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 Screen](image1)
   Click here to access your portal

   ![Portal Navigation](image2)
   Enter in your Username and Password that is case sensitive.

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.

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 Resource section link (screen 1). Once at the Resources page, you can click on the titles (screen 2), and discover the resources within (screen 3).