An Eight-Step Program for Entering Final Grades Online

1. Log onto your campus Portal and TITANium through main CSUF’s website page.

   ![Portal Login Image]

   Click here to access your portal

2. In your Portal, select “Titan Online”
3. In the Faculty Self Service area Select Faculty Center:

4. Click on the Grade Roster icon against the class you are entering grades for:

5. Select the grade you wish to assign each student from the drop-down options in the Roster Grade column:

6. When all your grades are entered, change the Approval Status (located above the roster) from “Not Reviewed” to “Approved”:

7. Make the course available to your students

8. Click on the Save (below the roster) when you have entered grades for all students on the roster
CAUTION:
Sometimes there is a browser issue when you are trying to enter your final grades. A circling symbol (see below) will go around and not stop. If this happens to you, your final grades are NOT submitted. Please try to submit your final grades again by using a different browser.

NOTE: If you see this symbol and it is not changing...Try a different browser because this is NOT working for YOU.

9. Heads up, you will receive a confirmation that your final grades were successfully received.

NOTES:

- When Saved, grades will be posted to students overnight
- To revisit the list and change grades before saving, change the “Approved” in step 6 back to “Not Reviewed”
- After grades have been posted any grade changes must be done via paper Grade Change form with approvals from both the Director, School of Nursing and Dean, College of Health & Human Development

This faculty resource and others are available on the School of Nursing website. Click on the Faculty/Staff section link (screen 1) and discover the resources within (screen 2). Additional resources can be found on the Current Students page, click on the blue hyperlinks under the titles, and discover the resources within area (screen 3).

Screen 1
**Faculty Resources**

This link will help you familiarize yourself with the School of Nursing and your fellow faculty members.

- CSU Fallax Faculty Handbook
- Pioneers and Philanthropist
- Program Learning Outcomes
- Rights of the General Faculty
- School of Nursing Faculty and Staff
- College of Health and Human Development Faculty and Staff
- Department Personnel Standards for Tenure Track Faculty
- Academic Senate University Policy (Intermezzo 2019)
- Faculty Affairs and Records
- Important information including University Faculty Handbook
- Public Health Administration Program

**Videos And Forms**

- Health Sciences General Education
- Faculty Agency Evaluation Form
- Release Form for Props and Video
- Student Review of Information Faculty
- Student Clinical Instructor Health Physical Evaluation
- Student Clinical Instructor Required Document

**Embargo Student Referral Form**

**Faculty Recruitment**

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**Current Students**

**Program Handbooks**

The SON Faculty have created student handbooks for each of the nursing programs: BSN, ADN, and BSN & ADN. These handbooks contain SON specific policies and procedures which students are expected to abide by during their time or enrollment.

**SON Resources**

- Medical Laboratory
- Orientation

**SON Scholarship**

- National Nursing Scholarships

**Technological Resources**

- Technology Resource for Academic Staff
- Student Technology Services, Tuition and Financial Aid

**Univeristy Resources**

- University Resource for Academic Staff
- Student Resource for Academic Staff, Tuition and Financial Aid

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*Screen 2*

*Screen 3*