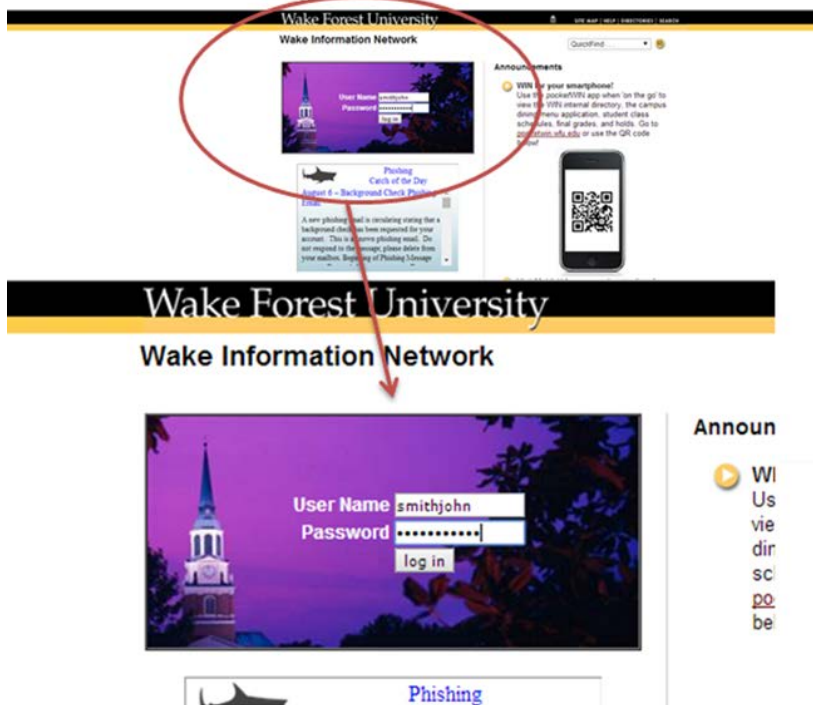
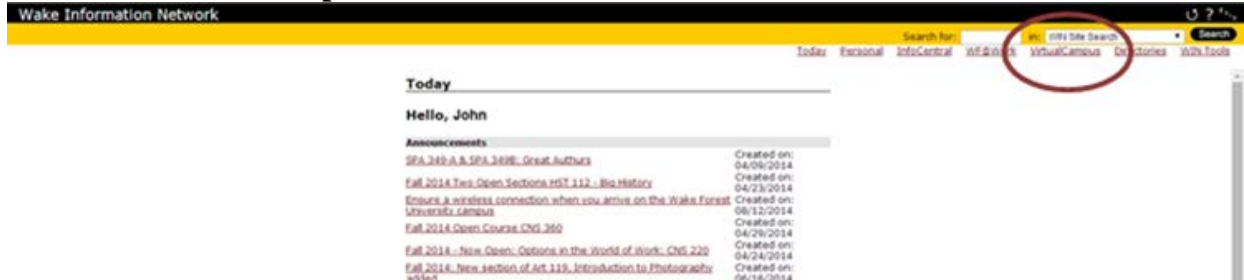


ONLINE GRADE ENTRY

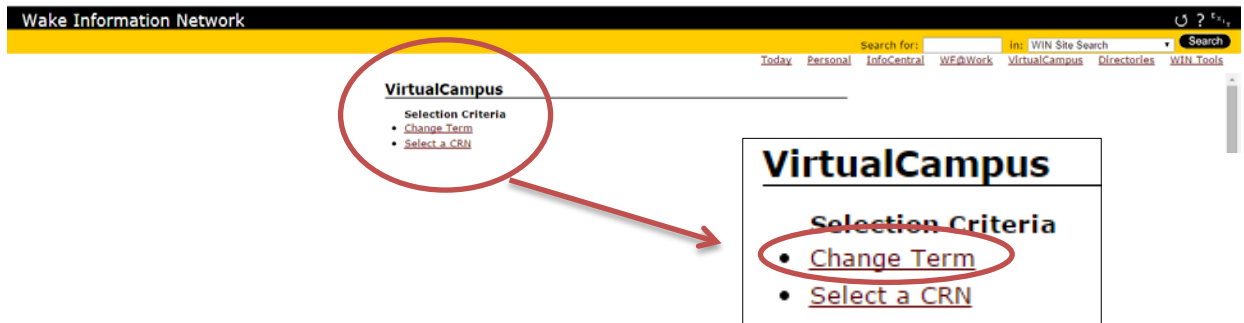
1. Log into your **WIN** account.



