

FACULTY CENTER



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Faculty Center Basics

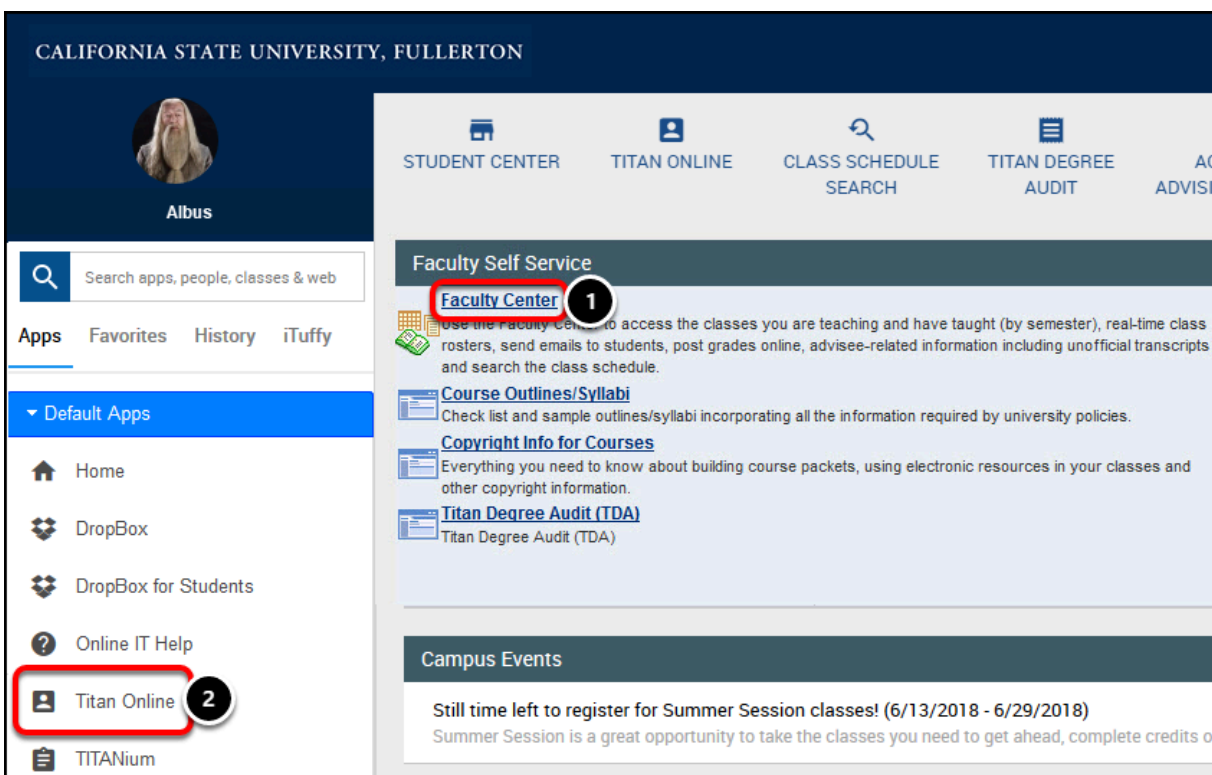
Accessing the Faculty Center

This article covers how faculty access their Faculty Center in Titan Online.

1. Log in to the campus portal.

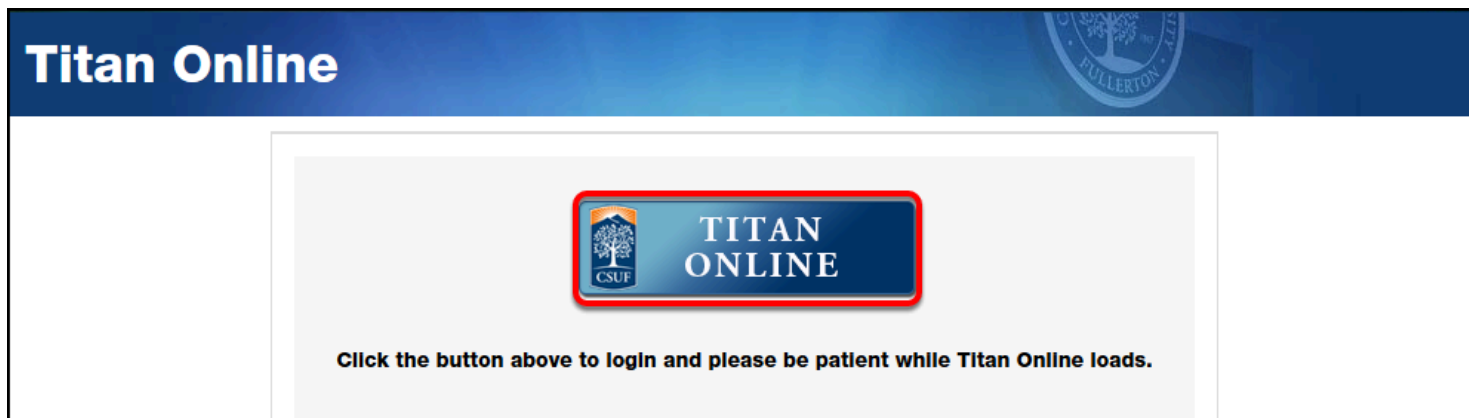
[View instructions on accessing the campus portal.](#)

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

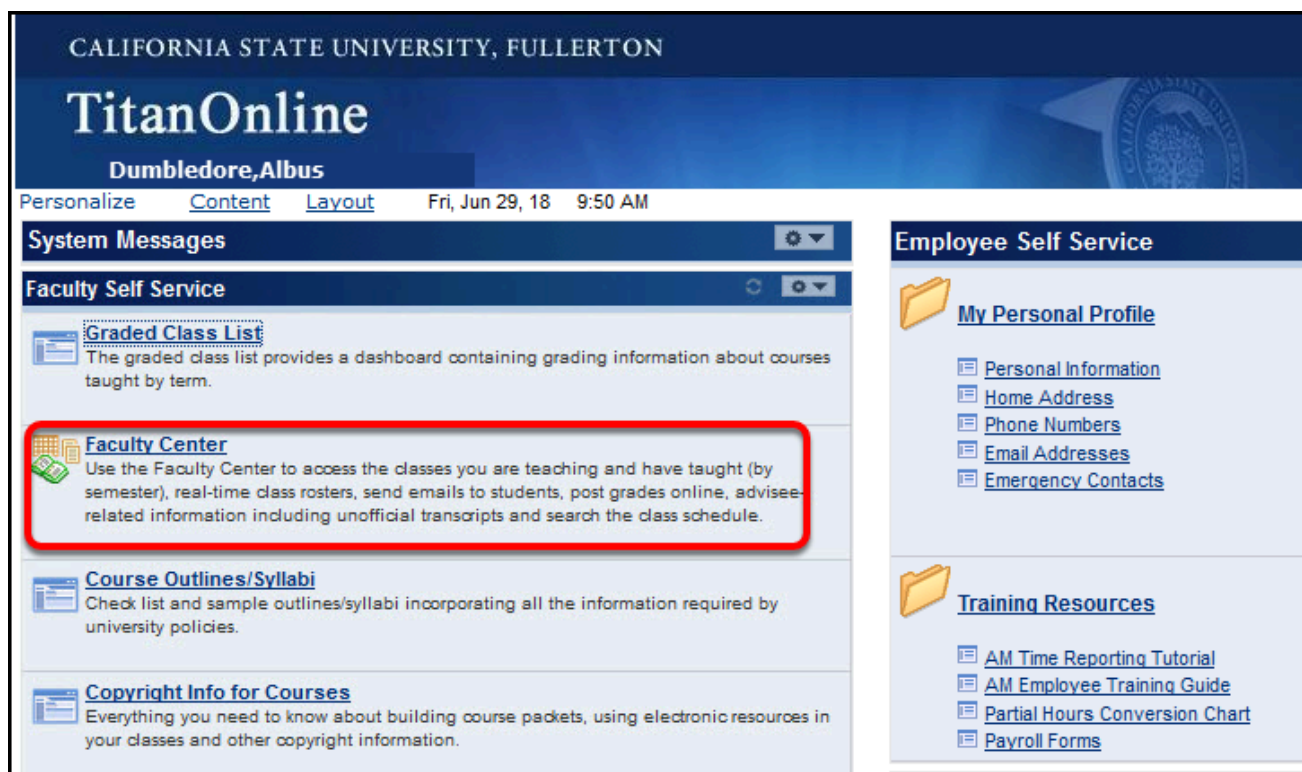


1. Click on the **Faculty Center** link in the Faculty Self Service block on the portal homepage.
2. Or click on **Titan Online** in the left menu.

