

NSU Grades Tool

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This tool allows faculty to enter grades for students all at once from a **single location** in Canvas instead of inputting the grades manually for each student.

Using the NSU Grades Tool

Part I – Preparing grades for final input to Banner

1. Log in to **Canvas** and access the course for which you are submitting your students' final grades.

Assignments 100.00% of grade	Total
100%	100%
93.46%	93.46%
96.04%	96.04%
92.31%	92.31%
100%	100%
94.12%	94.12%
100%	100%
90.38%	90.38%

Figure 1a

Shows the grades Total column with no scheme applied.

Assignments 100.00% of grade	Total	
100%	100%	A
93.46%	93.46%	A-
96.04%	96.04%	A
92.31%	92.31%	A-
100%	100%	A
94.12%	94.12%	A
100%	100%	A
90.38%	90.38%	A-

Figure 1b

Shows a grading scheme applied to the Total column.



- From your course, access the **Grades** Page from the course navigation menu. Verify that your course has a grading scheme selected. To do this, simply look at the **Total** column and verify that your desired scheme is shown, i.e. Letter Grades, Pass/Fail, etc as is pictured in Figure 1b. If you don't have a grading scheme enabled, the directions to do so can be found in Part II. The Grades page does not display a Final Grade column.

Notes:

- Canvas will publish the Final Grade to Banner, meaning any ungraded assignments with a point value will be calculated as zero.
 - Muted assignments will not be included in the grades passed to Banner. Verify all assignments are unmuted before publishing the Final Grade.
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- Ensure letter grades are correct in the **Total** column by reviewing all assignments and grades found in the **Grades** page before exporting (grades can also be downloaded as a CSV file and checked for errors).

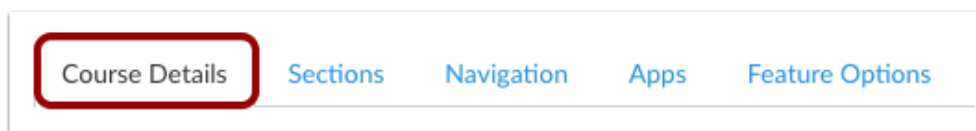
Part II - How to enable a grading scheme in a course.

If you already have a grading scheme applied to your course, skip ahead to Part III.

You can enable an existing grading scheme for your course by editing your Course Settings. If you need to change your course grading scheme at any time, you can manage the grading schemes and find a new one.

Note: Using an account-level grading scheme built by the University links the scheme to your course, it does not import as a new scheme on the course level.

- From course Navigation, click the **Settings** link.



- Click the Course Details tab.



File Storage: 500 megabytes

Grading Scheme: Enable course grading scheme
[view grading scheme](#)

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3. Click **Enable course grading scheme** checkbox. Then click the **view grading scheme** link just below it.

