A STEP BY STEP TUTORIAL TO RECORDING FINAL GRADES IN FACULTY SELF-SERVICE

Office of the University Registrar

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Important dates

- **May 5, 2022**: Final Grading cycle is open in both Blackboard and Faculty Self-Service.

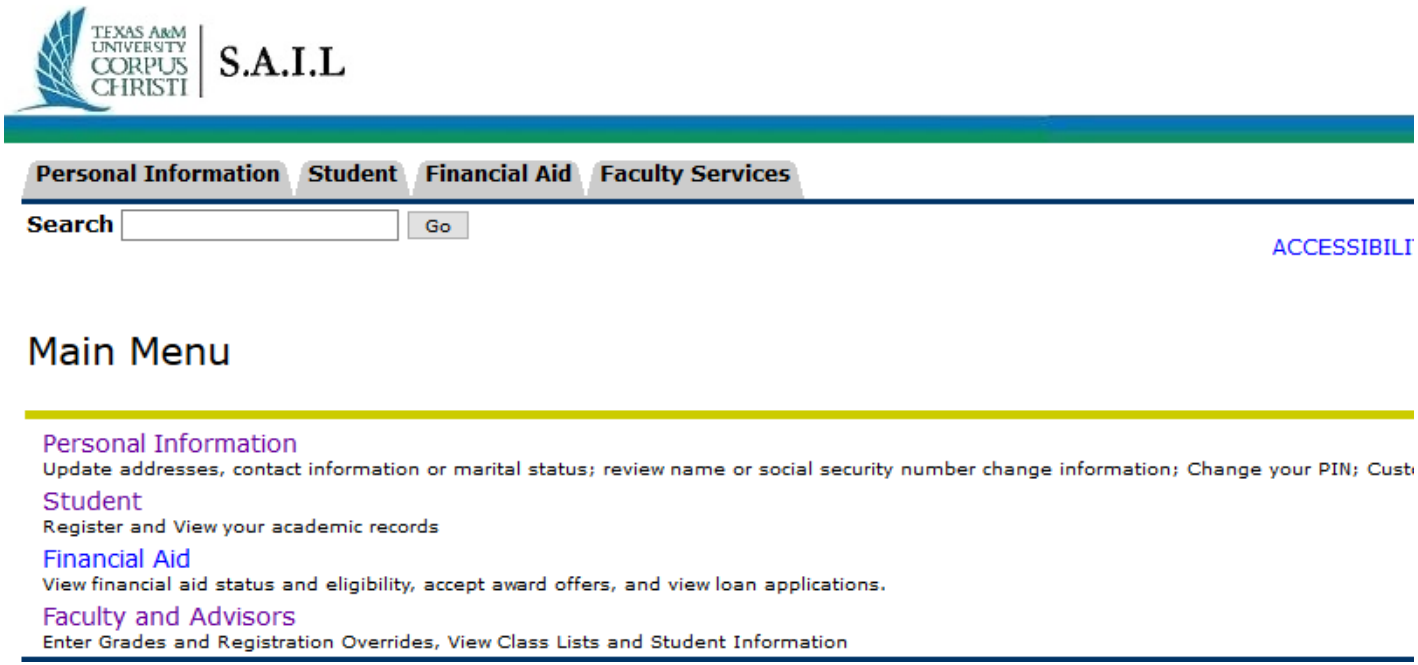
- **May 16, 2022 (12 P.M.)**: Final grades due. Both Blackboard and Faculty Self-Service will close at 12:00 P.M. No extensions will be given.

Final grades will be posted on SAIL in the late afternoon of the 20th. Updated GPA calculations will be posted on SAIL after all end of term processing has been completed.

How to submit final grades

Step 1: Go to Banner Faculty Self-Service (http://sail.tamucc.edu/portal.html)

Step 2: Enter your Island ID and password.



