



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

OFFICE OF THE UNIVERSITY REGISTRAR

MID-TERM GRADES

- March 06, 2018: Mid-Term Grading cycle is open on both Blackboard and Faculty Self-Service.
- March 28, 2018: Mid-Terms grades due. Both Blackboard and Faculty Self-Service will close at 5:00 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

MID-TERM GRADES

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

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

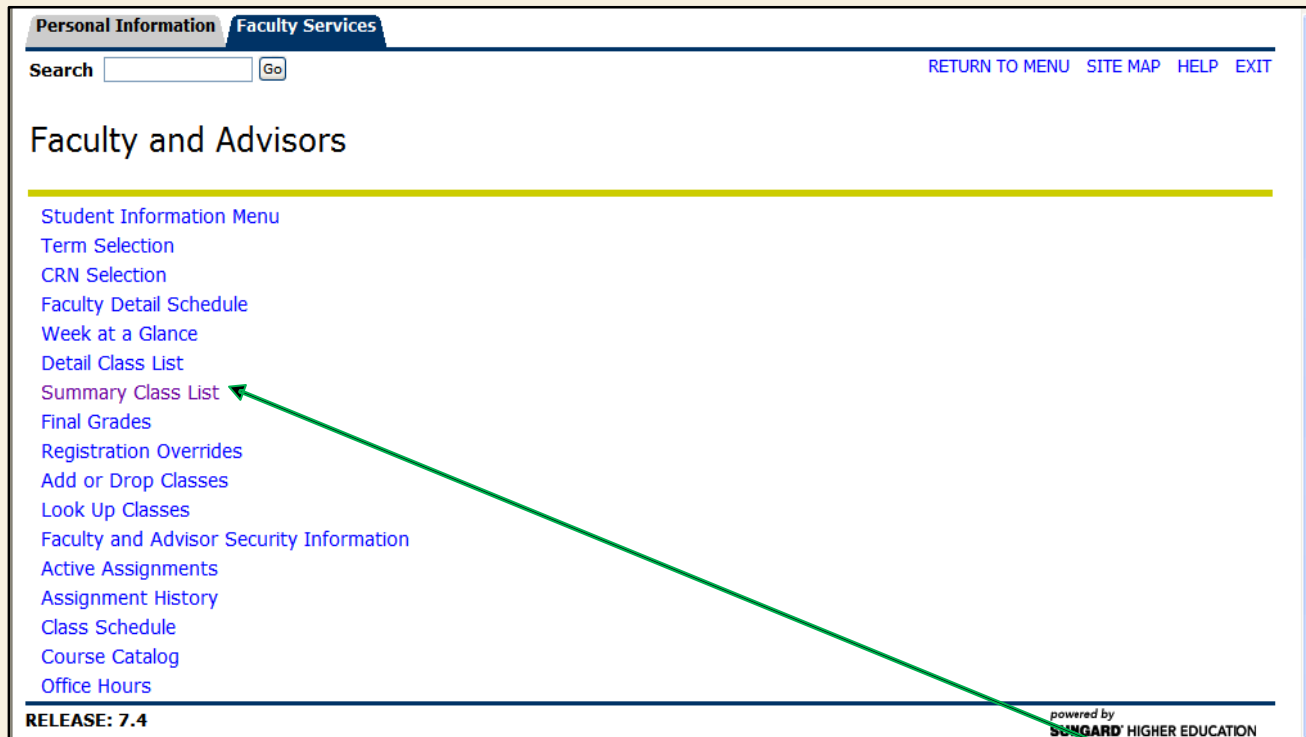
Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

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

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

MID-TERM GRADES



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes 'Personal Information' and 'Faculty Services' tabs. Below the navigation bar is a search box with a 'Go' button and 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 'Summary Class List' item. The footer of the page includes 'RELEASE: 7.4' and 'powered by SUNGARD HIGHER EDUCATION'.

Personal Information 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
- Final Grades
- Registration Overrides
- Add or Drop Classes
- Look Up Classes
- Faculty and Advisor Security Information
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Office Hours

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From the Faculty and Advisors Menu select Summary Class List

MID-TERM GRADES

Personal Information Faculty Services

Search Go

Select Term

Select a Term: Spring 2009

Submit

RELEASE: 6.1

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

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

MID-TERM 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 will 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.

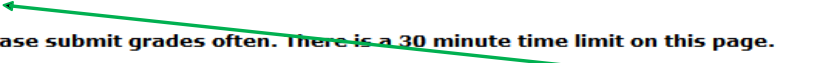


None	▼
None	
A	
AH	
B	
BH	
C	
CH	
CR	
D	
DH	
F	
FH	
I	
IP	
SA	
SP	
UP	

MID-TERM GRADES

Record Sets: 1 - 25 26 - 36

 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. 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.

MID-TERM GRADES

- **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 March 28, 2018 at 5:00 p.m.**
- **Any issues or questions with entering Mid-Term grades please contact the Office of the University Registrar at x2624 or registrar@tamucc.edu**