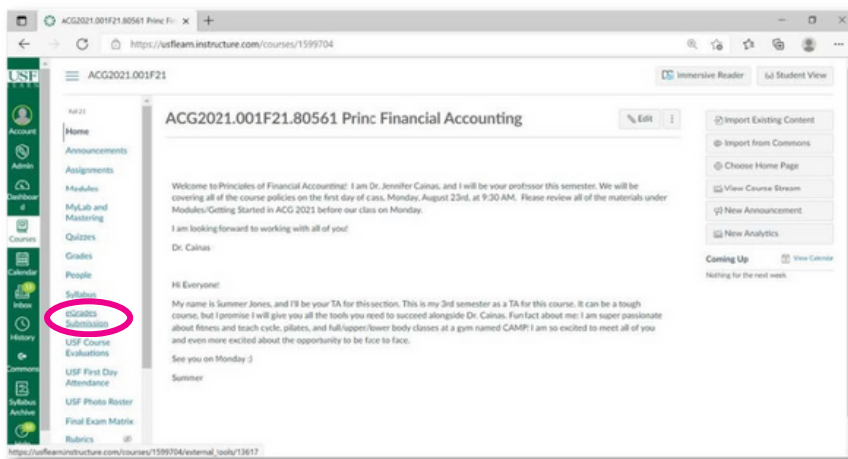UNIVERSITY of
SOUTH FLORIDA

EGRADES THROUGH CANVAS

Submitting grades takes place through your Canvas course. This guide walks you through how to use the eGrades tool.
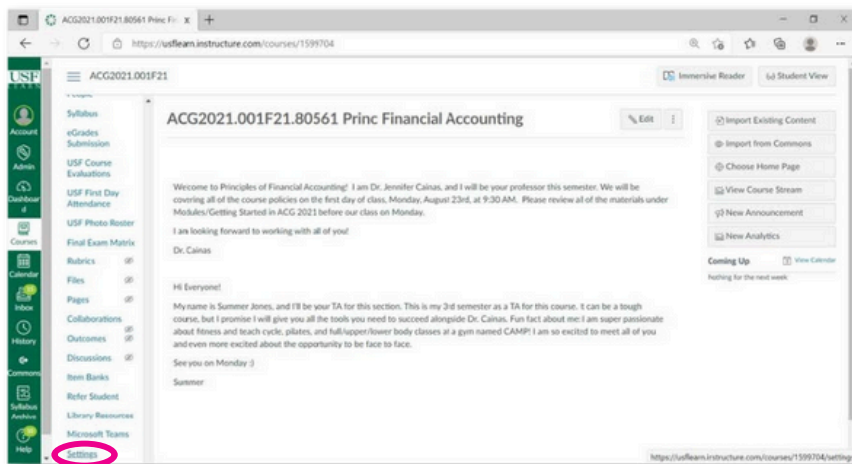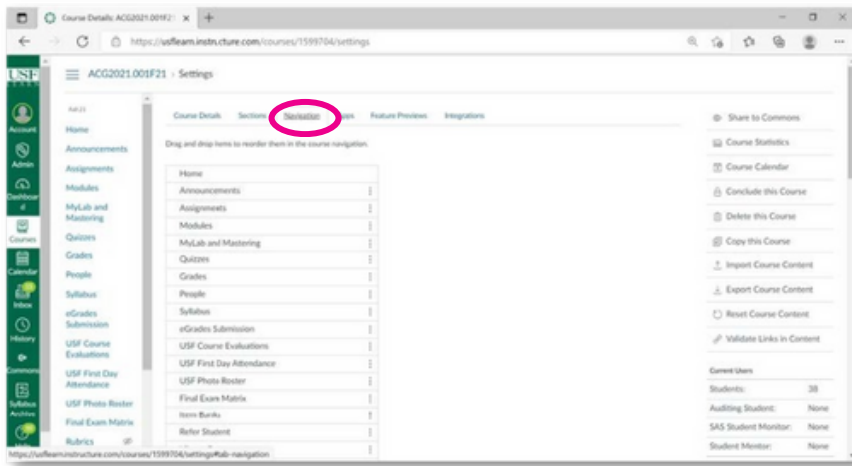
BASIC INSTRUCTION

