

Canvas EGrades Quick Guide

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.

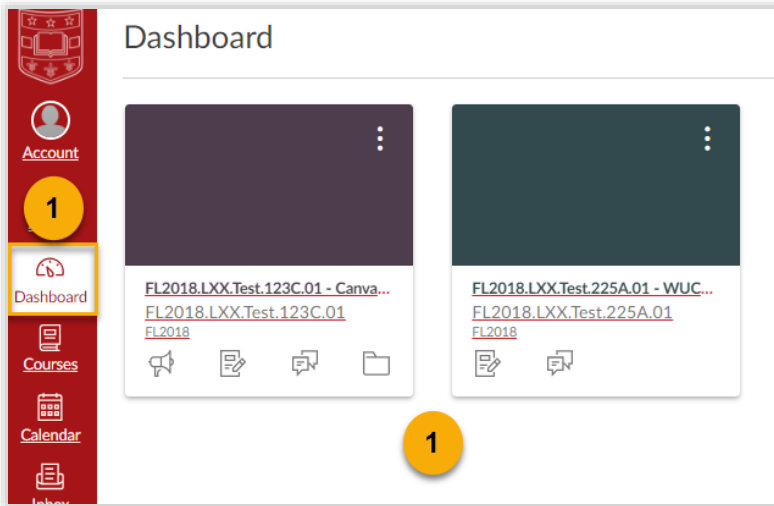
Access MyCanvas at <http://mycanvas.wustl.edu>

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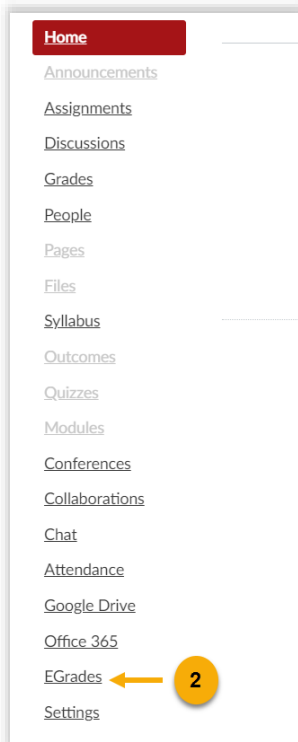
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Submit Grades from Canvas in EGrades for Unmerged Courses

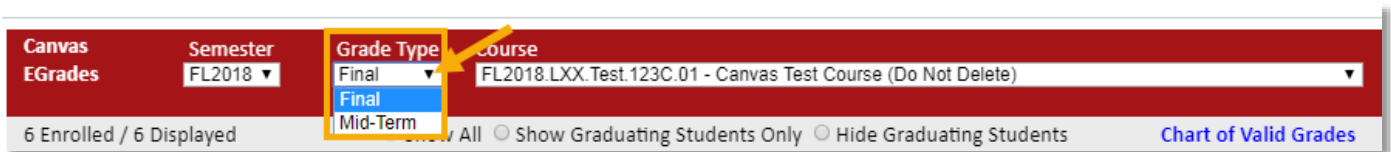
1. Access your course via the Canvas **Dashboard** and click the course card.



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:

Canvas EGrades
Semester: FL2018
Grade Type: Final
Course: (choose a course)

Show All
 Show Graduating Students Only
 Hide Graduating Students
 [Chart of Valid Grades](#)

Instructions:

Step 1: You have two options. Either select the grade you want to give each student from the box in the Assigned Grade column below, or click the Auto Assign Grade button (at the right) to populate the boxes directly from the Total column in the Canvas Grades page.

Step 2: Once you have assigned grades, click the Submit to EGrades button (at the right) to transfer your grades to the EGrades system. You do not have to submit grades for all students at the same time.

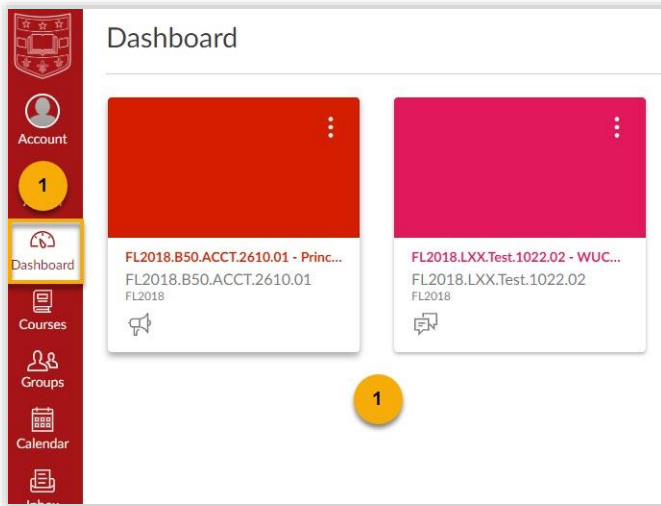
Step 3: Go to the EGrades system to verify and approve the submitted Grades. Grades are not official until they are approved.

