Entering Midterm and Final Grades in WINGS Express

Grades may be pushed from Pilot to Banner or entered directly into WINGS Express (also known as Banner Self-Service).

To enter grades directly into WINGS Express follow these steps:

1. Log into WINGS and select the WINGS Express icon in the header.

2. Choose the Faculty tab and select the Midterm Grades link.
Select the current term and click Submit.
4. You will see a drop-down box of all the classes you are assigned to for the term chosen. Choose the course for which you would like to submit grades and click Submit.

**Select a CRN**

![CRN: DMV 9999 Z03: For Administrative Use Only, 78727 (1) ▼](Submit)

5. Enter a midterm grade for each student using the drop-down selection. You **do NOT** need to enter a Last Attend Date or Attend Hours. Click submit when finished. To change a midterm grade, simply follow these steps again to update the grade.

**Mid Term Grades**

![Enter midterm grade](Submit Reset)

- **TIPS:**
  - Do NOT assign a midterm grade of I (incomplete).
  - If a student is failing your course, be sure to distinguish between these grades:
    - **F** – assign this grade when a student is earning a failing grade in your class, has attended, and has completed most assignments
    - **X** – assign this grade when a student is failing your class AND has attended some of the course but has stopped attending/participating prior to finals week
    - **NR** – assign this grade when a student has never attended/participated in your course