



UNIVERSITY OF WISCONSIN  
**LA CROSSE**

**WINGS**  
**Faculty Center**  
**Guide**

**Updated Nov 2020**

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## **Search tab in Faculty Center**

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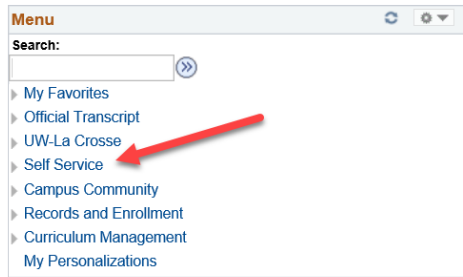
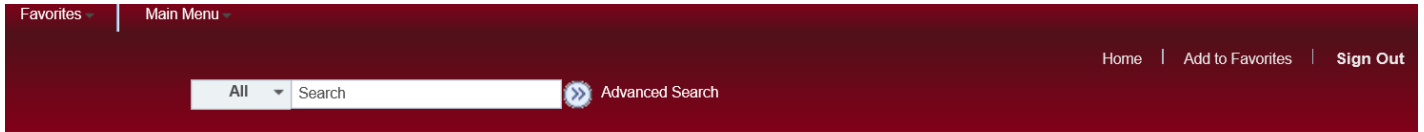
**Advisor Center** - Refer to Advisor Center Guide posted online.

**Class Permissions (a.k.a. electronic overrides)** - Refer to the directions that best fit. Directions are posted online.

- *Electronic Add with Permission thru 5<sup>th</sup> Day (of semester)*
- *Electronic Add with Permission between 6<sup>th</sup> and 10<sup>th</sup> day (of semester)*
- *Electronic Drops with Permission*

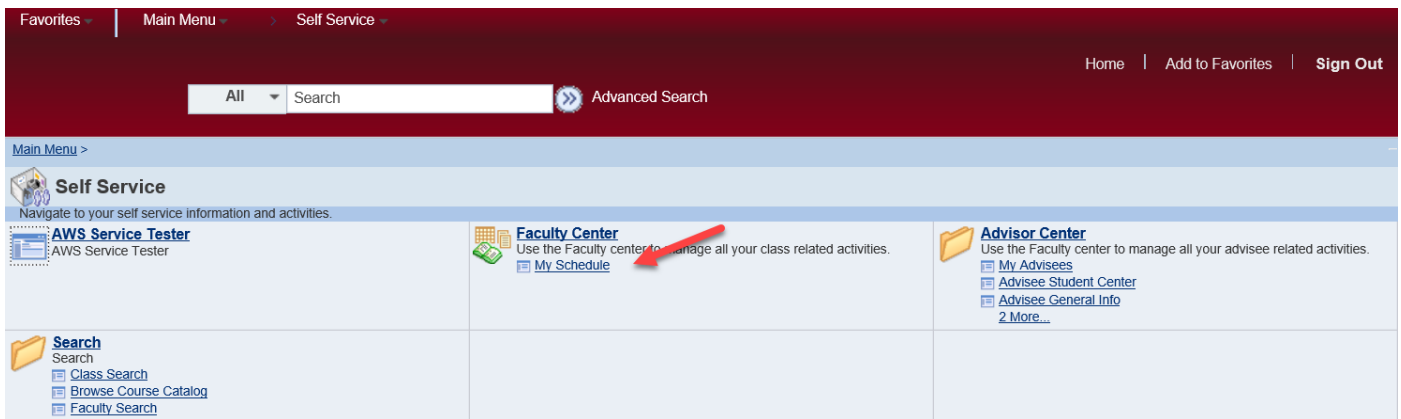
# Faculty Center

The Faculty Center page contains an instructor's past, present, and future schedules (when available), final exam schedule (when available), Class Rosters, and Grade Rosters. Click on **Self Service** and the **Faculty Center** menu will display.



## ➤ My Schedule & Changing Terms

The only item under the Faculty Center menu is the My Schedule page. Select **My Schedule**.



*Tip: You can save frequently used pages in your **Favorites** by using the **Add to Favorites** option at the top right of the red ribbon. Once the page is added, the next time you need to get there, use the **Favorites** drop down menu at the top left.*



If you have classes assigned to you already, you will see your current class schedule displayed. Take note of what term you are on. If you don't see anything here, either no classes have been assigned to you yet, or you are on the wrong term.

The faculty schedule defaults to the current term. To change terms, click the **Change Term** button.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

### My Schedule

2020 Fall | UW-La Crosse Change Term

View Textbook Summary  
University Final Exam Schedule

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Grades Posted

My Teaching Schedule > 2020 Fall > UW-La Crosse

Personalize | View All | | First 1-4 of 4 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ENG 310-411 (3274)	Dig Content/Strtgy/Exp Design (Lecture)	17	TBA	Internet	Sep 8, 2020-Dec 16, 2020
ENG 310-412 (4075)	Dig Content/Strtgy/Exp Design (Lecture)	18	TBA	Internet	Sep 8, 2020-Dec 16, 2020
ENG 335-412 (4074)	Intro to Prof and Tech Writing (Lecture)	20	TBA	Internet	Sep 8, 2020-Dec 16, 2020
ENG 450-04 (5488)	English Internship (Field Studies)	1	TBA	Arranged with Instructor	Sep 8, 2020-Dec 16, 2020

View Weekly Teaching Schedule

Then, click the radio button to the left of the term you want to view and click the **Continue** button.

Faculty Center

### Select Term

View FERPA Statement

Continue

Select a term then select Continue.

Term	
<input checked="" type="radio"/> 2021 Spring	UW-La Crosse
<input type="radio"/> 2021 Winter Session	UW-La Crosse
<input type="radio"/> 2020 Fall	UW-La Crosse
<input type="radio"/> 2020 Summer	UW-La Crosse

➤ **View Teaching Schedule in a List and in Weekly Calendar View**

You can display all classes that are assigned to you or only those that have enrollment. Click the appropriate radio button as shown below.

