



12TH CLASS DAY CENSUS ROSTERS

A STEP-BY-STEP TUTORIAL TO
RECORDING CENSUS DAY STATUS IN SAIL

12TH CLASS DAY CENSUS ROSTERS

The Midterm Grading cycle will always open on the census date/12th class day for a long term. This date will be given on the Important Dates Memo sent by our office at the beginning of each term.

12th Day Census Rosters will be available to Faculty through SAIL:
<http://sail.tamucc.edu/portal.html>

You will report any students that have stopped attending your class as "SA" or never attended as "NA".

12TH CLASS DAY CENSUS ROSTERS

SAIL LOG IN ►

From the Main Menu select **Faculty and Advisors.**



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From the Faculty and Advisors menu select **Grades**.



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

Faculty Services

Hello [REDACTED]


Faculty/Advisor Self Service

Personal Information Faculty/Advising

- Class List
- Advising Student Profile
- Grades**
- Week at a Glance
- Detail Schedule
- Faculty Workload Review
- Remove ABET Faculty Mentor registration holds
- Syllabus Information

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Select **Midterm Grades**.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

My Courses

Grading Status	⌵	Rolled	⌵	Subject	⌵
Not Started		Not Started		MATH - Mathematics	
Completed		Not Started		CHEM - Chemistry	
In Progress		Not Started		BIOL - Biology	

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Select the course then click to view **“Student Roster”**.

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section
Not Started	MATH - Mathematics	1314	001
Not Started	CHEM - Chemistry	1412	001
Not Started	BIOL - Biology	1407	001

Not Started	Not Started	FINA - Finance	3351	Z01	INSURANCE PRINCIPLES	202509 - Fall Full Term 2025	82743	⋮
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Student Roster

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This will bring up your **Class Roster**

From the column titled “**Midterm Grade**”, you will select “**SA**” or “**NA**” from the drop-down menu and enter this for any students that have Stopped Attending or Never Attended your class. For 12th Census Day Roster reporting these are the ONLY values that you will select.

Midterm Grade	↕	Last Attend Date
<div><div></div></div>		<div></div>
<div><div></div></div>		<div></div>
<div><div></div></div>		<div></div>

None

None

A

AH

B

BH

C

CH

CR

D

DH

F

FH

I

IP

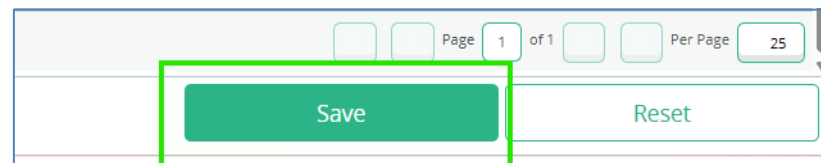
SA

SP

UP

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When you have finished click on the SAVE button at the bottom of the page. Be sure you are saving and submitting your work at least every 15 minutes. If needed continue to the next set of students on the next page and repeat the process. Only 25 students appear on each page. Repeat this process for any other course(s) you are teaching.



The screenshot shows the bottom of a web form. At the top, there are two empty input boxes, followed by the text 'Page 1 of 1', another empty input box, and the text 'Per Page 25'. Below this, there are two buttons: a green 'Save' button and a white 'Reset' button. The 'Save' button is highlighted with a green rectangular border.



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NOTE: For any students that are attending your class but DO NOT appear on your official census day roster:

1. Must be instructed to come by the Office of the University Registrar to check on their registration.
2. An e-mail must be sent notifying the Office of the University Registrar of these students. Send e-mail notification to registrar@tamucc.edu.

Census Day reporting in SAIL is available for one week after the census date. The opening and closing dates will be available in the Important Dates Memo sent by our office at the beginning of each term.