How to submit grades using eGrades

Grades can be submitted from Canvas directly to Banner using FAU’s Banner grade submission tool “eGrades.” Grades may be submitted, changed, and resubmitted through this tool during the submission period determined by the Registrar. Grades roll nightly to Banner. Any grade changes after the nightly roll can be changed by clicking on the grade change link on the final receipt page.

**eGrades Submission Instructions:**

1. Log into Canvas ([canvas.fau.edu](http://canvas.fau.edu)) using your FAU netID and password.
2. Use the Dashboard or the All Courses link to access the course you wish to submit grades for.
3. Click on Grade Submission from the course menu. (If you do not see the Grade Submission link, click here.)
4. Wait for students to be loaded (if you have a large course, this may take up to a minute).
5. After students have loaded, select your grading options:

   ![Banner Grade Submission (eGrades)](image)

   a. Select which grades you are submitting. *(Please note: Registrar-set deadlines still apply.)*
   b. Select how grades will be submitted through eGrades to Banner.
      1. **Manual Entry** – This option allows you to select each grade individually using a dropdown menu, which is similar to MyFAU Self Service. *(SKIP TO STEP 9.)*
      2. **Grade Book** – This option allows you to select a Canvas Grade Book column and will pull in the grades automatically, based on the grading scale (set on the next page).
         a) When using this option, you must use the dropdown menu to select the column in the Grade Book (typically this would be the “total” column).
   c. Select how eGrades should handle missing grades from the Grade Book.
      1. This is used only when “Gradebook” is selected.
      2. **Treat missing grades as zero** means that all non-graded assignments will be counted as a zero and the total column WILL include that column in points possible.
      3. **Do not count missing grades** will IGNORE all non-graded assignments and the students will not have those assignments counted against their total score.
6. Click on Next.
7. Adjust the Grading Scale to match the scale you use in your course.
   Please note: eGrades does not use a grading schema from your course; this must be adjusted each time you use the tool.
   a. Click in the text box to change the numeric value of each letter grade.
   b. To remove a letter grade, uncheck the corresponding box.
   c. If you have adjusted the grading scale and want to revert back to the original, click on Reset Transform.

8. Click on Next.

9. On the Midterm/Final Grading page, you can adjust the grade to be submitted by using the dropdown menu.
   a. To modify a grade, use the dropdown menu.
   b. When changes are made, the row will highlighted in blue.
   c. If you see “No Grade in Canvas,” you must manually select a grade to be submitted for these students.
   d. Grayed out rows indicate that the student has withdrawn or is not officially registered for the course.

10. F and I grades during FINAL GRADE SUBMISSION: When a student has an F or I grade during final grade submission, you must complete the additional information box. This does not apply for midterm grade submission.

**F Grades**

1. Click on “Click to Finish…”

2. Select Never Attended OR use the Last Date Attended box to select student’s last day of attendance.

**I Grades**

1. Click on “Click to Finish…”

2. Complete the I Contract form.
11. After you have confirmed all grades, click **SUBMIT TO BANNER** to send the grades to Banner.

![Submit to Banner]

- **Save**: Clicking on **Save** will save your progress and will NOT submit your grades to Banner. This allows you to come back at a later time and continue to make edits.
- **Reset**: Resetting your grade page will remove all prior work and will allow you to start over. You must type “Yes” and then click the **Reset** button to proceed.
- **Partial Grade Submission**: If you submit grades prior to all rows having a grade selected, only those with a grade will be sent to Banner.
- **To continue working on saved grades OR to finish submitting grades**, click on the **Modify Grades** button.

12. Confirm your submission to Banner by clicking **OK** on the prompt.

13. Wait for grades to be submitted.

14. On the next page, you will see a Banner receipt page. This is confirmation that the grades were sent to Banner. You should also receive an email with the grade submission.

![Banner receipt page]

**Common response codes**

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
<th>Action to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success (0), (9)</td>
<td>Grades were successfully sent to Banner.</td>
<td>None</td>
</tr>
<tr>
<td>An unexpected error has occurred. Please report this to the Help Desk (2)</td>
<td>Grade was NOT sent to Banner for this student.</td>
<td>Contact helpdesk.fau.edu and submit a ticket.</td>
</tr>
<tr>
<td>Instructor is not assigned to section (4)</td>
<td>Only instructor of record can submit grade for student. No grade was submitted.</td>
<td>If you feel this is a mistake, please contact your department or the Registrar’s Office.</td>
</tr>
<tr>
<td>Grades could not be updated (10)</td>
<td>Student has withdrawn from the course, no grade submitted.</td>
<td>None</td>
</tr>
<tr>
<td>Registration Level is not gradable (UG,GR) (12)</td>
<td>Grade was NOT sent to Banner for this student.</td>
<td>None</td>
</tr>
<tr>
<td>Registration Status is Not Gradable (13)</td>
<td>Student is not registered for the course in Banner and grade has not been submitted.</td>
<td>None</td>
</tr>
<tr>
<td>Grade already rolled to history (15), (27)</td>
<td>Grade is already in Banner.</td>
<td>None OR click on the link to complete the change grade form.</td>
</tr>
<tr>
<td>The specified course is not gradable (22)</td>
<td>No grades were submitted to Banner.</td>
<td>None. If you feel this is a mistake, please contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Student is not enrolled in this section (23)</td>
<td>Student is not registered for the course in Banner and grade has not been submitted.</td>
<td>None</td>
</tr>
<tr>
<td>Current user is not recorded as the instructor of record (25)</td>
<td>Grade was NOT sent to Banner for this student.</td>
<td>Instructor of record must submit grades.</td>
</tr>
<tr>
<td>Critical Error! Please Contact Support.</td>
<td>An unknown error has occurred.</td>
<td>Click on <strong>Modify Grades</strong> and resubmit grades. If issue persists, contact helpdesk.fau.edu.</td>
</tr>
</tbody>
</table>