

Final Grading Instructions

Final grading is typically available a week before the final exam period begins, which can be found on the [academic calendar](#). There is a 30 minute time limit before the system times out. Clicking "Submit" will reset the timer and allow you to enter additional grades. You may click "Submit" multiple times.

Posting Final Grades:

- Login to [Gibson Online](#) and click the "Faculty" tab
- Your course(s) are listed under the "Course List" for the selected term
- Choose the course to be graded and click on "View" located on the far right

Course List

2019 Fall ←

CRN ⇅	Course ⇅	Title ⇅	Days & Times	Enrolled	Waitlisted	Class List	Wait List	Grades
36075	ANTH 3300-01	History of Writing	TR 09:30am - 10:45am	24	0	View Download	View	View

Click here to begin grading process. →

- A new page will open. Select the tab labeled "Final Grades"
- In the Final Grades column, select a grade from the drop-down menu
- For any student that never attended the course, select "Never attended." For any student who has stopped attending the course, please enter the last date of academic participation.
- "Confidential" means you cannot disclose this student's [directory information](#) to anyone outside of the University. You **must** still enter a grade.
- Once grades have been entered, select "Submit"
- The following confirmation message will appear in green: "All records have been submitted successfully"