Step 3: From the Main Menu select **Faculty Services** tab

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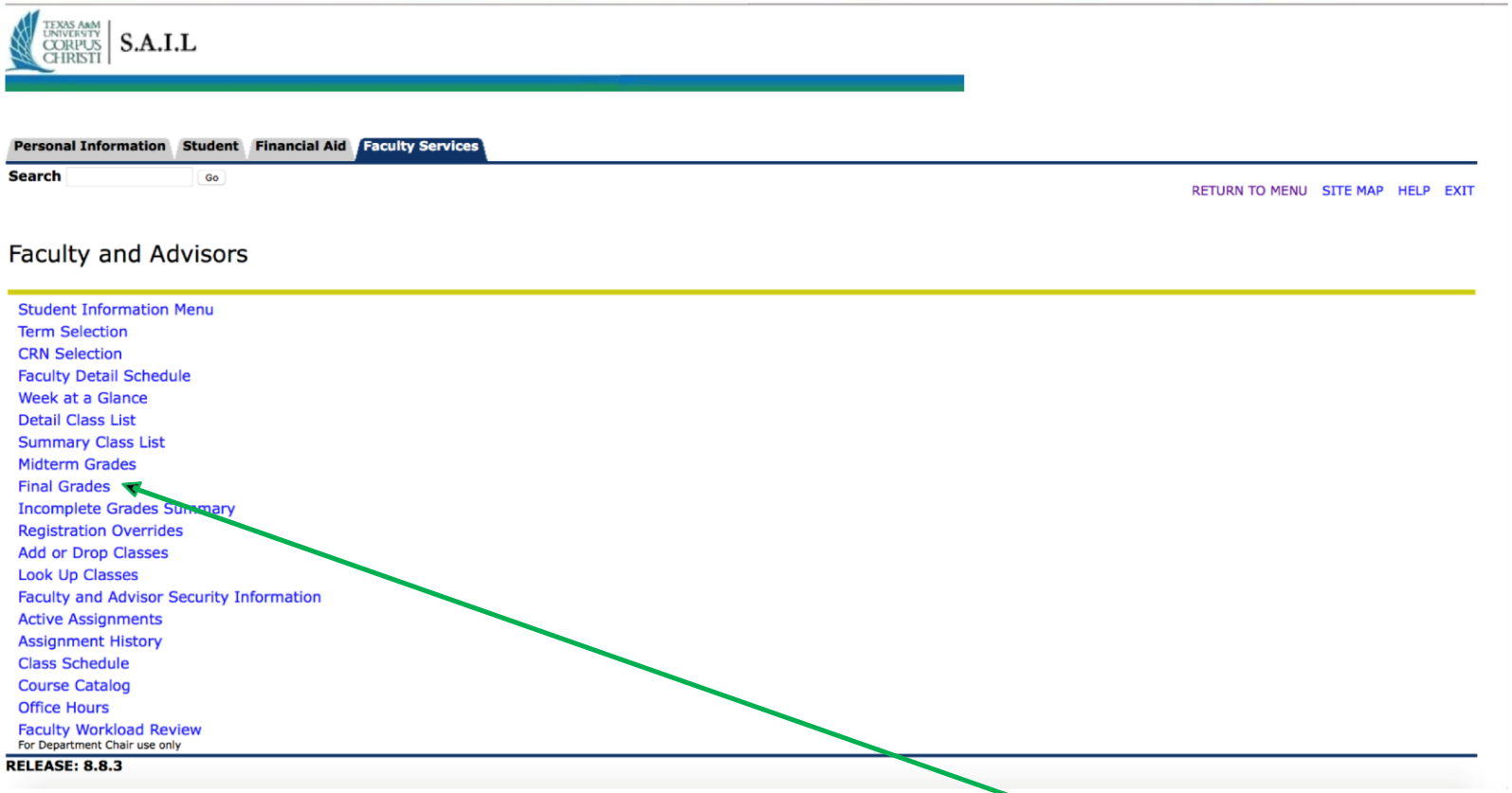
How to submit final grades



Step 4: From the Faculty and Advisors Menu select **FINAL GRADES**

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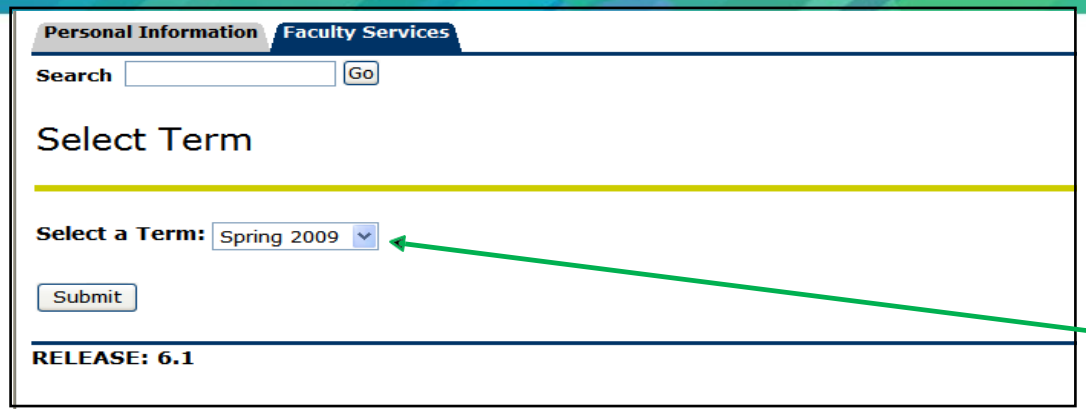
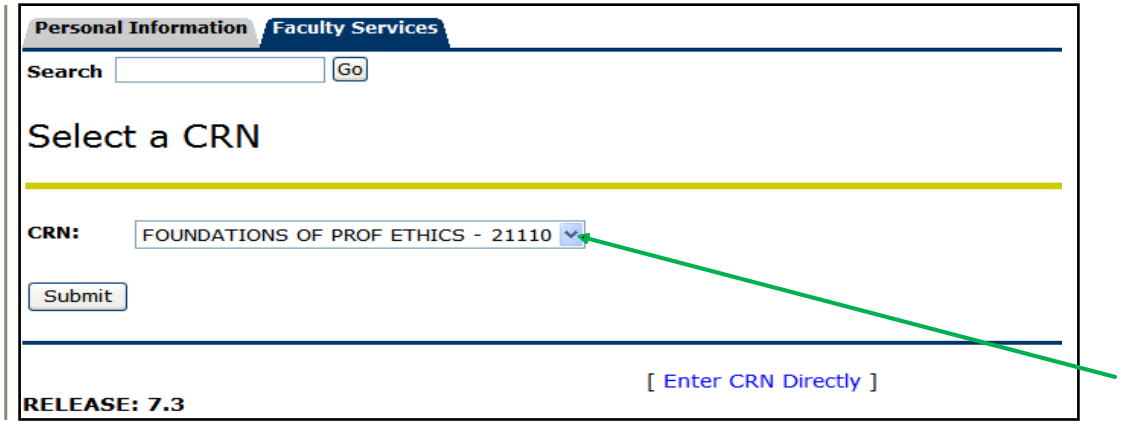
How to submit final grades



