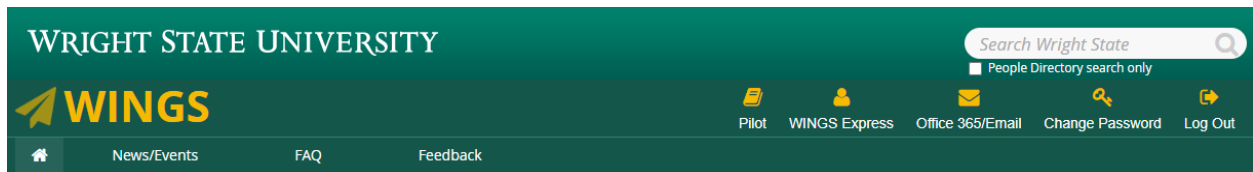# Entering Midterm and Final Grades in WINGS Express

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.

WRIGHT STATE UNIVERSITY

Personal Information | **Alumni and Friends** | **Student and Financial Aid** | **Faculty**

Search [   ] [Go]

Faculty Menu

Term Selection
List of terms used with services below..

Course Catalog
Summary information about WSU courses

Class Schedule Search
Detail information by term for class sections.

Look Up Classes
Look up classes by searches.

ID Selection
Enter a student ID for student services below.

_____

CRN Selection (Your Sections)
Select a CRN (Course Reference Number) to use with the services below.

Faculty Detail Schedule
Detail information like enrollment and more of each class being taught by you.

Active Assignments
Your currently assigned classes.

Registration Overrides
Permit overrides by term for a student.

Summary Class List
Summary list of registered students in a selected CRN.

Detail Class List
Detail information about students in a selected CRN.

Midterm Grades

3. Select the current term and click Submit.

Select Term

Select a Term: [Fall 2022   ▼]

[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 mid-term grade ▬▬▬▬▬▬▬▬▬▬ If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
DMV - DMV 9999 Z03
CRN: 78727
Students Registered: 1

⚠ Please submit the grades often. There is a 60 minute time limit starting at 09:37 am on Sep 26, 2022 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	▬▬▬▬▬▬▬		0.000	**Registered** Sep 09, 2022	A ⌄			2	✉

[Submit] [Reset]

⚠ Please submit grades often. There is a 60 minute time limit on this page.

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**