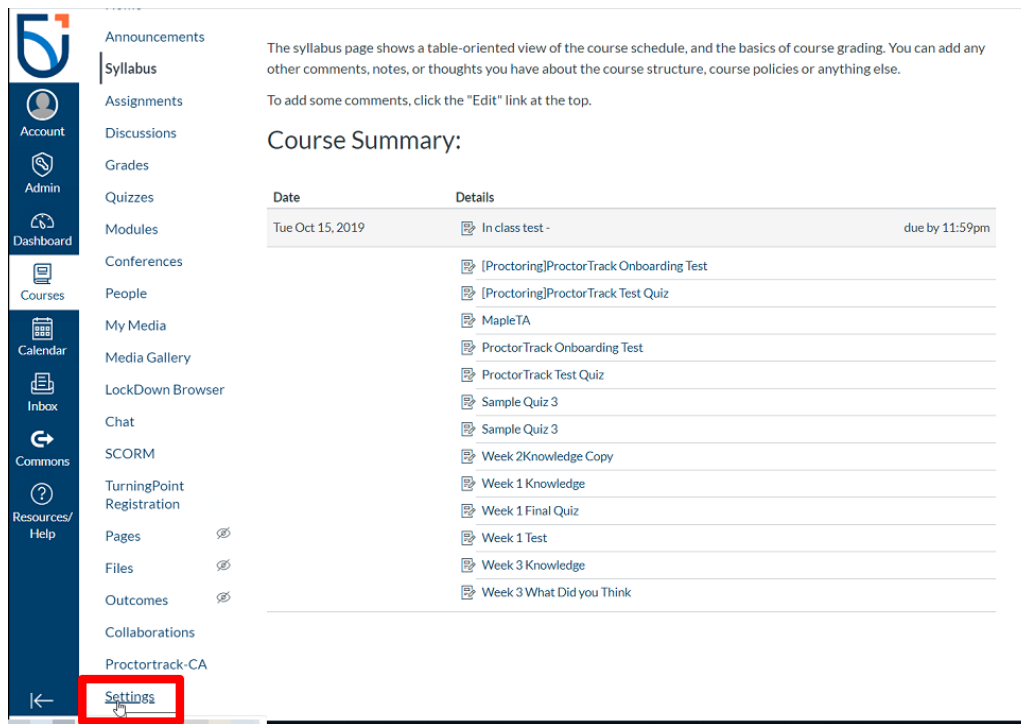# Final Grade Process Through CANVAS

This document outlines the steps for automatically submitting final grades from Canvas to MyCampus.

