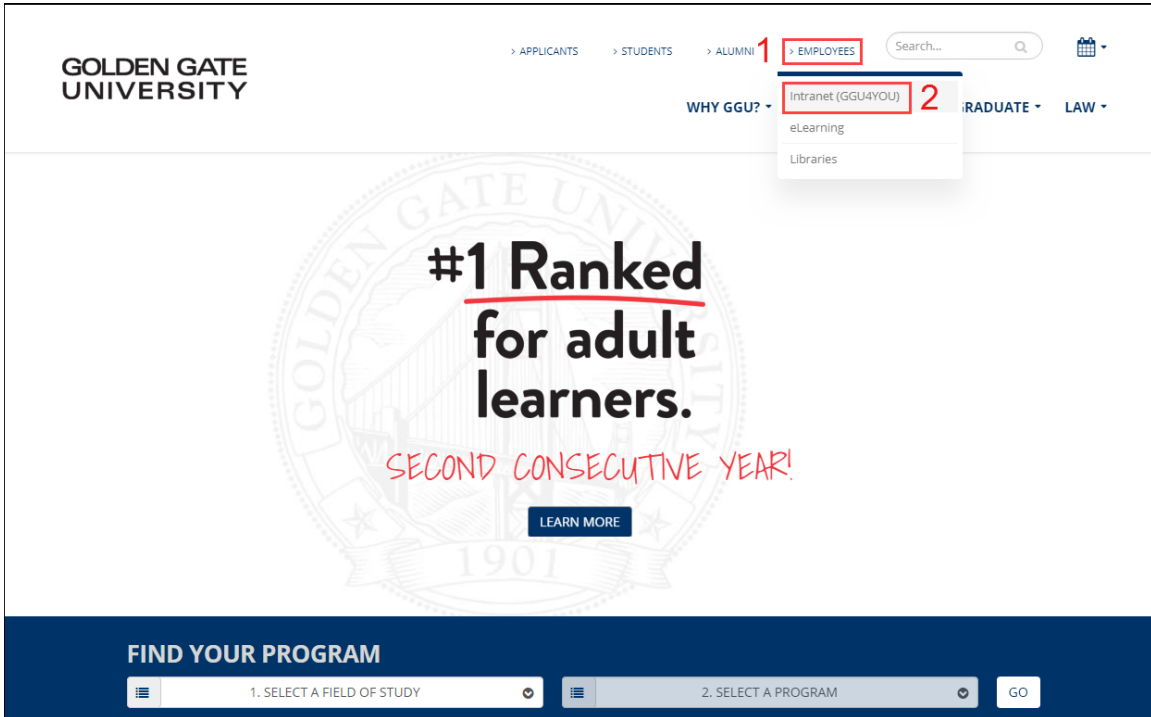
Academic Dishonesty

If you believe a student in your class has been academically dishonest, you should not award a grade until the matter has been investigated and an appropriate sanction imposed. See the Allegation of Academic Dishonesty form for guidance. You may also refer to GGU's Academic Integrity Policy.

INSTRUCTIONS:

1. **Login to Golden Gate University's GGU4YOU website at www.ggu.edu.**

   If you need to reset your password, click the "Forgot Your Username or Password" link. If you do not have a GGU4YOU account, click on the "Create an Account" and then "Request a GGU4YOU Account." This link will bring you to a page that will request personal information we will need to create a new account. You will be sent your user name and password by email the next business day.

2. **Click on "Course Administration" from the "Employee/Faculty" menu.**

3. Click on "Grading" from the Course Administration menu.

4. Click on "Submit Grades" from the Grading menu.

5. **Click on the drop-down arrow to the right of the "Term" field. Choose the term for the course for which you want to enter grades.**

   ALTERNATIVELY (not simultaneously), you can enter the start and end dates of the course you taught. This is helpful if you cannot recall the term with which the course was associated. Dates need not be exact, but should fall before and after the timespan of the course you taught.

   Click "Submit" to view a list of courses you taught during the term selected.

WELCOME	PROFILE	LOGOUT	SWITCH ROLE: ◐ Employee/Faculty	G ▾

GGU4YOU: EMPLOYEE

Academics ▾   Administration ▾   ITS ▾   Facilities ▾   Finance ▾   HR ▾   Marketing ▾   Purchasing ▾   Development ▾

Search... 🔍

ACADEMICS
- › Advising
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  - ▸ Request Media
  - ▸ Request Web Enhanced Course
  - ▸ Create Seating Chart
  - ▸ View Course Roster
  - ▸ View Course Schedule
  - ▸ Drop Surveys
  - ▸ Grading
- › Teaching & Learning
- › Tutoring Resources

GRADING

University Grading Help
Law School Grading Help

Choose the term of the course section for which you want to enter grades.
ALTERNATIVELY (not simultaneously), enter the start and end dates of the section you taught. This is helpful if you are unsure of which term the course was associated. Dates need not be exact, but should approximate those of the course. Enter dates in (MM/DD/YY) format.

