12TH CLASS DAY CENSUS ROSTERS

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

TEXAS A&M UNIVERSITY CORPUS CHRISTI | UNIVERSITY REGISTRAR

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.**

12TH CLASS DAY CENSUS ROSTERS

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

12ᵀᴴ CLASS DAY CENSUS ROSTERS

Select **Midterm Grades.**

12TH CLASS DAY CENSUS ROSTERS

Select the course then click to view **"Student Roster"**.

12TH CLASS DAY CENSUS ROSTERS

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.
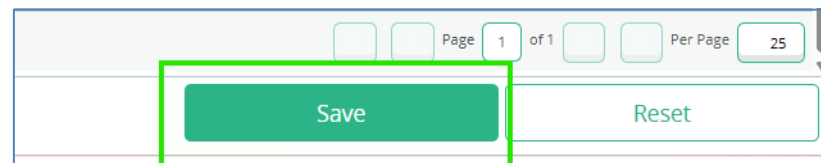
12TH CLASS DAY CENSUS ROSTERS

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.

12TH CLASS DAY CENSUS ROSTERS

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 <u>registrar@tamucc.edu.</u>

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.