

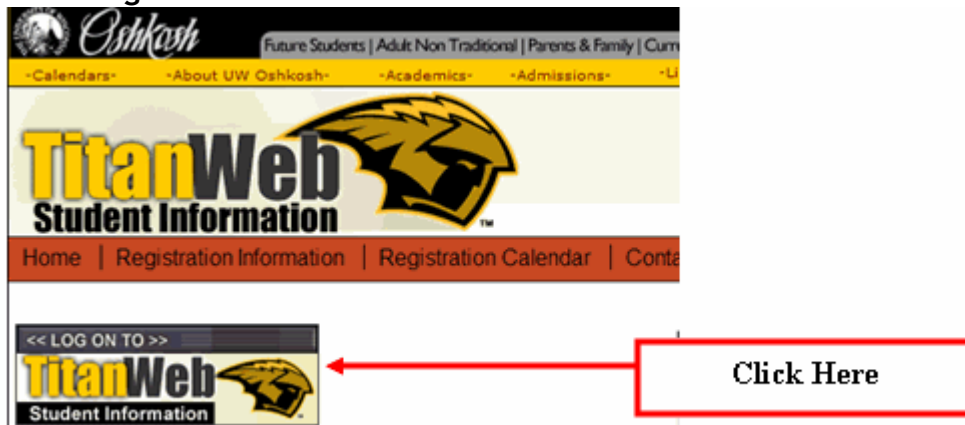
e-Grading:

Electronic Submission of FINAL Grades (e-Grading) via Titan Web

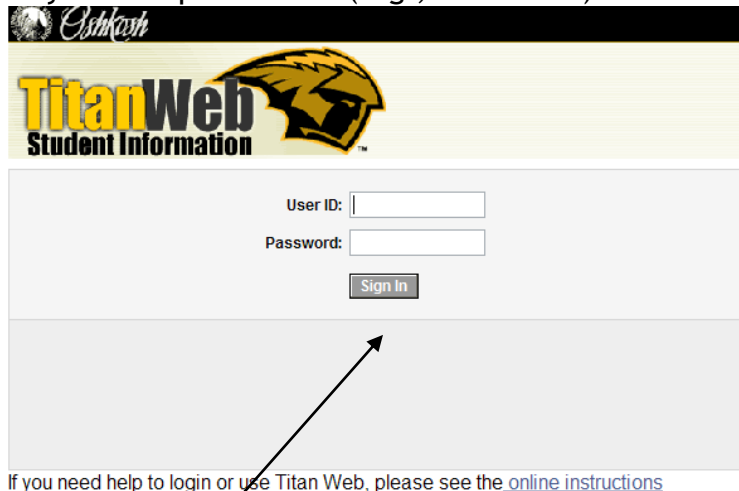
To record student grades and submit grades to the Registrar's Office for posting, follow the instructions below.


Logging on to Titan Web

1. Using your internet browser (i.e., Internet Explorer) go to:
<http://www.uwosh.edu/tw>.
2. Click on Log On To Titan Web Student Information box:



3. The TitanWeb Student Information Sign-in Page appears. In UPPER CASE, enter your campus User ID (e.g., W1234567) and Password (e.g., BEFL4567).

A screenshot of the TitanWeb Student Information Sign-in Page. The page features the Oshkosh logo at the top left, followed by the "TitanWeb Student Information" logo and a large yellow and black eagle head graphic. Below the header is a white sign-in form with the following fields: "User ID:" followed by a text input field, "Password:" followed by a text input field, and a "Sign In" button. Below the form is a grey footer area with the text: "If you need help to login or use Titan Web, please see the [online instructions](#)". A black arrow points from the "Sign In" button in the form to the "Sign In" button in the footer area.

4. Click on  button.

Note: Password instructions above are for **first-time** Titan Web users. Use the default password (first two letters of first name; first two letters of last name; last four numbers in campus id number). If you have already used Titan Web before, enter your "chosen" password. Forgot your password? Call (920) 424-3020 or email acshelp@uwosh.edu.

