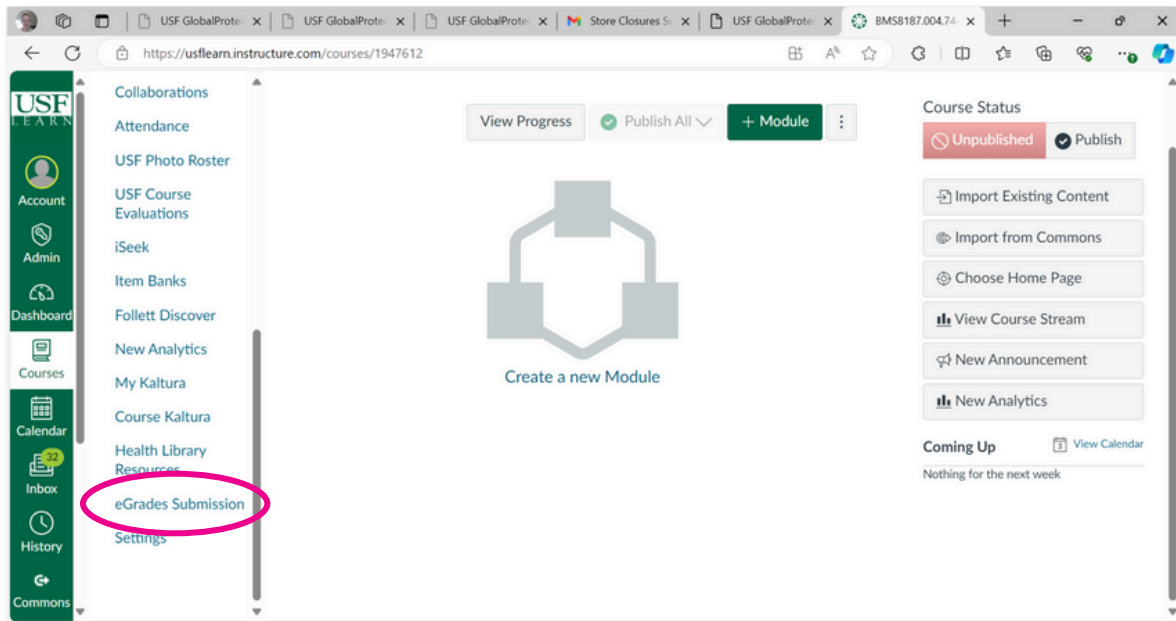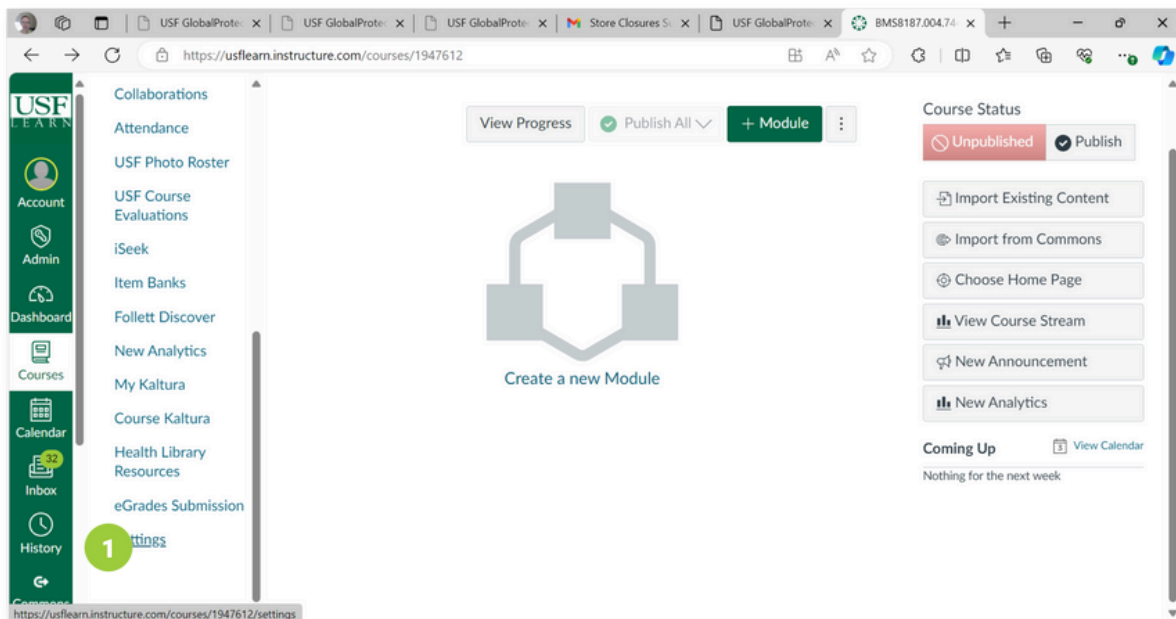# HEALTH EGRADES THRU CANVAS
