

Processing Steps

Enter Grades

Slide 1:

To enter grades for a course, first check that the correct term is selected. Then click on the Grade Roster icon next to the class in the My Teaching Schedule section.

Note that the Grade Roster icon will not appear until grading is available for the term.

Screen Shots

Faculty Center - Windows Internet Explorer

https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA

File Edit View Favorites Tools Help

California State University, Fullerton

Titan Online

Welcome Filius Flitwick

CSUF WEB CSUF PEOPLE

keyword(s) GO

Home Logout

Faculty Center Advisor Center Search

Faculty Center

My Schedule

Spring 2012 | CSU Fullerton change term

Select display option: Show All

Icon Legend: Class Roster Grade Roster

My Teaching Schedule

Select the Grade Roster icon.

Note: If you do not see the Grade Roster icon, grading is not yet available for the selected term.

Enrolled	Days & Times	Room	Class Dates
43	MoWe 11:30AM - 12:45PM	Hum 426 - Lecture Room	Jan 21, 2012 - May 11, 2012
7	MoWeFr 11:00AM - 11:50AM	TBA	Jan 21, 2012 - May 11, 2012
42	Tu 4:00PM - 6:45PM	Hum 514 - Lecture Room	Jan 21, 2012 - May 11, 2012
22	TRA	Web	Jan 21, 2012 -

Internet | Protected Mode: On 100%

Processing Steps

Slide 2

The grade roster appears. Scroll down to view more information.

Screen Shots

The screenshot shows the Faculty Center interface in a Windows Internet Explorer browser. The address bar displays the URL: https://fulportaltm.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page title is "Faculty Center - Windows Internet Explorer".

The main content area displays the "Grade Roster" for the class "SOCI 351 - 10 (21528)". The class is titled "Sociology of Families (Lecture)". The instructor is "Filius Flitwick". The dates are "01/21/2012 - 05/11/2012". The room is "TBA". The days and times are "MoWeFr 11:00AM-11:50AM".

Below the class details, there are two sections: "Display Options" and "Grade Roster Action".

Display Options:

- *Grade Roster Type: Final Grade (dropdown menu)
- ☐ Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Not Reviewed (dropdown menu)
- save (button)

At the bottom of the page, there is a "Student Grade" section with a "Find" button and a "View All" button. The status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

Processing Steps

Slide 3:

Notice that you have the option to display only the students who have not yet been graded. If you enter only a few grades now and return later to finish entering grades, this allows you to only see students you have not yet graded.

By default only the first 80 students will appear on the grade roster. If there are more than 80 students in the course, you will need to select View All to show all of the students on a single screen.

You'll also notice that you have an option to download the grade roster in its entirety to Microsoft Excel.

Screen Shots

The screenshot shows the Faculty Center interface for California State University, Fullerton. The page title is "Titan Online". The user is logged in as "Filius Flitwick". The interface includes a search bar with the text "keyword(s)" and a "GO" button. Below the search bar, there are two sections: "Display Options" and "Grade Roster Action".

Display Options:

- *Grade Roster Type: Final Grade
- ☒ Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Not Reviewed
- save

Below these options, there is a "Find" button and a "View All" button. A yellow arrow points to the "View All" button.

The main section is a table titled "Student Grade". The table has the following columns: ID, Name, Roster Grade, Official Grade, Program and Plan, and Level. The table contains 7 rows of student data.

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 894231653	Bobbin, Melinda			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent			Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diqqory, Cedric			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granqer, Hermione			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

At the bottom of the table, there is a "View All" button and a "Download" button. The status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

Processing Steps

Slide 4:

Note that only students who were enrolled at the time this electronic grade roster was created are included on this grade roster. If you have a student in your class who does not appear on this grade roster, you cannot grade them electronically.

The student will need to contact Admissions and Records regarding the petition process for retroactively adding the class. If the petition is approved, as the instructor you will be contacted by Admissions and Records to submit the student's grade.

The grade will need to be submitted on a Grade Change Form with the required signatures. Questions about this process for state support classes may be directed to Admissions and Records by contacting the Office of the Registrar at (657) 278-2380. For questions about self-support classes, contact University Extended Education at 657-278-2611.

Screen Shots

The screenshot shows the Faculty Center interface for California State University, Fullerton. The page displays a student grade roster with the following data:

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 894231653	Bobbin, Melinda			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent			Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diggs, Cedric			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granger, Hermione			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

A green callout box with the following text is overlaid on the screenshot:

If a student does not appear on this list, have to

If you have any questions about state-support classes, contact the Office of the Registrar at 657-278-2380.

If you have any questions about self-support classes, contact University Extended Education at 657-278-2611.

Processing Steps

Slide 5:

To enter a grade for a student, use the drop-down menu in the Roster Grade column.

Screen Shots

The screenshot shows the Faculty Center interface for California State University, Fullerton. The main heading is "Titan Online". Below the heading, there is a search bar with "keyword(s)" and a "GO" button. The user is logged in as "Filius Flitwick".

The "Student Grade" section displays a table with the following columns: ID, Name, Roster Grade, Official Grade, Program and Plan, and Level. The table contains 7 rows of student data. A green callout box with the text "Click on the drop-down menu to select a grade." points to the Roster Grade column for the first student.

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 894231653	Bobbin, Melinda			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent			Undergraduate Program - English 1MJ 1BA	Sophomore
3 894155076	Diggorv, Cedric			Undergraduate Program - English 1MJ 1BA	Freshman
4 892806548	Granquer, Hermione			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

Below the table, there are options to "View All", "Download", and "Rows 1 - 7 of 7". There are also buttons for "Select All", "Clear All", "Printer Friendly Version", "notify selected students", and "notify all students". A "SAVE" button is at the bottom right.