2.1. Click Titan Online again.



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



3. You're now in your Faculty Center.

CALIFORNIA STATE UNIVERSITY, FULLERTON

TitanOnline

Dumbledore, Albus

Albus Dumbledore

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

Spring 2018 | CSU Fullerton [Change Term](#)

Select display option
☒ Show All Classes ☐ Show Enrolled Classes Only

[Icon Legend](#) [Class Roster](#) [Grade Roster](#) [Class Permissions](#)

My Teaching Schedule > Spring 2018 > CSU Fullerton

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		CAS 301-21 (20328)	Inquiry Method in Develop (Lecture)	24	TBA	WEB Hybrid Instruction	Jan 20, 2018 - May 11, 2018
		CAS 301-22 (20329)	Inquiry Method in Develop (Laboratory)	24	Tu 5:00PM - 7:20PM	EC 055 - Spec Computer Lab	Jan 20, 2018 - May 11, 2018
		CAS 499-17 (14218)	Independent Study (Supervision)	1	TBA	TBA	Jan 20, 2018 - May 11, 2018

[View Weekly Teaching Schedule](#) [Go to top](#)

For faculty: please consult with your Chair or Coordinator in the event that any on-campus final exams for your courses are not appearing in the Final Exam Schedule below:

Need More Help?

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

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.

The screenshot shows the TitanOnline Faculty Center interface for Albus Dumbledore. The top navigation bar includes 'Faculty Center', 'Advisor Center', and a 'Search' field. Below this, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The 'Class Roster' link is highlighted with a red box. The main content area shows 'My Teaching Schedule' for Spring 2018 at CSU Fullerton. A table lists two classes: CAS 301-21 (20328) and CAS 301-22 (20329). The 'Class Roster' icon (a group of people) is highlighted with a red box in the first column of the table.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CAS 301-21 (20328)	Inquiry Method in Develop (Lecture)	24	TBA	WEB Hybrid Instruction	Jan 20, 2018 - May 11, 2018
CAS 301-22 (20329)	Inquiry Method in Develop (Laboratory)	24	Tu 5:00PM - 7:20PM	EC 055 - Spec Computer Lab	Jan 20, 2018 - May 11, 2018

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

CALIFORNIA STATE UNIVERSITY, FULLERTON
TitanOnline
Dumbledore, Albus

Albus Dumbledore
[Faculty Center](#) | [Advisor Center](#) | [Search](#)
[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)
Class Roster
[View FERPA Statement](#)

Spring 2018 | Regular Academic Session | CSU Fullerton | Undergraduate

CAS 301 - 21 (20328)
Inquiry and Methodology in Development (Lecture)

Days and Times	Room	Instructor	Dates
TBA	WEB Hybrid Instruction	Albus Dumbledore	01/20/2018 - 05/11/2018

*Enrollment Status
Enrollment Capacity 24 Enrolled 24
Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students Find | View All | First 1-24 of 24 Last

	Notify	Photo	ID	Name	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt
1	<input type="checkbox"/>		800000000	Granger, Hermione	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Senior		11/08/2017	05/28/2018
2	<input type="checkbox"/>		800000000	Lovegood, Luna	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior		11/20/2017	05/28/2018
3	<input type="checkbox"/>		800000000	Potter, Harry	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior		11/05/2017	05/28/2018

[Select All](#) [Clear All](#)
[Notify Selected Students](#) [Notify All Students](#)
[Go to top](#)

[Printer Friendly Version](#)

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

CALIFORNIA STATE UNIVERSITY, FULLERTON

TitanOnline

Dumbledore, Albus

Albus Dumbledore

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Class Roster

[View FERPA Statement](#)

Spring 2018 | Regular Academic Session | CSU Fullerton | Undergraduate

[Change Class](#)

CAS 301 - 21 (20328)
Inquiry and Methodology in Development (Lecture)

Days and Times	Room	Instructor	Dates
TBA	WEB Hybrid Instruction	Albus Dumbledore	01/20/2018 - 05/11/2018

*Enrollment Status:

Enrollment Capacity 24 Enrolled 24

Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students Find | View All | [Download](#) | [Print](#)

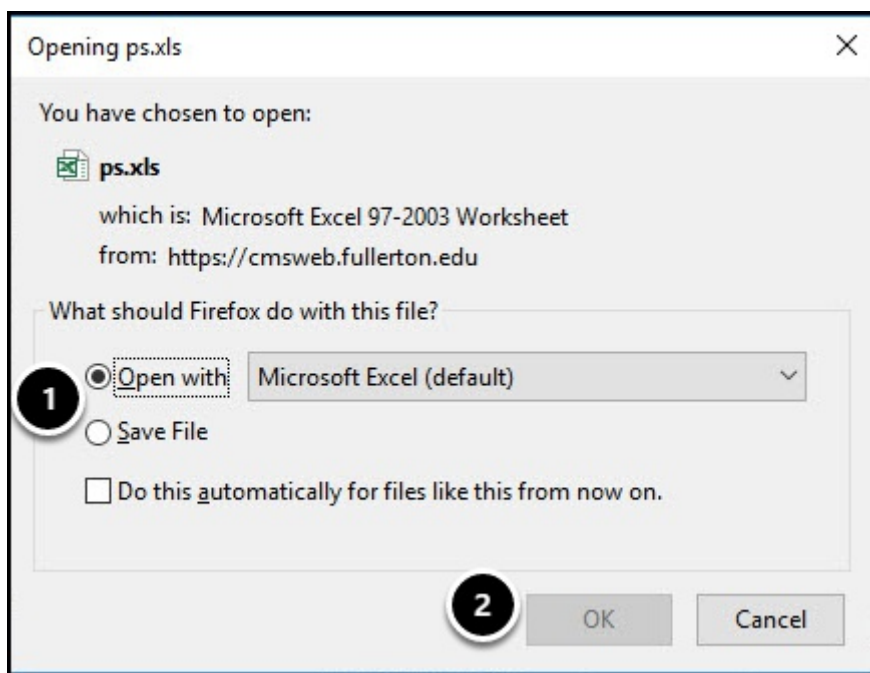
	Notify	Photo	ID	Name	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt
1	<input type="checkbox"/>		800000000	Granger, Hermione	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Senior		11/08/2017	05/28/2018
2	<input type="checkbox"/>		800000000	Lovegood, Luna	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior		11/20/2017	05/28/2018
3	<input type="checkbox"/>		800000000	Potter, Harry	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior		11/05/2017	05/28/2018

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

[Notify Selected Students](#) [Notify All Students](#)

[Go to top](#)

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.

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.

CALIFORNIA STATE UNIVERSITY, FULLERTON
TitanOnline
Dumbledore, Albus

Albus Dumbledore

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Class Roster [View FERPA Statement](#)

Spring 2018 | Regular Academic Session | CSU Fullerton | Undergraduate

CAS 391 - 21 (20328)
Inquiry and Methodology in Development (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
TBA	WEB Hybrid Instruction	Albus Dumbledore	01/20/2018 - 05/11/2018

*Enrollment Status:

Enrollment Capacity 24 Enrolled 24

Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students Find | View All | 1-24 of 24 | Last

	Notify	photo	ID	Name	Units	Program - Plan - Subplan	Academic Level	Status	Note	Add Dt	Grade Dt
1	<input checked="" type="checkbox"/>		800000000	Granger, Hermione	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Senior			11/08/2017	05/28/2018
2	<input checked="" type="checkbox"/>		800000000	Lovegood, Luna	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior			11/20/2017	05/28/2018
3	<input checked="" type="checkbox"/>		800000000	Potter, Harry	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior			11/05/2017	05/28/2018

Select All ☒ or All ☐

Notify Selected Students **Notify All Students**

[Printer Friendly Version](#)

[Go to top](#)

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**.

