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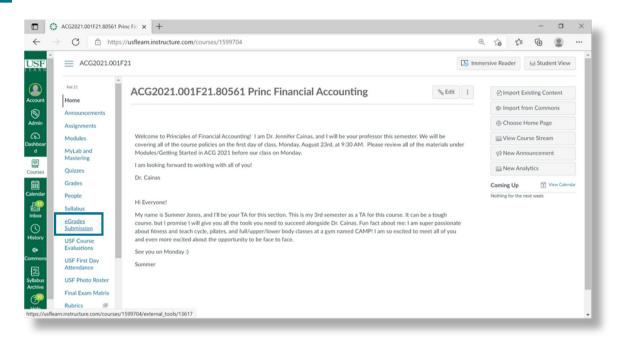
## **EGRADES THROUGH CANVAS (OASIS)**

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

## **Basic Instructions**



EGrades Submission is a menu option in the Course Navigation.



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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.

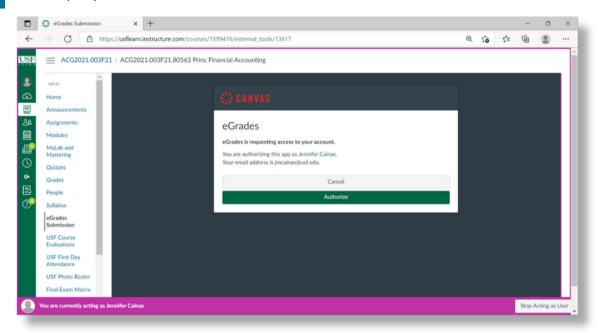
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Pages	ø	My name is Summer Jones, and I'll be your TA for this section. This is my 3rd semester as a TA for this course. It can be a tough					
Collaboratio		course, but I promise I will give you all the tools you need to succeed alongside Dr. Cainas. Fun fact about me: I am super passional					
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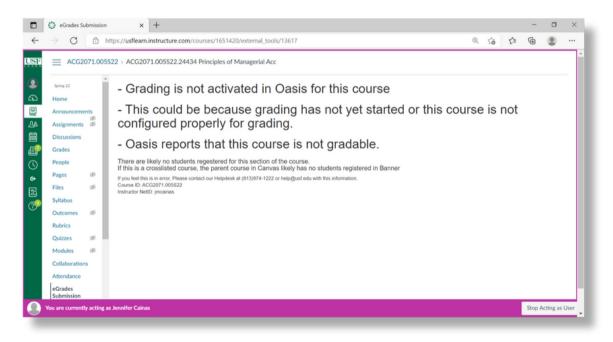
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After selecting the eGrades Submission option, click **Authorize**. Only the Instructor of Record (IOR) is authorized to enter and submit eGrades for the course.



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 <u>TellTheRegistrar@usf.edu</u>.



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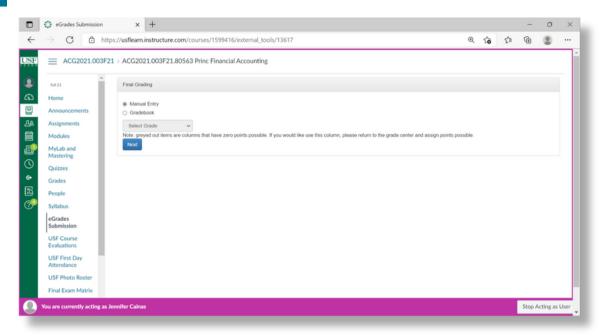
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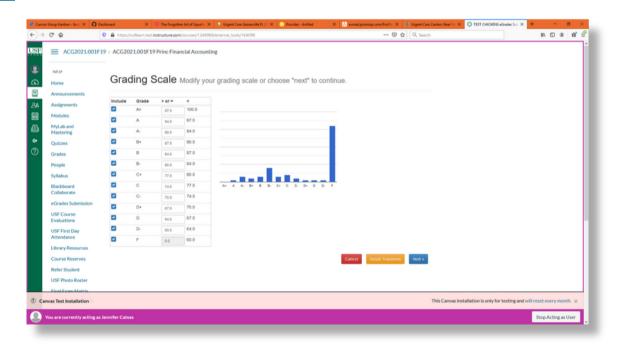
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To enter grades, select either **Manual Entry** (type grades in) or **Gradebook** (select & populate grades from column in gradebook).



**Gradebook** provides an option to **Modify/Set up Grading Scale** to include +/- grades and modify the percentage required for each letter grade.



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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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		Type the word Yes then click Reset to clear ALL the grades.
		Stop Acting as User

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

Grade Successfully Recorded Grade Successfully Recorded	
Modify Grades Start Over	
Stop Acting as User	Ŧ

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## 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.



Special Requirements only apply for Final grades NOT Midterm grades.

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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.

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## **Grade Changes After Grades are Rolled to History**

(Historic Grade Changes)

- 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: <u>TellTheRegistrar@usf.edu</u>
- 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

