

GOVERNORS STATE UNIVERSITY
DEPARTMENT OF COMMUNICATION DISORDERS
INFORMATION FOR GSU UNIVERSITY SUPERVISORS

Grade Entry

The GSU university supervisor will determine the student's grade based upon reports of daily performance from the site supervisor, direct observations at the site, collaboration during the grading of the midterm and final evaluations and student interactions.

Upon your initial employment at GSU, you will be required to complete a tutorial (FERPA and Student Records) on privacy requirements for student information (www.govst.edu/ferpa). You are encouraged to complete this on-line tutorial as soon as possible upon employment. It is recommended that you take care of this as soon as GSU's Office of Human Resources provides you with your GSU e-mail account. You will not be able to submit grades for your practicum students until the tutorial has been completed and your GSU e-mail account has been activated.

1. Fill out the Access to CARS form that is provided at the end of the tutorial.
2. Print out a copy of the form before you hit "Submit."
3. Submit the on-line Access form.
4. Submit the original completed (printed) form to the department chair, and he will initial it and send it to the Dean of the College of Health and Human Services for final signature.

Please be sure to contact Human Resources if you have any questions at 708-534-4100.

This process will authorize you to submit grades on-line. At the end of the trimester, grades are due on-line by 5:00 PM on _____. Paper (i.e., hard-copy) grades are no longer accepted by the university. To submit grades on-line, go to www.govst.edu Then navigate as follows:

1. Click GSU Online from the menu at the top of the page.
2. Click Faculty View from the menu at the left of the page.
3. Enter User Name and Password (GSU will notify you of your user name and password.)
4. Click Grade Entry from the menu at the left of the page.
5. Click Select Course for grade entry.
6. Enter your grades. Upon submitting your grades, you will receive an e-mail confirmation.

If you are experiencing any difficulty entering your grades, please be sure to contact the Department of Communication Disorders at 708-534-4590.