To view your weekly teaching schedule, click the **View Weekly Teaching Schedule** link at the bottom of the page.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

### My Schedule

2020 Spring | UW-La Crosse Change Term

[View Textbook Summary](#)  
[University Final Exam Schedule](#)

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Grades Posted

**My Teaching Schedule > 2020 Spring > UW-La Crosse**

Personalize | View All | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENG 310-01 (3325)	Dig Content/Strtgy/Exp Design (Lecture)	17	TuTh 12:40PM - 2:05PM	Wimberly 311	Jan 27, 2020-May 8, 2020
	ENG 310-02 (3935)	Dig Content/Strtgy/Exp Design (Lecture)	18	TuTh 2:15PM - 3:40PM	Wimberly 311	Jan 27, 2020-May 8, 2020
	ENG 335-01 (1204)	Intro to Prof and Tech Writing (Lecture)	19	MoWe 2:15PM - 3:40PM	Wimberly 209	Jan 27, 2020-May 8, 2020
	ENG 452-411 (1206)	Prof & Tech Writing Practicum (Lecture)	12	TBA	Internet	Jan 27, 2020-May 8, 2020

View Weekly Teaching Schedule

There are several options to view different weeks and time periods. You can click the **Previous Week** and **Next Week** buttons. This refreshes the calendar right away. You may also choose a week from the **Show Week Of** calendar or modify the time in the **Start Time** and **End Time** fields. When changing any of those options, click the **Refresh Calendar** button to update the calendar below.

Online courses will be shown in the **Meeting Information not available** section below the weekly calendar.

Click on **Return to Faculty Center** at the very bottom to return to the My Schedule page.

# View My Weekly Schedule

[<< Previous Week](#)
**Week of 1/27/2020 - 2/2/2020**
[Next Week >>](#)

[Show Week of 01/27/2020](#)
Start Time 
End Time 
[Refresh Calendar](#)

Time	Monday Jan 27	Tuesday Jan 28	Wednesday Jan 29	Thursday Jan 30	Friday Jan 31	Saturday Feb 1	Sunday Feb 2
7:45AM							
8:50AM							
9:25AM							
11:00AM							
12:05PM		ENG 310 - 01 Lecture 12:40PM - 2:05PM Wimberly Hall 311		ENG 310 - 01 Lecture 12:40PM - 2:05PM Wimberly Hall 311			
1:10PM							
2:15PM	ENG 335 - 01 Lecture 2:15PM - 3:40PM Wimberly Hall 209	ENG 310 - 02 Lecture 2:15PM - 3:40PM Wimberly Hall 311	ENG 335 - 01 Lecture 2:15PM - 3:40PM Wimberly Hall 209	ENG 310 - 02 Lecture 2:15PM - 3:40PM Wimberly Hall 311			
3:20PM							
4:25PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							

**Meeting Information not available**

Class	Course Title	Start Date	End Date
ENG 452 - 411 (Lecture)	Prof & Tech Writing Practicum	01/27/2020	05/08/2020

**Display Options**

Show AM/PM
  Show Class Title
  Show Instructor Role

Monday
  Tuesday
  Wednesday

Thursday
  Friday
  Saturday

Sunday
 [Refresh Calendar](#)

[Return to Faculty Center](#)

[Printer Friendly Page](#)

➤ **View Final Exam Schedule for University**

UWL's final exam schedule assigns time slots based on when the class normally meets during the week. The classes rotate to a new final exam spot each semester. You can figure out your schedule before the semester starts by viewing the University's Final Exam Schedule and locating the times of your classes in the chart. Click on the **University Final Exam Schedule** link on the My Schedule page of your Faculty Center to get started.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

### My Schedule

2020 Fall | UW-La Crosse Change Term

Select display option

Show All Classes  Show Enrolled Classes Only

[View Textbook Summary](#)  
[University Final Exam Schedule](#)

The University's **Final Exam Schedule**, which is posted by the Office of Records and Registration, will display in a new window. It can also be found online at <https://www.uwlax.edu/records/faculty-staff-resources/final-exam-schedule/>.

UWL Admissions Academics Murphy Library Events Athletics, Rec Diversity Campus Life A-Z directory

HOME > ACADEMIC AFFAIRS > RECORDS AND REGISTRATION

## Final exam schedule

Transcripts > Registration > Quick Links >

Fall 2020 Spring 2021

### Final exam schedule for Fall 2020

Grades will be available in [WINGS](#) approximately December 30, 2020.

[View/print the exam schedule](#) PDF

Thurs, Dec 17	
7:45-9:45 a.m.	All 4:25 p.m. TTH classes
10 a.m.-12 p.m.	MTH 050, 051, 135, 136, 150, 151, 175, 207, 208, 309 (mass exam)
12:15-2:15 p.m.	HPR 105 (mass exam)

➤ **View Instructor's Final Exam Schedule**

The times for your specific schedule are assigned in WINGS after the semester has started, 4-6 weeks into the semester. You will be able to view your personal final exam schedule as an instructor in your Faculty Center > My Schedule page as soon as the times are assigned in WINGS. A **My Exam Schedule** section will appear under the My Teaching Schedule section.

You can view your final exam schedule in the form of a weekly calendar by clicking on the **View Weekly Exam Schedule**. Your semester teaching schedule is scheduled separately from your final exam schedule, so they are on two separate calendars in WINGS.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

### My Schedule

2020 Spring | UW-La Crosse Change Term

[View Textbook Summary](#)  
[University Final Exam Schedule](#)

Select display option  
 Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Grades Posted

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**My Teaching Schedule > 2020 Spring > UW-La Crosse**

Personalize | View All | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENG 310-01 (3325)	Dig Content/Strtgy/Exp Design (Lecture)	17	TuTh 12:40PM - 2:05PM	Wimberly 311	Jan 27, 2020-May 8, 2020
	ENG 310-02 (3935)	Dig Content/Strtgy/Exp Design (Lecture)	18	TuTh 2:15PM - 3:40PM	Wimberly 311	Jan 27, 2020-May 8, 2020
	ENG 335-01 (1204)	Intro to Prof and Tech Writing (Lecture)	19	MoWe 2:15PM - 3:40PM	Wimberly 209	Jan 27, 2020-May 8, 2020
	ENG 452-411 (1206)	Prof & Tech Writing Practicum (Lecture)	12	TBA	Internet	Jan 27, 2020-May 8, 2020

View Weekly Teaching Schedule

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**My Exam Schedule > 2020 Spring > UW-La Crosse**

