



WINGS*Express* Documentation: *Faculty and Advisor Roles*

Office of the Registrar
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Faculty Role

Faculty Role Main Menu options are as follows:

Personal Information **Alumni and Friends** **Student and Financial Aid** **Faculty** **Employee** **Finance**

Search

Faculty Menu

Term Selection List of terms used with services below..	Early Academic Alert System Provide advisor attendance/grade alerts and tutor recommendation.
---	---

Course Catalog
Summary information about WSU courses

Class Schedule Search
Detail information by term for class sections.

Look Up Classes
Look up classes by searches.

ID Selection
Enter a student ID for student services below.

CRN Selection (Your Sections)
Select a CRN (Course Reference Number) to use with the services below.

Faculty Detail Schedule
Detail information like enrollment and more of each class being taught by you.

Active Assignments
Your currently assigned classes.

Registration Overrides
Permit overrides by term for a student.

Summary Class List
Summary list of registered students in a selected CRN.

Detail Class List
Detail information about students in a selected CRN.

Final Grades
Enter final grades for the selected CRN.

Week at a Glance
Your class schedule by day and time.

Assignment History
Past and present class assignments beginning with Summer 2006.

Detail Wait List

Summary Wait List

Faculty Grade Summary
View past term grades and change grades.

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Advisor Level 1 Role

For Non-Academic users and others who need access to only Basic Student data such as address, phone and schedule, we have created an access role of Advisor Level 1.

Advisor Level 1 Main Menu shows only the following Advisor selections:

The screenshot displays the 'Advisor' tab selected in a navigation menu. Below the menu is a search bar with a 'Go' button. The main content area is titled 'Advisors Menu' and lists several options with brief descriptions:

- Term Selection**: List of terms used with services below..
- Course Catalog**: Summary information about WSU courses.
- Class Schedule Search**: Detail information by term for class sections.
- Look Up Classes**: Look Up Classes by searching.
- ID Selection**: Enter a student ID for student services below.
- Enter CRN for Class List**: Enter a CRN (Course Reference Number) to view a class list.
- Class List**: SAME AS SUMMARY CLASS LIST - List of students for an entered CRN.
- Student E-mail Address**: View a student's WSU email.
- Student Address and Phones**: Address and Phone information.
- Student Printable Schedule**: Student Printable Schedule
- Student Week at a Glance**: List a students schedule of classes in day and time format.
- Schedule Planner**: Plan a student schedule.

RELEASE: 8.1

Advisor Level 2 Role

Advisor Level 2 Main Menu shows the following Advisor selections:

Advisors Menu

Term Selection

List of terms used with services below..

Course Catalog

Summary information about WSU courses.

Class Schedule Search

Detail information by term for class sections.

Look Up Classes

Look Up Classes by searching.

ID Selection

Enter a student ID for student services below.

Enter CRN for Class List

Enter a CRN (Course Reference Number) to view a class list.

Class List

SAME AS SUMMARY CLASS LIST - List of students for an entered CRN.

Advisee Listing

List of students assigned to you.

Student Information

General record and curriculum for a selected student.

Academic Transcript (Advising Report)

Unofficial transcripts for a selected student.

Student E-mail Address

View a student's WSU email.

Student Address and Phones

Address and Phone information.

Student Schedule

Class schedule by term for a selected student.

Student Printable Schedule

Student Printable Schedule

Student Week at a Glance

List a students schedule of classes in day and time format.

Active Registrations (Detail Student Schedule)

All active classes for a selected student.

View Holds

Student registration and misc. holds.

View Test Scores

Student test scores.

Registration History

All the registration activity for a selected student.

Academic Student Profile

View student information for scores, High School info and more.

DARS

Run or review and audit to the selected student.

DARS MAP for Advisors

Manage MAP requests from students.

Early Academic Alert System

Provide advisor attendance/grade alerts and tutor recommendation.

Advisor Notes

Enter and edit notes (comments) about students.

Student Xtender Documents

You must have access to Xtender to use this service. See your College Representative for access.

Schedule Planner

Plan a student schedule.

