TitanWeb Electronic Submission of Final Grades

1. Navigate to https://uwosh.edu/registrar/titanweb/ and click 'Students/Staff/Faculty: Log into TitanWeb with NetID'.
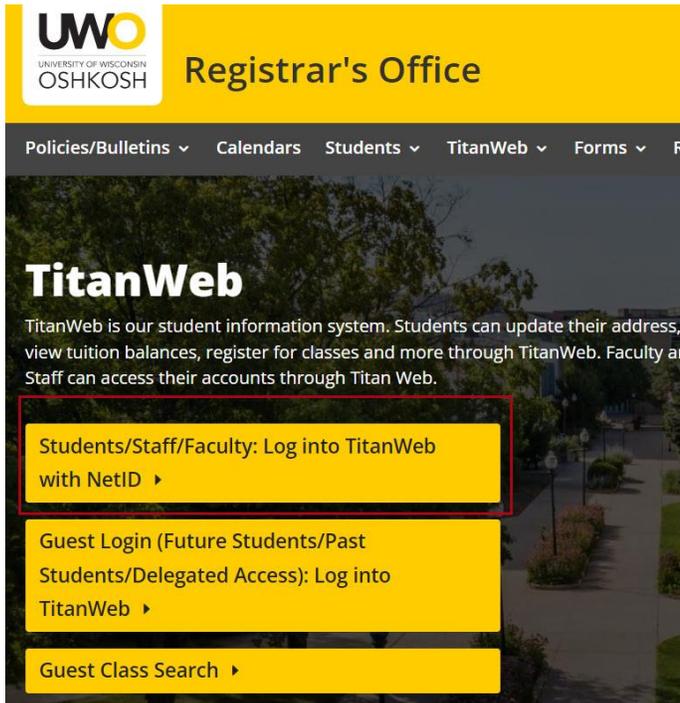
2. Enter your NetId username and password, then click 'Login'.
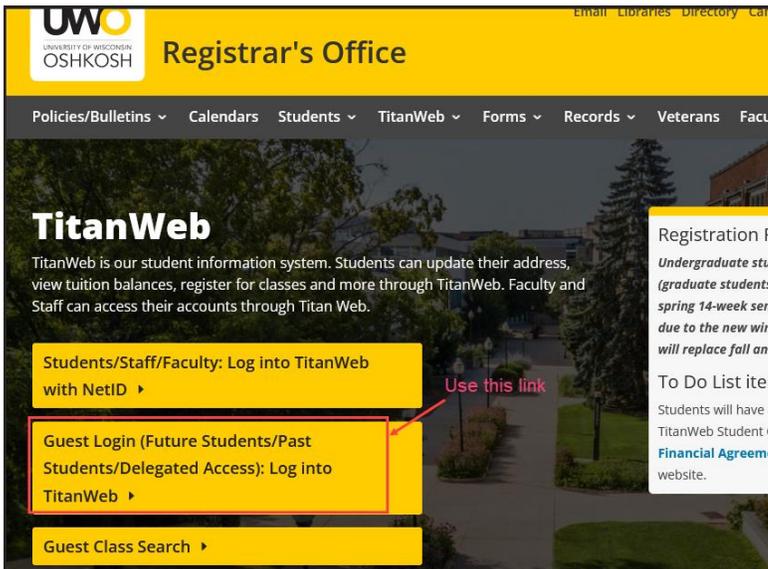
   If you do not remember your NetID username and/or password, click the 'Don't Remember Login' box or contact the Help Desk at (920) 424-3020.

NOTE: If you only have a W account:

Navigate to https://uwosh.edu/registrar/titanweb/ and click 'Guest Login (Future Students/Past Students/Delegated Access): Log into TitanWeb'.
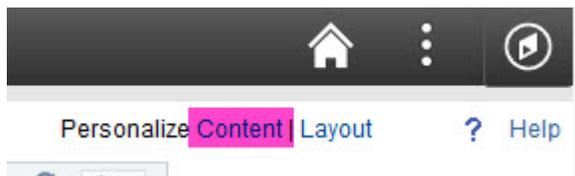