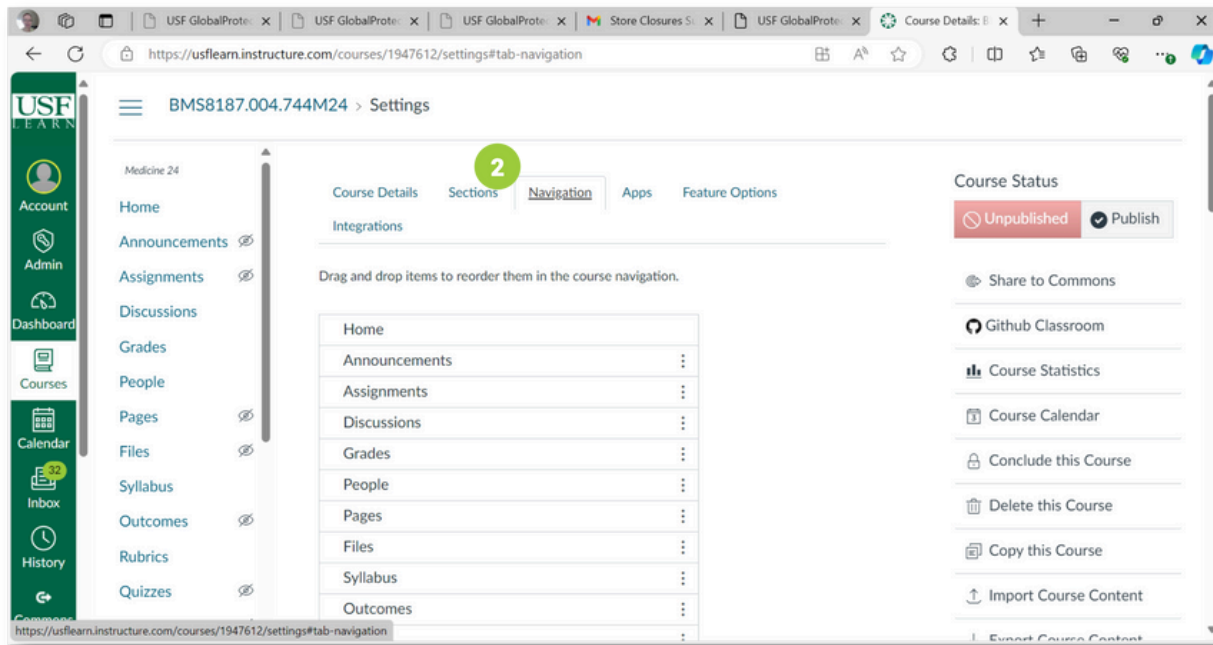
**1** **eGrades Submission** is a menu option in the navigation menu of Health courses as shown below:



If eGrades Submission is **not** an option in your Health course, it may be hidden. Make this option visible by selecting **Settings**, **Navigation**, drag and drop the **eGrades Submission** option to the top section navigation options:

**2** After selecting the eGrades Submission option, click **Authorize**. Only the Instructor of Record (IOR) is authorized to enter and submit eGrades for the Health course:
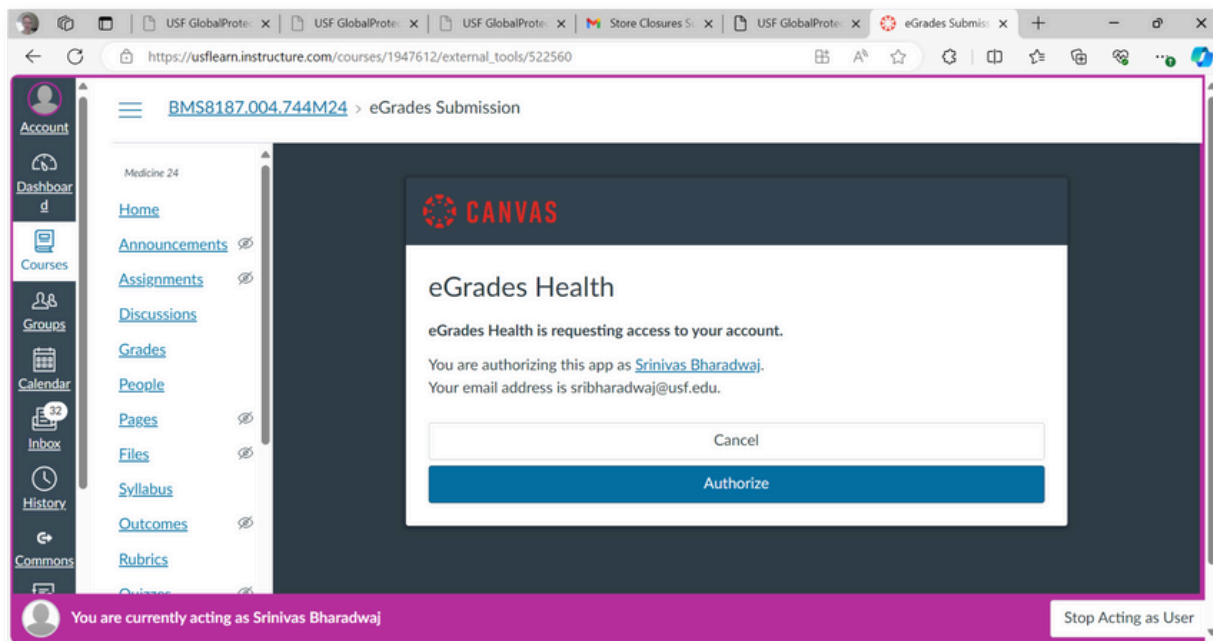


**QUICK TIP** *If the* ***eGrades Submission*** *option displays* ***error messages****, there may be a problem with the course setup or grading may not be open. Contact the Health Registrar for assistance:* ***healthEgrades@usf.edu***

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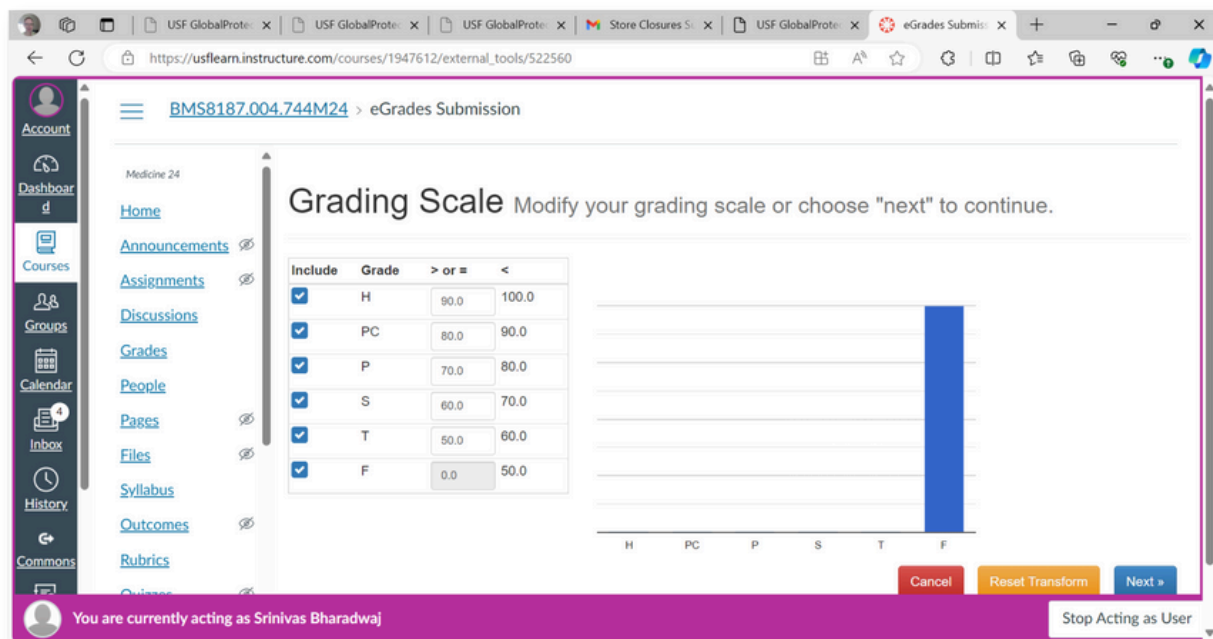
**2**

