

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

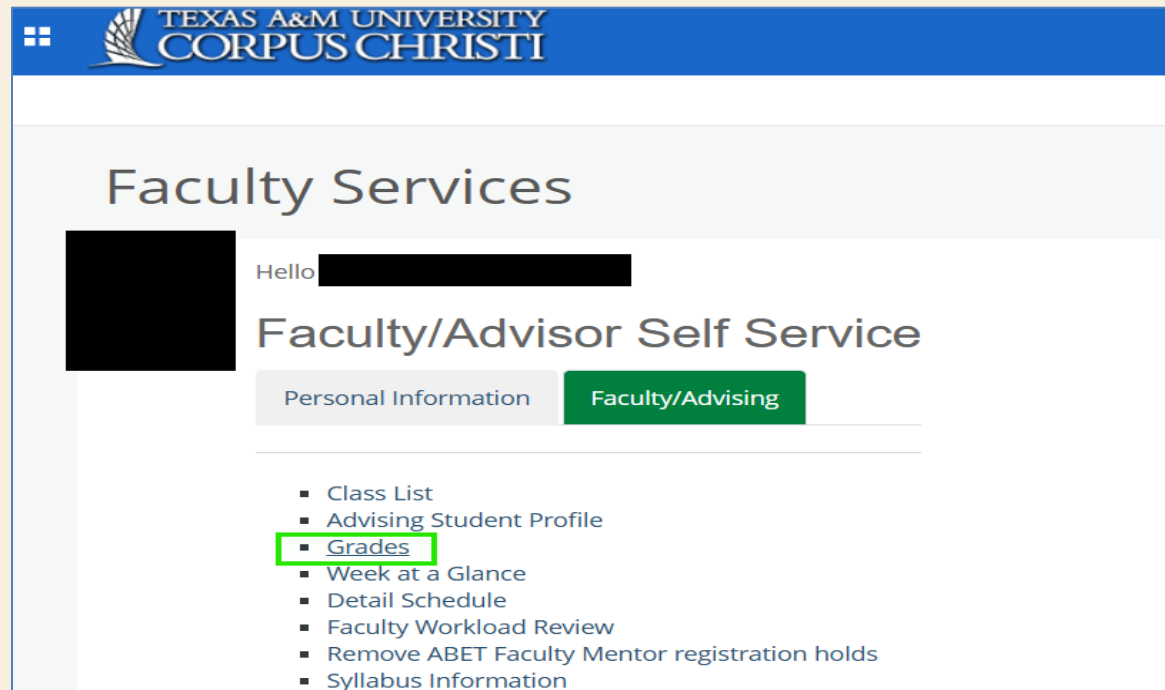
OFFICE OF THE UNIVERSITY REGISTRAR

MIDTERM GRADES

- **Oct 15th:** Midterm grade submission is open in Faculty Self-Service.
- **Oct 29th:** Midterm grade submissions due. Faculty Self-Service will close at 5:00 p.m.
- Enter midterm grades as a reflection of the student's current status in your course, or SA (Stopped Attending) for students who have stopped attending. *If you already indicated at census date a student as NA or SA, please do not update their record.*
- Mid-Term grades will be entered in Banner Faculty Self- Service: sail.tamucc.edu.
- Mid-Term grades should be of the same grade type as your final grades.

MIDTERM GRADES

- From the Banner Faculty Self-Service Login page enter your Island ID and password. If you are having difficulties logging in, please contact the IT Help Desk at ext. 2692



From the Main Menu select Faculty and Advisors.


MIDTERM GRADES



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

MIDTERM GRADES

Select [Midterm Grades](#)

 TEXAS A&M UNIVERSITY
CORPUS CHRISTI

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

My Courses

Grading Status	⌵ ⌶	Rolled	⌵ ⌶	Subject	⌵ ⌶
Not Started		Not Started		MATH - Mathematics	
Completed		Not Started		CHEM - Chemistry	
In Progress		Not Started		BIOL - Biology	

MIDTERM GRADES

Select the course [Subject](#)

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades

Final Grades

My Courses

Grading Status	Subject	Course	Section
Not Started	MATH - Mathematics	1314	001
Not Started	CHEM - Chemistry	1412	001
Not Started	BIOL - Biology	1407	001
Not Started	ARTS - Art	3301	001
Not Started	ENGL - English	3301	W01

MIDTERM GRADES

- This will bring up your Class Roster
- From the [Midterm Grade](#) column, you will use the drop-down menu to enter a grade.
- Please enter a midterm 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.

Midterm Grade	↕	Last Attend Date
<input type="text" value="v"/>		<input type="text" value=""/>
<input type="text" value="v"/>		<input type="text" value=""/>
<input type="text" value="v"/>		<input type="text" value=""/>

None v

None

A

AH

B

BH

C

CH

CR

D

DH

F

FH

I

IP

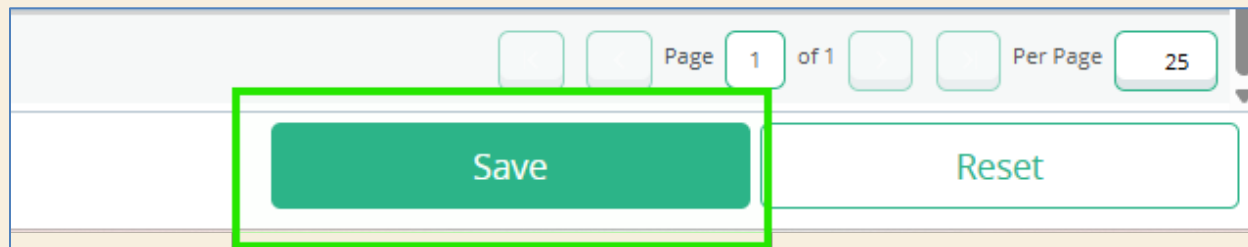
SA

SP

UP

MIDTERM GRADES

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.



The screenshot shows a web interface with a light blue header bar. In the center of the header, it says "Page 1 of 1". To the right of this, it says "Per Page 25". Below the header bar, there are two buttons: a green "Save" button and a white "Reset" button. The "Save" button is highlighted with a green rectangular border.

MIDTERM GRADES

- Midterm grades do not affect a student's GPA and they appear on their transcript.
- Students will be able to view their midterm grades via SAIL immediately after you submit them.
- Midterm Grading will close in Banner Faculty Self-Service on **Oct 29th at 5:00 pm.**
- Any issues or questions with entering midterm grades please contact the Office of the University Registrar at x7245 or registrar@tamucc.edu.