

# Faculty Handbook

## WingSpan

Citrus College  
OnLine  
Instructions



Revised December 9, 2009

# Faculty Handbook

## Citrus College WingSpan

The WingSpan system will be available  
Sunday through Sunday  
6:00am to Midnight

### Before Using WingSpan:

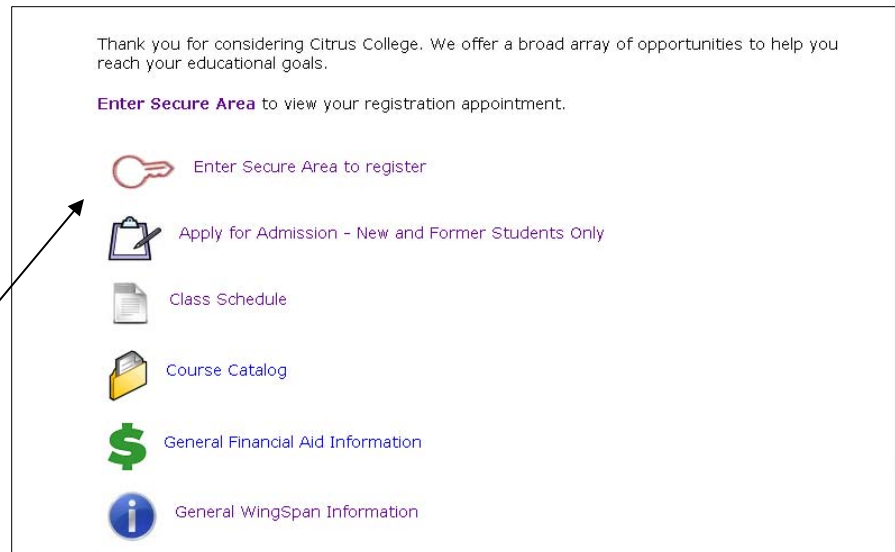
- Have your Citrus College ID number or username and Password/PIN ready.
- The Human Resources office will provide your Citrus College ID number.

### 1. Access WingSpan and create your Login

Log into: <https://wingspan.citruscollege.edu>

- You will see a screen like the one below:

Note:  
The "Secure Area"  
is for Faculty and  
Students, alike.



- Click on "Enter Secure Area" (Faculty will click here to view class lists, etc and students will click here to view their appointments, register and view grades).

# WingSpan Online

- Type in your Citrus College ID number in the “User ID” box. ( 8 digits or the letter A + 8 digits)
- Type in your 6-digit PIN in the PIN number box (This is a temporary random PIN number)


Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.


User ID:

PIN:



- You will be prompted to change your PIN immediately
- Type in your 6-digit PIN in the old PIN box
- Type in a new 6-digit PIN
- Retype the new 6-digit PIN to confirm you have typed it correctly. Memorize this PIN.

## Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

- Click on the **Login** button

# WingSpan Online

- A security window will open. Type in a question like, “What is my dog's name?”
- Type in the answer
- Click on Submit

Login Verification Security Question and Answer

**i** If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:

Answer:


## Main Menu

Welcome, **Citrus Faculty** to the WWW Information System! Last web access on Apr 21, 2007 at 09:47 am

[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Faculty and Advisors](#)  
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Employee](#)  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.



- You are now at the Welcome screen and should see your name at the top of the screen

## 2. View all classes assigned to you

- Click on “Faculty and Advisors”
- Select “Summary Class List” to view and/or print class lists repeatedly during the registration period and throughout the semester.

### Faculty and Advisors Services Menu

- [Summary Class List](#)
- [Final Grades](#)
- [Week at a Glance](#)
- [Active Assignments](#)
- [Assignment History](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [CRN Selection](#)
- [Detail Class List](#)
- [Faculty Detail Schedule](#)
- [Office Hours](#)
- [Syllabus Information](#)
- [Term Selection](#)



# WingSpan Online


- First select the term and click on Submit

Select Term 00000000 Faculty  
Apr 21, 2007 10:04 am

---

Select a Term: Summer 2007

---



- Open the drop down menu (if you are teaching more than one class) and highlight the selected class

Select a CRN 00000000 Faculty  
Summer 2007  
Apr 21, 2007 10:04 am


---

CRN: Experimental Ceramics - 10262

Experimental Ceramics - 10262  
 Ceramic Design/Decor - 10275  
 Studio Prob Ceramics - 10289

---

[ Enter CRN Directly ]



- Submit the class of your choice

- Class List

Summary Class List 00000000 Faculty  
Apr 21, 2007 10:10 am

**i** An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
**Ceramic Design and Decoration - ART 145 010**  
 CRN: 10275  
 Duration: May 21, 2007 - Jun 28, 2007  
 Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	16	2	14
Cross List:	45	3	42

