FACULTY CENTER

California State University Fullerton — Information Technology

CALIFORNIA STATE UNIVERSITY
FULLERTON
INFORMATION TECHNOLOGY

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Faculty Center Basics

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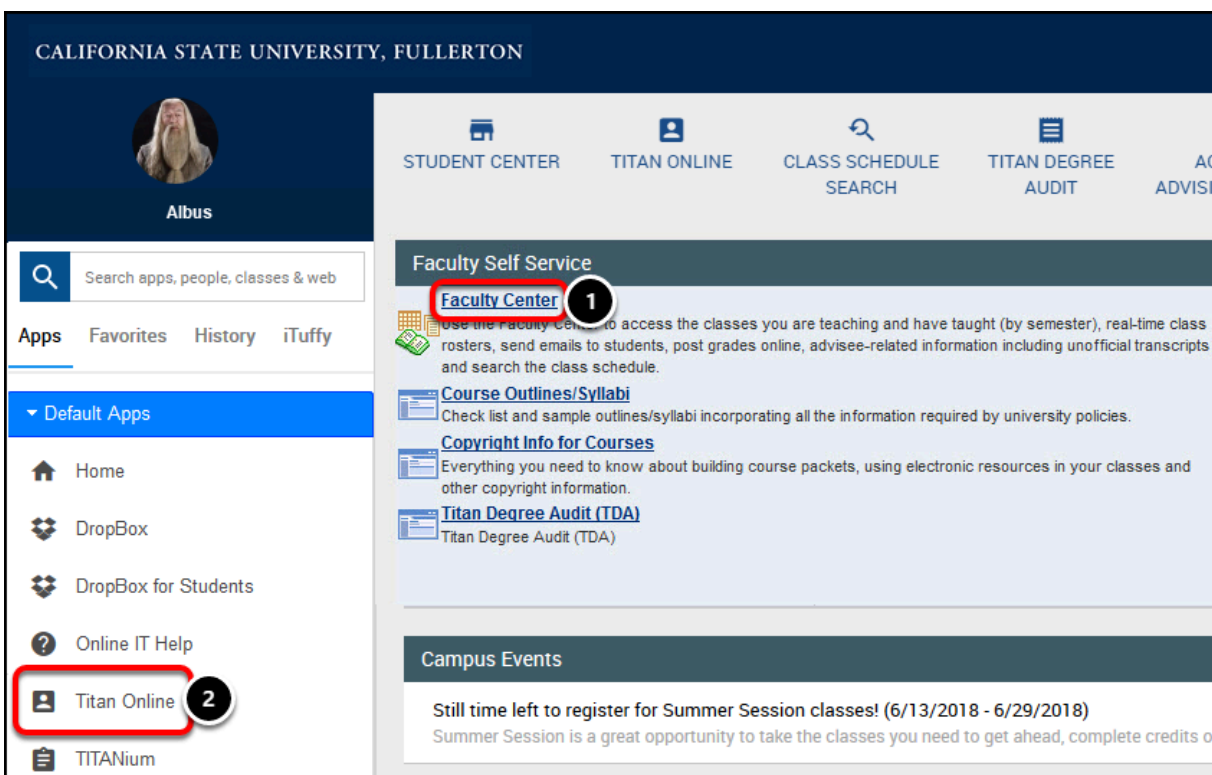
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Accessing the Faculty Center

This article covers how faculty access their Faculty Center in Titan Online.
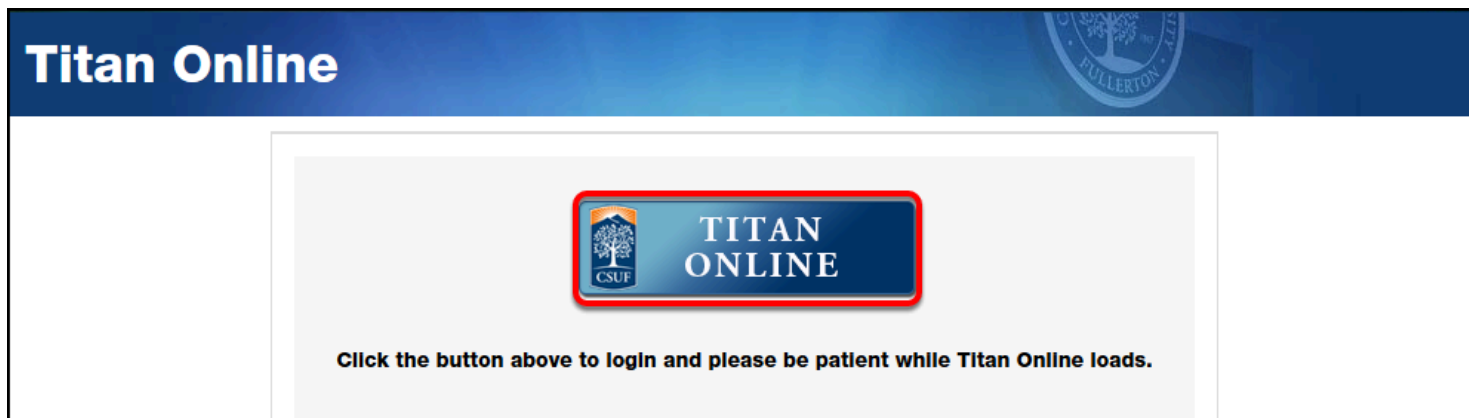
1. Log in to the campus portal.

[View instructions on accessing the campus portal.](#)

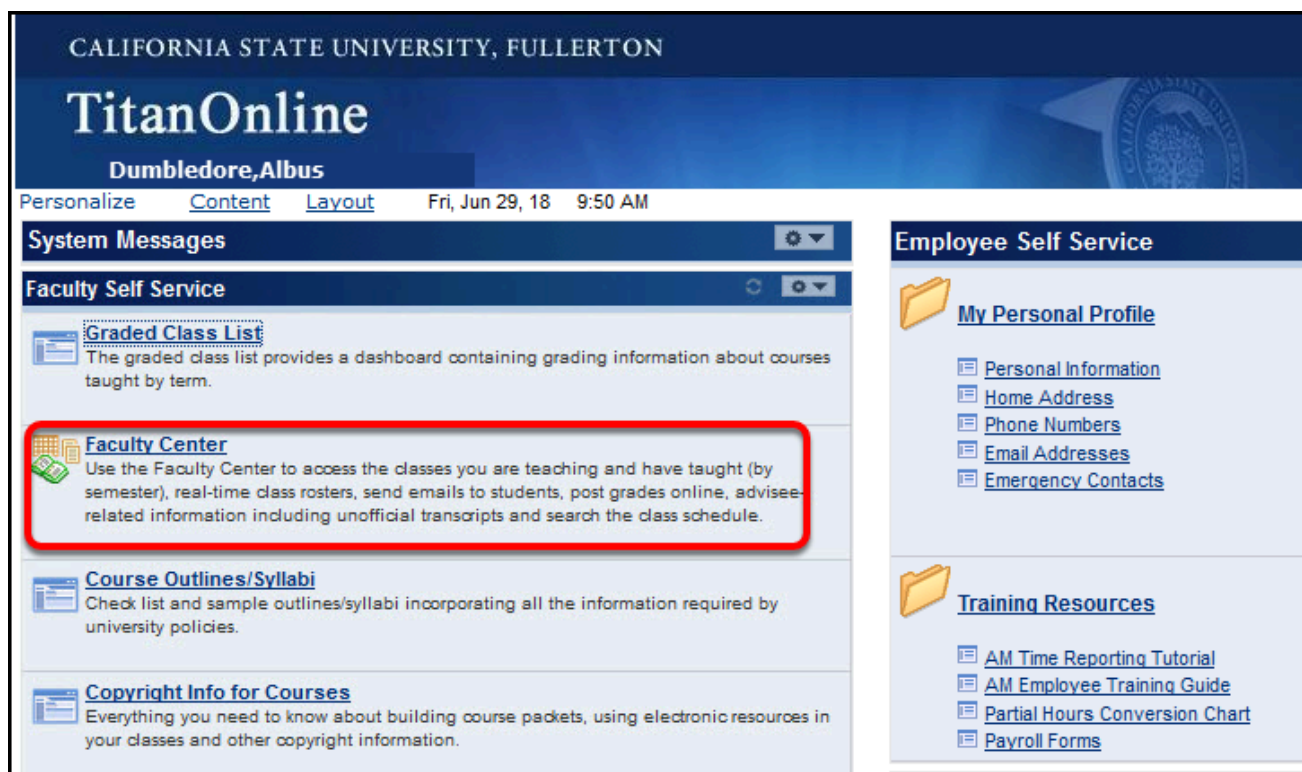## 2. If available, you can click on the Faculty Center link on your portal homepage. Or click Titan Online.

