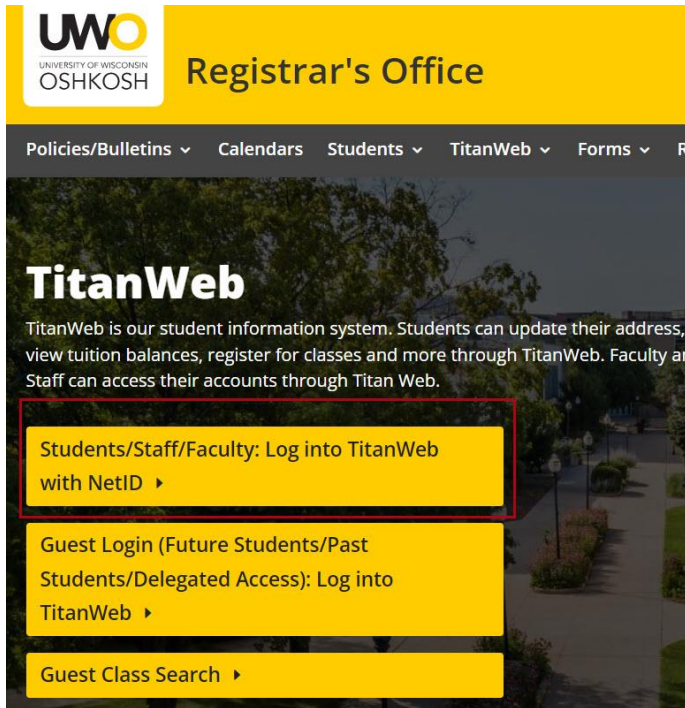


## TitanWeb Electronic Submission of Final Grades

1. Navigate to <https://uwosh.edu/registrar/titanweb/> and click 'Students/Staff/Faculty: Log into TitanWeb with NetID'.

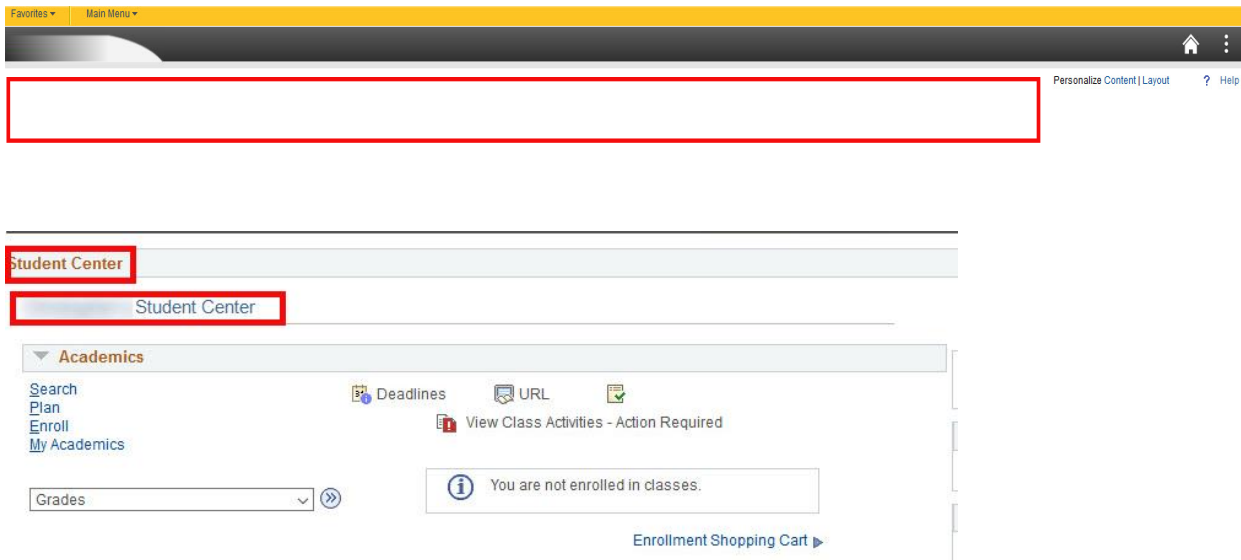


2. Enter your NetId username and password, then click 'Login'.

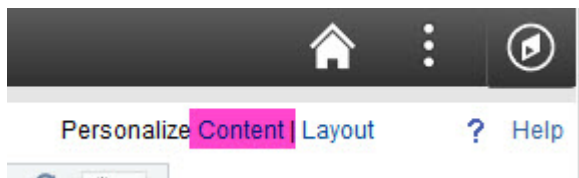
**If you do not remember your NetID username and/or password, click the 'Don't Remember Login' box or contact the Help Desk at (920) 424-3020.**

The screenshot shows the NetID Authentication login form. At the top is the UWO logo and the text 'UNIVERSITY OF WISCONSIN OSHKOSH'. Below the logo is a white box containing the form. The form has the title 'NetID Authentication' and two input fields: 'Username' and 'Password'. The 'Username' field has a red text example: 'Examples: osbourneo, bieberj, johne'. Below the 'Password' field is a checkbox labeled 'Don't Remember Login'. At the bottom of the form is a yellow 'Login' button.

