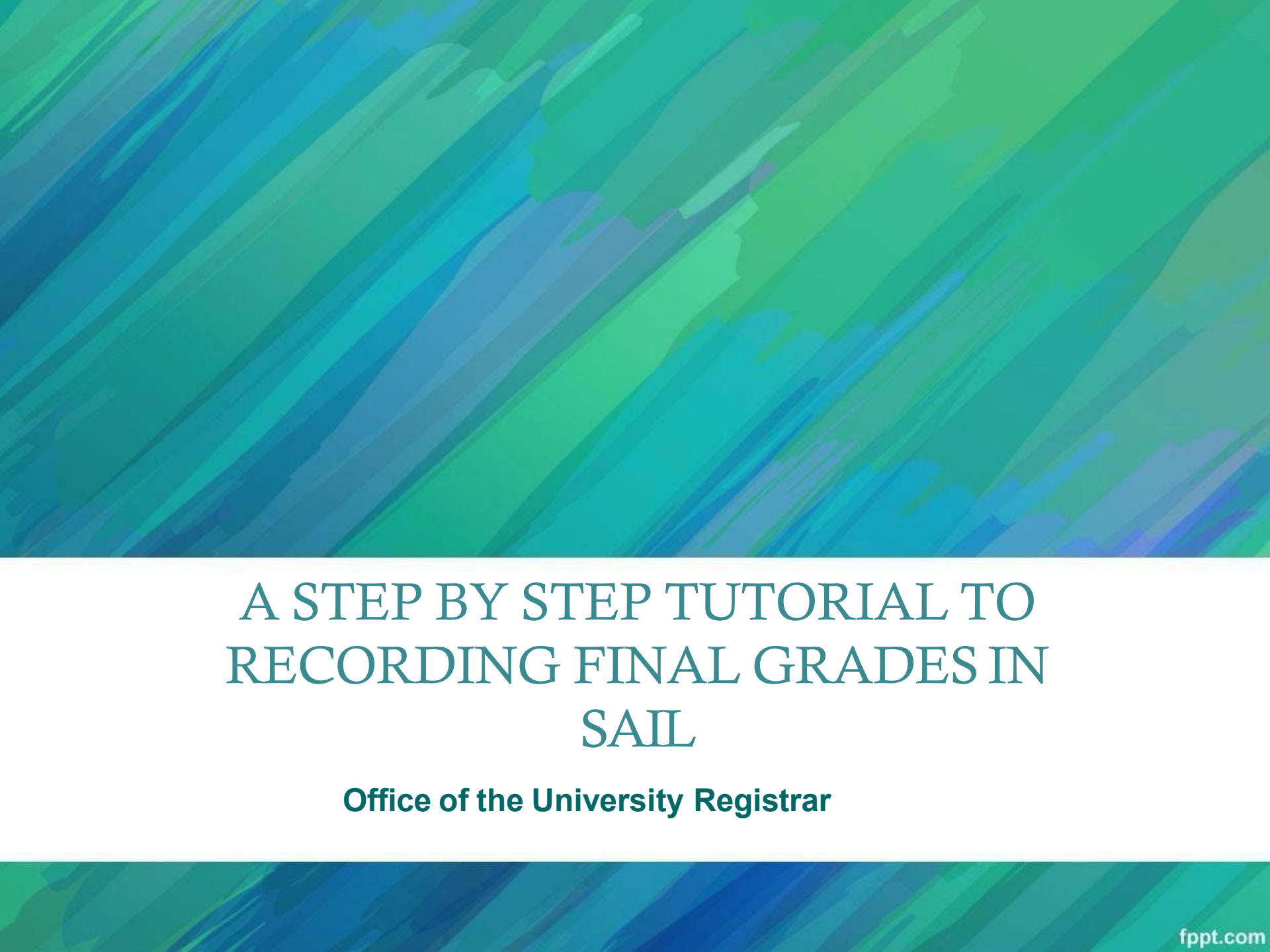




A STEP BY STEP TUTORIAL TO RECORDING FINAL GRADES IN SAIL

Office of the University Registrar

Important dates

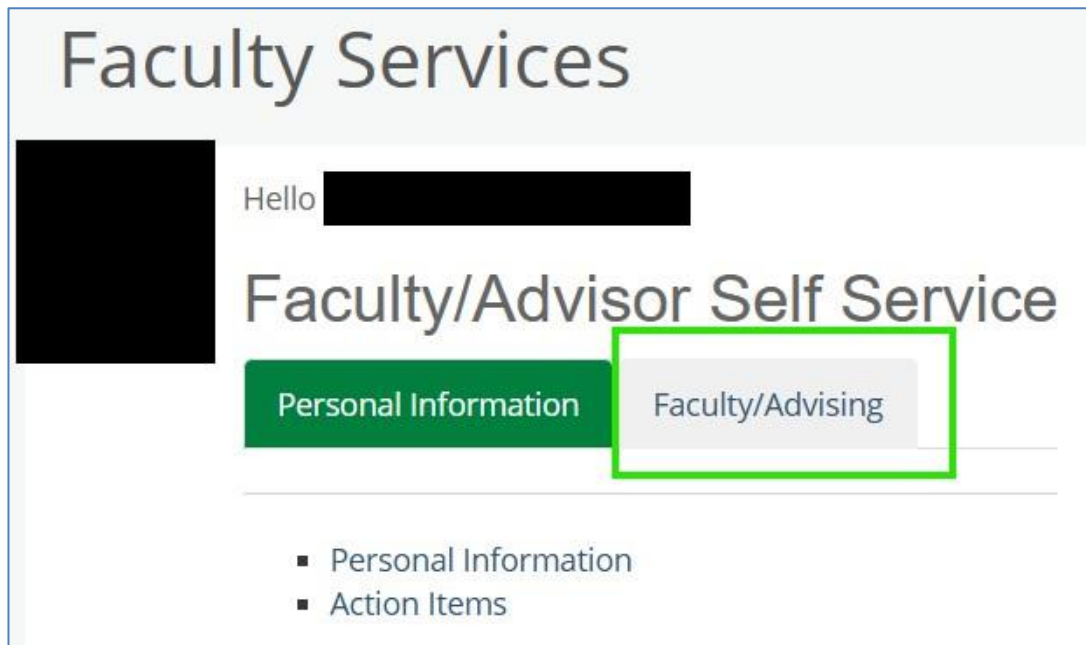
- **Last day of classes**: Final Grading cycle is open in SAIL
- **October 15, 2025 (NOON)**: Final grades for 1st 7-week courses due. SAIL will close at 12:00 P.M. No extensions will be given.
- **December 15, 2025 (NOON)**: Final grades for full term courses due. SAIL will close at 12:00 P.M. No extensions will be given.

Final grades will be posted on SAIL one business day 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: Log into SAIL (<https://www.tamucc.edu/sail/>)