1. Click on the **Faculty Center** link in the Faculty Self Service block on the portal homepage.
2. Or click on **Titan Online** in the left menu.

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2.1. Click Titan Online again.

2.2. Click on Faculty Center in the Faculty Self Service section of Titan Online.

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3. You're now in your Faculty Center.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

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Accessing Your Class Roster

This article covers how faculty can access, print, and download their class roster for the classes they teach.

1. Log in to your Faculty Center.

[View instructions on accessing the faculty center.](#)

2. Click on the Class Roster icon next to your class.

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3. To print a copy of the roster, click on Printer Friendly Version.

4. To download the roster into Microsoft Excel, click on the Download icon.

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4.1. Click Open to open the roster in Excel. Or click Save to save a copy to your computer. Then click OK.
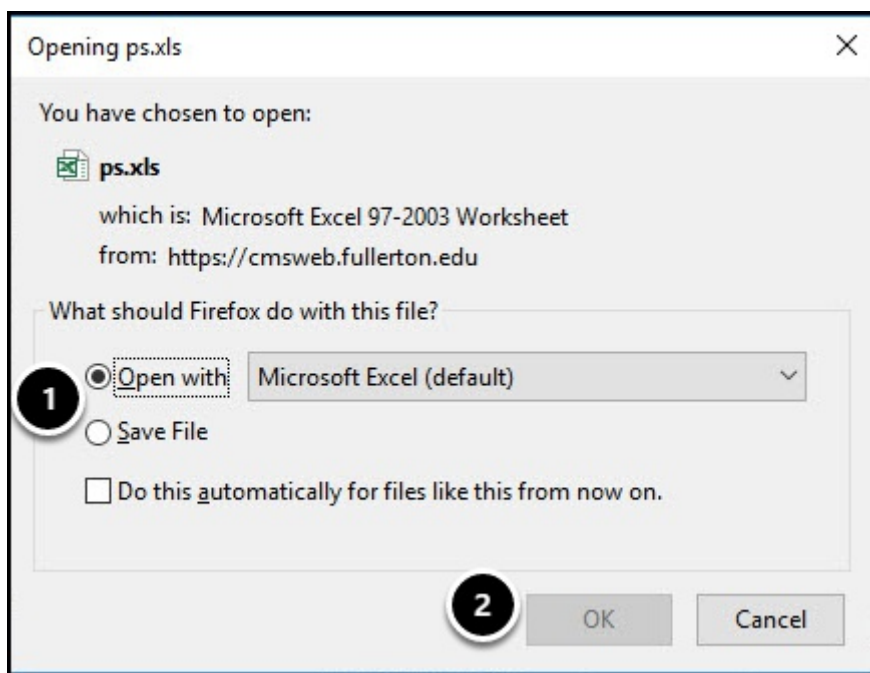
1. Choose **Open With Microsoft Excel** to open the file now. Choose **Save File** to save the file to your computer now.
2. Then click **OK**.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

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Sending Emails to Your Students

This article covers how faculty can send an email to students in their class(es) using Titan Online.

1. Access the class roster for the class in your Faculty Center.

[View instructions for accessing the class roster in your faculty center.](#)

2. Click Notify All Students. Or place a checkmark next to each of the students you want to email and then select Notify Selected Students.

1. Click **Notify All Students** to send an email to all students in the class.
2. Or place a checkmark next to each of the students you want to email.
3. Then select **Notify Selected Students**.

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Send an email without attachments

You can send an email directly to a student or students using the Faculty Center; however, you cannot add any attachments to this email.

1. Email addresses for the students will appear in the BCC field. Fill out the Subject and Message text for your email and then click Send Notification

1. Your email address will be populated in the To field so you will receive a copy of the sent email.
2. The email address(es) of the selected students will appear in the BCC field. This prevents the students from seeing each others' email addresses.
3. Enter a subject and message text for your email.
4. Then click **Send Notification**.

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Send an email with attachments

If you want to send an email to a student or students with one or more attachments, you will need to send the email using Microsoft Outlook (either the desktop application or Outlook on the Web). These instructions show you how to copy the students' email addresses from the class roster and then send the email using Outlook.

1. Highlight the student email addresses in the BCC field. Then either right-click and choose Copy or press Ctrl + C on your keyboard (for Mac, press Command + C) to copy the email addresses.
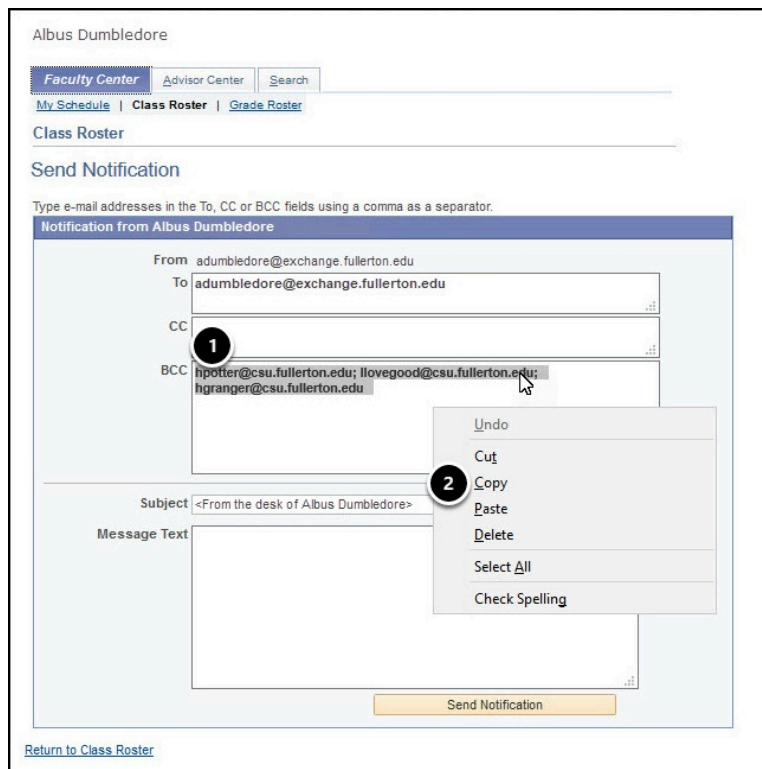
1. Highlight all of the student email addresses in the BCC field.
2. Right-click (or Command + click on a Mac) and choose **Copy**. Or choose Ctrl + C on your keyboard (Command + C on a Mac).

