


Online Grade Changes

From the Wingspan homepage, click on the Faculty Tab, then select Final Grades Menu:

Faculty and Advisors


Advising Menu
Blackboard Course Usage
Class Attendance Verification
Class Schedule
Course Descriptions
CRN Selection
Detail Class List
Faculty Detail Schedule
Faculty Grade Summary
Final Grades Menu 
Interim Grades
Office Hours
Summary Class List
Term Selection
Week at a Glance

RELEASE: 8.7

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Click on Request Grade Change:

Final Grades Menu

CRN Selection
Enter Final Grades
Term Selection
Request Grade Change 

Select the Term and click Submit:

Select Term

Select a Term:

- Fall 2015
- Summer 2015
- Spring 2015
- Fall 2014
- Summer 2014
- Spring 2014
- Fall 2013
- Summer 2013
- Spring 2013
- Fall 2012
- Summer 2012
- Spring 2012
- Fall 2011
- Summer 2011
- Spring 2011
- Fall 2010

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Select a Course.

Request Grade Change

Some instructions could go here...

Term
Summer 2015

Choose a course

- ENGL311 001: Sherlock Holmes--Fict and Film, 30211
- ENGL620 001: Sherlock Holmes--Fict and Film, 30432

Term	Crn	Course	Title	Hours
201550	30432	ENGL620 001	Sherlock Holmes--Fict and Film	3

Student

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Select a student from the drop-down box.
Select a grade and a reason for the change, add a comment (required), then click Request.

Student
W [redacted] co

Grade From: C- Grade To: C+

Choose a reason
Academic Dishonesty
Completed Work
Deadline extension
Did not Complete Work
Entry Error
Instructor Co
Instructor Recalculation
Re-Calculated

Comments
Maximum of 250 characters

Request

Note: Faculty Cannot Change N Grades:

Instructor will receive a message that the change has been submitted.

✓ The request has been submitted

Instructors will also receive an email that the grade change has been submitted:

Attn J [redacted]
The following Request for Grade Change has been received from you. You will be notified once an action has been taken on this.

Student CWID: W [redacted]
Student Name: Ale [redacted]
Term: Spring 2015
Course: Crit Reading, Thinking & Writi CRTW201 012 Grade Change Requested By: J [redacted]
--Only for testing Faculty email address is --> [redacted]@winthrop.edu

This is an automated message generated from the Winthrop Workflow System.