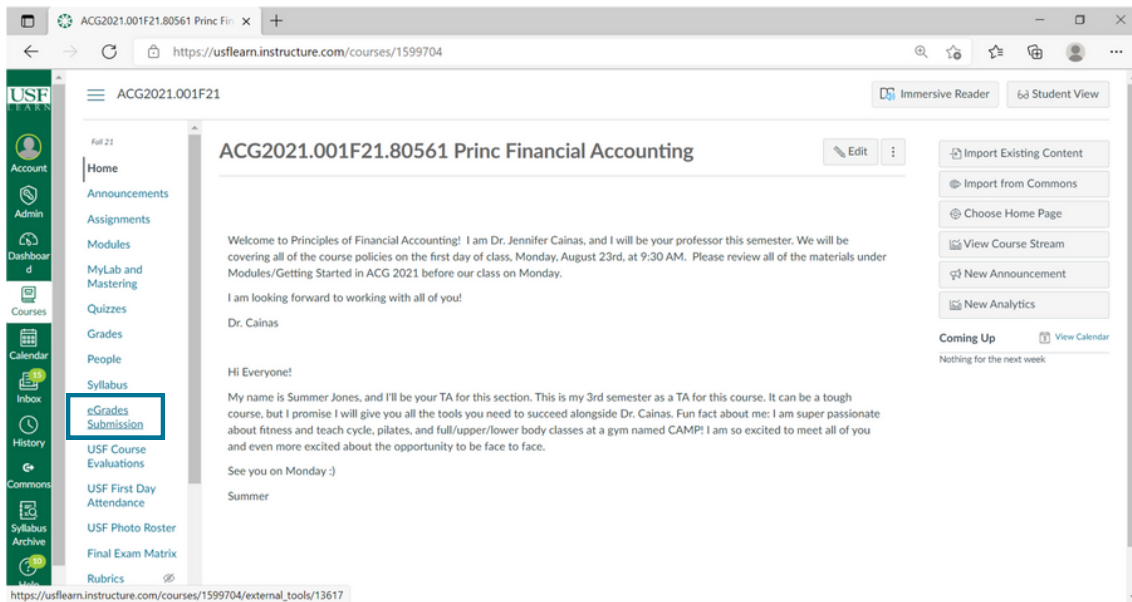


EGRADDES THROUGH CANVAS (OASIS)