Personalize |

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
ENG 310-01 (3325)	Dig Content/Strtgy/Exp Design (Lecture)	5/13/2020, Wednesday	12:15PM - 2:15PM	Wimberly 311	17
ENG 335-01 (1204)	Intro to Prof and Tech Writing (Lecture)	5/14/2020, Thursday	4:45PM - 6:45PM	Wimberly 209	19
ENG 310-02 (3935)	Dig Content/Strtgy/Exp Design (Lecture)	5/15/2020, Friday	2:30PM - 4:30PM	Wimberly 311	18

View Weekly Exam Schedule



➤ **View Textbook Summary**

If the textbooks for your classes have been entered into WINGS, you will be able to see them in the Textbook Summary. On the My Schedule page of your Faculty Center, click on the Textbook Summary link.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

### My Schedule

2020 Fall | UW-La Crosse Change Term

[View Textbook Summary](#)  
[University Final Exam Schedule](#)

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Grades Posted

The list defaults to the most recent term. Use the arrows in the top right to click to the correct term.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

### Textbook Summary

Terms Find | View All | First **1 of 17** Last

Term 2217 **2021 Spring**

**Classes**

Term	2217	2021 Spring
ENG 452 411	Prof & Tech Writing Practicum	Session 1 Class Status Active Enrollment Capacity 15
<b>Textbooks</b>		
Textbook ISBN	Textbook Title	Author Edition Copyright Out of Print Purchased Price
1 8888888888888	NO COURSE MATERIAL(S) REQUIRED	
ENG 310 411	Dig Content/Strtgy/Exp Design	Session 1 Class Status Active Enrollment Capacity 18
<b>Textbooks</b>		
Textbook ISBN	Textbook Title	Author Edition Copyright Out of Print Purchased Price
1 9780123859303	G122 -TERM 2214- LETTING GO OF THE WORDS	REDISH 2 2012 N 2207 49.95
2 9780321965516	H052 -TERM 2214- DON'T MAKE ME THINK! (UPD)	KRUG 3 2014 N 2207 45.00

➤ **View Class Roster**

To view your class roster, go to your Faculty Center > My Schedule page. Click the Class Roster icon of three people listed at the left of the specific class section in your teaching schedule. If there is no icon there, check the number under the Enrolled column. If the number of Enrolled is 0, there will not be a class roster.

Do NOT click on the Class Roster link at the top from this page because it may not bring up the correct roster.

Faculty Center
Advisor Center
Search

My Schedule
~~Class Roster~~
Grade Roster

Faculty Center

### My Schedule

2020 Fall | UW-La Crosse

Change Term

[View Textbook Summary](#)  
[University Final Exam Schedule](#)

Select display option

Show All Classes
  Show Enrolled Classes Only

Icon Legend
 Class Roster
 Grade Roster
 Grades Posted

**My Teaching Schedule > 2020 Fall > UW-La Crosse**

[Personalize](#) | [View All](#) | | First 1-4 of 4 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">ENG 310-411 (3274)</a>	Dig Content/Strtgy/Exp Design (Lecture)	17	TBA	Internet	Sep 8, 2020-Dec 16, 2020
<a href="#">ENG 310-412 (4075)</a>	Dig Content/Strtgy/Exp Design (Lecture)	18	TBA	Internet	Sep 8, 2020-Dec 16, 2020
<a href="#">ENG 335-412 (4074)</a>	Intro to Prof and Tech Writing (Lecture)	20	TBA	Internet	Sep 8, 2020-Dec 16, 2020
<a href="#">ENG 450-04 (5488)</a>	English Internship (Field Studies)	1	TBA	Arranged with Instructor	Sep 8, 2020-Dec 16, 2020

View Weekly Teaching Schedule

After clicking the class roster icon, use the **Enrollment Status** drop down menu to filter your view to **All** students, **Enrolled** students, or **Dropped** student. If there is a current **Waitlist** with students on it, that filter option will also be available.

If you want to view another class, click the **change class** button.

[Faculty Center](#) | [Advisor Center](#) | [Search](#)  
[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)  
 Class Roster

Spring 2020 | Regular Academic Session | UW-La Crosse | Undergraduate

ENG 310 - 01 (3325)  
 Digital Content Writing, Strategy, and Experience Design (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 12:40PM-2:05PM	Wimberly 311	Lindsay Steiner	01/27/2020 - 05/08/2020

\*Enrollment Status:  (Dropdown menu with options: All, Dropped, Enrolled)

Enrollment Capacity:  /

Select display option:  
 Link to Photos     Include photos in list

[Email Photo Roster](#)

**All Students** Personalize | Find | First 1-23 of 23 Last

Notify	Photo	ID	Campus ID	Name	Grade Basis	Units	Program and Plan	Level	Status	
<input type="checkbox"/>							College of Arts, Soc Sci & Hum - CST: Org & Prof Com BA/CASSH BA Degree Prog Opt-Hum/Profess/Tech Writing Minor	Sophomore	Dropped	was Waitlisted
<input type="checkbox"/>					Graded	3.00	College of Arts, Soc Sci & Hum - CST: Media Studies BS/Digital Media Studies/Dsgn Minor	Sophomore	Enrolled	

[Email Roster](#)


➤ **Print, Export, or Email Class Roster List to Self**

There are several ways to get the list of students enrolled in your class (the class roster). You can use one or more of these methods as many times as needed. You can print the list from the Class Roster page in WINGS. You can export the list to Excel and format it as you like. You can email yourself a list of your students' ID photos, and you can email yourself the list with their IDs but without the photos.

○ **Printing**

On the Class Roster page (see above directions), select which students you want to display using the Enrollment Status option at the top. Then scroll to the bottom of the list and click on **Printer Friendly Version** to display a print friendly view of your class schedule. Use the printing options in your browser to print this view. Those options are in the browser settings.

20	<input type="checkbox"/>		College of Arts, Soc Sci & Hum - ENG: Rhetoric/Writing BA/CASSH BA Degree Prog Opt-Hum/Profess/Tech Writing Minor/Legal Studies Minor	Senior	Enrolled	
21	<input type="checkbox"/>		College of Arts, Soc Sci & Hum - Political Science BA	Sophomore	Enrolled	
22	<input type="checkbox"/>		School of Visual & Perf Arts -	Senior	Dropped	
23	<input type="checkbox"/>		College of Business Admin - MKT: Marketing BS/Digital Med Studies/Dsgn Minor	Junior	Enrolled	

Select All   Clear All   [Printer Friendly Version](#) 

[Notify Selected Students](#)   [Notify All Students](#)   [Email Photo Roster](#)   [Email Roster](#)

To return to the Class Roster page, click the **Return** link at the bottom of the printer friendly page.

