

Instructions for Grading in Wingspan

Click on the Faculty Services tab.

Click on Final Grades Menu.

Select the current term from the drop-down box and click **Submit**.

Choose your course to be graded from the drop-down box and click **Submit**.

Use the drop-down box in the Grade column to choose the appropriate grade for each student.

When you have entered the grades, click **Submit**.

While you can grade a few at a time, you can ensure that you have graded ALL students by looking at the top of the class list for verification.

Students Registered: 13
Grades Submitted: 13

If you enter an incomplete (IF, ID, IC, IB, IU), an additional screen will pop up. You will need to click **Submit** again. (+/- is not used for incompletes.)

⚠ The extension date default is Aug 03, 2015. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete	Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	[REDACTED]	F. W [REDACTED]	3 ID	N	D		08/03/2015	

Submit

Cancel


Reset

In the example above, the "ID" in the grade column is the grade submitted in the previous screen, Final Grades. The "D" in the Incomplete Final Grade column, is the grade the incomplete will default to in one year's time. The date in the Extension Date column is the date in which the incomplete will default.

If you enter a U, F or an IF, please include the student's **last date of attendance**. This is for financial aid purposes. Federal law requires us to track this. If they attended the entire session, then use the last day of class. (Wingspan will not take a date outside of the official date range. If you are unsure of this range, check your Detailed Schedule in Wingspan.) If they never attended, leave it blank.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY
1	[REDACTED]	W [REDACTED]	3.000	Registered via web May 12, 2014	F	N	09/12/2014

Students who are graduating in the term will be noted by the mortarboard and tassel icon: 
In the spring and fall, these grades are due earlier than all other grades. Check your email for a message from the Registrar as to what this date is.

There are now two views on the grade sheet: Normal and Banner Error.

Normal View

Banner Error View

Record Sets: 1 - 25 26 - 31

The Banner Error view indicates that an action needs to be taken, such as a last date of attendance for an F or IF grade:

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Registration Number
1	[REDACTED]	. W [REDACTED]	1.000	Registered via web Nov 26, 2014	IF	N	<input type="text"/>	18

Normal view simply lists all the students with the drop-down box for grades.

You will be free to make grade changes through Wingspan until the Registrar rolls grades to academic history. During fall and spring, this process starts the first Friday after grading opens. If you need to change a grade, email the Registrar. **Once the grade submission deadline has passed, a grade change form is required. Grade changes may be done through Wingspan (Final Grades Menu—Request Grade Change).**

Students who officially withdrew from your course will have a grade of N already recorded. You cannot change this grade. If for some reason the student completed the class and should receive a letter grade, please contact the Office of Records and Registration at 323-2194.

If you have any other questions regarding the grading process, please contact our office.