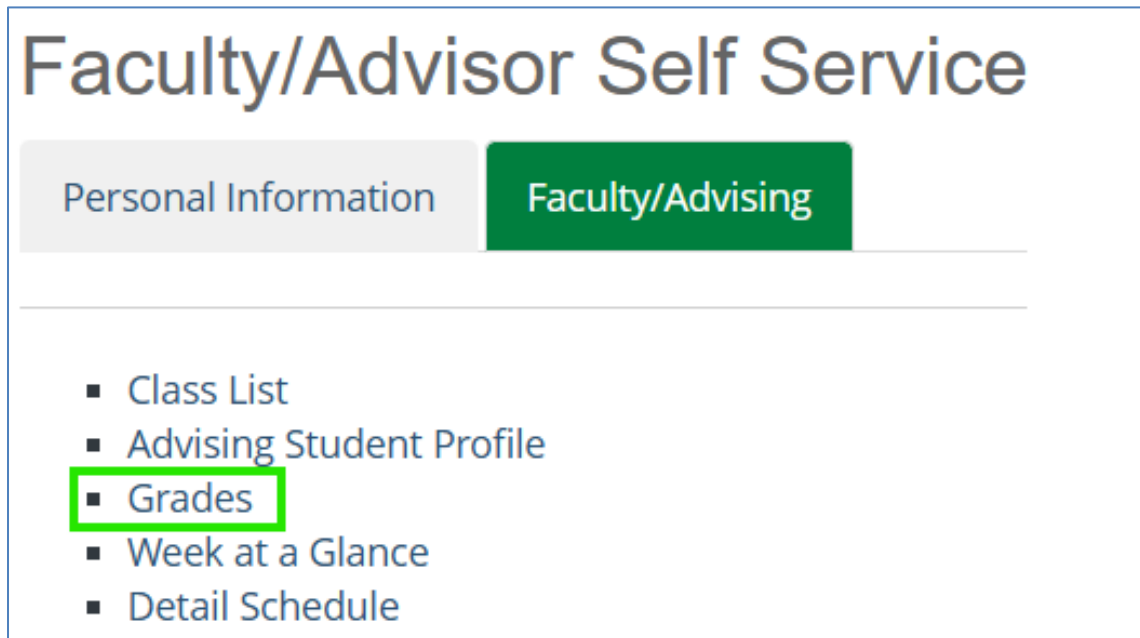
Step 2: Enter your Island ID and password.



Step 3: From the Main Menu select Faculty / Advising tab

How to submit final grades

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



The screenshot shows a web interface titled "Faculty/Advisor Self Service". Below the title are two tabs: "Personal Information" and "Faculty/Advising". The "Faculty/Advising" tab is active and highlighted in green. Below the tabs is a list of menu items:

- Class List
- Advising Student Profile
- **Grades**
- Week at a Glance
- Detail Schedule

The "Grades" item is highlighted with a green rectangular box.