Select a term or date range to restrict your class list

Term   [Summer Trimester 2018 ▾]   ← − 7

Start Date [   ]   End Date [   ]

SUBMIT

6. **Click on the arrow to the right of the "Final Or Midterm/Intermediate Grading" field. Select "Final." (GGU does not issue midterm grades.)**

7. **Click on the box next to the course you want to grade and click "Submit" to view the grade roster.**
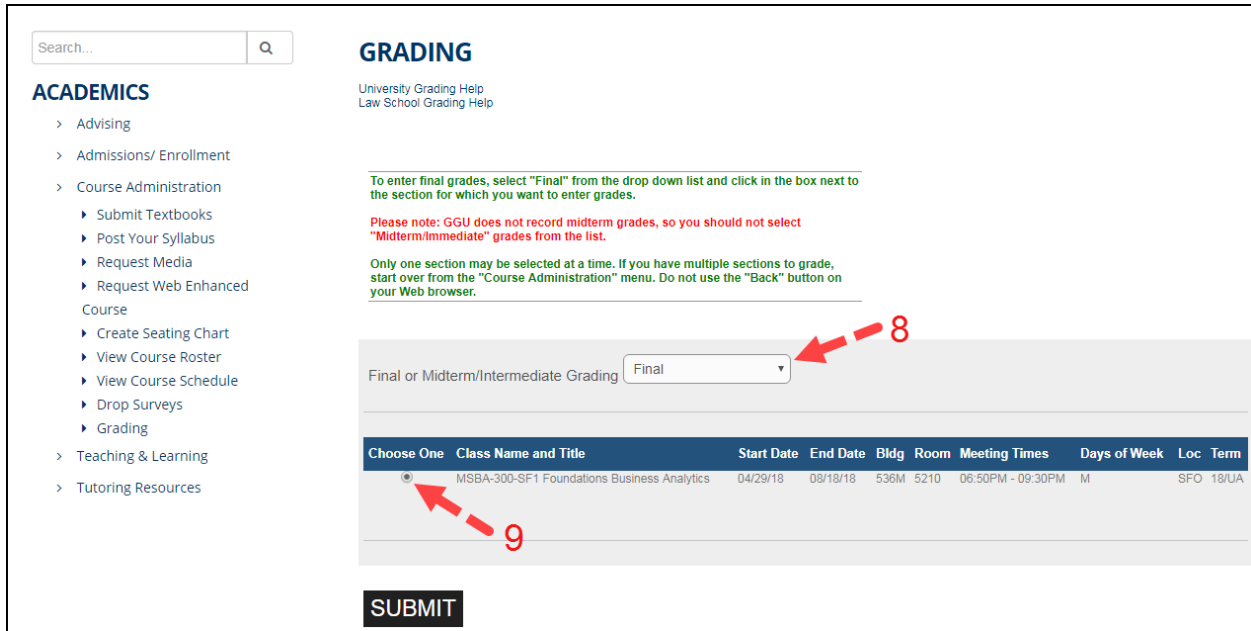
8. **Enter a valid grade for every student who earned a letter grade who is listed on your roster, as shown below.**

Valid letter grades include the following:

- A+, A, A-

- B+, B, B-

- C+, C, C-

- D+, D, D-

- F

Note: Students receive academic credit for all grades better than an "F." However, graduate students must earn a "C-" or better grade in order for a course to be used to satisfy graduate-level academic program requirements.

Class Name	MSBA-300-SF1
Title	Foundations Business Analytics
Location	San Francisco
Term	Summer Trimester 2018

Instructor

You must check the "Never Attended" box in conjunction with submitting a "UW" grade.

Student	ID	Status	Grade	Expire Date (MM/DD/YY)	Last Date of Attendance (MM/DD/YY)	Never Attended	Class	Credits
Student A	0589874	N	A+			☐	GR	3.00
Student B	0591871	N	I	8/18/19	5/10/18	🚫	GR	3.00
Student C	0591030	N	F		3/26/18	🚫	GR	3.00
Student D	0591764	N	B			☐	GR	3.00
Student E	0591955	A	UW			☑	GR	3.00

Other grades include the following:

- **W** (Withdrawal)

    You may not grant "W" (Withdrawal) grades to students. Students who ask you to grant them "W" grades rather than complete the course should be advised to withdraw from the course by the applicable withdrawal deadline published in the Academic Calendar to avoid receiving "F" grades.

- **UW** (Unofficial Withdrawal)

    Enter a "UW" grade if the student <u>never</u> attended in-person classes or participated in online classes. You may enter "UW" grades beginning the third week of the term. You must also select the "Never Attended" check-box. The Registrar's Office will administratively drop the student from your course upon receiving the "UW" grade.