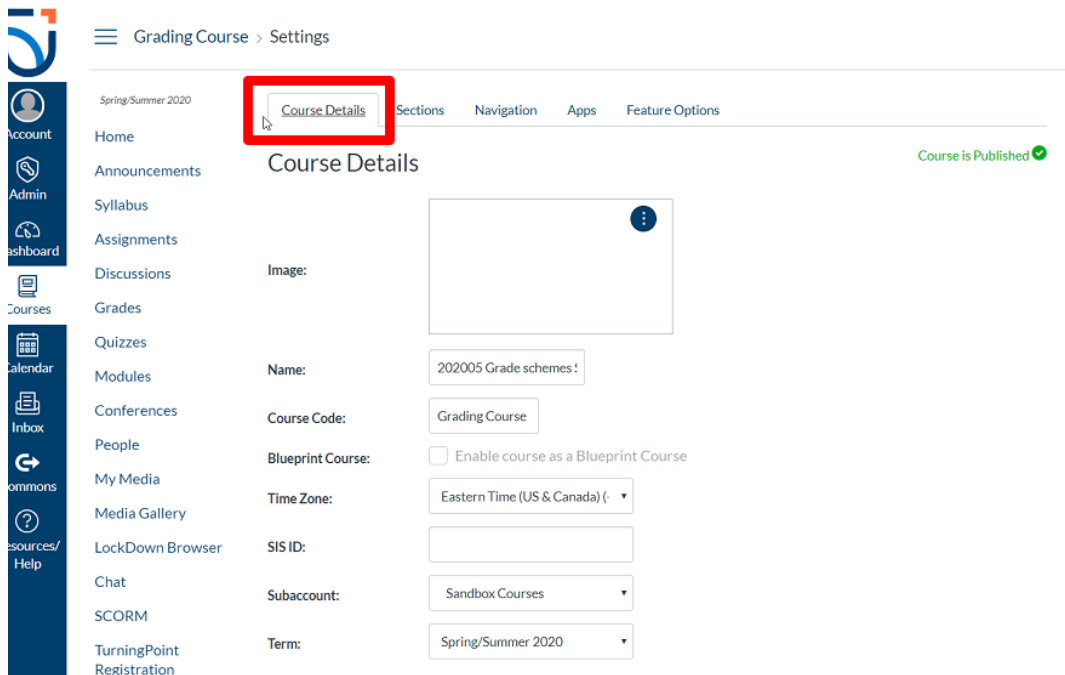## Submitting final grades from CANVAS

1. Select your Course from the Canvas Dashboard.

2. From the left navigation pane, select **Settings**.

3. Select **Course Details** tab

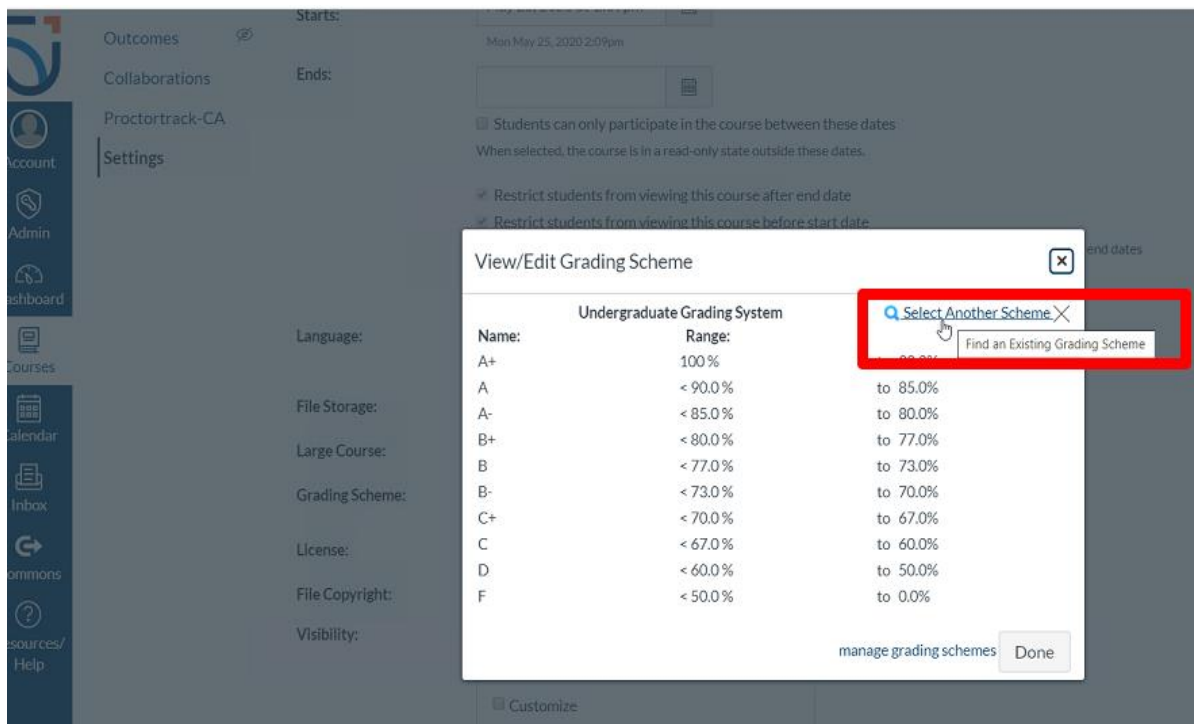## 