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	Delgado, Erik R.	000000000	**Registered**	Credit	3.000	Enter	
2	Jang, Doeun	000000000	**Web Registered**	Credit	3.000	Enter	

[Return to Previous](#)

[ [Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Detail Wait List](#) | [Summary Wait List](#) ]

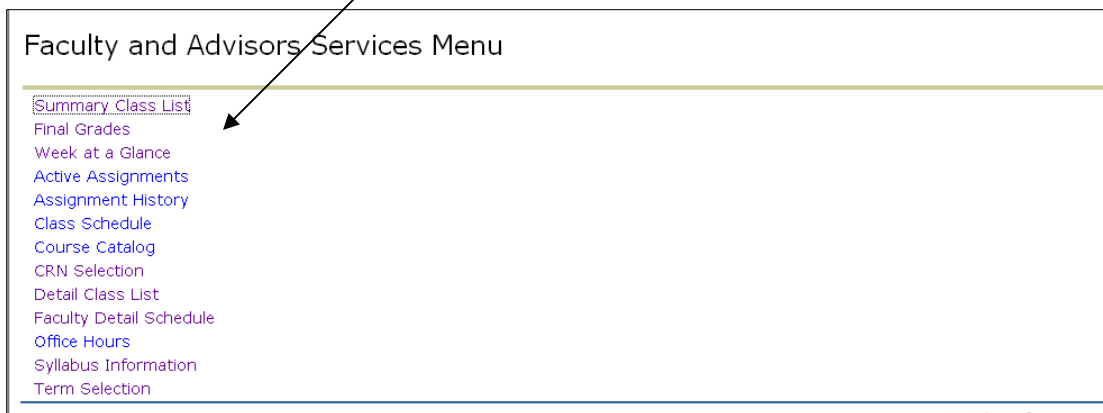
# WingSpan Online

Some facts to know about Class Lists (Rosters):

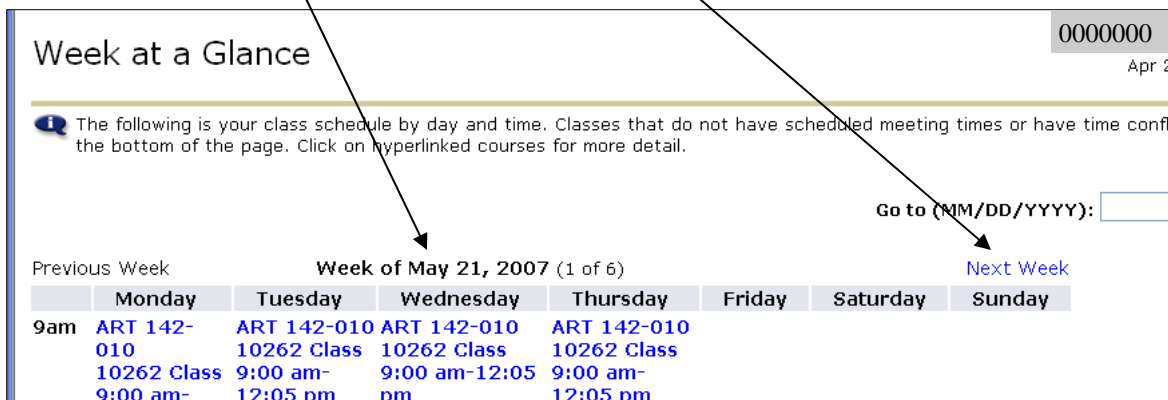
- Summary Class Lists may be printed at any time during the registration period or the semester.
- Permanent Rosters will be provided as in the past, but may not arrive in your mail boxes until the first week of your class. Class Lists serve as temporary rosters which you are able to print from WingSpan from any computer.
- Use the Faculty Services Tab at the top of each screen to return to the main menu



- Select "Week at a Glance" to view your weekly schedule.



- Each week of the class is detailed. Select 'Next Week' to view other weeks.



# WingSpan Online

“Week at a Glance” continued:

- Cross-Listed classes are “Courses with time conflicts”  
(Cross-Listed classes are taught at the same time)

- Distance Education Classes are listed at the bottom of the screen as “Courses without assigned meeting times”.

