



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
- July 7, 2026: Final grades for Summer 1 Online-Mini term courses due. SAIL will close at 12:00 P.M. (NOON)
- July 7, 2026: Final grades for Summer I 5-week term courses due. SAIL will close at 12:00 P.M. (NOON)

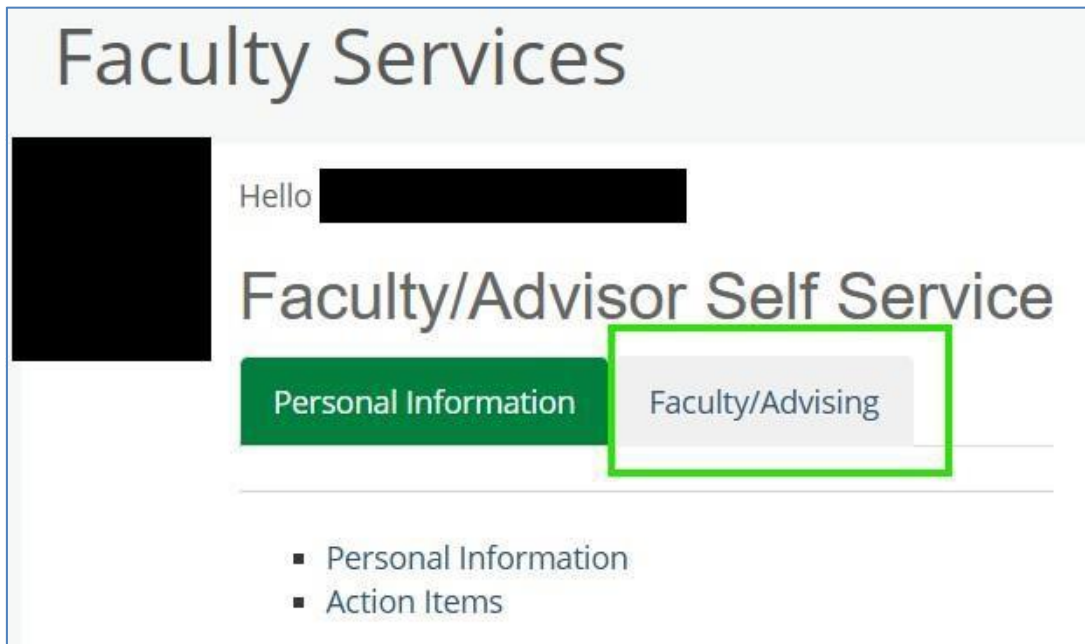
No extensions will be given. Final grades will be posted on SAIL one business day after final grading has closed. Updated GPA calculations will be posted on SAIL after all end of term processing has been completed.

