# How to Access the Missing Grade Report

## Step 1:

Begin in myWings Banner Self-Service by accessing the **Faculty and Advisors** section under your **Personal Information** tab.



## Step 2:

Choose the **Missing Grade Report** from the Faculty and Advisors menu.



## Step 3:

 Use the drop-down menu to select the **term**.



## Step 4:

Choose the correct **CRN** from the **Missing Grade Report** output.