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

Albus Dumbledore

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

[Class Roster](#)

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Albus Dumbledore

From: adumbledore@exchange.fullerton.edu

1 To: adumbledore@exchange.fullerton.edu

CC:

2 BCC: hpotter@csu.fullerton.edu

3 Subject: <From the desk of Albus Dumdledore>

Message Text: Harry,
I have noticed a decline in your grade in my class since the unfortunate incident with a basilisk. Please see me about extra credit opportunities.

4 **Send Notification**

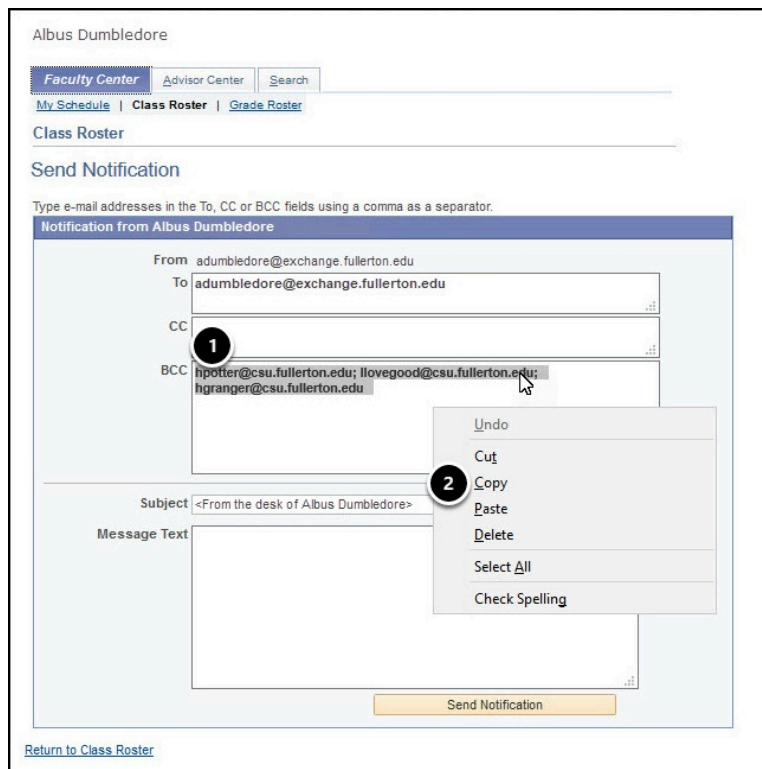
[Return to Class Roster](#)

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**.

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.

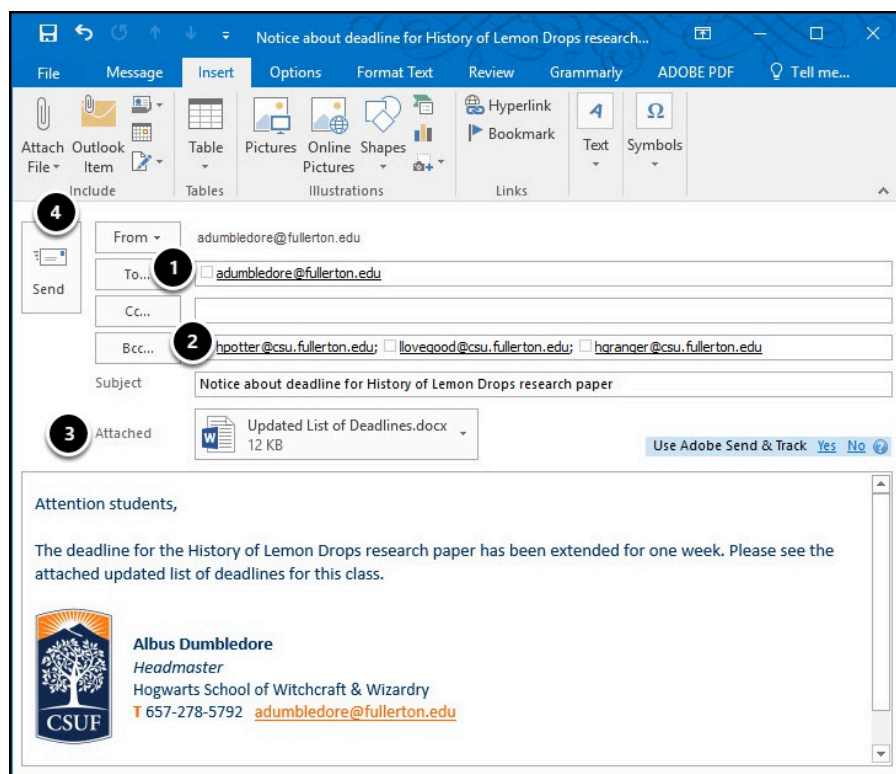
1. Highlight the student email addresses in the BCC field. Then either right-click and choose Copy or press Ctrl + C on your keyboard (for Mac, press Command + C) to copy the email addresses.



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

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.

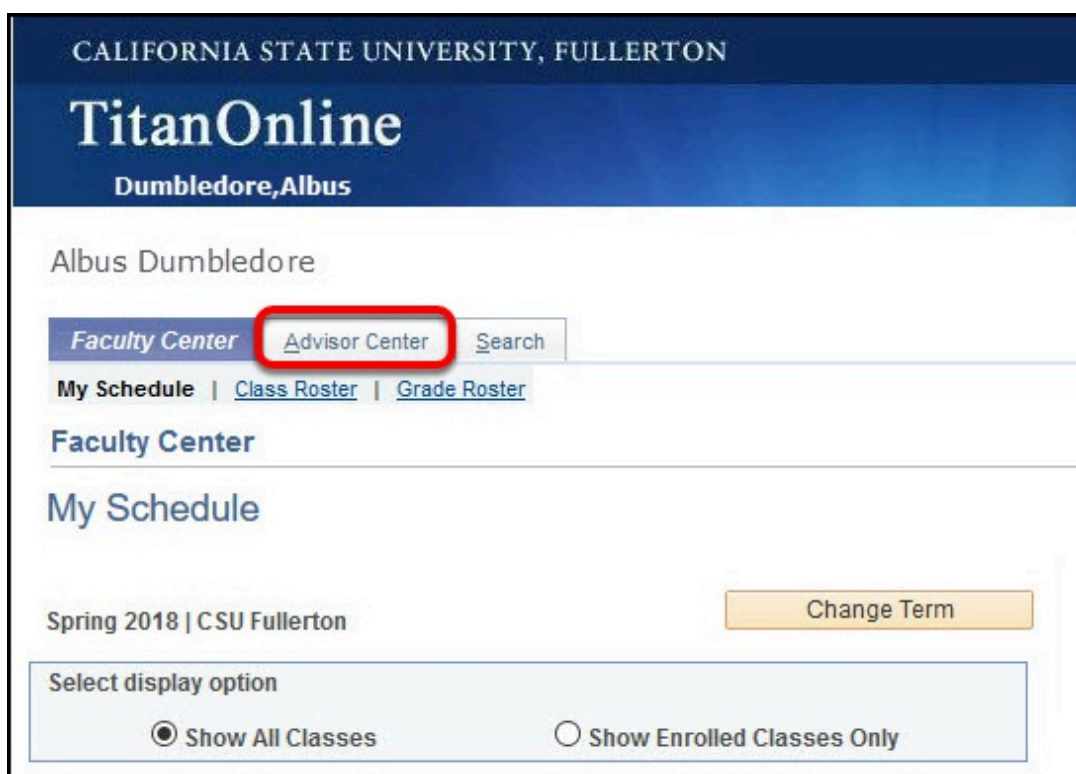
Viewing a Student's Class Schedule, Contact Information, and Holds

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).