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

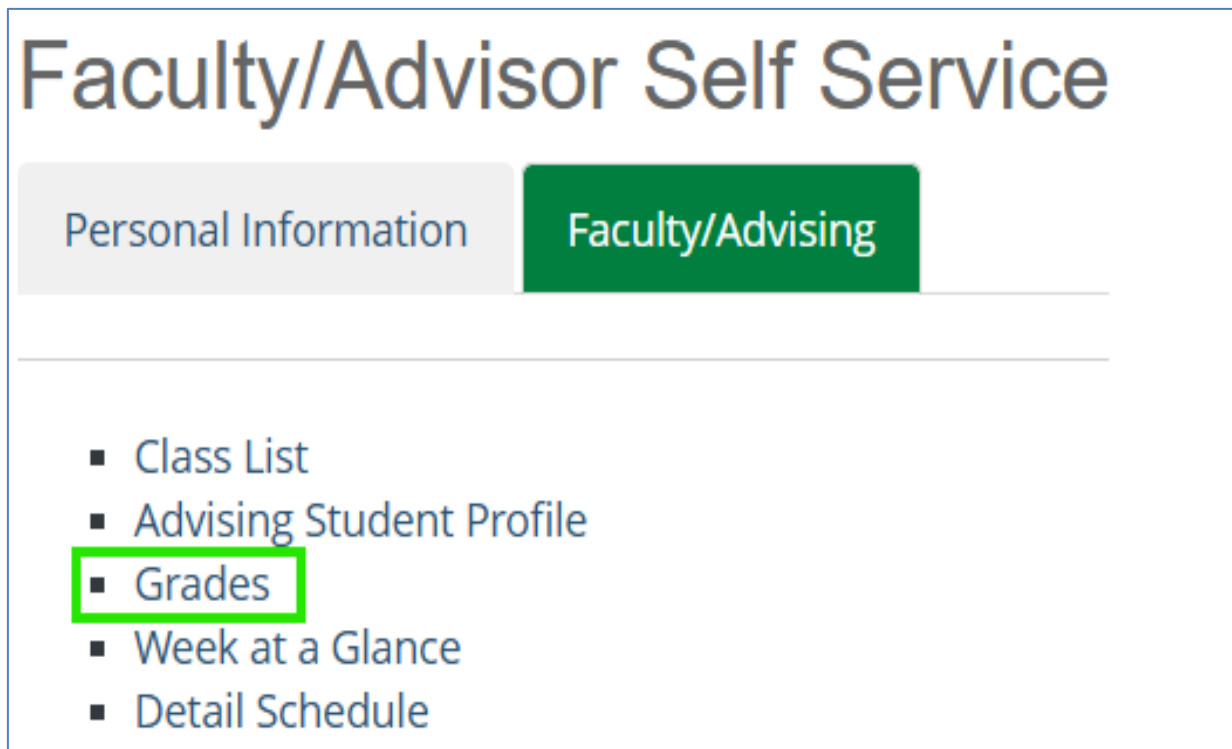


The screenshot displays the 'Faculty Services' dashboard. At the top, it says 'Faculty Services'. Below that, there is a greeting 'Hello' followed by a blacked-out name. The main heading is 'Faculty/Advisor Self Service'. There are two tabs: 'Personal Information' and 'Faculty/Advising'. The 'Faculty/Advising' tab is highlighted with a green border. Below the tabs, there is a list of items:

- Personal Information
- Action Items

How to submit final grades

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



The screenshot shows the 'Faculty/Advisor Self Service' interface. At the top, there are two tabs: 'Personal Information' and 'Faculty/Advising'. The 'Faculty/Advising' tab is selected and highlighted in green. Below the tabs, a list of options is displayed under a horizontal line. The options are: 'Class List', 'Advising Student Profile', 'Grades', 'Week at a Glance', and 'Detail Schedule'. The 'Grades' option is highlighted with a green rectangular border.

Faculty/Advisor Self Service

Personal Information Faculty/Advising

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

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

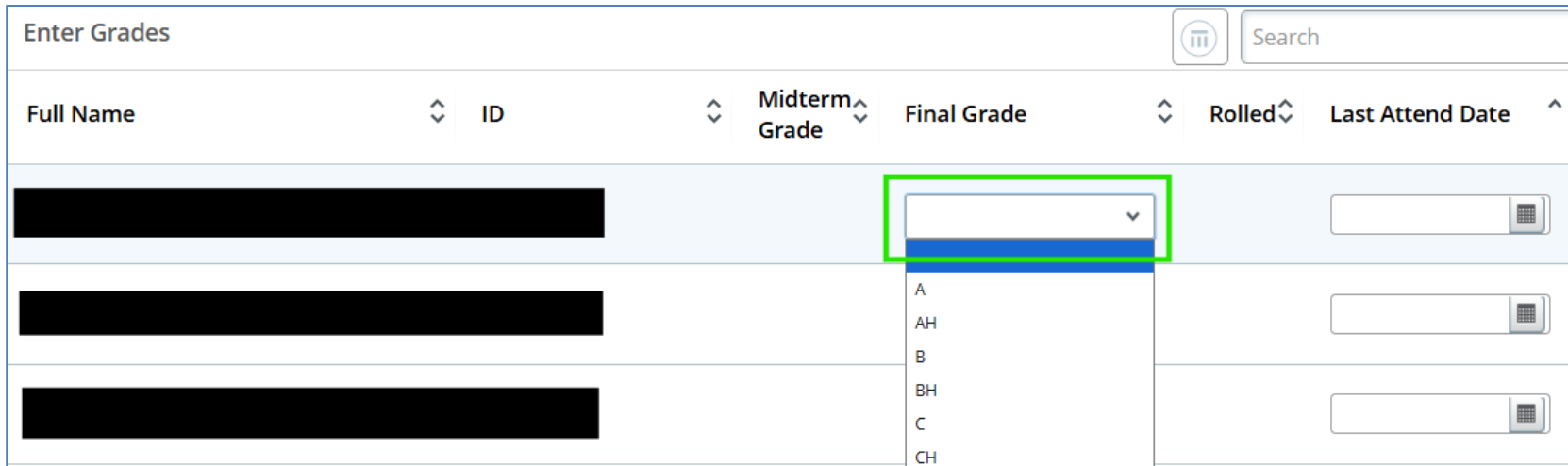
My Courses 🔍 Search

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.