2. Open a new blank email in Microsoft Outlook or Outlook on the

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Web. Paste the student email addresses into the BCC field. Add a subject, message text, and any attachments. Then click Send.
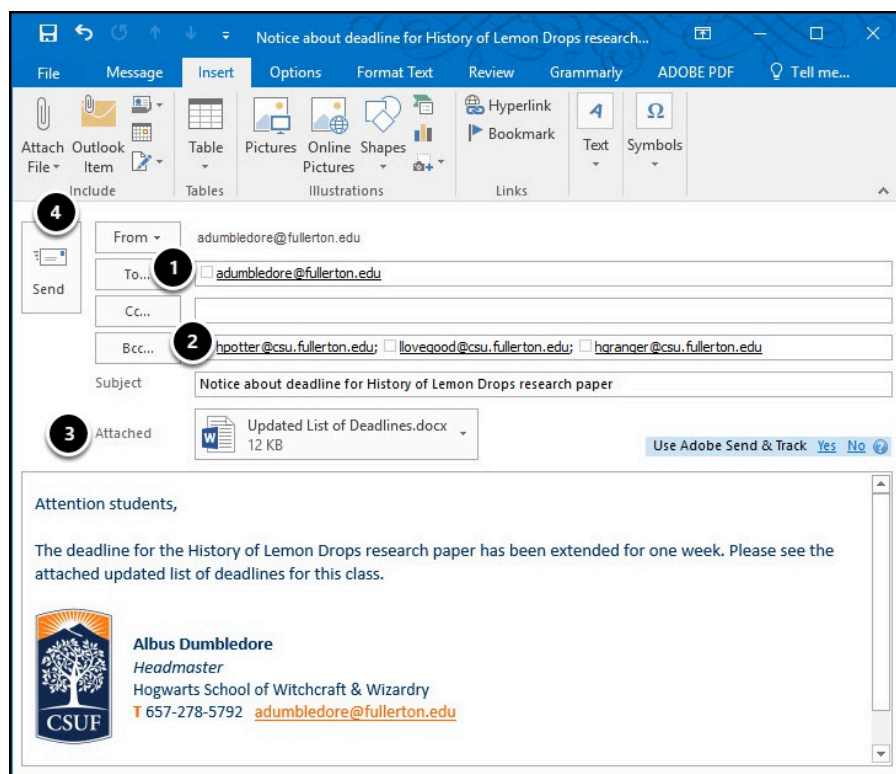
1. You may want to add your email address to the To field so you receive a copy of the sent email.
2. Paste the student email addresses into the BCC field by either right-clicking (or Command + click on a Mac) and choosing Paste or by pressing Ctrl + P (or Command + P).
3. Add any attachments and compose the subject and message text for your email.
4. Then click **Send**.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

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Viewing a Student's Class Schedule, Contact Information, and Holds

This article covers how faculty can view the Student Center of a student enrolled in one of their classes. The Student Center will show the student's class schedule, contact information, and holds (also referred to as service indicators).

1. Log in to your Faculty Center.

View instructions on accessing the faculty center.

2. Click Advisor Center.

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3. Click View Data for Other Students.

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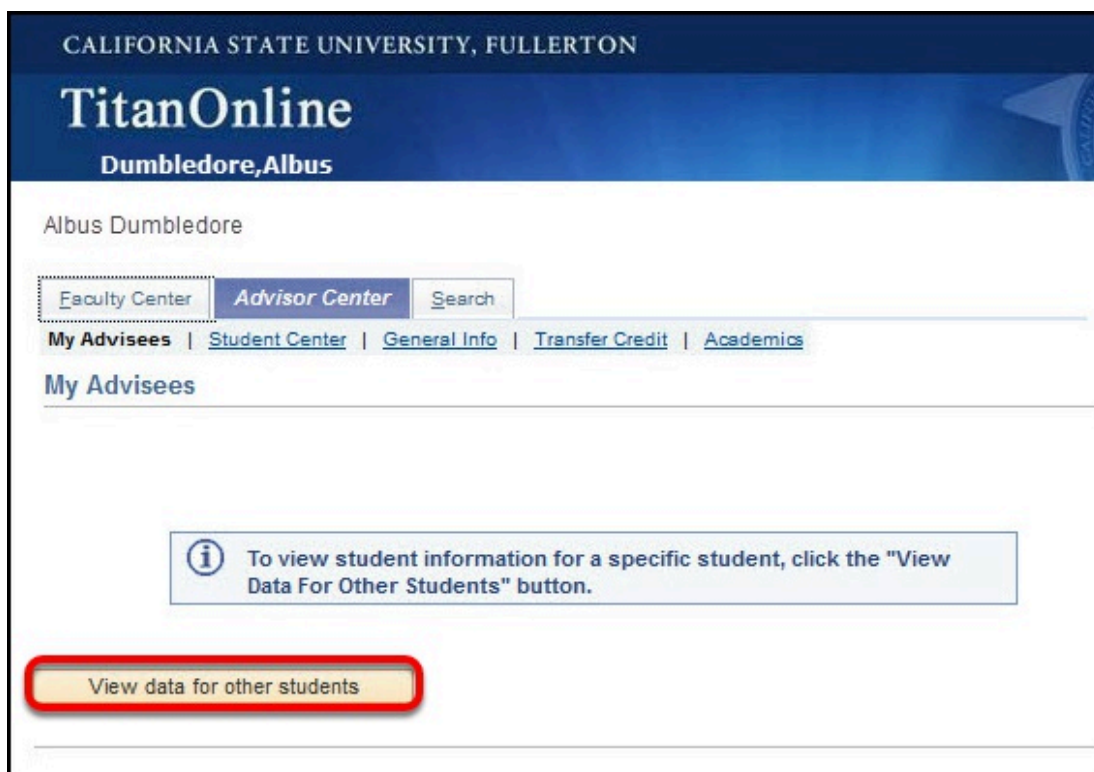
4. Enter search criteria to look up a student. Then click Search.

1. Enter search criteria. You can enter their CWID in the ID field and/or enter their name in Last Name or First Name.
2. Click **Search**.

5. You are now viewing the student's Student Center. Click Return to Search to go back.

1. Click My Class Schedule to see the student's class schedule.
2. Find the student's contact information in the Personal Information.
3. Hold Information will show you any holds currently on the student's account.
4. Click **Return to Search** to look up another student.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

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Viewing Class Permission Numbers

This article covers how faculty can view the class permission numbers for classes that they teach. Class permissions require that a student get permission from the department before their enrollment in a class is complete.

1. Access the class roster for the class in your Faculty Center.

[View instructions for accessing the class roster in your faculty center.](#)

2. Select Class Permissions.

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3. You can now see a list of all of the used and unused class permissions for the class. Click Return to go back to the roster.

Need More Help?

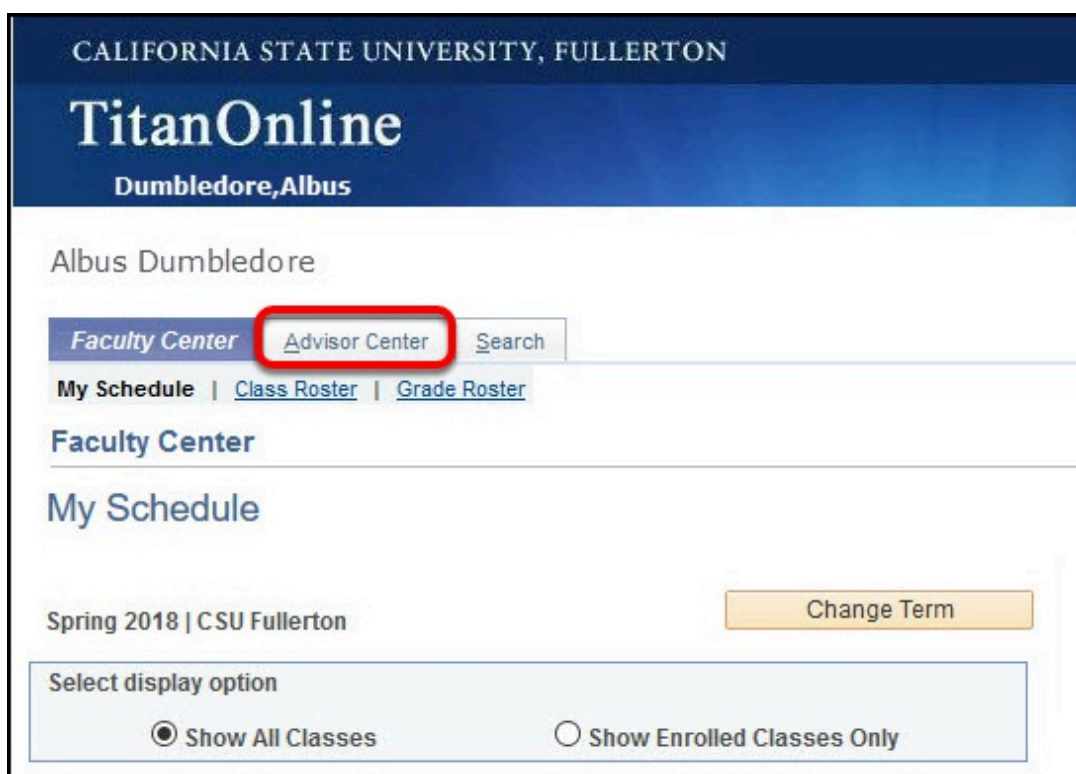Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

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Grading

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Entering Grades for Your Classes

This article covers how faculty can enter official grades for their students in the Faculty Center on Titan Online.