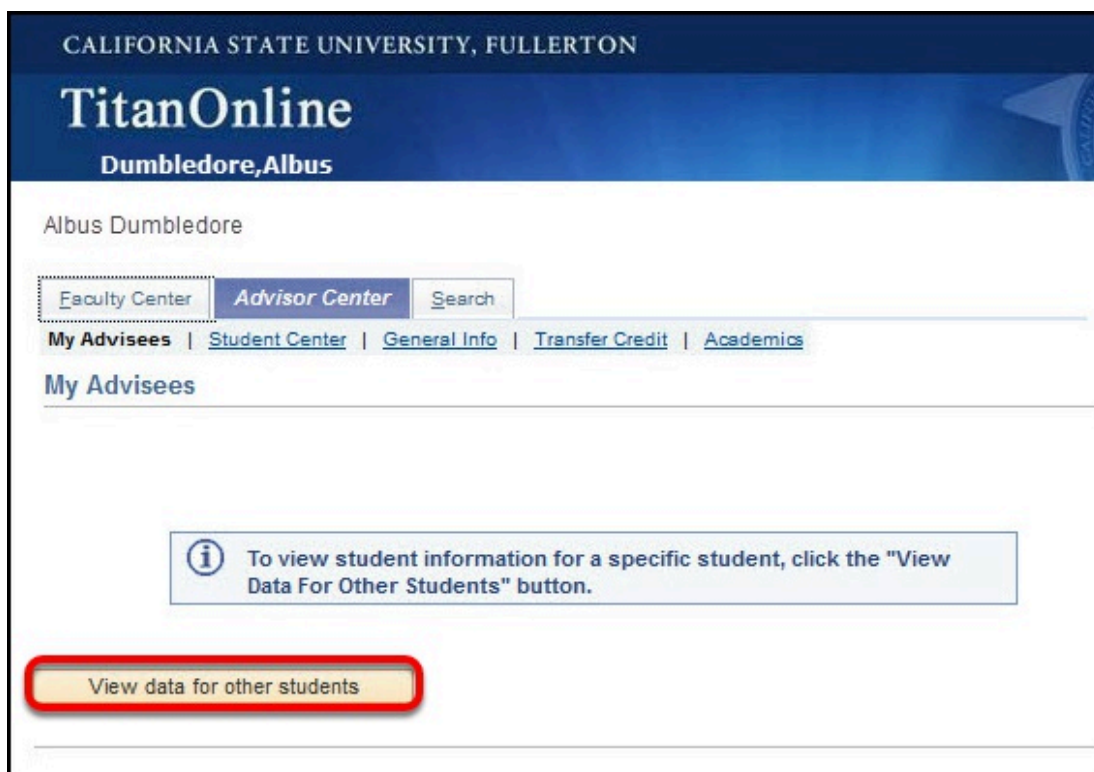
1. Log in to your Faculty Center.

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

2. Click Advisor Center.



3. Click View Data for Other Students.



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

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Search Criteria

ID	begins with ▾	8000000000	1
Campus ID	begins with ▾		
National ID	begins with ▾		
Last Name	begins with ▾		
First Name	begins with ▾		

☐ Case Sensitive

2

Search Clear [Basic Search](#)  [Save Search Criteria](#)

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.

The screenshot shows the 'Advisee Student Center' for 'Harry Potter'. The page has a top navigation bar with 'Faculty Center', 'Advisor Center', and 'Search'. Below this is a breadcrumb trail: 'My Advisees > Student Center > General Info > Transfer Credit > Academics'. The main heading is 'Advisee Student Center' followed by the student's name 'Harry Potter'. The 'Academics' section is expanded, showing 'My Class Schedule' (circled with a red box and labeled 1), 'Deadlines', and 'URL'. The 'My Class Schedule' link is highlighted. Below it, there's a dropdown menu for 'other academic...' and a search icon. The 'This Week's Schedule' table lists two classes: 'CAS 310-01 LEC (10126)' and 'SPED 463-50 LEC (10021)'. The 'Personal Information' section (labeled 2) is expanded, showing 'Contact Information' with fields for Home Address, Mailing Address, Home Phone Number, and Student Email Address. The 'Holds' section (labeled 3) shows 'No Holds'. The 'To Do List' section shows 'Apply for Graduation' and 'Pay Graduation Fee'. The 'Enrollment Dates' section shows 'Fall 2018 Term' and 'Summer 2018 Term'. At the bottom left, the 'Return To Search' button is circled with a red box and labeled 4.

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.

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.

CALIFORNIA STATE UNIVERSITY, FULLERTON

TitanOnline

Dumbledore, Albus

Albus Dumbledore

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Class Roster

[View FERPA Statement](#)

Spring 2018 | Regular Academic Session | CSU Fullerton | Undergraduate

[Change Class](#)

▼ CAS 301 - 21 (20328)
Inquiry and Methodology in Development (Lecture)

Days and Times	Room	Instructor	Dates
TBA	WEB Hybrid Instruction	Albus Dumbledore	01/20/2018 - 05/11/2018

*Enrollment Status:

Enrollment Capacity 24 Enrolled 24

Select display option
☒ Link to Photos ☐ Include photos in list

[Class Permissions](#)

Enrolled Students

Find | View All | [Print](#) | [Refresh](#) First 1-24 of 24 Last

	Notify	Photo	ID	Name	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt
1	<input type="checkbox"/>		800000000	Granger, Hermione	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Senior		11/08/2017	05/28/2018
2	<input type="checkbox"/>		800000000	Lovegood, Luna	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior		11/20/2017	05/28/2018
3	<input type="checkbox"/>		800000000	Potter, Harry	3.00	Undergraduate Program - Child and Adoles Devel 1MJ 1BS	Junior		01/25/2018	05/28/2018

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.

CALIFORNIA STATE UNIVERSITY, FULLERTON
TitanOnline
Dumbledore, Albus

Class Permission Numbers

CAS 301-21 (20328) Inquiry Method in Develop (Lecture)

| Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	WEB Hybrid Instruction	Albus Dumbledore	01/20/2018 - 05/11/2018

Following is a list of students who have been given permission to enroll in your class.
The student must complete registration for the class via Titan Online. A Status of "Used" indicates the student has successfully registered for the class. The Expire Date shown below indicates the last date the permission is valid.

Class Permission Numbers

Personalize | Find |

First 1-29 of 29 Last

Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
1		Not Used	A	05/11/2018		800000000	Malfoy, Draco
2		Used	A	05/11/2018	11/07/2017	800000000	Granger, Hermione
3		Used	A	05/11/2018	10/30/2017	800000000	Lovegood, Luna
4		Used	A	01/25/2018	01/23/2018	800000000	Potter, Harry

Return


Need More Help?

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

Grading

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.

[Faculty Center](#)
[Advisor Center](#)

[My Schedule](#)
[Class Roster](#)
[Grade Roster](#)

Faculty Center

My Schedule

Fall 2019 | CSU Fullerton Change Term

Select display option
☒ Show All Classes
 ☐ Show Enrolled Classes Only

Icon Legend
 Class Roster
 Grade Roster
 Class Permissions

My Teaching Schedule > Fall 2019 > CSU Fullerton

Personalize View All							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	BIOL 299L-05 (16899)	Directed Laboratory Study (Supervision)	2	TBA	TBA	Aug 24, 2019 - Dec 13, 2019	
	BIOL 302-01 (18845)	General Microbiology (Lecture)	21	MoWeFr 12:00PM - 12:50PM	KHS 199 - Lecture Room	Aug 24, 2019 - Dec 13, 2019	
	BIOL 302-02 (18846)	General Microbiology (Laboratory)	21	TuTh 8:30AM - 11:20AM	MH 301 - Teaching Lab	Aug 24, 2019 - Dec 13, 2019	
	BIOL 302-03 (18847)	General Microbiology (Lecture)	24	MoWeFr 12:00PM - 12:50PM	KHS 199 - Lecture Room	Aug 24, 2019 - Dec 13, 2019	
	BIOL 302-04 (18848)	General Microbiology (Laboratory)	24	TuTh 11:30AM - 2:20PM	MH 301 - Teaching Lab	Aug 24, 2019 - Dec 13, 2019	

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.

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed

Save

Student Grade

Find | View All | First 1-2 of 2 Last

	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1 800000000	Granger.Hermione			Undergraduate
<input type="checkbox"/>	2 800000000	Potter.Harry			Undergraduate

View All | First Rows 1 - 2 of 2 Last

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.

Student Grade

Find | View All | First 1-2 of 2 Last

	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1 800000000	Granger.Hermione	A		Undergraduate
<input type="checkbox"/>	2 800000000	Potter.Harry			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

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

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
<input type="checkbox"/>	1 800000000	Granger.Hermione	A		Undergraduate
<input type="checkbox"/>	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.

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved Save

Find | View All | First 1-2 of 2 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1 800000000	Granger, Hermione	A		Undergraduate
<input type="checkbox"/>	2 800000000	Potter, Harry	C+		Undergraduate

View All | First Rows 1 - 2 of 2 Last

Select All
Clear All
Printer Friendly Version

Notify Selected Students
Notify All Students

Save

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.