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Summary of Menu Access by Role

Faculty Menu	Advisor Level 2 Menu	Advisor Level 1 Menu
Term Selection	Term Selection	Term Selection
Course Catalog	Course Catalog	Course Catalog
Class Schedule Search	Class Schedule Search	Class Schedule Search
Look Up Classes	Look Up Classes	Look Up Classes
ID Selection	ID Selection	ID Selection
CRN Selection (Your Sections)	Enter CRN for Class List (any CRN)	Enter CRN for Class List (any CRN)
Faculty Detail Schedule	Class List	Class List
Active Assignments	Advisee Listing	
Registration Overrides	Student Information	
Summary Class List	Academic Transcript	
Detail Class List	Student E-mail Address	Student E-mail Address
Final Grades	Student Address & Phone	Student Address & Phone
	Student Schedule	
Week at a Glance	Student Printable Schedule	Student Printable Schedule
Assignment History	Active Registrations	Student Week at a Glance
Summary Wait List	View Holds	
Faculty Grade Summary	View Test Scores	
	Registration History	
	Academic Student Profile	
	DARS	
	DARS MAP for Advisors	
Early Academic Alert System	Early Academic Alert System	
	Advisor Notes	
	Student Xtender Documents	
	Schedule Planner	Schedule Planner

Menu Option Highlights

Term Selection

Users will be prompted to **Select a Term** if this has not already been done prior to proceeding with other menu options, such as Enter CRN for Class List.

Personal Information	Alumni and Friends	Student and Financial Aid	Advisor	Employee
Search <input type="text"/>		Go		RETURN TO MENU SITE MAP HELP EXIT
Select Term				
Select a Term: <input type="text" value="Spring 2015"/>				
<input type="button" value="Submit"/>				
RELEASE: 8.4				


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Enter CRN for Class List will first prompt for term, if one has not been specified, and then will prompt for the specific CRN.

Personal Information Alumni and Friends Student and Financial Aid **Advisor** Employee Finance

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term


Select a Term: 

RELEASE: 8.4

Personal Information Alumni and Friends Student and Financial Aid **Advisor** Employee Finance

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Enter CRN for Class List

CRN: 

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A **Summary Class List** is produced.

Note this Class List will never show grades, not even when grading is open.

Search
[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

_____ .ht

Fall 2009

Nov 09, 2009 10:58 am

Course Information

American Texts: Earlier 19th Century - ENG 355 W01

CRN: [91652](#)

Duration: Sep 08, 2009 - Nov 21, 2009

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment: 20	10	10	
Cross List: 0	0	0	

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	☒
1	Cc	U	**Web Registered**	Undergraduate	4.000	☒
2	Dc	U	**Web Registered**	Undergraduate	4.000	☒
3	Gc	U	**Web Registered**	Undergraduate	4.000	☒
4	Le	U	**Web Registered**	Undergraduate	4.000	☒
5	Lir	U	**Web Registered**	Undergraduate	4.000	☒
6	Ma	U	**Web Registered**	Undergraduate	4.000	☒
7	Pe	U	**Web Registered**	Undergraduate	4.000	☒
8	Rc	U	**Web Registered**	Undergraduate	4.000	☒
9	Ta	U	**Web Registered**	Undergraduate	4.000	☒
10	Te	U	**Web Registered**	Undergraduate	4.000	☒

[Email class](#)

[Return to Previous](#)


RELEASE: 8.1
[[Term Selection](#) | [Enter CRN for Class List](#)]
powered by
SUNGARD HIGHER EDUCATION

ID Selection

[Personal Information](#) [Alumni and Friends](#) [Student and Financial Aid](#) [Faculty](#) [Advisor](#) [Employee](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Student and Advisee ID Selection Ud _____
Fall 2015
Jun 16, 2015 11:14 am

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student WSU Email:

OR

Student and Advisee Query


Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

The Student selected is verified.

Student Verification U
Nov 09, 2009 11:08 am

 Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Ni is the name of the student or advisee that you selected.