💡 For additional tips and troubleshooting, view Additional Information and Troubleshooting for Grading.

1. Log in to the campus portal and access your Faculty Center.

View more information on accessing the Faculty Center.

2. Click on the grading icon next to the class you want to grade.

💡 If you do not see the grading icon, that means grading is not yet available for the selected semester.

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3. Use the drop-down menu to select a grade for each student.

⚠ Please be careful using the mouse to scroll while entering grades for students as the mouse also scrolls the pull-down list of grades and may inadvertently change a grade you didn't mean to change.

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1. Select a grade for each student using the Roster Grade drop-down menu.
2. If you have already graded some of your students and want to view just the students you have not yet graded, check **Display Unassigned Roster Grade Only**.

4. Click Save to save the grades you have entered.

4.1. You will see a pop-up message indicating the grade roster was not submitted. Click OK.

💡 This is just a reminder message that clicking Save does NOT submit your grades. You can continue to click Save after making any changes to the grade roster to save your progress.

Message

This Grade Roster was NOT submitted. (30500,2)

If all grades have been entered and saved, complete the grading process by selecting "Approved" for the "Approval Status" followed by selecting "Save". Grades will not post until the Grade Roster Status of "Approved" has been saved.

OK

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5. When you have finished entering all grades, click on the Approval Status drop-down menu.

Display Options

*Grade Roster Type | Final Grade ▼
☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status | Not Reviewed ▼ | Save

Find | View All | ⬚ | ▦   First ◀ 1-2 of 2 ▶ Last

Student Grade ▦

		ID	Name	Roster Grade	Official Grade	Academic Career
☐	1	800000000	Granger,Hermione	A ▼		Undergraduate
☐	2	800000000	Potter,Harry	C+ ▼		Undergraduate

View All | ⬚ | ▦   First ◀ Rows 1 - 2 of 2 ▶ Last

Select All | Clear All

Printer Friendly Version

▼ | <- Add this grade to selected students

Notify Selected Students | Notify All Students

Save

6. Change the Approval Status to Approved. Click Save to finalize your grade roster.

7. You will get a confirmation message that your grade roster was submitted. The grades will be posted to the students' Student Center typically by the following morning.

The process that posts grades runs Monday - Friday at 7:30 am. After you submit your grade roster, you have until the next time the process runs to make any changes to it (e.g., if you submit your grades on Thursday at 6 pm, you have until Friday at 7:30 am to make changes).

If changes need to be made after grades have posted, you will need to fill out a Grade Change Form.

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Message

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.

OK

8. If you notice an error before grades have posted, you can change the Approval Status back to Not Reviewed and then make your changes.

⚠️ Remember to change the Approval Status back to **Approved** and click **Save** when you are done!

Display Options

*Grade Roster Type [Final Grade ▼]
☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status [Not Reviewed ▼]   Save

Find | View All | 🔲 | 📰   First ◀ 1-2 of 2 ▶ Last

Student Grade

		ID	Name	Roster Grade	Official Grade	Academic Career
☐	1	800000000	Granger,Hermione	A ▼		Undergraduate
☐	2	800000000	Potter,Harry	C+ ▼		Undergraduate

View All | 🔲 | 📰   First ◀ Rows 1 - 2 of 2 ▶ Last

Select All   Clear All   Printer Friendly Version

[▼]   <- Add this grade to selected students

Notify Selected Students   Notify All Students

Save

💡 Did a student stop attending your class? Don't see all of your students on the grade roster? Want to download your grade roster to Excel? Experiencing other issues or have questions? [View Additional Information and Troubleshooting for Grading](#)

Need More Help?

Technical questions

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Questions about the grading process

- *State Support Classes*: contact [Registration & Records](#)
- *Self Support Classes*: contact [Extension & International Programs](#)

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Additional Information and Troubleshooting for Grading

This article contains additional information, tips, and troubleshooting for faculty who are entering grades for their students.

💡 For basic instructions on how to enter grades, view Entering Grades for Your Classes.

Choose a topic or question for more information

A student stopped attending class, but did not officially withdraw from the class.

Instructors should assign a grade of WU to students who stop attending or participating in class without officially withdrawing.

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1. If a student stopped attending class but did not officially withdraw, enter a grade of "WU" for them. Then click Save.

2. Enter the last date that the student attended. Then click Save.

ℹ️ Campus policy requires that instructors provide a last date of attendance, if they can determine it, whenever a grade of WU is assigned.

I don't see all of my students on the grade roster!

Note that only students who were enrolled at the time that the grade roster was created are included on the grade roster.

If you have more than 80 students in your class, there will be multiple pages for the grade roster. Click the arrow to move to the next page.

Note that you can view up to 100 students per page by clicking **View 100**.

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If one specific student is missing, the student may not have officially enrolled in the class.

You will be unable to grade the student using the grade roster if they did not officially enroll in the class.

The student will need to contact the Registration & Records department regarding the petition process for retroactively adding the class. If the petition is approved, as the instructor you will be contacted by Registration & 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 can be directed to Registration & Records. Questions about this process for self support classes can be directed to Extension & International Programs.

How do I add the same grade for multiple students?

Applying the same grade to multiple students allows you to save time when entering grades, but you'll want to be careful that you enter the correct grade for each individual student.

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1. Select the students you want to assign the grade to. Select the grade you want to assign to the students. Then click Add this grade to selected students.

You can also choose to add the same grade for ALL students by clicking Select All and then just modify those students who have a different grade. However, this will only work if the course is letter-grade only or credit/no credit only.

1. Select the students you want to assign the grade to.
2. Select the grade you want to assign to the students.
3. Click **Add this grade to selected students**.

Help! I see an error message and don't know what to do!

This Grade Roster was NOT submitted message

Message

This Grade Roster was NOT submitted. (30500,2)

If all grades have been entered and saved, complete the grading process by selecting "Approved" for the "Approval Status" followed by selecting "Save". Grades will not post until the Grade Roster Status of "Approved" has been saved.

OK
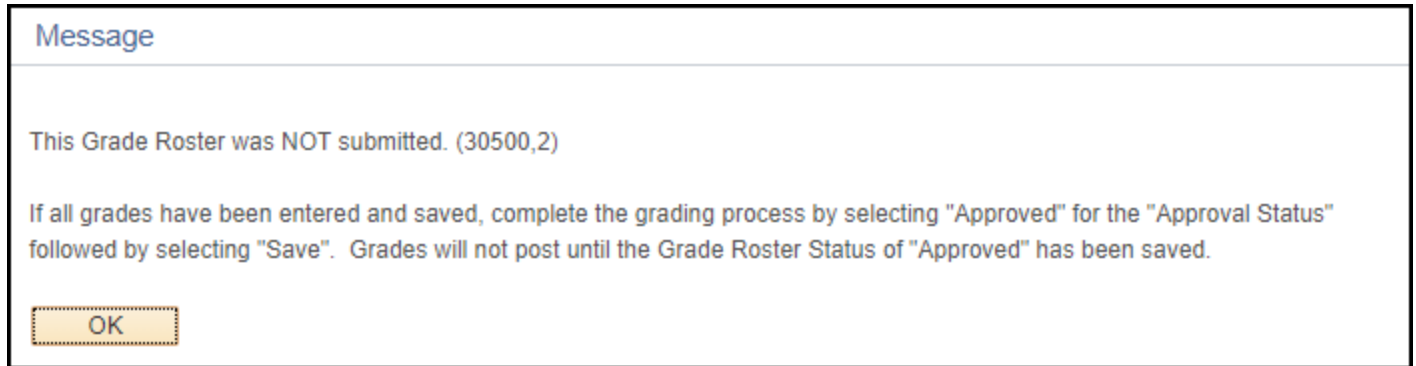
What does this message mean?

This is a warning message indicating that your grade roster has been saved, but it has not yet been finalized, so the grades will not be posted for the students.

