






## How do I? Enter Grades into WINS

Version 9.0

1. **Sign in to WINS.**
2. **Click on Self Service.**
3. **Click on Faculty Center.**
4. **Click on My Schedule.**
5. If you need to view a different term **click** on the  button.
6. **Access the Grade Roster** . This is located in the far left column, next to Class Roster .
7. **Enter Grades** in the Roster Grade field next to the student's name, while still in the approval status of Not Reviewed.
8. **Recommended:** Periodically **save** your work. Scroll to the bottom of the list and click the Save button to save your work.
9. **Review your work.** Click on the dropdown button next to any incorrect grade and select the correct grade.
10. **Change the Approval Status to Approved and Save.** The dropdown box surrounding the grades you entered will disappear. On Save the following message will appear

Your roster has been submitted to the registrar's office

\*Grades will not appear in the **Official Grade** column until they have been posted. (Posting is done by the Registrar's Office after grading has ended.)

### My Schedule Grade Roster Icons:



## Things to Remember

▶ **Grades are posted at 4:00PM on the final day of the grading period.** You are not able to change any grades in WINS after they have been posted. See the Academic Calendar for deadlines.

▶ **You can make changes to Grade Rosters up until the deadline.** If a change of grade is needed you must change your roster status to **Not Reviewed Status**, make any changes, change the **Approval Status** to **Approved**, and **Save**.

▶ You must complete a **Grade Change Form** and submit it to the Registrar's Office to change any grade that has been posted.

### ▶ Valid grades For Undergraduates:

A = Superior  
 A- = Very Good  
 B+ = Very Good  
 B = Above Average  
 B- = Above Average  
 C+ = Above Average  
 C = Average  
 C- = Below Average  
 D+ = Below Average  
 D = Poor  
 D- = Poor  
 F = Failure  
 L = Nonattendance  
 I = Incomplete  
 S = Satisfactory  
 NC = No Credit  
 X = Audit

### ▶ Valid grades For Graduates:

A = Superior  
 AB = Very Good  
 B = Good  
 BC = Average  
 C = Below Average  
 D = Poor  
 F = Failure  
 I = Incomplete  
 IP = In Progress (for thesis only)  
 L = Nonattendance  
 S = Pass (used in Pass/Fail grading basis)