# 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 this, 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). Click on the X to close the pop-up box.

6. Select the grade source, either **Manual Entry** (Skip to step #10) or **Gradebook**.
   a. **TIP** – you can change how eGrades handles missing grades by clicking on the gear on the upper right hand corner of this page. Select either:
      i. Treat missing grades as zero (Default for final grading).
      ii. Do not count missing grades (Default for midterm grading).
7. By Default, eGrades will calculate missing grades as:
   a. Midterms – Do not count missing grades ("-" or nulls are not included in total)
   b. Finals – Treat missing grades as zero ("-" or nulls are counted as zeros)
   c. This setting can be toggled on or off by clicking the **Advanced Settings** button (gear), located in the upper right hand corner of the first grading page.
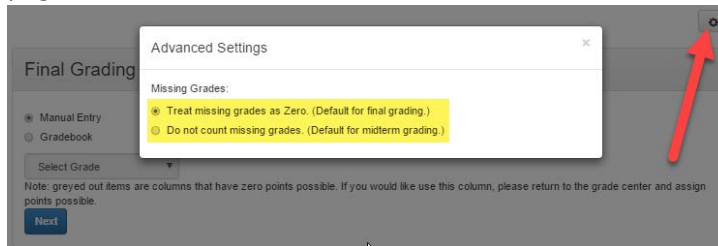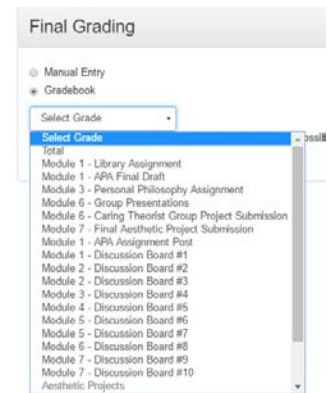
8. If you are using grades that have already been entered in your course, toggle to **Gradebook** and then use the drop down menu to select the **Total** column.
9. Adjust the Grading Scale to match the scale you use in your course.
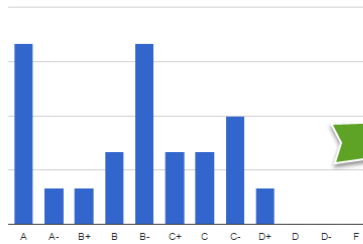   **Please note: eGrades does not use a grading schema from your course, this must be adjusted.**
   a. Click in the text box to change the numeric value of each letter grade.
   b. To remove a letter grade, uncheck the corresponding box.
   c. If you have adjusted the grading scale and want to revert back to the original, you can click on **Reset Transform**.

Grading Scale

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

10. Click on **Next**.
11. On the **Midterm/Final Grading** page, you can adjust the **grade to be submitted** by using the drop down menu.

Final Grading

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

12. 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 OK when finished.

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

13. If a student receives an "I" grade. Click on the "Extra Information" box and complete the dialog. Click **Okay** when finished.

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

15. 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