Processing Steps

Slide 6:

Select a grade from the list.

Screen Shots

The screenshot shows the Titan Online Faculty Center interface in a Windows Internet Explorer browser. The page title is "Faculty Center - Windows Internet Explorer". The address bar shows the URL: https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page features the "Titan Online" logo and a search bar with the text "keyword(s)" and a "GO" button. Below the logo, it says "Welcome Filius Flitwick" and has "Home" and "Logout" links.

The main content area displays a table titled "Student Grade" with the following columns: ID, Name, Roster Grade, Official Grade, Program and Plan, and Level. The table lists seven students, and the "Roster Grade" column is currently open for selection.

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 894231653	Bobbin, Melinda			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent	A		Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diggoey, Cedric	A-		Undergraduate Program - Undeclared Undeclared 1MJ 1BA	Freshman
4 892806548	Granger, Hermione	B+		Undergraduate Program - 1MJ 1BA	Senior
5 802361634	Lovegood, Luna	B		Undergraduate Program - 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	B-		Undergraduate Program - Undeclared Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry	C+		Undergraduate Program - Pre-Business 1MJ 1ND	Senior

Below the table, there are links for "View All", "Download", and "Rows 1 - 7 of 7". There are also buttons for "Select All", "Clear All", "Printer Friendly Version", "notify selected students", and "notify all students". A green "SAVE" button is at the bottom right.

A green callout box with the text "Select a grade for the student." points to the "Roster Grade" column.

Processing Steps

Slide 7:

If you make a mistake entering a student's grade, just change it to the correct grade. No grades entered at this point in the process have been posted to the student's record. These grades only exist on the grade roster.

Screen Shots

Faculty Center - Windows Internet Explorer

https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA

File Edit View Favorites Tools Help

California State University, Fullerton

Titan Online

Welcome Filius Flitwick

CSUF WEB CSUF PEOPLE

keyword(s) GO

Home Logout

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 894231653	Bobbin, Melinda	A-		Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent			Undergraduate Program - English 1MJ 1BA	Sophomore
3 894155076	Diggory, Cedric			Undergraduate Program - English 1MJ 1BA	Freshman
4 892806548	Granger, Hermione			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco			Undergraduate Program - Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

View All | Download | Rows 1 - 7 of 7

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

SAVE

Internet | Protected Mode: On

Processing Steps

Slide 9:

Note that students who have already been assigned a grade in the class will have the grade displayed in the "Official Grade" column and won't have a pull-down list of grade symbols available.

In this example, Luna Lovegood has withdrawn from the class and already has a grade of "W" assigned to her. Make sure you grade students on all pages, if there are multiple pages on the grade roster.

If the class is taught credit/no credit only, the only grading symbol choices in the pull-down list will be the credit/no credit list of grading symbols.

Screen Shots

Faculty Center - Windows Internet Explorer

https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA

File Edit View Favorites Tools Help

California State University, Fullerton

Titan Online

Welcome Filius Flitwick

CSUF WEB CSUF PEOPLE

keyword(s) GO

Home Logout

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 894231653	Bobbin, Melinda	B		Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent			Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diggory, Cedric			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granger, Hermione			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