4. Scroll down to the **Grading Scheme** option. Ensure that enable course grading scheme is checked and select **View grading Scheme**.
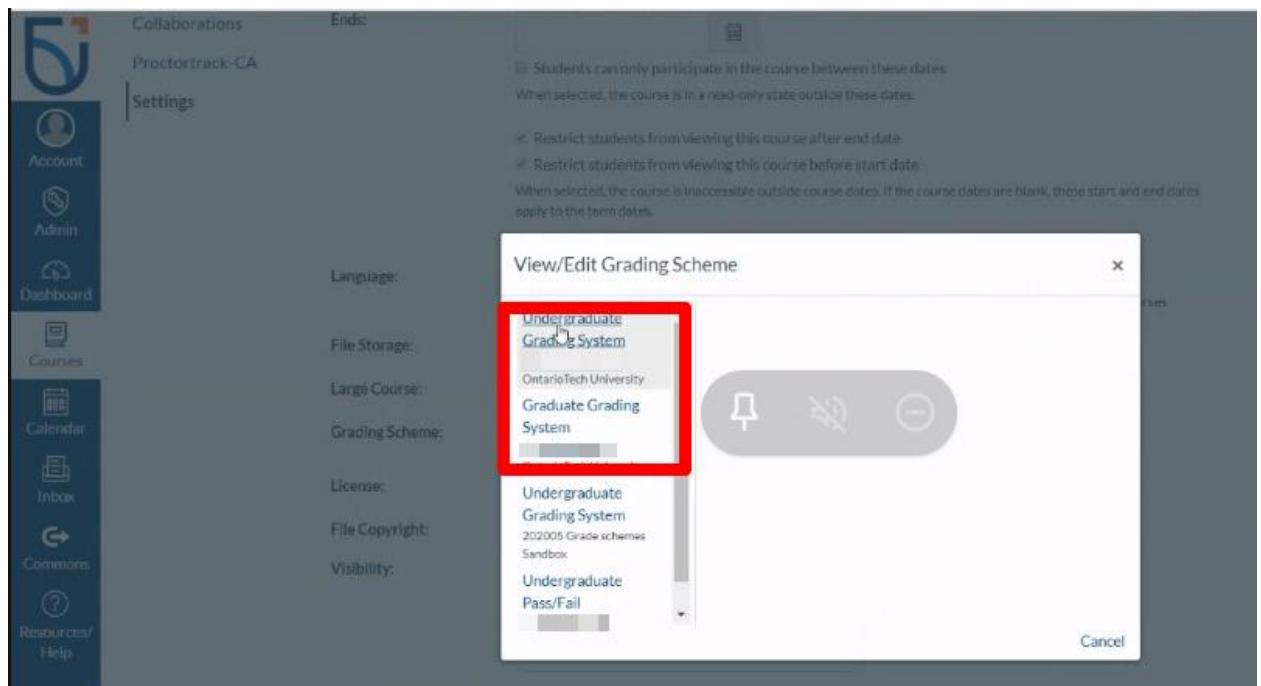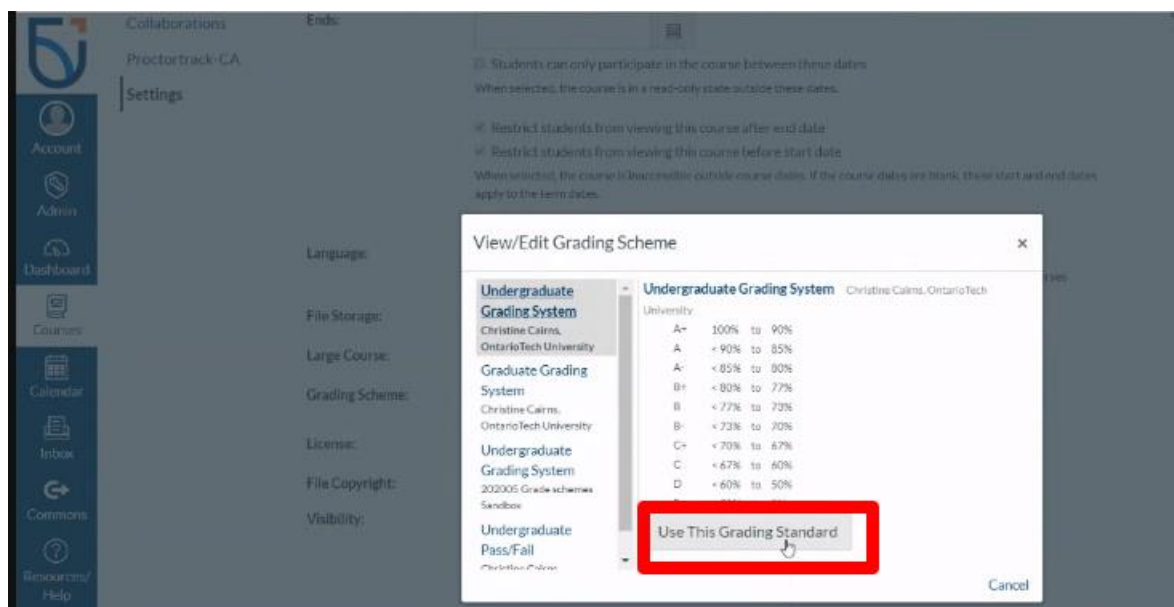
5. Click on **Select Another Scheme**.