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

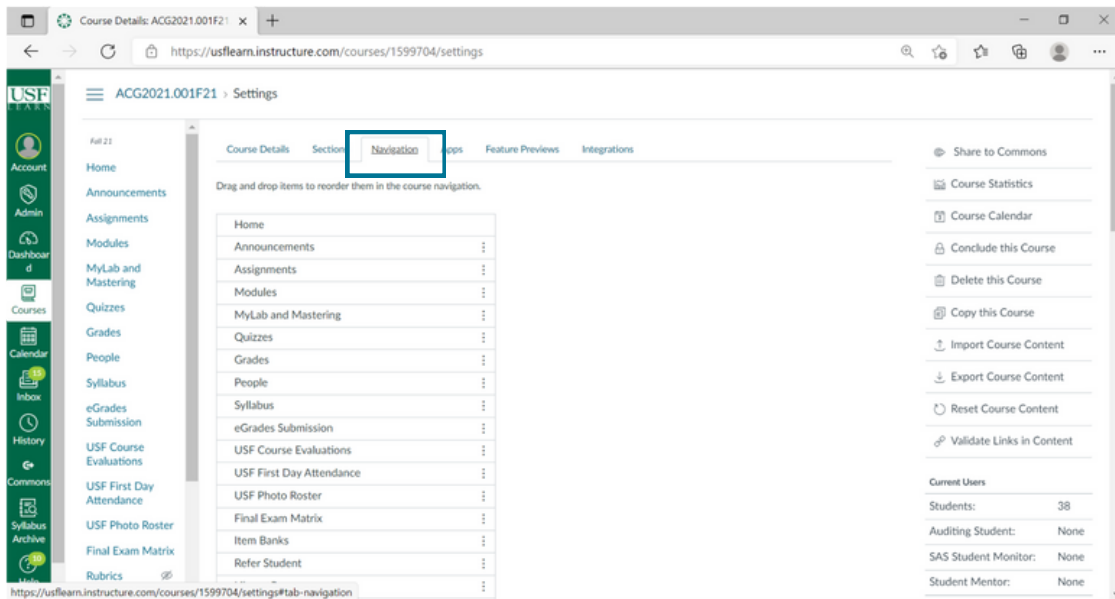
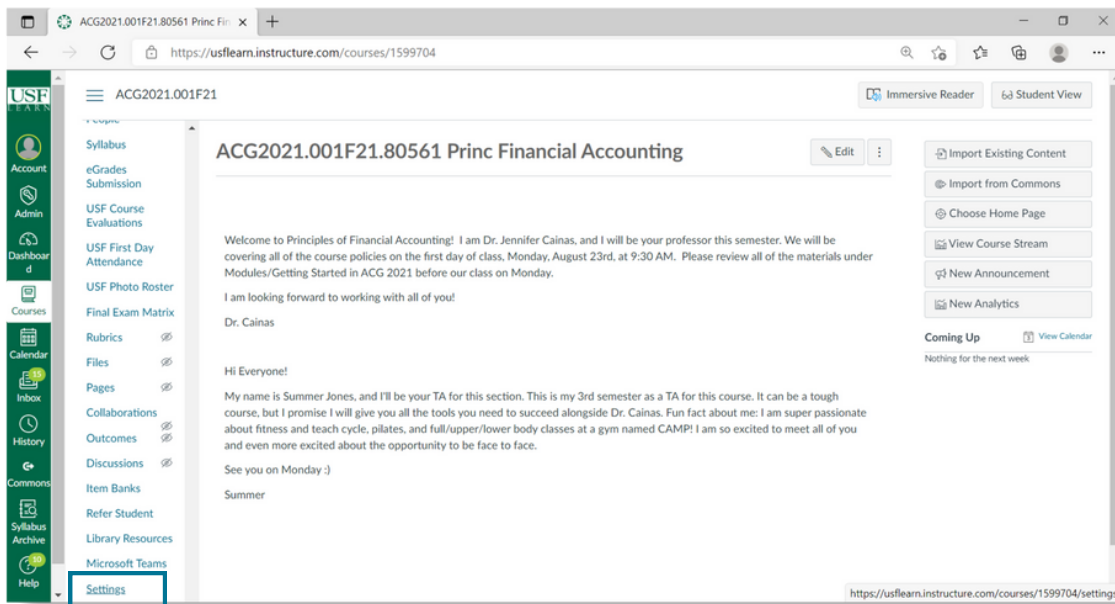
Basic Instructions

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



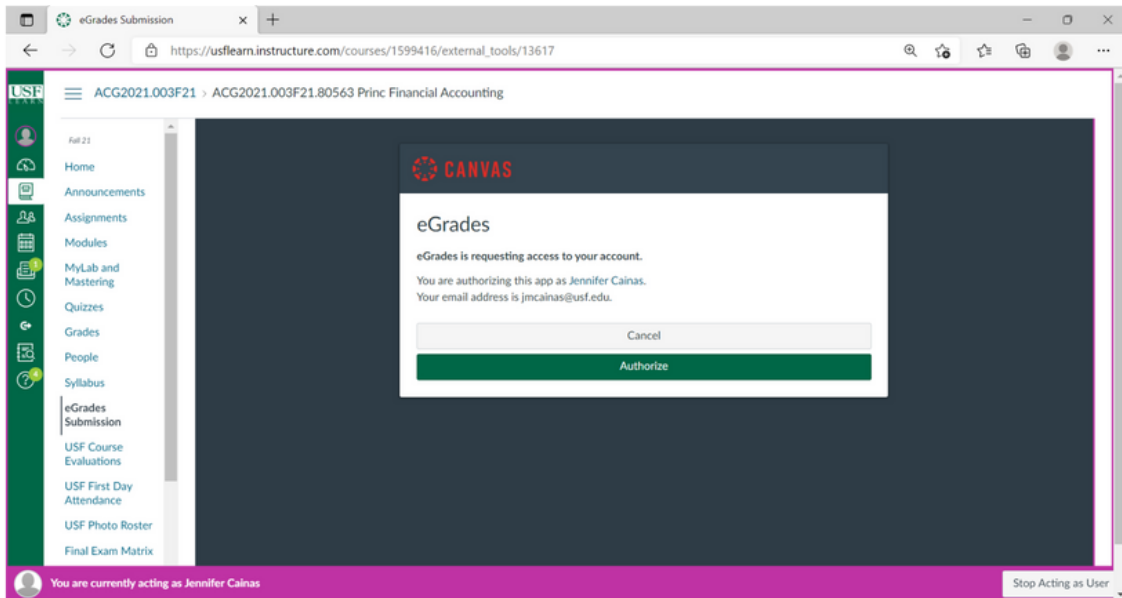
2

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.



