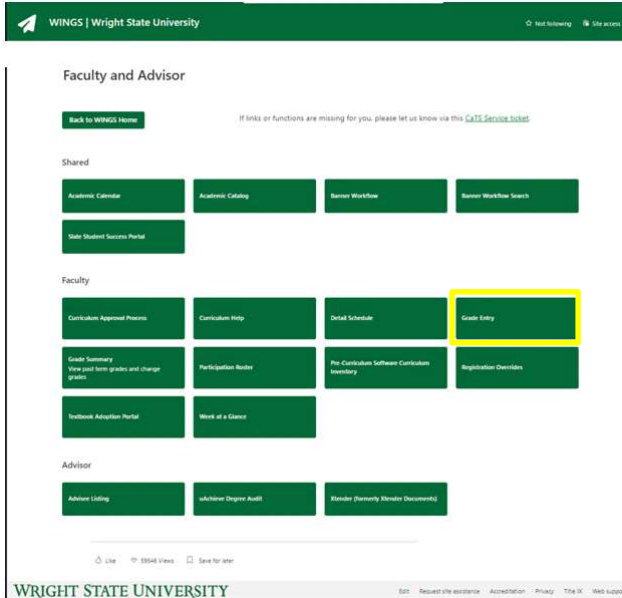


Faculty Grade Entry

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

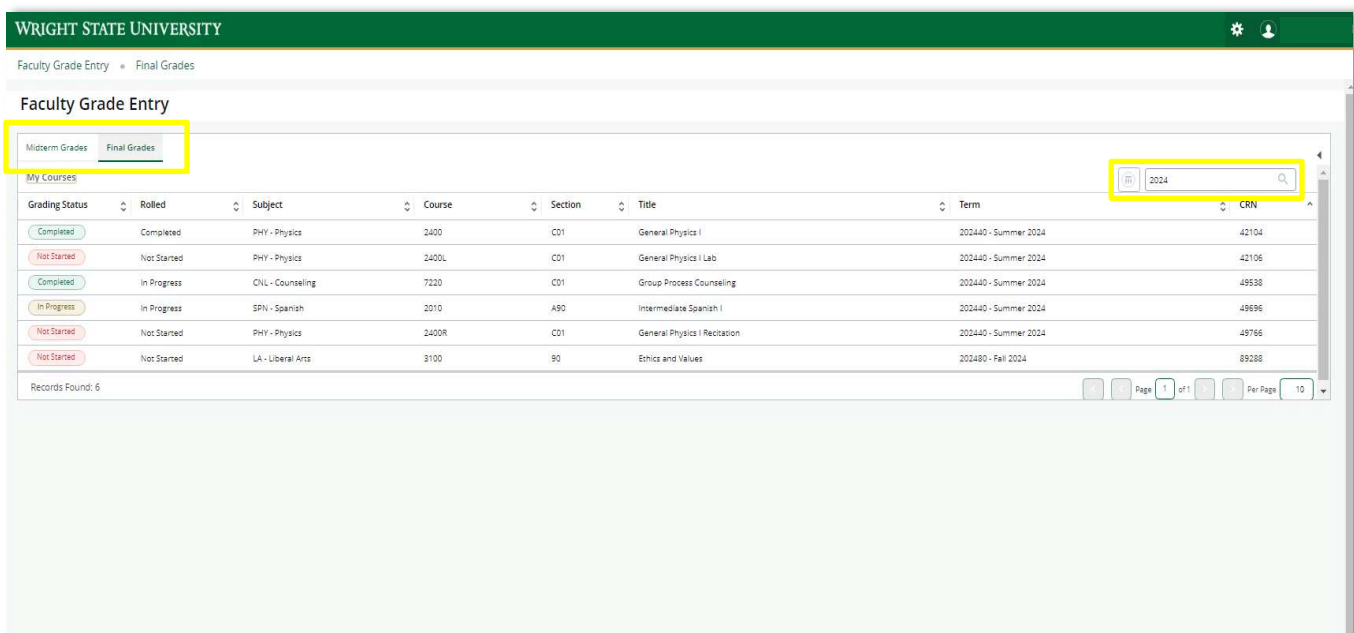
Select Grade Entry from the Faculty menu. *Grade Entry includes **Midterm and Final Grades**.*



Select the tab for either Midterm or Final Grades.

Consolidate the courses in your view by entering the current term or a specific CRN in the search. Searching for only the course(s) you want to see will simplify the view.

Click on the row of the course that you want to enter grades. The roster of the selected course will appear beneath the course list. **You might have to scroll down to see the roster.**



Faculty Grade Entry

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 on the grade roster.

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.

Full Name	ID	Midterm Grade	Final Grade	Rolled
Mia Ann	U000001967	C	A	✓
Avery Ba	U000001967	B	A	✓
Maeguis	U000001967	C	A	✓
Walter C	U000001967	C	A	✓
Amanda	U000001967	B	A	✓
Joshua F	U000001967	A	B	✓
Kamari F	U000001967	A	B	✓
Sacristi G	U000001967	D	B	✓
Alicia Hie	U000001967	NR	F	✓
Stevenson	U000001967	X	F	✓
Samille J	U000001967	C	NR	✓
Kalika Jim	U000001967	C		
Marcelite	U000001967	C	A	
Austin M	U000001967	I	C	
Tracy Niu	U000001967	D	B	
Elizabeth	U000001967	B	D	
Sydney	U000001967	D	X	✓
Jordan W	U000001967	B	C	
Elizabeth	U000001967	A	B	
Nathan T	U000001967	F	A	
Abigail Y	U000001967	B	B	
Kelly W	U000001967	A	D	

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

Midterm Grades can be updated until midterm grading is closed. You can update your entries for **Final Grades** 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 in the WINGS Faculty menu.)