○ **Export to Excel**

Click the grid icon in the options listed at the top of the roster to export the list to Excel. All students chosen in the **Enrollment Status** menu will be included. File includes:

- Names
- Both person ID and Campus ID (a.k.a. student ID)
- Grading Basis (whether they are letter graded, audit, pass/fail, etc)
- Number of credits
- College
- Majors/minors


Email addresses will NOT be included. Go to the next set of directions for how to email the students on your class roster.

\*Enrollment Status

Enrollment Capacity 16      Enrolled 17

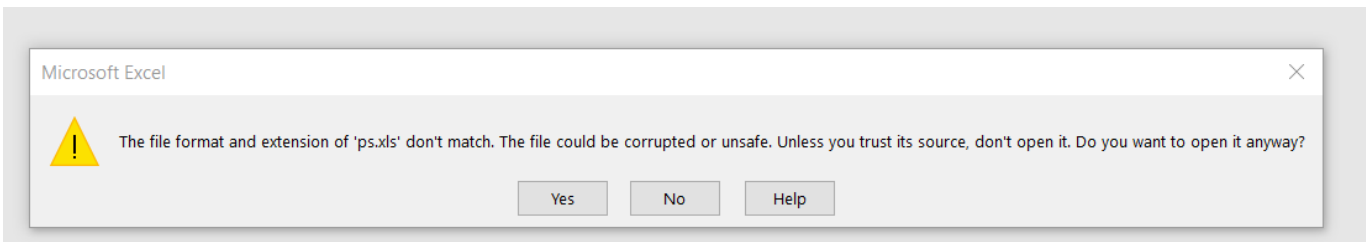
Select display option

Link to Photos       Include photos in list

**Enrolled Students**      Personalize | Find |  First 1-17 of 17 Last

Notify	Photo	ID	Campus ID	Name	Grade Basis	Units	Program and Plan	Level
--------	-------	----	-----------	------	-------------	-------	------------------	-------

Your browser may give you the option open the file right away or save the results to your computer first. If your computer blocks pop-up windows, hold the CTRL key when clicking on the grid to open this file and continue to hold this key until the new window opens. You can also update your popup blocker to allow popups from [wings.uwlax.edu](http://wings.uwlax.edu) and then try exporting again. Excel will give you the below message. Click Yes. The file is safe to open.



Once the file opens in Excel, enable editing and use the file as needed.

1	Notify	ID	Campus ID	Name	Grade Basis	Units	Program and Plan	Level
2							School of Education -	
3							Early/Middle Childhood Ed BS	Senior
4							School of Education -	
5							Middle Child/Early Adol Ed BS/History	
6							Education MCA Minor	Senior
7							College of Arts, Soc Sci & Hum -	
8							Psychology BA/CASSH BA Degree Prog Opt-	
							Lang/At-Risk Child/Youth Care Minor	Sophomore
							College of Arts, Soc Sci & Hum -	

- **Email list to yourself**

On the Class Roster page, choose either the **Email Photo Roster** option or the **Email Roster** option that are linked on the right. These links are also at the end of the roster.

[Class Roster](#)

Spring 2020 | Regular Academic Session | UW-La Crosse | Undergraduate

ENG 310 - 01 (3325)
Change Class

Digital Content Writing, Strategy, and Experience Design (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 12:40PM-2:05PM	Wimberly 311	Lindsay Steiner	01/27/2020 - 05/08/2020

\*Enrollment Status

Enrollment Capacity 16      Enrolled 17

Select display option

Link to Photos       Include photos in list

**Enrolled Students** Personalize | Find | First 1-17 of 17 Last

Notify	Photo	ID	Campus ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>						3.00	College of Arts, Soc Sci & Hum - CST: Media Studies BS/Digital Med Studies/Dsgn Minor	Sophomore
<input type="checkbox"/>						3.00	College of Arts, Soc Sci & Hum -	Senior
<input type="checkbox"/>						3.00	College of Science & Health -	Senior
<input type="checkbox"/>						3.00	College of Business Admin - MKT: Marketing BS/Digital Med Studies/Dsgn Minor	Junior
							College of Arts, Soc Sci & Hum -	



**1. Email Photo Roster** - the class roster will be emailed to you as a list of student photos (as long as the student has not restricted their photo). It comes as a PDF file that can be printed or saved. List includes:

- Names
- Photos

This version does NOT include their majors or ID numbers. Email addresses are also not included.

**Class Roster**

Term:	2214
Subject:	HED
Catalog Number:	207
Class Section:	04
Description:	Youth Health Issues

Facility Id	Time	Date	Mo	Tu	We	Th	Fr	Sa	Su
CH156	02:15 PM - 03:40 PM	09/08/2020 - 12/16/2020		X		X			



**2. Email Roster** - the roster will be emailed to you as a list of names & IDs without photos. It comes as a PDF file that can be printed or saved. List includes:

- Names
- Student ID (a.k.a. Campus ID)
- College
- First major
- Class standing

Report ID: SRCLSRST

UW-La Crosse  
CLASS ROSTER REPORT

Page No. 1  
Run Date 11/18/2020  
Run Time 10:11:10

Term/Session: 2020 Fall - Regular Academic Session  
Course: HED 207 Youth Health Issues (Lecture)  
Class#/Section: 5210 / 04  
Instructor:   
Class Dates: 09/08/2020 - 12/16/2020

UW-La Crosse

Meeting Times:  
Location: CH156  
Days: Tues Thurs  
Time: 02:15 PM - 03:40 PM

**ENROLLED Students**

<u>Student ID</u>	<u>Name</u>	<u>Basis</u>	<u>Units</u>	<u>Primary Academic Program</u>	<u>Major</u>	<u>Level</u>
		GRD	3.00	School of Education	Early/Middle Childhood Ed BS	Senior
		GRD	3.00	School of Education	Middle Child/Early Adol Ed B	Senior

This version does NOT include photos. Email addresses are also not included.





2. One email to one or more students (using checkboxes) - Select students to email by clicking the checkbox to the left of their name. Using this method, you can select one or several students. Then select **Notify Selected Students** at the bottom of the page. If you selected the wrong students and want to start over, click the **Clear All** option to uncheck all boxes.

