
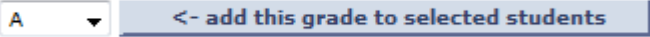
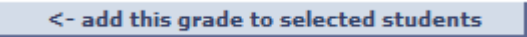


Entering Final Grades via Titan Web Grade Roster

1.	<p>On the Faculty Center page, the Grade Roster icon will only display when the grade rosters are made available by the Registrar's Office.</p> <p>In the My Teaching Schedule section, locate the class for which you want to assign grades and click its Grade Roster icon. </p>
2.	<p>Use the Grade Roster page to enter and submit grades for a class section.</p> <p>To begin, verify that the correct Term displays, that the Roster Type appearing is Final Grade and that the Approval Status is Ready to Grade.</p>
3.	<p>To sort the Grade Roster by any column, click the column header (e.g., Name or Level).</p>
4.	<p>(A) If you wish to assign the SAME grade to ALL students in the class, click on the Select All link at the bottom of the roster; a checkmark will appear in the box to the left of every student's name. Select All Clear All</p> <p>(B) Then click on the drop-down arrow adjacent to the <- Add this grade to selected students button and choose the appropriate grade.</p> <p></p> <p>(C) After selecting the grade, click on the <- Add this grade to selected students button.</p> <p></p>
5.	<p>To assign unique grades to each student, click on the drop-down arrow in the Roster Grade column.</p>
6.	<p>The grading basis/grades appropriate to the particular student appear in the drop-down list. Select the appropriate grade.</p>
7.	<p>When you are finished entering grades, click the save button next to the Approval Status box OR the SAVE button at the bottom of the roster. You should save frequently while entering grades to prevent the loss of unsaved grades in the event of a system timeout or interruption, especially with large classes!</p> <p>*Approval Status <input type="text" value="Ready to Grade"/> <input type="button" value="save"/> OR <input type="button" value="SAVE"/></p> <p>NOTE: In accordance with Financial Aid and Federal Regulations, if you assign any "F" grades, you will receive another page prompting you to enter one of three reasons for the "F" grade.</p> <p>TIP: If you would like to assign grades for some but not all students in the class, you can do so by entering the grades and clicking on Save. When you are ready to enter grades for the remaining students, place a checkmark in the Display Unassigned Roster Grade Only checkbox. This will hide the previously graded students from view.</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>
8.	<p>Approve the grades by clicking on the Approval Status drop-down arrow and select Submit to Registrar.</p> <p>*Approval Status <input type="text" value="Submit to Registra"/> <input type="button" value="save"/></p>
9.	<p>Click the Save button.</p>
10.	<p>A Grades Successfully Submitted message will appear. Click OK.</p>
11.	<p>A Confirmation email was sent message will appear. Click OK.</p> <p>NOTE: The confirmation email is sent to your TitanMail account (@uwosh.edu) only. If you do not have a TitanMail account assigned to you, a No confirmation email was sent message will appear.</p>

