Interim (Mid-Term) Grade Reporting Instructions

Log on to Wingspan.

Click on the Faculty tab.

Select the Faculty/Advisor option.

Click on Interim Grades.

After clicking “Interim Grades, select the current semester, then the course.

Enter grades, absences, and comments for students in each course.

Use the “drop-down” arrow to select grades and comments. You may enter more than one comment by returning to the “green +.”

Interim Grades are required for all undergraduate students and all graduate students who are international and athletes (although it is encouraged to assign interim grades to all graduate students.)

Once all grades for a course are entered, click Submit.

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