16	<input checked="" type="checkbox"/>				Studies/Dsgn Minor College of Business Admin - MKT: Marketing BS/Digital Med Studies/Dsgn Minor	Senior
17	<input type="checkbox"/>				College of Business Admin - MKT: Marketing BS/Digital Med Studies/Dsgn Minor	Junior
18	<input checked="" type="checkbox"/>				College of Arts, Soc Sci & Hum - CST: Media Studies BA/CASSH BA Degree Prog Opt-Arts/Digital Med Studies/Dsgn Minor	Junior

Select All

Clear All

Printer Friendly Version

Notify Selected Students

Notify All Students

Email Photo Roster

Email Roster

On the next page, update the **Subject** line to reflect the content of your email and enter in the text of your email in **Message Text**. Your own UWL email will be in the **To** line, which means you will receive the reply email if the student answers. It is best practice to keep the student emails in the **BCC** line in order to maintain FERPA protections.

When ready, click **Send Notification**. If you have changed your mind about sending the email, check **Return to Class Roster**.

Attachments cannot be added to this email. If you need to send them a file/document, you will need to email using Outlook or Canvas. See the next set of directions for emailing through Outlook. Directions on using Canvas can be found at the UWL Canvas page: <https://www.uwlax.edu/info/canvas/>

## Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from** [redacted]

**From** [redacted]@uwlax.edu

**To** [redacted]@uwlax.edu

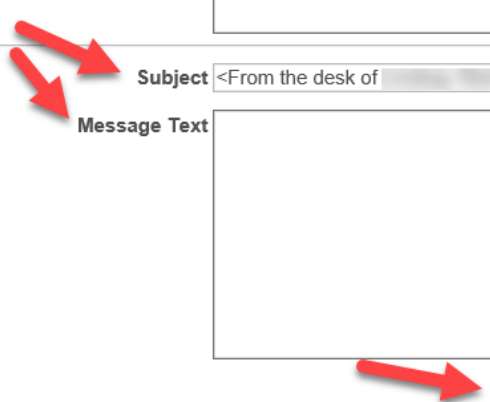
**CC**

**BCC** [redacted]@uwlax.edu, [redacted]@uwlax.edu, [redacted]@uwlax.edu

**Subject** <From the desk of [redacted] r>

**Message Text**

[Send Notification](#)



[Return to Class Roster](#)

- o **Emailing entire roster**

To send the same email to all students in your class, go to the class roster in your Faculty Center, scroll to the bottom and click the **Notify All Students** button. It is not necessary to click **Select All** first, but it won't affect anything.

21	<input type="checkbox"/>		[redacted]	College of Arts, Soc Sci & Hum - Political Science BA	Sophomore	Enrolled	
22	<input type="checkbox"/>		[redacted]	School of Visual & Perf Arts -	Senior	Dropped	
23	<input type="checkbox"/>		[redacted]	College of Business Admin - MKT: Marketing BS/Digital Med Studies/Dsgn Minor	Junior	Enrolled	

Select All Clear All

[Printer Friendly Version](#)

Notify Selected Students

[Notify All Students](#)

[Email Photo Roster](#)

[Email Roster](#)

On the next page, update the **Subject** line to reflect the content of your email and enter in the text of your email in **Message Text**. Your own UWL email will be in the **To** line, which means you will receive the reply email if the student answers. It is best practice to keep the student emails in the **BCC** line in order to maintain FERPA protections.

When ready, click **Send Notification**. If you have changed your mind about sending the email, check **Return to Class Roster**.

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<https://www.uwlax.edu/info/canvas/>

Class Roster

## Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from** [redacted]

