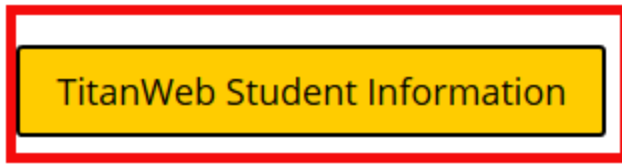


TitanWeb Electronic Submission of Final Grades

1. Navigate to <https://uwosh.edu/registrar/titanweb/> and click 'TitanWeb Student Information'.

As a student or a faculty member:



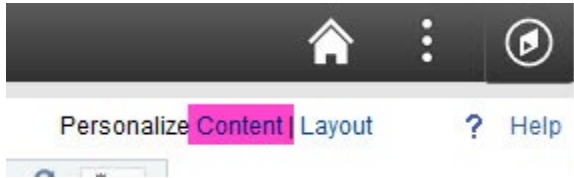
2. Log into TitanWeb **using your 'W' UserID** (e.g. W0123456). The 'W' must be capitalized, and the '0' is a zero.

After entering your password, click 'Sign In'.

If you do not remember your login credentials, contact the Help Desk at (920) 424-3020.

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.

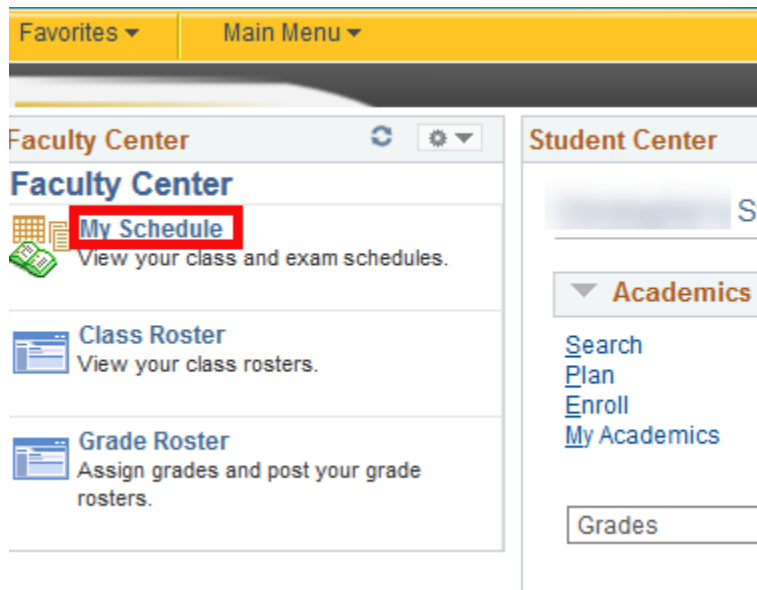
- a. Click 'Content'



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

 A screenshot of a 'Personalize Home Page' dialog box. The title is 'Personalize Home Page'. Below the title is a section titled 'Personalize Content: My Page'. There are input fields for 'Tab Name' (containing 'My Page') and 'Welcome Message'. Below these is a section for 'Choose Pagelets' with instructions: 'Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.' There are two sub-sections: 'UW Oshkosh Homepage' with a checked checkbox for 'Student Center', and 'PeopleSoft Applications' with checkboxes for 'Menu', 'Menu - Classic', 'Top Menu Features Description', and 'Main Menu'. To the right is a section for 'Campus Solutions' with checkboxes for 'My Class Activities', 'My Exams', and 'Faculty Center'. The 'Faculty Center' checkbox is highlighted with a red box. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button also highlighted with a red box.

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



- 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 | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Spring 2019 | UW Oshkosh

Change Term

Faculty Center

Select Term View FERPA Statement

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.

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

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.

Student Grade						Personaliz
	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"/>

Student Grade								Personalize Find  
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level		

First ◀ 1-20 of 29 ▶ Last

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.'

Grade Roster Action

*Approval Status

- 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'.

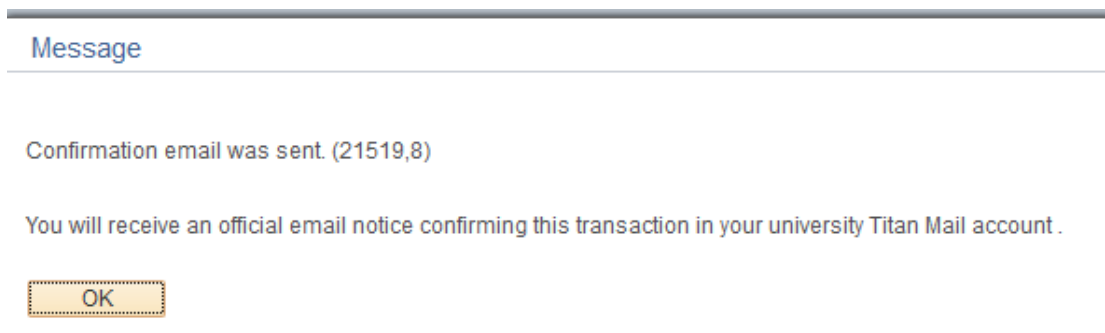
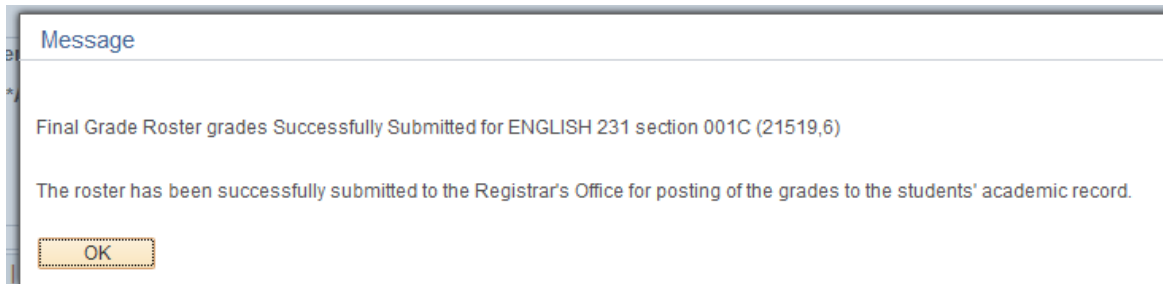
Grade Roster Action

*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'.

Spring 2019 | Fourteen Week | UW Oshkosh | Undergraduate

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

Change Class

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