

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

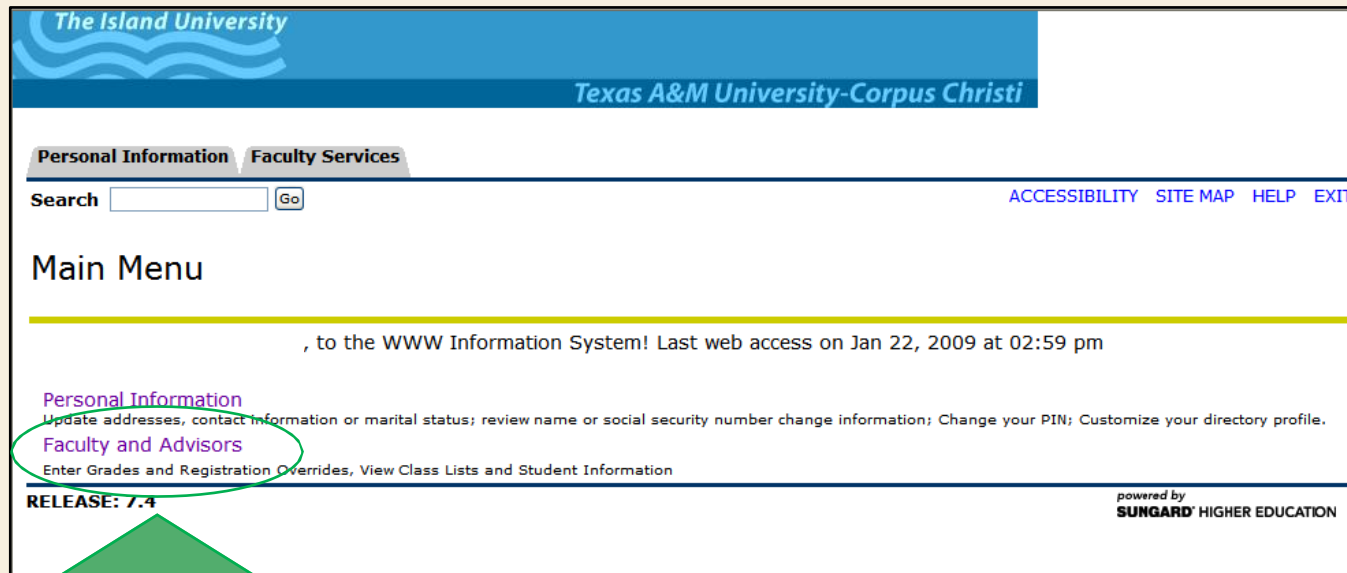
OFFICE OF THE UNIVERSITY REGISTRAR

MIDTERM GRADES

- **October 16th:** Midterm grade submission is open in Faculty Self-Service.
- **October 30th:** 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



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 SUNGARD HIGHER EDUCATION

From the Main Menu select **Faculty and Advisors**.