RELEASE: 8.1 [\[ID Selection \]](#) powered by
SUNGARD HIGHER EDUCATION

WINGSExpress Documentation: Faculty and Advisor Roles

As per the Menu shown above, for the selected student the following may be accessed:

Student E-Mail Address

Select Student E-Mail Address to View Nov 09, 2009 11:10 am

Information for Nj

E-mail Addresses

Wright State University E-mail Address
p[redacted]@wright.edu Preferred

RELEASE: 8.0 [[Advisor ID Selection](#) | [Student Address and Phones](#)] powered by **SUNGARD** HIGHER EDUCATION

Student Address and Phones

Search [RETURN TO MENU](#) [SITEMAP](#) [HELP](#) [EXIT](#)

View Student Addresses and Phones Nov 12, 2009 01:41 pm

Information for Nj

Addresses and Phones

Home/Primary	Phones
Current: Nov 26, 2007 - (No end date)	Primary: 937-2585853
2845 Winburn Ave Dayton, Ohio 45420-2259 OH-Montgomery	

RELEASE: 8.0 [[Advisor ID Selection](#) | [Student Email](#)] powered by

Student Printable Schedule

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

- If print preview shows any columns cut off, print in Landscape mode for best results.

Fall 2009 Schedule for N..... on Nov 09, 2009 11:11 am

CRN	Class	Title/Status	Cr	Camp	Days	Time	Bldg	Room	Instructor	Additional Required Meeting Time				
82797	ENG102-05	Writing in Academic Discourse - **Web Registered**	4.000	M	MWF	12:15 pm - 1:20 pm	Millett	031	Patrick S. Geisel					
83740	M&I220-01	Microbiology-Human Environment - **Web Registered**	5.000	M	MWF	11:00 am - 12:05 pm	Fawcett	101	TBA					
90395	M&I220L-07	Microbio-Human Environment Lab - **Web Registered**	0.000	M	F	9:00 am - 10:40 am	Oelman	036A	TBA					
89528	PSY105-36	Psychology: The Science of Behavior - **Web Registered**	4.000	M	MWF	2:45 pm - 3:35 pm	Oelman	109	TBA Staff	T	10:25 am - 12:05 pm	Fawcett	366	TBA Staff

Total Credit Hours: 13.000

[[Term Selection](#) | [ID Selection](#)]

RELEASE: 7.3LP powered by **SUNGARD** HIGHER EDUCATION

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Enter CRN for Class List functions the same as on the Advisor Level 1 menu. It will first prompt for term if one has not been specified, and then will prompt for the specific CRN.

Enter CRN for Class List

CRN:

A **Class List** is produced

Class List Fall 2009
Nov 09, 2009 10:43 am

Course Information
Penology - SOC 432 W01
CRN: [91754](#)
Duration: Sep 08, 2009 - Nov 21, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	3	17
Cross List:	20	4	16

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	
1	E	U0	**Web Registered**	Undergraduate	4.000	<input checked="" type="checkbox"/>
2	K	U0	**Registered**	Undergraduate	4.000	<input checked="" type="checkbox"/>
3	S	U0	**Web Registered**	Undergraduate	4.000	<input checked="" type="checkbox"/>

[Email class](#)


[Return to Previous](#)

RELEASE: 8.1 [[Term Selection](#) | [Enter CRN for Class List](#)] powered by
SUNGARD HIGHER EDUCATION

WINGSExpress Documentation: Faculty and Advisor Roles

The **Detail Class List** is available to faculty by selecting the CRN number.

Detail Class List

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has a secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is not the primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.


Course Information

Penology - SOC 432 W01
CRN: 91754
Duration: Sep 08, 2009 - Nov 21, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	4	21
Cross List:	20	21	-1

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	C		**Web Registered**	8 

Current Program

Intending

Level: Undergraduate
Program: Criminal Justice - Intent
Admit Term: Fall 2007
Admit Type: UG Freshman
Catalog Term: Fall 2007
College: University College
Campus: Lake
Major: Criminal Justice

Class: Sophomore
Credits: 4.000

WINGSExpress Documentation: Faculty and Advisor Roles

The **Early Academic Alert System** functionality is available to the Faculty and Advisor Level 2 Roles:

The screenshot shows the 'Early Academic Alert System' interface. At the top left is the Wright State University logo. The main title is 'Early Academic Alert System'. Below this is a sub-header 'Early Academic Alert - Advisor Lookup'. There are two tabs: 'Lookup' (selected) and 'No Alert Lookup'. Under 'Search Criteria:', there is a dropdown menu for 'Select Term' set to 'Spring 2015', a 'Search' button, and input fields for 'CRN:', 'Student UID:', 'Student Last Name:', and 'Student First Name:'. Below these are checkboxes for 'Alert Type:' (NO Alert, Grade, Attendance, Recommendation Tutor), 'Student Athlete:', and 'My Students:'. The footer contains the address '3640 Colonel Glenn Highway - Dayton, Ohio - 45435'.

