



A STEP BY STEP TUTORIAL TO
RECORDING MIDTERM GRADES
IN SAIL

OFFICE OF THE UNIVERSITY REGISTRAR

MIDTERM GRADES

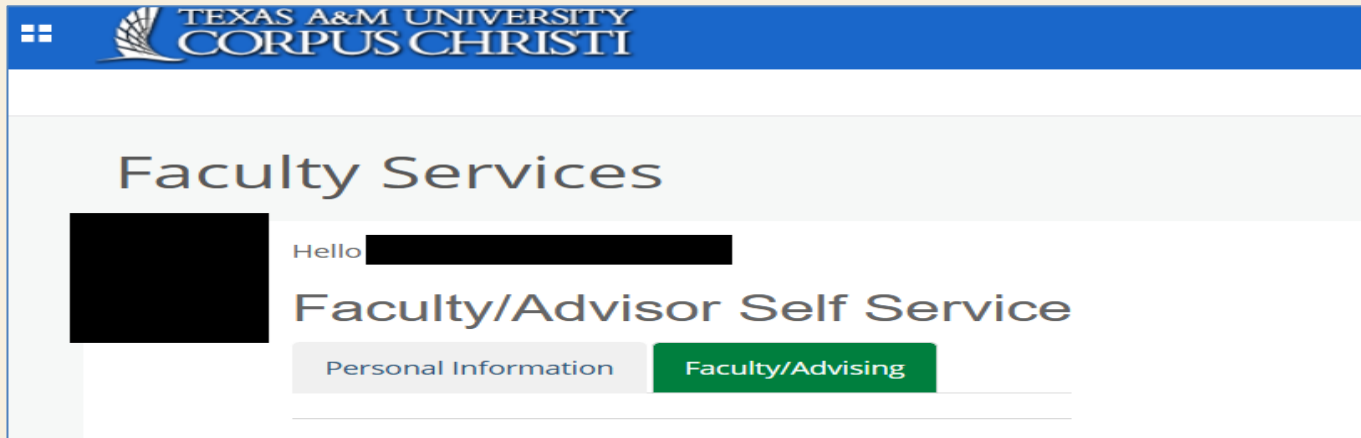
- **March 18:** Midterm grade submission is open in SAIL.
- **April 1:** Midterm grade submissions due. SAIL will close at 5:00 p.m.
- Enter midterm grades as a reflection of the student's current status in your course, or SA (Stopped Attending) for students who have stopped attending. *If you already indicated at census date a student as NA or SA, please do not update their record.*
- Mid-Term grades will be entered in SAIL: www.tamucc.edu/sail/
- Mid-Term grades should be of the same grade type as your final grades.

MIDTERM GRADES

- Login into [SAIL](#), enter your Island ID and password. If you are having difficulties logging in, please contact the IT Help Desk at ext. 2692

SAIL LOG IN ►

From the Main Menu select [Faculty and Advisors](#).



The screenshot shows the Texas A&M University Corpus Christi Faculty Services portal. The header features the university logo and name. The main content area is titled "Faculty Services" and includes a personalized greeting "Hello [redacted]". Below the greeting, the text "Faculty/Advisor Self Service" is displayed. Two buttons are visible: "Personal Information" and "Faculty/Advising", with the latter being highlighted in green.

MIDTERM GRADES

From the Faculty and Advisors menu select [Grades.](#)



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

Faculty Services

Hello [REDACTED]

