FACULTY INSTRUCTIONS – GRADE ENTRY
With GRADUATING SENIOR GRADES

The portal can be accessed on campus using the link available on the wc@home page located under “Strictly Business” or off campus via the Wilmington College website (www.wilmington.edu) using the “WC Portal” link which is located on the left side of the page under WC OWA Email or by using the following URL: https://wcportal.wilmington.edu.

Enter your NETWORK login and password (this is the login and password used when your computer boots up)

If you run into any problems or have any questions, please contact records@wilmington.edu or call Ruth Clark in the Academic Records office at ext. 464.

For security reasons, please be sure to LOGOUT of the site before leaving your computer.

Click on FACULTY tab (located across the top of the screen in the green top bar)

Make sure you are on the Faculty Information Page.

Grades can be entered either through FACULTY COURSE CONTROL or GRADE ENTRY

1) FACULTY COURSE CONTROL: Click on drop down box (Go Directly To) for the course – select GRADE ENTRY – enter grades, LDAs (required for all F, N, and I grades)
(2) GRADE ENTRY:
View Course List
Click on course to grade – enter grades, LDAs (required for all F, N, and I grades)

*****NEW INFORMATION REGARDING GRADUATING SENIOR GRADES*****

Please note that on your grading screen you have a column titled “Grad?”. There will be a “Y” in this column if the student is planning to graduate in the current term being graded. “N” means the student is not planning to graduate this current term. Students with a “Y” grade MUST have their graded entered by the deadline set for that term. At this time, this deadline pertains to SPRING TERM ONLY and will be communicated in the following manner: Academic Calendar, Final Exam Schedule, and follow up grading emails.

Grades will be entered as they always have by way of the Final Grade drop down box. PLEASE NOTE: Grades for students planning to graduate in the current term (with a “Y” in the Grad? Column) will be LOCKED as soon as all the graduating seniors’ grades have been received. Any changes to graduating seniors’ grades will have to be done by way of Grade Change Forms which are available in the Office of Academic Records.

Once graduating senior’s grades are LOCKED, you will remain able to grade and change grades for all other non-graduating students (with an “N” in the Grad? Column) until web grading closes. When you access a grade roster for a class that has graduating seniors’ grades entered, you will notice that the drop down menu containing the available grades to select will be empty (this is the indication that these grades are LOCKED).
While the drop down grade menu remains available for all other students.

Reminders:

LDA is required for all grades of F, N, and I.
Once grades are entered, click SAVE to submit your grades. You will receive an email indicating what grades you have submitted. If a student has a grade of “NR”, that means a grade has not been recorded for that student and you will need to submit the grade.

If grades of D+, D, F, N or I are given, you will need to go to FACULTY INFORMATION and complete the Information Report on D+, D, F, N and Incomplete Grades found under the heading DFNI Grade Form.