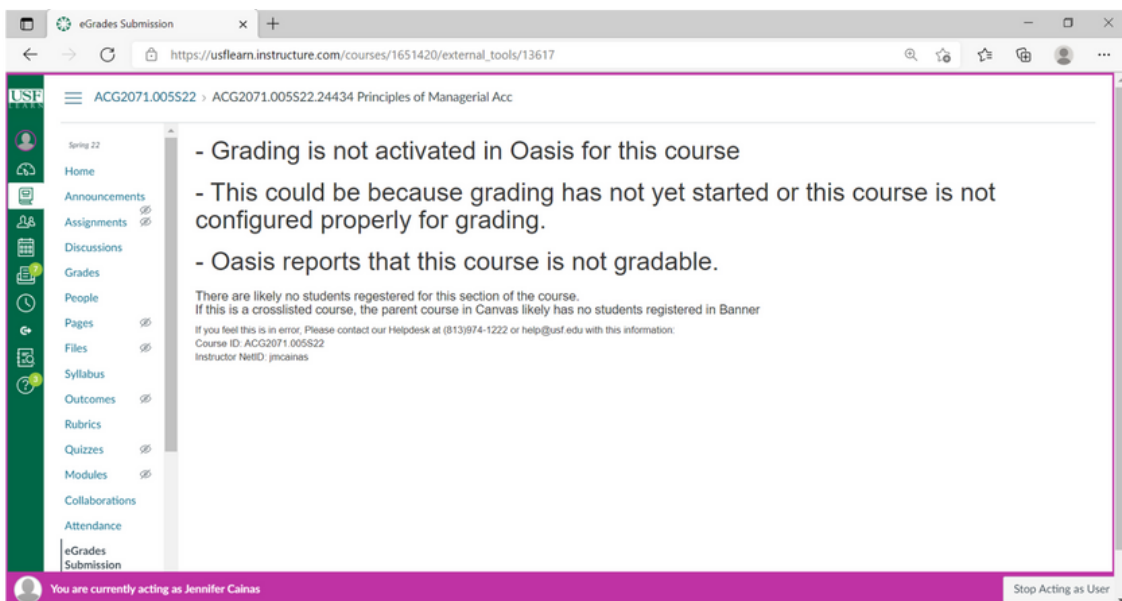
3

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



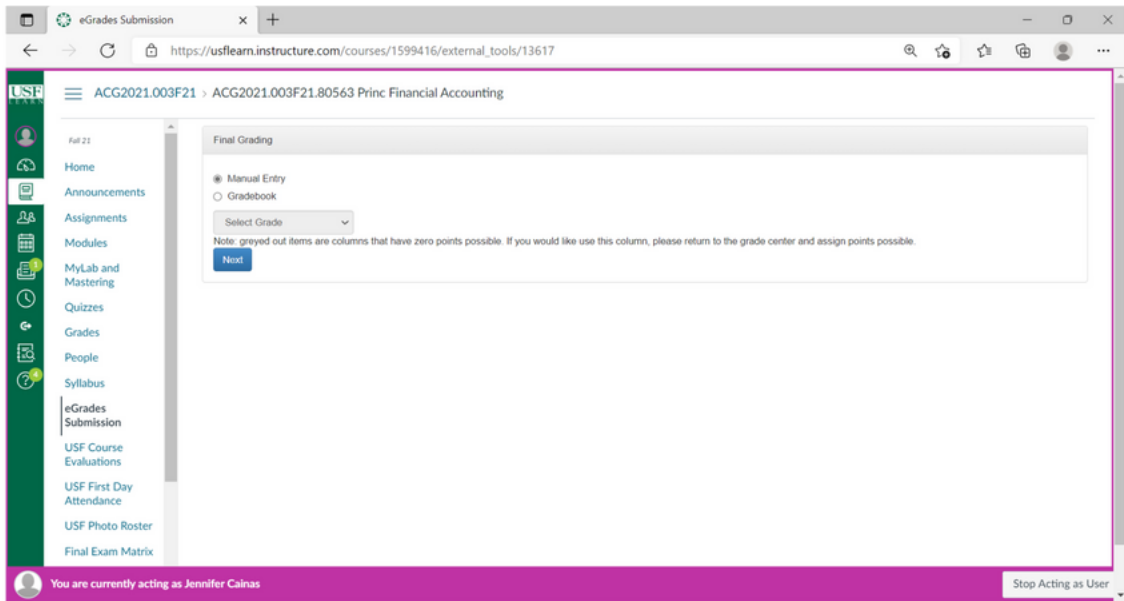
4

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.