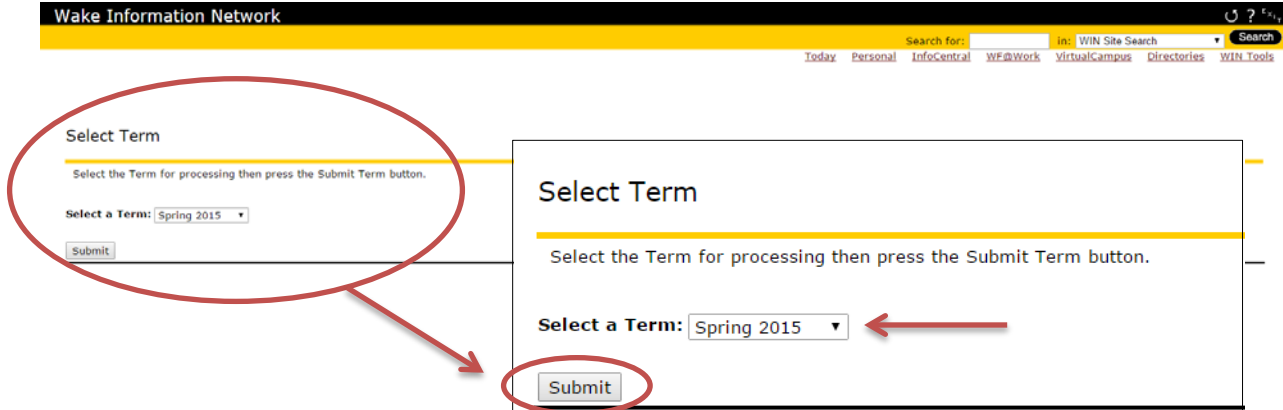
2. Select **Virtual Campus**.



