

Quick Reference for Midterm Grades in Banner Self Service

How to access *Faculty Services*:

1. Go to the myWings portal, located at <http://mywings.unf.edu>.
2. Login to myWings by entering your network username and password.
3. Select the **Faculty/Advisor** tab.
4. Click the **Faculty & Advisor Self Service** link to access the Faculty & Advisors Menu.

Entering Midterm Grades:

1. On the Faculty & Advisors Menu, click the link '**UNF Mid-Term Grades**'.
2. When prompted, select the **term** and the **CRN** for which you will enter the midterm grades and click the **Submit** button.
3. The **Faculty Mid-Term Grade Worksheet** will display ONLY freshman level students currently enrolled in your class.

Each student has a dropdown box in the column labeled 'Grade' which has a default value of 'None'. Select either 'S' (satisfactory) or 'U' (unsatisfactory) for each student. After selecting the grades for all students listed, click the **Submit** button at the bottom of the class list. Once grades are submitted, students will be able to view them online in Self Service.

Grade	Last Attend Date	Attend Hours
	MM/DD/YYYY	0-999.99
None		
None		
S		
U		

Note: You do ***not*** need to enter responses in 'Last Attend Date' and 'Attend Hours'. These fields can be left blank.

Midterm grades for all courses in which freshman level students are enrolled must be entered by the deadline announced by the Registrar.



For additional assistance with the Faculty Mid-Term Grade Worksheet, select the Help menu at the top of the Self Service window.