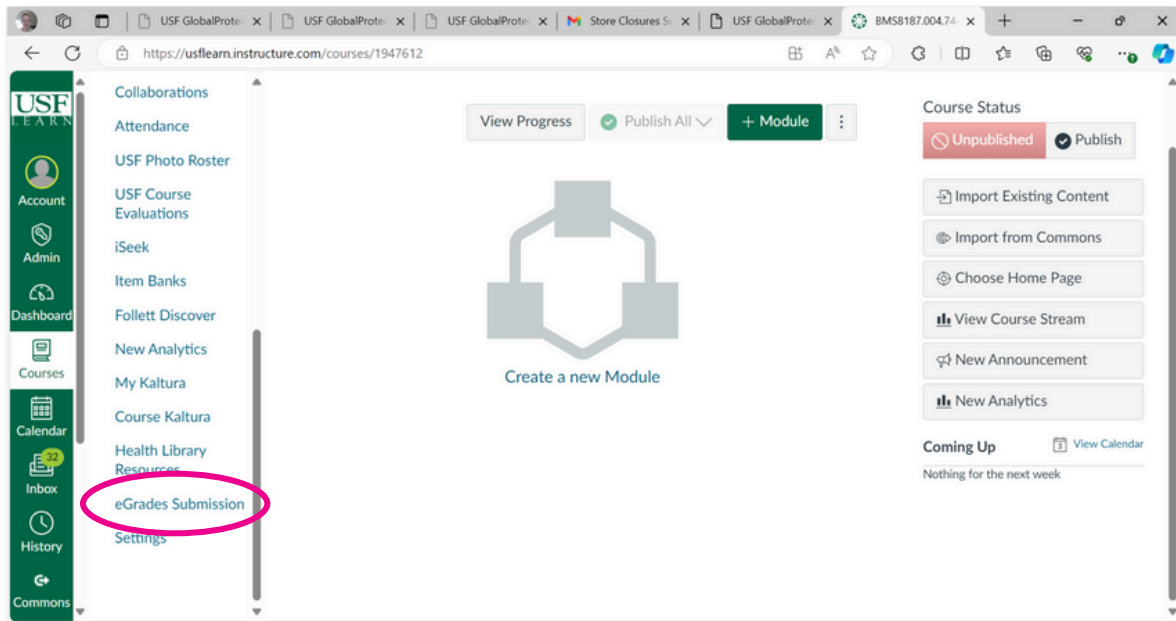


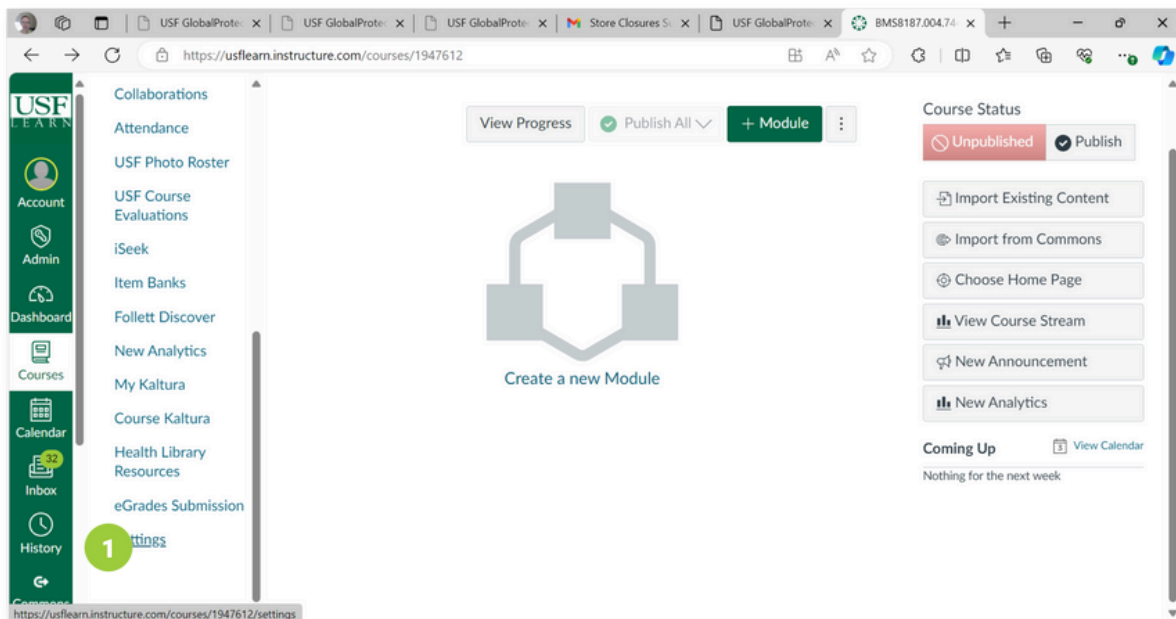
# HEALTH EGRADES THRU CANVAS

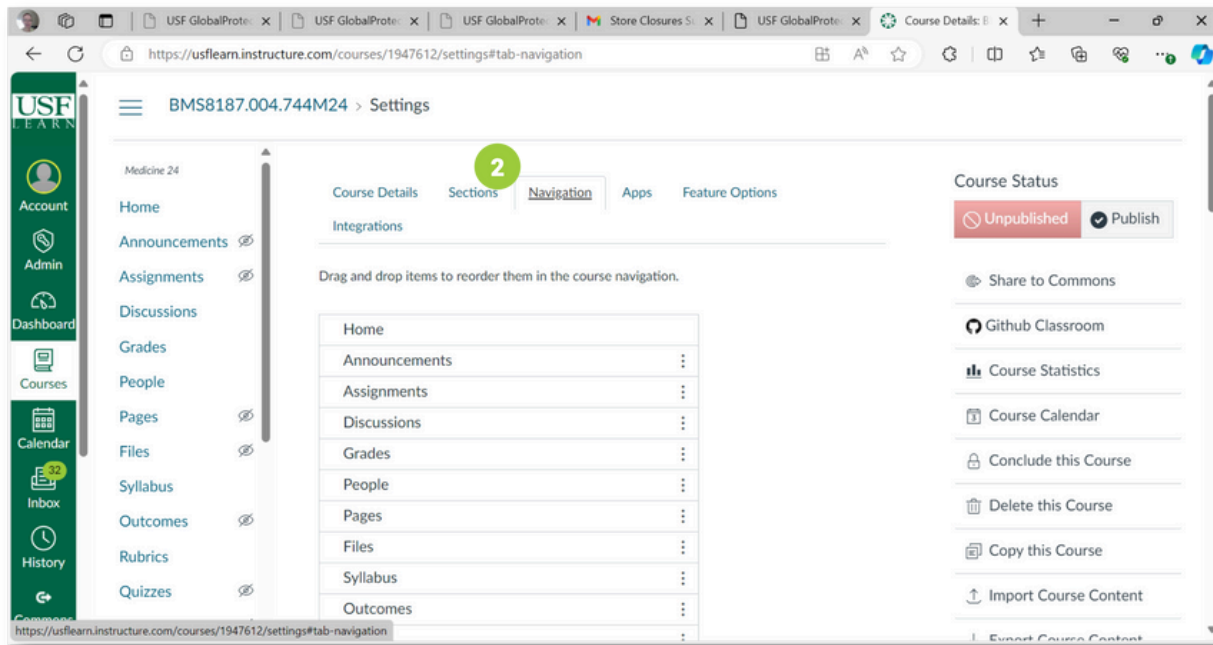
1

**eGrades Submission** is a menu option in the navigation menu of Health courses as shown below:



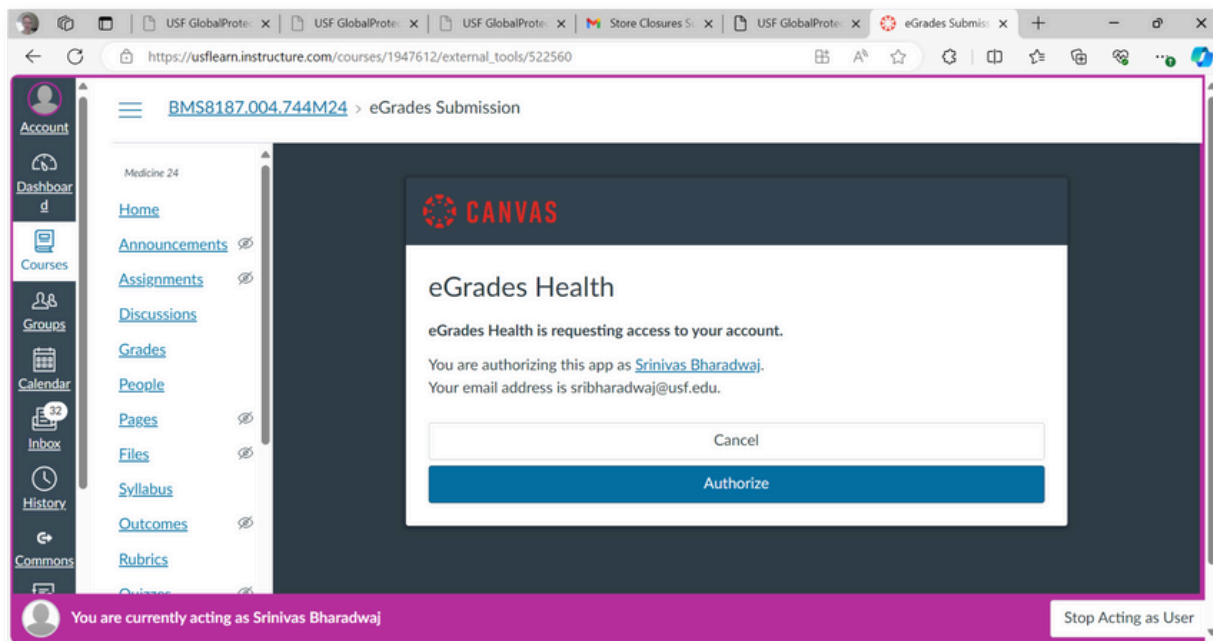
If eGrades Submission is **not** an option in your Health course, it may be hidden. Make this option visible by selecting **Settings, Navigation**, drag and drop the **eGrades Submission** option to the top section navigation options:





2

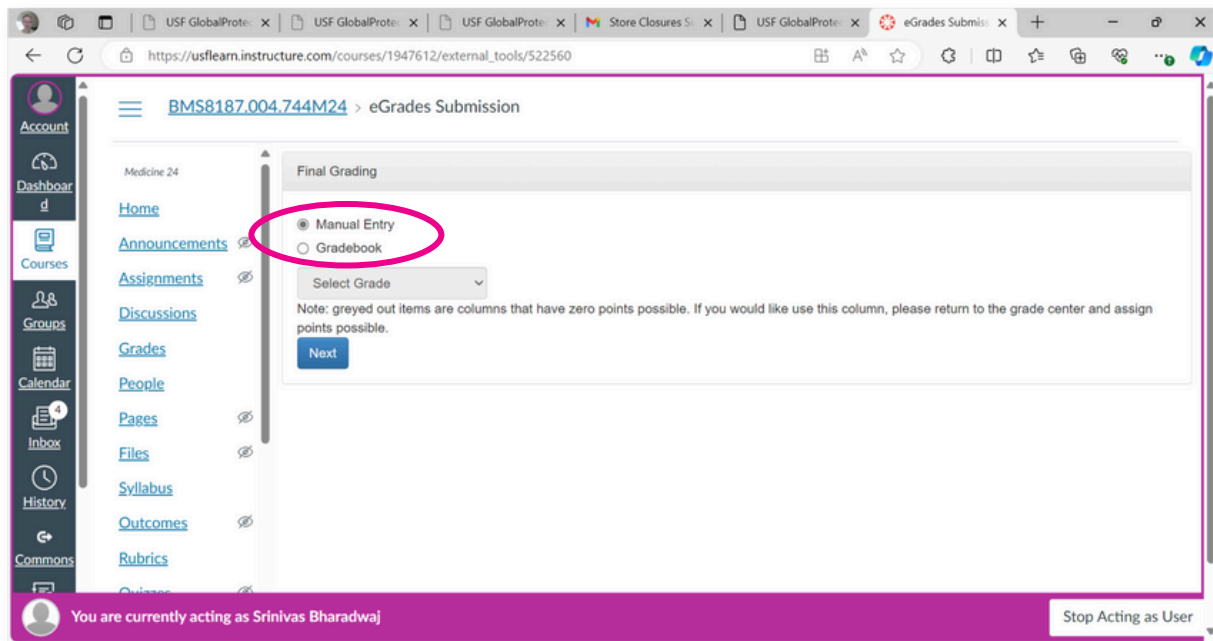
After selecting the eGrades Submission option, click **Authorize**. Only the Instructor of Record (IOR) is authorized to enter and submit eGrades for the Health course:



**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](mailto:healthEgrades@usf.edu)

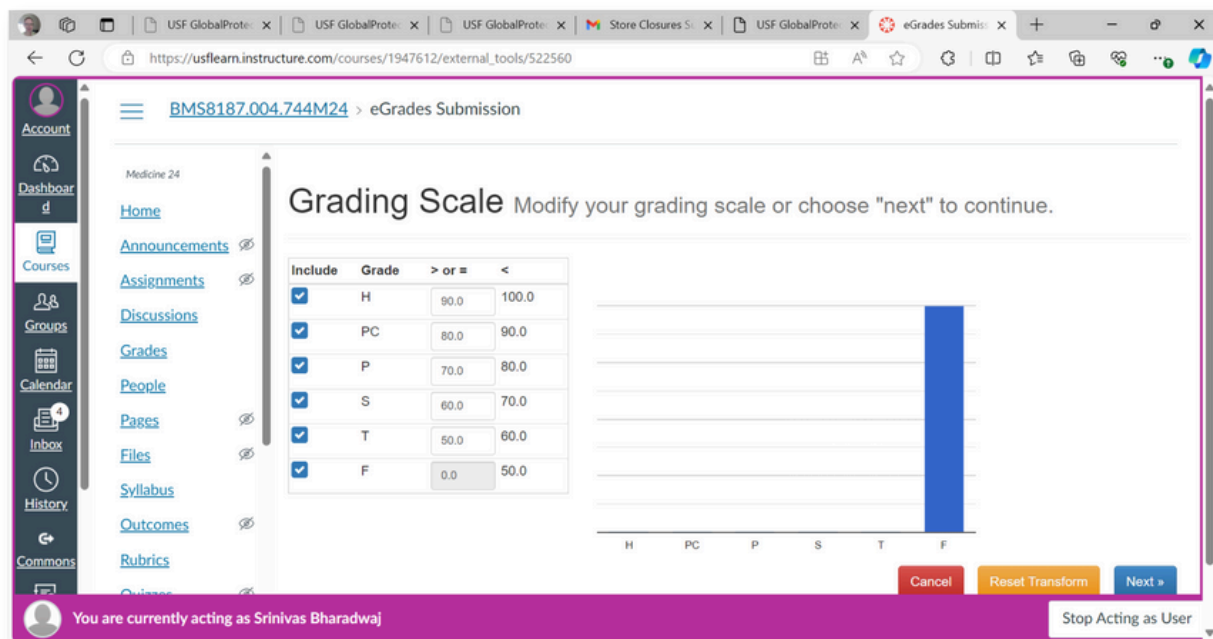
3

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



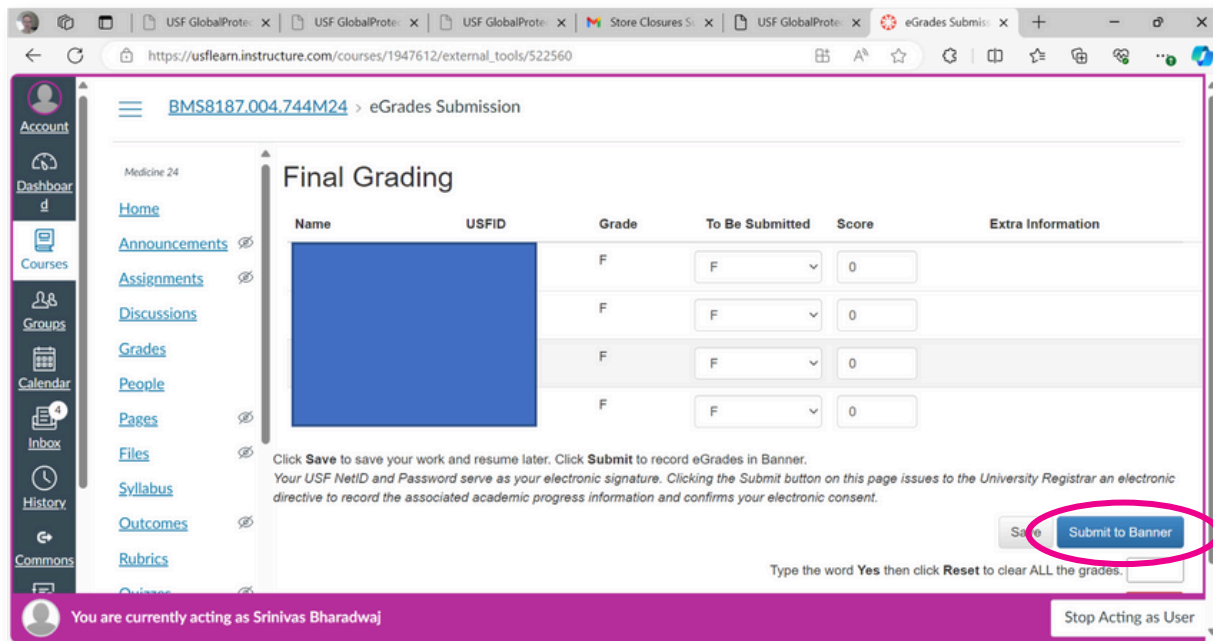
4

**Gradebook** provides an option to **Modify/Setup Grading Scale** and modify the percentage required for each letter grade:

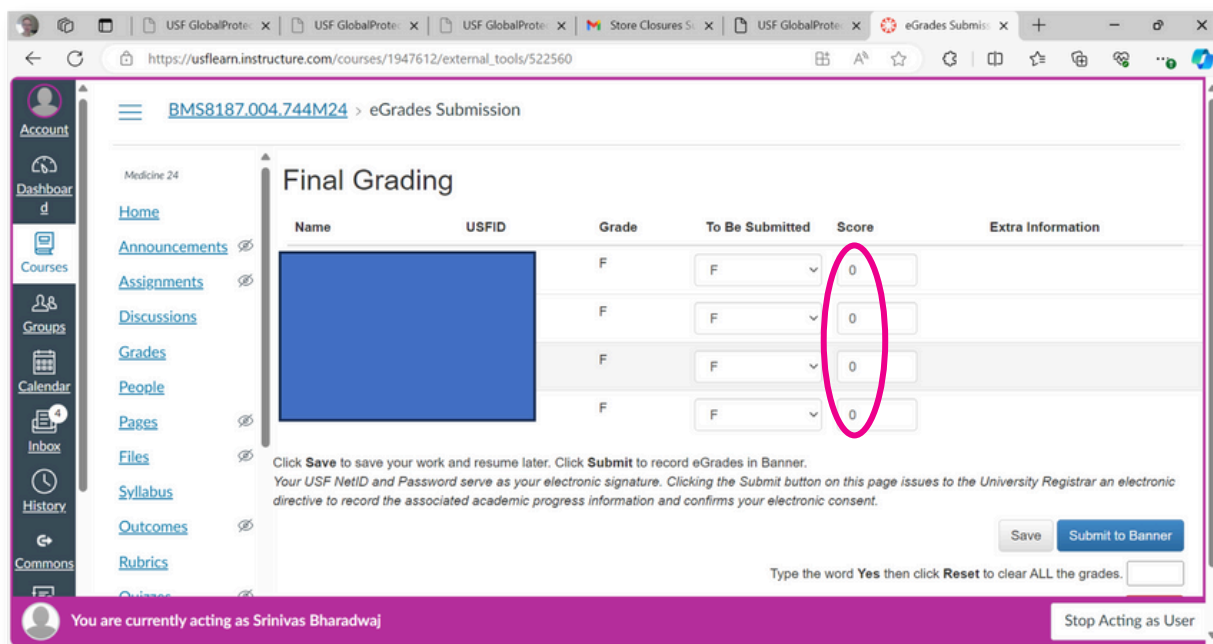


5

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:



**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





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

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

Name	USF ID	Grade Submitted	Score Submitted	SIS Response
[Redacted]	[Redacted]	H	90	Success
[Redacted]	[Redacted]	PC	95	Success
[Redacted]	[Redacted]	F	0	Success
[Redacted]	[Redacted]	P	80	Success

Buttons: **Modify Grades** (blue), **Start Over** (red, circled)

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

Last date the student attended the course must be entered

**Final Grading**

**Last Date Attended**

1. Last Date Attended

The last date of attendance is defined as the last date a documented academic related activity was completed by the student for the course. In the event of a Federal audit, you may be asked to provide documentation (e.g. grade book entry, exam dates, submission of papers, etc.) to support the last date of attendance reported.

Or  Never Attended

Okay

## 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](mailto: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

The screenshot displays the 'eGrades Submission' interface for course BMS6041R.001.728M23. The main area is titled 'Final Grading' and contains a table with the following columns: Name, USFID, Grade, To Be Submitted, Score, Extra Information, and Reason. Two rows of student data are visible, with the first row having a grade of 'S' and a 'To Be Submitted' value of 'F'. A dropdown menu for 'Reason for Grade Change' is open, showing a list of reasons including Administrative Error, Composite Calculation, Capped Resit, Deleted Course, Degraded Late, Honors Course, Original Entry, Repeat Course, Repeat Clerkship - Never Taken, Re-Calculated, Repeat Year, and Substitute Grade. Below the table, there is a 'Submit' button and a note: 'Click Submit to record eGrades in Banner. Your USF NetID and Password serve as your electronic signature. Clicking the Submit button on this page issues to the University to record the associated academic progress information and confirms your electronic consent.' The user's name, Susan Pross, is shown at the bottom left, and a 'Stop Acting as User' button is at the bottom right.