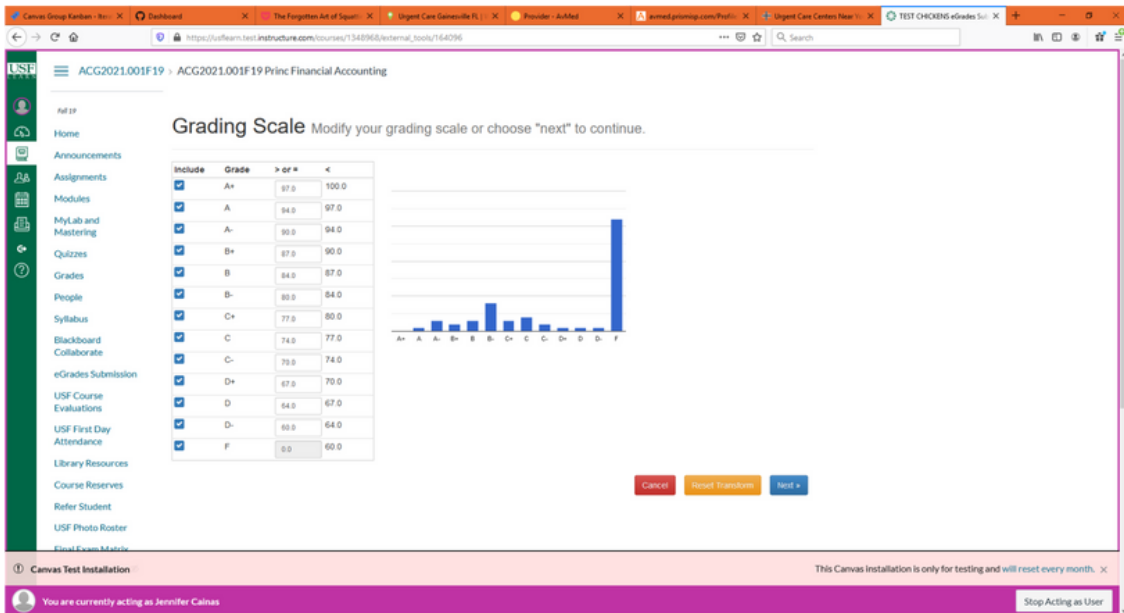
5

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



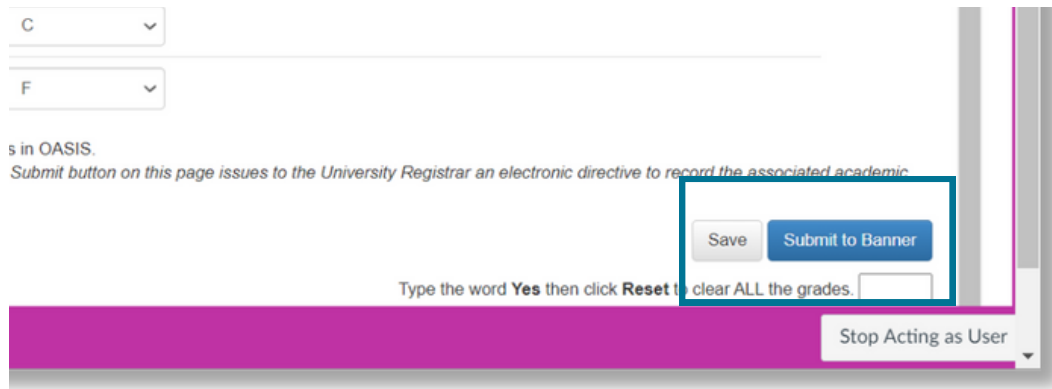
6

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



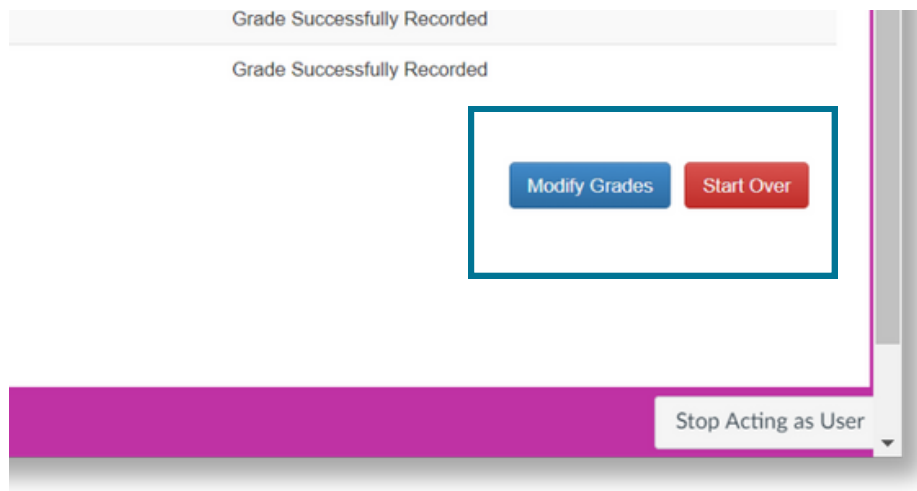
7

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.