Do I need to do anything?

No. This is just a warning message to remind you that clicking Save is not enough to submit your grades; you need to change the Approval Status to Approved and click Save before your grade roster is submitted. You can continue entering grades and clicking Save to save your progress.

One or more students on this grade roster do not have a grade entered message

Message

One or more students on this grade roster do not have a grade entered. (14670,6)

All students on the Grade Roster must be graded before it can be approved.

OK

What does this message mean?

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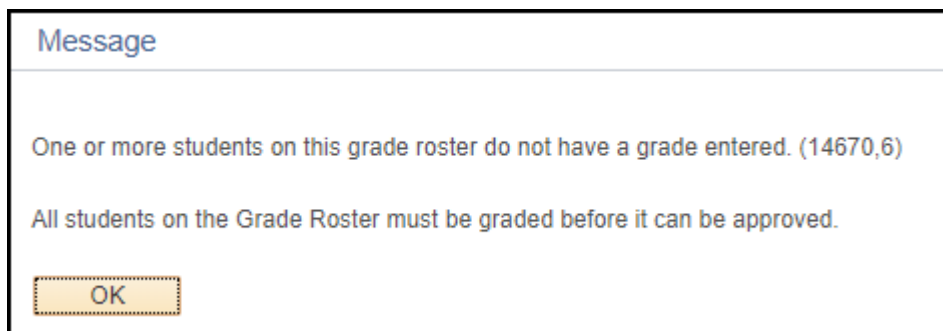
This is an error message that you will see if you change the Approval Status to Approved, but there are one or more students who do not have a grade assigned.

Do I need to do anything?

Yes. Follow the step below to assign grades to the student(s) who do not have grades assigned, and then mark your grade roster as Approved and save to finalize your grade roster.

1. Change the Approval Status back to Not Reviewed. Place a checkmark next to Display Unassigned Roster Grade Only. Then select grades for the student(s).

⚠️ Remember to change the Approval Status to Approved and click Save once you have finished entering all grades!

1. Change the Approval Status back to **Not Reviewed**.
2. Place a checkmark next to **Display Unassigned Roster Grade Only** to locate the student(s) who do not have grades assigned.
3. Enter grades for those student(s).

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You have successfully completed Grading for this class message
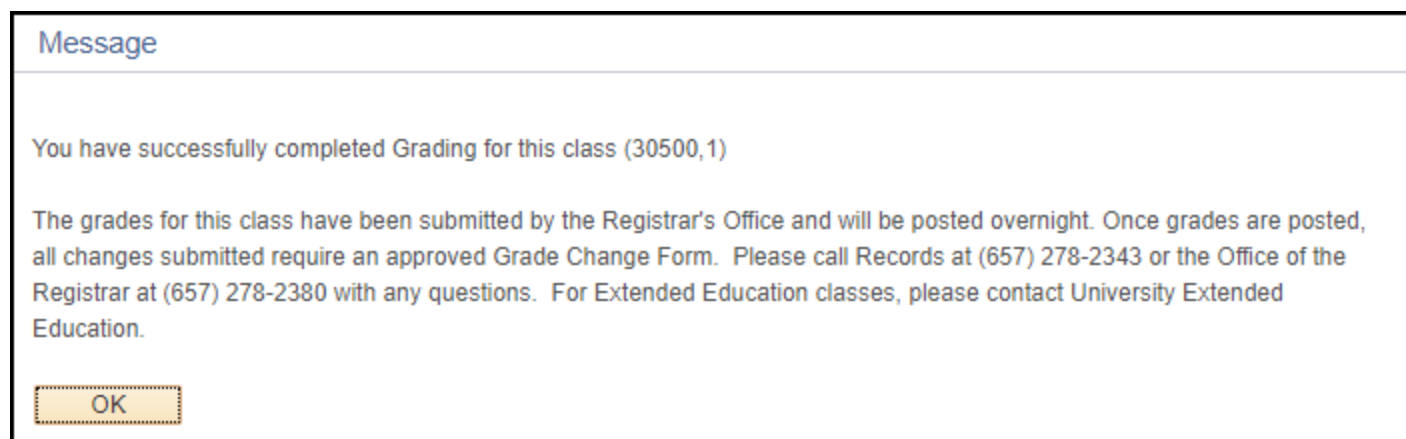
What does this message mean?

This is a confirmation message that the grade roster was successfully submitted, and the grades will be posted.

Do I need to do anything?

No. You are now done with grading this class.

I need to change a student's grade!

The process that posts grades runs Monday - Friday at 7:30 am. After you submit your grade roster, you have until the next time the process runs to make any changes to it (e.g., if you submit your grades on Thursday at 6 pm, you have until Friday at 7:30 am to make changes).

If the grades have not yet posted, you can follow the step below to change a student's grade using the online roster.

If changes need to be made after grades have posted, you will need to fill out a Grade Change Form.

Questions for state support classes can be directed to Registration & Records. Questions for self support classes can be directed to Extension & International Programs.

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1. If you notice an error before grades have posted, you can change the Approval Status back to Not Reviewed and then make your changes.

> ⚠ Remember to change the Approval Status back to **Approved** and click **Save** when you are done!

How do I download my grade roster to Excel?

Although you can download the grade roster to Excel any time you see the download to Excel icon, you may want to download it to Excel after you have successfully approved and submitted the grades.

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1. Click on the download to Excel icon above the grade roster table.

2. Double click on the downloaded Excel file to open it.

💡 The file may have a name such as ps (1).xls. It will usually be saved to your Downloads folder.

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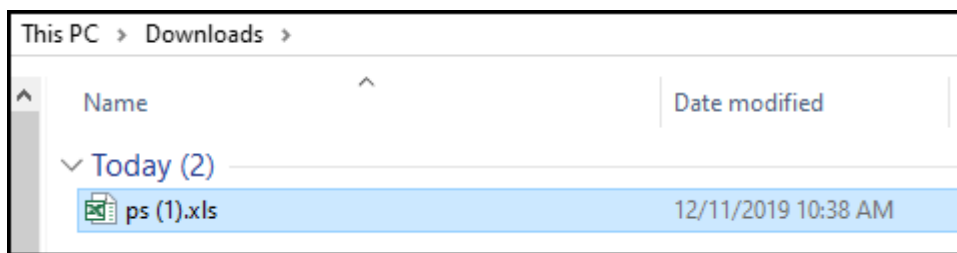
3. You may see a warning message about the format and extension. Click Yes.
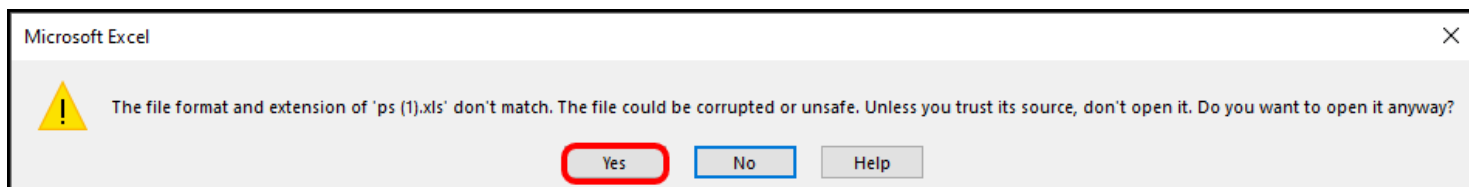
4. Click Enable Editing.
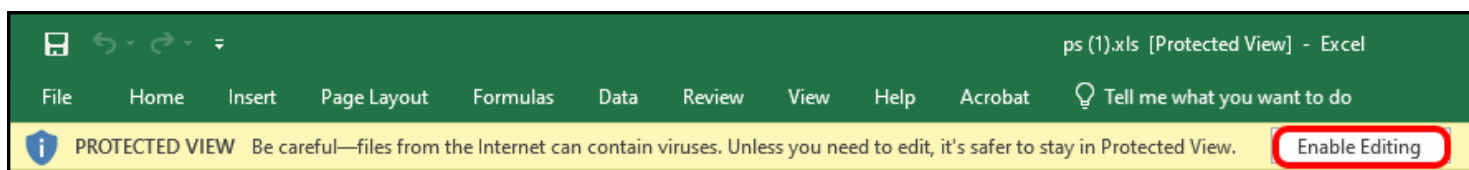
5. You can now click File and select Save As to change the name and file format.

