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 must be completed through the process determined by the Registrar.

eGrades Submission Instructions:

1. Log into Canvas (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.
4. Authorize the eGrades tool by clicking on the blue Authorize button.
5. After you authorize eGrades, you will get a pop-up indicating what grades you will be submitting (mid-terms/finals) and information about how eGrades handles missing grades. After reading the window, click on the X to close the pop-up box.
6. Select the grade source, either Manual Entry (skip to step #10) or Gradebook.
7. If you are using grades that have already been entered in your course, toggle to Gradebook and then use the drop-down menu to select the Total column.
8. Next, decide how eGrades will handle any missing grades (this displays as a “-“dash in the Gradebook).
   a. Select either (i) or (ii):
      i. Treat missing grades as zero (default for final grading)
         a) This option means that assignments that do not have grades entered will count as zeros when determining the final grade. **This could cause the total column in Canvas to differ from the grade submitted to Banner.**
      ii. Do not count missing grades (default for midterm grading)
         a) This option means that any grades not entered will be disregarded and will not be included when determining the final grade. **If you have the option “Treat Ungraded as Zero” turned on in Canvas, your total column could differ from the grade submitted to Banner.**
9. Click on Next.
10. 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.**
   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**.

11. Click on **Next**.
12. On the **Midterm/Final Grading** page, you can adjust the **grade to be submitted** by using the drop-down menu.
13. If a student is assigned an “F” grade, click on the Extra Information box and complete the dialog box.
   a. Assign Last Date Attended by clicking on the calendar icon and then select the date.
   b. Click on OKAY when finished.

![Last Date Attended]

   c. If a student has never attended the class, click on Never Attended. Then click on Okay.

![Never Attended]

14. If a student receives an “I” grade, click on the Extra Information box and complete the dialog. Click Okay when finished.

![I Contract]

15. After you have confirmed all grades, click SUBMIT to send the grades to Banner.
16. 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.