Entering Grades into MyGoucher

1. Use your web browser to go to my.goucher.edu.

   Enter your Goucher network\email username and password on the left side of the page.

2. After logging in to MyGoucher, you will be redirected to the “Home” tab. Select the “Classes” tab from the top menu.
3. Click on the “Grade Roster” link on the upper right section of the page. This will bring up the list of classes you are instructing.

You should see the “Grading—Overall Grades” page.
4. Selecting a year will display that year’s terms, as shown in the example below:

![Grading - Overall Grades](image1)

5. Click on the course number (e.g. AST 210/Lecture/001) to open the gradebook for that class.

![Grading - Overall Grades](image2)
6. Enter the student’s grade into the My Grade column. Click the Save button to save the grades. You can continue to make changes to assigned grades until you click the Submit Final button. The Submit Final button writes the grades to the student’s transcript. Any changes to grades will need to be made by SAS once the Submit Final button has been used. You can enter a grade in the My Grade column and submit it as final up until the time the grading period has closed.

If you need to submit a portion of your grades, as in what happens when grades are submitted early for graduating students, enter the grades and submit those as final. You’ll be able to enter the other grades later, until you submit those as final.