


# HOW TO SUBMIT GRADES IN CANVAS

Grades can be submitted from Canvas directly to Banner using FAU's **Grade Submission** tool in your Canvas course. Grades may be submitted, changed, and resubmitted through this tool during the submission period determined by the Registrar. Grades roll to Banner every night approximately at 10:00 PM. Any grade changes after the nightly roll must be made by clicking the [Grade Change Request](#) link. Lastly, make sure that **Grade Submission** is enabled in your Canvas course's navigation menu ([document linked here](#)).

## GRADE SUBMISSION INSTRUCTIONS

1. Log into Canvas ([canvas.fau.edu](https://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. Click on the blue "Authorize" button.
5. Wait for students to be loaded (if you have a large course, this may take a minute or two).
6. If you recently used the Grade Submission tool to save or submit grades in your course, you will see links for viewing your Saved Grades or Grading Receipt(s).
7. After students have loaded, specify your grading options:
  - A. Select **Midterm grading** if submitting midterm grades or **Final grading** if submitting final grades. (**Please note: Registrar deadlines still apply**).
  - B. Choose either **Manual Entry** or **Gradebook** to select your grading method.
    - i. **Manual Entry** – allows you to select each student's grade individually (**if selected, click next and skip to step 9**).
    - ii. **Gradebook** – imports grades from a column (chosen using the dropdown menu below) in your gradebook. Your grading scale is shown on the next page, where you'll be asked to confirm your preferences. **\*\*\*Warning\*\*\*:** Grade Submission **does not** factor hidden grades when importing the **Total** column of your gradebook. If you see the  icon at the top of a gradebook column, it is hidden and will not be factored into the total. [Click here to learn how to Post and Hide Grades in Canvas](#).
  - C. Select how the tool should handle missing grades from the gradebook.
    - i. **Treat missing grades as zero** means that all non-graded/missing assignments will be counted as a zero and the total column WILL include that column in points possible.
    - ii. **Do not count missing grades** will IGNORE all non-graded assignments and the students will not have those assignments counted against their total score.
    - iii. This option is only enabled when **Gradebook** is selected.

Midterm or final grading?

- Midterm grading  
 Final Grading

A

Select how grades will be submitted through eGrades

- Manual Entry  
 Gradebook

Select Grade ▼

B

Note: greyed out items are columns that have zero points possible. If you would like use this column, please return to the grade center and assign points possible.

Select how eGrades should handle missing grades from the Gradebook.

- Treat missing grades as Zero. (Recommended for final grading.)  
 Do not count missing grades. (Recommended for midterm grading.)

C

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8. Click **Next**.
9. View your grading scale and adjust it if necessary. If you specified one in your course settings, it will be applied here. Otherwise, the default grading scale will be used.
  - 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**.

### Grading Scale

Modify your grading scale or choose "next" to continue.  
Grades loaded from the "Total" grade column.

The screenshot shows the 'Grading Scale' interface. On the left is a table with columns 'Include', 'Grade', '> or =', and '<'. A green arrow labeled 'A' points to the 'Include' column. In the center is a bar chart with bars for grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. A green arrow labeled 'B' points to the chart. On the right is a 'Grading Scale' dialog box with a table of grades and numeric values. A green arrow labeled 'C' points to the 'Reset Transform' button. Below the dialog are 'Cancel', 'Reset Transform', and 'Next >' buttons.

10. Click on **Next**.
11. Confirm the prompts and click **OK** to load the grading page.
12. On the **Midterm/Final Grading** page, you can adjust the **grade to be submitted** by using the dropdown menu.

The screenshot shows the 'Midterm/Final Grading' page with a table of student rows. Each row has a grade and a dropdown menu. A red callout box points to a dropdown menu with the text 'Click to activate the drop down to select a new letter grade'. A yellow callout box points to a row with '(no grade in Canvas)' and the text 'Be sure to look for rows that have no grade from the Canvas Grade Book. Use the drop down menu to select the letter grade.' A green callout box points to a row highlighted in blue with the text 'The blue highlight indicates a change in that row'.

- A. To modify a grade, use the dropdown menu.
- B. When you select a grade from the dropdown menu, the row will be 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/disabled rows indicate that the student has withdrawn or is not officially registered for the course.