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
<input type="checkbox"/>	1 800000000	Granger.Hermione	A		Undergraduate
<input type="checkbox"/>	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](#)

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.

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

ID	Name	Roster Grade	Official Grade	Academic Career
1 800000000	Granger, Hermione	A		Undergraduate
2 800000000	Potter, Harry	WU		Undergraduate

Buttons: Select All, Clear All, Notify Selected Students, Notify All Students, Save

Navigation: Find | View All | First 1-2 of 2 Last

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

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

Find | View All | [Grid Icon] [Print Icon] First 1-2 of 2 Last

Student Grade [Menu Icon]

	ID	Name	Roster Grade	Official Grade	Academic Career	Last Date of Attendance
<input type="checkbox"/>	1 800000000	Granger.Hermione	A ▼		Undergraduate	
<input type="checkbox"/>	2 800000000	Potter.Harry	WU ▼		Undergraduate	10/19/2019 [Calendar Icon]

View All | [Grid Icon] [Print Icon] 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

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**.

Find **View 100** [Grid Icon] [Print Icon] First 1-80 of 250 [Next Arrow Icon] Last

Student Grade [Menu Icon]

	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1 800000000	Granger.Hermione	▼		Undergraduate
<input type="checkbox"/>	2 800000000	Potter.Harry	▼		Undergraduate
<input type="checkbox"/>	3 800000000	Weaseley.Ron	▼		Undergraduate

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.

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.

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career
<input checked="" type="checkbox"/>	1 800000000	Granger, Hermione			Postbaccalaureate
<input checked="" type="checkbox"/>	2 800000000	Potter, Harry			Postbaccalaureate
<input type="checkbox"/>	3 800000000	Weaseley, Ron			Postbaccalaureate

View All | First | Rows 1 - 3 of 3 | Last

2 Select All Clear All 3

A <- Add this grade to selected students

Notify Selected Students Notify All Students

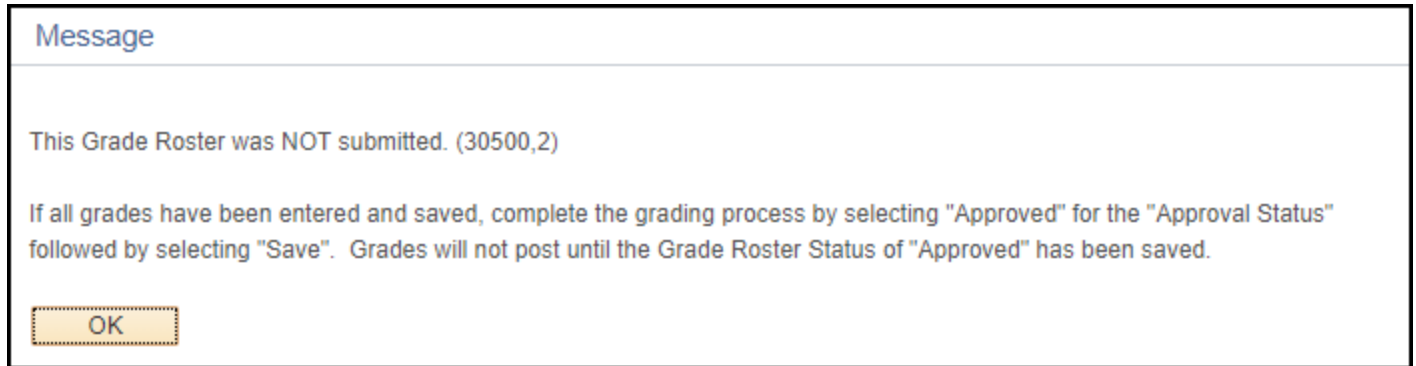
Printer Friendly Version

💡 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



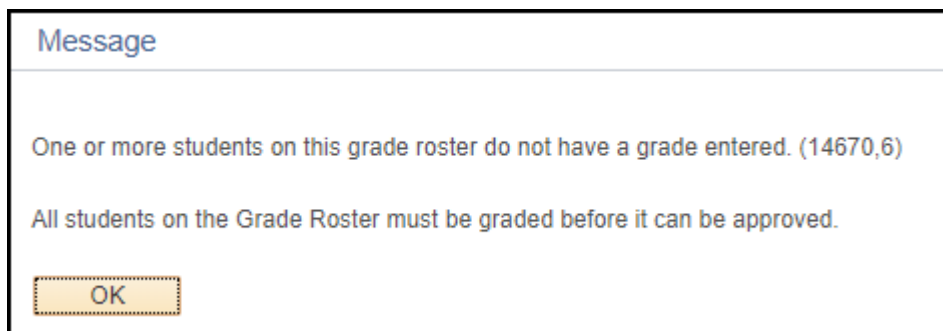
What does this message mean?

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




What does this message mean?

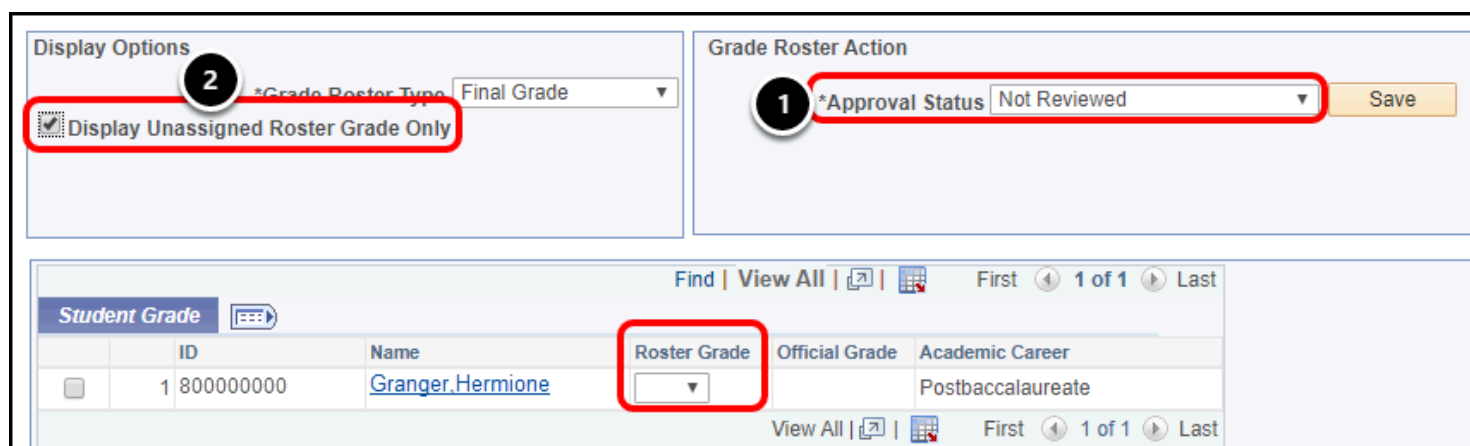
This is an error message that you will see if you change the Approval Status to Approved, but there are one or more students who do not have a grade assigned.

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).

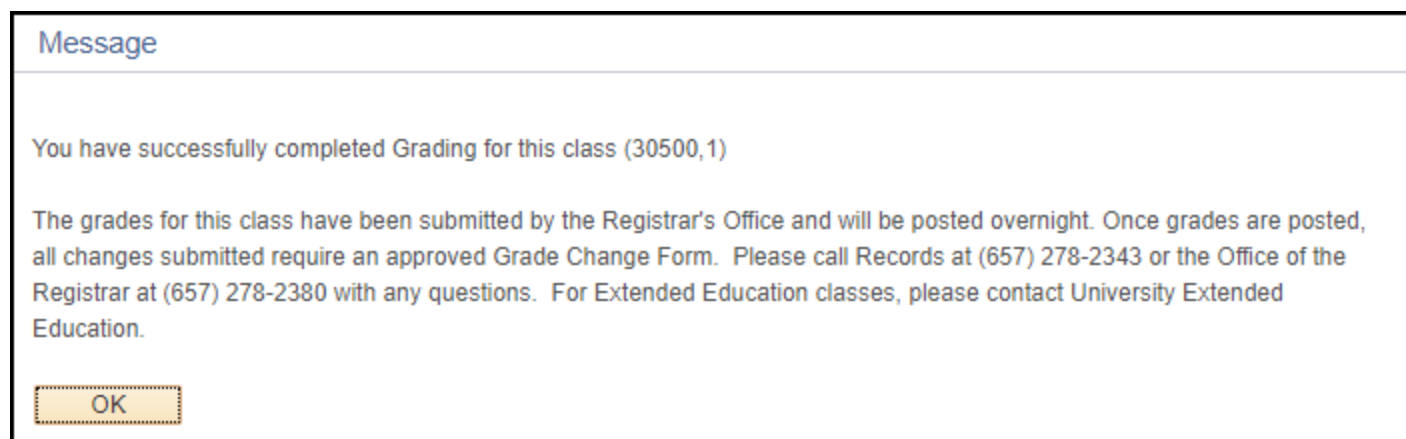
 Remember to change the Approval Status to Approved and click Save once you have finished entering all grades!