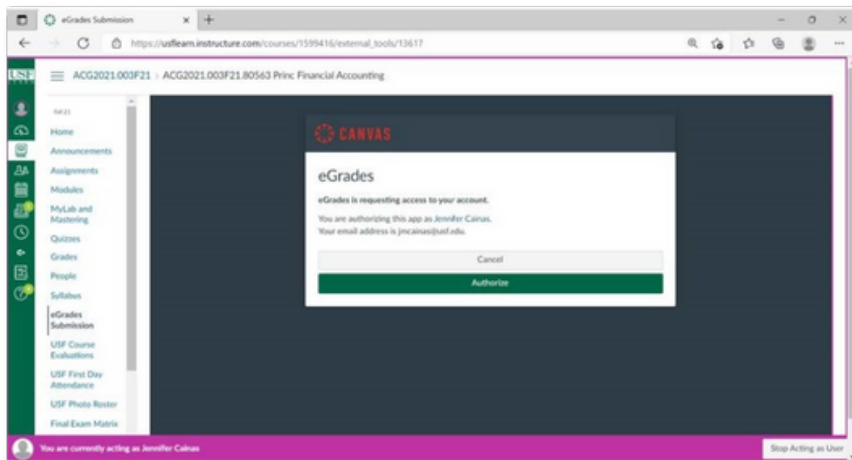**1** **EGrades Submission** is a menu option in the Course Navigation.

2 If eGrades Submission is not an option, it may be hidden. Make this option visible by selecting **Settings**, then **Navigation**, and drag and drop the eGrades Submission option in the top section of the navigation options.

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

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4 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 Registrar for assistance at **TellTheRegistrar@usf.edu**.
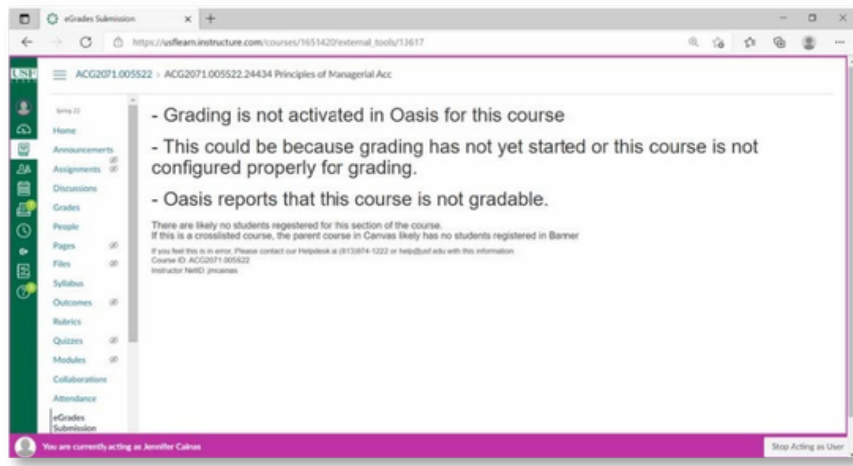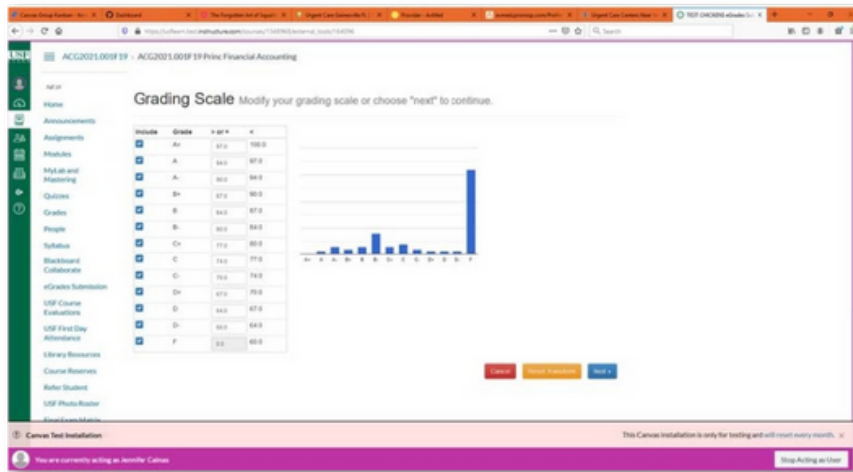