💡 The file type of the downloaded file is often "webpage," so you will want to change the file format.

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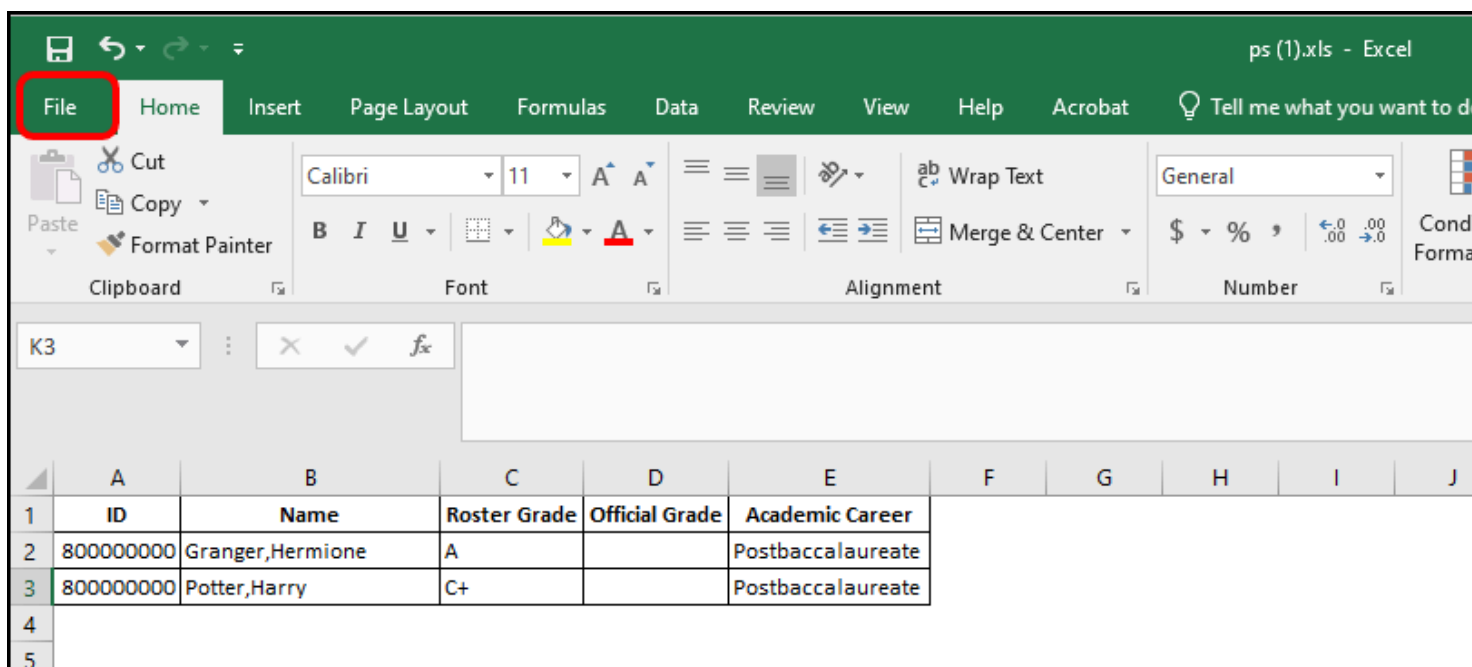
6. Choose where you want to save the grade roster. Give the file a name, and select Excel Workbook as the type. Then click Save.

💡 You can save the file in other formats than Excel Workbook if you wish.

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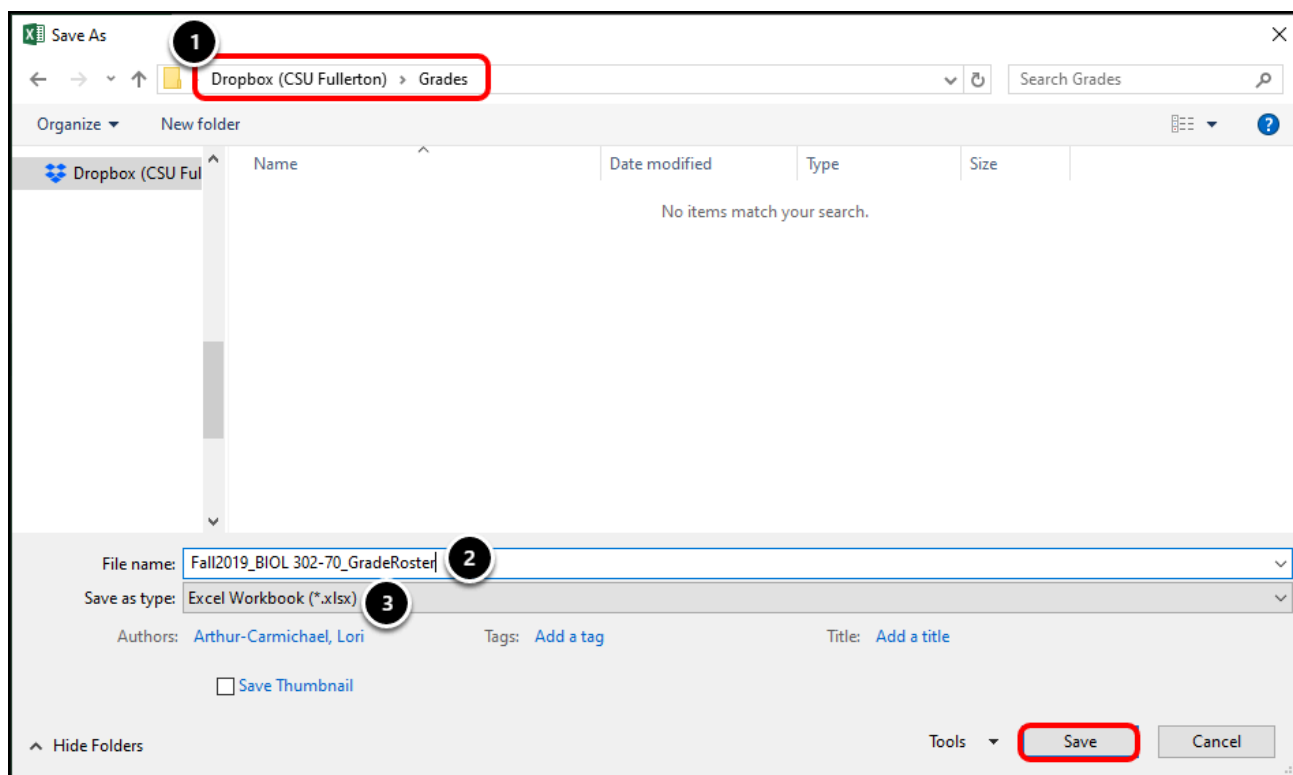
1. Choose the location where you want to save the grade roster.
2. Enter a name for the file. You may want to include the semester as well as the course ID and section number.
3. Select a file type. We recommend **Excel Workbook**.
4. Then click **Save**.

One of my students has already been assigned an official grade!

Sometimes a student obtains an official grade outside of the online grading process. Most often, this is because the student has officially withdrawn from the course and has been assigned a grade of "W."

Questions for state support classes can be directed to Registration & Records. Questions for self support classes can be directed to Extension & International Programs.

	ID	Name	Roster Grade	Official Grade	Academic Career
☐ 1	800000000	Granger,Hermione		W	Undergraduate
☐ 2	800000000	Potter,Harry	▼		Undergraduate
☐ 3	800000000	Weaseley, Ron	▼		Undergraduate

Find | View All | 🗗 | 🖳   First ◀ 1-21 of 21 ▶ Last

Student Grade

Need More Help?

Technical questions

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Questions about the grading process

- *State Support Classes*: contact Registration & Records
- *Self Support Classes*: contact Extension & International Programs

Accessing the Graded Class List

This article covers how faculty can access their graded class list from the Faculty Center.