IMPORTANT! For security reasons, you need to **Change your Password** the first time you log on to Titan Web. You are encouraged to change your password often!

- From the **Main Menu** on the left side of the Faculty Center Home page, click on the [[Change My Password](#)] link. Follow the instructions on the **Change Password** page:

Change Password

User ID:

Description: Beverly Flanigan

Passwords are case-sensitive. As you are entering your password, asterisks (*) will appear - you will not be able to tell if you are entering in UPPER or lower case.

Please note if the Caps Lock key is on or off.

If the Caps Lock key is on - you will be entering your password in UPPERCASE.

For example: ABC123

If the Caps Lock key is off - you will be entering your password in lowercase.

For example abc123

Passwords must be six or more characters long and at least one of the characters must be a digit.

Click the Change Password button -- pressing enter will NOT save the changed password.

*Current Password:

*New Password:

*Confirm Password:

[Change Password](#)

Accessing Your FINAL Grade Roster(s)

- On the **Faculty Center** page, note the default term that appears; click on the [**Change Term**] button to select a different term, if necessary.

The screenshot shows the Faculty Center interface. At the top, there are three buttons: "faculty center", "class search", and "browse catalog". Below these, the text "Faculty Center" is displayed. Underneath, there are links for "e-Grading Resources" and "View My Advisees". The current term is displayed as "Fall 2008 | UW Oshkosh". A green button labeled "change term" is visible, with a red arrow pointing to it from a red-bordered box containing the text "Click here to choose a term".

- The **Select Term** page appears. Select the desired term and click on the **[Continue]** button.

Fred Faculty

faculty center class search browse catalog

Faculty Center

Select Term

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> Fall 2008	UW Oshkosh
<input type="radio"/> Fall 2007	UW Oshkosh
<input type="radio"/> Spring 2007	UW Oshkosh

CONTINUE

Click **Continue** to return to Faculty Center Home Page

- Select **[Show Enrolled Classes Only]**. Click on the **Grade Roster Icon** [📄] next to the class that needs grade entry.

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster Grade Roster

My Teaching Schedule > Fall 2008 > UW Oshkosh

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENV STDS 101-001C (92342)	Environmntl Issues (SS) (Lecture)	1	TuTh 3:00PM - 4:30PM	Swart Hall 302	Sep 3, 2008- Dec 12, 2008
	ENV STDS 375-001C (92439)	Ecosocial Advocacy (Lecture)	3	TuTh 11:30AM - 1:00PM	Swart Hall 240	Sep 3, 2008- Dec 12, 2008

Do NOT click here. These are only "keys" to the icons.

Click here to access grade roster

Note: If no grade roster icon appears, the grade roster has not been generated by the Registrar's Office and/or you do not have grading approval access to the class. Refer to the [E-grading Calendar](#) for grade roster generation dates. Contact your instructional department's university services associate or chairperson and the Registrar's Office (920) 424-0495) if you should have grading access to the class.

Entering the FINAL Grades on the Grade Roster(s)

- On the **Grade Roster** page, enter each student's grade in the **Roster Grade** column by selecting the appropriate grade from the drop-down list of valid grades for the class/student.

- If you will be assigning the **SAME** grade to **ALL** students on the **Grade Roster**, you do not have to record each student's grade individually in the **Roster Grade** column. Choose the grade from the drop-down list in the **box next to the [<- add this grade to all students] button**. Click on the [<- add this grade to all students] button, and the grade will be inserted in the **Roster Grade** input box for **ALL** students.

WARNING: Use this option with extreme caution! Even if different grades have already been saved for some students, their grades will also be changed to the grade selected when clicking on the [<- add this grade to all students] button.