WRIGHT STATE UNIVERSITY

Early Academic Alert System

Exit

Early Academic Alert - Advisor Lookup

Lookup No Alert Lookup

Search Criteria:

*Select Term: Spring 2015 Search

CRN:

Student UID:

Student Last Name:

Student First Name:

Alert Type: NO Alert Grade Attendance Recommendation Tutor

Student Athlete:

My Students:

3640 Colonel Glenn Highway - Dayton, Ohio - 45435

Student Xtender Documents

Once you have selected a term, you will select your Student or Advisee by entering the UID, email, or by searching by name.

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Personal Information', 'Alumni and Friends', 'Student and Financial Aid', 'Faculty', 'Advisor', and 'Employee'. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Student and Advisee ID Selection'. A message states: 'You may enter: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. Then select Submit.' There are three input options: 'Student or Advisee ID:' with a text box, 'OR', 'Student WSU Email:' with a text box, 'OR', and 'Student and Advisee Query' with 'Last Name:' and 'First Name:' text boxes. Below these are radio buttons for 'Search Type': 'Students', 'Advisees', 'Both', and 'All' (which is selected). At the bottom are 'Submit' and 'Reset' buttons.

If there are scanned documents available for the selected student, links to them will be provided:

The screenshot shows the 'Student Xtender Documents' page. A message at the top says: 'When using this service Off Campus or with WSU wireless you will need to be connected to VPN.' Below this, it says 'Documents for: A'. The main content is a table with two columns: 'Link' and 'DocID, Other Details Date'. The table lists several documents under the heading 'B-S-ADMN'.

Link	DocID, Other Details	Date
B-S-ADMN		
ADMISSIONS APP-UG	67702, 200780	2006-11-29 09:52:44
COLLEGE PREP FORM	67928, 200780	2006-11-29 17:15:36
HS TRNSCRPT 1	67929, 200780	2006-11-29 17:16:09
ADMISSIONS APP-UG	392152, 201180	2010-12-01 12:12:44
COLLEGE TRAN 01	409509, 201180	2011-01-11 09:39:18
CHANGE OF MAJOR	409572, 201180	2011-01-11 10:47:10

WINGSExpress Documentation: Faculty and Advisor Roles

Schedule Planner

Schedule Planner helps students plan their class schedules. They identify the classes they want along with any breaks (such as work or practice). Schedule Planner displays all schedule combinations that are available based on the available seats at the time. Using Schedule Planner does not make it more likely that a space will be available in a class section when the student goes to register, but it can help the student consider the options.

As always, when registration opens, the student registers for courses in WINGS Express.

As an advisor, you can use Schedule Planner to view schedule combinations. Click on the Continue to Schedule Planner >> button:

[Continue to Schedule Planner >>](#)

Proceed to utilize the dropdown menus for each field and **place checkmarks by desired courses and breaks**, then click on **Generate Schedules**. There is a link for **Help Videos** included.

[Help Videos](#) - [Log Out](#)

WRIGHT STATE UNIVERSITY SCHEDULE PLANNER

Course Status: Open Classes Only Term: Summer 2015
Parts of Term: All Parts of Term Selected Campus: 1 of 2 Selected

Just place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!

Courses [Add Course](#)
Click the 'Add Course' button to add courses.

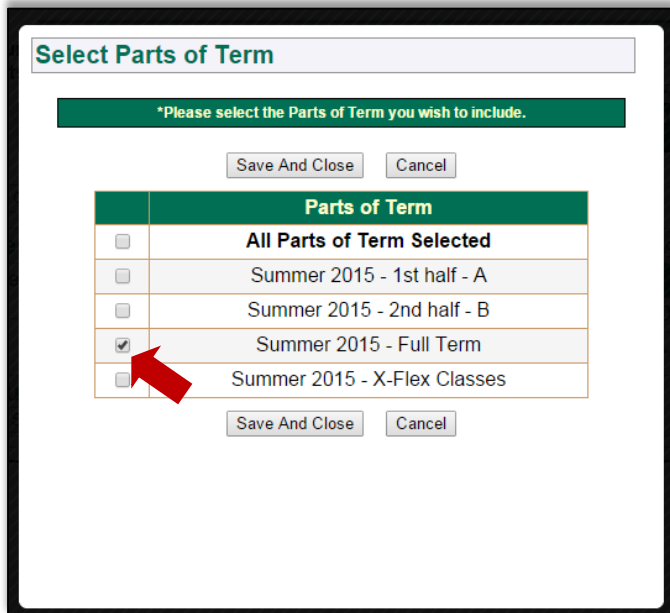
Breaks [Add Break](#)

