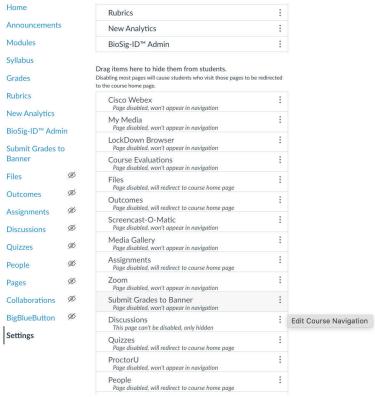
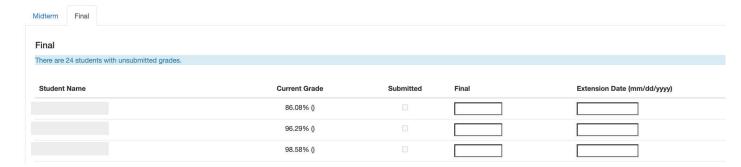
Faculty Final Grading in Canvas

- 1. In order to enter final grades in Canvas, you will need to activate the "Submit Grades to Banner" application if this is not already available on your left navigation menu. If this is already available, please view step 5 of this guide.
- 2. Click on Settings on the left navigation menu of the course.
- 3. Click the Navigation tab at the top.
- 4. Locate the "Submit Grades to Banner" menu item, click the three dots and click Enable. Click Save. The "Submit Grades to Banner" menu item will appear.



- 5. Click on the "Submit Grades to Banner" menu item and wait for the page to load. You will be prompted with both Mid-Term and Final grading tabs at the top of the page. Please click Final Grades tab and your class roster will be listed. The student's current grade as a percentage will appear.
- 6. Please enter your final grade as a letter grade (please ensure you enter valid grades as per the level of the course (e.g. undergraduate vs graduate) and course type (e.g. letter grade, pass/fail, credit/no credit etc.)



- 7. Ignore the Extension Date column and scroll to the bottom and hit Submit. After a short time, you should receive a confirmation message that your grades have been successfully entered. Any incorrectly formatted grades will result in an error message that appears. Please be sure to check these closely as failure to enter a grade will result in this appearing on an outstanding grades report generated by the Registrar's Office.
- 8. Instructors are encouraged to subsequently check Self-Service Banner to ensure the grades have successfully migrated.