

## 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.

The screenshot shows the Canvas course navigation menu with the 'Settings' tab selected. The 'Submit Grades to Banner' item is highlighted in grey. A tooltip 'Edit Course Navigation' is visible next to it. The menu items are as follows:

Home	Rubrics	⋮
Announcements	New Analytics	⋮
Modules	BioSig-ID™ Admin	⋮
Syllabus	Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.	
Grades	Cisco Webex	⋮ <small>Page disabled, won't appear in navigation</small>
Rubrics	My Media	⋮ <small>Page disabled, won't appear in navigation</small>
New Analytics	LockDown Browser	⋮ <small>Page disabled, won't appear in navigation</small>
BioSig-ID™ Admin	Course Evaluations	⋮ <small>Page disabled, won't appear in navigation</small>
Submit Grades to Banner	Files	⋮ <small>Page disabled, will redirect to course home page</small>
Files	Outcomes	⋮ <small>Page disabled, will redirect to course home page</small>
Outcomes	Screencast-O-Matic	⋮ <small>Page disabled, won't appear in navigation</small>
Assignments	Media Gallery	⋮ <small>Page disabled, won't appear in navigation</small>
Discussions	Assignments	⋮ <small>Page disabled, will redirect to course home page</small>
Quizzes	Zoom	⋮ <small>Page disabled, won't appear in navigation</small>
People	Submit Grades to Banner	⋮ <small>Page disabled, won't appear in navigation</small>
Pages	Discussions	⋮ <small>This page can't be disabled, only hidden</small>
Collaborations	Quizzes	⋮ <small>Page disabled, will redirect to course home page</small>
BigBlueButton	ProctorU	⋮ <small>Page disabled, won't appear in navigation</small>
Settings	People	⋮ <small>Page disabled, will redirect to course home page</small>

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.)

Midterm

Final

### Final

There are 24 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final	Extension Date (mm/dd/yyyy)
	86.08% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	96.29% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	98.58% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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.