<input type="checkbox"/>	Name	Days	Time	
<input type="checkbox"/>	Sleep time	MWF	2:00pm to 3:00pm	<input type="checkbox"/>

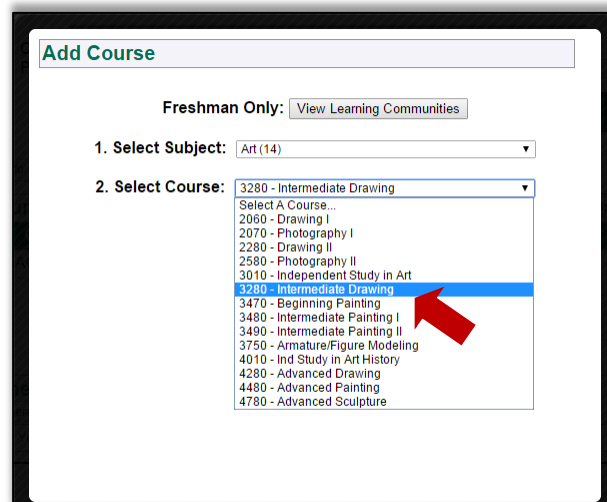
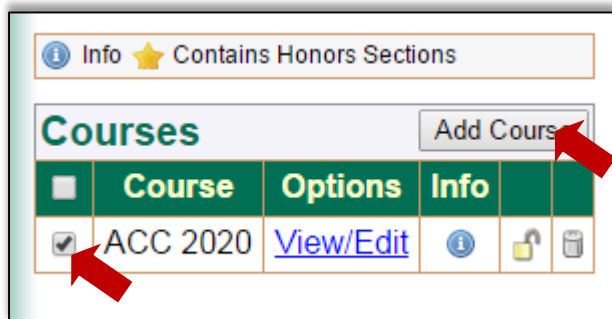
Schedules
[Generate Schedules](#)

WINGSExpress Documentation: Faculty and Advisor Roles

For example, to select only Full Term courses, use the Parts of Term dropdown to Select Parts of Term and check only the Full Term Option.



Add desired courses by clicking on Add Course. Once you select courses, check those which you desire to be included when you select Generate Schedules.



WINGSExpress Documentation: Faculty and Advisor Roles

You may assist a student by adding their work hours as a Break Time so that your search omits courses offered during that time by clicking Add Break:

Breaks

<input type="checkbox"/>	Name	Days	Time	
<input type="checkbox"/>	Sleep time	MWF	2:00pm to 3:00pm	
<input type="checkbox"/>	student work hours	MWF	1:00pm to 4:00pm	

[Add Break](#)

Add Break

Breaks are times during the day that you do not wish to take classes. Please enter a break between 6am and 10pm.

Break Name:

Start Time: : :

End Time: : :

Days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

[Save Break](#) [Cancel](#)

When break times and desired courses have been added, select Generate Schedules to generate a list of course sections from which a student might choose.

