

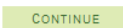






E - GRADING FACT SHEET

E-Grading Through Titan Web

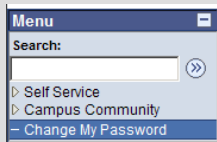
➤ BASIC GRADE ENTRY (Effective 7/28/08)

1. Log on to the Titan Web Student Information System (<http://www.uwosh.edu/tw/>)
2. On the **Faculty Center** page, click on **change term**  to select desired term. Click on term radio button . Click on **CONTINUE**  to return to the **Faculty Center** page.
3. On the **Faculty Center** page, click on **Grade Roster** icon  next to the Class Number in **My Teaching Schedule** section.
4. Enter grades and frequently **SAVE**  your entries while in the 'Ready to Grade' Approval Status.
5. When finished entering **ALL** grades on roster, set Approval Status to 'Submit to Registrar' and **SAVE**.
6. Sign out  and close  the internet browser.

QUICK TIPS

- Your **User ID** for TW login is the capital letter 'W' followed by your **7-digit campus id number** (i.e., W0000000). That number is on your TitanCard or contact your department's administrative support assistant.
- **Password** for first-time TW users: First 2 letters of first name, first 2 letters of last name and last 4 numbers of campus id (i.e., BEFL0000). Use **ALL CAPS**.

Change your password! Write it down for future reference, but keep it secure.



- **SAVE** grades often as you enter them on the grade roster.
- Check on 'Display Unassigned Roster Grades Only' to display only those students who still need a grade.
- Scroll down the Grade Roster page by clicking on the **scroll bar at the far right of the page**. Do NOT use a scroll wheel on a mouse, as you may *inadvertently* change data in fields.
- **Print a copy of your Grade Roster** for your records. Don't leave it in view of others as it contains confidential data protected by FERPA.
- **Don't miss grading deadlines.** Check dates on the **E-grading Calendar** at <http://www.uwosh.edu/registrar/egrading/calendar.php>

Titan Web Student Information System

FOR ASSISTANCE

Password, browser or other technical questions:

Call the Help Line (M-F, 7:45 AM – 4:30 PM) at (920) 424-3020; or email acshelp@uwosh.edu

Procedures, deadlines and/or grade roster questions:

Call the Registrar's Office (M-F, 7:45 AM – 4:30 PM) at (920) 424-1199 or 0495; email twgrades@uwosh.edu or contact your instructional department's administrative staff.

E-grading **tutorials**, **FAQ's**, and **troubleshooting guides** are available on the Registrar's Office website at: <http://www.uwosh.edu/registrar/>

Logging on from UWO Home Page (www.uwosh.edu):

Click on this tab

Titan Services

On the next page, under Titan Services and Campus Resources, click on the Titan Web link

- Titan Mail
- Titan Web
- Titan Files

PRIVACY NOTE

Keep your User ID and Password secure. Do NOT share it with anyone.

FERPA (Family Educational Rights and Privacy Act) affords students certain rights concerning their educational records. **View FERPA policies from Faculty Center:**

[Faculty Center](#)

[Grade Roster](#)

[View FERPA Statement](#)

