



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.

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:

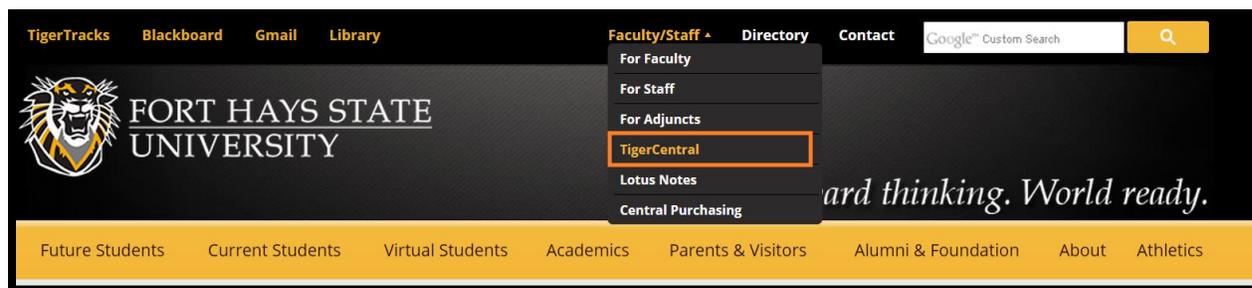
1-FHSU Academic Calendar: <https://www.fhsu.edu/registrar/academic-calendar/>

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



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Grade Entry

Mid-Term Final Change of Grade Reports

Enter Fall 2014 Hays Final Grades
(Due Monday, December 15, 2014 at noon)

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

Home Teaching Profile News

Course Rosters Generic Syllabus Grade Distribution Grade Entry Waiting List Reporting

Grade Entry >>

Courses for which grades have been successfully entered are preceded by a checkmark (✓)

Dept	No	Sec	Course Title (# Students Enrolled)	Hrs
UNIV	101	X	Freshman Seminar (26)	1

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".

Grade Entry

FHSU Fall 2014 UNIV 101 X - Freshman Seminar - (1.0 Credit Hrs) Student Count: 28

Final Grade	Midterm Grade	Student Name	Student ID	Class	Additional Information for I's and U's
A	A			FR	
B	B			FR	
U	U			FR	
C	A			FR	
D	C			FR	
U	U			JR	
I	U			FR	
W	W			FR	10/13/2014 ? Last date attended (MM/DD/YYYY)
A	A			FR	
A	A			FR	
A	A			FR	
A	A			FR	
B	B			FR	
A	A			FR	
B	B			FR	
D	D			FR	
C	C			FR	
W	W			FR	00/18/2014 ? Last date attended (MM/DD/YYYY)
C	C			FR	
C	C			FR	
B	B			FR	
A	A			FR	
A	A			FR	
A	A			FR	
B	B			FR	
A	A			FR	

Submit

Students names are hidden here to protect their privacy since this is an example