How to submit final grades

Step 5: Select the course you want to add grades to and then click to view “Student Roster”

Faculty Grade Entry

Midterm Grades

Final Grades

Gradebook

My Courses

 Search

Grading Status

⌵

Rolled

⌵

Subject

⌵

Course

⌵

Section

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

How to submit final grades

Step 6: Under **FINAL GRADE**, select the student and use the drop-down menu to enter a grade. Please enter a final grade for each student.

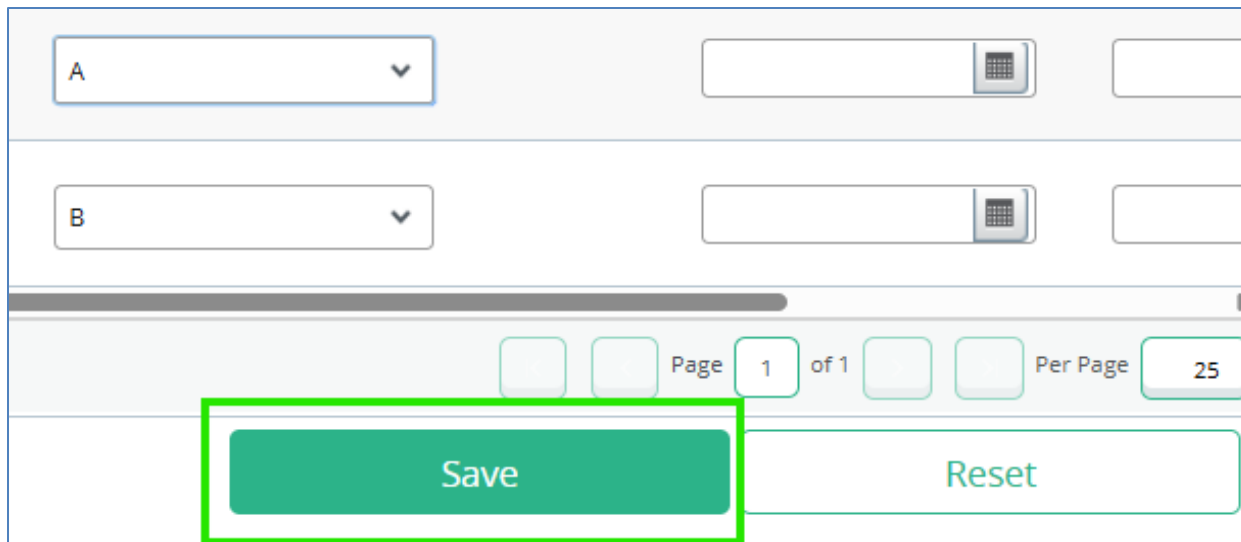
Enter Grades								Search
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date			
[REDACTED]			A AH B BH C CH					
[REDACTED]								
[REDACTED]								

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.

If you are entering any failing grades, e.g. “F” or “NC”, you **must** enter the last date of attendance.

How to submit final grades

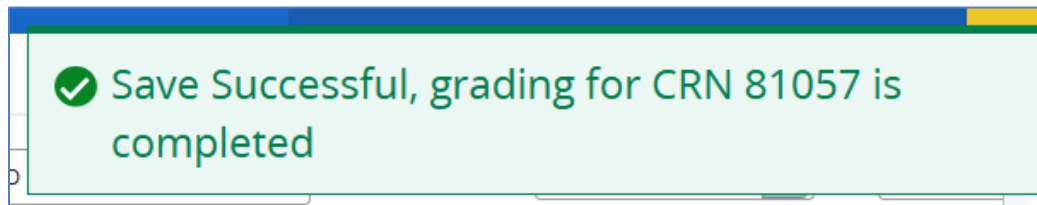
Step 7: When you have finished click on the **SAVE** button at the bottom of the page. Then if needed, continue to the next set of students on the next page and repeat the process.



The screenshot shows a web interface for submitting final grades. It features two rows of input fields. The first row has a dropdown menu with 'A' selected, a text input field, and a small grid icon. The second row has a dropdown menu with 'B' selected, a text input field, and a small grid icon. Below these is a horizontal scrollbar. At the bottom, there is a pagination section with 'Page 1 of 1' and 'Per Page 25'. Two buttons, 'Save' and 'Reset', are located at the bottom. The 'Save' button is highlighted with a green rectangular border.

How to submit final grades

Step 8: Once all grades have been entered you will receive a green notification on the top right corner that grading is complete. Your course *grading status* will also show as “completed” once all grades have been entered.



My Courses						Search
Grading Status	Rolls	Subject	Course	Section		
Completed	Not Started	ESCI - Environmental Science	3351	W01		

Repeat the whole process for any other course(s) you are teaching. You may be required to log back into SAIL to view other sections that need grading.

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.
- SAIL 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.