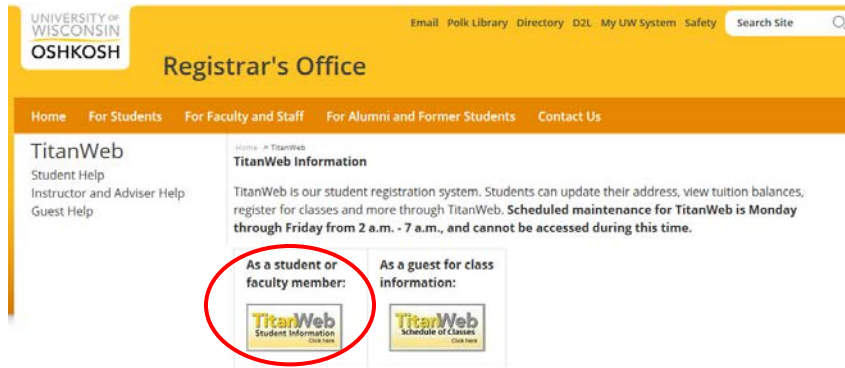


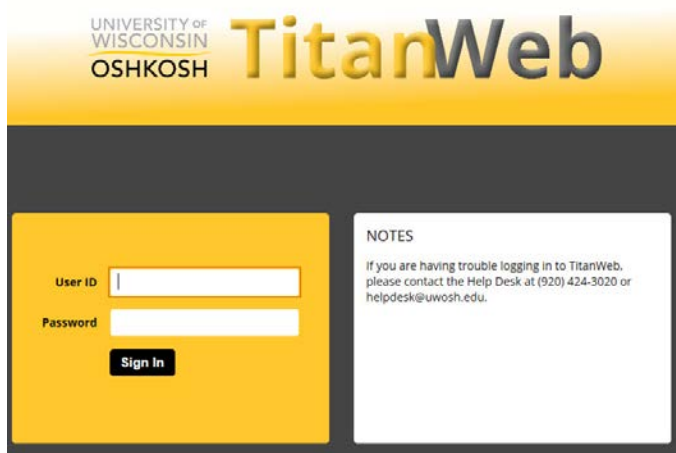
Electronic Submission of FINAL Grades (e-Grading) via TitanWeb

Logging on to TitanWeb

1. Using your Internet browser (i.e., Internet Explorer [preferred] or Mozilla Firefox) go to <https://www.uwosh.edu/registrar/titanweb/>.
2. Click the **TitanWeb Student Information** box:



3. In **UPPER CASE**, enter your campus User ID (e.g., WØ123456) and Password (e.g., BEFL4567)



4. Click **Sign In**

Note: The default password for **first-time TitanWeb users** is: first two letters of first name + first two letters of last name + last four digits of campus ID number. The letters must be capitalized (e.g., BEFL4567). If you have previously logged into TitanWeb, enter the password you created. If you have forgotten your TitanWeb ID number and/or password, call (920) 424-3020 or email helpdesk@uwosh.edu.

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

To change your password, from the Main Menu on the left side of the Faculty Center home page, click 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:

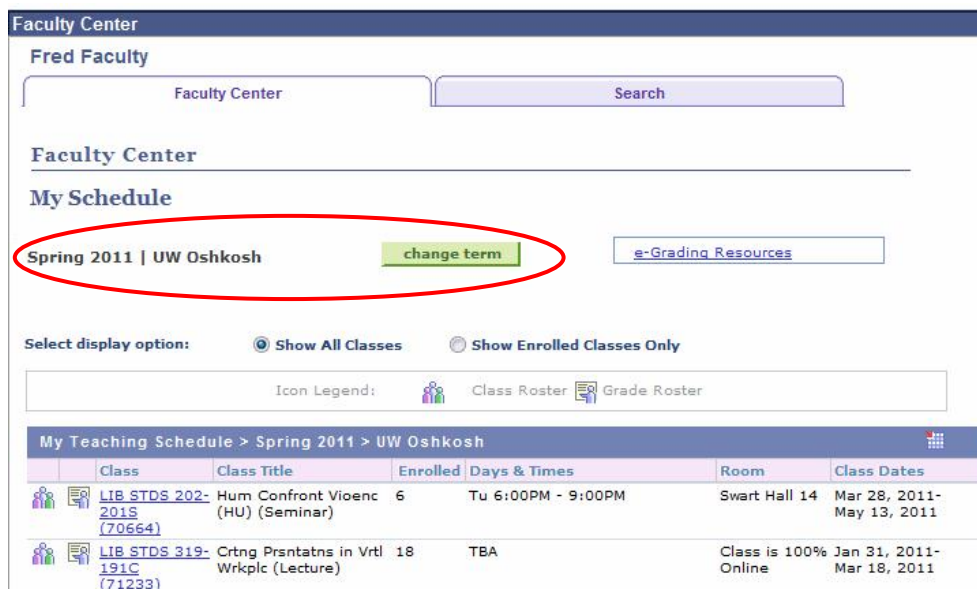
*New Password:

*Confirm Password:

[Change Password](#)

Accessing Your Grade Roster and Entering Final Grades

1. On the **Faculty Center** home page, note the term; if necessary, click [change term](#)



Faculty Center

Fred Faculty

Faculty Center Search

Faculty Center

My Schedule

Spring 2011 | UW Oshkosh [change term](#) [e-Grading Resources](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Spring 2011 > UW Oshkosh

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
LIB STDS 202-2018 (70664)	Hum Confront Vioenc (HU) (Seminar)	6	Tu 6:00PM - 9:00PM	Swart Hall 14	Mar 28, 2011- May 13, 2011
LIB STDS 319-191C (71233)	Crtnng Prsntatns in Vrtl Wrkplc (Lecture)	18	TBA	Class is 100% Online	Jan 31, 2011- Mar 18, 2011

If you clicked [change term](#) the **Select Term** page appears. Select the desired term then click [CONTINUE](#)

Fred Faculty

Faculty Center | Advisor Center | Search

Faculty Center

Select Term [View FERPA Statement](#)

[CONTINUE](#)



Select a term then click Continue.

Term	Institution
<input type="radio"/> Spring 2013	UW Oshkosh
<input type="radio"/> Fall 2012	UW Oshkosh
<input type="radio"/> Summer 2012	UW Oshkosh
<input checked="" type="radio"/> Spring 2012	UW Oshkosh
<input type="radio"/> Fall 2011	UW Oshkosh

[CONTINUE](#)





[Faculty Center](#) | [Advisor Center](#) | [Search](#)

2. Click the Grade Roster icon  located to the left of the class name

Icon Legend:  Class Roster  Grade Roster

Do not click this icon; it is for reference only.

My Teaching Schedule > Spring 2012 > UW Oshkosh

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ENGLISH 210-001C (10737)	Classical & Medieval Lit (HU) (Lecture)	30	TuTh 11:30AM - 1:00PM	Clow Class 45	Jan 30, 2012-May 11, 2012
 ENGLISH 302-02C (10771)	Adv Comp Hum (EN) (Lecture)	28	MoTuWeThFr 10:00AM - 1:00PM	S. Polk Library 21	May 14, 2012-Jun 1, 2012
 ENGLISH 353-001C (10807)	Early Modern British Lit: (OC) (Lecture)	21	Tu 3:00PM - 6:00PM	Clow Class 45	Jan 30, 2012-May 11, 2012
 ENGLISH 553-001C (10808)	Early Modern British Lit (OC) (Lecture)	1	Tu 3:00PM - 6:00PM	Clow Class 45	Jan 30, 2012-May 11, 2012

Note: If you do not see a grade roster icon, either the grade roster has not yet been generated by the Registrar's Office or you do not have grading approval. For grade roster generation dates, refer to the [e-Grading Calendar](#). For grading approval questions, contact your department's administrative associate.

Warning! If your mouse is equipped with a scroll wheel, do not utilize the wheel for page scrolling as this may cause inadvertent grade changes!