The screenshot shows the 'Grade Roster' interface with two main sections: 'Display Options' and 'Grade Roster Action'. In the 'Display Options' section, the 'Display Unassigned Roster Grade Only' checkbox is checked and circled in red, with a '2' in a circle next to it. In the 'Grade Roster Action' section, the '*Approval Status' dropdown is set to 'Not Reviewed' and circled in red, with a '1' in a circle next to it. Below these sections is a table of student grades. The table has columns for 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', and 'Academic Career'. The first row shows a student with ID '1 800000000' and name 'Granger, Hermione'. The 'Roster Grade' column for this student is circled in red. The table also includes navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

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).

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](#).

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!

Display Options
*Grade Roster Type Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action
*Approval Status Not Reviewed Save

Student Grade Find | View All | [Grid Icon] | [Print Icon] First 1-2 of 2 Last

	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1 800000000	Granger.Hermione	A		Undergraduate
<input type="checkbox"/>	2 800000000	Potter.Harry	C+		Undergraduate

View All | [Grid Icon] | [Print Icon] 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

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.

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


Display Options
*Grade Roster Type Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action
*Approval Status Approved Save

Student Grade

Find | View All |  First 1-2 of 2 Last

	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1 800000000	Granger, Hermione	A		Undergraduate
<input type="checkbox"/>	2 800000000	Potter, Harry	C+		Undergraduate


View All |  First Rows 1 - 2 of 2 Last

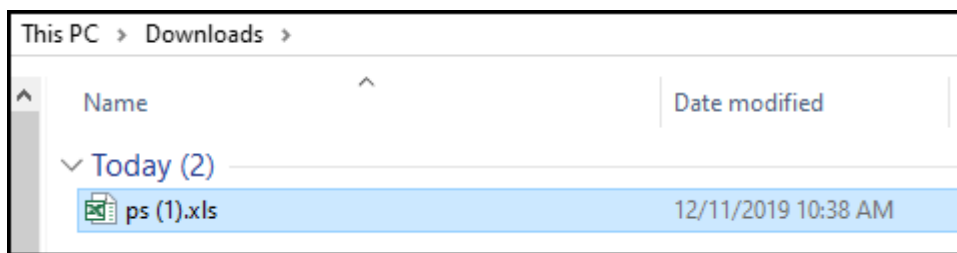
Select All Clear All Printer Friendly Version

Notify Selected Students Notify All Students

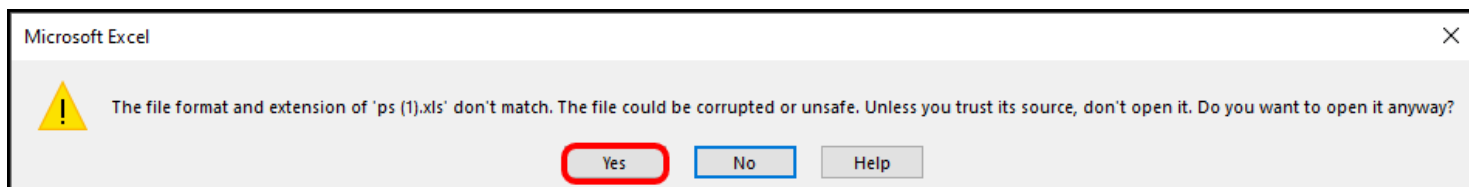
Save

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

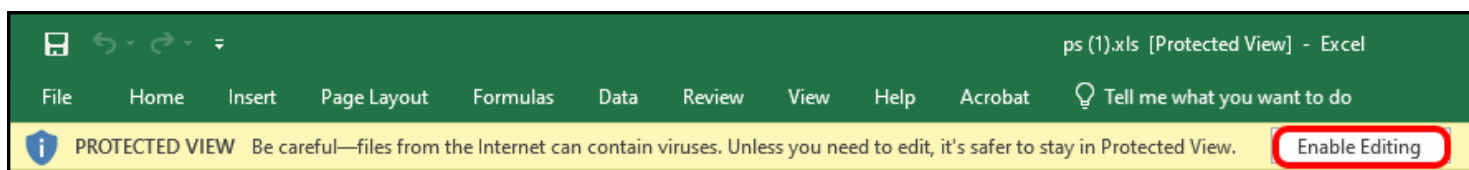
 The file may have a name such as ps (1).xls. It will usually be saved to your Downloads folder.




