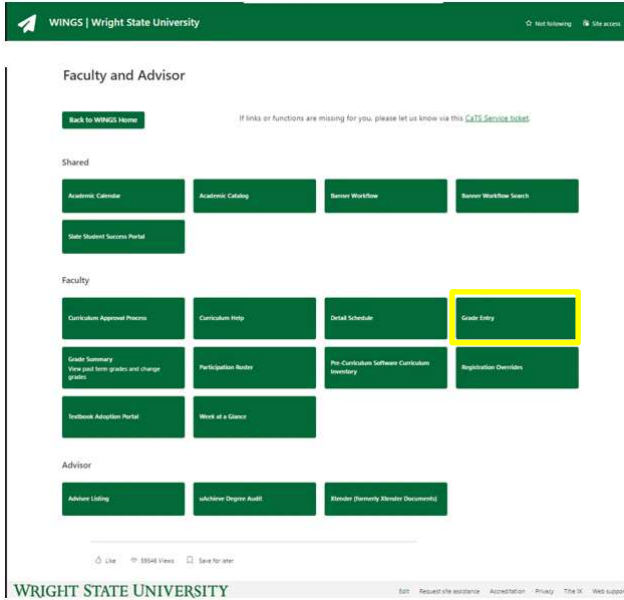


Faculty Grade Entry

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

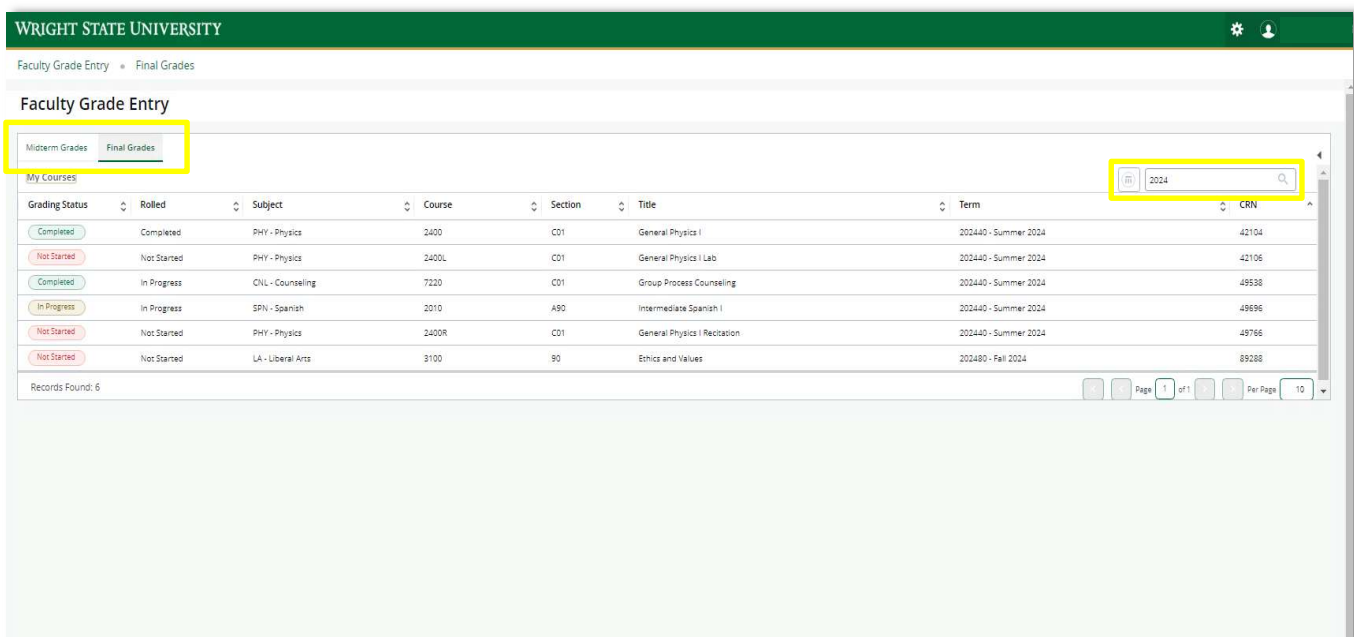
Select Grade Entry from the Faculty menu. *Grade Entry includes Midterm and Final Grades.*



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.



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.

WRIGHT STATE UNIVERSITY

Faculty Grade Entry → Final Grades

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled
Mia Ann	U000001967	C	A	✓
Avery B	U000001967	B	A	✓
Maeve C	U000001967	C	A	✓
Walter C	U000001967	C	A	✓
Amanda	U000001967	B	A	✓
Joshua F	U000001967	A	B	✓
Kamari F	U000001967	A	B	✓
Garrett G	U000001967	D	B	✓
Alicia H	U000001967	NR	F	✓
Gregory	U000001967	X	I	✓
Kamille	U000001967	C	NR	✓
Kylie J	U000001967	C		
Mercedes	U000001967	C	A	
Austin M	U000001967	I	C	
Tracy N	U000001967	D	B	
Elizabeth	U000001967	B	D	
Sydney	U000001967	D	X	✓
Jordan V	U000001967	B	C	
Elizabeth	U000001967	A	B	
Nathan F	U000001967	F	A	
Alison V	U000001967	B	B	
Kyle W	U000001967	A	D	

Records Found: 22

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Save Reset

These grades have rolled and cannot be changed.

Drop down selections that appear when grading is open.

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.)

Save Successful, grading for CRN 49696 is completed