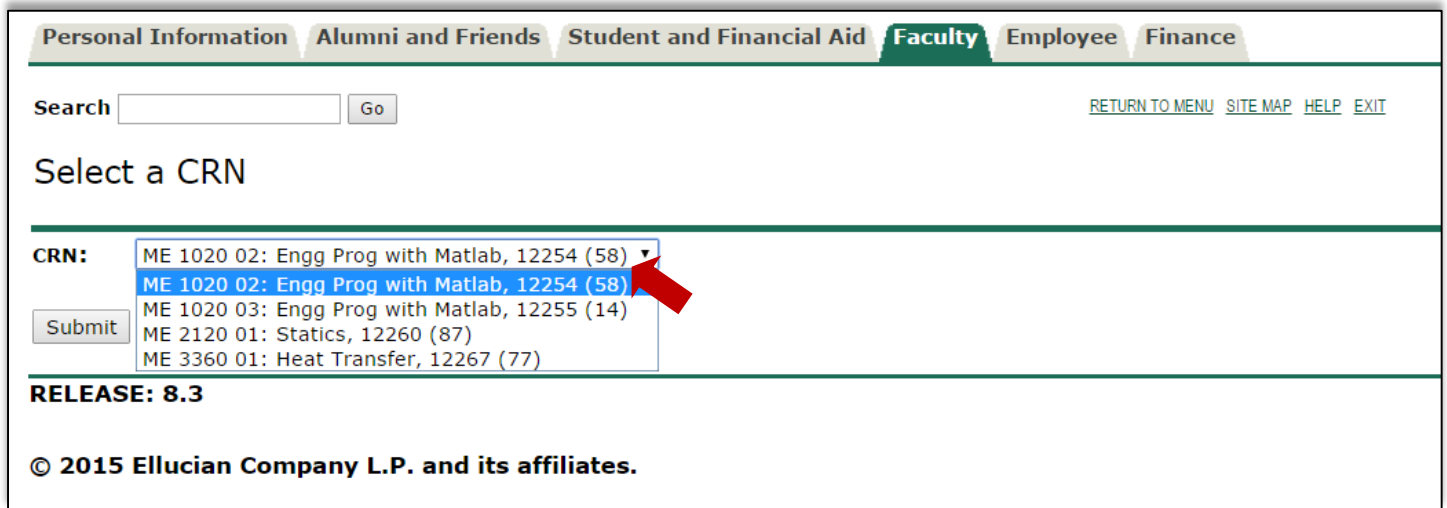
Schedules

[Generate Schedules](#) Generated **3** schedules.

	Schedule
View	ART-3010-C01
View	ART-3010-C02
View	ART-3010-C03

Faculty Grade Summary

After selecting a term, you will be prompted to Select a CRN. All courses to which you have been assigned for that term will be included in the dropdown menu. Select the course and click on Submit. **If you do not find the course you are seeking**, please contact your department to request that you be assigned to the course.



Personal Information Alumni and Friends Student and Financial Aid **Faculty** Employee Finance

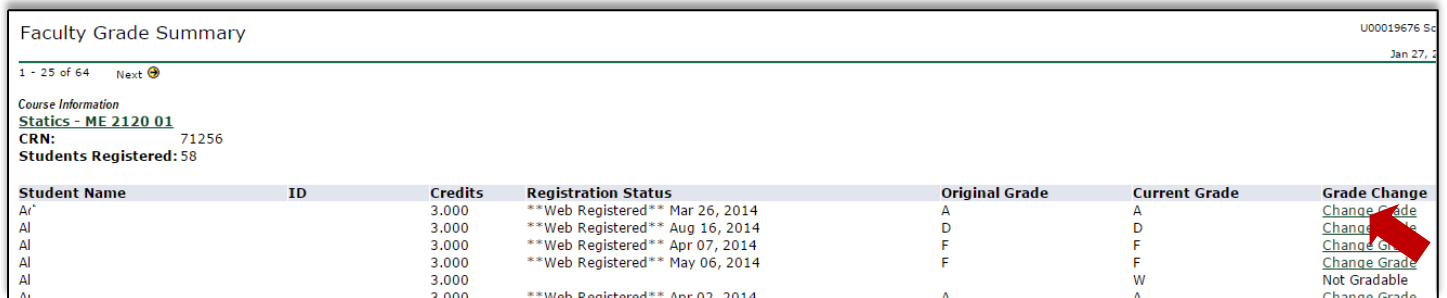
Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select a CRN

CRN: ME 1020 02: Engg Prog with Matlab, 12254 (58) ▼
ME 1020 02: Engg Prog with Matlab, 12254 (58)
ME 1020 03: Engg Prog with Matlab, 12255 (14)
ME 2120 01: Statics, 12260 (87)
ME 3360 01: Heat Transfer, 12267 (77)

RELEASE: 8.3

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Faculty Grade Summary U00019676 SQ
Jan 27, 2014

