

HOW TO VIEW YOUR CLASS LIST(S)

1. Log on to WINGS using your campus username (w0*****) and password.
2. Click on the WINGS Express icon near the top right of the WINGS page.
3. Log on to WINGS Express using your UID (U0*****) and PIN.
 - a. The first time you log on, your PIN should be your birthday (MMDDYY).
 - b. You will be required to change this immediately.
 - i. This PIN must be 6 digits long.
 - ii. This PIN may include numbers or be alpha-numeric.
 - c. You will also be required to supply a security question that will be used to verify your identity upon a request for your PIN should you forget it.
 - i. Make sure that your question does not have more than one possible answer.
 - ii. Make sure that you will be able to easily remember the answer to the question.
4. Select “Faculty/Advisor” from the available tabs or the main menu.
5. Select “Summary Class List” from the Faculty/Advisor menu.
6. Select the quarter/term (Fall 2006) from the drop down menu and click “Submit.”
7. Select the course (ENG 101—will be listed by course title and CRN) from the drop down menu and click “Submit.”

NOTE: Each student’s name will be a link to information about that student (address, telephone number, etc). There will also be an email link (a circle with a picture of an envelop) for each student, as well as one at the bottom of the list to email the entire class. After the end of the quarter, once you have submitted grades, the grades will also show on this list and you will be able to go back and look at it by following this same procedure.