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13. **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	I Grades
<p>1. Click the “Click to Finish...” field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">F</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Click to finish...</span> </div> <p>2. Select one of the three options and use the <b>Last Date Attended</b> field to select student’s last day of attendance. If you select “Never Attended,” the date field will be automatically filled for you.</p> <p>3. Click the <b>Okay</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="font-size: small; margin: 0;">Last Date Attended</p> <p style="font-size: x-small; margin: 0;">When assigning F and U final grades, you must provide the student's latest documented* academic activity date in the course and indicate whether or not the student attempted the course until the end of the period.</p> <p style="font-size: x-small; margin: 0;"><input type="radio"/> <b>Fully Attended</b> Select <b>Fully Attended</b> if you have documentation to support the student participated in course activity through the end of the course. This includes attempting the final exam or assignment.</p> <p style="font-size: x-small; margin: 0;"><input type="radio"/> <b>Partially Attended</b> Select <b>Partially Attended</b> if you have some documentation of student attendance, but cannot document student participation in course activity through the end of the course.</p> <p style="font-size: x-small; margin: 0;"><input type="radio"/> <b>Never Attended</b> Select <b>Never Attended</b> if you have no documentation of student attendance.</p> <p style="font-size: small; margin: 10px 0 0 0;"><b>Last Date Attended</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 100px; margin: 0 0 0 0;">Click to enter LDA</div> <p style="font-size: x-small; margin: 5px 0 0 0;"><a href="#">Instructions</a></p> <div style="text-align: right; margin-top: 10px;"><span style="background-color: #003366; color: white; padding: 2px 10px; border: 1px solid #ccc;">Okay</span></div> </div>	<p>1. Click the “Click to Finish...” field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">I</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Click to finish...</span> </div> <p>2. Complete the <b>I Contract</b> form.</p> <p>3. For <b>Last Date Attended</b>, select one of the three options and use the date field to select student’s last day of attendance. If you select “Never Attended,” the date field will be automatically filled for you.</p> <p>4. Click the <b>Okay</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="font-size: small; margin: 0;">I Contract</p> <p style="font-size: x-small; margin: 0;">1. Work to be completed.</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 0 0 0 0;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Click to enter LDA</span> </div> <p style="font-size: x-small; margin: 0;">2. Last Date Attended</p> <p style="font-size: x-small; margin: 0;">When assigning F and U final grades, you must provide the student's latest documented* academic activity date in the course and indicate whether or not the student attempted the course until the end of the period.</p> <p style="font-size: x-small; margin: 0;"><input type="radio"/> <b>Fully Attended</b> Select <b>Fully Attended</b> if you have documentation to support the student participated in course activity through the end of the course. 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Has the student been contacted?</p> <p style="font-size: x-small; margin: 0;"><input checked="" type="radio"/> No</p> <p style="font-size: x-small; margin: 0;"><input type="radio"/> Yes</p> <p style="font-size: x-small; margin: 0;">6. Percent of work accomplished to this point.</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 0 0 0 0;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Click to enter LDA</span> <span style="font-size: x-small; margin-left: 5px;">%</span> </div> <p style="font-size: x-small; margin: 0;">7. Select grade if work not completed.</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 0 0 0 0;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">B+</span> </div> <div style="text-align: right; margin-top: 10px;"><span style="background-color: #003366; color: white; padding: 2px 10px; border: 1px solid #ccc;">Okay</span></div> </div>

14. After you have confirmed all grades, click **SUBMIT TO BANNER** to send the grades to Banner.

Save
Submit to Banner

Type the word **Yes** then click **Reset** to clear ALL the grades.

Reset

- A. **Save:** Clicking on **Save** will save your progress but **will NOT submit your grades to Banner**. This only allows you to come back at a later time and continue to make edits. Upon exiting from and returning to the first page of the Grade Submission tool, click one of the links under “Saved Grades” to load your previous session.
- B. **Reset:** Resetting your grade page will remove all prior work and will allow you to start over. To do this, you must type “Yes” and then click the **Reset** button to proceed.
- C. **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.

# INSTRUCTIONAL TECHNOLOGIES

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15. A prompt will show you a summary of the grades that you are submitting and ask to confirm their accuracy. Click **OK** to continue or **Cancel** to go back and confirm your grades.
16. Wait a moment for grades to be submitted (this can take a few minutes if you have a large course).
17. On the next page, you will see your **Grading Receipt**. This page confirms whether or not your grades were sent to **Banner**. You should also receive a grading receipt via email with your submission's information.
18. If an error occurs, a student's row will be highlighted in red and there will be a message under the **Response Code** column for that student. To troubleshoot the error, please refer to the table below.
19. To continue working on saved grades OR grades you chose not to submit, click on the **Modify Grades** button on this page.

Name	Z number	Banner Grade	Banner Midterm Grade	eGrades Final Grade	Response Code	eGrades Midterm Grade	Response Code
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	A		A	Success		
[blurred]	[blurred]	D		D	Success		

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