There are two options for assigning final grades: a) manually entering or selecting each student's grade, or b) exporting/importing grades from D2L. To use option (b), follow instructions provided at [Import Grades from D2L](#)

3. 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 or by entering (typing) the appropriate grade

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

Grade Roster Action:
*Approval Status:

This button is visible only if D2L was used to export grades.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		<input type="text"/>		GRD	Ugrd Center for New Learning - Leader and Org Studies - BAS	Junior
2		<input type="text"/>		GRD	Ugrd Center for New Learning - Liberal Studies(Org Admin)-BLS	Junior
3		<input type="text"/>		GRD	Ugrd Center for New Learning - Leader and Org Studies - BAS	Senior
4		<input type="text"/>		GRD	Ugrd Center for New Learning - Fire and Emer. Resp Mgmt-BAS	Freshman
5		<input type="text"/>		GRD	Ugrd Center for New Learning - Liberal Studies - BLS	Junior
6		<input type="text"/>		GRD	Ugrd Center for New Learning - Liberal Studies(Org Admin)-BLS	Sophomore

- a. To assign the **SAME** grade to **ALL** students or to **MULTIPLE** students, you do not have to enter each student's grade individually. At the bottom of the grade roster, choose the desired grade from the drop-down list next to the button

- i) To assign the same grade to **multiple** students, check the box next to the students' names then click
- ii) To assign the same grade to **all** students, click [Select All](#) then click

To select individual students, click/check the individual boxes. To select all students, click Select All.

If enrollment is greater than 20 students, click 'View All'.

Save often! →

<input type="checkbox"/>	16		<input type="text"/>		GRD	Undergrad Letters & Science - English (Lib Arts - Gen) - BA	Senior
<input type="checkbox"/>	17		<input type="text"/>		GRD	Undergrad Letters & Science - Geology (Undecided) - BS	Junior
<input type="checkbox"/>	18		<input type="text"/>		GRD	Undergrad Letters & Science - English (Lib Arts - Gen) - BA/Music - BA	Senior
<input type="checkbox"/>	19		<input type="text"/>		GRD	Undergrad Letters & Science - English (Lib Arts - Gen) - BS/Radio/TV/Film - BS	Senior
<input type="checkbox"/>	20		<input type="text"/>		GRD	Undergrad Letters & Science - English (Lib Arts - Gen) - BA	Junior

View All | Download | Rows 1 - 20 of 21

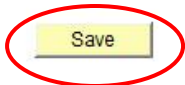
4. **SAVE OFTEN!!** After 20 minutes of inactivity, TitanWeb will automatically log you out. You are able to save a partially-completed grade roster and return to complete it later
5. After saving your roster, if any 'F' grades were assigned, the F-Grade page will appear. For each student listed, you must mark one of three options (see below). When finished, click SAVE ; this will return you to the Grade Roster

a. **F-Grade Page**

Institution UWOSH **Term** Fall 2011 **Class Nbr** 92199
Subject Area LIB STDS **Catalog Nbr** 202 **Class Section** 291S **Course ID** 001865
Instructor ID 0011127

You have assigned the following student(s) a grade of 'F'. For purposes of Financial Aid, and in accordance with Federal Regulations, please mark one of three options: 1) the student completed the course and the grade is earned, 2) the student never attended, or 3) the student attended a portion of the term. If option (3) applies, determine the date the student last attended (e.g., last submitted assignment, test or on-line activity).

Empl ID	Last Name	First Name	Roster Grade	Grade Earned	Or	Student Never Attended	Or	Date Student Last Attended
1		KATIE	F	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="text"/>
2		MARTIN	F	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="text"/>



- b. To review the **F Grade** page at any time, click the Review F Grade link on the **Grade Roster** page. After grades have been officially posted by the Registrar's Office, changes cannot be made

Fall 2011 | Seven Week - Second | UW Oshkosh | Undergraduate

▼ **LIB STDS 202 - 291S (92199)** change class

The Humanities Confront Violence and Aggression (HU) (Seminar)

Days and Times	Room	Instructor	Dates
TBA	Class is 100% Online	Fred Faculty	10/26/2011 - 12/16/2011

Display Options:

*Grade Roster Type Final Grade


Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Ready to Grade save

[Review F Grades](#)

Submitting FINAL Grades to the Registrar's Office

1. After **ALL** grades have been entered on the grade roster, change the **Approval Status** from 'Ready to Grade' to 'Submit to Registrar'.
2. Click 

Fall 2011 | Seven Week - Second | UW Oshkosh | Undergraduate


▼ **LIB STDS 202 - 291S (92199)** 

The Humanities Confront Violence and Aggression (HU) (Seminar)

Days and Times	Room	Instructor	Dates
TBA	Class is 100% Online	Fred Faculty	10/26/2011 - 12/16/2011

