



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

Office of the University Registrar

Important dates

- **December 07, 2018**: Final Grading cycle is open on both Blackboard and Faculty Self-Service.
- **December 18, 2018 (12 P.M.)**: Final grades due. Both Blackboard and Faculty Self-Service will close at 12:00 P.M. No extensions will be given.
- **December 18, 2018 (12 P.M.)**: Deadline to change any temporary grade of incomplete “I” awarded during previous semester to a letter grade. The Office of University Registrar will automatically change a grade of “I” to a final grade of “F” unless a Change of Grade Form has been submitted. If an extension is needed, please contact the Office of the Registrar.

Final grades and GPA calculation 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 (<https://banner-self-service.tamucc.edu/>)

Step 2: Enter your User ID and Pin to log-in. If you are having difficulties logging in, please contact the IT Help Desk at x2692.

The screenshot shows the Banner Faculty Self-Service web application. The header includes "The Island University" logo and "Texas A&M University-Corpus Christi". Below the header are navigation tabs for "Personal Information" and "Faculty Services". A search bar with a "Go" button and utility links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT" are visible. The "Main Menu" section displays a welcome message for Steven Schwerin and lists menu items: "Personal Information" (circled in green), "Faculty and Advisors", and "Overrides, View Class Lists and Student Information". A green arrow points to the "Faculty and Advisors" link.

Step 3: From the Main Menu select Faculty and Advisors

How to submit final grades

The screenshot shows the S.A.I.L. (Student Academic Information System) interface. At the top left is the Texas A&M University Corpus Christi logo. Below it are navigation tabs for Personal Information, Student, Financial Aid, and Faculty Services. A search bar is present with a 'Go' button. On the right, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Faculty and Advisors' and contains a list of menu items. A green arrow points to the 'Final Grades' item in the list. At the bottom left of the page, it says 'RELEASE: 8.8.3'.

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

Personal Information Student Financial Aid Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

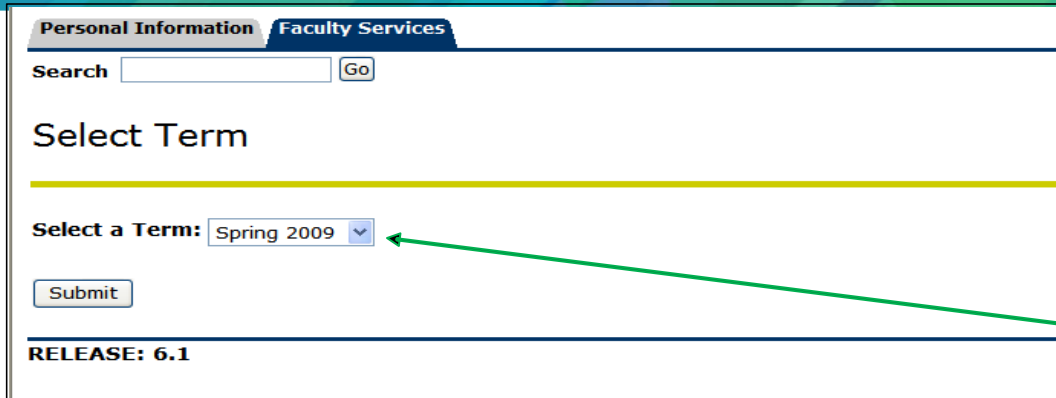
Faculty and Advisors

- 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

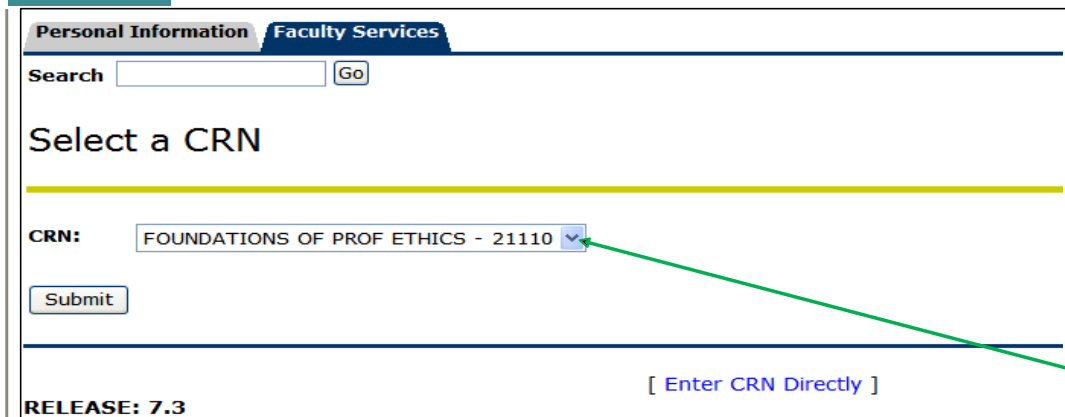
Select Term

Select a Term: Spring 2009 ▼

Submit

RELEASE: 6.1

Step 5: Current Semester will automatically default so click on **Submit**



Personal Information Faculty Services

Search Go

Select a CRN

CRN: FOUNDATIONS OF PROF ETHICS - 21110 ▼

Submit

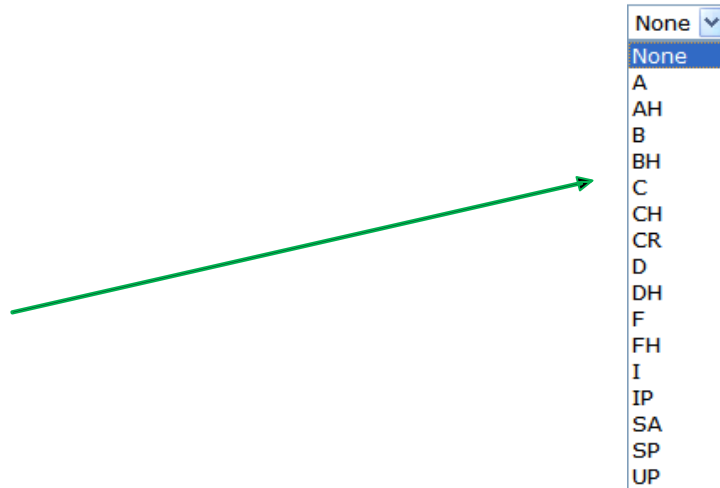
[Enter CRN Directly]

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**

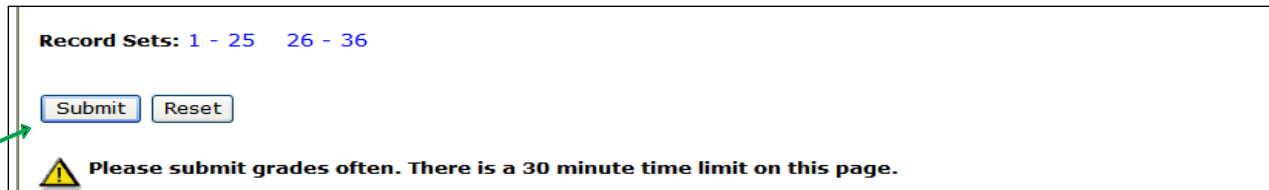
How to submit final grades

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



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 the evening of the 18th. Final GPA calculation & academic status will be posted once end of term processing has been completed by the office. Academic transcripts will be ready at this time.

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.

Who can I contact if I need assistance entering grades?

- Please contact the Office of the University Registrar at (361) 825-2624, or by e-mail at registrar@tamucc.edu. Additionally, our office is located at the Round Building. Please see the front desk for questions or concerns.