

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 bottom of the page under Resources 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 Debbie Arneson in the Academic Records office at ext. 464.

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

The screenshot displays the Faculty Portal interface for Martha Hendricks. The top navigation bar includes links for HOME, FINANCIAL AID, FACULTY, WC CINCINNATI, HELP, and MY PAGES. The main content area is divided into several sections:

- Faculty Course Control:** A table titled "Course List for Martha Hendricks" with columns for Course, Title, and Go Directly To. The table lists various education courses such as ED130-M1, ED130L-M1, ED132-M1, ED160-M1, ED161-M1, ED162-M1, ED163-M1, and ED230-M1, each with a dropdown menu for "Go Directly To".
- Student Referral:** A section with a link to refer a Student of Concern.
- Grade Entry:** A section with a "View Course List" link.
- DFNI Grade Form:** A section with a "Review My Submissions" button.
- Course Authorization:** A section with a "Set Options" button and a table showing authorization details for courses ED230-M1 and ED285-M5.
- Course Schedules:** A section with a "Course Search" button and an alert that "Student Registration is currently closed."
- Quick Links:** A sidebar with links to My Pages, Wilmington Web Site, WC OWA Email, Bookstore, WC Blackboard, and WILpay.
- Proxy Login Tools:** A sidebar with links for Re-Login As Current User, Log Back Into Original User, and Show Replacement Values.

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)

On the grading screen there is 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 grade 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.

Wilmington College
HOME FINANCIAL AID FACULTY WC CINCINNATI HELP MY PAGES

Welcome back Martha Hendricks (Personal Info | Logout)

You are here: Faculty > Faculty Information

Faculty
Faculty Information
Advising Information
Announcements, Forms & Resources

Search...
Show search options

Quick Links
My Pages
Wilmington Web Site
WC OWA Email
Bookstore
WC Blackboard
WILpay

Proxy Login Tools
Re-Login As Current User
Log Back Into Original User
Show Replacement Values

Faculty
Faculty Course Control - Current Student Grade List
Faculty Course Control > Current Student Grade List

Student List for: Undergrad Program Fall ED495-M1

Instructors: Louis, Gary W.
Cross-listed Courses:
Course Grading Type: Pass/No Pass

The Grading Type for students will only be displayed if it is different from the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Clock Hrs	Cross-listed Course	Class	Program
			Y				0.00		SR	UNDG
			Y				0.00		SR	UNDG
			Y				0.00		SR	UNDG
			N				0.00		SR	UNDG
			Y				0.00		SR	UNDG
			Y				0.00		SR	UNDG

Grades will be entered on 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. Once the graduating seniors' grades are locked, any changes to their grades will have to be done by way of Grade Change Forms which are available in the Office of Academic Records.

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).

Quick Links

My Pages

- [Wilmington Web Site](#)
- [WC OWA Email](#)
- [Web CT](#)
- [Watson Library](#)
- [Bookstore](#)

Proxy Login Tools

User:

Reason:

GL425-M6 Junior/Senior Global Seminar Devil's Miner: Indust/Urban

Catalog: UG14

Instructors: Sierra, Luis M.

Cross-listed Courses:

Course Grading Type: Letter Grade

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student ID	Grad?	Final Grade	Grading Type	Cr Hrs	Last Date of Attendance	Cross-listed Course	Class	Program
Y	[REDACTED]	Y	B+	Select...	4.0	<input type="text"/>	SR	UNDG	
Y		Y	C+	Select...	4.0	<input type="text"/>	SR	UNDG	
N		Y	B+	Select...	4.0	<input type="text"/>	JR	UNDG	
Y		Y	A-	Select...	4.0	<input type="text"/>	SR	UNDG	
Y		Y	B-	Select...	4.0	<input type="text"/>	SR	UNDG	
Y		Y	C	Select...	4.0	<input type="text"/>	SR	UNDG	
N		Y	B+	Select...	4.0	<input type="text"/>	SR	UNDG	

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.

