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:

     Thank you for considering Citrus College. We offer a broad array of opportunities to help you reach your educational goals.

     Enter Secure Area to view your registration appointment.

     - Enter Secure Area to register
     - Apply for Admission – New and Former Students Only
     - Class Schedule
     - Course Catalog
     - General Financial Aid Information
     - General WingSpan Information

   - 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)
- 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.

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

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 Grader and Registration Override; View Class Lists and Student Information
- Employee Time sheets, time off, benefits, leave, job data, pay stubs, 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.
WingSpan Online

- First select the term and click on Submit

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

- Submit the class of your choice

### Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Final</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Delgado, Erik E.</td>
<td>00000000</td>
<td><strong>Registered</strong></td>
<td>credit</td>
<td>3.00</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jang, Dojun</td>
<td>00000000</td>
<td><strong>Web Registered</strong></td>
<td>credit</td>
<td>3.00</td>
<td>Enter</td>
<td></td>
</tr>
</tbody>
</table>
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.
"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".

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
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.)

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

- ‘FW’ grade is given when a student stops attending class. When this grade is given 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.