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

OFFICE OF THE UNIVERSITY REGISTRAR
MID-TERM GRADES

- October 17, 2018: Mid-Term Grading cycle is open on both Blackboard and Faculty Self-Service.
- October 31, 2018: Mid-Terms grades due. Both Blackboard and Faculty Self-Service will close at 10:00 p.m.

  Enter letter grades, or SA grades 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: https://banner-self-service.tamucc.edu/

- Mid-Term grades should be of the same type as your final grades
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- From the Banner Faculty Self-Service Login page enter your User ID and Pin. If you are having difficulties logging in, please contact the IT Help Desk at ext. 2692.

From the Main Menu select Faculty and Advisors.
From the Faculty and Advisors Menu select **Midterm Grades**.
**MID-TERM GRADES**

Current Semester will automatically default so click on **Submit**

From the drop down menu select the course which you would like to view your Roster then click on **Submit**
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• 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.
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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 this process for any other course(s) you are teaching.
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- Mid-Term grades do not affect a student’s GPA nor will they appear on their transcript.

- Students will be able to view their mid-term grades via SAIL right after you submit them.

- Mid-Term Grading cycle will close in Banner Faculty Self-Service and Blackboard on October 31, 2018 at 10:00 pm.

- Any issues or questions with entering Mid-Term grades please contact the Office of the University Registrar at x2624 or registrar@tamucc.edu.