View All | Download | Rows 1 - 7 of 7

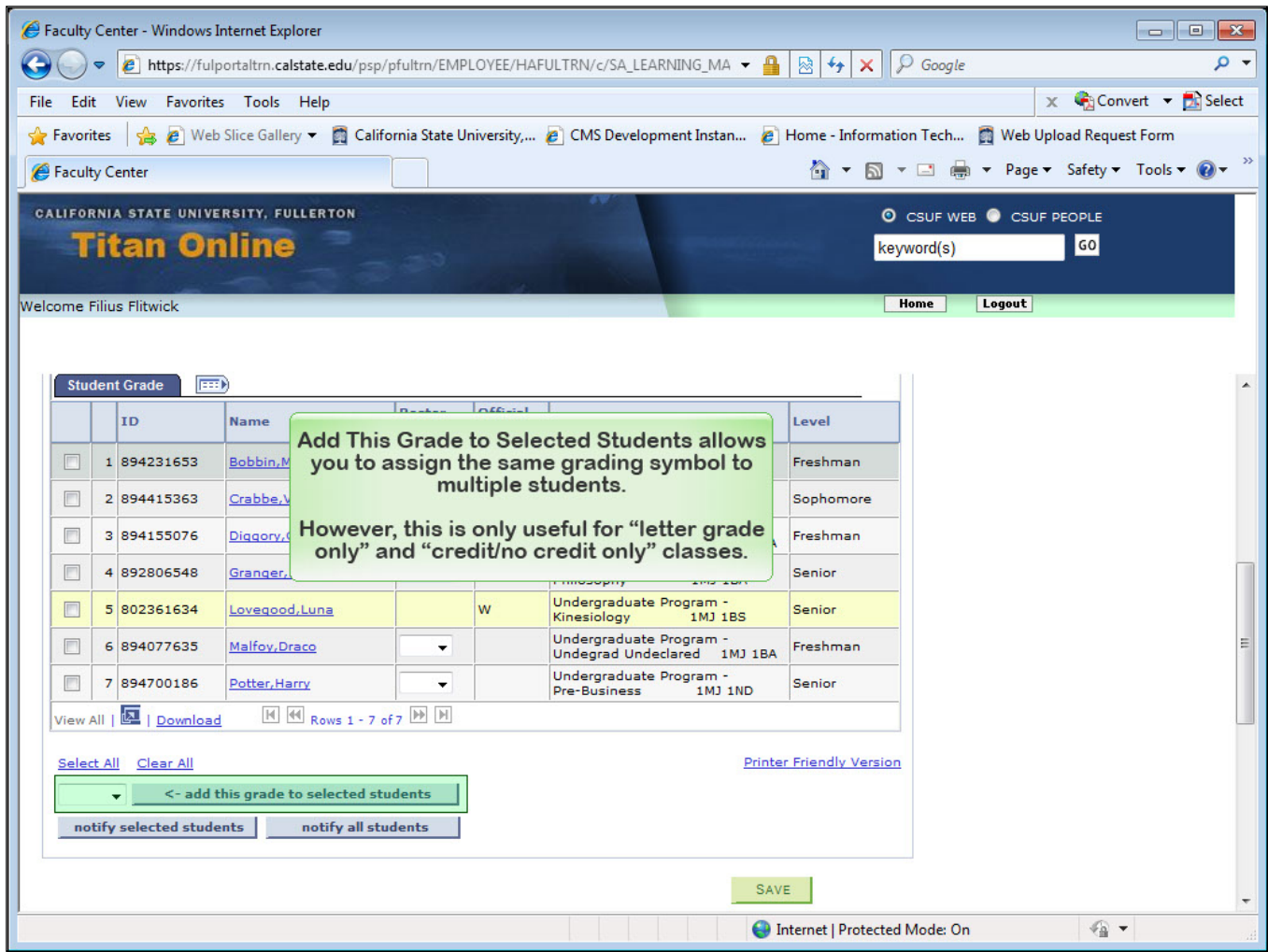
Select All Clear All

<- add this grade to selected students

notify selected students notify all students

SAVE

Internet | Protected Mode: On

Processing Steps	Screen Shots																								
<p>Slide 10:</p> <p>Note the option at the bottom of the screen called Add This Grade to Selected Students. For classes that are taught “letter-grade-only” or “credit/no credit only”, this feature will allow you to select a grading symbol to assign to all students in the class as a shortcut.</p> <p>You could then change just those students who earned a different grade than the default value you selected. This is particularly useful for credit/no credit classes where the vast majority of students earn a grade of CR.</p> <p>Rather than manually selecting the CR grade for every student, use this feature to assign all students in the class a grade of CR.</p> <p>Then just change the students who earned NC to the NC grading symbol. This feature does not work for classes that are taught letter grade with the student’s option to take the class credit/no credit.</p> <p>Since this is how the vast majority of classes are taught, this feature has limited use.</p>	 <p>The screenshot shows the Titan Online interface in a Windows Internet Explorer browser. The URL is https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page displays a list of students with columns for ID, Name, and Level. A callout box highlights the 'Add This Grade to Selected Students' feature, stating: 'Add This Grade to Selected Students allows you to assign the same grading symbol to multiple students. However, this is only useful for “letter grade only” and “credit/no credit only” classes.'</p> <table><tr><th>ID</th><th>Name</th><th>Level</th></tr><tr><td>1 894231653</td><td>Bobbin, M</td><td>Freshman</td></tr><tr><td>2 894415363</td><td>Crabbe, V</td><td>Sophomore</td></tr><tr><td>3 894155076</td><td>Diggory, A</td><td>Freshman</td></tr><tr><td>4 892806548</td><td>Granger, J</td><td>Senior</td></tr><tr><td>5 802361634</td><td>Lovegood, Luna</td><td>Senior</td></tr><tr><td>6 894077635</td><td>Malfoy, Draco</td><td>Freshman</td></tr><tr><td>7 894700186</td><td>Potter, Harry</td><td>Senior</td></tr></table> <p>At the bottom of the student list, there is a section with a dropdown menu labeled '<- add this grade to selected students', buttons for 'notify selected students' and 'notify all students', and a 'SAVE' button.</p>	ID	Name	Level	1 894231653	Bobbin, M	Freshman	2 894415363	Crabbe, V	Sophomore	3 894155076	Diggory, A	Freshman	4 892806548	Granger, J	Senior	5 802361634	Lovegood, Luna	Senior	6 894077635	Malfoy, Draco	Freshman	7 894700186	Potter, Harry	Senior
ID	Name	Level																							
1 894231653	Bobbin, M	Freshman																							
2 894415363	Crabbe, V	Sophomore																							
3 894155076	Diggory, A	Freshman																							
4 892806548	Granger, J	Senior																							
5 802361634	Lovegood, Luna	Senior																							
6 894077635	Malfoy, Draco	Freshman																							
7 894700186	Potter, Harry	Senior																							

Processing Steps

Slide 11:

You will want to periodically click on the Save button at the bottom right to save the grades you have entered, especially if you are grading a large number of students.

You do not need to enter all of the grades in one session; you can click save to save the grades you have entered and then return to the Faculty Center to enter more grades at a later time

Grades that have been saved can still be modified. Grades are not final until you approve the grades and the Registrar's Office has posted them. We'll cover that process in a moment. For now let's click Save.

Screen Shots

The screenshot shows the Titan Online Faculty Center interface in a Windows Internet Explorer browser. The address bar displays the URL: https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page header includes the California State University, Fullerton logo and the text "Titan Online". A search bar with the text "keyword(s)" and a "GO" button is visible. Below the header, there is a "Welcome Filius Flitwick" message and "Home" and "Logout" links.

The main content area displays a table titled "Student Grade" with the following columns: ID, Name, Roster Grade, Official Grade, Program and Plan, and Level. The table contains 7 rows of student data:

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 894231653	Bobbin, Melinda	B		Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent			Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diqqory, Cedric	A-		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granger, Hermione	A+		Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	C+		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

Below the table, there are links for "View All", "Download", and "Printer Friendly Version". There are also buttons for "Select All", "Clear All", and "notify selected students". A green callout box with a blue arrow pointing to the "Save" button at the bottom right contains the text: "Click Save to save the grades you have entered."

