How To Submit Midterm and Final Grades

For technical assistance with TigerCentral, please contact TigerTech: Tomanek Hall, Room 127, or by phone at (785) 628-3478. For General Help about TigerCentral, please visit: https://www.fhsu.edu/tigertech/

Due dates for grade submissions can be always found in:
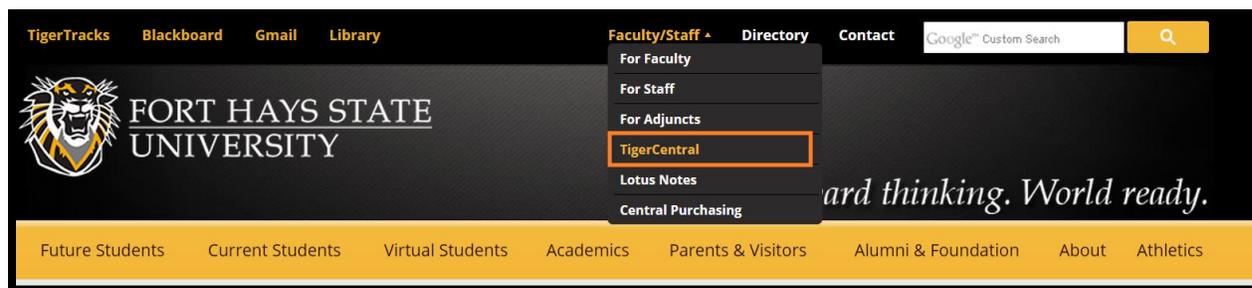1-FHSU Academic Calendar: https://www.fhsu.edu/registrar/academic-calendar/
2-An Email reminder sent by the registrar office in the mid and by the end of the semester
The following handout is designed to guide you (step-by-step) on how to submit your final and midterm grades:
1-Go to www.fhsu.edu
2- Hover your mouse on the "Faculty/Staff" tab and select "Tiger Central"

3-Enter your Tiger Central username and password if you are prompted to login (you can be not prompted to log-in if you have already logged-in in another tab or just recently). To verify that you are logged in correctly, the system will "greet" you by saying "Welcome [your First Name and Last Name]"
4-Hover your mouse on the "Teaching" tab and select "Grade Entry"

5- Click either on the "Mid-Term" or the "Final" tab, depending on what grades you want to enter. This picture below will use "Final" grade submission just **as an example** since they are the same process

6-You will see a list of the courses that you are teaching. Click on the course title of the course you want to enter grades to:

7- On the next screen, you will see a list of your students in that course. Select the grade that you want

to put for each student (one by one) using the drop-down arrow. Once you are done input-ing grades for your students, click "Submit".