Then Enter User ID (W account) and Password and Sign In
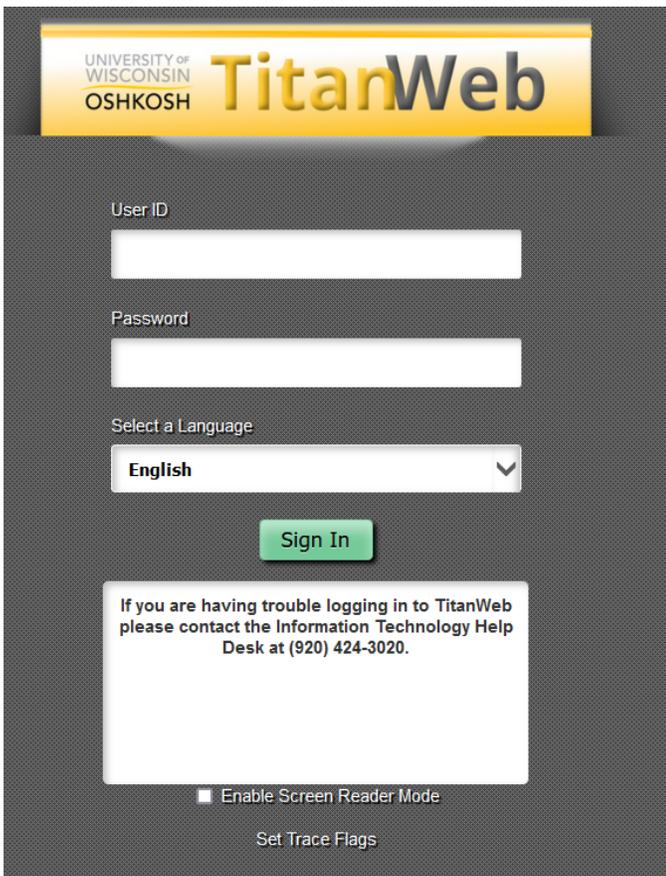
3. **If this is your first time logging in**, you may not see your 'Faculty Center'. Your home screen may be blank or, if you are a former UWO student, you may see your 'Student Center'. If you experience either of those scenarios, continue with Step 'a.'. If you see your 'Faculty Center', proceed to Step 4.
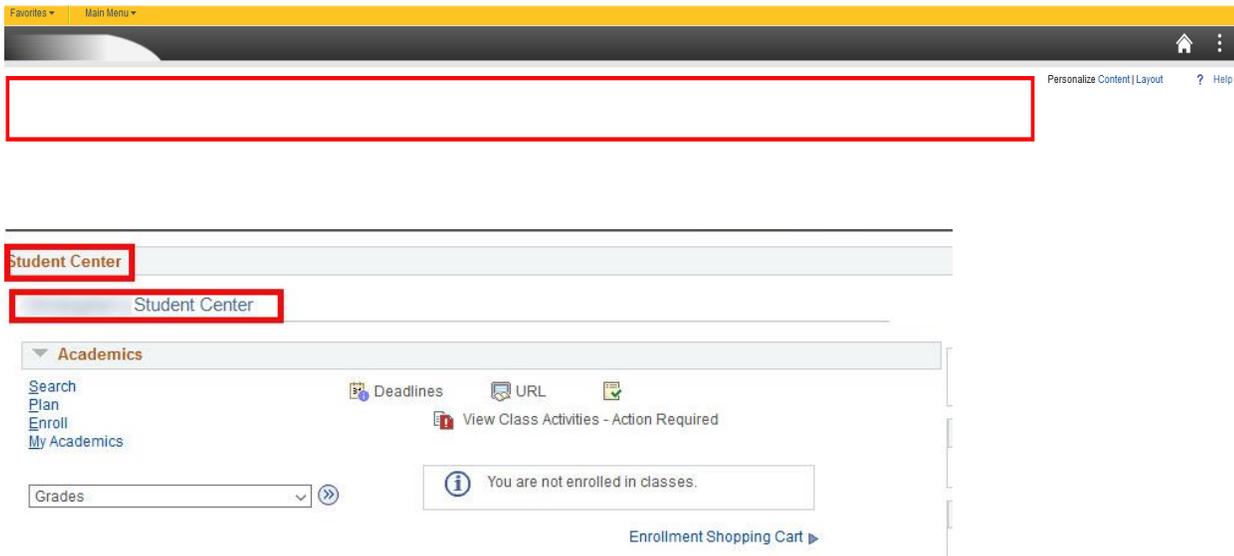
a. Click 'Content'.

