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

OFFICE OF THE UNIVERSITY REGISTRAR
MIDTERM GRADES

• March 4, 2020: Mid-Term Grading cycle is open in both Blackboard and Faculty Self-Service.

• March 25, 2020: Mid-Terms grades due. Both Blackboard 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: [http://sail.tamucc.edu/portal.html](http://sail.tamucc.edu/portal.html) or in BlackBoard.

• Mid-Term grades should be of the same grade type as your final 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.

From the Main Menu select **Faculty and Advisors**.
From the Faculty and Advisors Menu select **Midterm Grades**.
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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.
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.
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• 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 cycle will close in Banner Faculty Self-Service and Blackboard on March 25, 2020 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.