**From** [redacted] @uwlax.edu

**To** [redacted] @uwlax.edu

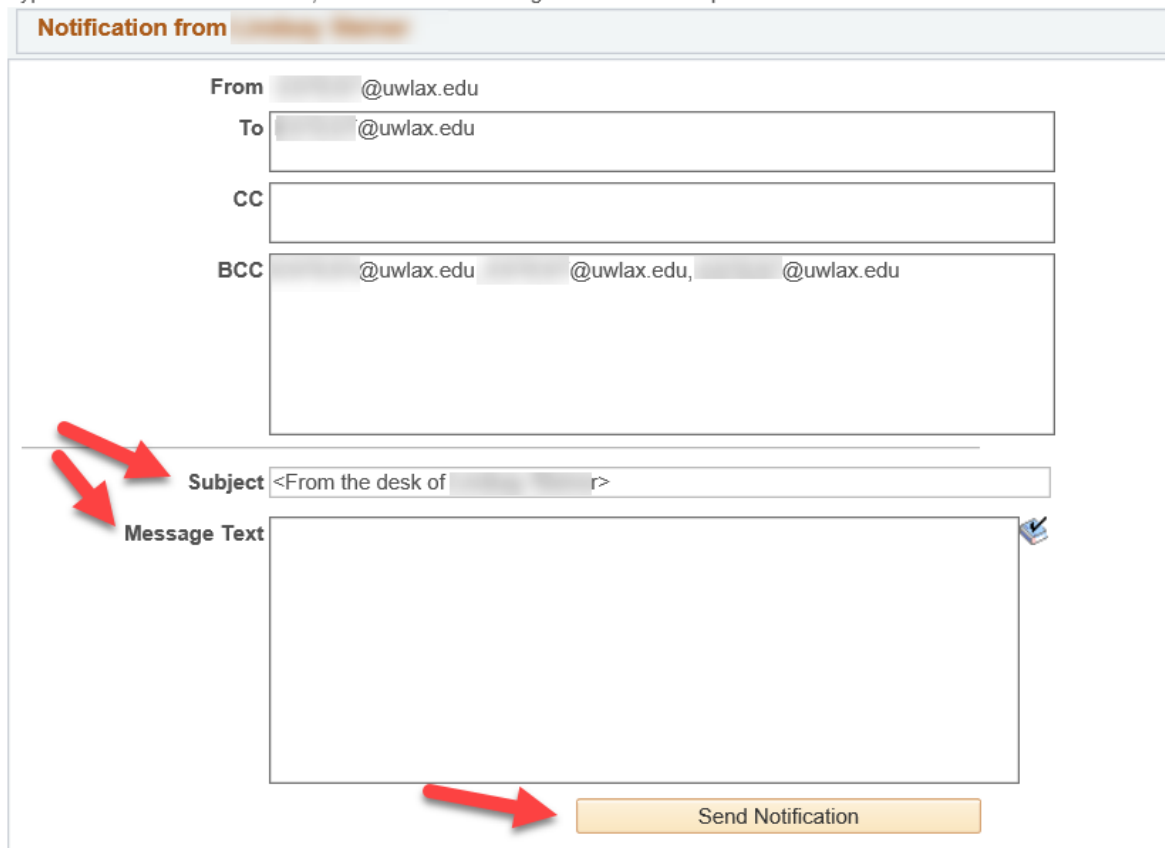
**CC**

**BCC** [redacted] @uwlax.edu, [redacted] @uwlax.edu, [redacted] @uwlax.edu

**Subject** <From the desk of [redacted] r>

**Message Text**

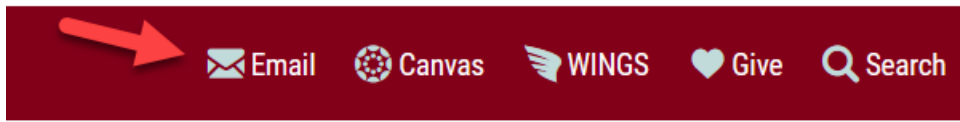
**Send Notification**



[Return to Class Roster](#)

➤ **Email Students on Class Roster via Outlook/Office 365**

All UWL faculty, staff, and students can email individuals through the UWL's email. UWL uses Office 365 webservice and the Outlook desktop application for email. If using Office 365, you can login to your email from the UWL homepage by clicking the folder icon in the top red bar.



○ **Emailing individual students**

Once you have logged into your email, you can search for specific students to email by typing their name in the To/CC/BCC field, whichever field you would like to use.

Please note that email uses the student's preferred name, not their legal name. The student's preferred name is listed on the Class Roster, Email, and online directory. However, if searching for the student in WINGS, you will need to use their legal name to find them.

Once you find the student's email, you can add them to your email and send. If sending to multiple students, it is best practice to use the BCC line to maintain FERPA protections.

Attachments can be added when using Office 365 or Outlook.

*Tip: If there are multiple students with the same name, you can find their exact email by pulling up the class roster in your Faculty Center. Use the checkbox to select the correct student, scroll to the bottom, and click on Notify Selected Students. Their email will be in the BBC line on the next screen. Copy and paste that address into your draft email.*

○ **Emailing entire roster**

The ITS Department creates a distribution list every semester for each class roster for use in Outlook & Office 365. **This access is only given to the instructor of the class and the department's ADA.** The Department Chair is usually not able to email another instructor's roster this way.

To use that feature, compose a new email. In the **To** box, type the **Subject, Course Number, Section, Term,** and **Year** using the following format **SubjectCourse#Section#TermYear.**

Example: STAT14511Fall2020 is the distribution list for section 11 of STAT 145 for Fall 2020.

Attachments can be added when using Office 365 or Outlook.

➤ **FERPA Policy at UWL**

UW-La Crosse will disclose information from a student's education records only with the written consent of the student, with some specific and limited exceptions. Navigate to <https://www.uwlax.edu/records/ferpa/> to see UWL's full and most up-to-date policy. Educational records include grades and grading records, academic standing, the student's class schedule, student financials, student ID numbers, and more.

**Directory information** is information designated as public by the university, and it can be released by the institution for any purpose, at its discretion. Students have the right to restrict their directory information under FERPA and can use WINGS to do this at any point. Some elements considered directory information at UWL are names, local & home addresses and phone numbers, email addresses, and full-time or part-time enrollment.

The student should be aware that if they choose to restrict some or all of their directory information, some university processes may be affected such as having their name printed in publications like the Commencement program.

A **FERPA Quick Guide** for faculty and staff can be found on UWL's FERPA page linked above. Faculty and Staff should keep a copy for reference.

The Dean of Students serves as UWL's FERPA liaison and questions or concerns should be directed to the [Office of Student Life](#).

➤ **Grade Rosters**

**Directions on how to enter grades in WINGS are emailed to instructors at the end of the semester from the Records & Registration Office.** Or you may contact the Records & Registration office for a copy. These directions include information on how to make changes to submitted grades.


If using Canvas to grade, the final grades from Canvas can be imported into WINGS at the end of the term. **The CATL office posts directions on how to sync Canvas to WINGS in Canvas toward the end of each term.**

The grade roster must be created first before grades can be entered. Grade rosters are created the last day of class by the Records & Registration office. If your class has a grade roster, there will be an icon of a person standing by a whiteboard. If you do not see the icon and the class is over, contact the Records and Registration office to create the grade roster.



My Teaching Schedule > 2020 Fall > UW-La Crosse

Personalize | View All | [Print] [Calendar] First 1-4 of 4 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
  ENG 310-411 (3274)	Dig Content/Strtgy/Exp Design (Lecture)	17	TBA	Internet	Sep 8, 2020- Dec 16, 2020


Final grades must be entered into WINGS by the **grade due date** established in the academic calendar. Only the final grade is entered. Grades from assignments and test are not entered in WINGS and are kept separately, either in Canvas (the learning management software) or another method preferred by the instructor.

To access a grade roster for a specific course, click the grade roster icon next to the class in your teaching schedule under Faculty Center.

**Posting grades:** Grades are not on transcripts or visible to students in WINGS until the grades are "posted" to the student record. Only grade rosters that have been marked "approved" can be posted, and the Records and Registration office posts approved grades once a week during the semester. Beginning the last day of classes, approved grades are posted daily. You can tell grades are posted if there is an icon of a pinned paper next to the section in your teaching schedule.

My Teaching Schedule > 2020 Fall > UW-La Crosse

Personalize | View All | [Print] [Calendar] First 1-4 of 4 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ENG 310-411 (3274)	Dig Content/Strtgy/Exp Design (Lecture)	17	TBA	Internet	Sep 8, 2020- Dec 16, 2020

**Changing grades:** Grades can be changed after submission, but how it is done depends on whether the grades have been posted and if the grade due deadline has passed or not. After the grade due deadline, grade changes follow an approval workflow either electronically or by paper. More detail is included in the directions sent out each term.

