

Faculty Grade Entry

Select **Grade Entry** from the Faculty menu in the WINGS Portal. *Grade Entry includes **Midterm and Final Grades**.*



Select the tab for either Midterm or Final Grades. (1)

Filter the courses in your view by entering the term, CRN, course number, or course title in the Search box (2) on the top right of the view.

Click on the row of the course that you want to enter grades. The roster of the selected course will appear beneath the course list. **You have to scroll down to see the roster.**

You can also use the toggle buttons (3) to collapse the top pane of your view so that you only see the class list for the selected course.

WRIGHT STATE UNIVERSITY



Faculty Grade Entry • Final Grades

Faculty Grade Entry

1

Midterm Grades Final Grades

2

My Courses

202530

Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	DMV - DMV Consortium	1010	03	DMV Registration	202530 - Spring 2025	16286

Records Found: 1

3

Enter Grades (Read Only)

Search

Full Name	ID	Midterm Grade	Final Grade	Rollled
Yazid Ar	U01			
Sara Cl	U01			
Veronica	U01			

Records Found: 3

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SaveReset

Faculty Grade Entry

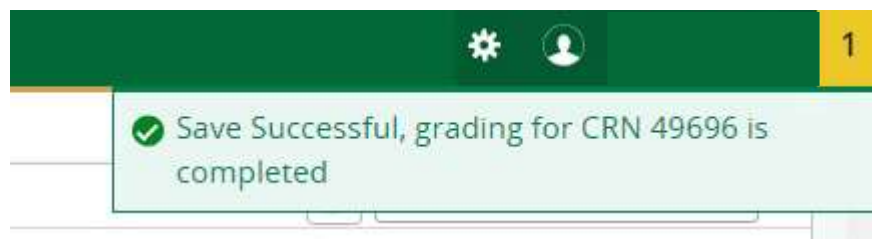
When grading for the course is open, you will see a drop down to select the grade next to the student's UID for either midterm grade entry or final grade entry on the grade roster.

You can sort the roster using the arrows to the left of the column headings. You can also search.

You can reset the page or save your entries using the buttons at the bottom right of the screen.

Full Name	ID	Midterm Grade	Final Grade	Rolled
Mia Ann	U000X	C	A	✓
Avery B	U000X	B	A	✓
Mason	U000X	C	A	✓
Wesley	U000X	C	A	✓
Amanda	U000X	B	A	✓
Joshua F	U000X	A	B	✓
Kamari F	U000X	A	B	✓
Garnett I	U000X	D	B	✓
Allie H	U000X	NR	F	✓
Gravson	U000X	X	I	✓
Kamille J	U000X	C	NR	✓
Kellie J	U000X	C		
Marcelle	U000X	C	A	
Austin K	U000X	I	C	
Travis K	U000X	D	B	
Elizabeth	U000X	B	D	
Sydney	U000X	D	X	✓
Jordan L	U000X	B	C	
Elizabeth	U000X	A	B	
Nathan I	U000X	F	A	
Alvion J	U000X	B	B	
Kelly M	U000X	A	D	

Once you have entered all the grades and saved the worksheet, you will get a notification that grading for your CRN is completed.



Midterm Grades can be updated until midterm grading is closed. You can update your entries for **Final Grades** until the grade is rolled (usually overnight) OR until grading closes.

After grades have rolled or grading is closed, grades can only be changed by submitting a grade change which can be accessed using the [Grade Summary](#) function in the WINGS Faculty menu.