### Week at a Glance

The following is your class schedule by day and the bottom of the page. Click on hyperlinked co

Previous Week	Week of May 21, 2008		
	Monday	Tuesday	Wednesday
9am	ART 142-010 10262 Class 9:00 am-12:05 pm	ART 142-010 10262 Class 9:00 am-12:05 pm	ART 142-010 10262 Class 9:00 am-12:05 pm
10am	AC 117	AC 117	
11am			

**Courses with time conflict:**  
[ART 149-010](#)  
[ART 145-010](#)

**Courses without assigned meeting times:**  
[ART 145-010 - 10275 TBA](#)  
[ART 149-010 - 10289 TBA](#)

## 3. Instructions for Online Grading

- Select the tab for Faculty Services
  - Click on “Final Grades”
  - Select the Semester you are posting grades for
  - Click Submit
  - Select your first “CRN” (Ticket Number) and Submit
- Your screen should look like this

Final Grades

enter final grades and last attendance date and hours. If confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
 Introduction to Windows and Personal Computers - CSIS 105 040  
 CRN: 20240  
 Students Registered: 23

**Warning:** Please submit the grades often. There is a 15 minute time limit starting at 09:01 am on Dec 19, 2003 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last	Attend Date	Attend Hours	Regist
						MM/DD/YYYY		0-999.59	
1	Alva	[REDACTED]	045 2.000	**Web Registered** Sep 05, 2008	None				42
2	Arria	[REDACTED]	831 2.000	**Web Registered** Aug 26, 2008	None				31
3	Bara	[REDACTED]	199 2.000	**Web Registered** Aug 28, 2008	None				37
4	Chib	[REDACTED]	865 2.000	**Web Registered** Sep 05, 2008	None				40
5	Dorc	[REDACTED]	277 2.000	**Web Registered** Aug 13, 2008	None				22
6	Emm	[REDACTED]	703 2.000	**Registered** Aug 29, 2008	None				38
7	Fole	[REDACTED]	442 2.000	Registered (readd) Aug 07, 2008	None				18
8	Garc	[REDACTED]	079 2.000	**Web Registered** Jul 14, 2008	None				1
9	Jime	[REDACTED]	944 2.000	**Web Registered** Sep 05, 2008	None				43
10	Kim	[REDACTED]	960 2.000	**Web Registered** Jul 24, 2008	None				9
11	LeFe	[REDACTED]	602 2.000	**Web Registered** Sep 12, 2008	None				46
12	Malc	[REDACTED]	787 2.000	**Web Registered** Sep 05, 2008	None				41

# WingSpan Online

## OnLine Grading continued:

- Click on down arrow in the GRADE box
- Highlight the grade you wish to give each student
- Assignment of an "I" Incomplete Grade  
You must complete the **Contract for Award of Incomplete Grade** paper form and submit it to the Admissions & Records Office, (You cannot give an Incomplete grade online.)

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Roller
1	Alvarez, Mass A	66030935	4.000	**Web Registered**	Aug 21, 2008	None	N
2	Bas	991	4.000	**Web Registered**	Aug 28, 2008	B	N
3	Cos	585	4.000	**Web Registered**	Jul 15, 2008	C	N
4	Est	414	4.000	**Web Registered**	Jul 21, 2008	F	N
5	Far	855	4.000	**Web Registered**	Sep 08, 2008	F	N
6	Fill	409	4.000	**Registered**	Sep 04, 2008	B	N
7	Gor	504	4.000	**Web Registered**	Aug 04, 2008	A	N
8	Jan	340	4.000	**Web Registered**	Aug 04, 2008	B	N
9	Lee	249	4.000	Registered (read)	Sep 01, 2008	A	N
10	Lop	703	4.000	**Web Registered**	Aug 20, 2008	F	N
11	Luj	505	4.000	**Web Registered**	Sep 01, 2008	C	N
12	Maj	686	4.000	Registered (read)	Sep 10, 2008	B	N
13	Ng	208	4.000	**Web Registered**	Aug 05, 2008	A	N
14	Nguyen, Tu H.	A0004808	4.000	**Registered**		F	N

- NOTE:  
Do NOT complete the Last Attend Date field unless you are giving a "FW" grade (see below).

atus	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registr
ed**	None	N			22
Id)	None	N			70
ed**	None	N			2
ed**	FW	N	11/10/2008		115
ed**	None	N			31
ed**	None	N			56
ed**	None	N			11
ed**	None	N			4
ed**	None	N			41

- 'FW' grade is given when a student stops attending class. When this grade is give you must also enter the **Last Attend Date**
- Class lists with more than 25 students will show as record sets 1-25, 26-50, etc. Click on each set to post grades for all students in the class.

## NOTE

- You may change a grade in this field until the "Rolled Into History" process has happened. When this process takes place the "N" will change to "Y" and you will not be able to change the grade online, but may do so in the Admissions & Records Office.
- **Click on the 'Submit' button often.** Your session will time out after 15 minutes of inactivity. Any grades you enter will not be saved if your session is timed out, unless you have clicked on the 'Submit' button.

### **TeCServices Help Desk**

The Help Desk is available from 8 AM to 5 PM for general WingSpan questions. The Help Desk can be contacted at 626.914.HELP (4357).

Information, including updates to the WingSpan Faculty User Guide, WingSpan Student User Guide, training dates and FAQs can be found at <http://intranet.citruscollege.edu>.