



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

Office of the University Registrar

Important dates

- **Last day of classes**: Final Grading cycle is open in Faculty Self-Service.
- **December 16, 2024 (NOON)**: Final grades due. Faculty Self-Service will close at 12:00 P.M. No extensions will be given.

Final grades will be posted on SAIL two business days after final grading has closed. 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.



Personal Information Student Financial Aid Faculty Services

Search

[ACCESSIBILITY](#)

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Cust

Student

Register and View your academic records

Financial Aid

View financial aid status and eligibility, accept award offers, and view loan applications.

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

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

How to submit final grades



Personal Information Student Financial Aid **Faculty Services**

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

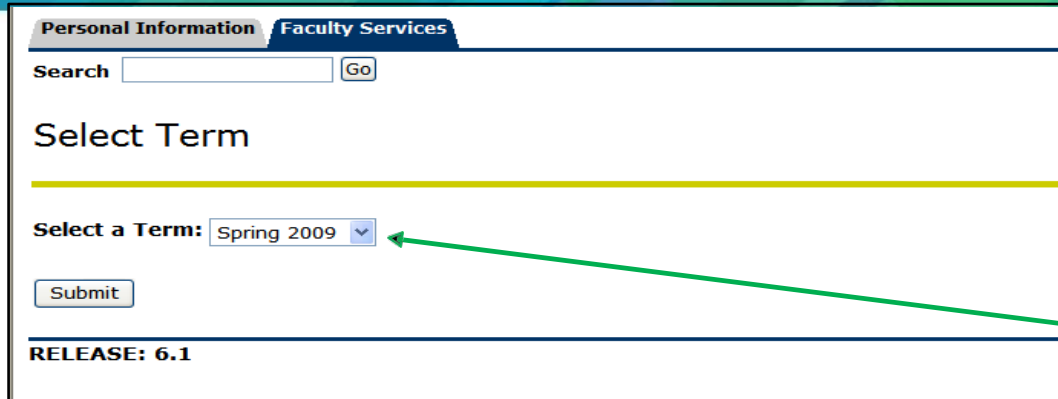
Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Incomplete Grades Summary
- Registration Overrides
- Add or Drop Classes
- Look Up Classes
- Faculty and Advisor Security Information
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Office Hours
- Faculty Workload Review
- For Department Chair use only

RELEASE: 8.8.3

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

How to submit final grades



The screenshot shows the 'Faculty Services' tab selected. Below the search bar, the heading 'Select Term' is displayed. A horizontal yellow line separates the heading from the form. The form contains a dropdown menu labeled 'Select a Term:' with 'Spring 2009' selected. A green arrow points to this dropdown menu. Below the dropdown is a 'Submit' button. At the bottom of the form, the text 'RELEASE: 6.1' is visible.

Step 5: Select term, **Submit**

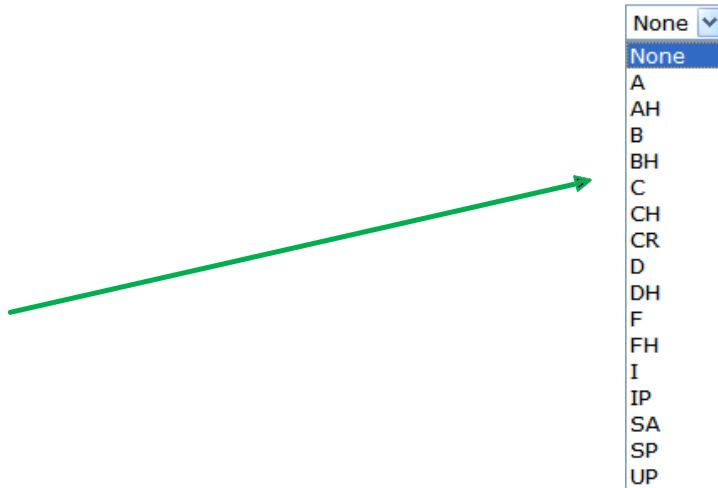


The screenshot shows the 'Faculty Services' tab selected. Below the search bar, the heading 'Select a CRN' is displayed. A horizontal yellow line separates the heading from the form. The form contains a dropdown menu labeled 'CRN:' with 'FOUNDATIONS OF PROF ETHICS - 21110' selected. A green arrow points to this dropdown menu. Below the dropdown is a 'Submit' button. At the bottom of the form, the text 'RELEASE: 7.3' is visible, and a link '[Enter CRN Directly]' is located to the right of the release information.

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

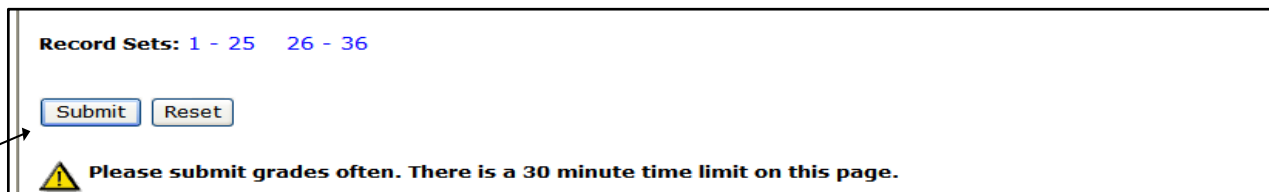
How to submit final grades

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.

How to submit final grades



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.

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 two business days after final grading has closed.
- 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.