1. Log in to Titan Online.

[View instructions on accessing Titan Online.](#)

ℹ️   At this time, the link to the Graded Class List is only available on Titan Online and not on the portal homepage.

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2. Click on Graded Class List in the Faculty Self Service section of Titan Online.

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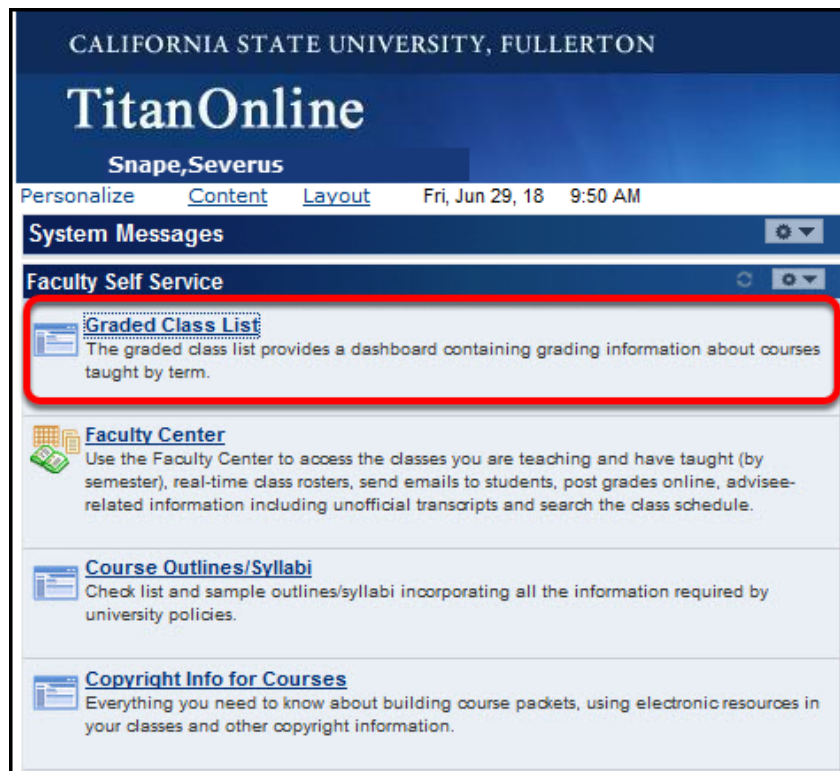
3. Your Graded Class List Summary appears.
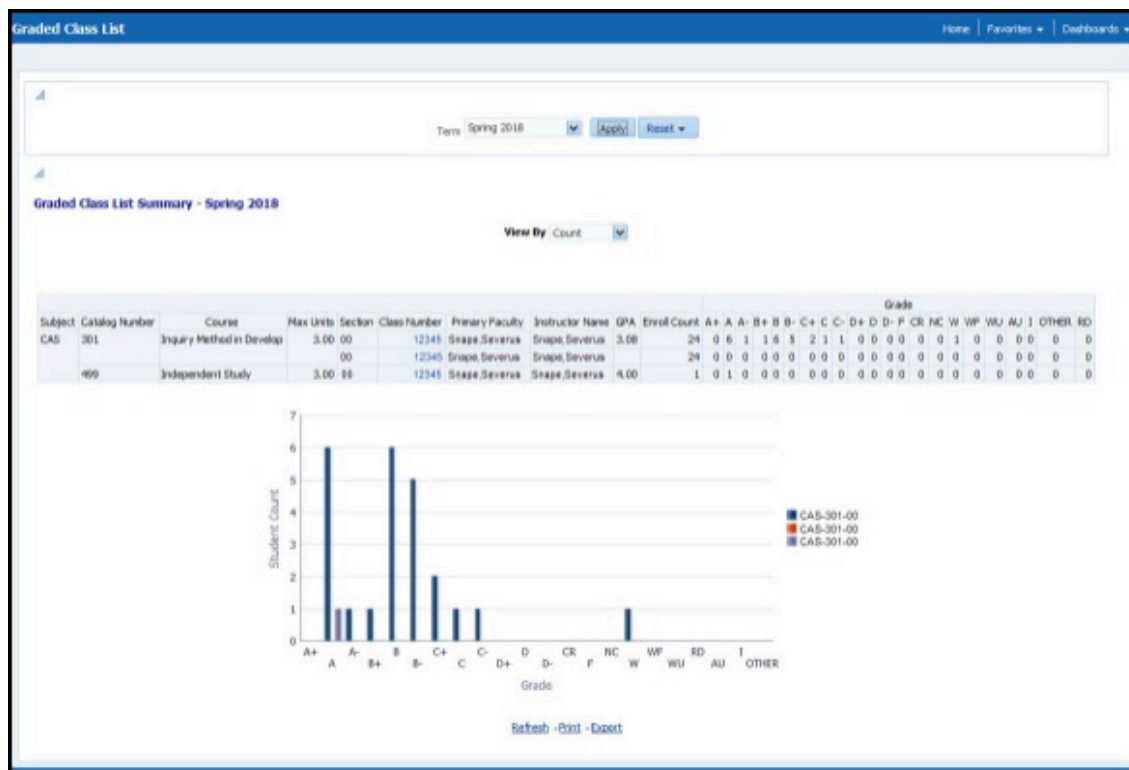
3.1. If you get no results, it could be because the current term (semester) does not have any grade information. Change the term to a previous one and then click Apply.

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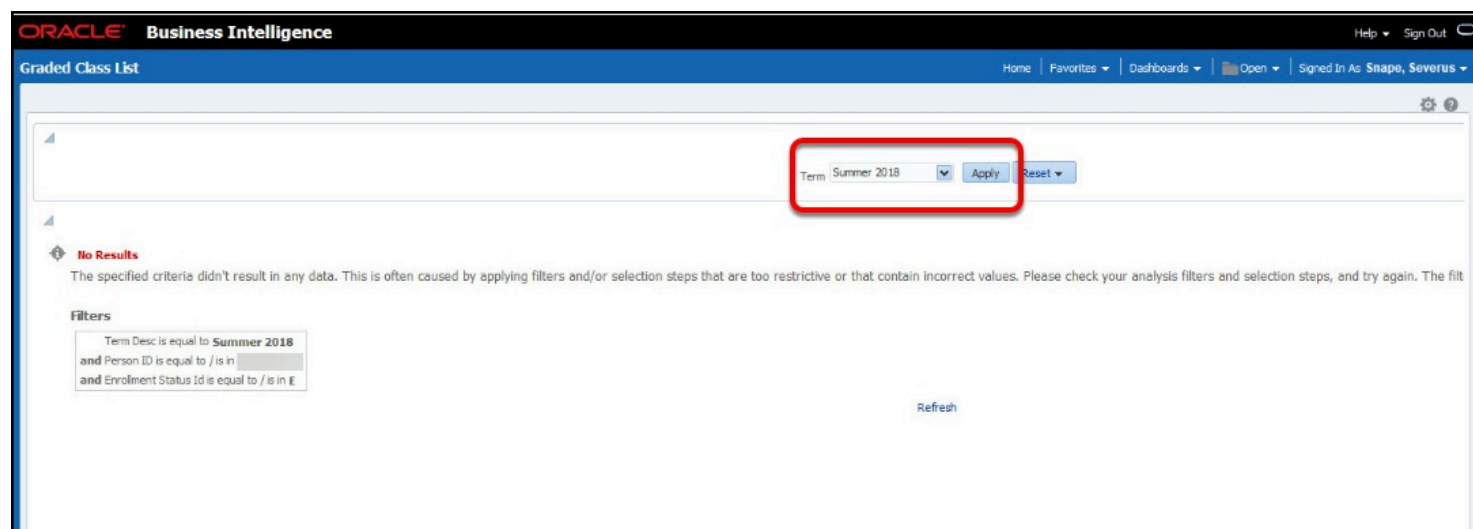
Filter

Select a filter and then click **Apply** to update the report.

Filter	Description
Term	The semester (e.g., Fall 2018).

Reading the Table

The Graded Class List Summary table shows each class that the faculty taught for the selected semester along with the grade distribution by count or percentage of enrolled students who earned each grade.

To switch between the Count and Percentage view options, use the View By drop-down menu just above the table.