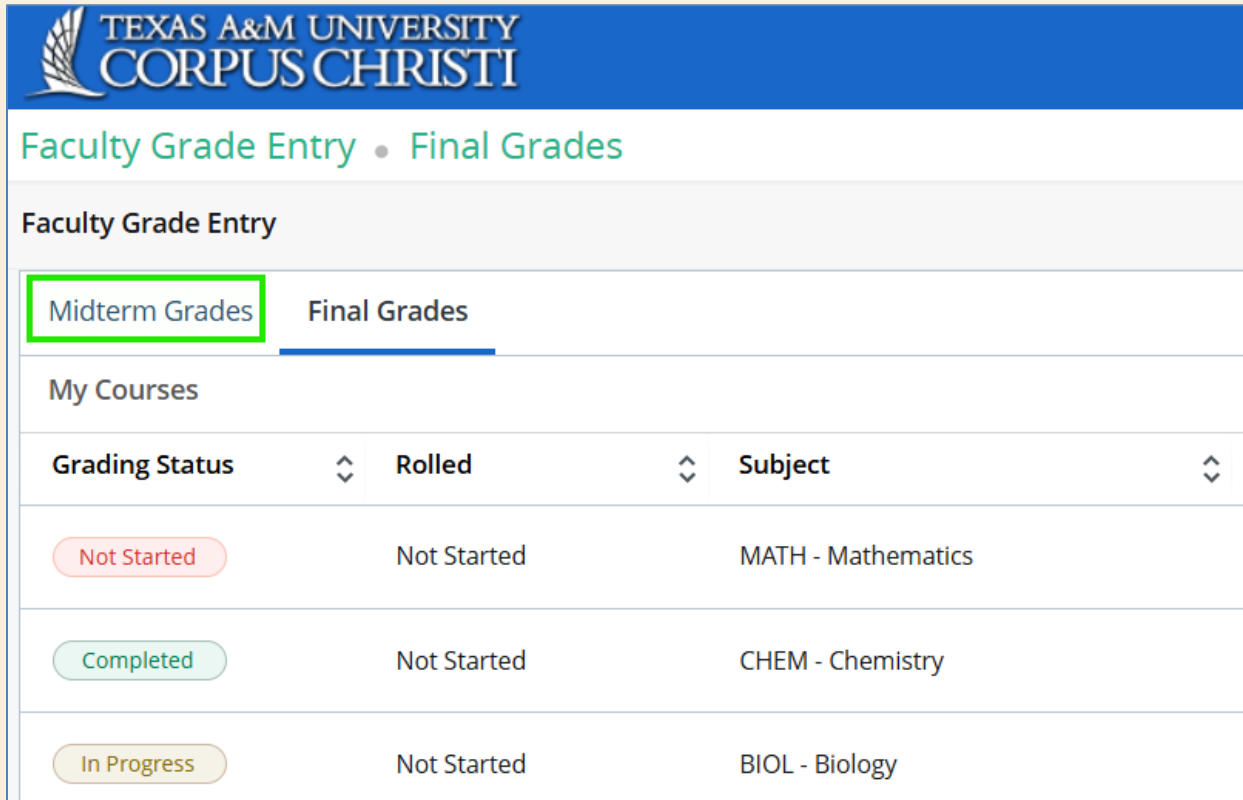
Faculty/Advisor Self Service

Personal Information **Faculty/Advising**

- Class List
- Advising Student Profile
- **Grades**
- Week at a Glance
- Detail Schedule
- Faculty Workload Review
- Remove ABET Faculty Mentor registration holds
- Syllabus Information

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 you want to add midterm grades to and then click to view “Student Roster”

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

MIDTERM GRADES

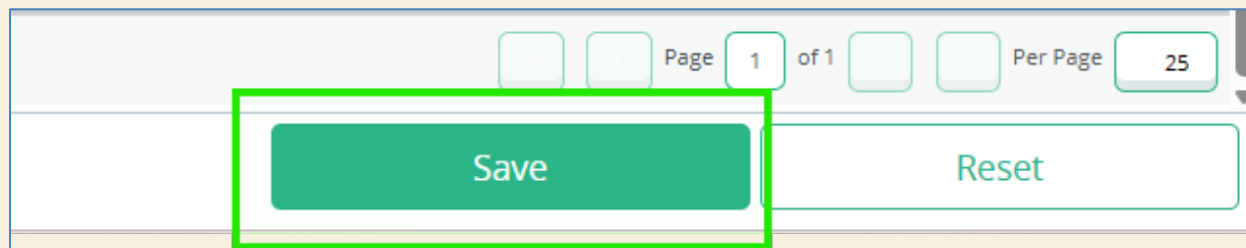
- This will bring up your Class Roster
- From the "Midterm Grade" column, you will use the drop-down menu to enter a grade.
- Please enter a midterm grade for each student.
 - The grading system follows suit of the final grading system for each respective course, i.e. Honors courses are graded with the AH, BH, CH, etc.
- Do not enter any information in the "Hours Attended" column

Midterm Grade	Last Attend Date	Hours Attended
SA	02/11/2026	
C		
B		

- None
- 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.



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 SAIL on **April 1st 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.