

## **HOW TO SUBMIT YOUR FINAL GRADES**

1. Log on to WINGS using your campus username (w0\*\*\*\*\*) and password.
2. Click on the WINGS Express icon near the top right of the WINGS page.
3. Log on to WINGS Express using your UID (U0\*\*\*\*\*) and PIN.
  - a. The first time you log on, your PIN should be your birthday (MMDDYY).
  - b. You will be required to change this immediately.
    - i. This PIN must be 6 digits long.
    - ii. This PIN may include numbers or be alpha-numeric.
  - c. You will also be required to supply a security question that will be used to verify your identity upon a request for your PIN should you forget it.
    - i. Make sure that your question does not have more than one possible answer.
    - ii. Make sure that you will be able to easily remember the answer to the question.
4. Select “Faculty/Advisor” from the available tabs or the main menu.
5. Select “Final Grades” from the Faculty menu.
  - a. Currently, this link will take you to a video that explains the process of completing the form.
  - b. At a certain point near the end of any given quarter, this link will become active for you to submit grades (similar to the timing of the old paper form arriving in your mailbox).

### **ONCE THE LINK IS ACTIVE TO SUBMIT GRADES:**

6. Select the quarter/term (Fall 2006) from the drop down menu and click “Submit.”
7. Select the course (ENG 101—will be listed by course title and CRN) from the drop down menu and click “Submit.”
8. For each student, select the final grade from the drop down menu provided. (Please do not enter any information in the “Last Attend Date” or “Attend Hours” columns.)
  - a. Twenty-five student names will be displayed at one time.
  - b. You must click “Submit” to save the grades you have entered.
  - c. The Final Grade interface will time out 60 minutes after you have last clicked on “Submit,” so ***submit often***. If you have submitted one page of grades and moved on to another, you

will only lose those that have not yet been submitted if the system times out. The 60 minute limit restarts every time you click on “Submit.”

- d. The interface will stay active for a designated period of time (3-5 days has been mentioned, but is not official). During this time, you may change any student’s grade and resubmit it.
- e. Once grades have been “Rolled” by the Registrar’s office (check for Y indicators in the “Rolled” column—N indicators mean the grades have not yet been rolled), you will need to complete a change of grade form (the paper ones we use now) in order to change a grade.
- f. Please be aware that students will be able to view their grades *as soon as you post them*, and that they will have ready access to faculty email addresses.
- g. This system is web based, so you will be able to submit your grades from any internet connected computer during the WINGS Express system hours.