



How to submit grades using eGrades

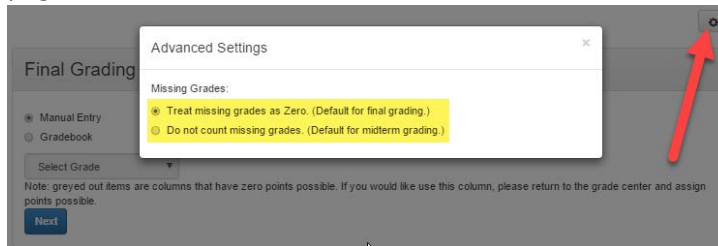
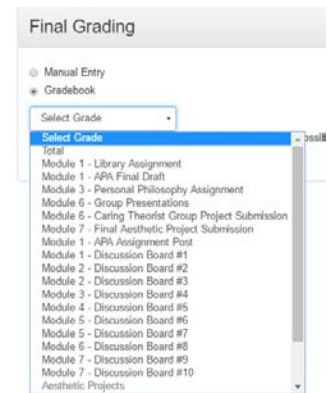
Grades can be submitted from **Canvas** directly to **Banner** using FAU's Banner grade submission tool, "eGrades." Grades may be submitted, changed and resubmitted through this tool during the submission period determined by the Registrar. Grades roll nightly to Banner. Any grade changes after this, 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.

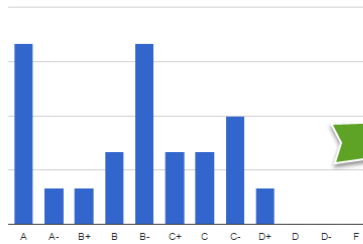
- a. Click in the text box to change the numeric value of each letter grade.
- b. To remove a letter grade, uncheck the corresponding box.
- c. If you have adjusted the grading scale and want to revert back to the original, you can click on **Reset Transform**.



Grading Scale

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

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



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+		
<input checked="" type="checkbox"/>	D	64.0	70.0
<input type="checkbox"/>	D-		
<input checked="" type="checkbox"/>	F	0.0	64.0

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.

Name	Z Number	Grade	To Be Submitted	Extra Information
[blurred]	[blurred]	A	A	
[blurred]	[blurred]	A	A	
[blurred]	[blurred]	A	A	
[blurred]	[blurred]	A	A	
[blurred]	[blurred]	A-	A-	
[blurred]	[blurred]	B	B	
[blurred]	[blurred]	B-	B-	

12. 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 OK 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 assignment 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



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

Last Date Attended

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Never Attended

Or **Never Attended**

Okay

13. 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

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

Below is a receipt of your last grade submission. It may not reflect manual updates to the grade record.

Name	Z number	Grade Submitted	Response Code
		A-	Success (0)
		A	Success (0)
		A	Student is not enrolled in this section (5)
		A	Success (0)
		A	Success (0)
		A	Success (0)
		A	Student is not enrolled in this section (5)
		A	Student is not enrolled in this section (5)
		A	Success (0)
		A	Success (0)
		F	Success (0)
		IC+	Success (0)
		F	Success (0)

Modify Grades Start Over