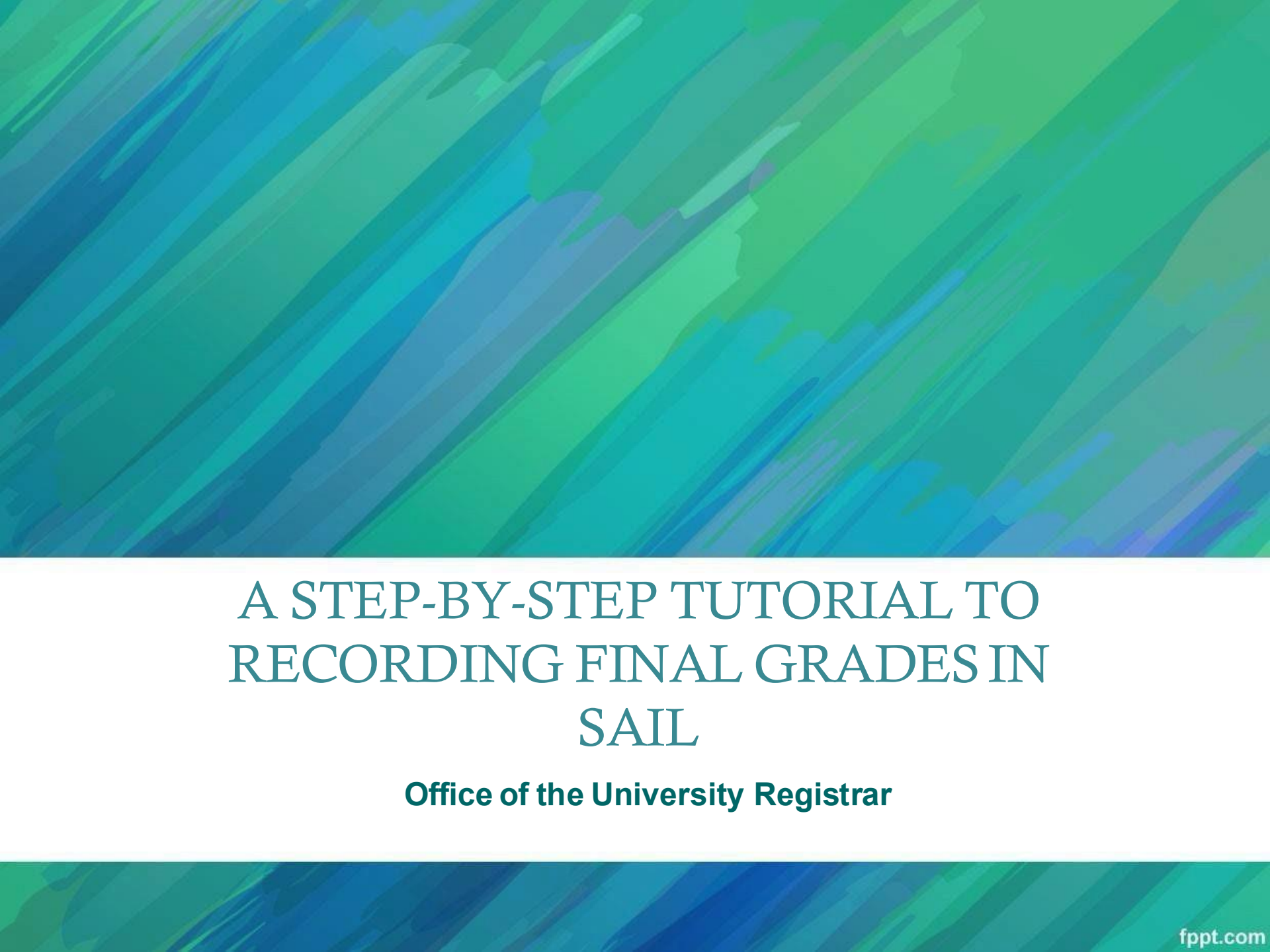




A STEP-BY-STEP TUTORIAL TO RECORDING FINAL GRADES IN SAIL

Office of the University Registrar

Important dates

- Last day of classes: Final Grading cycle is open in SAIL
- August 11, 2026: Final grades for Summer II 5-week term courses due. SAIL will close at 12:00 P.M. (NOON)
- August 25, 2026: Final grades for Summer 2 Online-Mini term courses due. SAIL will close at 12:00 P.M. (NOON)

