Interim (Mid-Term) Grade Reporting Instructions

- Log on to Wingspan.
- Click on the Faculty Services tab.
- 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

💬 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 ⌄		➕	✉
2	C	S. W:	3.000	Registered via web Apr 06, 2018	None ⌄		➕	✉
3	D	W:	3.000	Registered via web Apr 11, 2018	None ⌄		➕	✉
4	D	W:	3.000	Registered via web Apr 04, 2018	None ⌄		➕	✉
5	E	W:	3.000	Registered via web Apr 04, 2018	None ⌄		➕	✉
6	G	W:	3.000	Registered via web Apr 11, 2018	None ⌄		➕	✉
7	Jo	W:	3.000	Registered via web Apr 06, 2018	None ⌄		➕	✉
8	Ki	W:	3.000	Registered via web Apr 06, 2018	None ⌄		➕	✉
9	M	W:	3.000	Registered via web Apr 11, 2018	None ⌄		➕	✉
10	P	W:	3.000	Registered via web May 10, 2018	None ⌄		➕	✉
11	Tu	W:	3.000	Registered via web Apr 03, 2018	None ⌄		➕	✉
12	W	W:	3.000	Registered via web May 17, 2018	None ⌄		➕	✉
13	W	W:	3.000	Registered via web Apr 18, 2018	None ⌄		➕	✉

[Submit] [Reset]
⚠ Please submit grades often. There is a 30 minute time limit on this page.

- Enter grades, absences, and comments for students in each course. Do NOT use the incomplete grades (IF, ID, IC, IB, IU) as this does not reflect student progress.

- Note grade choices of UU (unearned U) and UF (unearned F) for students not attending*

- 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 +.

Updated October 2023

Select the comment from the drop-down and click Submit. If you wish to add another comment to a specific student, click 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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*The federal definition of "attendance" includes but is not limited to the following:
· Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
· Submitting an academic assignment;
· Taking an exam, an interactive tutorial, or computer-assisted instruction;
· Attending a study group that is assigned by the institution;
· Participating in an online discussion about academic matters; or
· Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
Note – just logging in to an online course is NOT sufficient to demonstrate "attendance." It must be one of the items mentioned above.