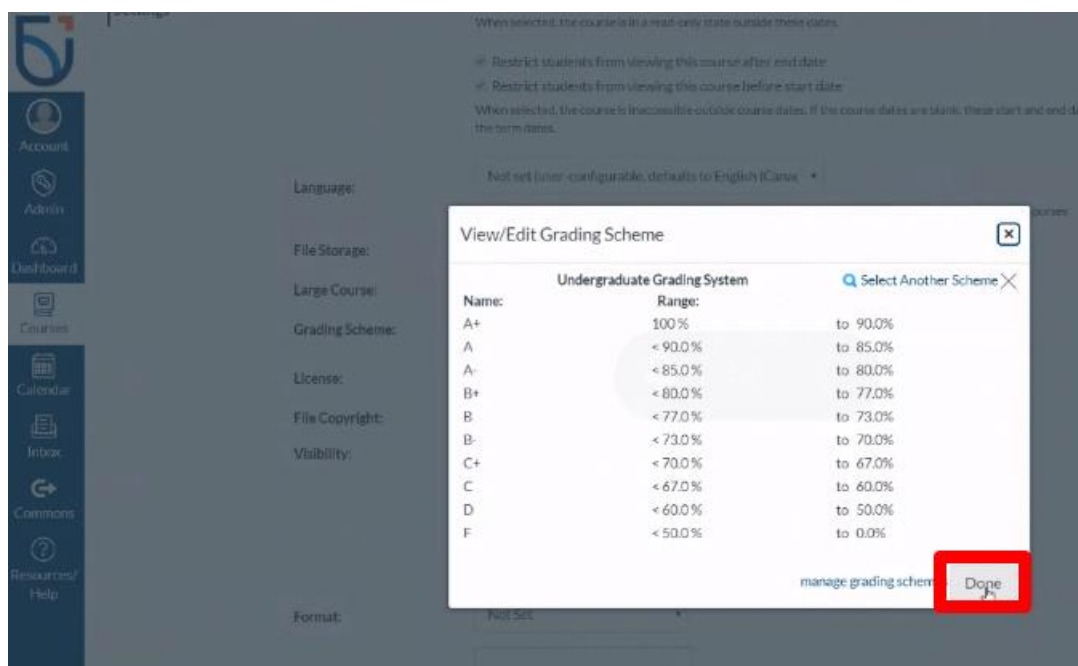6. Select the appropriate grading scheme for the course.
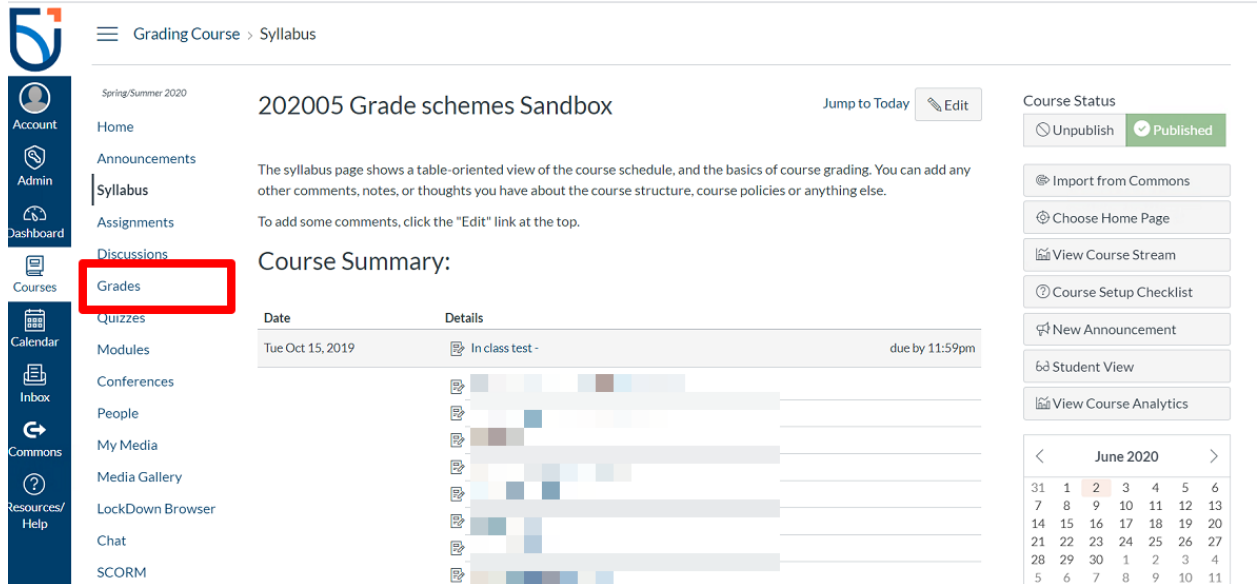

