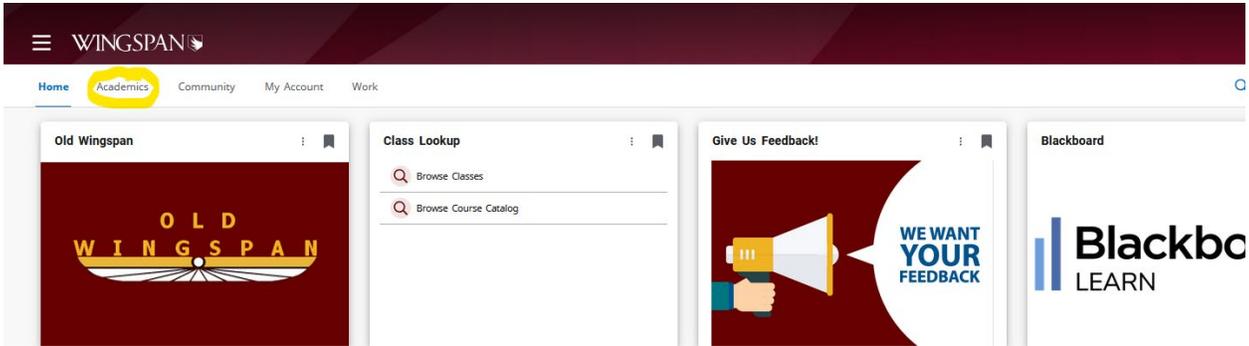
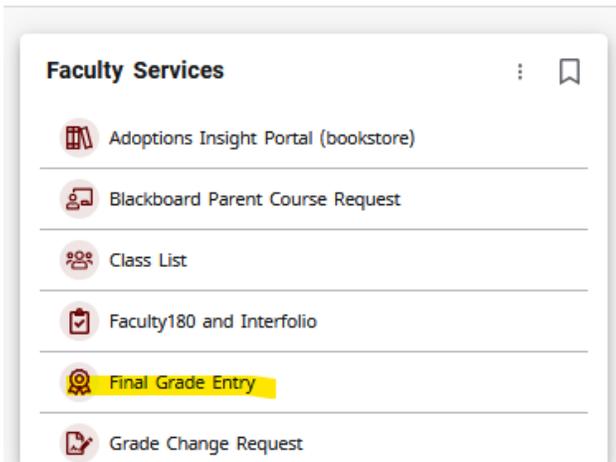


Grading in Wingspan Experience

- Login to Wingspan
- Click on Academics



- On the Faculty Services tile, click on Final Grade Entry



- Click on the course you wish to grade. (To bring your most current classes to the top, type 2025 in the Search bar on the far right of the page.)

[Faculty Grade Entry](#) • [Final Grades](#)

Faculty Grade Entry		
Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status	Rolled	Subject
Not Started	Not Started	CSCI - Computer Science
Not Started	Not Started	MAED - Mathematics Education

Records Found: 2

- Enter the final grade using the drop-down.
- When you have entered grades for the page, click **SAVE** at the bottom of the page.

- If you enter an incomplete (IF, ID, etc.) the page immediately goes to an incomplete grade page and you must save. Go back to the roster to get the complete list again.

The screenshot shows a web interface titled "Incomplete Grades". At the top, there is a search bar and a "Search" button. Below is a table with the following columns: Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, Extension Date Constraints, and a partially visible "Ni" column. The table contains three rows of data. Each row has a "false" value in the first column. The "Incomplete Final Grade" column has a dropdown menu with the letter "C" selected. The "Extension Date" column shows the date "12/09/2024" with a calendar icon. At the bottom left, it says "Records Found: 3". At the bottom right, there is a "Save" button.

- When your grading is completed, you will see the Completed notation by the course

Grading Status

In Progress

Completed

- Remember: UF and UU grades require a last attendance Date. If the student never attended, put 0 (zero) in the Hours attended field.