Graded Class List Summary - Spring 2018

View By Count

Subject	Catalog Number	Course	Max Units	Section	Class Number	Primary Faculty	Instructor Name	GPA	Enroll Count	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
CAS	301	Inquiry Method in Develop	3.00	00	12345	Snape,Severus	Snape,Severus	3.08	24	0	6	1	1	6	5	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
				00	12345	Snape,Severus	Snape,Severus		24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	499	Independent Study	3.00	00	12345	Snape,Severus	Snape,Severus	4.00	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Column Descriptions

Field	Description
Subject	The course subject (e.g., HUSR).
Catalog Number	The course catalog number (e.g., 101A).
Course	The title of the course (e.g., Introduction to Art).
Max Units	The maximum number of units a student can earn for the course.
Section	The course section number (e.g., 01).

Field	Description
Class Number	The ID number assigned to the specific section of the course (e.g., 12345).
Primary Faculty	The primary instructor granted the ability to assign and approve grades for the course.
Instructor Name	The instructor of record for the course.
GPA	The average GPA for all students enrolled in the course.
Enroll Count	The total number of students enrolled in the course.
Grade	The count or percentage of students enrolled in the course who received the grade listed in the column header (e.g., the percentage of enrolled students who received an A+ in the course).

Accessing the Graded Class List Detail

1. Click on a class number to view the Graded Class List detail.

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2. Review the detail information. Click Return at the bottom of the screen to return to the previous screen.

> ❗ Before downloading or printing the Graded Class List detail, be sure to hide the CWID and name of the student to protect student privacy. See below for instructions on hiding this information.

Logo   **California State University Fullerton**   Time run: 6/29/2018 9:32:46 AM

Graded Class List

Spring 2018

College:	**Health and Human Development**		CAS-301-00
Department:	**Child and Adolescent Studies**		**Inquiry Method in Develop**
Primary Faculty:	Snape,Severus		Class Nbr: **12345**
Instructor Name:	Snape,Severus		Units: **3.00**
WEBOH			

Name	CWID	Units	Grade Basis	Grade	Major 1	Major 2 * Minor	Start Term Academic Level	Ext
Granger,Hermione	800000000	3.00	Graded	B-	Child and Adolescent Development		Senior	
Lovegood,Luna	800000000	3.00	Graded	A	Child and Adolescent Development		Junior	
Potter,Harry	800000000	3.00	Graded	B-	Child and Adolescent Development		Junior	

GRADE BREAKDOWN/PERCENTAGE

Student Count

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
0	6	1	1	6	5	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0

Grade Percent

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
0.0	25.0	4.2	4.2	25.0	20.8	8.3	4.2	4.2	0.0	0.0	0.0	0.0	0.0	0.0	4.2	0.0	0.0	0.0	0.0	0.0	0.0

Total Student: 24   **Total Open University: 0**   **Class GPA : 3.08**

NOTES: All students are subject to a final grade

**THIS LISTING IS CONFIDENTIAL AND MUST BE SHREDDED WHEN NO LONGER NEEDED. DO NOT RECYCLE OR THROW AWAY.**

Return -Refresh -Print -Export -Create Bookmark Link

Graded Class List: page 1 > Grade Dist_drill

Reading the Chart

The Graded Class List Summary chart shows each class that the faculty taught for the selected semester along with the grade distribution by count or percentage of enrolled students who earned each grade.

To switch between the Count and Percentage view options, use the View By drop-down menu just above the table.
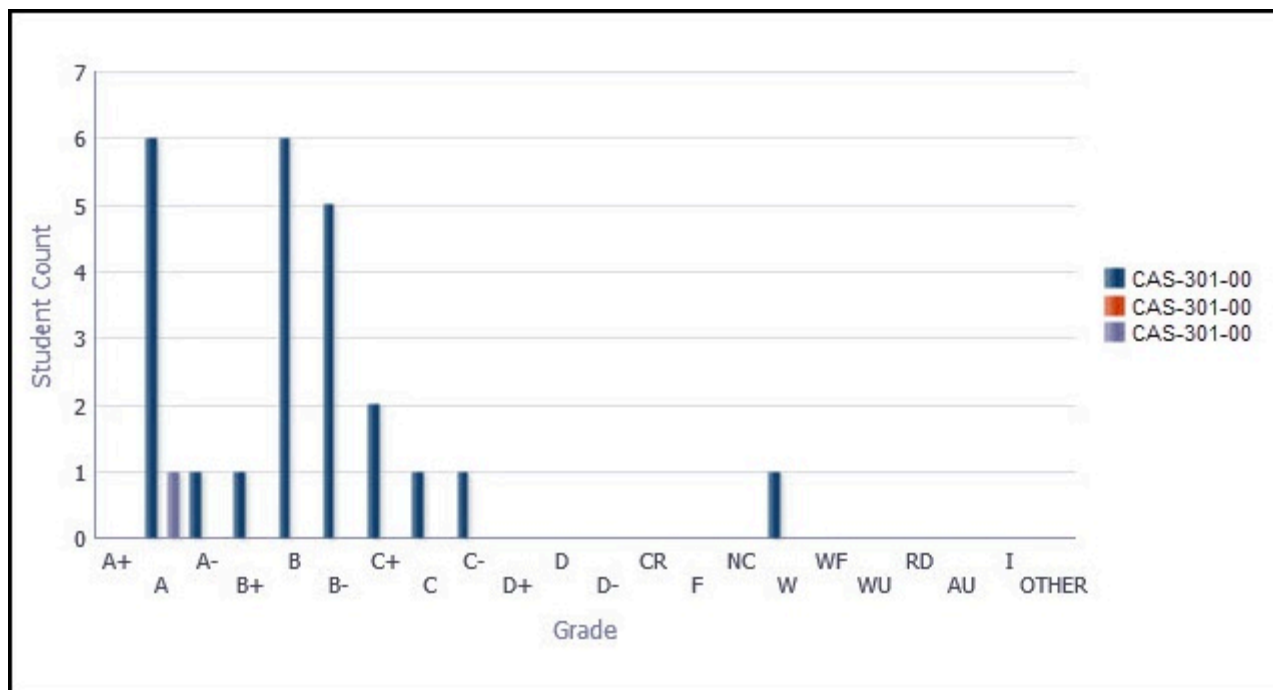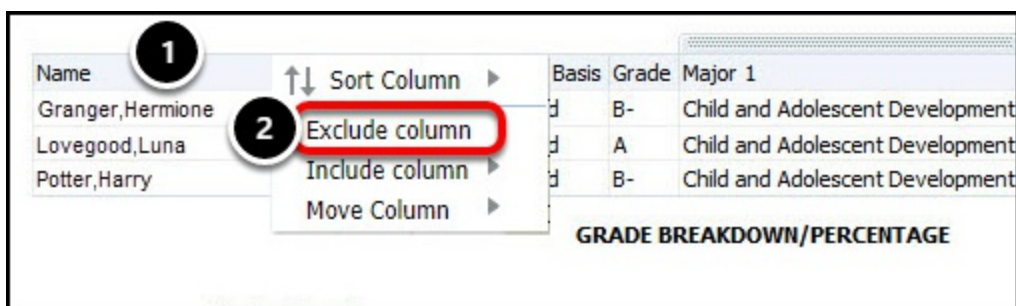
Downloading and Printing the Graded Class List

[View instructions on downloading data from the data warehouse.](#)

[View instructions on printing reports from the data warehouse.](#)

1. When printing or downloading the detail report, hide columns by right-clicking (or Command + click on a Mac) on the column and selecting Exclude Column.

1. Right-click (or Command + click on a Mac) on the **Name** field.
2. Select **Exclude column**.

Repeat this with the CWID column to hide the student's Name and CWID.

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2. Now you can click on the Print link at the bottom of the screen to create a printable PDF or click on Export > Excel 2007+ to export the results to Excel.

⚠️ If you choose to export your results as Data, please note that you may have to manually remove the students' names and CWIDs from the Excel spreadsheet.

1. Click Print > Printable PDF to create a printable PDF version of these results.
2. Click Export > Excel 2007+ to export the results to Microsoft Excel.

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.

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