

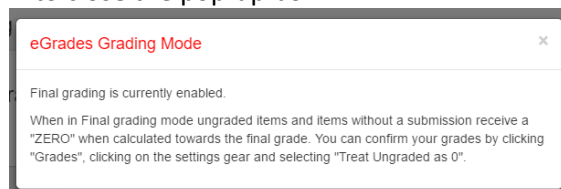


How to submit grades using eGrades

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.

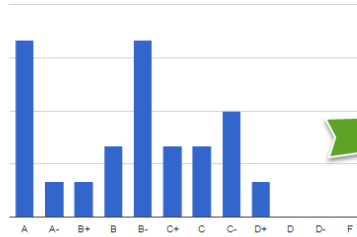
Please note: eGrades does not use a grading schema from your course; this must be adjusted.

- Click in the text box to change the numeric value of each letter grade.
- To remove a letter grade, uncheck the corresponding box.
- 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.

Include	Grade	> or =	<
<input checked="" type="checkbox"/>	A	94.0	100
<input checked="" type="checkbox"/>	A-	90.0	94.0
<input checked="" type="checkbox"/>	B+	87.0	90.0
<input checked="" type="checkbox"/>	B	84.0	87.0
<input checked="" type="checkbox"/>	B-	80.0	84.0
<input checked="" type="checkbox"/>	C+	77.0	80.0
<input checked="" type="checkbox"/>	C	74.0	77.0
<input checked="" type="checkbox"/>	C-	70.0	74.0
<input checked="" type="checkbox"/>	D+	67.0	70.0
<input checked="" type="checkbox"/>	D	64.0	67.0
<input checked="" type="checkbox"/>	D-	60.0	64.0
<input checked="" type="checkbox"/>	F	0.0	60.0



Grading Scale

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

Include	Grade	> or =	<
<input checked="" type="checkbox"/>	A	94.0	100
<input checked="" type="checkbox"/>	A-	90.0	94.0
<input checked="" type="checkbox"/>	B+	87.0	90.0
<input checked="" type="checkbox"/>	B	84.0	87.0
<input checked="" type="checkbox"/>	B-	80.0	84.0
<input checked="" type="checkbox"/>	C+	77.0	80.0
<input checked="" type="checkbox"/>	C	74.0	77.0
<input checked="" type="checkbox"/>	C-	70.0	74.0
<input type="checkbox"/>	D+	67.0	70.0
<input type="checkbox"/>	D	64.0	67.0
<input type="checkbox"/>	D-	60.0	64.0
<input checked="" type="checkbox"/>	F	0.0	60.0

Cancel Reset Transform Next »

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.

Final Grading

Grades loaded from Total grades column.

Name	Z Number	Grade
[blurred]	[blurred]	C+ (77.56)
[blurred]	[blurred]	B+ (87.25)
[blurred]	[blurred]	C+ (77.31)
[blurred]	[blurred]	B (86.31)
[blurred]	[blurred]	F (0.000)
[blurred]	[blurred]	B+ (88.06)
[blurred]	[blurred]	C- (71.05)
[blurred]	[blurred]	F (12.50)

Actual numeric grade in the Canvas Grade Book. Rounded to the second decimal

click

Use the drop down menu to modify displayed grade.

Indicates Withdrawn Student



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13. If a student is assigned an “F” grade, click on the **Extra Information** box and complete the dialog box.
- Assign **Last Date Attended** by clicking on the calendar icon and then select the date.
 - Click on **OKAY** when finished.

F Click to finish...

Last Date Attended

1. Last Date Attended

When assigning F and U final grades, you must provide the student's latest documented academic activity date in the course. Examples of documentation which are acceptable as verification of student academic activity include faculty attendance rosters, graded assignments/tests, or documentation of interactive discussions directly referencing course topics / subject matter (Important Note: Logging in or accessing the course and/or the completion of the Mandatory Course Quiz do not qualify as examples of documented academic activity).

As this documentation may be requested by a U.S. Department of Education auditor in the future, please ensure this documentation is retained and accessible by FAU for the next 3 years.

January 2017

Su Mo Tu We Th Fr Sa

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

Okay

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

Last Date Attended

1. Last Date Attended

When assigning F and U final grades, you must provide the student's latest documented academic activity date in the course. Examples of documentation which are acceptable as verification of student academic activity include faculty attendance rosters, graded assignments/tests, or documentation of interactive discussions directly referencing course topics / subject matter (Important Note: Logging in or accessing the course and/or the completion of the Mandatory Course Quiz do not qualify as examples of documented academic activity).

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Never Attended

Or Never Attended

Okay

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

I Click to finish...

I Contract

1. Work to be completed.

2. Last Date Attended

3. Last date to satisfy incomplete

4. Has the student been contacted?

☒ No

☐ Yes

5. Percent of work accomplished to this point.

6. Select grade if work not completed.

Select Secondary Grade

Okay

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.