**3** To **enter grades**, select either **Manual Entry** (type grades in) or **Gradebook** (select & populate grades from column in gradebook):
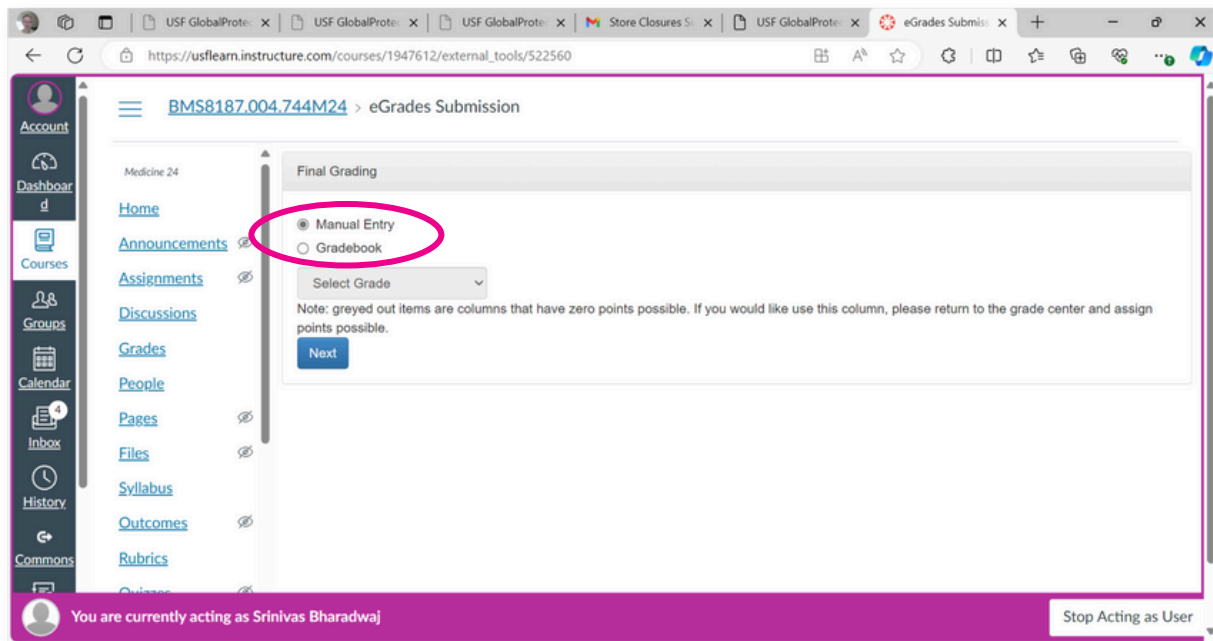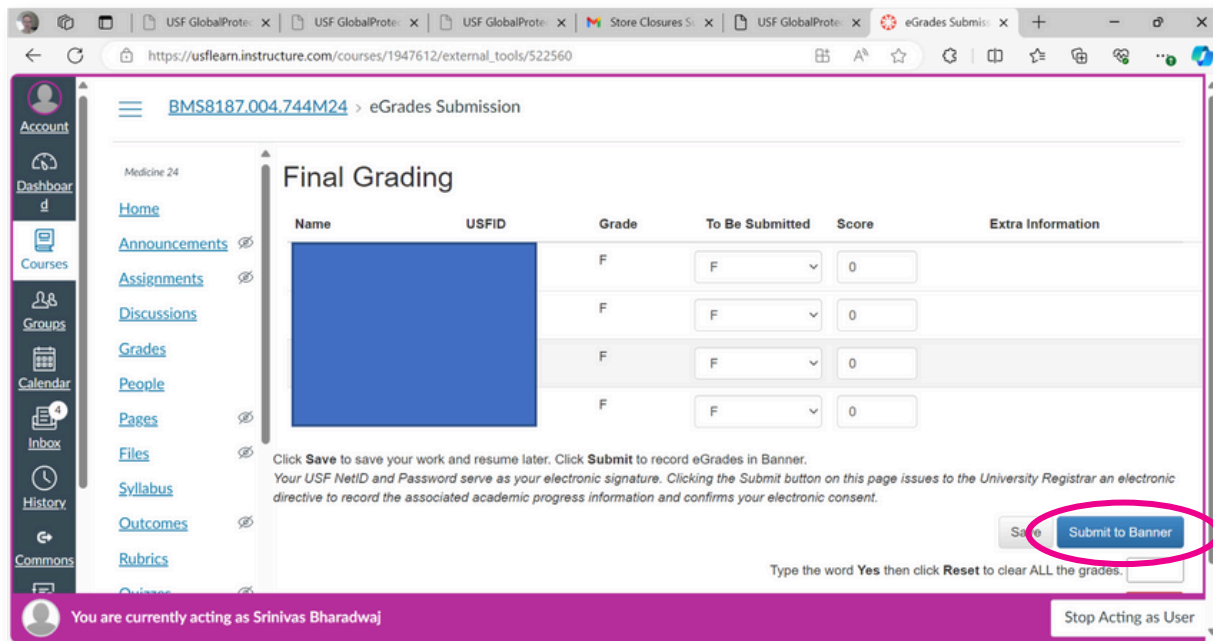