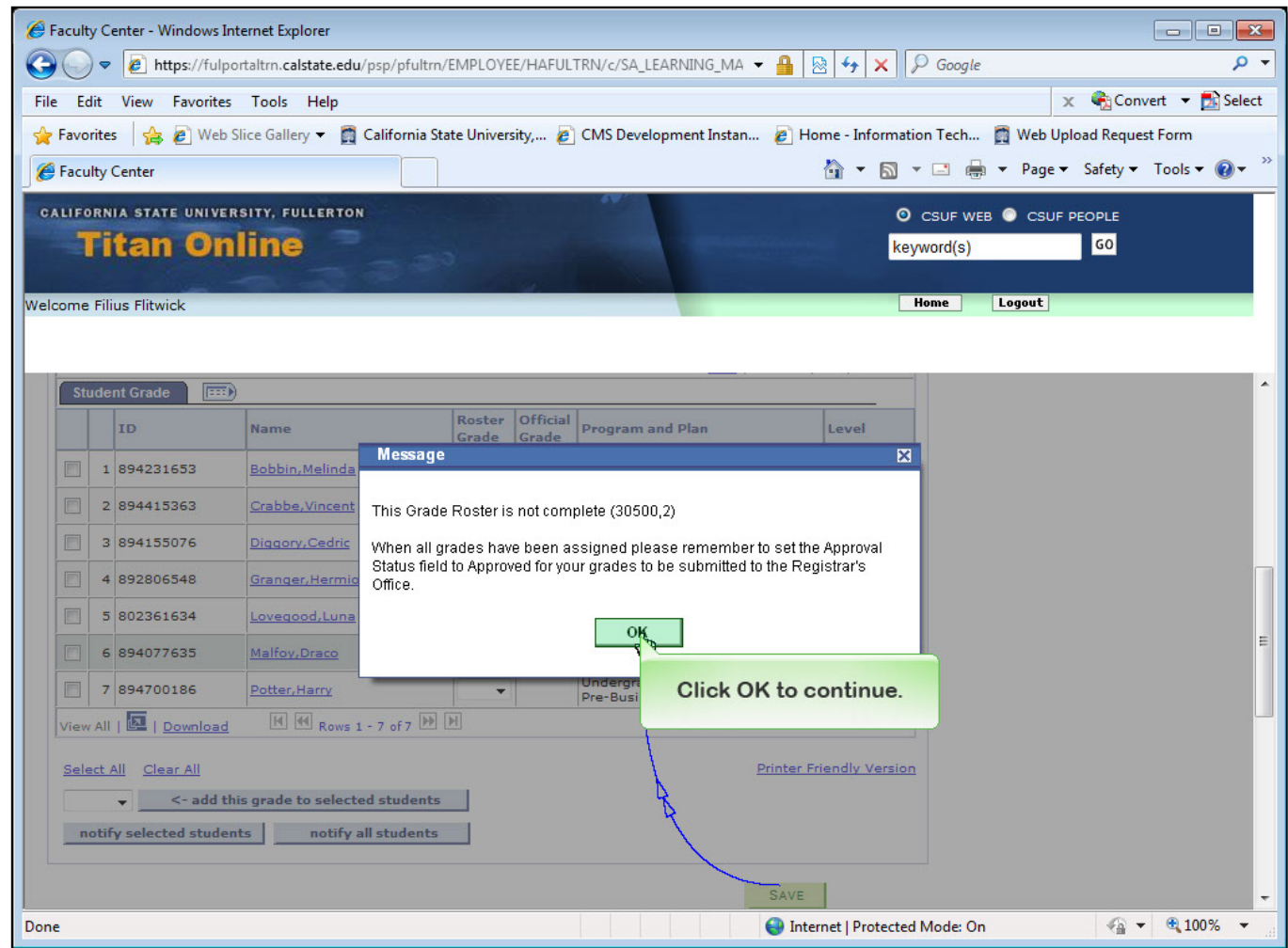
Processing Steps

Slide 12:

If you click save and have not yet entered a grade for each enrolled student, you will receive a pop-up message indicating the Grade Roster is not complete. The message also indicates what you need to do to finalize the grade roster.

We'll cover that in a moment. Let's click OK to dismiss this message.

Screen Shots



Processing Steps

Slide 13:

Sometimes students stop attending or participating in class without officially withdrawing and instructors should assign those students a grade of "WU" meaning "withdraw unofficial".

Campus policy requires that instructors provide a last date of attendance, if they can determine it, whenever a grade of WU is assigned. Use the drop-down menu to assign a grade of WU.

Screen Shots

Faculty Center - Windows Internet Explorer

https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA

File Edit View Favorites Tools Help

California State University, Fullerton

Titan Online

Welcome Filius Flitwick

CSUF WEB CSUF PEOPLE

keyword(s) GO

Home Logout

ID	Name	Grade	Program	Level
1 894231653	Bobbins, Melinda	B	Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent		Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diqqory, Cedric	A-	- 1MJ 1BA	Freshman
4 892806548	Granger, Hermione	A+	- 1BA	Senior
5 802361634	Lovegood, Luna	W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	C+	Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry		Undergraduate Program - Pre-Business 1MJ 1ND	Senior

View All | Download | Rows 1 - 7 of 7

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

SAVE

Internet | Protected Mode: On

Processing Steps

Slide 14:

Select WU to indicate that the student has unofficially withdrawn from the course.

