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.)

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.
- If you see this error message, please email registrar@wfu.edu with the following information:
  - Course and course section
  - Course subject and course number
  - Course reference number (CRN)
  - Student(s) full name and ID number(s)
  - Both current and new grade