**4** **Gradebook** provides an option to **Modify/Setup Grading Scale** and modify the percentage required for each letter grade:
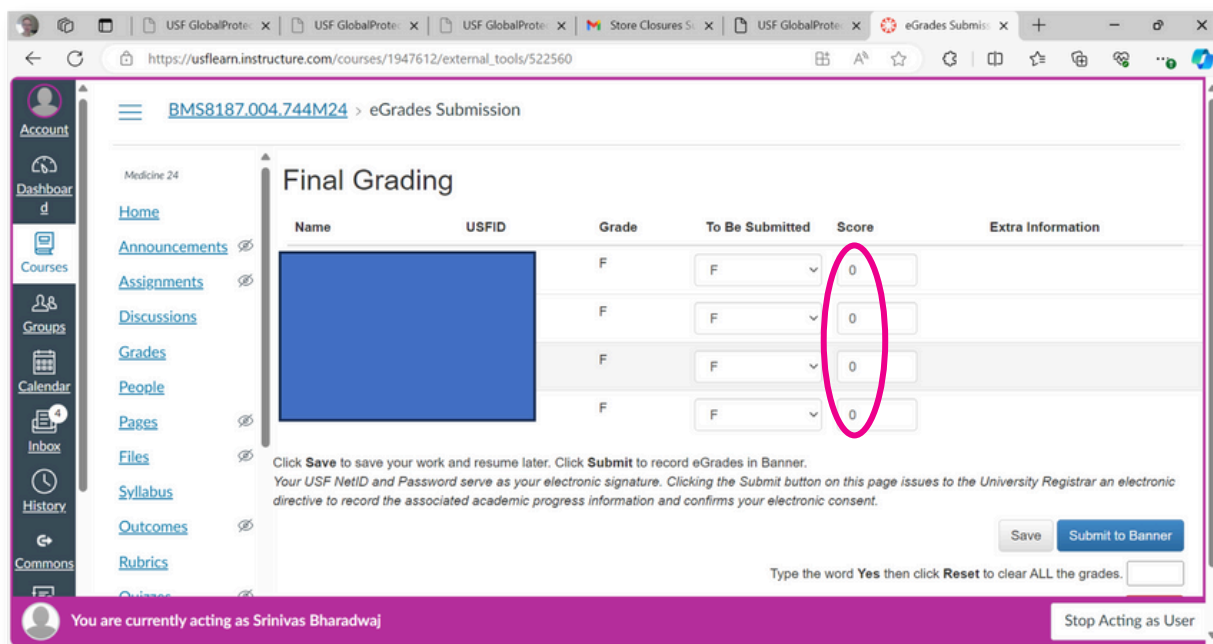
**5** After grades are entered, **Save** them in Canvas to work on later or **Submit to Banner** if finished. For grades submitted to Banner, a grade must be selected for all students on the roster:



**QUICK TIP** *Grade Score is optional. If entered, the value must be between 0 and 100 and up to 2 decimal places. Grade Score will pre-populate Scores coming from the Gradebook when you select a Gradebook column*

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**4**

**QUICK TIP**

*If updates are needed after grades are entered and submitted to Banner, click **Modify Grades** or **Start Over** :*



## Special Requirements for specific grades (F, U, I)

Last date the student attended the course must be entered

## *Historic Grade Changes*

For **grade changes AFTER grades are rolled to history** (Historic Grade Changes)

- Inside your course, select eGrades Submission, Click to Authorize, and your course roster should appear
- If you are not able to select grades from the pull down menu, Contact the Health Registrar using this email: **healthEgrades@usf.edu**
- A reason for the grade change must be selected from the pull down menu
- You can make grade changes for multiple students in the same session
  You should see a response indicating the status of your grade changes

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**6**