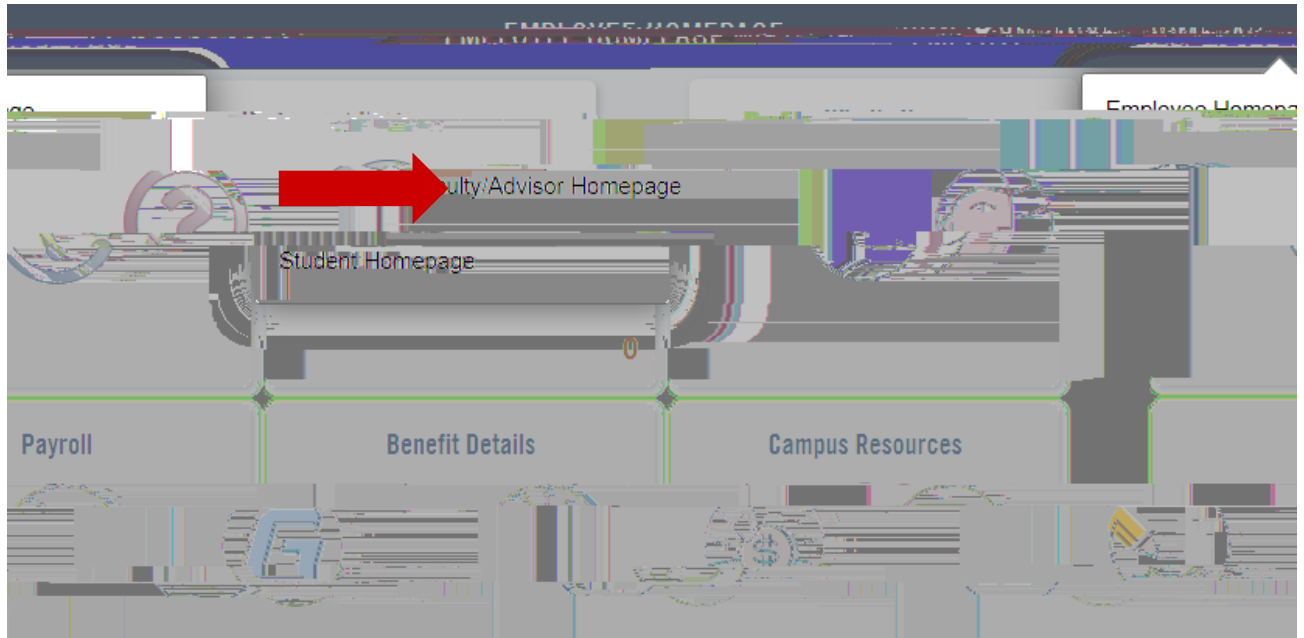


# Entering Mid-term Grades - Grade Roster in MyGeorgeFox

1. Log into MyGeorgeFox ([my.georgefox.edu](http://my.georgefox.edu)) using your GFU username and password.
2. Top/Middle drop down menu > FACULTY/ADVISOR HOMEPAGE



3. Select FACULTY tile.



4. Select MY SCHEDULE from the left

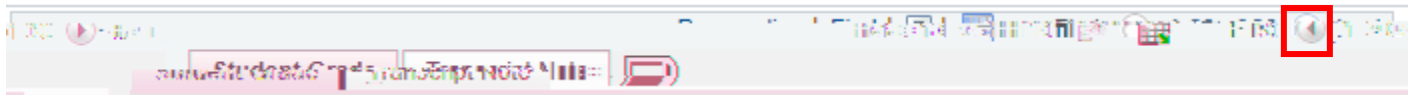
6. Navigate to DISPLAY OPTIONS. Select appropriate Grade Roster Type (ie MID-TERM GRADE)



7. Navigate to GRADE ROSTER ACTION set the APPROVAL STATUS to NOT REVIEWED.



8. Navigate to ROSTER GRADE box- select appropriate grade(s) from drop down menu.  
\*depending on class size there may be more than one page to the roster. Click arrow to see next page



9. Press SAVE button. Mid-Term Grades are now viewable by the student.