

# REPORT SCREEN IN WINGS

Log into WINGS.

In the navigation bar on the left side of your WINGS screen, choose:

UW-La Crosse → Records and Enrollment → Reporting → then the report that you would like to run. Remember, you can save this as a Favorite to make it easier the next time. Choose **Add to Favorites** in the maroon area at the top of your WINGS screen.

The screenshot shows the WINGS Reporting interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. The left sidebar contains a 'Menu' section with a search box and a tree view of navigation options, including 'Records and Enrollment' > 'Reporting'. The main content area is titled 'Reporting' and lists several report options:

- Plan Reports**: Includes 'Plan Reports' and 'Plan Reporting'. A callout bubble points to this section with the text: "List of majors and minors in the dept".
- Grade Analysis Report**: Described as a 'Grade Analysis Report'. A callout bubble points to this option with the text: "Grade analysis reports generate a summary of grades in a prompted semester by academic department and catalog number."
- Grade Analysis By Dept**: Described as 'Grade Analysis By Dept, including UW-L summary'. A callout bubble points to this option with the text: "Grade analysis report for the entire university, by department, including the UW-L summary - for a prompted term."
- Instructor Grade Analysis Rpt**: Described as 'Instructor Grade Analysis Report'. A callout bubble points to this option with the text: "Results like Grade Analysis Report, but includes information at the instructor level."

## GRADE ANALYSIS BY DEPT

The only prompt that you will see with Grade Analysis by Department is the term. Enter the term and the report will generate in an Excel format.

# PLAN REPORTS

Under Plan Reports, you can generate a list of students in your department (called Organizations in PeopleSoft) or in individual majors (called Plans in PeopleSoft). These lists will be emailed to you in an Excel document, and you can then save in the format of your choice. The selected term must be either the current term or a future term. Choose the option you would like to run by selecting one of the tabs at the top of the page.

Here is where you will choose which report to run. Different users will see different tabs. Most ADAs will see the “By Org” and “By Plans” tabs.

The screenshot shows the PeopleSoft interface for generating a Plan Report by Organization. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. A 'Menu' sidebar on the left lists various system options, with 'Plan Reporting' selected. The main content area features a tabbed interface with 'By Program', 'By Program/Org', 'By Org', and 'By Plans' tabs. The 'By Org' tab is active, displaying the 'Plan Report by Organization' page. This page includes a search bar for 'Academic Organization' with the value '1 ARTDEPT' entered, a 'Term' dropdown menu, and a 'Generate Report' button. Callout boxes provide instructions: 'Choose department here.' points to the search bar, 'Choose term here, such as 2127 (Spring 2012).' points to the term dropdown, and 'Click here to run the report.' points to the 'Generate Report' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display', along with a breadcrumb trail: 'By Program | By Program/Org | By Org | By Plans'.

The report fields will be alphabetical by last name within the student’s affiliation in your department. For example, in the Department of Art, all Photography minors are grouped together, all Bachelor of Science: Art are grouped together, and so on. This may result in the same student appearing in different groups, because they can have a major and minor in the same department.

The PDF will include the following fields: *Student ID*; *Last Name*; *First Name*; *Middle Initial*; *Sex (M/F)*; *Email*, the student’s campus email address; *Primary Program*, the college with which the student is affiliated; *Acad Level*, the student’s class standing; *Plan(s)*, including the student’s first major, second major, and minors; and *Advisor*, the student’s assigned academic advisor.

The report **By Plan** will look very similar to the report **By Org**, but it is more narrow in scope, so you will return only those students enrolled in the Plan (major or minor) that you select.

# GRADE ANALYSIS REPORT

Grade analysis reports will provide information about the distribution of grades in a given semester across the university; in undergraduate and graduate students; for the Department you select; the catalog summary of each course; and for each section number of the course. All reports provide the breakdown by male and female students and the overall total. After you select "OK," the results will be returned in a Microsoft Excel workbook. The results will likely pop up into a different window, and you will need to permit the file to download. (It can take a minute or two for this report to run.)

The example below shows how the grades will be broken down in the grade analysis reports, based on the parameters set in the reporting page.

