

Electronic Submission of EARLY ALERT Grades
Fall 2009



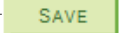
For Assistance:

- Technical or Password Reset: Contact the Academic Computing Help Desk (M-F, 7:45 am – 4:30 pm) at (920) 424-3020; acshelp@uwosh.edu
 - Procedural/Coaching Questions: Contact the Registrar's Office (M-F, 7:45 am – 4:30 pm) at (920) 424-0495; or email twgrades@uwosh.edu
 - UserID, Class or Student Enrollment Questions: Contact your Academic Department Associate in your Department's Main Office
 - Deadlines/Tutorial: Links available on Registrar's Office web page at <http://www.uwosh.edu/registrar/egrading/index.php>
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EARLY ALERT Grade Entry Preparations:


- Review Early Alert E-grading Tutorial (<http://www.uwosh.edu/registrar/egrading/index.php>)
 - Know your UserID and Password for logging into Titan Web
 - ✓ **UserID:** W followed by 7-digit number assigned to you in UWO database
 - ✓ **Password:** In ALL CAPS, your *default* password consists of first 2 letters of first name, first 2 letters of last name, and last 4 numbers in UserID (e.g., BEFL0000)
 - Login to Titan Web and view your **Class Roster(s)**. For instructions, click on the [**Instructor Advisor Help**] link on the Titan Web page (<http://www.uwosh.edu/registrar/titanweb/>)
 - ✓ Are ALL students attending your class listed on the Class Roster? (If **no**, inform the student that s/he should contact the Registration Office in Dempsey 130)
 - ✓ Are there students on the Class Roster who have stopped attending or whom you thought had dropped the class? If **yes**, the student did not officially drop the class so you will be required to assign a grade if the student's name appears on the Early Alert Grade Roster.
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EARLY ALERT Grade Entry Quick Guide:

- **Early Alert Grade Rosters** will be available in Titan Web as of **8:00 AM Wed., September 30**.
- The **deadline** for submitting early alert grades is **4:00 PM Friday, October 16**. Your access to the rosters will promptly be removed after the deadline date/time.
- Using your internet browser (e.g., Internet Explorer), login to **Titan Web**: <http://www.uwosh.edu/tw/>.
- On the **Faculty Center** page, note the TERM that appears and change it, if necessary, by clicking on the  button.
- On the **Faculty Center** page, locate your class(es) in the **My Teaching Schedule** section.
- Click on the Grade Roster icon [] located to the immediate left of the Class number (e.g., Comm 111, 001C).
- Make sure the **Grade Roster Type** is **Early Alert** [*Grade Roster Type]
- Record each student's grade in the **Roster Grade** box using the drop-down arrow to select the appropriate grade. The early alert grade choices are: **ACA** = Academic Issues; **ATT** = Attendance Issues; **BOT** = Both Academic and Attendance Issues; and **OK** = No Academic or Attendance Issues. As you record grades, frequently click on the **SAVE** icon [] at the end of the roster to avoid timing out and the potential loss of grades.

- Once grades are recorded for **every** student on the roster **and** you are ready to submit the grades to the registrar, select ‘**Submit to Registrar**’ in the ***Approval Status** box [*Approval Status].
- Click [**Save**].
- A pop-up message will appear that confirms the successful submission. Click [**OK**]. Another pop-up message will appear stating that a confirmation email message has been delivered to your Titan Mail account (@uwosh.edu). Click [**OK**].
- To print the Early Alert Grade Roster, click on the [**Printer Friendly Version**] button, and use your internet browser’s print feature.
- Until further notice, we do not recommend using the [] or [] buttons that are available at the bottom of the roster for emailing students.
- If you need to record grades for additional classes, click [**Return**] at the bottom of the roster.
- When finished, click [**Sign out**] in the upper right-hand corner.
- Close your internet browser by clicking the [**X**] in the top right-hand corner.
- Check your UW Oshkosh Titan Mail account [@uwosh.edu] for the grading confirmation email from the UWO Registrar’s Office. If you do NOT receive this email, your early alert grades were NOT submitted successfully and you will need to check the Early Alert Grade roster and repeat the process.

Tips & Notes:

- Generally, Titan Web is *not available M – F between 2:00 and 7:00 am* because of system backups and maintenance.
- If you do not have DSL or another form of high-speed internet access at home, you would benefit from connecting to Titan Web from your office.
- Do **NOT** use the [[Help](#)] link at the upper right of each web page for e-grading assistance. A link to **E-grading resource materials** is available on the **Faculty Center Home** page.
- **SAVE often** while you are entering grades to avoid being timed out of the system.
- **DO** use the links at the *end of the roster* to return to previously viewed web pages, **NOT** the browser back button [].
- Do **NOT** use the center scroll button on the computer mouse to scroll down a roster. **DO** use the scroll bar at the far right of the page.
- The students listed on your grade roster(s) are officially registered for the class **as of the date the roster is created by the Registrar’s Office**. Grade rosters can be **re-created** by calling the Registrar’s Office (920-424-0495) if you believe some students have been added or dropped.
- Assigning the **SAME** grade to **ALL** students? Use the [] button on the roster.
- Students will have access to their Early Alert grades in Titan Web. They will be located on the ‘View My Grades’ page by clicking on the “Mid-term Grades” tab.
- **Change your PASSWORD!** The [**Change My Password**] link is located in the Menu section on the Faculty Center home page. Write it down for future reference, but keep it secure.

Need additional information or have questions? We are here to help, so please call (920) 424-0495 or 1199.

The Records Office Staff
(*Bex, Julie & Debbie*)

