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, etc.), an additional screen will pop up. You will need to click Submit again. (+/- is not used for incompletes.)

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY
1	███████, ██████	██████1 IC		N	C	08/04/2023

Submit | Cancel | Reset

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

If you enter UU or UF, please include the student's **last date of attendance (see below for attendance definitions*)**. This is for financial aid purposes, and federal law requires us to track this.   If they *never* attended, type a 0 (zero) in the Attend Hours field.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99
1	████████, M.	██████41	3.000	Registered via web May 22, 2022	UF	N		0

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.

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There are 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 UU or UF grade:

Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
A	W3	1.000	Registered May 06, 2022	UF	N			

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.

Please visit the Grading FAQs page for further assistance (https://www.winthrop.edu/uploadedFiles/recandreg/Services/grading-faqs-for-faculty.pdf). If you have any other questions regarding the grading process, please contact our office.

*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.