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.

The screenshot shows a Canvas LMS interface for a course titled 'ACG2021.001F19 Princ Financial Accounting'. A 'Final Grading' modal window is open, displaying the following text:

Last Date Attended

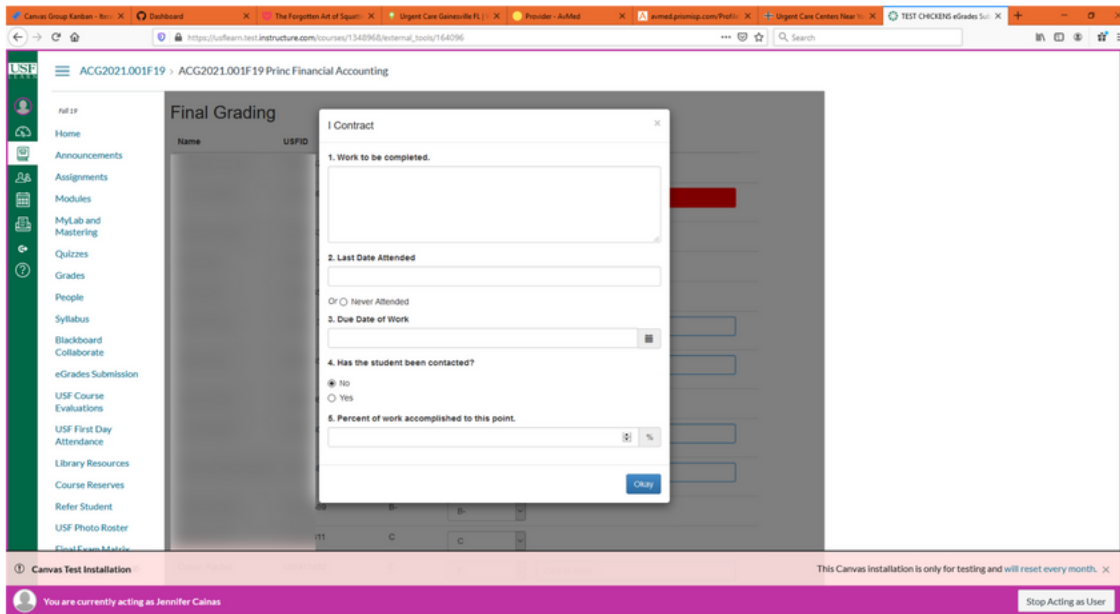
1. Last Date Attended

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.

Below the text is a text input field and a 'Click to finish' button. At the bottom of the modal, there is a radio button option for 'Never Attended' and another 'Click to finish' button.

The background shows a table with columns for 'Name', 'USFID', and 'Grade'. The table contains several rows of student data, with some cells highlighted in red. The interface also includes a sidebar with navigation options like 'Home', 'Announcements', 'Assignments', 'Modules', 'MyLab and Mastering', 'Quizzes', 'Grades', 'People', 'Syllabus', 'Blackboard Collaborate', 'eGrades Submission', 'USF Course Evaluations', 'USF First Day Attendance', 'Library Resources', 'Course Reserves', 'Refer Student', and 'USF Photo Roster'.

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.



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: 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

The screenshot shows the Canvas eGrades Submission interface. The main content area is titled "Final Grading" and displays a table with the following columns: Name, USFID, Grade, To Be Submitted, Extra Information, and Reason. The table contains several rows of student data. A dropdown menu is open for the "Reason" column, showing a list of reasons for grade changes:

- Reason for Grade Change
- Alternative Calendar Course
- Student Took Final Exam
- Error in Grade Calculation
- Original Grade Incorrect
- Missing Grade Correction
- Other Reason - Email To Follow
- Student Completed Req. Work
- Instructor Change

The interface also shows a sidebar with navigation options like Home, Announcements, Assignments, Modules, MyLab and Mastering, Quizzes, Grades, People, Syllabus, and eGrades Submission. At the bottom, it indicates "You are currently acting as Jennifer Cainas" and a "Stop Acting as User" button.