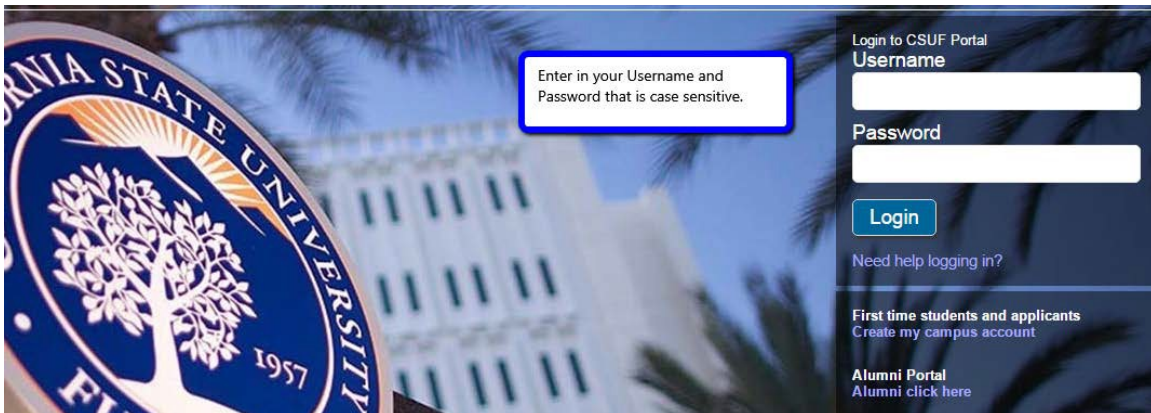
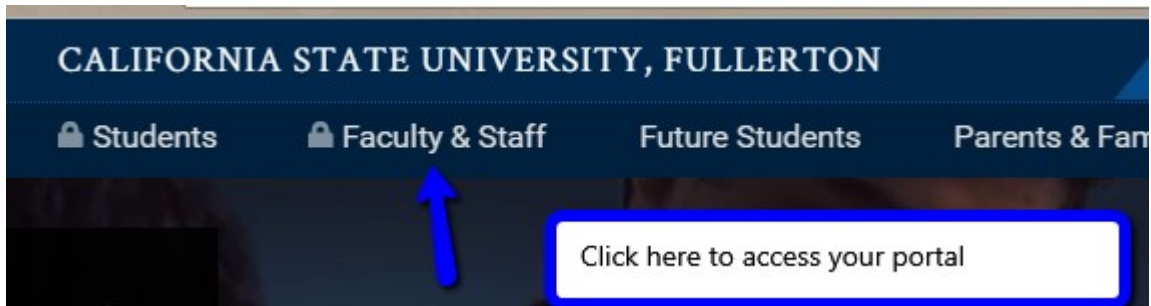
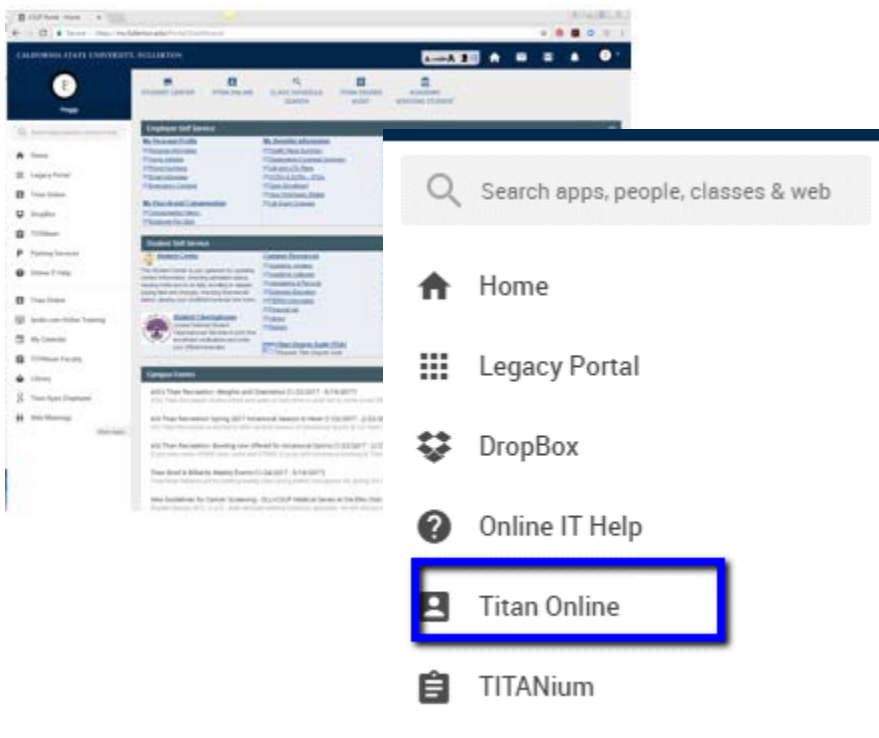