Step 5: Select Spring Full Term 2022 or Spring 2 Online Mini- term 2022



Step 6: From the drop down menu select the course which you would like to view your Roster then click on **Submit**

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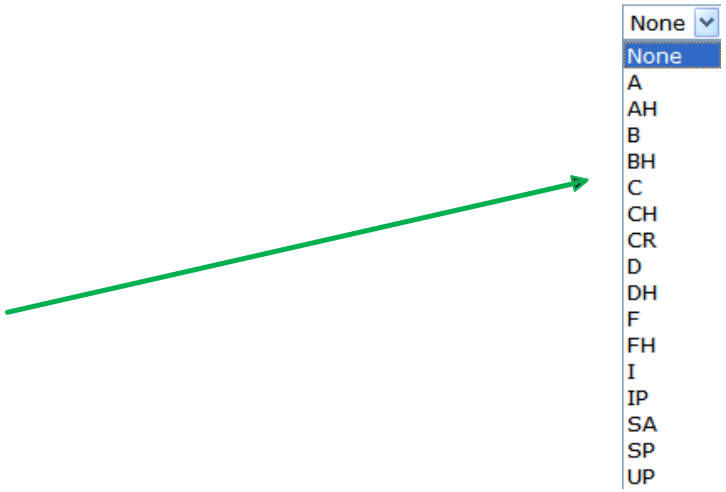
Step 7: You will notice a column titled **FINAL**. Click on **ENTER** on the first student record. From the column titled **GRADE**, you will use the drop down menu to enter a grade.



Please enter a final grade for each student. The grading system follows suit of the final grading system for each respective course, i.e. Honors courses are graded with the AH, BH, CH, etc.

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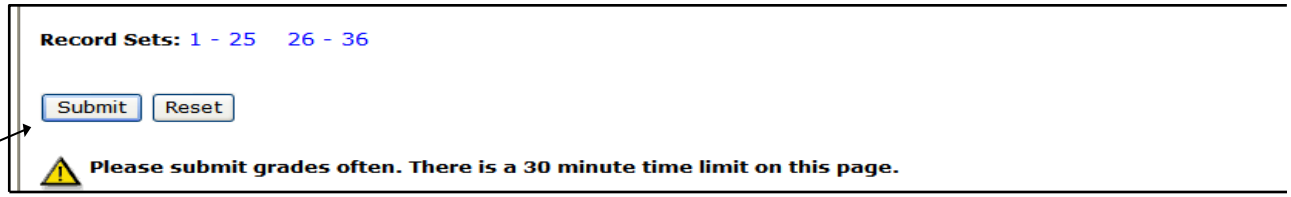

Step 8: When you have finished click on the **SUBMIT** button at the bottom of the page. Then if needed, continue to the next set of students on the next page and repeat the process.

Repeat the whole process for any other course(s) you are teaching.

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FAQ

Why are my grades not submitting?

- If you are entering any failing grades, e.g. “F” or “NC”, please enter the last date of attendance.
- Faculty Self-Service times out after 15 minutes. Make sure you submit frequently to avoid losing any unsaved work.
- For each page in your roster, make sure to SUBMIT every time you go to a different page.

When will grades be posted on the student’s account?

- Final grades will be posted the afternoon of the 20th.
- GPA calculations and academic status updates will post in the following days.

What if I miss the deadline?

A "XX” grade placeholder will be entered for all missing grades. A Change of Grade Form is required to be submitted for each student within 30 days of the start of the next semester. Each form must be signed by the Dean and then submitted to the Registrar’s Office for processing. After 30 days if no form is submitted, the Dean in consultation with faculty will submit the course grade, if one cannot be provided, the "XX" placeholder will be converted to the grade of "F".

Who can I contact if I need assistance entering grades?

- Please contact the Office of the University Registrar at (361) 825-7245, or by e-mail at registrar@tamucc.edu.

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