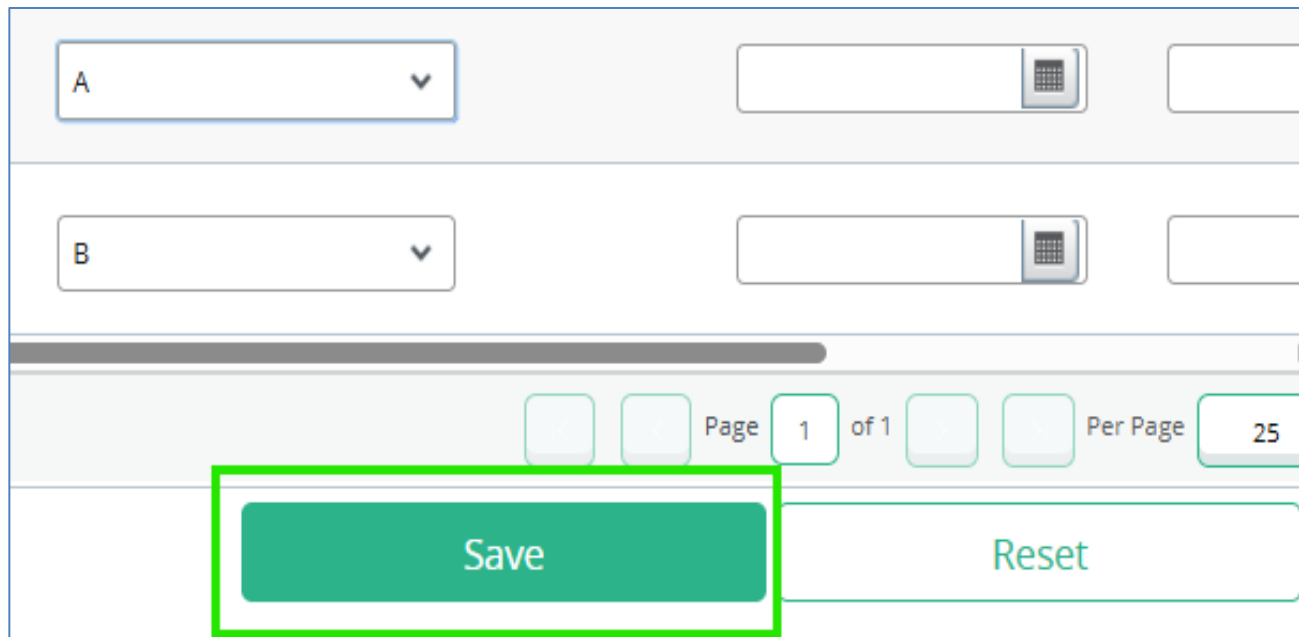
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] <input type="text" value="A"/>	<input type="checkbox"/>	<input type="text"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] <input type="text" value="A"/>	<input type="checkbox"/>	<input type="text"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] <input type="text" value="A"/>	<input type="checkbox"/>	<input type="text"/>

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. If entering a passing grade, no date is needed.

How to submit final grades

Step 7: When you have finished click on the **SAVE** button at the bottom of the page.

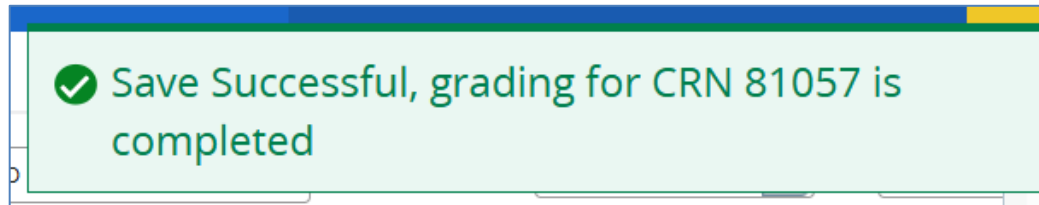


The screenshot displays a user interface for submitting final grades. It features two rows of input fields. The first row has a dropdown menu with 'A' selected, a text input field, and a calculator icon. The second row has a dropdown menu with 'B' selected, a text input field, and a calculator icon. Below these is a horizontal scrollbar. At the bottom, there are navigation controls including 'Page 1 of 1' and 'Per Page 25'. A green box highlights a 'Save' button, and a 'Reset' button is also visible.

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

How to submit final grades

Step 8: Once all grades have been entered and saved 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	Rollod	Subject	Course	Section	
Completed	Not Started	ESCI - Environmental Science	3351	W01	

Repeat the whole process for any other courses 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 one business day 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.