Note: The process for submitting grades from Canvas to EGrades varies slightly and is dependent on whether your course is merged or unmerged. Directions for both are included in this guide.

Access MyCanvas at http://mycanvas.wustl.edu

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Submit Grades from Canvas in EGrades for Unmerged Courses

1. Access your course via the Canvas **Dashboard** and click the course card.

2. In the course navigation, click **EGrades**.

3. Verify that the drop down menus for Semester, Grade Type (Mid-Term or Final grading period) and Course are correct.
4. To enter grades, there are 3 steps to follow:

   a. **Step 1**: Select the option for entering grades by assigning grades manually in the **Assigned Grade** column or selecting **Auto Assign Grade**.
      i. **Note**: “Auto Assign Grade” is only available if there is a grading scheme enabled for the course. Refer to the section, “Grading Scheme Enabled” in this quick guide for instructions.
   b. **Step 2**: Click **Submit to EGrades** to transfer grades to the EGrades system.
   c. **Step 3**: Click **Go to EGrades** to verify and approve grades. This step will take you out of Canvas and into EGrades. You may need to login to EGrades in order to approve grades.
Submit Grades from Canvas in EGrades for Merged Courses

1. Access your course via the Canvas **Dashboard** and click the course card.

2. In the course navigation, click **EGrades**.
3. Click **EGrades** again.

![Image](image-url)

4. Select the **Grade Type** (Mid-Term or Final grading period) for which you will enter grades.

![Image](image-url)

**Note:** In the Course field, “choose a course” will be selected by default. Leave this option as merged courses will not be listed in the drop-down.
5. To enter grades, there are 3 steps to follow:

a. Step 1: Select the option for entering grades by assigning grades manually in the **Assigned Grade** column or selecting **Auto Assign Grade**.
   
i. Note: “Auto Assign Grade” is only available if there is a grading scheme enabled for the course. Refer to the section, “**Grading Scheme Enabled**” in this quick guide for instructions.

   ii. Note: There may be gradable sections for which you do not have access as gradable sections are managed in WUCRSL. Those sections will display in red font and the following message will be displayed, “You are not authorized to submit e-grades for the following gradable sections. Contact your course (WUCRSL) administrator if you think there is an error.”

b. Step 2: Click **Submit to EGrades** to transfer grades to the EGrades system. Inputted grades will display in the “Submitted Grade” column.

c. Step 3: Click **Go to EGrades** to verify and approve grades. This step will take you out of Canvas and into EGrades. You may need to login to EGrades in order to approve grades.
Grading Scheme Enabled

In order to pull in grades from your Canvas gradebook for submission into EGrades, you must have a grading scheme enabled in your course. Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. Letter Grades is the most traditional type of grading scheme and is the default format for new grading schemes. Refer to the online Canvas Community for more information about Grading Schemes.

1. Access your course via the Canvas Dashboard and click the course card.

2. In the course navigation, click Settings.
3. Scroll to the bottom of the window. There must be a checkmark in the box in front of “Enable Course Grading Scheme.” If it isn’t checked, review “How to Add a Grading Scheme.”

4. Click **Update Course Details** at the bottom-middle of the window.