An Eight-Step Program for Entering Final Grades Online

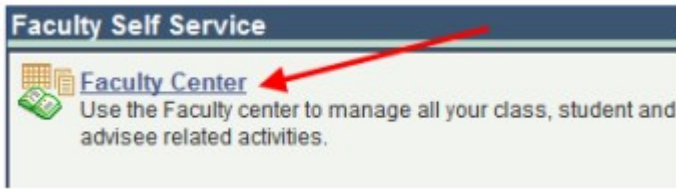
1. Log onto your campus Portal and TITANium through main [CSUF's website page](#).



2. In your Portal, select "Titan Online"




- In the Faculty Self Service area Select Faculty Center:



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

My Teaching Schedule > Fall 2008 > CSU Fullerton

	Class	Class Name	Enrolled	Days and Time
	COMM 500-01 SEM 1250	Theory & Lit of Comm (Seminar)	12	Tu 7:00PM - 9:45PM

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

Roster Grade	Official Grade
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

- When all your grades are entered, change the Approval Status (located above the roster_ from “Not Reviewed” to “Approved”:

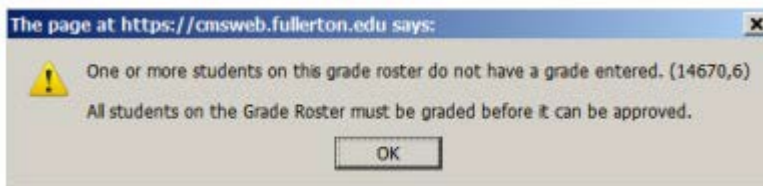
*Grade Roster Type: Final Grade

*Approval Status: Not Reviewed

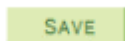
*Grade Roster Type: Final Grade

*Approval Status: Approved

- Make the course available to your students



- Click on the Save (below the roster) when you have entered grades for all students on the roster

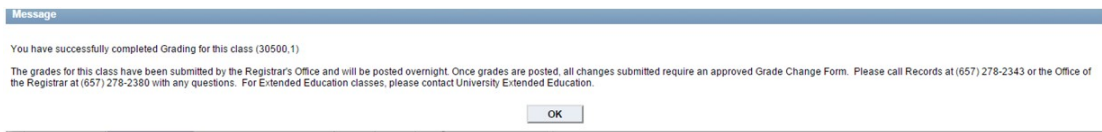


CAUTION:

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.



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

Screen 2

Faculty Resources

The links below will help you to familiarize yourself with the School of Nursing and your fellow faculty members.

- CSU Fullerton Faculty Handbook
- Mission and Philosophy
- Program Learning Outcomes
- Bylaws 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 Statements (UPS)
- Faculty Affairs and Records (Important information including University Faculty Handbooks)
- Online Grade Submission Process

Videos And Forms

- HIPAA Videos (Generic login account required)
- Faculty Agency Evaluation Form
- Release Form for Photo and Video
- SON Release of information Faculty
- SON Clinical Instructor Health Physical Form
- SON Clinical Instructor Required Documents

EMBRACE Student Referral Form **Faculty Recruitment**

Screen 3

School of Nursing College of Health and Human

ABOUT US PROGRAMS PROSPECTIVE STUDENTS **CURRENT STUDENTS** FACULTY/STAFF ALUMNI CONTACT US NEWS/EVENTS

Sim Center SON Writing Center DAISY Awards SON Scholarships Grants and Projects

Current Students

CLINICAL/PRACTICUM
Placement Process
Required Documents
Placement Applications
Faculty Specific Documents
Placement Evaluations

RESOURCES
SON Resources
SON Scholarships
Technology Resources
University Resources
HRID Peer Mentoring
STUDENT ORGANIZATIONS
NSA
STTI (Honor Society)
Alumni

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

SON RESOURCES
Polak Library Poster Template

CLINICAL/PRACTICUM
Find everything you need for your upcoming clinical or practicum: Placement process, SON required documents, placement applications, faculty specific documents, and placement evaluations.

CLUBS/ORGANIZATIONS
To stay connected as a current student or alumni, we encourage you to join our Nursing Student Association (NSA), Upsilon Beta Chapter of Sigma Theta Tau International (STTI) and the CSUF Nursing Alumni Association Chapter. Nursing students may also participate in Associated Students, Inc. club and activities.

SON SCHOLARSHIP
Featured Nursing Scholarships

TECHNOLOGY RESOURCES
Technology Resources: Recommended Hardware/ Software, Student Technology Services, Turnitin Videos and Manuals

UNIVERSITY RESOURCES
University Resources: Academic Resources, Student Support Services, Transportation, Health, and Safety