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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 5th Day (of semester)
  • Electronic Add with Permission between 6th and 10th 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.

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

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

- **Select Week:** Week of 1/27/2020 - 2/2/2020

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### Meeting Information not available

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<tr>
<td>ENG 452 - 411 (Lecture)</td>
<td>Prof &amp; Tech Writing Practicum</td>
<td>01/27/2020</td>
<td>05/06/2020</td>
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</table>

### Display Options

- **Show AM/PM**
- **Show Class Title**
- **Show Instructor Role**
➢ **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.

![University Final Exam Schedule](https://www.uwlax.edu/records/faculty-staff-resources/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/](https://www.uwlax.edu/records/faculty-staff-resources/final-exam-schedule/).
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.
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.

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

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.

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 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.
- 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.

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.
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

This version does NOT include photos. Email addresses are also not included.
Email Students on Class Roster via WINGS

There are several different ways to email your students, as individuals or the entire roster at once, both from inside WINGS and from the Outlook/Office 365 application. The majority of the Outlook/Office 365 options are listed in the next section.

Navigate to the Class Roster from your Faculty Center by selecting the three people icon next to the section.

- **Emailing individual students who are in your class (2 ways)**

  1. **One email to one student, popup email** - Once you are on the Class Roster, you will see that the student's names are in blue, indicating there is a link. Clicking on the link will bring up the student's email address in a draft email, using whatever default email system is set up on your computer. That is usually the Outlook system on UWL computers.
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.

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/](https://www.uwlax.edu/info/canvas/)
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.
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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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 exceptions. Navigate to https://www.uwlax.edu/records/ferpa/ to see UWL’s full 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.

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.
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.

**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.

![Search for Classes](image)

**Enter Search Criteria**

**Search for Classes**

- **Institution**
- **Term**
  - 2020 Fall
  - 2020 Summer
  - 2021 Spring
  - 2021 Winter Session

Select at least 2 search criteria. Select Search Criteria:

- **Course Number**
- **Course Career**

Click the Select next to a specific subject.

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

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.

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

To start a whole new search, click on the **Search for Classes** tab at the top.
ACC 222 - 411  Accounting Principles II  
UW-La Crosse | 2020 Summer | Lecture

Class Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
<th>Career</th>
<th>Undergraduate</th>
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<tbody>
<tr>
<td>Class Number</td>
<td>1303</td>
<td>Dates</td>
<td>5/26/2020 - 6/19/2020</td>
</tr>
<tr>
<td>Session</td>
<td>First Session - Four Weeks</td>
<td>Grading</td>
<td>Graded</td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
<td>Location</td>
<td>La Crosse</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>Online</td>
<td>Campus</td>
<td>La Crosse</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture Required</td>
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<td></td>
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</table>

Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>Internet</td>
<td>Kimberly Lyons</td>
<td>06/26/2020 - 06/19/2020</td>
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Enrollment Information

Enrollment Requirements
Prerequisite: ACC 221 completed with a grade of "C" or better.

Class Availability

<table>
<thead>
<tr>
<th>Class Capacity</th>
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<tbody>
<tr>
<td>Enrollment Total</td>
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</tr>
<tr>
<td>Wait List Capacity</td>
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</tr>
<tr>
<td>Wait List Total</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>4</td>
</tr>
</tbody>
</table>

Notes

Class Notes
Students are required to purchase additional materials costing approximately $80 and must have a financial calculator. Recommended: Texas Instruments BA II Plus.

Subject Notes
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](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.

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.

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

**Description**

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.
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.
➤ **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.

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.

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