

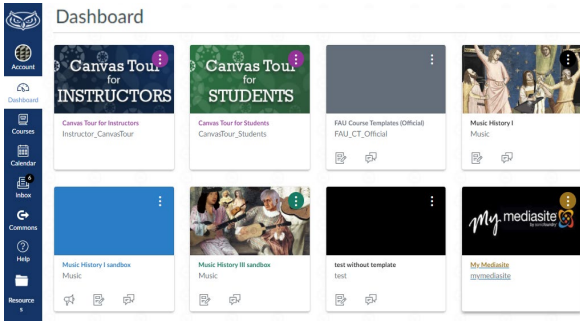


# How to Enable Grade Submission in Your Course

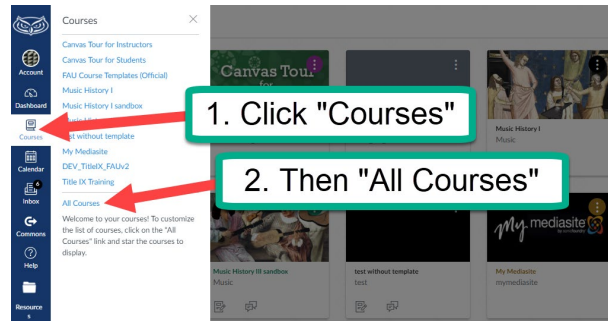
Grades can be submitted from **Canvas** directly to **Banner** using FAU's **Grade Submission** tool. To access the submission tool, you must first make sure that it is enabled in your course.

## Enabling Grade Submission Instructions:

1. Log into Canvas (canvas.fau.edu) using your FAU netID and password.
2. Using the **Dashboard (1)** or the **All Courses (2)** link, navigate to the course for which you want to submit grades.

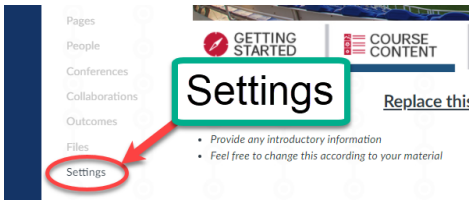


Dashboard

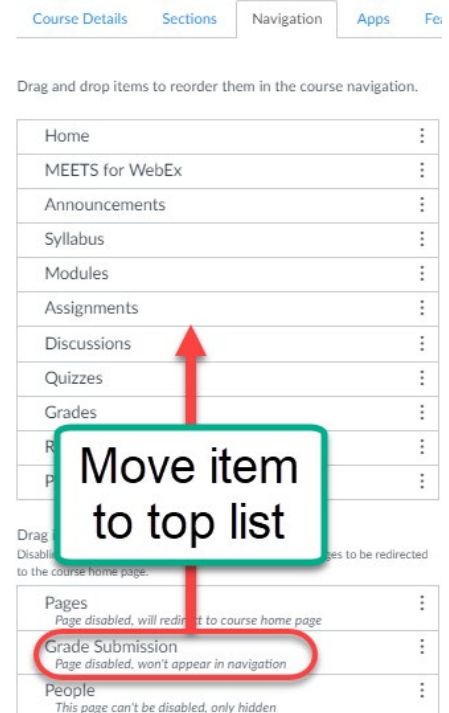


All Courses

3. Upon opening the course, click on the "Settings" link in the Course Navigation Menu.



4. Click on the **Navigation** tab at the top of the Settings page.
  - a. Here you can change what links appear in the Course Navigation Menu.
  - b. The top group of items lists the links that are enabled in your course.
  - c. The bottom group of items is disabled.
5. Locate the "Grade Submission" menu item in the bottom half of the page.
6. Enable the "Grade Submission" menu item by performing **one** of the following steps:
  - a. Click and drag the item from the Disabled Items list (bottom) into the Enabled Items list (top).
  - b. Click the three-dots icon to the right of the item and click "+ Enable."
7. When finished, click the blue "Save" button at the bottom of the page.
8. Upon returning to your course's home page, you'll see the "Grade Submission" link in the Course Navigation Menu.



Navigation Menu Items