- Save your entries by clicking on **SAVE** at the bottom of the grade roster. Click **SAVE** often as you work! Titan Web will time out if left inactive for 20 minutes, so be sure to **SAVE** before leaving the computer, or the grades may be lost. You can partially complete grade entry on a roster, save your work and return to complete it at a later time.

The screenshot shows the 'Grade Roster' page for 'ENV STDS 375 - Ecosocial Advocacy 001C'. It includes a 'Meeting Information' table, 'Grade Roster Type' (Final Grade), 'Approval Status' (Ready to Grade), and a 'Student Grade' table. A red box highlights the '<- add this grade to all students' button with the text 'Click to select the grade'. Another red box highlights the 'SAVE' button with the text 'Click SAVE often to avoid timeouts and loss of grades.'.

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:30AM - 1:00PM	Swart Hall 240	Fred Faculty	09/03/2008 - 12/12/2008

*Grade Roster Type: Final Grade
Approval Status: Ready to Grade
 Display Unassigned Roster Grade Only

Student Grade	Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	<input type="checkbox"/>	[REDACTED]	Titan, Troy L	[REDACTED]		GRD	Undergrad Business Adm - Business (Undeclared) - PreBus	Freshman

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

Important: You must click **SAVE** to keep your grade roster page "active." Simply keying data or changing data without clicking on **SAVE** may result in a system timeout.

Submitting FINAL Grades to the Registrar's Office

1. When finished entering ALL grades, change the **Approval Status** by selecting **Submit to Registrar** from the drop-down list.
2. Click on **SAVE**.

Faculty Center

Grade Roster [View FERPA Statement](#)

ENV STDS 375 - Ecosocial Advocacy
001C
Lecture (92439)

Fall 2008 | Fourteen Week | UW Oshkosh | Undergraduate

WARNING: For security reasons, you will be logged out of Titan Web after 20 minutes of inactivity. Grades entered but not saved within 20 minutes will be lost. To prevent timing out, click on SAVE frequently while recording grades.

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:30AM - 1:00PM	Swart Hall 240	Fred Faculty	09/03/2008 - 12/12/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Approval Status: Submit to Registrar

Student Grade

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	<input type="checkbox"/>	Titan, Troy L	AB		GRD	Undergrad Business Adm - Business (Undeclared) - PreBus	Freshman

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

Click on drop-down arrow to select Submit to Registrar

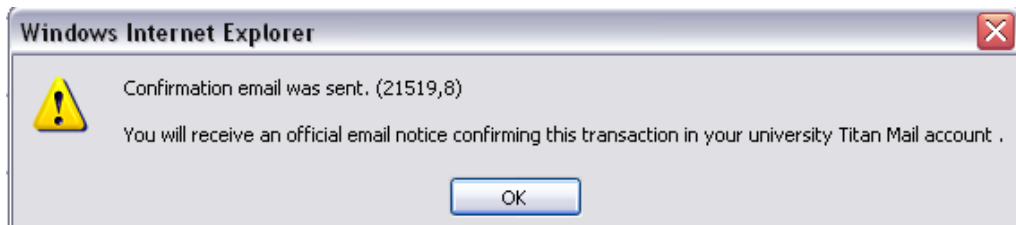
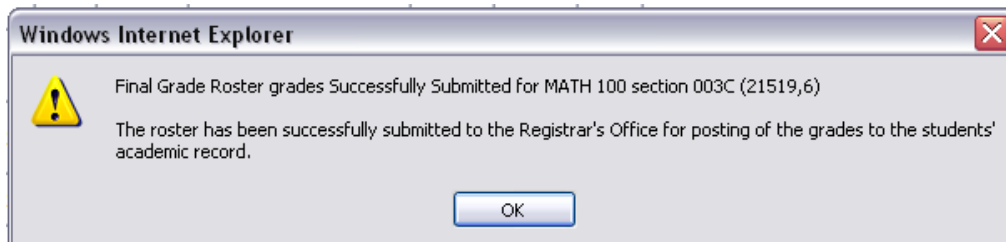
Click on SAVE

Important: Is there an unknown student on your roster or one who stopped attending? Assign an "F" grade. This is a registration problem and the student needs to appeal for a retroactive drop of the class.

