## **Faculty Grade Entry**

Click on the Faculty and Advisor tile in the WINGS Portal.

Select Grade Entry from the Faculty menu. Grade Entry includes Midterm and Final Grades.

Faculty and Advisor	
Back to WINGS Home If links or functions are missing for you, please let us know	w via this <u>CallS Service tocket</u>
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Select the tab for either Midterm or Final Grades.

*Optional:* You can enter the term or CRN in the search to consolidate the list to the course(s) you want to see. Click on the row of the course that you want to enter grades.

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Faculty Gr	rade Er	ntry													Í
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My Courses													2024	Q	
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Not Started		Not Started		PHY - Physics		2400L		C01		General Physics I Lab		202440 - Summer 2024		42106	_
Completed		in Progress		CNL - Counseling		7220		C01		Group Process Counseling		202440 - Summer 2024		49538	
In Progress		in Progress		SPN - Spanish		2010		A90		Intermediate Spanish I		202440 - Summer 2024		49696	
Not Started	3	Not Started		PHY - Physics		2400R		C01		General Physics I Recitation		202440 - Summer 2024		49766	
Not Started		Not Started		LA - Liberal Arts		3100		90		Ethics and Values		202480 - Fall 2024		89288	
Records Found:	6												Page 1 of 1	Per Page	10 🗸
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## Faculty Grade Entry

The grade roster for your course will appear below the list of courses.

When grading for the course is open, you will see a drop down to select the grade next to the student's UID for either midterm grade entry or final grade entry.

You can sort the roster using the arrows to the left of the column headings. You can also search.

You can reset the page or save your entries using the buttons at the bottom right of the screen.

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Faculty Grade Entry 🔹	Final Grades				
Enter Grades					(iii) Search Q
Full Name	Ç ID	O Midterm Grade	Final Grade		© Rolled ©
Mia Andi	U000001967	c	A		0
Avery Ba	U000001967	B	*		0
Meagens	U000001967	c	A		0
Wesley E	U000001967	c	A		0
Amanda	U000001967	в	Ä	These grades have rolled	0
Joshua F.	U000001967	A	₽ >		0
Kamari F	U000001967	A	В	and cannot be changed.	٥
Garrett C	U000001967	D	В		0
Alicia Hir	U000001967	NR	E.		0
Greyson	U000001967	x	6		٢
Kamille F	U000001967	c	NR		0
Kallie IIgi	U000001967	c	~		
Meredith	U000001967	c	* *	Dron down selections that	
Austin Kl	U000001967	1	c ~	appear when grading is open	
Tracy Klu	U000001967	D	a ~	appear when grading is open.	
Elizabeth	U000001967	в	D. *		
Syncerva	U000001967	D	×		0
Jordan M	U000001967	в	c ~		
Elizabeth	U000001967	A	a ~		
Nathan F	U000001967	F	× •		
Allyson V	U000001967	в	a ~		
Kelay Wr	U000001967	A	۵. ×		
Records Found: 22					Save Reset

Once you have entered all the grades and saved the worksheet, you will get a notification that grading for your CRN is completed. (below)

You can update your entries until the grade is rolled (usually overnight) OR until grading closes.

After the grade has rolled, it can only be changed by submitting a grade change using the grade change workflow. (It can be found using the Grade Summary function.)