1 - 25 of 64 [Next](#)

Course Information
Statics - ME 2120 01
CRN: 71256
Students Registered: 58

Student Name	ID	Credits	Registration Status	Original Grade	Current Grade	Grade Change
Ar		3.000	**Web Registered** Mar 26, 2014	A	A	Change Grade
Al		3.000	**Web Registered** Aug 16, 2014	D	D	Change Grade
Al		3.000	**Web Registered** Apr 07, 2014	F	F	Change Grade
Al		3.000	**Web Registered** May 06, 2014	F	F	Change Grade
Al		3.000			W	Not Gradable
Al		3.000	**Web Registered** Apr 02, 2014	A	A	Change Grade

Grade Change Submission Instructions:

Select the **Change Grade** link to initiate the grade change for a particular student. The Grade Change Request MUST INCLUDE:

New Grade:

Reason:

Notes: are optional, and can be used to provide information to department chair or notes you wish to be kept with permanent record of the grade change.

Click the **Submit** button.

Close the Grade Change Request window after submission. Note: Every grade change is opened within a new window. After submission of a Grade Change Request, the request is sent to the applicable department chair's Worklist queue.

If rejected: You will receive an email which should contain a reason for rejection.

If approved: The Registrar's Office will receive the Grade Change Request in their Worklist queue for final action. The Registrar's Office may either:

a. **Approve** - The Grade Change Request is processed on the student's record. Both the instructor and student are emailed following this action. *If the submitter of the Grade Change Request differs from the primary instructor assigned to the course, the primary instructor will also receive an email.

b. **Reject** - The instructor will receive an email which should contain a reason for rejection.

Instructions can also be downloaded using the following link [Grade Change Workflow \(PDF\)](#).

Access Role Rationale

In researching options to fulfill our ongoing responsibilities to protect our student's educational records, CaTS discovered methodology that would allow us to create different Access levels to Student Information available via Self-Service.

This project also further enhances our ability to comply with regulations instituted by the Family Education Rights and Privacy Act of 1974, commonly known as FERPA.

What do YOU need to know about FERPA?

Maintaining the confidentiality of educational records is the responsibility of all faculty staff and student employees with access to student-related data; every university employee is required to comply with FERPA

Below are quotations from FERPA regulations regarding the level of access given to University employees:

§ 99.31(a)(1) School officials. Under current regulations, school districts and postsecondary institutions may allow "school officials, including teachers, within the agency or institution" to have access to students' education records, without consent, if they have determined that the official has "**legitimate educational interests**" in the information. Under § 99.7, a district or postsecondary institution that discloses information under this exception must include in its annual FERPA notification for parents and students a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest. Disclosures to school officials with legitimate educational interests are not subject to the recordation requirements in § 99.32

§ 99.31(a)(1)(ii) Controlling access to education records by school officials. Current regulations do not specify what steps, if any, a school district or postsecondary institution must take to enforce the "legitimate educational interests" requirement in the school officials' exception. Parents and students have complained that school officials have unrestricted access to the education records of all students in a district's or institution's system, particularly in districts and institutions where records are maintained electronically. Institutions themselves have expressed uncertainty about what methods they should use to comply with this requirement when establishing or upgrading their recordkeeping systems.

The final regulations require school districts and postsecondary institutions to use "reasonable methods" to ensure that teachers and other school officials (including outside service providers) obtain access to only those education records -- paper or electronic -- in which they have legitimate educational interests. <<deleted text>> In particular, if a parent or eligible student alleges that a school official obtained access to the student's records without a legitimate educational interest, **the burden is on the district or institution to show that the school official had a legitimate educational interest in the information.**

Also, we must comply with a second initiative, the Red Flag Rules. The Federal Trade Commission (FTC), in response to the rapid rise of ID Theft, passed the Red Flag Rules which charges us "to develop and implement an Identity Theft Prevention Program (Program) for combating identity theft in connection with new and existing accounts. The Program must include reasonable policies and procedures for detecting, preventing, and mitigating identity theft."

Initial investigation revealed several terminated employees with Advisor access and another many terminated employees with Faculty access. We also have many Students who were given different types of access directly from their Student Account (not a generic Student account or Delegated account). This solidified our need to have a tighter rein on access to Student data.