

FACULTY INSTRUCTIONS - GRADE ENTRY

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.

Click on FACULTY tab (located across the top of the screen)
Grades can be entered either through (1) FACULTY COURSE CONTROL or
(2) GRADE ENTRY

- (1) To enter grades through FACULTY COURSE CONTROL:
 - a. Click "View More Options" to expand the Course List

Wilmington College
HOME FINANCIAL AID FACULTY WC CINCINNATI HELP MY PAGES

Welcome back Martha Hendricks (Personal Info | Logout)

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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 ...
ED199-M1	Independent Study Intro to Theories of Learning	Select Area ...

Student Referral
To refer a Student of Concern, please click on the link below:
https://wilmingtonnaa.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

- b. Find the course to be graded. Under "Go Directly To" click on drop down box in "Select Area" for the course and select "Grade Entry"

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Faculty Course Control
Course List for Martha Hendricks

Search Options
Term: FA 2017 Program: All
Course Code: []
View Courses

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Course	Title	Catalog	Program	Go Directly To
ED130-M1	Foundations of Education	UG17	Undergrad Program	Select Area ... Course Details Class List Grade Entry
ED130-M2	Foundations of Education	UG17	Undergrad Program	Select Area ...
ED130L-M1	Foundations of Education Lab	UG17	Undergrad Program	Select Area ...
ED130L-M2	Foundations of Education Lab	UG17	Undergrad Program	Select Area ...
ED132-M1	Reflective Pract Peaceful School	UG17	Undergrad Program	Select Area ...
ED160-M1	Beginning American Sign Lang I	UG17	Undergrad Program	Select Area ...
ED161-M1	Beginning American Sign Lang II	UG17	Undergrad Program	Select Area ...
ED162-M1	American Sign Language 3	UG17	Undergrad Program	Select Area ...
ED163-M1	American Sign Language 4	UG17	Undergrad Program	Select Area ...
ED199-M1	Independent Study Intro to Theories of Learning	UG17	Undergrad Program	Select Area ...
ED230-M1	Human Devlpmnt & Learning Theory	UG17	Undergrad Program	Select Area ...
ED233-M1	Integrtd Fine Arts Young Childrn	UG17	Undergrad Program	Select Area ...
ED235-M1	Basic Mvmt/Motor Young Children	UG17	Undergrad Program	Select Area ...

(2) To enter grades through GRADE ENTRY:

- a. Click on "View Course List"

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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 ...
ED199-M1	Independent Study Intro to Theories of Learning	Select Area ...

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Course Authorization
Set Options
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Term: FA 2017 Program: All

Faculty: Martha Hendricks

Course	Catalog	Total Authorizations
ED130-M1	UG17	0

b. Select course

Course List for: Martha Hendricks

To enter/change grades, first select a Program and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Program: Term:

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Course	Catalog	Title	Cr Hrs	Final Grading Period Opens?
ED130-M1	UG17	Foundations of Education	4.00	N
ED130-M2	UG17	Foundations of Education	4.00	N
ED130L-M1	UG17	Foundations of Education Lab	0.00	N
ED130L-M2	UG17	Foundations of Education Lab	0.00	N
ED132-M1	UG17	Reflective Pract Peaceful School	1.00	N
ED160-M1	UG17	Beginning American Sign Lang I	2.00	N
ED161-M1	UG17	Beginning American Sign Lang II	2.00	N
ED162-M1	UG17	American Sign Language 3	2.00	N
ED163-M1	UG17	American Sign Language 4	2.00	N
ED230-M1	UG17	Human Devlpmnt & Learning Theory	4.00	N
ED233-M1	UG17	Integrtd Fine Arts Young Childrn	2.00	N
ED235-M1	UG17	Basic Mvmnt/Motor Young Children	2.00	N

During the grading period, enter grades here.

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Faculty

Grade Entry - Update Student Grades

[Grade Entry](#) > [Grading Course List](#) > Update Student Grades

EQ130-M1 Introduction to Equine Studies - Update Student Grades

Student List for: Undergrad Program Fall

Catalog: UG17

Instructors: Siehr, Bethany

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
			N	Select...		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	A-		2.0	<input type="text"/>	EQ130-M1	SO	UNDG
			N	B+		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	B-		2.0	<input type="text"/>	EQ130-M1	JR	UNDG
			N	C		2.0	<input type="text"/>	EQ130-M1	SO	UNDG
			N	C+		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	C-		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	D		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	D+		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	F		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	I		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	Select...		2.0	<input type="text"/>	EQ130-M1	FF	UNDG
			N	Select...		2.0	<input type="text"/>	EQ130-M1	FF	UNDG

Drop down boxes are available for grade entry, LDA boxes are available to enter LDAs (NOTE: entry is required for F, N and I grades). If an LDA that is required is not entered and you click SAVE, you will receive the following message:

Last Date of Attendance is required for all students who are given certain grades. The following students have a grade that requires a Last Date of Attendance but do not currently have one entered: Test, Casey

Once everything is entered, click SAVE. This will submit your grades.

The screenshot displays the Blackboard Faculty Course Control interface. At the top, the user is identified as Martha Hendricks. The main navigation bar includes links for HOME, FINANCIAL AID, FACULTY, WC CININNATI, HELP, and MY PAGES. The current page is 'Faculty Course Control' for Martha Hendricks. A table lists various courses with their titles and 'Go Directly To' dropdown menus. On the right, the 'DFNI Grade Form' portlet is highlighted, with a blue arrow pointing to the 'Review My Submissions' button. Other portlets include 'Student Referral', 'Grade Entry', and 'Course Authorization'.

If grades of D+, D, F, N or I are given, you will need to go to FACULTY tab, under the DFNI Grade Form portlet, click "Information Report on D+, D, F, N and Incomplete Grades". Complete the form and hit "SUBMIT". (These are the D+, D, F, N and I forms that you have used in the past.)

After submitting the DFNI form, be sure to check "Review My Submissions" to make sure they went through. Grade changes can be made in the system as long as web grading is open by returning to the roster and selecting the correct grade from the drop down box (the grade previously given will display to the left of the box).