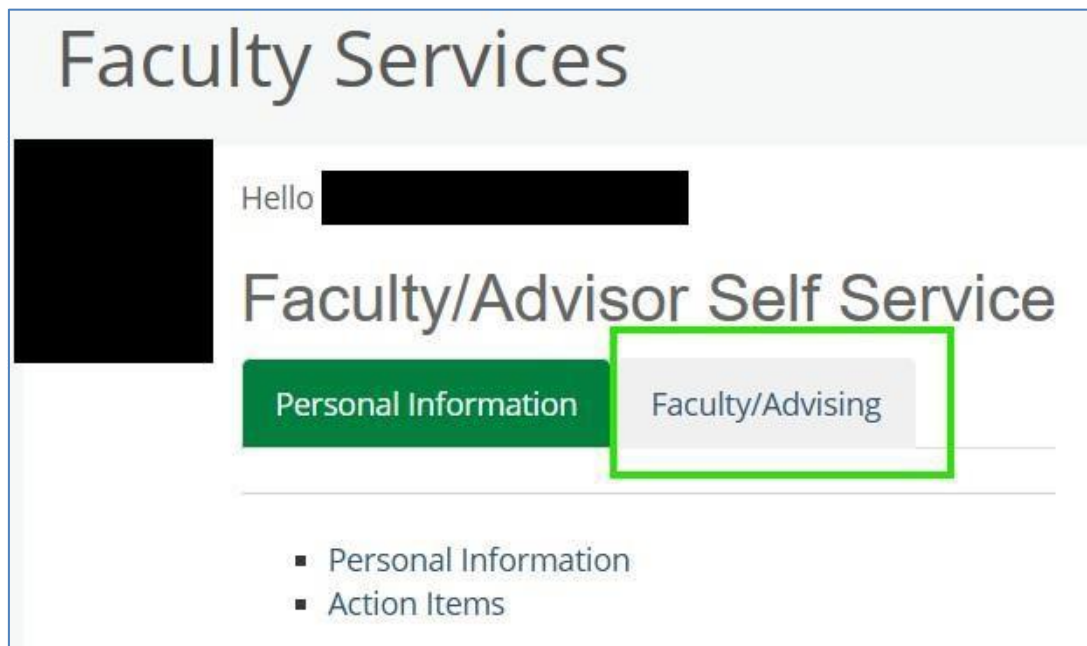
No extensions will be given. Final grades will be posted on SAIL one business day after final grading has closed. Updated GPA calculations will be posted on SAIL after all end of term processing has been completed.

How to submit final grades

Step 1: Log into SAIL (<https://www.tamucc.edu/sail/>)

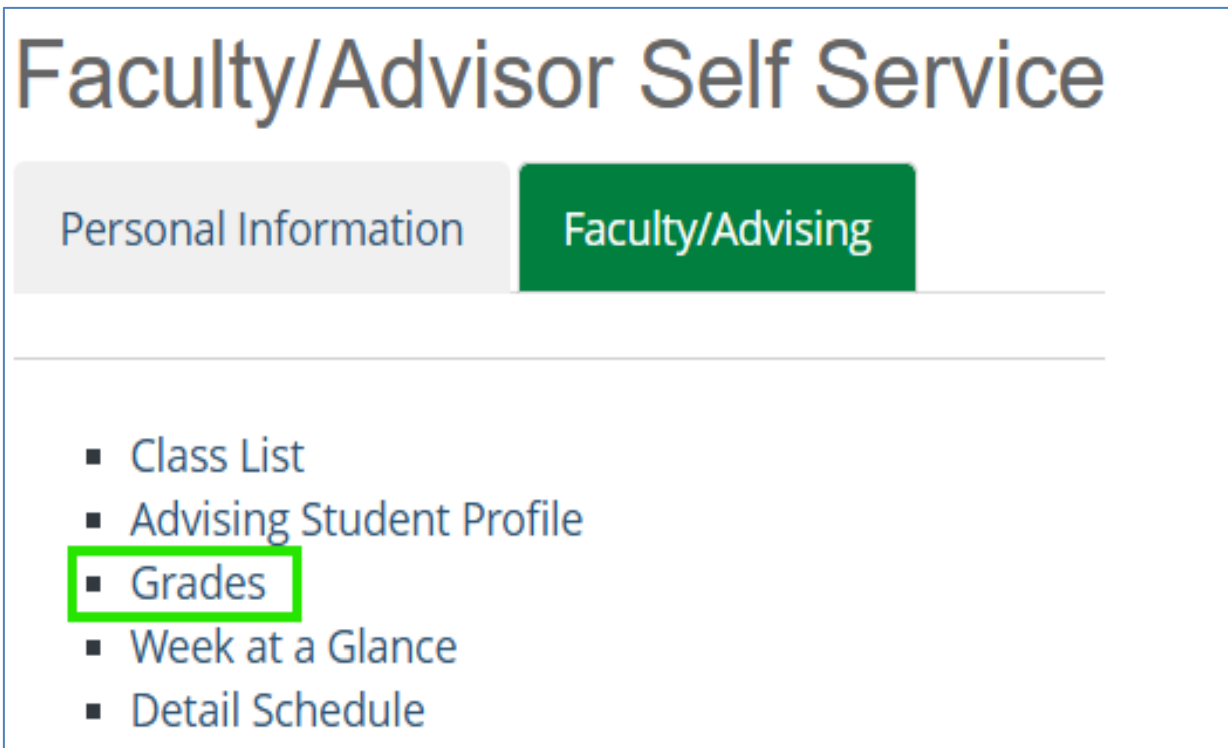
Step 2: Enter your Island ID and password

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



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 options: "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	
								

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

How to submit final grades

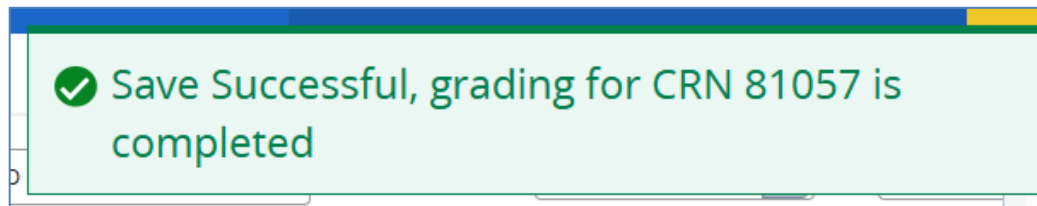
Step 7: When you have finished click on the **SAVE** button at the bottom of the page.

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

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	Rolls	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.