## Search tab in Faculty Center

### ➤ Search for Classes

Use the Search for Classes page to find out if a class is being offered in a term. Navigate to **Main Menu > Self Service > Search > Class Search.**

Use the drop down list to select a different term. There will only be 4 terms available at a time. Limited the results to open classes only by checking the **Show Open Classes Only** box under **Course Career**.

The screenshot shows the 'Search for Classes' page. At the top, there are navigation tabs: 'Faculty Center', 'Advisor Center', and 'Search'. Below these are links for 'Search for Classes', 'Browse Course Catalog', and 'Faculty Search'. The main heading is 'Enter Search Criteria'. The search form includes a dropdown for 'Term' with options: 2020 Fall, 2020 Summer, 2021 Spring, and 2021 Winter Session. Below this is a section for 'Class Search' with a 'select subject' button and a 'Subject' input field. There are also dropdowns for 'Course Number' (set to 'is exactly') and 'Course Career'. A red arrow points to the 'Show Open Classes Only' checkbox.

Enter the **subject code**, if known, or click the **Select Subject** button to use lookup functionality. Use the alphabet at the top to find the exact subject by clicking the first letter of the subject you are looking for. The 0-9 numbers will not bring up any results since UWL does not have any subjects that start with numbers.

Click the **Select** next to a specific subject.

## Search for Classes

### Enter Search Criteria

UW-La Crosse | 2020 Summer

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Select	ACC	Accountancy
Select	ANT	Anthropology
Select	APH	Art Photography
Select	ARA	Arabic
Select	ARC	Archaeology
Select	ART	Art
Select	AST	Astronomy
Select	ATS	Athletic Training Studies

[Close](#)

Enter a **course number** if you know the number or leave it blank to generate a list of all courses for the given subject.

You must enter in at least one more criteria besides the course subject for the search to operate.

- If you do not have the course number, to go the **Course Career** and choose **Graduate** or **Undergraduate**.
- Or go to the **Additional Search Criteria** to narrow the search scope using one or more of those options.

Once you have entered your criteria, click **Search** at the bottom.



**Search for Classes**

Institution  Term

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject  Accountancy

Course Number  Course Career

Show Open Classes Only

▼ **Additional Search Criteria**

Meeting Start Time  Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name  Class Nbr

Course Keyword

Minimum Units  Maximum Units

Course Component  Session

Mode of Instruction  Location

Requirement Designation

Search results list status of classes as **Open**, **Closed**, or closed with a **Wait List** as shown in this legend.

Open  Closed  Wait List

Keep in mind that if you do not enter a specific course number, all courses that meet your search criteria display. Various class lists can be collapsed by clicking the arrow next to the course title. To search for another class, click the **New Search** button. To return to the previous page, click the **Modify Search** button at the top or bottom of the page.

To see the **Class Details** about a specific section, including notes, prerequisites, and available seats, click on the linked **Class** or **Section** number.

New Search
Modify Search

9 class section(s) found						
▶ ACC 221 - Accounting Principles I						
▼ ACC 222 - Accounting Principles II						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1303	411-LEC Four Wk 1	TBA	Internet	Kimberly Lyons	05/26/2020 - 06/19/2020	●
<a href="#">Class Notes</a> <a href="#">View Books to Buy</a>						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1001	421-LEC Four Wk 2	TBA	Internet	Kimberly Lyons	06/22/2020 - 07/17/2020	●
<a href="#">Class Notes</a> <a href="#">View Books to Buy</a>						
▼ ACC 325 - Cost Accounting						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1405	411-LEC Four Wk 1	TBA	Internet	Mehmet Kocakulah	05/26/2020 - 06/19/2020	●
<a href="#">Class Notes</a> <a href="#">View Books to Buy</a>						
▼ ACC 450 - College of Business Administration Internship						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1773	101-FLD Twelve Wk	TBA	Arranged with Instructor	Julie Ancius	05/26/2020 - 08/14/2020	■
<a href="#">Class Notes</a>						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
----	102-FI D	---	Arranged with	.....	05/26/2020 -	—

To return to the previous page from the Class Details, click on **View Search Results** button at the bottom.

how to get your textbooks for summer.

---

**Description**

Emphasis is on reporting to internal constituencies: managers in all functional areas of the firm. An introduction to accounting principles used to prepare internal financial reports used for management decision-making. Topics include cost determination and flow, cost-volume-profit analysis, absorption and variable costing, capital budgeting, and cash flow analysis.

→
View Search Results

To start a whole new search, click on the **Search for Classes** tab at the top.


Search for Classes

## Class Detail

ACC 222 - 411 Accounting Principles II

UW-La Crosse | 2020 Summer | Lecture

### Class Details

<b>Status</b>	Open 	<b>Career</b>	Undergraduate
<b>Class Number</b>	1303	<b>Dates</b>	5/26/2020 - 6/19/2020
<b>Session</b>	First Session - Four Weeks	<b>Grading</b>	Graded
<b>Units</b>	3 units	<b>Location</b>	La Crosse
<b>Instruction Mode</b>	Online	<b>Campus</b>	La Crosse
<b>Class Components</b>	Lecture Required		
<a href="#">View Books to Buy</a>			

### Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Internet	Kimberly Lyons	05/26/2020 - 06/19/2020

### Enrollment Information

<b>Enrollment Requirements</b>	Prerequisite: ACC 221 completed with a grade of "C" or better.
--------------------------------	--

### Class Availability

<b>Class Capacity</b>	30	<b>Wait List Capacity</b>	30
<b>Enrollment Total</b>	26	<b>Wait List Total</b>	0
<b>Available Seats</b>	4		

### Notes

<b>Class Notes</b>	Students are required to purchase additional materials costing approximately \$80 and must have a financial calculator. Recommended: Texas Instruments BA II Plus.
<b>Subject Notes</b>	This course will be offered contingent upon sufficient enrollment. Please register for your summer session classes as early as possible. The University will cancel all classes that have not met a

➤ **Browse Course Catalog**

The Course Catalog in WINGS shows what courses currently exist at UWL, their current course descriptions, how often and when the course is typically offered, and the prerequisites if any. There is also a course catalog in the yearly published catalog at <https://catalog.uwlax.edu>.

To browse the current course catalog, navigate to **Main Menu > Self Service > Search > Browse Course Catalog**. Use the alphabet at the top to find the exact subject by clicking the first letter of the subject you are looking for. The 0-9 numbers will not bring up any results since UWL does not have any subjects that start with numbers.

