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

OFFICE OF THE UNIVERSITY REGISTRAR

MIDTERM GRADES

- **October 18th:** Midterm grade submission is open in both Canvas and Faculty Self-Service.

- **November 1st:** Midterm grade submissions due. Both Canvas and 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 or in Canvas.

- 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

The Island University

Texas A&M University-Corpus Christi

Personal Information   Faculty Services

Search [_____] Go   ACCESSIBILITY SITE MAP HELP EXIT
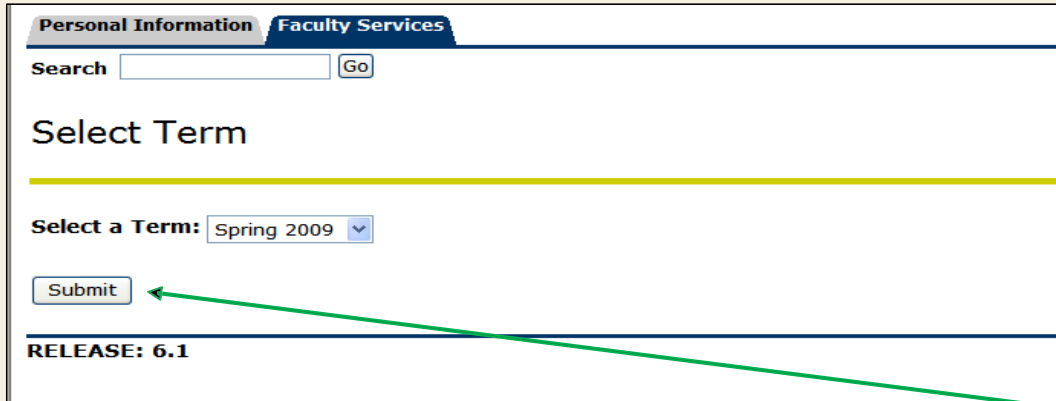
Main Menu

, to the WWW Information System! Last web access on Jan 22, 2009 at 02:59 pm

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

RELEASE: 7.4   powered by
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From the Main Menu select **Faculty and Advisors**.
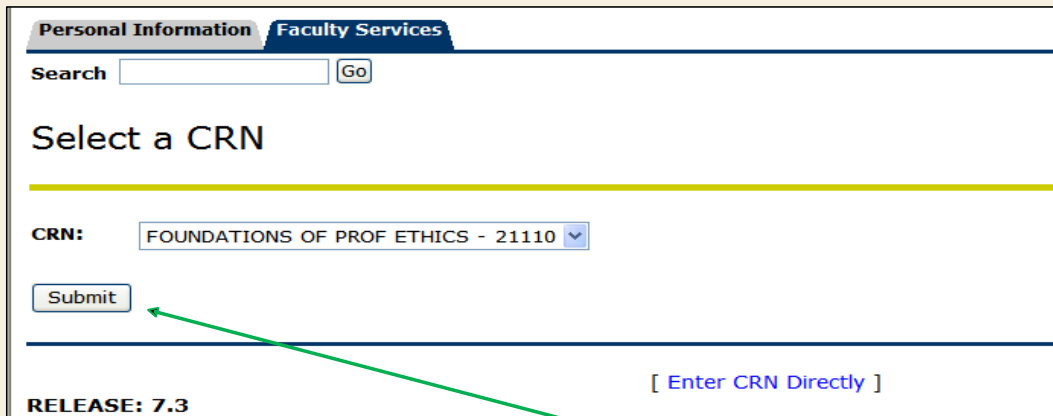
MIDTERM GRADES

From the Faculty and Advisors Menu select **Midterm Grades.**

MIDTERM GRADES

Select the current semester then click on **Submit**
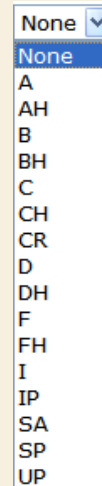
From the drop down menu select the course which you would like to view your Roster then click on **Submit**

MIDTERM GRADES

- This will bring up your Class Roster
- You will notice a column titled **Midterm**. 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 mid-term 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.
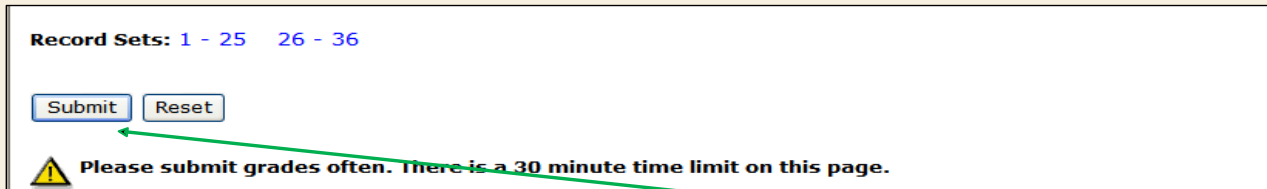
```
None ▾
None
A
AH
B
BH
C
CH
CR
D
DH
F
FH
I
IP
SA
SP
UP
```

MIDTERM GRADES

Record Sets: 1 - 25   26 - 36

Submit   Reset

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

When you have finished click on the **Submit** 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 or will 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 and Canvas on November 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.