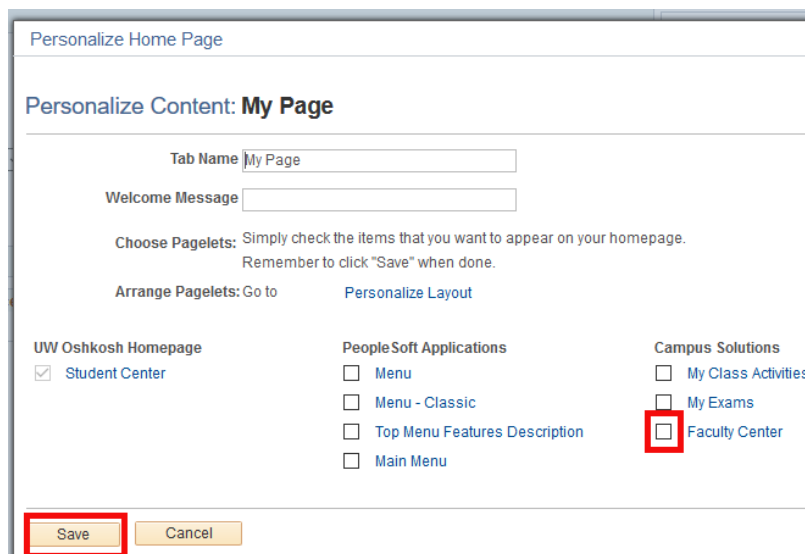
3. **If this is your first time logging in**, you may not see your 'Faculty Center'. Your home screen may be blank or, if you are a former UWO student, you may see your 'Student Center'. If you experience either of those scenarios, continue with Step 'a.'. If you see your 'Faculty Center', proceed to Step 4.



- a. Click 'Content'.



- b. Click box next to 'Faculty Center', then click 'Save'. After clicking 'Save', your Faculty Center should be visible.



4. Under 'Faculty Center', click 'My Schedule'.

Faculty Center navigation menu showing 'My Schedule' highlighted.

5. Be certain the correct term is displaying. If you see the correct term, proceed to Step 6. If it is not the correct term, click 'Change Term', choose the correct term, then click 'Continue'.

Faculty Center | My Schedule | Change Term

Faculty Center

Select Term

[View FERPA Statement](#)

Continue



Select a term then select Continue.

Term	
<input type="radio"/> Fall 2019	UW Oshkosh
<input type="radio"/> Summer 2019	UW Oshkosh
<input checked="" type="radio"/> Spring 2019	UW Oshkosh
<input type="radio"/> Fall 2018	UW Oshkosh

- To access grade roster, click the grade roster icon located to the left of the class you wish to grade. If you teach many classes, the list of classes may span multiple pages. You will need to click the arrow to advance to the next page or click 'View All'.

My Teaching Schedule > Spring 2019 > UW Oshkosh

Personalize | View All | First 1-20 of 23 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	HLTH EDU 106-091C (42483)	Pers Hlth & WlInss(XS) (Lecture)	30	TBA	Class is 100% Online	Feb 4, 2019- May 17, 2019
	PHY ED 145-181C (43498)	Alpine Skiing & Snowboarding (Lecture)	8	FrSaSu 12:00AM - 12:00AM	OFF CAMPUS LOCATION	Feb 22, 2019- Feb 24, 2019

You may need to click arrow to see additional classes

- Students are listed in alphabetical order. For each student, under the 'Roster Grade' column heading, click the dropdown arrow to display the list of valid grades, and click the appropriate grade.

You must assign a grade to every student. If class enrollment is higher than approximately 25 students, the grade roster will span multiple pages. You will need to click the arrow to advance through the pages.