To expand a single subject area and view courses for just that subject, click the subject name. Click **Expand All** to display all of the courses under all of the subjects in that letter. Click **Collapse All** to close all of the subject sections.

Faculty Center | Advisor Center | Search

[Search for Classes](#) | **[Browse Course Catalog](#)** | [Faculty Search](#)

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### Browse Course Catalog

---

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

Collapse All      Expand All

Select subject code to display or hide course information.

- ▶ [ACC - Accountancy](#)
- ▶ [ANT - Anthropology](#)
- ▶ [APH - Art Photography](#)
- ▶ [ARA - Arabic](#)

To select a specific class, click the course number or course title field for that course.

ANT - Anthropology

Course Nbr	Course Title	Typically Offered
101	Human Nature/Human Culture	Annually
102	Introduction to Physical Anthropology	Annually
195	Introduction to Cultural Anthropology	Annually
196	Introduction to Linguistic Anthropology	Annually
202	Contemporary Global Issues	Annually
212	Search for Economic Justice	Annually
215	Refugees, Displaced Persons and Transnational Communities	Occasionally
304	Hunter and Gatherer Societies	Occasionally
305	Indigenous Agricultural Societies: Past and Present	Occasionally
307	International Development and Culture Change	Occasionally

The **Course Detail** displays the description at the bottom. The prerequisites or any attributes such as general education will be in the **Enrollment Information** section, along with when the course is typically offered.

## Course Detail

[Return to Browse Course Catalog](#)

ANT 101 - Human Nature/Human Culture

Course Detail		View Class Sections
<b>Career</b>	Undergraduate	
<b>Units</b>	3.00	
<b>Grading Basis</b>	Graded	
<b>Course Components</b>	Lecture	Required
<b>Campus</b>	La Crosse	
<b>Academic Group</b>	College of Arts, Soc Sci & Hum	
<b>Academic Organization</b>	Archaeology/Anthro Department	
Enrollment Information		
<b>Typically Offered</b>	Annually	
<b>Course Attribute</b>	GE06: Self and Society	
Description		
<p>This course provides an overview of the four subfields of anthropology: physical anthropology, archaeology, cultural anthropology, and linguistic anthropology. The course will focus on how anthropologists seek to understand what it means to be human by examining how people are biologically, culturally, and socially similar and different around the world. We will cover multiple aspects of the human experience, including human evolution and biological diversity, primates and hominids, domestication and subsistence practices, marriage systems, sex and gender norms, religious beliefs, and linguistic diversity.</p>		

If you want to view sections for the specified course, click the **view class sections** button. The sections will appear below, and you will be able to adjust which term you are looking at using the drop down menu.

Click the **Return to Browse Course Catalog** link at the bottom left portion of the page to search for other courses.

### Course Schedule

Terms Offered Summer 2020

Show Sections

Open  Closed  Wait List

### ANT 101 Sections for Summer 2020

1 of 1

**Section** Personalize | Find | View All | First 1 of 1 Last

Section	Session	Status
431-LEC (1871)	4W3	<input checked="" type="checkbox"/>

**Section Details** Personalize | Find | First 1 of 1 Last

Days	Start	End	Room	Instructor	Dates
TBA	TBA		Internet	Elizabeth Peacock	07/20/2020 - 08/14/2020

[Return to Browse Course Catalog](#)

## ➤ Faculty Search

To search for a faculty person by name, navigate to **Main Menu > Self Service > Search > Faculty Search**. From the Faculty Search page, click Search by Name.

The screenshot shows the top navigation bar with three tabs: 'Faculty Center', 'Advisor Center', and 'Search'. Below the navigation bar are three links: 'Search for Classes', 'Browse Course Catalog', and 'Faculty Search'. The 'Faculty Search' link is highlighted. Below the links is the heading 'Faculty Search'. A box contains the text 'Select the search by name button to start the search process.' and a button labeled 'Search by Name'.

Enter the name or ID criteria and click **Look Up** to search for an individual. Their name will appear below. Click on the correct name in the results.

The screenshot shows the 'Look Up' search interface. It has four search criteria: 'Last Name begins with', 'First Name begins with', 'ID begins with', and 'Campus ID begins with'. Below these are buttons for 'Look Up', 'Clear', and 'Cancel', and a link for 'Basic Lookup'. The 'Search Results' section shows a message: 'Only the first 300 results can be displayed.' Below this is a table with columns: 'Last Name', 'First Name', 'ID', 'Name', 'Gender', 'Date of Birth', 'Campus ID', 'National ID', 'National ID Country', and 'NID Short Description'. The table shows three rows of results, with the first row highlighted.

Last Name	First Name	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description
				Male	**/**/****	(blank)	*****	USA	SSN
				Female	**/**/****	(blank)	*****	USA	SSN
				Female	**/**/****	(blank)	*****	USA	SSN

Once you select an individual, their name and phone number will appear. To see their schedule, choose the term by clicking the respective radio button and then clicking **Continue**. Click **Start a New Search** to find a different individual.

Phone

Select a term then select Continue.

Term	
<input type="radio"/> 2021 Spring	UW-La Crosse
<input type="radio"/> 2021 Winter Session	UW-La Crosse
<input checked="" type="radio"/> 2020 Fall	UW-La Crosse
<input type="radio"/> 2020 Summer	UW-La Crosse

To change terms for this person, click **change term**.

Phone

2020 Fall | UW-La Crosse

Lindsay Steiner's Teaching Schedule - 2020 Fall > UW-La Crosse

[Personalize](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Class	Class Title	Days & Times	Room	Class Dates
<a href="#">ENG 310-411 (3274)</a>	Dig Content/Strtgy/Exp Design (Lecture)	TBA	Internet	Sep 8, 2020- Dec 16, 2020
<a href="#">ENG 310-412 (4075)</a>	Dig Content/Strtgy/Exp Design (Lecture)	TBA	Internet	Sep 8, 2020- Dec 16, 2020
<a href="#">ENG 335-412 (4074)</a>	Intro to Prof and Tech Writing (Lecture)	TBA	Internet	Sep 8, 2020- Dec 16, 2020
<a href="#">ENG 450-04 (5488)</a>	English Internship (Field Studies)	TBA	Arranged with Instructor	Sep 8, 2020- Dec 16, 2020