Important: Is a student's name missing? The student may be filing a late add appeal and the paperwork has not been processed. If a final grade has been recorded by you on the Late Add Appeal Form, you do not need to do anything. Otherwise, you can report the grade to the Registrar's Office by filling out the [Form for Reporting Grades For Non-Registered Students](#).

Warning: Do **NOT** use the 'scroll wheel' (if one exists) on your computer mouse to scroll up and down the page. Since the Roster Grade or Approval Status field may be highlighted when using the wheel, you could unintentionally change a student's grade or the Approval Status! *To scroll, use the scroll bar on the far right side of the page.* Rosters in a 'Ready to Grade' status cannot be posted.

3. Two pop-up messages will appear to confirm a **successful** submission of final grades. Click **OK** to continue. **Samples** of these messages appear below:



4. Another verification that the Grade Roster was submitted to the Registrar's Office successfully is by checking again that the Approval Status is set to '**Submit to Registrar**' and that each **Roster Grade** field has changed from an open input box to a **non-editable** text box. **Note:** The **Official Grade** will **NOT** appear on the grade roster until *after the grade posting process is run by the Registrar's Office (at 6:00 pm daily)*.

Faculty Center

Grade Roster

 [View FERPA Statement](#)

ENV STDS 375 - Ecosocial Advocacy
001C

Lecture (92439)

Fall 2008 | Fourteen Week | UW Oshkosh | Undergraduate

WARNING: For security reasons, you will be logged out of Titan Web after 20 minutes of inactivity. Grades entered but not saved within 20 minutes will be lost.

To prevent timing out, click on SAVE frequently while recording grades.

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 11:30AM - 1:00PM	Swart Hall 240	Fred Faculty	09/03/2008 - 12/12/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

Approval Status:

Non-editable text

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	[REDACTED]	Titan, Troy	AB		GRD	Undergrad Business Adm - Business (Undeclared) - PreBus	Freshman

NOTIFY SELECTED STUDENTS

NOTIFY ALL STUDENTS

PRINTER FRIENDLY VERSION

RETURN

SAVE

Click on **RETURN** to select another grade roster


Click on **RETURN** to select another grade roster.

Note: Look for an email from the UW Oshkosh Registrar's Office confirming the successful submission of your grades. The email is sent to your UW Oshkosh Titan Mail account (@uwosh.edu) ONLY.


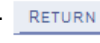
Printing a Copy of Your FINAL Grade Roster(s)

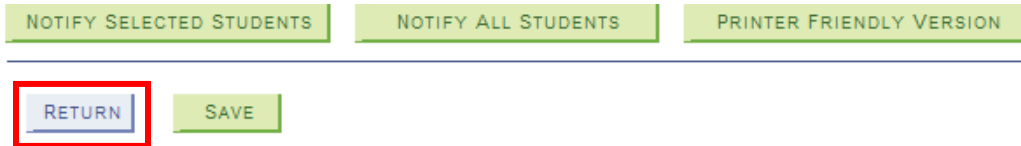
- To print the grade roster, click on the **Printer Friendly Version** [] button at the bottom of the page. Or the grade roster can be downloaded to Microsoft Excel and printed by selecting the


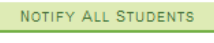

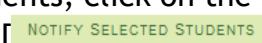
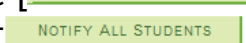
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	[REDACTED]	Titan, Troy L	AB		GRD	Undergrad Business Adm - Business (Undeclared) - PreBus	Freshman