Last Name	First Name	ID	Grad	Division	Level	Option	Canvas Total	Assigned Grade	Submitted Grade	Actual Grade	EGrades Message
Blackboard	Jack	422635	NO	LA	1	C	100% A	▼	▼		
Huges	Jacques	74176	NO	OT	1	C	-2.67% F	▼	▼		
Murkey	Paul	164748	NO	OT	1	C	0% F	▼	▼		
Popaweely	John	127414	NO	OT	1	C	106.67% A	▼	▼		
Testperson	JoJo	358341	NO	BU	2	C		▼	▼		
Washington	Geordie	403525	NO	LA	1	C		▼	▼		

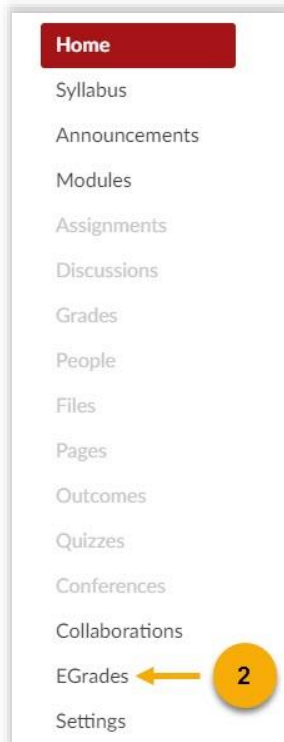
- a. Step 1: Select the option for entering grades by assigning grades manually in the **Assigned Grade** column or selecting **Auto Assign Grade**.
 - i. Note: “Auto Assign Grade” is only available if there is a grading scheme enabled for the course. Refer to the section, “Grading Scheme Enabled” in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

The screenshot shows the Canvas EGrades interface. At the top, there are dropdown menus for Semester (FL2018), Grade Type (Final), and Course ((choose a course)). Below these are radio buttons for 'Show All', 'Show Graduating Students Only', and 'Hide Graduating Students', along with a 'Chart of Valid Grades' link. A red error message states: 'We did not receive a selection. Please re-click the EGrades menu item.' Below this, there are three steps: Step 1: 'You have two options. Either select the grade you want to give each student from the box in the Assigned Grade column below, or click the Auto Assign Grade button (at the right) to populate the boxes directly from the Total column in the Canvas Grades page.' Step 2: 'Once you have assigned grades, click the Submit to EGrades button (at the right) to transfer your grades to the EGrades system. You do not have to submit grades for all students at the same time.' Step 3: 'Go to the EGrades system to verify and approve the submitted Grades. Grades are not official until they are approved.' Buttons for 'Auto Assign Grade', 'Submit to EGrades', and 'Go to EGrades' are visible. On the left sidebar, the 'EGrades' menu item is highlighted with a red bar and a yellow circle containing the number '3'.

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

This is a close-up screenshot of the 'Grade Type' dropdown menu in the Canvas EGrades interface. The dropdown is open, showing three options: 'Final', 'Final', and 'Mid-Term'. A yellow box highlights the 'Mid-Term' option, and a yellow arrow points to it from the right. The 'Course' dropdown next to it shows '(choose a course)'. Below the dropdowns, there are radio buttons for 'Show All', 'Show Graduating Students Only', and 'Hide Graduating Students', and a 'Chart of Valid Grades' link. The text '45 Enrolled / 45 Displayed' is visible on the left.

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:

Canvas EGrades Semester: FL2018 Grade Type: Final Course: (choose a course)

45 Enrolled / 45 Displayed Show All Show Graduating Students Only Hide Graduating Students [Chart of Valid Grades](#)

FL2018.B.B50.2610.01 is a merged course. The roster below includes the following gradable sections:
FL2018.B.B50.2610.01
The deadline for grade submissions is 12/1/2018.

Instructions:

Step 1: You have two options. Either select the grade you want to give each student from the box in the Assigned Grade column below, or click the Auto Assign Grade button (at the right) to populate the boxes directly from the Total column in the Canvas Grades page.

Step 2: Once you have assigned grades, click the Submit to EGrades button (at the right) to transfer your grades to the EGrades system. You do not have to submit grades for all students at the same time.

Step 3: Go to the EGrades system to verify and approve the submitted Grades. Grades are not official until they are approved.

Last Name	First Name	ID	Grad	Division	Level	Option	Canvas Total	Assigned Grade	Submitted Grade	Actual Grade	EGrades Message
Babitz	Jonah	455565	NO	BU	3	P					
Barcenas	Emanuel	446564	NO	LA	3	P					
Boyd	Carlos	457740	NO	BU	2	A					
Cheung	Ocean	458573	NO	LA	3	C					
Chitty	Sarah	455004	NO	EN	3	C					
Choi	Iris	456879	NO	LA	3	C					
Davidson	Elizabeth	455590	NO	BU	4	C					
Fishman	Yak	457263	NO	EN	4	C					
Garcia	Salma	457320	NO	LA	3	C					

- 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.”

Canvas EGrades Semester: FL2018 Grade Type: Final Course: (choose a course)

17 Enrolled / 17 Displayed Show All Show Graduating Students Only Hide Graduating Students [Chart of Valid Grades](#)

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.
FL2018.L.L33.353.01

FL2018.L.L33.301.03 is a merged course. The roster below includes the following gradable sections:
FL2018.L.L33.301.03
The deadline for grade submissions is 12/20/2018.

Instructions:

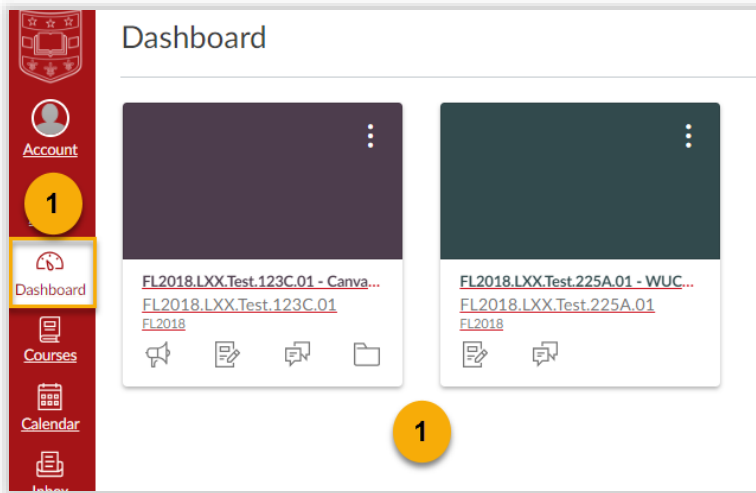
Step 1: You have two options. Either select the grade you want to give each student from the box in the Assigned Grade column below, or click the Auto Assign Grade button (at the right) to populate the boxes directly from the Total

- 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.

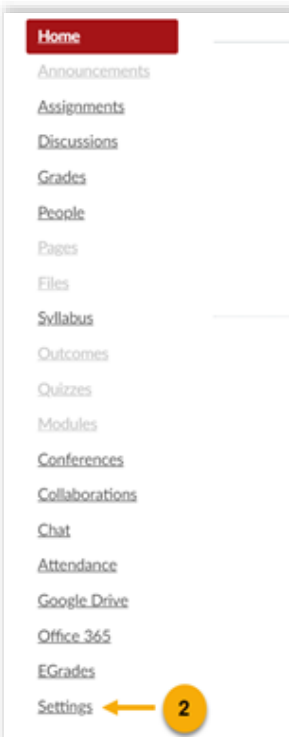
Grading Scheme Enabled

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.](#)”

The screenshot displays the 'Course Details' page for a course titled 'FL2018.LXX.Test.225A.C'. The page is divided into a left sidebar with navigation links (Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Google Drive, Office 365, EGrades, Settings) and a main content area. The 'Settings' link in the sidebar is highlighted in red. The main content area shows various course settings, including Name, Course Code, Time Zone, SIS ID, Subaccount, Term, Start/End dates, Language, File Storage, and Grading Scheme. A yellow circle with the number '3' and an arrow points to the 'Grading Scheme' section, which has the checkbox 'Enable course grading scheme' checked. Below this checkbox is a link that says 'view grading scheme'. The 'License' is set to 'Private (Copyrighted)'.

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