3. You may see a warning message about the format and extension. Click Yes.

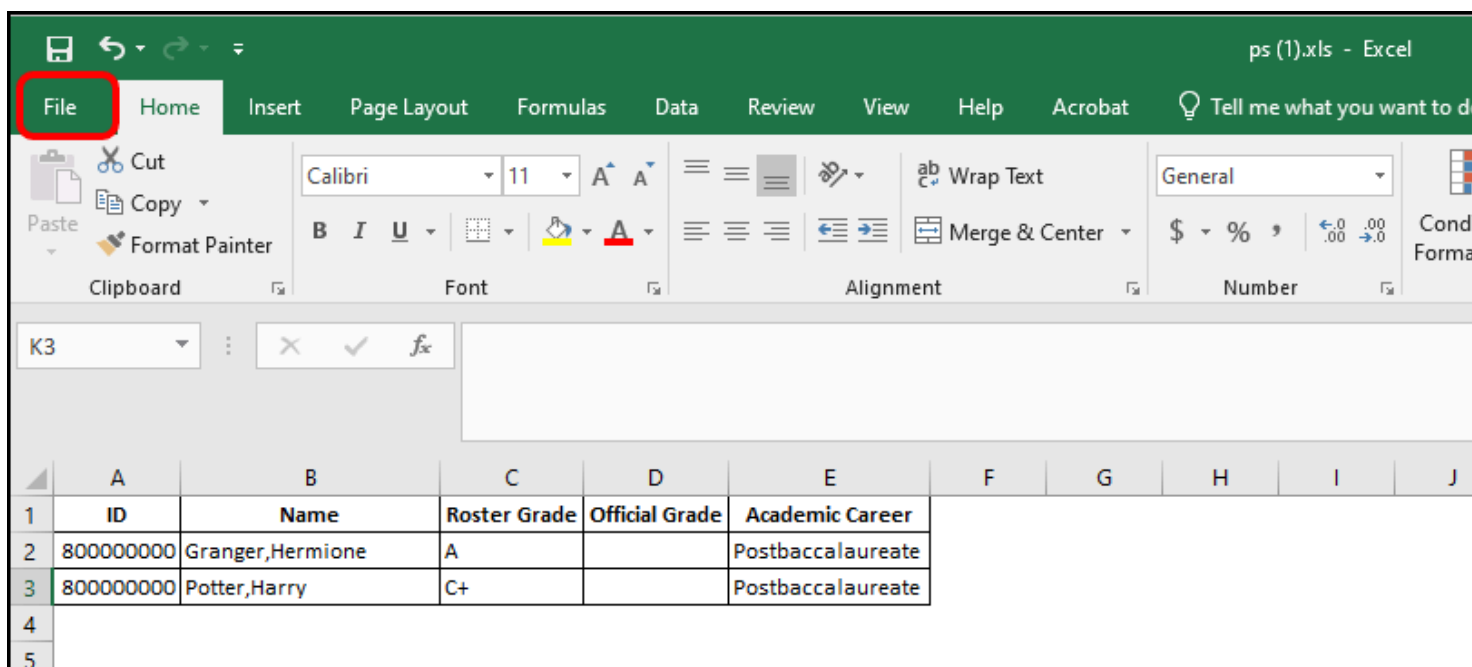


4. Click Enable Editing.




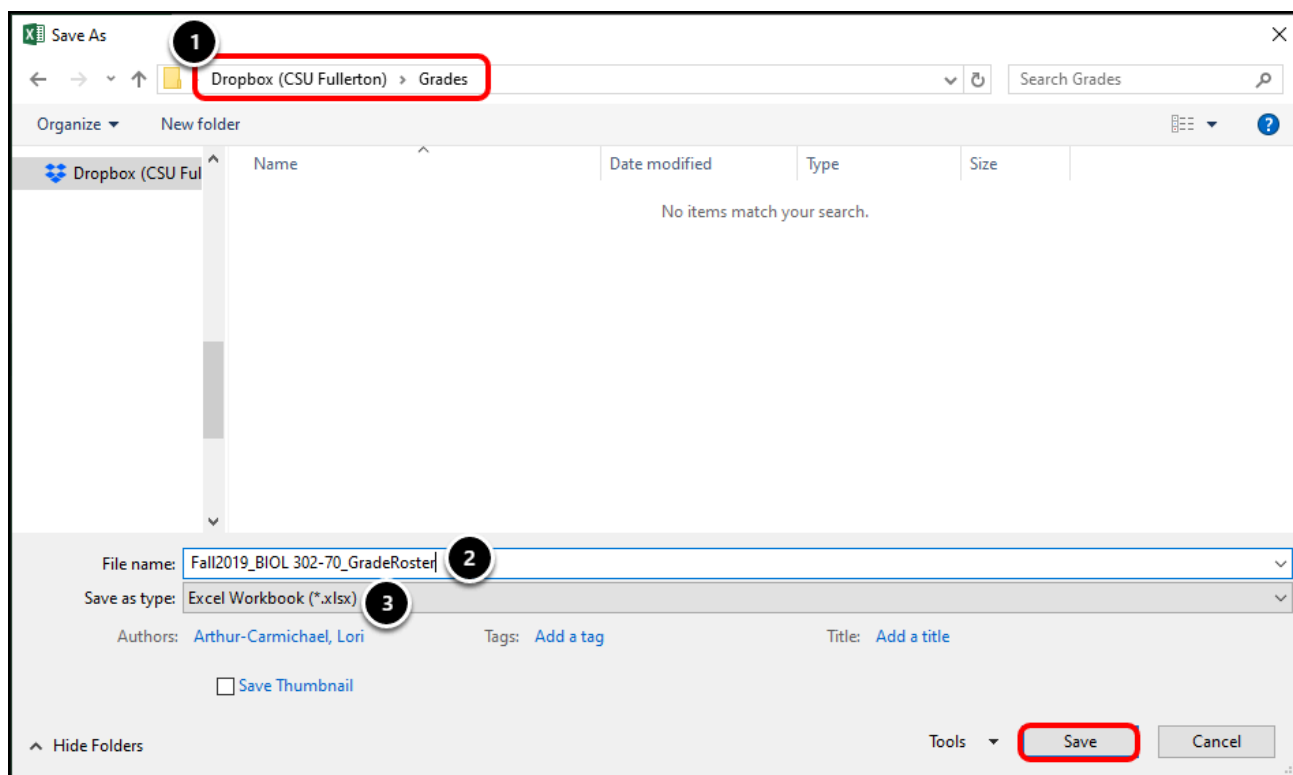
5. You can now click File and select Save As to change the name and file format.

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



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.



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](#).

Find View All [Print] [Grid] First 1-21 of 21 Last						
Student Grade [Filter]		ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1	800000000	Granger, Hermione		W	Undergraduate
<input type="checkbox"/>	2	800000000	Potter, Harry	▼		Undergraduate
<input type="checkbox"/>	3	800000000	Weaseley, Ron	▼		Undergraduate

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

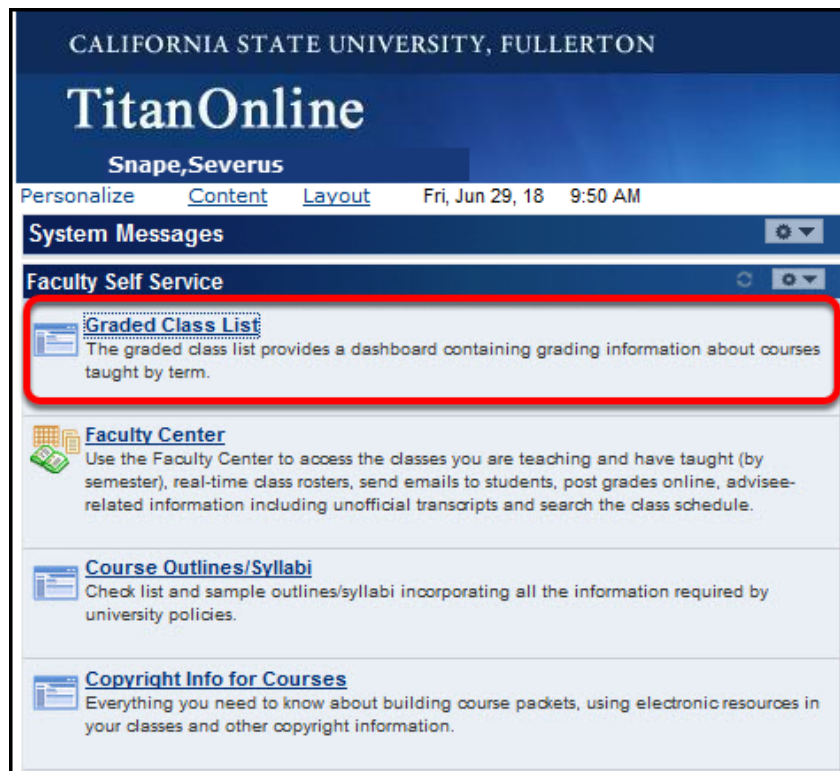
This article covers how faculty can access their graded class list from the Faculty Center.

1. Log in to Titan Online.

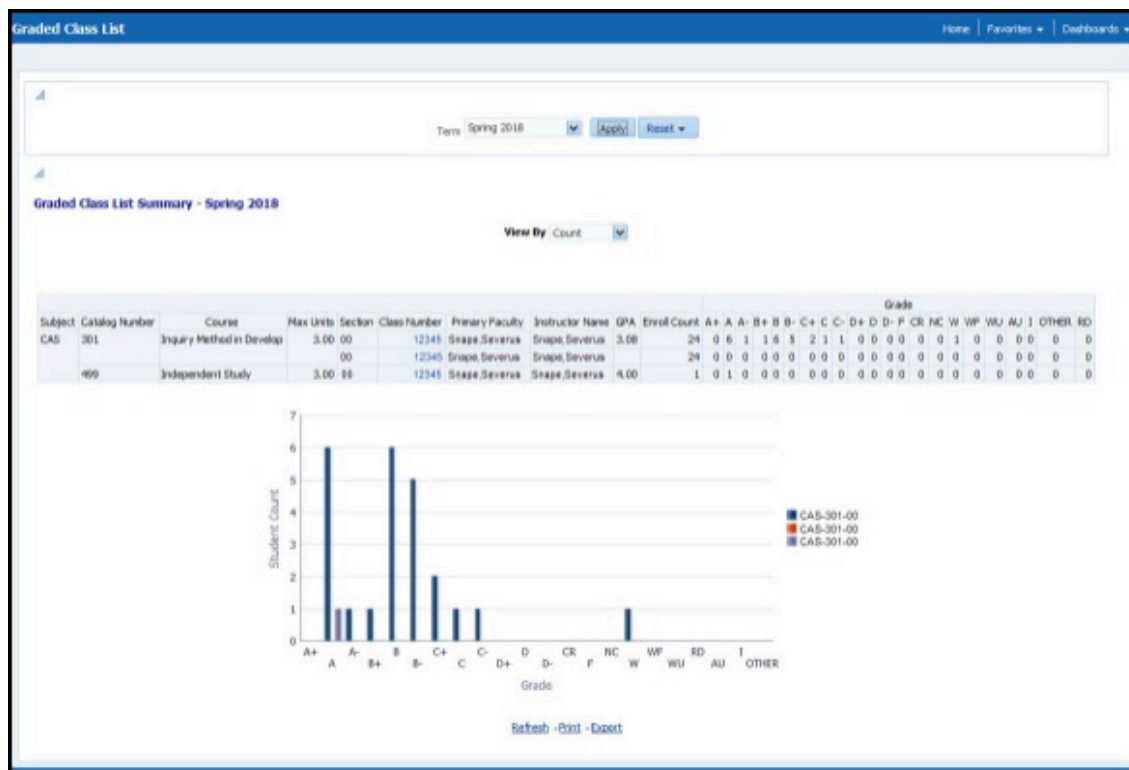
[View instructions on accessing Titan Online.](#)

