## **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 Adviso	or		
Back to WINGS Home	If links or function	is are missing for you, please let us know vis	a this <u>CaTS Service tocket</u>
Shared			
Academic Calendar	Academic Catalog	Bantari Workflow	Barrier Warkflow Sciench
State Student Success Partal			
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Curriculum Approval Process	Carriculum Help	Detail Schedule	Grade Entry
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Textbook Adoption Partial	Week at a Glance		
Advisor	<u>.</u>		
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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.* 

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term Grades Final Grades						
Courses iding Status 🔅 Rolled	Subject	Course	Section :	Title	(m)	2024 Q
Completed Completed	d PHY - Physics	2400	C01	General Physics I	202440 - Summer 2024	42104
lot Started Not Starter	ed PHY - Physics	2400L	C01	General Physics I Lab	202440 - Summer 2024	42106
Completed In Progress	ss CNL - Counseling	7220	C01	Group Process Counseling	202440 - Summer 2024	49538
n Progress In Progress	ss SPN - Spanish	2010	A90	Intermediate Spanish I	202440 - Summer 2024	49696
lot Started Not Started	ed PHY - Physics	2400R	CD1	General Physics I Recitation	202440 - Summer 2024	49766
lot Started Not Starter	ed LA - Liberal Arts	3100	90	Ethics and Values	202480 - Fall 2024	89288
cords Found: 6					۹ 💽 💽	age 1 of 1 Per Page 10

## **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.

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≎ ID	Midterm Grade	Final Grade		C Rolled
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U000001967	1	c	appear when grading is open.	
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				Per Page 1 of 1 > Per Page 25
	U00001967 U00001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967 U000001967	U000011967         C           U0000011967         B           U0000011967         C           U0000011967         C           U0000011967         A           U0000011967         A           U0000011967         A           U0000011967         A           U0000011967         A           U0000011967         C           U0000011967         C           U0000011967         C           U0000011967         C           U0000011967         C           U0000011967         B           U0000011967         B           U0000011967         D           U0000011967         D           U0000011967         D           U0000011967         D           U0000011967         D           U0000011967         F           U0000011967         F           U0000011967         F           U0000011967         F           U0000011967         F           U0000011967         F	U00001967         C         A           U00001967         B         A           U00001967         C         A           U00001967         C         A           U00001967         B         A           U000001967         A         B           U000001967         C         NR           U000001967         C         NR           U000001967         C         NR           U000001967         C         NR           U000001967         B         D           U000001967         B         D           U000001967         B         D           U000001967         C         N           U000001967         C         N           U000001967         C         N           U000001967         C         N           U000001967         A         D      <	U00001967       c       A         U00001967       B       A         U00001967       C       A         U00001967       C       A         U00001967       B       A         U00001967       A       B         U00001967       C       W         U00001967       B       B         U00001967       B       B         U00001967       A       B <t< td=""></t<>

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.)