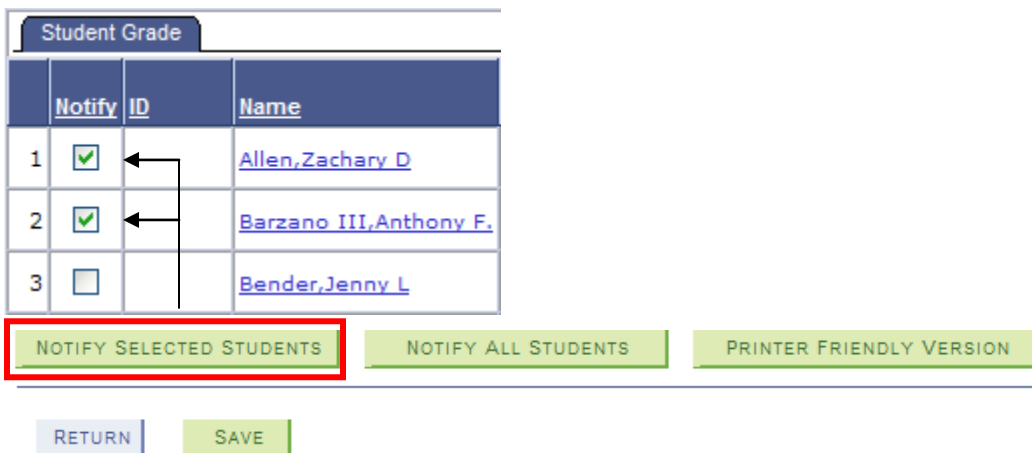
Download to Excel Icon 

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

- From the **Printer Friendly Version** page, click on the **browser print button** [] on the top right part of the page. Click on the [] button at the bottom of the page to go back to the **Faculty Center** page.



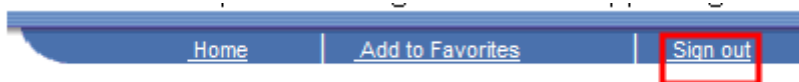
- You may send an email message to all or selected students on your grade roster by selecting the **Notify Selected Students** [] OR **Notify All Students** [] button at the bottom of the grade roster. To email **selected** students, click on the **Notify** [] box next to the student's ID, then click on the [] button. To email **ALL** students, simply click on the [] button.



Note: Please do **NOT** use this email option to notify students that you just recorded their grades unless you also inform them in the email that **they will not be able to view their grades on Titan Web until the Registrar's daily posting process runs at 6:00 PM.**

Logging off Titan Web

- When finished, click on '**Sign Out**' in the upper right-hand corner.



- Close your internet browser by clicking on the 'X' in the uppermost right-hand corner.

Note: The University of Wisconsin Oshkosh is not responsible for the fraudulent

access and abuse/misuse of an electronic academic record if a user fails to properly protect the UW Oshkosh Titan Web Registration System by not taking the necessary steps to completely log off the Titan Web system and browser after each use.

Posting of FINAL Grades by the Registrar's Office

- A nightly process is run at 6:00 pm that posts the grades for all grade rosters set to a 'Submit to Registrar' status. Once the grades are posted, students are able to access their grades via Titan Web.
Note: Students' term and cumulative *grade point averages* are not considered official until ALL final grades are posted and the *repeat checking process and coding* are completed by the Registrar's Office.

Changing FINAL Grades

1. Once the status on the Grade Roster is set to 'Submit to Registrar' and the grades are posted by the Registrar's Office, you cannot change grades on the Grade Roster. You must use the **Change of Grade Form** to change a grade.
2. Get the **Change of Grade Form** from your instructional department's university services associate. Fill it out and sign the form in the appropriate box.
3. Submit the **Change of Grade Form** to your department chairperson (or director) for signature. Some exceptions apply to graduate-level courses so contact the Office of Graduate Studies (920) 424-1233 for additional information.
4. Send the **Change of Grade Form** to the Registrar's Office for processing. Once processed, copies of the form are mailed to the department and the student.
5. The new 'official' grade for the student will appear in the **Official Grade** column on the Titan Web Grade Roster.