- **F (Failing)**

    Enter an "F" grade if the student did not earn academic credit for the course. You will also be required to record the student's "last date of attendance" (LDA), as discussed above.

- **I (Incomplete)**

    Enter an "I" grade ONLY if:

    o The student has completed the majority of the coursework AND was making satisfactory course progress (i.e., passing).
    o The student is unable to complete the remaining coursework because of unforeseen, but fully justifiable, circumstances.
    o The student has committed to submit the remaining coursework by a specific date (Expire Date) to which you have both agreed and which occurs no later than the last day of the following trimester.

    You must enter the "Expire Date" field for the "I" grade **and** the "Last Date of Attendance". The expiration date will be the date by which you need to submit the final grade to the Office of Records and Registration by means of the Grade Change form. The Records Office will convert an expired "I" grade to an "IF" grade shortly after this date passes. An "IF" grade counts the same as an "F" in the student's GPA calculation. The date format is (**MM/YY/DD**).

    The 2018-2019 academic year trimester end dates are listed below for your convenience.

Trimester Enrolled	Following Trimester's End Date	Grade Expire Date
Fall 2019	April 25, 2020	(04/25/20)
Spring 2020	August 22, 2020	(08/22/20)
Summer 2020	December 19, 2020	(12/19/20)

    When you are ready to submit the final grade to replace the "I" grade, you will need to submit a Grade Change form. The form is available on GGU4YOU on the "Grading" menu page or may be obtained from the Office of Records and Registration.

    eLearning Instructors: Please note that your students will lose access to the online classroom shortly after the end of the trimester and their access will not be extended by your granting an "I" (incomplete) grade. Consequently, if you grant an "I" grade, you will need to make any materials the student needs to complete the course available to him/her outside of the Learning Management System. Contact eLearning at elearning@ggu.edu or 415-369-5250 for more information.

- **CR** (Credit), **NC** (No Credit)

    Enter a "CR" or "NC" grade only if the course you are teaching is offered on the CR/NC grading basis rather than letter-grade basis, such as DBA Dissertation Research. If the student elected the CR/NC (pass/fail) grading basis, you should submit the letter grade the student earned. The Registrar's Office will convert the letter grade earned to the appropriate "CR" or "NC" grade at the time the grade is recorded to the student's transcript.

- **AU** (Audit)

All audit grades will be entered by the Registrar's Office at the end of term and should appear in your roster when you access it. Do not enter an "AU" grade. If think an "AU" grade was not recorded for a student who should have received one, please contact the Registrar's Office at records@ggu.edu.

9. **Click "Submit" when you are finished entering grades.**

   You may submit grades without having graded all of your students, and return at a later point to enter more grades. You may do this as often as you need to until all of your students are graded. Please note that you will need to submit your grades within 15 minutes or the system will time-out. If you have more than 30 grades to submit, you may submit them in batches to avoid being timed-out and losing your work.

   Students will not be able to view their grades on GGU4YOU until the Office of Records & Registration runs a process to record them on their transcripts. Prior to recording grades on transcripts, the office will verify that:

   - "AU" grades were not submitted for students who did not register in audit status
   - "CR" or "NC" grades were not submitted for course sections that were offered on the letter-graded basis.
   - The date in the "Expire Date" field for an "I" grade is no later than the last day of the next trimester.

   The Office of Records & Registration will not record grades that do not comply with these policies. You will be contacted by email regarding any discrepancies.

   Grades are recorded after 4:00 pm, Pacific Time, every business day, excluding university holidays. You will receive an email notifying you when the grades have been recorded.

   You may change a grade online before it is recorded. Afterwards, you will need to submit a Grade Change form via email, fax or mail to the Office of Records & Registration. This form is available on the GGU4YOU "Course Administration" menu or from the Office of Records and Registration.

HELP:

If you have questions or issues about:

➢ Your GGU4YOU username or password:

   Information Technology Services
   help@ggu.edu
   415-442-7070
   Monday - Friday, 9 to 6:30

➢ Not being able to toggle to the "Employee/Faculty" role after logging in; whether your grades were successfully submitted or recorded:

> **Office of Records & Registration**
> records@ggu.edu
> 415-442-7285
> Monday - Thursday, 9 to 6:30; Fridays, 9 to 5:30

➢ What the appropriate grade or action to take is according to academic policy:

> Contact the school or division in which your course is taught:

> **Ageno School of Business**
> biz@ggu.edu
> 415-442-6500

> **School of Accounting**
> accounting@ggu.edu
> 415-442-6559

> **Braden School of Taxation**
> tax@ggu.edu
> 415-442-7880

> **School of Undergraduate Studies**
> undergrad@ggu.edu
> 415-442-6565