GL425-M6 Junior/Senior Global Seminar Devil's Miner: Indust/Urban

Quick Links

My Pages

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WC OWA Email

Web CT

Watson Library

Bookstore

Proxy Login Tools

User:

Reason:

Login

Catalog: UG14

Instructors: Sierra, Luis M.

Cross-listed Courses:

Course Grading Type: Letter Grade

The Grading Type for students will only be displayed if it is different than the Grading Type.

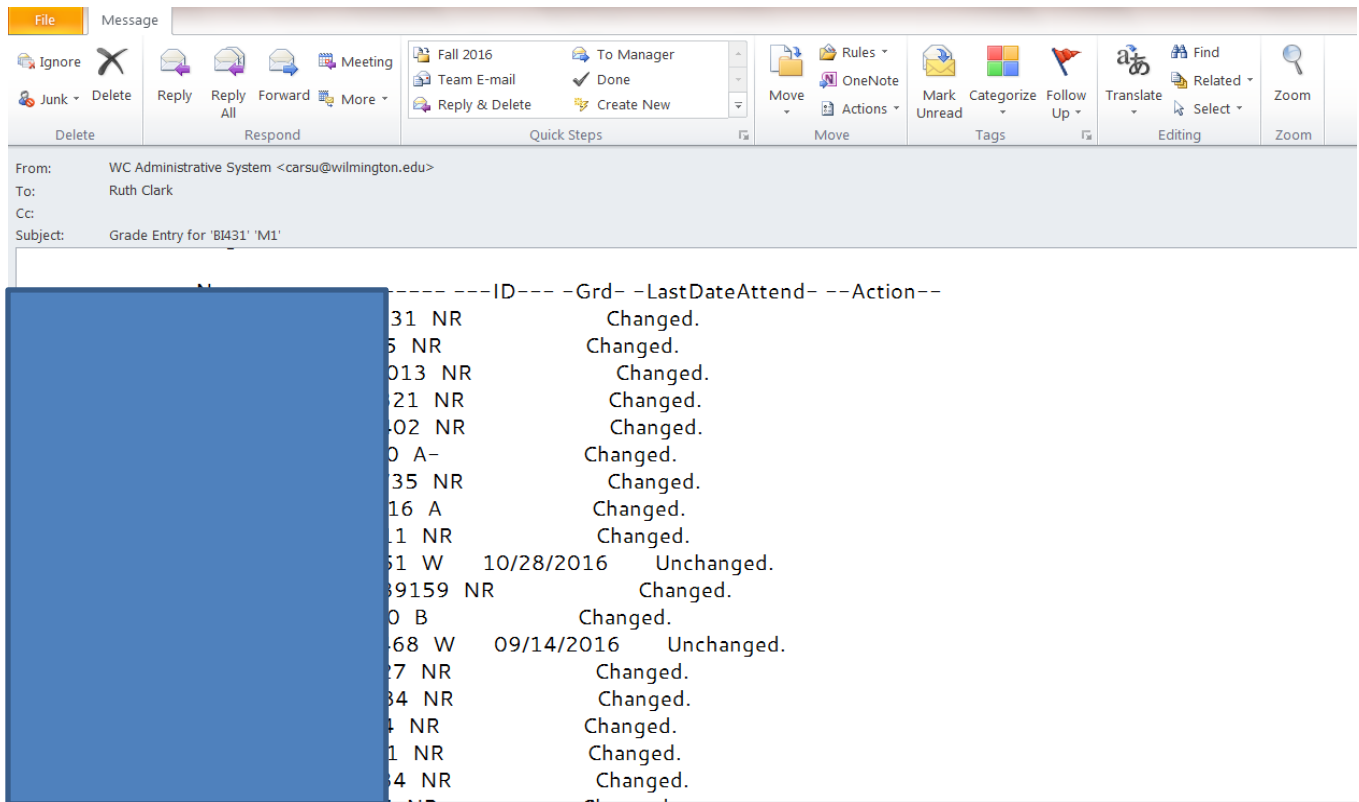
FERPA Restr.	Student ID	Grad?	Final	Grading Type	Cr Hrs	Last Date of Attendance	Cross-listed Course	Class	Program
		Y	B+		4.0		SR	UNDG	
		Y	C+		4.0		SR	UNDG	
		N	B+		4.0		JR	UNDG	
		Y	A-		4.0		SR	UNDG	
		Y	B-		4.0		SR	UNDG	
		Y	C		4.0		SR	UNDG	
		N	B+		4.0		SR	UNDG	