Screen Shots

The screenshot shows the 'Titan Online' Faculty Center interface. At the top, there's a navigation bar with 'CSUF WEB' and 'CSUF PEOPLE' links, a search bar, and 'Home' and 'Logout' buttons. Below this is a 'Student Grade' section with a table of students. A green callout box points to the 'WU' option in the 'Roster Grade' column for student 5, Lovegood, Luna, with the text 'Select WU to indicate an unofficial withdrawal.'

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1 894231653	Bobbin, Melinda	B		Undergraduate Program - English 1MJ 1BA	Freshman
<input type="checkbox"/>	2 894415363	Crabbe, Vincent			Undergraduate Program - Psychology 1MJ 1BA	Sophomore
<input type="checkbox"/>	3 894155076	Diggoory, Cedric	A		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
<input type="checkbox"/>	4 892806548	Granger, Hermione	A+		Undergraduate Program - Philosophy 1MJ 1BA	Senior
<input type="checkbox"/>	5 802361634	Lovegood, Luna	B+	W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
<input type="checkbox"/>	6 894077635	Malfoy, Draco	B		program - ared 1MJ 1BA	Freshman
<input type="checkbox"/>	7 894700186	Potter, Harry	C+		program - 1MJ 1ND	Senior

Below the table, there are buttons for 'View All', 'Download', and 'Rows 1 - 7 of 7'. There are also buttons for 'Select All', 'Clear All', '<- add this grade to selected students', 'notify selected students', and 'notify all students'. A 'SAVE' button is at the bottom right. A 'Printer Friendly Version' link is also present.

Processing Steps

Slide 15:

Click Save to save the grade.

Screen Shots

The screenshot shows the 'Faculty Center' interface for California State University, Fullerton. The page title is 'Titan Online'. The user is logged in as 'Filius Flitwick'. The main content area displays a table of student grades. Below the table are buttons for 'Select All', 'Clear All', 'notify selected students', and 'notify all students'. A green callout box with the text 'Click Save.' and an arrow points to the 'SAVE' button at the bottom right of the interface.

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1 894231653	Bobbin, Melinda	B		Undergraduate Program - English 1MJ 1BA	Freshman
<input type="checkbox"/>	2 894415363	Crabbe, Vincent	WU		Undergraduate Program - Psychology 1MJ 1BA	Sophomore
<input type="checkbox"/>	3 894155076	Diggor, Cedric	A-		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
<input type="checkbox"/>	4 892806548	Granger, Hermione	A+		Undergraduate Program - Philosophy 1MJ 1BA	Senior
<input type="checkbox"/>	5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology 1MJ 1BS	Senior
<input type="checkbox"/>	6 894077635	Malfoy, Draco	C+		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
<input type="checkbox"/>	7 894700186	Potter, Harry			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

View All | [Download](#) | Rows 1 - 7 of 7

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

Processing Steps

Slide 16:

Notice that an additional column has been populated: WU Last Date of Attendance. By default, the system has populated a date that is at the 60% point of the class as the last day that the student attended class.

If you know the last date that the student attended class, you can click on the calendar icon to change this date.

Screen Shots

The screenshot shows the 'Faculty Center' interface for California State University, Fullerton. The main content area displays a table titled 'Student Grade' with the following columns: ID, Name, Roster Grade, Official Grade, WU Last Date of Attendance, Program and Plan, and Level. The table contains 7 rows of student data. A green box highlights the 'WU Last Date of Attendance' column. A callout bubble with the text 'Click the calendar icon to select a different last date of attendance for the student.' points to a small calendar icon in the second row of the table.

	ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
<input type="checkbox"/>	1 894231653	Bobbin, Melinda	B			Undergraduate Program - English 1MJ 1BA	Freshman
<input type="checkbox"/>	2 894415363	Crabbe, Vincent	WU		04/04/2012	Undergraduate Program - Psychology 1MJ 1BA	Sophomore
<input type="checkbox"/>	3 894155076	Diggs, Cedric	A-				
<input type="checkbox"/>	4 892806548	Granger, Hermione	A+				
<input type="checkbox"/>	5 802361634	Lovegood, Luna		W		Undergraduate Program - Kinesiology 1MJ 1BS	Senior
<input type="checkbox"/>	6 894077635	Malfoy, Draco	C+			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
<input type="checkbox"/>	7 894700186	Potter, Harry				Undergraduate Program - Pre-Business 1MJ 1ND	Senior

Below the table, there are controls for viewing and downloading the data, including 'View All', 'Download', and 'Rows 1 - 7 of 7'. There are also buttons for 'Select All', 'Clear All', 'notify selected students', and 'notify all students'. A 'SAVE' button is located at the bottom right of the table area.

Processing Steps

Slide 18:

Please note: as you continue assigning grades, please be careful using the mouse wheel for scrolling, as the mouse wheel also scrolls the pull-down list of grades and may inadvertently change a grade you did not mean to change.

Once you have entered all of the grades for a course and you have clicked Save, scroll up to finalize the grades.

Screen Shots

The screenshot shows the 'Faculty Center - Windows Internet Explorer' window. The address bar displays the URL: https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page header includes 'CALIFORNIA STATE UNIVERSITY, FULLERTON' and 'Titan Online'. A search bar with 'keyword(s)' and a 'GO' button is present. Below the header, a 'Welcome Filius Flitwick' message is displayed. The main content area features a table titled 'Student Grade' with columns for 'ID', 'Name', and 'Roster Grade'. The table lists seven students with their respective IDs, names, and grades. A green callout box with a blue arrow pointing to the scrollbar on the right side of the table contains the text: 'The mouse wheel can sometimes inadvertently change a grade when you scroll on the page. Check your grades prior to approving them!'. Below the table, there are buttons for 'View All', 'Download', 'Select All', 'Clear All', 'Printer Friendly Version', 'notify selected students', and 'notify all students'. A 'SAVE' button is located at the bottom right of the table area.