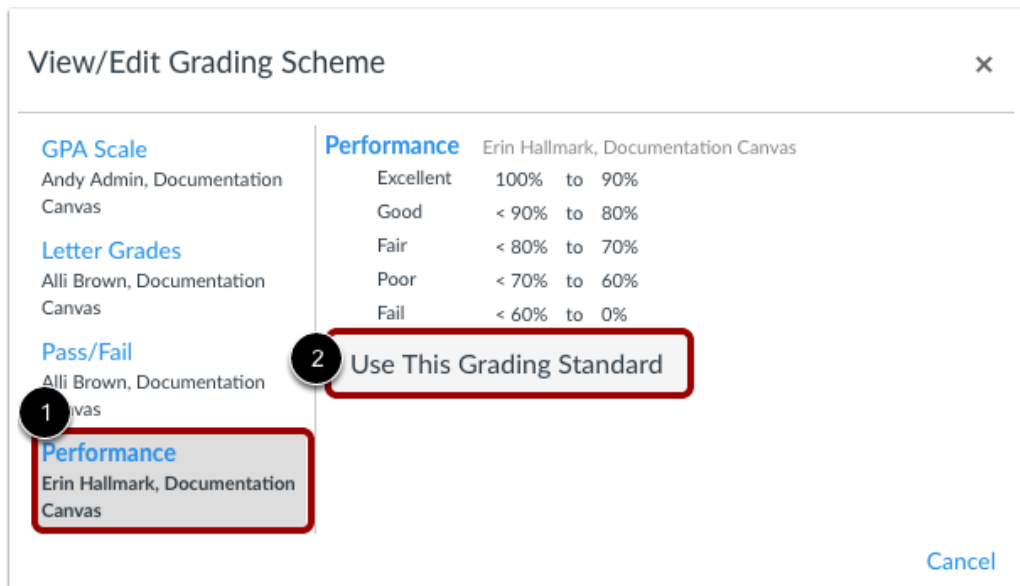
View/Edit Grading Scheme ×

Name:	Default Grading Scheme	Range:	Select Another Scheme
A	100 %	to 94.0%	
A-	< 94.0 %	to 90.0%	
B+	< 90.0 %	to 87.0%	
B	< 87.0 %	to 84.0%	
B-	< 84.0 %	to 80.0%	
C+	< 80.0 %	to 77.0%	
C	< 77.0 %	to 74.0%	
C-	< 74.0 %	to 70.0%	
D+	< 70.0 %	to 67.0%	
D	< 67.0 %	to 64.0%	
D-	< 64.0 %	to 61.0%	
F	< 61.0 %	to 0.0%	

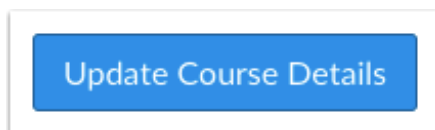
[manage grading schemes](#)

4. Canvas will display the default grading scheme. If you want to select another grading scheme, click the **Select Another Scheme** link.





5. The left side displays the grading standards available to you, click the title of the grading scheme to view the specifics [1]. When you have located the grading scheme you want to use in the course, click the **Use This grading Standard** button [2].



6. Canvas will present you with the selected grading scheme, click the Done button, and then the Update Course Details button located at the bottom of the Settings page.



Part III – Upload grades to Banner from Canvas.

1. From the **Course Navigation Menu**, access **NSU Grades**
2. Once you have selected **NSU Grades** from the Course Menu, the system checks for the following (this will take a few seconds depending on size of the class):
 - a. It is the primary instructor entering the grades
 - b. The grading scheme is accurately set as seen in Figure 1; if not this allows for a drop-down selection as seen in Figure 2

Submitted To Banner	External User ID	Number	First Name	Last Name	Crn	Grade	Rolled to Banner	Last Attended	Attended Hours
No	XXXX	1	XXXX	XXXX	21934	A	N		
No	XXXX	2	XXXX	XXXX	21934	A-	N		
No	XXXX	3	XXXX	XX	21934	A	N		
No	XXXX	4	XX	XXXX	21934	A-	N		
No	XXXX	5	XXXX	XXXX	21934	A	N		
No	XXXX	6	XXXX	XXXXXXXX	21934	A	N		
No	XXXX	7	XXXXXX	XX	21934	A	N		

Figure 2: NSU Grades tool with grading scheme applied.

Submitted To Banner	External User ID	Number	First Name	Last Name	Crn	Grade	Rolled to Banner	Last Attended	Attended Hours
No	XXXX	1	XXXX	XXXX	21934	-	N		
No	XXXX	2	XXXX	XXXX	21934	-	N		
No	XXXX	3	XXXX	XX	21934	-	N		
No	XXXX	4	XX	XXXX	21934	-	N		
No	XXXX	5	XXXX	XXXX	21934	-	N		
No	XXXX	6	XXXX	XXXXXXXX	21934	-	N		
No	XXXX	7	XXXXXX	XX	21934	-	N		

Drop down text

Figure 3: NSU Grades tool without grading scheme applied.

3. As seen in *Figure 3*, faculty members can manually enter students' grades if no grading scheme is applied.



Submitted To Banner	External User ID	Number	First Name	Last Name	Crn	Grade	Rolled to Banner	Last Attended	Attended Hours
No		1				-	N		
No		2				-	N		
No		3			21934	F	N	Select date	
No		4			21934	-	N		
No		5			21934	-	N		

Figure 4: Shows manual grade input with drop down arrow and input of F grade

- If a grade of F is submitted, an additional text box is generated as seen in Figure 4 and the faculty member must enter the **Last Date Attended** and **Attended Hours** (as is usual in WebStar)
- Click Save when you are ready to submit the grades.

Submitted To Banner	External User ID	Number	First Name	Last Name	Crn	Grade	Rolled to Banner	Last Attended	Attended Hours
Yes		1			21934	A	N		
Yes		2			21934	A-	N		
Yes		3			21934	A	N		
Yes		4			21934	A-	N		
Yes		5			21934	A	N		
Yes		6			21934	A	N		
Yes		7			21934	A	N		

Figure 5: Post Canvas grades to Banner

- Figure 5 shows grades successfully posted using the NSU Grades tool. However, the grades have not yet been “rolled” to Banner and this is usually on a daily basis. Note that, if grades are not yet rolled to Banner, changes can be made, and this screen also displays the grades that have been previously submitted. Changes to a grade after grades are “rolled” into Banner must be submitted via the Change of Grade Form.

