

Faculty Center Grading

Login to WINGS using your regular PeopleSoft User ID and password.

In the left menu choose **Self Service>Faculty Center>My Schedule**

Your personalized **Faculty Center** page should appear with the following:

- 1) Your Name
- 2) Default to the Current Term (Use the green “change term” button if necessary.)
- 3) Select display option of Show All Classes radio button is filled.
- 4) Your Teaching Schedule for the current term listing your classes with the number enrolled

On the left side of My Teaching Schedule – 2 icons should appear. One for Class Roster  and one for Grade Roster . Classes with 0 enrollments will not have these icons.

Click on the grade roster icon for the class you wish to grade.

Using the drop down box in the Roster Grade column, grade the students in this class. Only valid grades associated with the Grade Basis will display in the Drop Down. The first 20 students will appear on the screen. At the bottom of the page, click View All or use the arrows to grade the next 20 students in your class. At the bottom of the page, click the **Save** button.

PLEASE NOTE: Students no longer attending your class should be given an F grade denoting the week the student stopped attending. For example if the student never attended the class, the grade should be F01. If the student attended the first four weeks, but then stopped attending, the grade should be F04. This grading process will replace the AERIE “NA” grade and date required by Federal Financial Aid statutes involving students who unofficially withdraw from the university.

****Very Important****

When all students have been graded – change the Grade Roster Action: Approval Status to “Approved”. (If you leave at least one student without a grade, change the Approval Status to Ready for Review.) **We cannot post the grades until the Approval Status is set to Approved.** If you need to change a grade before the grades have been posted, changing the approval status back to “Not Reviewed” will reopen the grading field. Please reset the Approval Status back to Approved when you are finished and click **Save**.

Grades will not be visible to the students until the Office of Records and Registration “posts” the grades to the student record. We are posting short term classes once a week during the semester. Beginning the last day of classes, we will post grades each night.

Once the grades have been posted, you can still change a grade if the grading deadline has not passed. Click the [Request Grade Change](#) link that appears in the Grade Roster Action box. That will open the Official Grade field for each student. Make your change to the appropriate student and click the green Submit button at the bottom of the page. You will see a Success message next to the changed grade. This will repost that grade for that student. Click Return to Grade Roster.

Grade changes after the grade deadline still require the 3 part form with signatures of the instructor, department chair and dean.