ID	Name	Roster Grade
1 894231653	Bobbin, Melinda	B
2 894415363	Crabbe, Vincent	WU
3 894155076	Diagorry, Cedric	A-
4 892806548	Granger, Hermione	A+
5 802361634	Lovegood, Luna	W
6 894077635	Malfoy, Draco	C+
7 894700186	Potter, Harry	

Processing Steps

Slide 19:

To finalize your grade roster, click on the drop-down menu next to Approval Status.

Screen Shots

Faculty Center - Windows Internet Explorer

https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA

File Edit View Favorites Tools Help

CSUF WEB CSUF PEOPLE

keyword(s) GO

Welcome Filius Flitwick

Home Logout

Display Options:

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed

Click the drop-down menu to finalize the grade roster.

ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
1 894231653	Bobbin, Melinda	B			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent	WU		04/02/2012	Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Digqory, Cedric	A-			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granqer, Hermione	A+			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W		Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	C+			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry				Undergraduate Program - Pre-Business 1MJ 1ND	Senior

View All | Download | Rows 1 - 7 of 7

Internet | Protected Mode: On

Processing Steps

Slide 20:

Then select Approved.

Screen Shots

The screenshot shows the Faculty Center interface in Internet Explorer. The browser address bar displays the URL: https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page header includes the California State University, Fullerton logo and the text "Titan Online". A search bar with the text "keyword(s)" and a "GO" button is present. Below the header, there are two main sections: "Display Options" and "Grade Roster Action".

Display Options:

- *Grade Roster Type: Final Grade (dropdown menu)
- ☐ Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Not Reviewed (dropdown menu)
- Approved (dropdown menu)
- Not Reviewed (dropdown menu)
- save (button)

A green callout box with the text "Select Approved." points to the "Approved" option in the dropdown menu.

Below the action section is a table titled "Student Grade" with the following columns: ID, Name, Roster Grade, Official Grade, WU Last Date of Attendance, Program and Plan, and Level. The table contains 7 rows of student data.

ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
1 894231653	Bobbin, Melinda	B			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent	WU		04/02/2012	Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Digqory, Cedric	A-			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granqer, Hermione	A+			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W		Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	C+			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry				Undergraduate Program - Pre-Business 1MJ 1ND	Senior

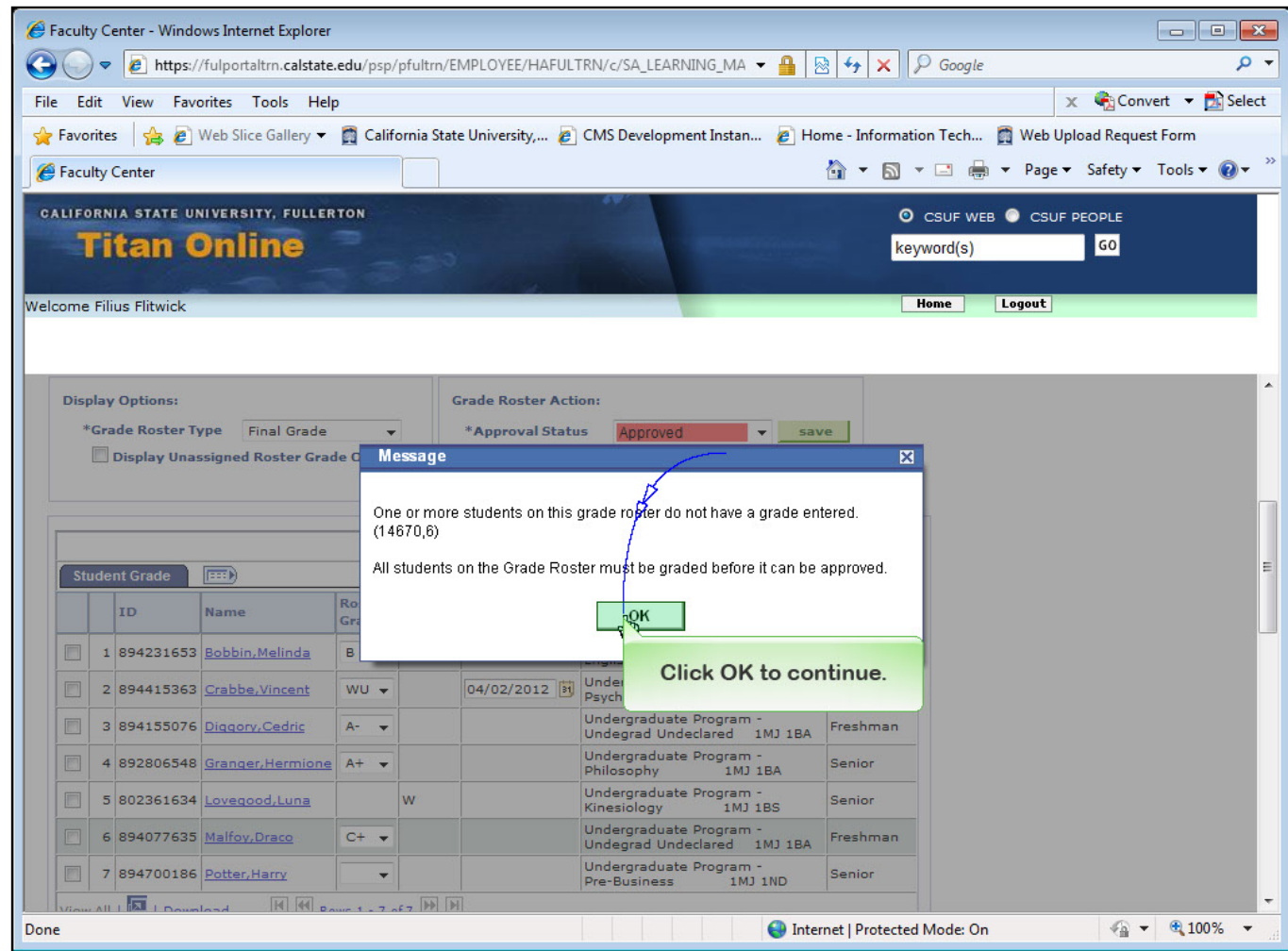
At the bottom of the page, there is a status bar showing "Internet | Protected Mode: On" and a zoom level of "100%".