3. Select **Change Term**.

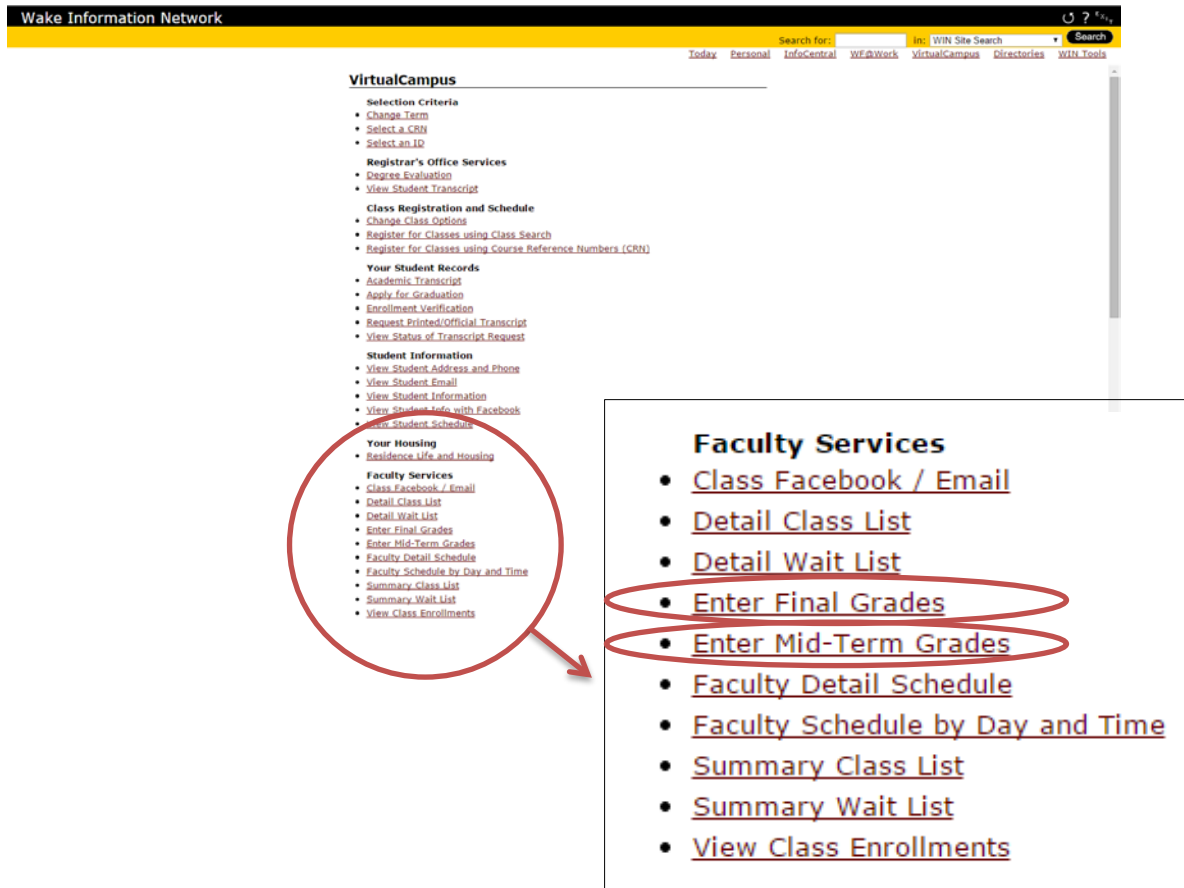


4. Select the appropriate **Term** by using the drop down menu and click **Submit**.

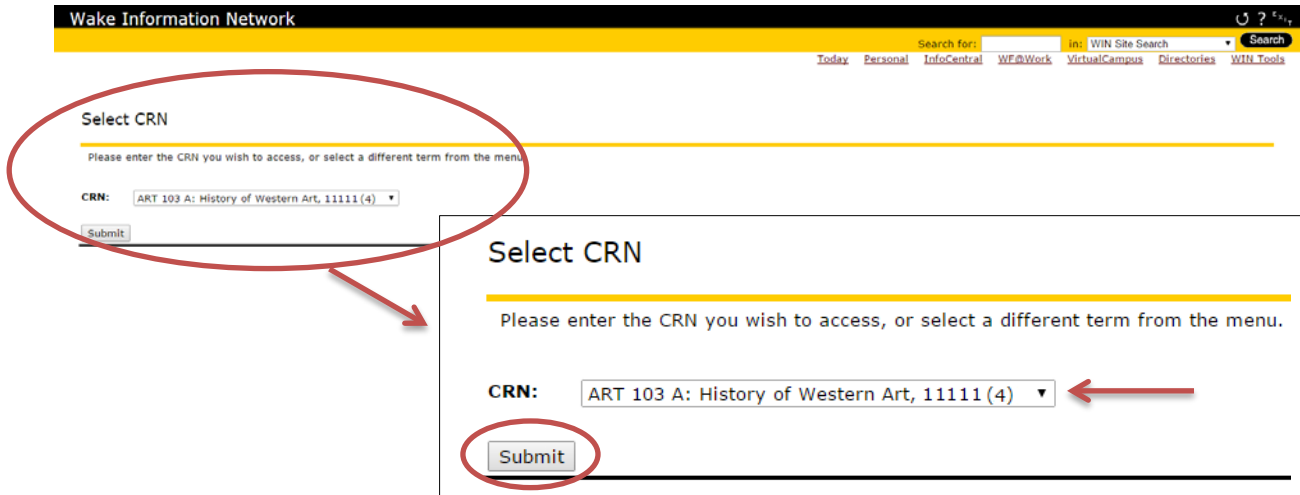


This will take you back to Virtual Campus.