MIDTERM GRADES



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

Search

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

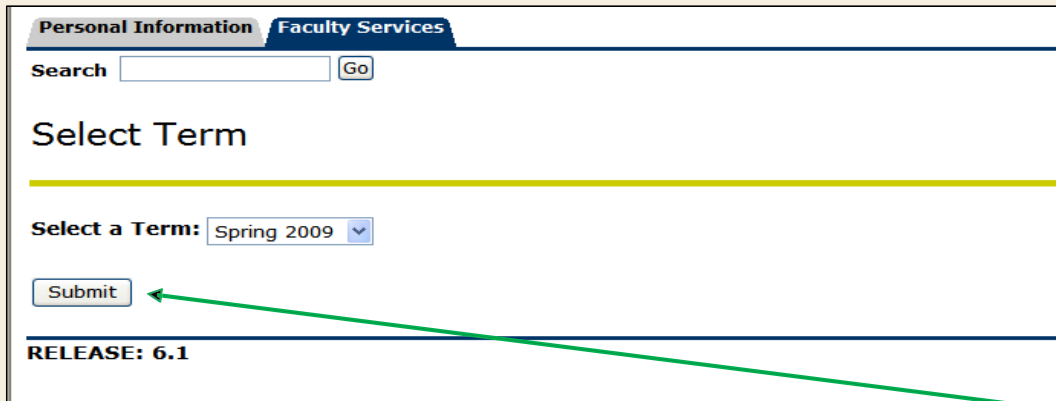
Faculty and Advisors

- [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

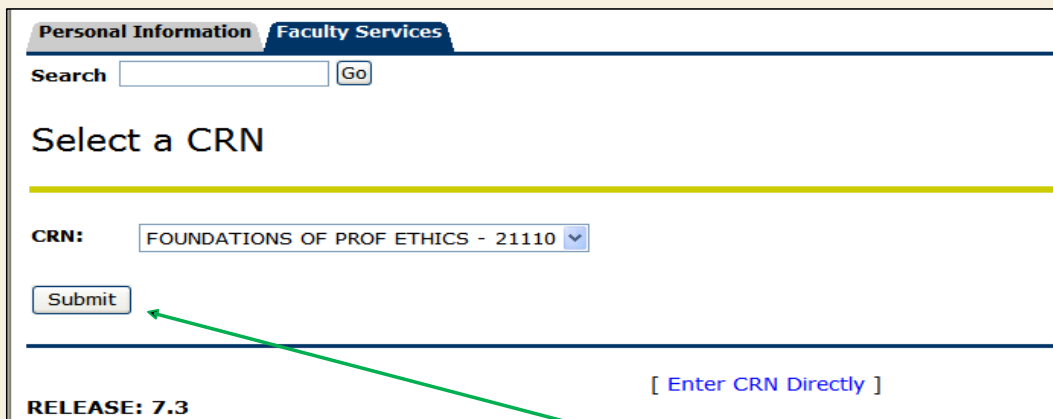
From the Faculty and Advisors Menu select [Midterm Grades](#).

MIDTERM GRADES



The screenshot shows a web interface with two tabs: 'Personal Information' and 'Faculty Services'. The 'Faculty Services' tab is active. Below the tabs is a search bar with a 'Go' button. The main heading is 'Select Term'. A horizontal yellow line separates the heading from the form content. Below the line is a dropdown menu labeled 'Select a Term:' with 'Spring 2009' selected. A 'Submit' button is located below the dropdown. A green arrow points from the 'Submit' button to the text below. At the bottom of the form, it says 'RELEASE: 6.1'.

Select the current semester then click on [Submit](#)

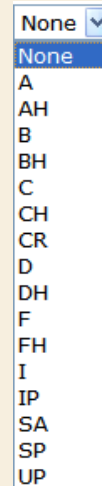


The screenshot shows the same web interface as the previous one. The main heading is 'Select a CRN'. A horizontal yellow line separates the heading from the form content. Below the line is a dropdown menu labeled 'CRN:' with 'FOUNDATIONS OF PROF ETHICS - 21110' selected. A 'Submit' button is located below the dropdown. A green arrow points from the 'Submit' button to the text below. At the bottom of the form, it says 'RELEASE: 7.3' and there is a link '[Enter CRN Directly]'.

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

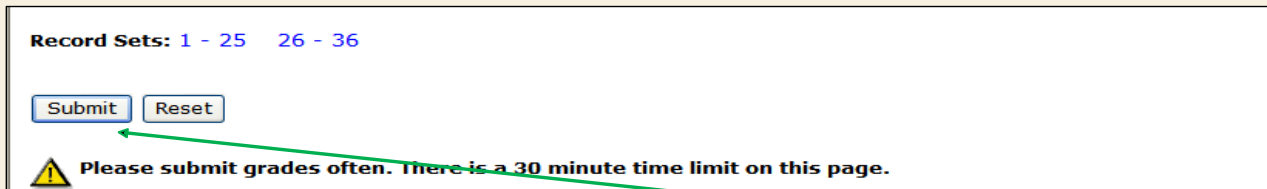
IP

SA

SP

UP

MIDTERM GRADES



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 on **October 30th 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.