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

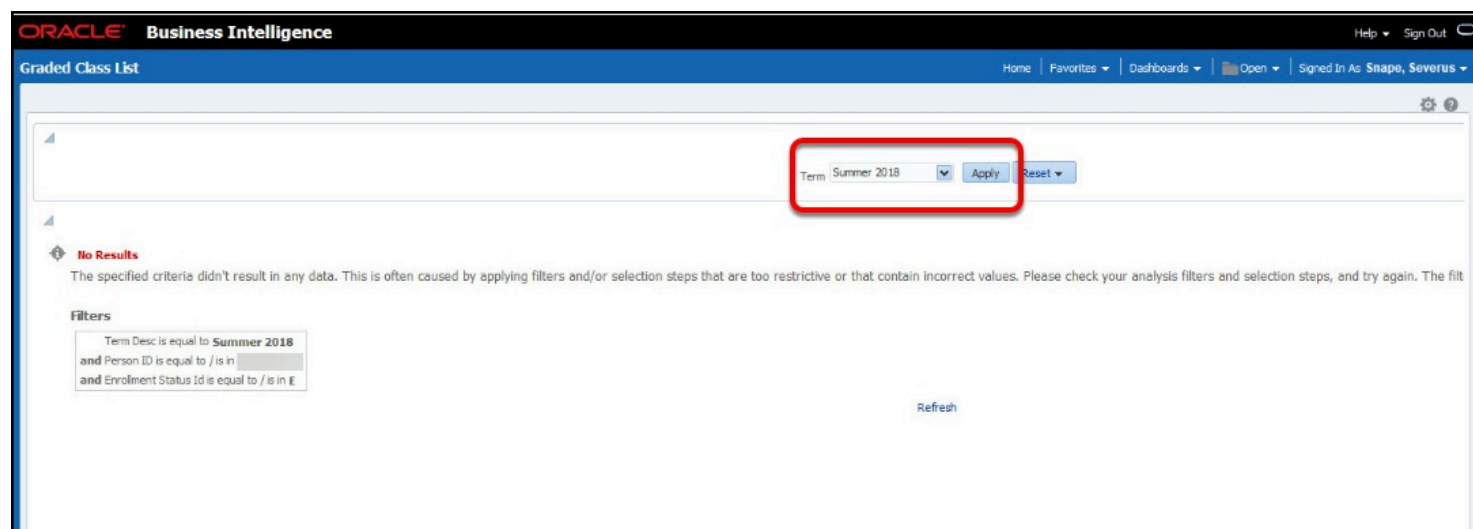
2. Click on Graded Class List in the Faculty Self Service section of Titan Online.



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.



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	Grade																					
CAS	301	Inquiry Method in Develop	3.00	00	12345	Snape,Severus	Snape,Severus	3.08	24	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	CR	NC	W	WF	WU	AU	I	OTHER	RD
				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.

Subject	Catalog Number	Course	Max Units	Section	Class Number	Primary Faculty	Instructor Name
CAS	301	Inquiry Method in Develop	3.00	00	12345	Snape,Severus	Snape,Severus
				00	12345	Snape,Severus	Snape,Severus
	499	Independent Study	3.00	00	12345	Snape,Severus	Snape,Severus

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

Department: Child and Adolescent Studies

Primary Faculty: Snape,Severus

Instructor Name: Snape,Severus

WEB0H

CAS-301-00

Inquiry Method in Develop

Class Nbr: 12345

Units: 3.00

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.

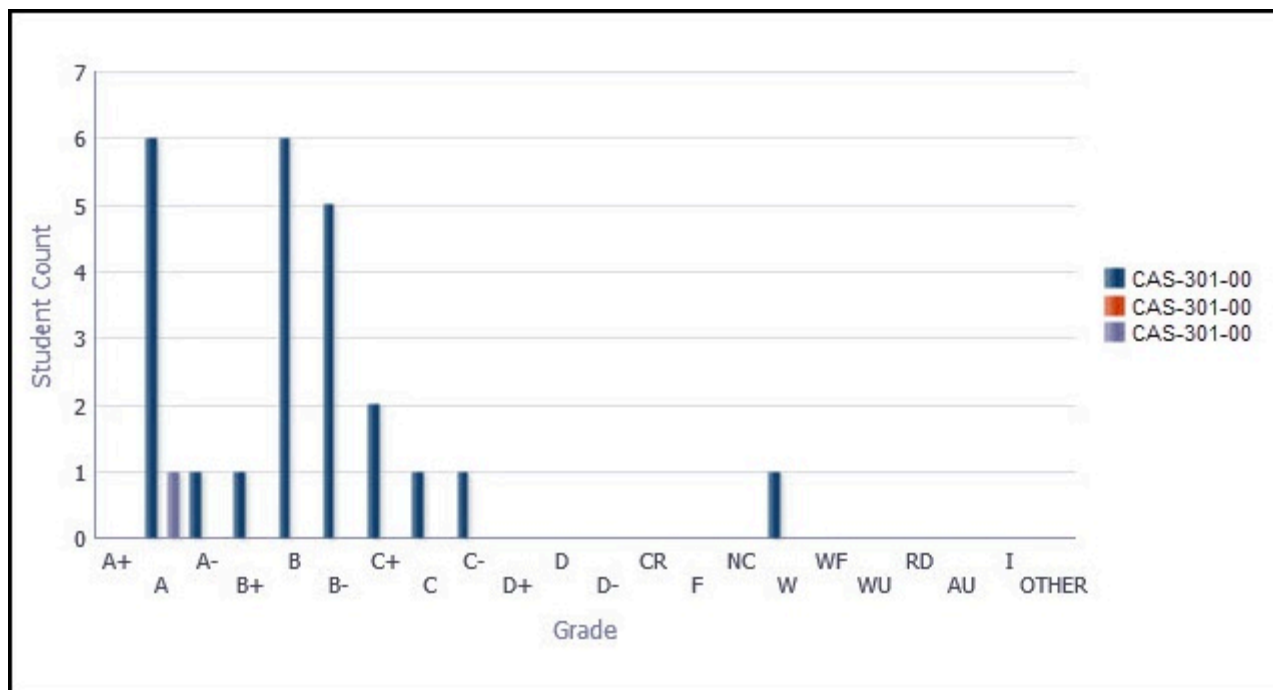
[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

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.

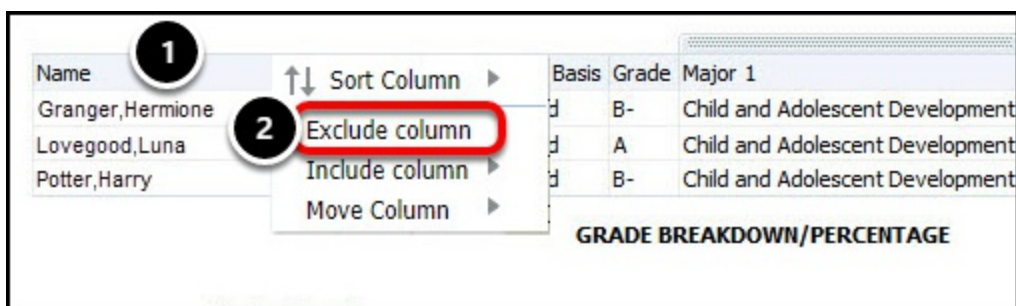


Downloading and Printing the Graded Class List

[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.

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.

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
WEB0H

Units	Grade Basis	Grade	Major 1	Major 2 * Minor	Start Term	Academic Level	Ext
3.00	Graded	B-	Child and Adolescent Development			Senior	
3.00	Graded	A	Child and Adolescent Development			Junior	
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

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DO NOT RECYCLE OR REUSE IN ANY WAY

Return Refresh Print Export Create Bookmark Link

Printable PDF 1 > PDF
Printable HTML
Excel 2007+
Powerpoint 2007+
Web Archive (.mht)
Data

! 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.