Processing Steps

Slide 21:

Oops! This pop-up message is indicating that there are students on the grade roster that do not have a grade assigned yet. Let's click OK to return to the grade roster.

Screen Shots



Processing Steps

Slide 22:

To correct this error, first change the Approval Status back to Not Reviewed.

Screen Shots

Faculty Center - Windows Internet Explorer

https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA

File Edit View Favorites Tools Help

CSUF WEB CSUF PEOPLE

keyword(s) GO

Welcome Filius Flitwick

Home Logout

Display Options:

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved save

Click the drop-down menu to change the status to Not Reviewed.

	ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
<input type="checkbox"/>	1 894231653	Bobbin, Melinda	B			Undergraduate Program - English 1MJ 1BA	Freshman
<input type="checkbox"/>	2 894415363	Crabbe, Vincent	WU		04/02/2012	Undergraduate Program - Psychology 1MJ 1BA	Sophomore
<input type="checkbox"/>	3 894155076	Diggoory, Cedric	A-			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
<input type="checkbox"/>	4 892806548	Granger, Hermione	A+			Undergraduate Program - Philosophy 1MJ 1BA	Senior
<input type="checkbox"/>	5 802361634	Lovegood, Luna		W		Undergraduate Program - Kinesiology 1MJ 1BS	Senior
<input type="checkbox"/>	6 894077635	Malfoy, Draco	C+			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
<input type="checkbox"/>	7 894700186	Potter, Harry				Undergraduate Program - Pre-Business 1MJ 1ND	Senior

Internet | Protected Mode: On

Processing Steps

Slide 24:

Now we can enter the missing grades.

Screen Shots

The screenshot shows the Titan Online interface in a Windows Internet Explorer browser. The address bar displays the URL: https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page header includes the California State University, Fullerton logo and the text "Titan Online". A search bar with the placeholder "keyword(s)" and a "GO" button is visible. Below the header, there are two sections: "Display Options" and "Grade Roster Action".

Display Options:

- *Grade Roster Type: Final Grade (dropdown)
- ☐ Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Not Reviewed (dropdown) [save]

Below these options is a table titled "Student Grade". The table has columns: ID, Name, Roster Grade, Official Grade, WU Last Date of Attendance, Program and Plan, and Level. The table contains 7 rows of student data. A green callout box with the text "Click the drop-down menu to select a grade." points to the Roster Grade dropdown menu for the first student, Bobbin, Melinda.

ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
1 894231653	Bobbin, Melinda	B			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent	WU		04/02/2012	Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diggory, Cedric	A-			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granger, Hermione	A+			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna				Undergraduate Program - Biology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	C+			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry				Undergraduate Program - Pre-Business 1MJ 1ND	Senior

At the bottom of the browser window, the status bar shows "Done" and "Internet | Protected Mode: On".

Processing Steps

Slide 26:

Now that we have entered the missing grade and all students on the grade roster have been graded, let's change the Approval Status back to Approved.

Screen Shots

The screenshot shows the Faculty Center interface in a Windows Internet Explorer browser. The URL is https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page displays the Titan Online logo and a search bar. Below the header, there are sections for Display Options and Grade Roster Action.

Display Options:

- *Grade Roster Type: Final Grade (dropdown)
- ☐ Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Not Reviewed (dropdown menu)
- save button

A green callout box with a blue arrow points to the *Approval Status dropdown menu, containing the text: "Click the drop-down menu to approve the grade roster."

Below these options is a table titled "Student Grade" with the following columns: ID, Name, Roster Grade, Official Grade, WU Last Date of Attendance, Program and Plan, and Level. The table contains 7 rows of student data.

ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
1 894231653	Bobbin, Melinda	B			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent	WU		04/02/2012	Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Digqory, Cedric	A-			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granger, Hermione	A+			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W		Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	C+			Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry	B			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

The browser status bar at the bottom shows "Done" and "Internet | Protected Mode: On".

Processing Steps

Slide 28:

Notice that the drop-down menus have disappeared from the Roster Grade column. Click Save to complete your approval of this grade roster.

Screen Shots

The screenshot shows the Faculty Center interface in a Windows Internet Explorer browser. The URL is https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page displays the Titan Online logo and a search bar. Below the header, there are sections for Display Options and Grade Roster Action.

Display Options:

- *Grade Roster Type: Final Grade
- ☐ Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Approved
- Save** (highlighted by a green callout box)

A green callout box with the text "Click Save to complete the approval of this grade roster." points to the Save button.

Below the action section is a table titled "Student Grade" with the following columns: ID, Name, Roster Grade, Official Grade, WU Last Date of Attendance, Program and Plan, and Level.

ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
1 894231653	Bobbin, Melinda	B			Undergraduate Program - English 1MJ 1BA	Freshman
2 894415363	Crabbe, Vincent	WU		04/02/2012	Undergraduate Program - Psychology 1MJ 1BA	Sophomore
3 894155076	Diggor, Cedric	A-			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
4 892806548	Granger, Hermione	A+			Undergraduate Program - Philosophy 1MJ 1BA	Senior
5 802361634	Lovegood, Luna		W		Undergraduate Program - Kinesiology 1MJ 1BS	Senior
6 894077635	Malfoy, Draco	C+			Undergraduate Program - Undergrad Undeclared 1MJ 1BA	Freshman
7 894700186	Potter, Harry	B			Undergraduate Program - Pre-Business 1MJ 1ND	Senior

The browser status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

Processing Steps

Slide 29:

A pop-up message appears confirming that you successfully completed the grade roster. It is only when you see this confirmation message that you have successfully completed entering grades for the course. Click OK to continue.

Screen Shots

The screenshot shows a web browser window titled "Faculty Center - Windows Internet Explorer". The address bar displays the URL: https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page header includes the "Titan Online" logo and a search bar. A green callout box with the text "This message indicates you have successfully completed entering grades for this course." points to a blue "Message" pop-up window. The message window contains the following text:

You have successfully completed Grading for this class (30500,1)

The grades for this class have been submitted by the Registrar's Office and will be posted overnight. Once grades are posted, all changes submitted require an approved Grade Change Form. Please call Records at (657) 278-2343 or the Office of the Registrar at (657) 278-2380 with any questions. For Extended Education classes, please contact University Extended Education.

Below the message window is a table of student grades. A green callout box with the text "Click OK." points to the "OK" button in the message window.

ID	Name	Ro	Gr
1 894231653	Bobbin, Melinda	B	
2 894415363	Crabbe, Vincent	WU	
3 894155076	Digory, Cedric	A-	
4 892806548	Granger, Hermione	A+	
5 802361634	Lovegood, Luna	W	
6 894077635	Malfoy, Draco	C+	
7 894700186	Potter, Harry	B	

At the bottom of the page, there are links for "View All", "Download", "Select All", "Clear All", and "Printer Friendly Version". The status bar at the bottom indicates "Done" and "Internet | Protected Mode: On".

Processing Steps

Slide 30:

At this point in the process, you still have the opportunity to correct a grade. To correct a grade, change the Approval Status to Not Reviewed.

Be sure to change the Approval Status back to Approved and click Save to submit the updated grade roster.

Screen Shots

The screenshot shows the Faculty Center interface in a Windows Internet Explorer browser. The URL is https://fulportaltrn.calstate.edu/psf/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA. The page displays the Titan Online logo and a search bar. Below the header, there are navigation links for Home and Logout. The main content area shows a form for updating the grade roster. The form includes a dropdown for *Grade Roster Type (set to Final Grade) and a checkbox for Display Unassigned Roster Grade Only. The *Approval Status is set to Approved, with a Save button next to it. A green overlay box with the text "To correct a grade at this point:" lists the following steps:

- Change Approval Status to Not Reviewed.
- Correct grade(s) using drop-down menu.
- Change Approval Status to Approved.
- Click Save.

Below the overlay is a table of student grades:

ID	Name	Grade	Section	Program	Level
1 894231653	Bobbin, Melinda	B		Undergraduate Program - English	Freshman
2 894415363	Crabbe, Vincent	WU	04/02/2012	Undergraduate Program - Psychology	Sophomore
3 894155076	Diggory, Cedric	A-		Undergraduate Program - Undegrad Undeclared	Freshman
4 892806548	Granger, Hermione	A+		Undergraduate Program - Philosophy	Senior
5 802361634	Lovegood, Luna		W	Undergraduate Program - Kinesiology	Senior
6 894077635	Malfoy, Draco	C+		Undergraduate Program - Undegrad Undeclared	Freshman
7 894700186	Potter, Harry	B		Undergraduate Program - Pre-Business	Senior

At the bottom of the table, there are links for View All, Download, and a status bar showing Rows 1 - 7 of 7. There are also links for Select All and Clear All, and a Printer Friendly Version link.

Processing Steps

Slide 31:

The grades on your roster will be posted to the student's record that night and will be available for the student to view in their Student Center once posted. Here is an example of a grade roster that has been posted.

The grades you assigned now appear in the "Official Grade" column. Note also that a new column called "Status" displays with "Posted" for those grades posted by this process.

Students who already had grades at the time the grade roster was created are labeled "Graded" and the "Roster Grade" is blank since the student was not assigned a grade via this process.

Once grades are posted, any subsequent grade changes must be done using the paper grade change process. This grade roster will remain permanently available in your Faculty Center for subsequent viewing and/or downloading via the Excel icon.

Screen Shots

At this point in the process, a Grade Change Form is required to correct a grade.

ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level	Status
1 894231653	Bobbin, Melinda	A+	A+		Undergraduate Program - Sociology 1BA	Senior	Posted
2 894415363	Crabbe, Vincent	WU	WU	04/02/2012	Undergraduate Program - Sociology/Family 1BA/Gerontology Minor 1BA	Senior	Posted
3 894155076	Diggory, Cedric	A-	A-		Undergraduate Program - Sociology/Education 2MJ 1BA/Sociology/Family 1MJ 1BA	Senior	Posted
4 892806548	Granger, Hermione	A+	A+		Undergraduate Program - Sociology/Education 2MJ 1BA/Sociology/Family 1MJ 1BA	Senior	Posted
5 802361634	Lovegood, Luna		W		Undergraduate Program - Sociology/Social Work 1MJ 1BA/Gerontology Minor 1BA	Senior	Graded