



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

Office of the University Registrar

Important dates

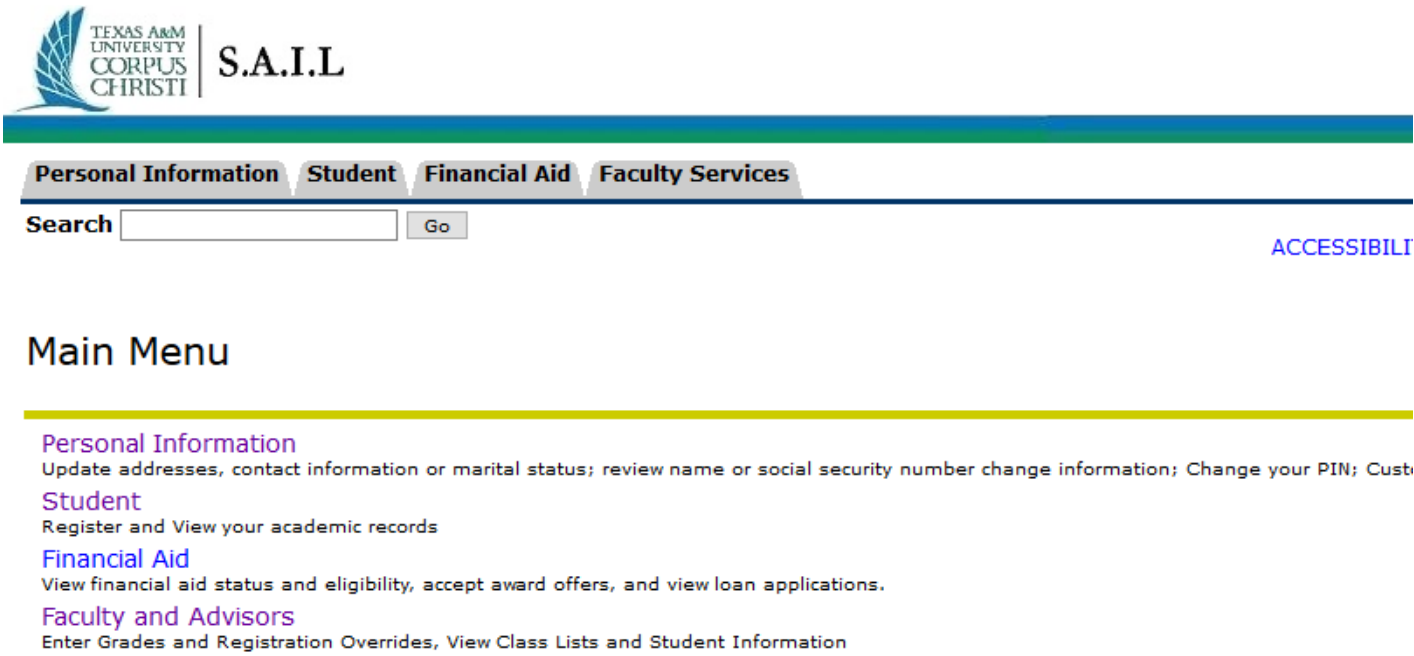
- **April 29, 2024**: Final Grading cycle is open in both Blackboard and Faculty Self-Service.
- **May 10, 2024 (NOON)**: Final grades due. Both Blackboard and Faculty Self-Service will close at 12:00 P.M. No extensions will be given.

Final grades will be posted on SAIL two business days 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: Go to Banner Faculty Self-Service (<http://sail.tamucc.edu/portal.html>)

Step 2: Enter your Island ID and password.



The screenshot shows the S.A.I.L. (Banner Faculty Self-Service) portal. At the top left is the Texas A&M University Corpus Christi logo. To its right is the text "S.A.I.L.". Below this is a navigation bar with four tabs: "Personal Information", "Student", "Financial Aid", and "Faculty Services". Below the navigation bar is a search bar with the label "Search", an input field, and a "Go" button. To the right of the search bar is a link labeled "ACCESSIBILITY". Below the navigation bar is a section titled "Main Menu". Under "Main Menu" are four links: "Personal Information", "Student", "Financial Aid", and "Faculty and Advisors". Each link has a description of the services available.

TEXAS A&M UNIVERSITY CORPUS CHRISTI | S.A.I.L.

Personal Information Student Financial Aid Faculty Services

Search Go

[ACCESSIBILITY](#)

Main Menu

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Cust

[Student](#)
Register and View your academic records

[Financial Aid](#)
View financial aid status and eligibility, accept award offers, and view loan applications.

