## Faculty Guide to Entering Enrollment Verifications

## Step 1: Logging in

•

• Login to SSB9 from MyGSW, found at the top center of the GSW home page. Login by using your GSW credentials.





## Step 2: Faculty Grade Entry

- You should now click on the 'Faculty Grade Entry' link.
- To begin, use the Search function to find the appropriate course for Enrollment Verification or simply select a course currently displayed by clicking anywhere on the course row. You can use the arrows in the column headers to sort the list in your current view.
- Click on the 'Attend Hours' field for each student and enter either 0 or 1. Enter 0 (zero) if the student has never attended the class. Enter 1 (one) if the student has attended the class. Click on 'Save' at the bottom of the page to submit your verification.
- The Registrar's Office will retrieve the information to contact students who are reported as never having attended class. (Grades and last attended dates should not be entered at this time.)

Faculty Grade E	ntry	<ul> <li>Final Grades</li> </ul>												
My Courses												(iii) Searc		
Grading Status	\$	Rolled	\$ Subject	٥	Course	\$	Section	٥	Title	٥	Term		3	CRN
Not Started		Not Started	ENGL - English		1102		15		Composition II		202302 - Spring Ser	nester 2023		20057
Records Found: 1													Page 1 of 1	Per Page
							-							
Enter Grades												(iii) Searc	ih	Q
Full Name	≎ ID		Midterm Grade		Final Grade				C Rolled		Last Attend Date		Ourse	Attended
							*					0		
							*					0		
			Not Gradable		Not Gra	dable						]		
							~					0		
							*					]		
	10											8		