5. Scroll down to the **Faculty Services** section, and select **Enter Mid-Term Grades** or **Enter Final Grades**.



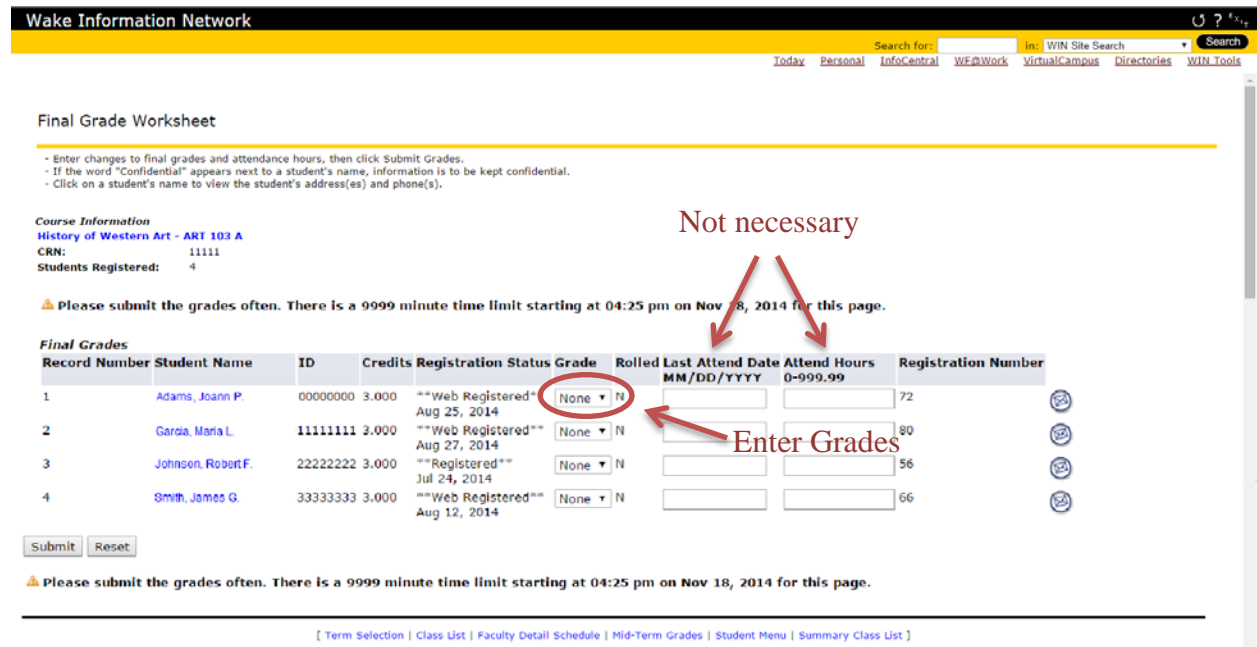
6. **Select the section to be graded** via the drop down box, and then click **Submit**. If you teach more than one class, please select the appropriate class.



7. **Enter grades** by selecting the appropriate grade from the drop down box and click **Submit**.

NOTE:

- The **Last Attend Date** and **Attend Hours** fields are **NOT** necessary for grade entry.
- Courses that are only offered Pass Fail (P/F) or Satisfactory Unsatisfactory (S/U) will only have those options as grades.
- Only 50 students will be displayed at a time. To enter the other 50+ students, scroll down to the bottom and **select** the appropriate **Record Sets**. This will display the next 50 students.



8. Once you've submitted the grades, you will get the following message "The Changes You Made Were Saved Successfully". (NOTE: If your class size is more than 50 students, you must submit grades for each set of 50 students since the page will only display 50 students at a time.)

Wake Information Network

Final Grade Worksheet

- Enter changes to final grades and attendance hours, then click Submit Grades.
 - If the word "Confidential" is next to a student's name, information is to be kept confidential.
 - Click on student's name to view the student's address(es) and phone(s).

Course Information
 History of Western Art - ART 103 A
 CRN: 11111
 Students Registered: 4

Please submit the grades often. There is a 9999 minute time limit starting at 04:25 pm on Nov 18, 2014 for this page.

The changes you made were saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	Adams, Joann P.	00000000	3.000	**Web Registered** Aug 25, 2014	A	N			72
2	Garcia, Maria L.	11111111	3.000	**Web Registered** Aug 27, 2014	A	N			80
3	Johnson, Robert F.	22222222	3.000	**Registered** Jul 24, 2014	A	N			56
4	Smith, James G.	33333333	3.000	**Web Registered** Aug 12, 2014	A				

Submit Reset

Please submit the grades often. There is a 9999 minute time limit starting at 04:25 pm on Nov 18, 2014 for this page.

[Term Selection | Class List | Faculty Detail Schedule]

Course Information
 History of Western Art - ART 103 A
 CRN: 11111
 Students Registered: 4

Please submit the grades often. There is a 9999 minute time limit starting at 04:25 pm on Nov 18, 2014 for this page.

The changes you made were saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status
1	Adams, Joann P.	00000000	3.000	**Web Registered** Aug 25, 2014
2	Garcia, Maria L.	11111111	3.000	**Web Registered** Aug 27, 2014

NOTE:

- To enter grades for an additional course or section, click on **Term Selection** at the bottom of the page and repeat steps 5-8.

Wake Information Network

Final Grade Worksheet

The Final Grade Worksheet is unavailable.

[Term Select

If you see this error message, please email registrar@wfu.edu with the following information:

- o Course and course section
- o Course subject and course number
- o Course reference number (CRN)
- o Student(s) full name and ID number(s)
- o Both current and new grade