[Faculty and Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

Step 3: From the Main Menu select **Faculty Services** tab

How to submit final grades



[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

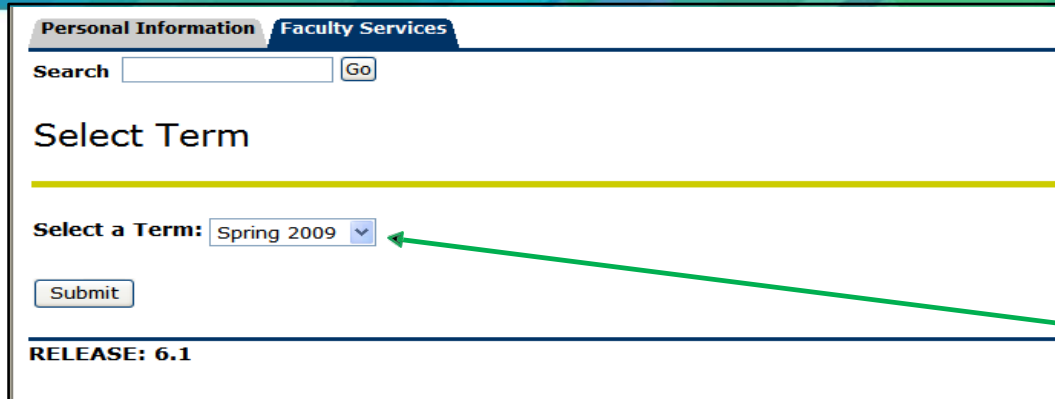
- Student Information Menu
 - Term Selection
 - CRN Selection
 - Faculty Detail Schedule
 - Week at a Glance
 - Detail Class List
 - Summary Class List
 - Midterm Grades
 - Final Grades
 - Incomplete Grades Summary
 - Registration Overrides
 - Add or Drop Classes
 - Look Up Classes
 - Faculty and Advisor Security Information
 - Active Assignments
 - Assignment History
 - Class Schedule
 - Course Catalog
 - Office Hours
 - Faculty Workload Review

For Department Chair use only

RELEASE: 8.8.3

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

How to submit final grades



Personal Information Faculty Services

Search Go

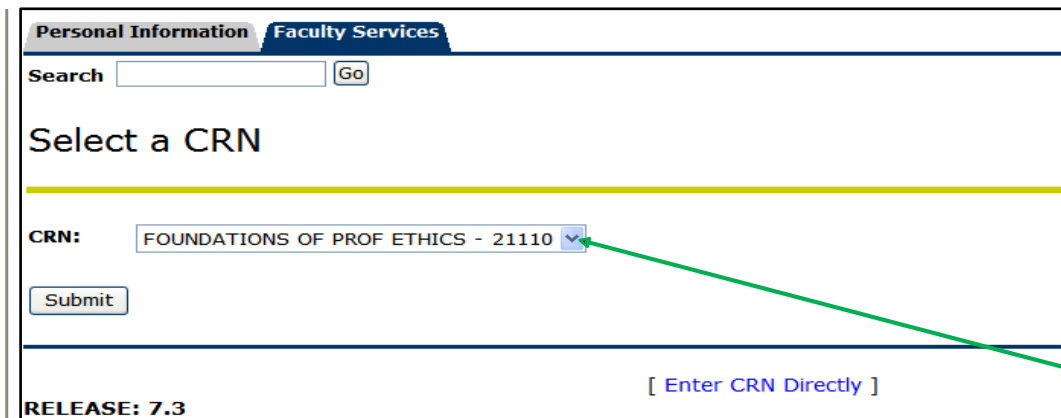
Select Term

Select a Term: Spring 2009 ▼

Submit

RELEASE: 6.1

Step 5: Select Spring Full-term 2024 or Spring 2 Online Mini-term 2024 **Submit**



Personal Information Faculty Services

Search Go

Select a CRN

CRN: FOUNDATIONS OF PROF ETHICS - 21110 ▼

Submit

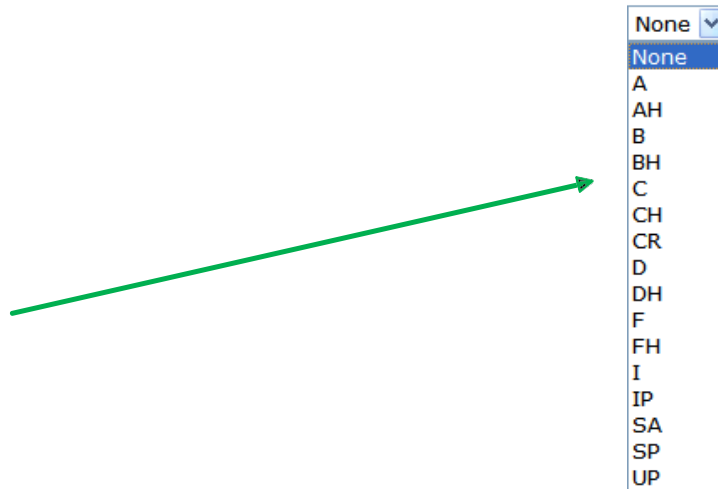
[Enter CRN Directly]

RELEASE: 7.3

Step 6: From the drop down menu select the course which you would like to view your Roster then click on **Submit**

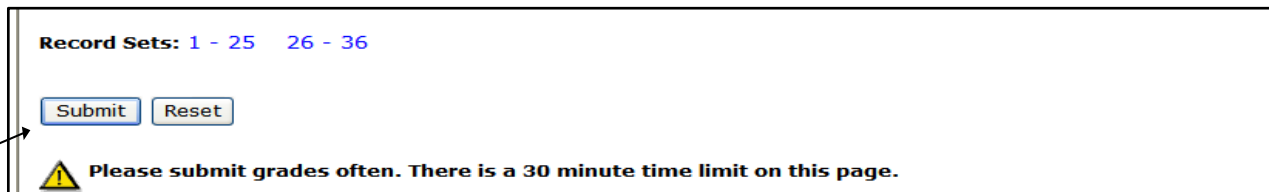
How to submit final grades

Step 7: You will notice a column titled **FINAL**. Click on **ENTER** on the first student record. From the column titled **GRADE**, you will use the drop down menu to enter a grade.




Please enter a final 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.

How to submit final grades



Record Sets: 1 - 25 26 - 36

 Please submit grades often. There is a 30 minute time limit on this page.

An arrow points from the left side of the slide to the 'Submit' button in the screenshot.

Step 8: When you have finished click on the **SUBMIT** 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.

Repeat the whole process for any other course(s) you are teaching.

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.
- Faculty Self-Service 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.