Reminders:

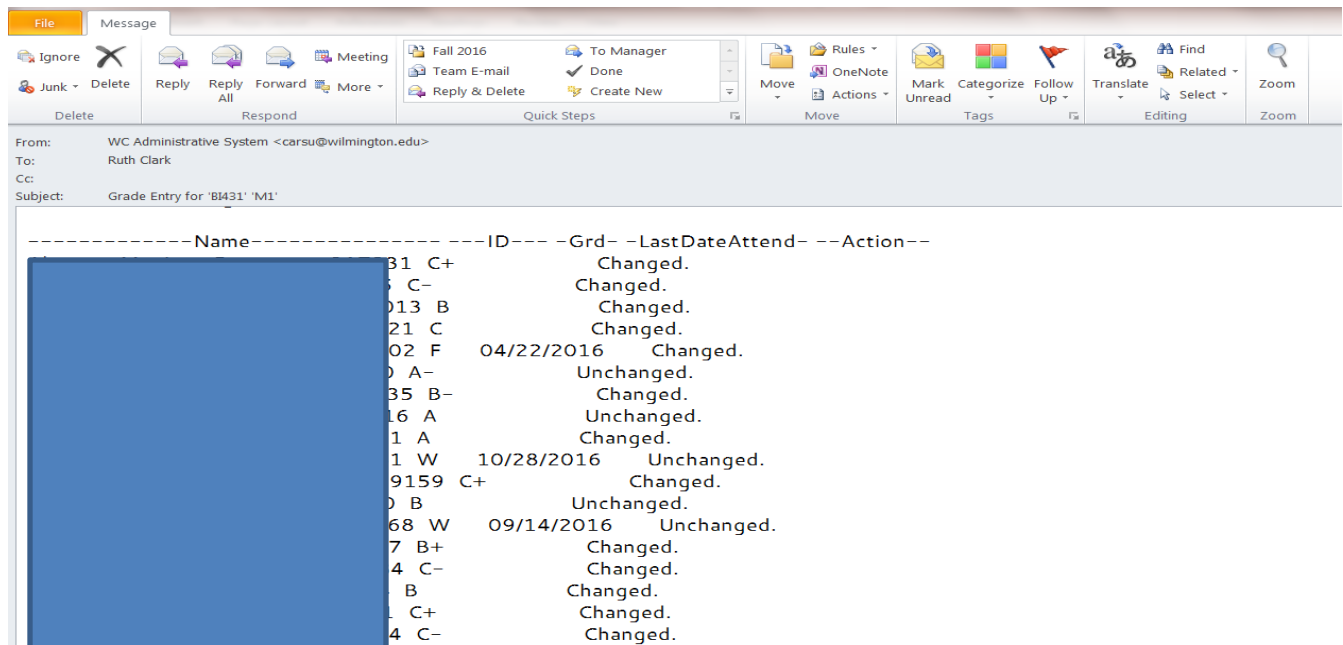
LDA is required for all grades of F, N, and I.

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 before grading closes.

If you entered a partial roster or senior grades only, your email should look similar to this:



Once you finished with grading at a later date, your email will look similar to this:



If grades of D+, D, F, N or I are given, you will need to go to the FACULTY tab and Under DFNI Grade Form, click on the "Information Report on D+, D, F, N and Incomplete Grades" link and complete the form.

Be sure to "Review My Submissions" to make sure the form was submitted to Academic Records.

Wilmington College

Welcome back Martha Hendricks (Personal Info | Logout)

HOME FINANCIAL AID FACULTY WC CINCINNATI HELP MY PAGES

You are here: Faculty > Faculty Information

Faculty

- Faculty Information
- Advising Information
- Announcements, Forms & Resources

Search...