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

Grade Roster Action: *Approval Status  [Review F Grades](#)

Student Grade 


ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		F		GRD	Undergrad Educ & Human Svcs - Human Services Ldrshp - BS	Sophomore
2		A		GRD	Ugrd Center for New Learning - Liberal Studies - BLS	Sophomore
3		F		GRD	Ugrd Center for New Learning - Fire and Emer. Resp Mgmt-BAS	Junior

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

Message

Final Grade Roster grades Successfully Submitted for LIB STDS 202 section 291S (21519,8)

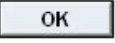
The roster has been successfully submitted to the Registrar's Office for posting of the grades to the students' academic record.



Message

Confirmation email was sent. (21519,8)

You will receive an official email notice confirming this transaction in your university Titan Mail account.



Email confirmation of successful grade submission will be sent **ONLY** to UW Oshkosh email account.

- Another way to verify that the Grade Roster was submitted successfully to the Registrar's Office is to check 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** (gray) text box.

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Submit to Registrar save

Student Grade							
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
✓	1	Edward M.	A		GRD	Undergrad Letters & Science - Economics (Quantitative) - BA/Mathematics (Lib Arts) - BA	Senior
✓	2	Tyler N.	A		GRD	Undergrad Letters & Science - Mathematics (Lib Arts) - BS/Operations Research - BS	Senior

Note: The **Official Grade** will **NOT** appear on the grade roster, nor will students see official grades on TitanWeb, until completion of the Registrar's Office nightly (including weekends and holidays) 6PM grade posting process.

- To select another grade roster, click change class next to the class detail or click the [Faculty Center](#) link at the bottom of the roster.

Grade Roster

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.

Special Instructions

Step 1 - Record Grades: Record grades for each student; click "Save" button at end of roster.
Step 2 - Submit Grades: When ALL grades are recorded and saved, select "Submit to Registrar" from Approval Status dropdown; click "Save".

Fall 2011 | Seven Week - Second | UW Oshkosh | Undergraduate

▼ [LIB STDS 202 - 291S \(92199\)](#)

change class

The Humanities Confront Violence and Aggression (HU) (Seminar)

Days and Times	Room	Instructor	Dates
TBA	Class is 100% Online	Fred Faculty	10/26/2011 - 12/16/2011

Printing or Downloading FINAL Grade Roster(s)

To print the grade roster, click [Printer Friendly Version](#) To download to Microsoft Excel, select [Download](#)

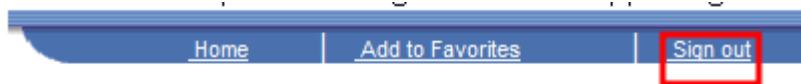
The screenshot shows a web interface for a grade roster. At the top, there is a table with columns for checkboxes, student ID, name (Cristin M.), grade (A), section (GRD), course (Undergrad Letters & Science - Mathematics (Applied) - BS), and level (Senior). Below the table, there are navigation controls: 'View All', a circled 'Download' button, and 'Rows 1 - 6 of 6'. Further down, there are 'Select All' and 'Clear All' buttons, two 'notify' buttons, and a circled 'Printer Friendly Version' link. A green 'SAVE' button is also visible. At the bottom left, there are 'Faculty Center' and 'Search' links. Two red boxes with arrows point to the 'Download' and 'Printer Friendly Version' buttons, containing instructions.

To download grade roster to Microsoft Excel, click here.

To print grade roster, click here.

Logging off of TitanWeb

1. When finished, click 'Sign Out' in the upper right-hand corner of web page.



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

Note: If a user fails to properly protect the UW Oshkosh TitanWeb Student Information System by completely logging off the TitanWeb system and closing the browser, The University of Wisconsin Oshkosh is not responsible for the fraudulent access and abuse/misuse of an electronic academic record.

Posting of FINAL Grades by the Registrar's Office

At 6PM every night, a grade-posting process runs, and grades on all grade rosters in a **'Submit to Registrar'** status will post. Grade rosters left in a **'Ready to Grade'** status **will not post!**

Once the grades have been posted, students will be able to see their grades via TitanWeb.

Note: Students' term and cumulative grade point averages are not considered official until **ALL** final grades have been posted and the repeat checking process and coding are completed by the Registrar's Office.