

## 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. *Only full-semester and ACAD classes can be graded.*

### Interim Grades RETURN TO MENU

Enter mid-term grades and comments. If Confidential appears next to a student’s name, the personal information is to be kept confidential.

#### Course Information

**Introduction to Special and Gifted Education (3). - SPED 281 001**

**CRN:** 12993














**Students Registered:** 13

**Please submit the grades often. There is a 30 minute time limit starting at 08:59 am on Oct 05, 2018 for this page.**

= Invalid entry

Add Comments to ALL Students

#### Interim Grades

	Student Name	ID	Credits	Registration Status	Grade	Absences	Comments
1	C	W:	3.000	Registered via web Apr 10, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
2	C	S. W:	3.000	Registered via web Apr 06, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
3	D	W:	3.000	Registered via web Apr 11, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
4	D	W:	3.000	Registered via web Apr 04, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
5	E	W:	3.000	Registered via web Apr 04, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
6	G	W:	3.000	Registered via web Apr 11, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
7	Jc	W:	3.000	Registered via web Apr 06, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
8	KI	W:	3.000	Registered via web Apr 06, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
9	M	W:	3.000	Registered via web Apr 11, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
10	Pl	W:	3.000	Registered via web May 10, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
11	Tl	W:	3.000	Registered via web Apr 03, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
12	V	W:	3.000	Registered via web May 17, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 
13	V	W:	3.000	Registered via web Apr 18, 2018	None ▾	<input type="text"/>	<span style="color: green;">+</span> 

**Please submit grades often. There is a 30 minute time limit on this page.**

- Enter grades, absences, and comments for students in each course.
- Use the “drop-down” arrow to select grades and comments. To assign the same comment to all students, click on “Add Comments to ALL Students.” Then click on the green +. Select the comment from the drop-down and click Submit. If you wish to add another comment to a specific student, click the green +.

Updated October 2018

- 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](#).