Show search options

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- WILpay

Proxy Login Tools

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- Log Back Into Original User
- Show Replacement Values

Faculty Course Control

Course List for Martha Hendricks

View More Options View My Faculty Schedule

Course	Title	Go Directly To
ED130-M1	Foundations of Education	Select Area ...
ED130-M2	Foundations of Education	Select Area ...
ED130L-M1	Foundations of Education Lab	Select Area ...
ED130L-M2	Foundations of Education Lab	Select Area ...
ED132-M1	Reflective Pract Peaceful School	Select Area ...
ED160-M1	Beginning American Sign Lang I	Select Area ...
ED161-M1	Beginning American Sign Lang II	Select Area ...
ED162-M1	American Sign Language 3	Select Area ...
ED163-M1	American Sign Language 4	Select Area ...
ED230-M1	Human Devlpmt & Learning Theory	Select Area ...

Student Referral

To refer a Student of Concern, please click on the link below:

https://wilmingtonaa.az1.qualtrics.com/ife/form/SV_6Wn4f87VUOzMR3n

Grade Entry

View Course List

DFNI Grade Form

Review My Submissions

Information Report on D+, D, F, N and Incomplete Grades

Course Authorization

Set Options

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: FA 2017

Program: All

Faculty: Martha Hendricks	Course	Catalog	Total Authorizations
	ED230-M1	UG17	5
	ED285-M5	UG17	1

Course Schedules

Course Search

Alert: Student Registration is currently closed.

Current Term: Fall - 2017

Add Period Closed / Drop Period Closed

You can check the date and time the form(s) were submitted.

The screenshot shows the Blackboard interface for a faculty member. The top navigation bar includes the Wilmington College logo and the user's name, Martha Hendricks. The main content area is titled "Faculty DFNI Grade Form" and displays a list of 12 rows. Each row contains the text "185513 -- Martha Hendricks" on the left and a date and time on the right, followed by a "Print" button. A blue arrow points to the date and time "5/15/2017 1:48:18 PM" in the first row. The left sidebar contains navigation links for Faculty Information, Advising Information, and Proxy Login Tools.

Form ID	Submitted Date and Time	Action
185513 -- Martha Hendricks	5/15/2017 1:48:18 PM	Print
185513 -- Martha Hendricks	12/16/2016 8:22:55 AM	Print
185513 -- Martha Hendricks	5/6/2016 12:00:59 PM	Print
185513 -- Martha Hendricks	5/6/2016 9:48:48 AM	Print
185513 -- Martha Hendricks	12/14/2015 11:41:16 AM	Print
185513 -- Martha Hendricks	12/14/2015 11:39:56 AM	Print
185513 -- Martha Hendricks	12/14/2015 11:38:30 AM	Print
185513 -- Martha Hendricks	5/11/2015 10:56:58 AM	Print
185513 -- Martha Hendricks	5/11/2015 10:55:59 AM	Print
185513 -- Martha Hendricks	5/11/2015 10:54:53 AM	Print

Select a DFNI Grade form to view it. Here is where you can print a DFNI form.

The screenshot shows the details of a selected DFNI Grade Form. The top navigation bar is the same as in the previous screenshot. The main content area is titled "Faculty DFNI Grade Form" and displays the details for the form submitted on 5/15/2017 at 1:48:18 PM. A blue arrow points to the "Print" button. The details include fields for Student Name, ID#, Term, Course Number And Title, Grade Reported, and Last Date Attended. A section titled "Factors contributing to assignment of D+, D, F, or N grades:" includes a field for Frequent class absences.

Student Name: * [Redacted]

ID# * [Redacted]

Term: * Speing 2-17

Course Number And Title * Ed 230 Human Development and Learning

Grade Reported: * D+

Last Date Attended: * 5/5/2017 12:00:00 AM

If reporting an incomplete "I" grade, you MUST provide the information requested in the "Incomplete" section below.

Factors contributing to assignment of D+, D, F, or N grades:

Frequent class absences: