

From: UWL Canvas Administrator
Sent: Friday, December 14, 2018 9:06 AM
Subject: Submitting course grades in Canvas to WINGS

To instructors who are using Canvas in Fall 2018

If you are using Canvas to teach this semester (fall 2018), you will be able to submit your fall 2018 course grades to WINGS through Canvas.

If you are using the standard UWL grade scheme review the [Applying the UWL letter grade scheme](#) document for instructions. If you are using your own course grade scheme review the [Creating and applying your own course grading scheme](#) document for instructions.

Please note that because this is the first time we are using the Canvas to WINGS system for grades, we recommend that you:

- submit only letter grades (A, AB, B, BC, C, D, F) through Canvas to WINGS.
- submit other types of grades such as incompletes and audits by entering them directly into WINGS. For descriptions of these types of grades see the [UWL Final Grades](#) document.

You will also have to approve your grades in WINGS, see the [Approving grades in WINGS](#) document for instructions.

If you have questions on which grade to use or anything in WINGS you can contact:

- Debra Peterson in Records and Registration (dpeterson@uwlax.edu, 608.785.8578).
- Victoria Rahn in Records and Registration (vrahn@uwlax.edu, 608.785.8579).

If you have questions on setting up a grading scheme in Canvas or the process to follow you can contact:

- Marjorie Bazluki in CATL (mbazluki@uwlax.edu, 608.785.6873).

Please note: If you contact these individuals after hours or on the weekend, you will likely not get a response until the next business day.