

# What EVERY Wright State University Faculty Member Should Know...

## For Starters...

1. Log into <http://wings.wright.edu> with your **CAMPUS** username (w001abc) and **password**.
2. Click the **WINGS Express** icon in the upper-right corner of the screen.
3. Log into WINGS Express with your **University ID (UID)** and **PIN**.

## How to Conduct a Class Schedule Search

1. Select the **Faculty and Advisors** link or tab from the WINGS Express main menu.
2. Select the **Class Schedule Search** link.
3. Select the appropriate **Term** from the drop-down list.
4. Click the **Submit** button.
5. Select a **Subject** and any other relevant search criteria.
6. Click the **Class Search** button.

## How to Conduct a Registration Override

1. Select the **Faculty and Advisors** link or tab from the WINGS Express main menu.
2. Select the **Registration Override** link under the Faculty heading.
3. Select the appropriate **Term** from the drop-down list.
4. Click the **Submit** button.
5. Enter the student's **UID** or use the Student and Advisee Query section.
6. Select the **Override type** from the drop-down list.
7. Select the appropriate **course** for the override. **Note:** You can only override courses you are scheduled to teach.
8. When finished, click the **Submit** button.

## How to View a Class Summary List

1. Select the **Faculty and Advisors** link or tab from the main menu.
2. Select the **Summary Class List** link under the Faculty heading.
3. Select the appropriate **Term** from the drop-down list.
4. Click the **Submit** button.
5. Select the **CRN** of the course you wish to view from the drop-down list.
6. Click the **Submit** button.

## How to Input Final Grades

1. Select the **Faculty and Advisors** link or tab from the main menu.
2. Select the **Final Grades** link under the Faculty heading.
3. Select the appropriate **Term** from the drop-down list.
4. Click the **Submit** button.

5. Select the **course** from the CRN drop-down list or enter the CRN directly by clicking the link at the bottom of the screen.
6. Click the **Submit** button.
7. The class roster will display in alphabetical order. Click the **Grade** drop-down and choose the appropriate grade.
8. Click the **Submit** button.

## Questions?

The CaTS Help Desk is here to help! If you have questions, contact them by calling **937.775.4827, 1.888.775.4827**, stopping by **025 Library Annex**, or sending e-mail to **helpdesk@wright.edu**. **Lake campus** students should call either **419-586-0324** or **1-800-237-1477** extension **8324**.