5 To enter grades, select either **Manual Entry** (type grades in) or **Gradebook** (select & populate grades from column in gradebook).
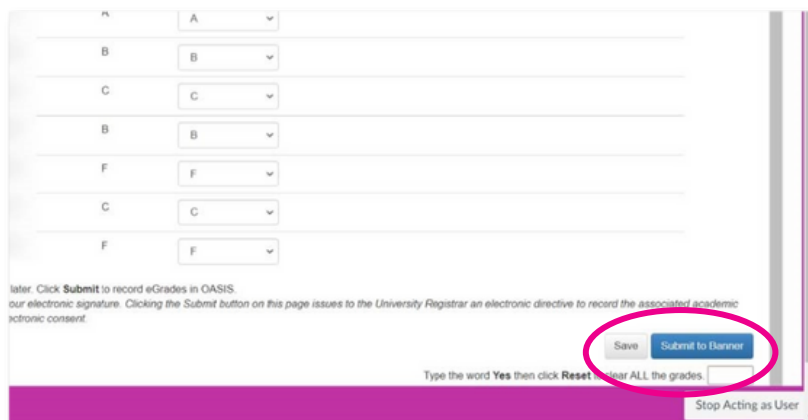
6 Gradebook provides an option to **Modify/Set up Grading Scale** to include +/- grades and modify the percentage required for each letter grade.


7 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.

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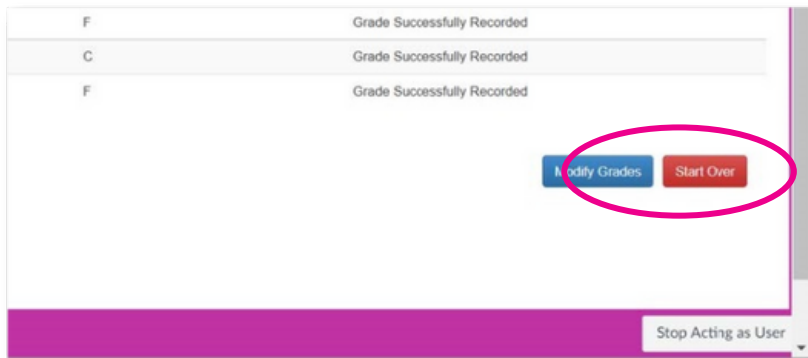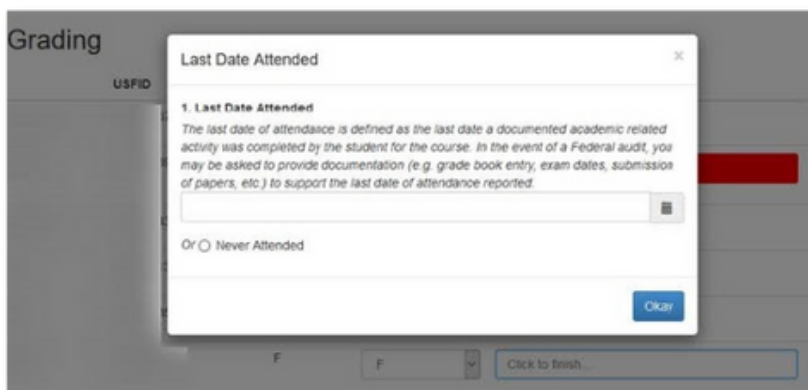

# SPECIAL REQUIREMENTS FOR SPECIFIC GRADES (F,U,I)

Last date of attendance (last date the student attended the course) must be entered for **F or U grades**.

DON'T MISS ▶ *Special Requirements only apply for Final grades NOT Midterm grades.*

For **I (Incomplete) grades, the work to be completed, last date of attendance, due date of work**, whether the **student was contacted or not**, and **percentage of work** completed must be entered.
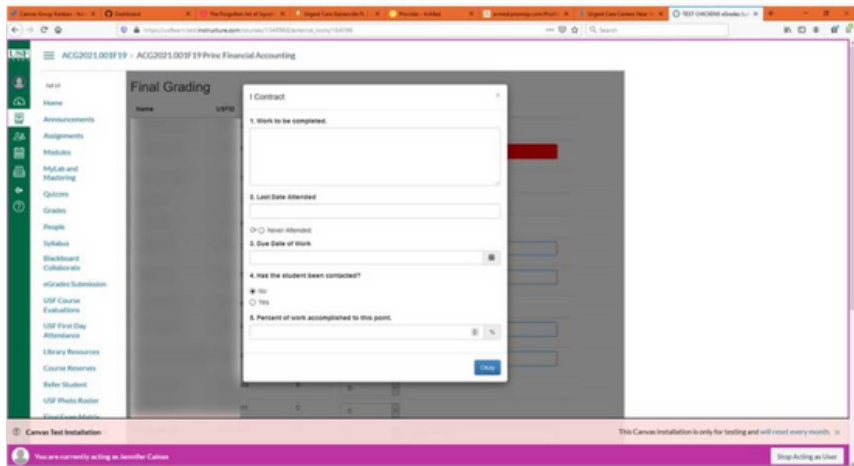
HISTORIC GRADE CHAGES

Change the grades after grades are rolled to gradebook.

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

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