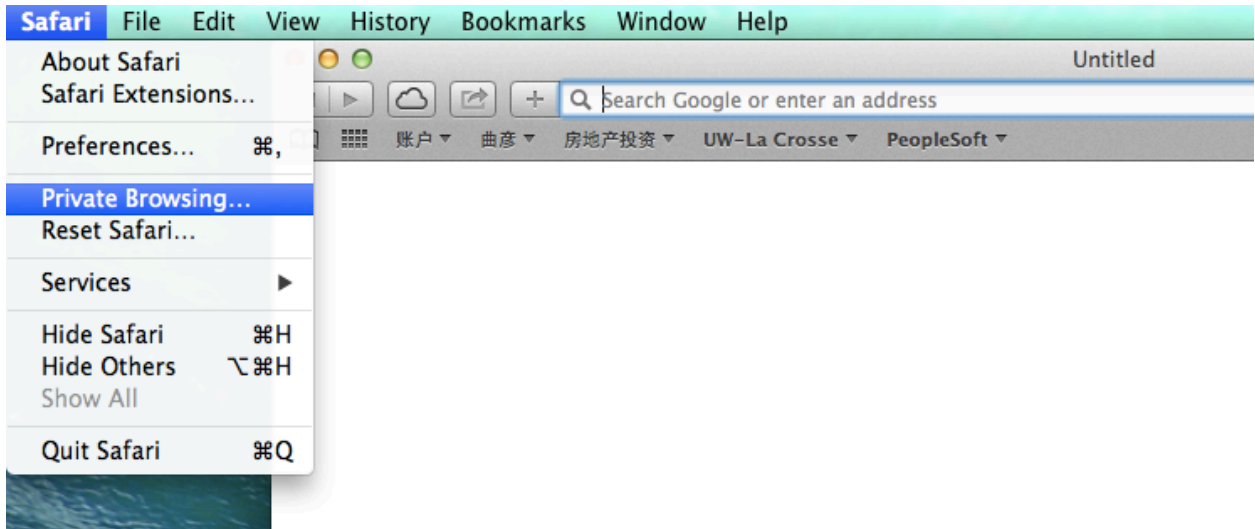
UWL Level Summary:																				
	A	AB	B	BC	C	D	F	WP	WF	EP	EF	I	S	U	P	AS	AU	NR	W	Total
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% Total																				

The screenshot shows the UWL SR Grade Analysis report generation interface. On the left, a navigation menu is shown with a path: UW-La Crosse → Records and Enrollment → Reporting → Grade Analysis Report. The main interface has a title bar "UWL\_SR\_GRADE\_ANALYSIS" and a search bar. Below the search bar are three input fields: "Institution:" (with a callout "Always 'UWLAC'"), "Term:" (with a callout "Choose term here, such as 2124 (Fall 2011). Must be for a prior term to have grade information."), and "Subject:" (with a callout "Choose department here. Results will include grade distributions for the department, grade distributions by catalog summary (such as ART 102), and grade distributions for each section of the course."). There are "OK" and "Cancel" buttons at the bottom.