Student Grade Personalize

	ID	Name	Roster Grade	Official Grade	Grading Basis
<input type="checkbox"/>	1		<input checked="" type="checkbox"/>		GRD
<input type="checkbox"/>	2		<input type="checkbox"/>		GRD
<input type="checkbox"/>	3		<input type="checkbox"/>		GRD
<input type="checkbox"/>	4		<input type="checkbox"/>		GRD
<input type="checkbox"/>	5		<input type="checkbox"/>		GRD
<input type="checkbox"/>	6		<input type="checkbox"/>		GRD
<input type="checkbox"/>	7		<input type="checkbox"/>		GRD
<input type="checkbox"/>	8		<input type="checkbox"/>		GRD

	ID	Name	Roster Grade
<input type="checkbox"/>	1		<input type="checkbox"/>
<input type="checkbox"/>	2		<input type="checkbox"/>
<input type="checkbox"/>	3		<input type="checkbox"/>
<input type="checkbox"/>	4		<input type="checkbox"/>

Personalize | Find | First 1-20 of 29 Last

Student Grade

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
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- After assigning grades to all students, click 'Save'. If you did not assign any 'F' grades, proceed to Step 9. If you did assign 'F' grades, continue to Step 'a.'

Grade Roster Action

\*Approval Status Ready to Grade

- a. For financial aid purposes, you must provide a reason for assigning an 'F' grade. After assigning all grades and clicking 'Save', a new window will open. Next to each student's name, click the box that identifies the reason for assigning the 'F' grade. Reasons available are: 'Grade Earned', 'Student Never Attended', and 'Date Student Last Attended'.

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				<input type="checkbox"/>		<input type="checkbox"/>		<input type="text"/>

- b. When finished, click 'Save'.

portion of the term. If option (3) applies, determine the date the student last attended (submitted assignment, test or on-line activity).

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

- 9. Change 'Approval Status' to 'Submit to Registrar', then click 'Save'.

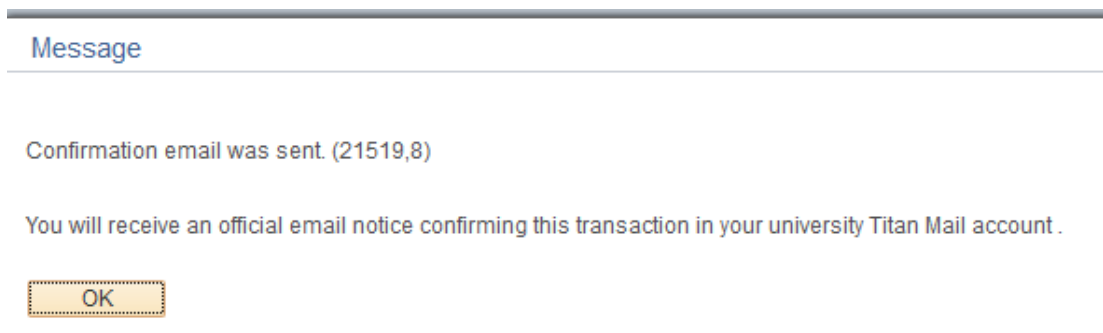
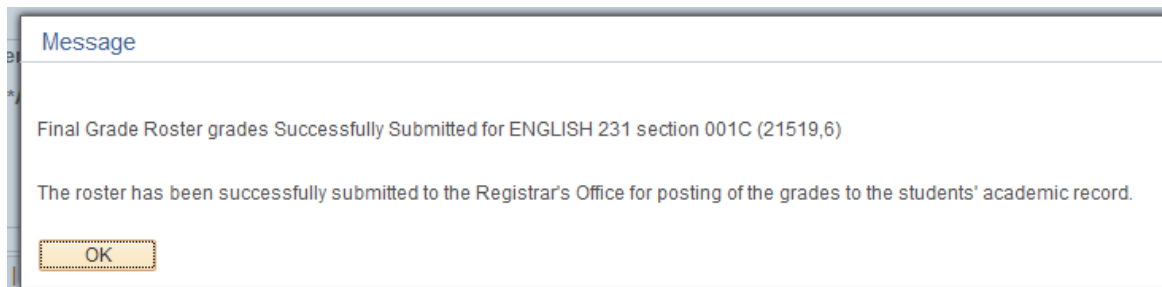
**Grade Roster Action**

\*Approval Status

10. After saving, a new window confirming successful submission should appear. Click 'OK'.

After clicking 'OK', a new window stating confirmation email was sent will appear. Click 'OK'.

If you receive any message other than the messages described, the content of the message will identify the problem.



11. If you are finished entering grades, log out of TitanWeb. If you need to enter final grades for additional classes, click 'Change Class'.