b. Click box next to 'Faculty Center', then click 'Save'. After clicking 'Save', your Faculty Center should be visible.
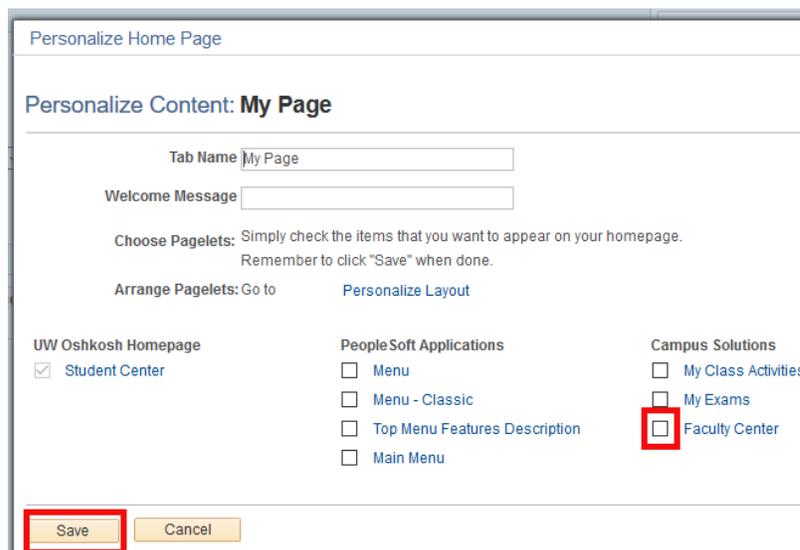
4. Under 'Faculty Center', click 'My Schedule'.

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'.

6. 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'.

7. 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.

8. 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.'.

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'.

b. When finished, click 'Save'.

9. Change 'Approval Status' to 'Submit to Registrar', then click 'Save'.
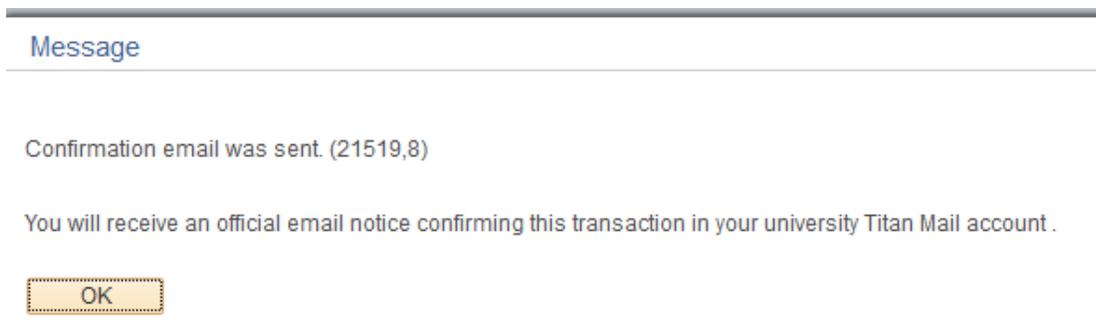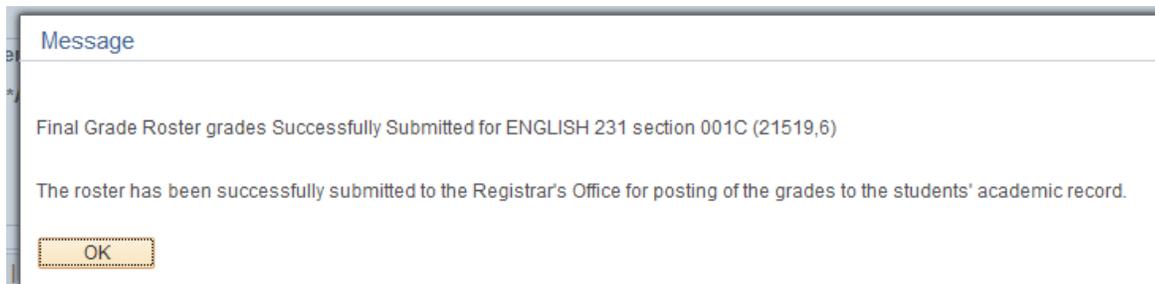
10. After saving, a new window confirming successful submission should appear. Click 'OK'.

    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.

Message

Final Grade Roster grades Successfully Submitted for ENGLISH 231 section 001C (21519,6)

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

OK

Message

Confirmation email was sent. (21519,8)

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

OK

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

Spring 2019 | Fourteen Week | UW Oshkosh | Undergraduate

Change Class

ENGLISH 231 - 001C (40108)
Literature and Film (XC) (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 8:00AM-9:30AM	Nursing/Ed 230		02/04/2019 - 05/17/2019