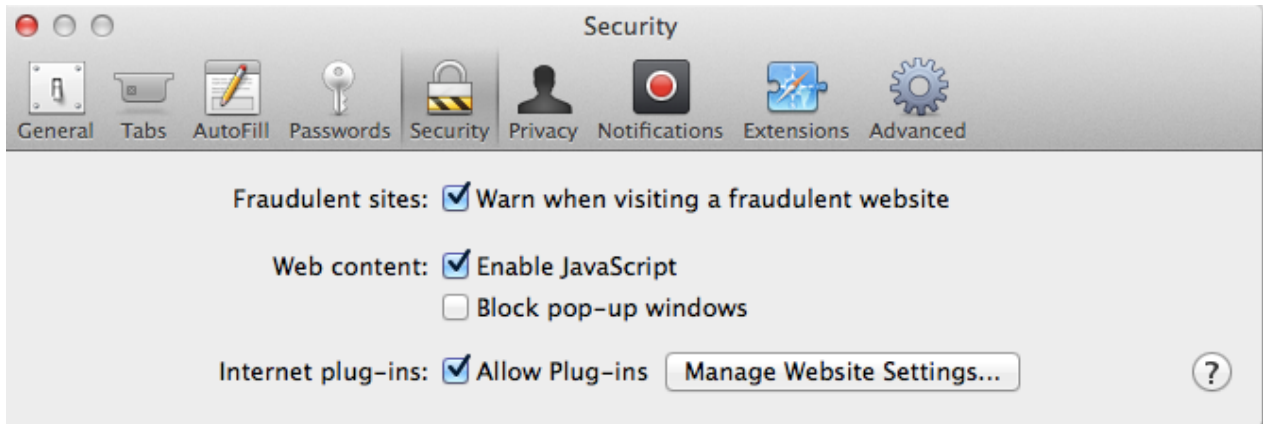


# How to run Plan Report

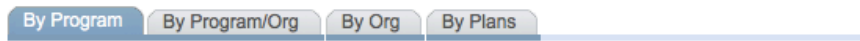
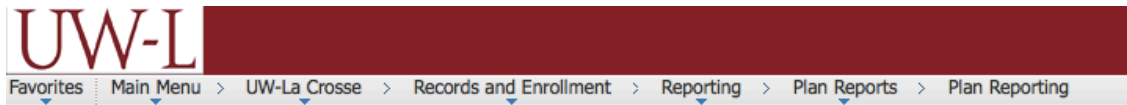
1. Make sure "Private Browsing" is NOT selected. For other web browsers, menu locations may vary.



2. Make sure "Block pop-up windows" is NOT selected. Go to Safari -> Preferences -> Security. For other web browsers, menu locations may vary.




3. Login to WINGS. Navigate to UW-La Crosse -> Records and Enrollment -> Reporting -> Plan Reports -> Plan Reporting



## Plan Report by Program

This report is a list of all students in a program.

Each student will appear only once, sorted alphabetically by their first major plan. The report will be sent as an attachment to your email account.

Academic Program  

Term  

[Generate Report](#)

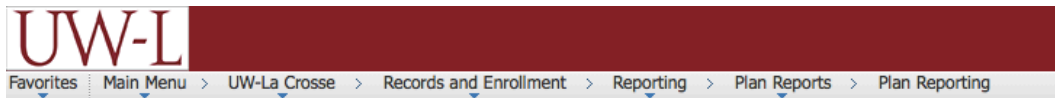
[Generate Summary Report](#)

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

[By Program](#) | [By Program/Org](#) | [By Org](#) | [By Plans](#)

4. Select “By Program”, “By Program/Org”, “By Org” or “By Plans”.



### Plan Report by Selected Plans

The report will be sent as an attachment to your email account.

Personalize   Find       First 1 of 1 Last	
Academic Plan	
1 <input type="text"/>	

Term

[By Program](#) | [By Program/Org](#) | [By Org](#) | [By Plans](#)

5. Click Generate Report button. The following message will pop up and the report should be delivered to your email inbox.

The screenshot shows the UW-L Plan Reporting interface. The breadcrumb trail is: Favorites > Main Menu > UW-La Crosse > Records and Enrollment > Reporting > Plan Reports > Plan Reporting. The 'By Plans' tab is selected. The page title is 'Plan Report by Selected Plans'. Below the title, it says 'The report will be sent as an attachment to your email account.' There is a table with one row containing '1 IS.BS'. Below the table, there is a 'Term' field with '2157' and a 'Generate Report' button. A 'Message' dialog box is open, displaying the text 'Academic Program Report Email successfully sent (0,0)' and an 'OK' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

UW-L

Favorites Main Menu > UW-La Crosse > Records and Enrollment > Reporting > Plan Reports > Plan Reporting

By Program By Program/Org By Org **By Plans**

### Plan Report by Selected Plans

The report will be sent as an attachment to your email account.

Academic Plan	
1	IS.BS

Term: 2157

Generate Report

Save Return to Search Notify Add Update/Display

By Program | By Program/Org | By Org | By Plans

**Message**  
Academic Program Report Email successfully sent (0,0)  
OK