7. Click on **Use this Grading Standard**.

8. Select **Done**.
**Note: The range displayed on this screen may defer from the range of the selected grade scheme. However, the appropriate ranges will be recorded in the system.

9. Select **Grades**.

10. Select **Actions > Sync to SIS**.

11. Select **Sync grades to SIS**.

12. Select **OK**.
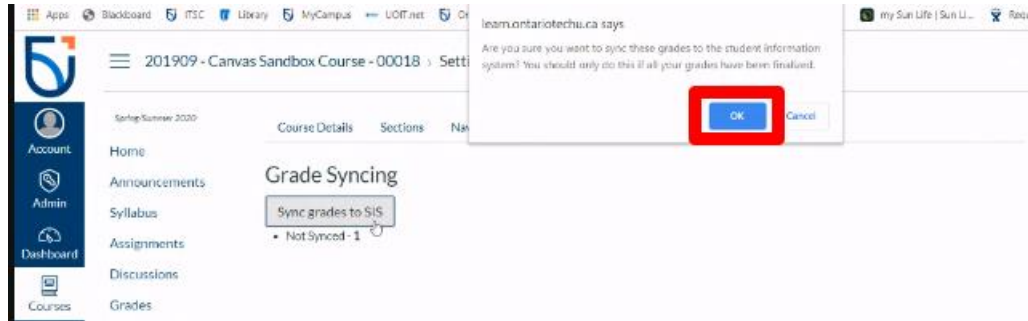
13. The system will display that the grades are syncing.

14. Once all the grades have been updated in the system, it will display the the total number of grades synced.

15. The final grades have been successfully submitted. Please note that if you modify any grades after the original sync, please follow steps 9 – 13 to ensure that the changes are reflected in the system.
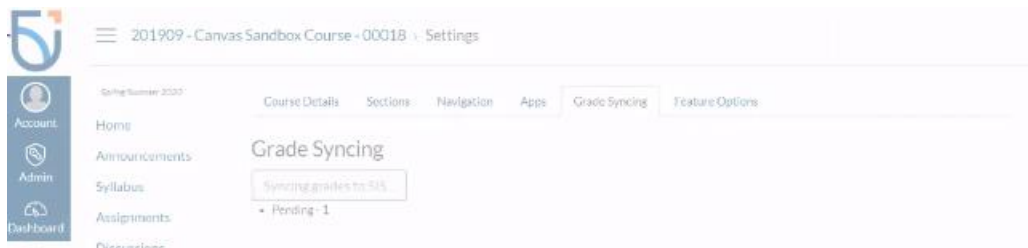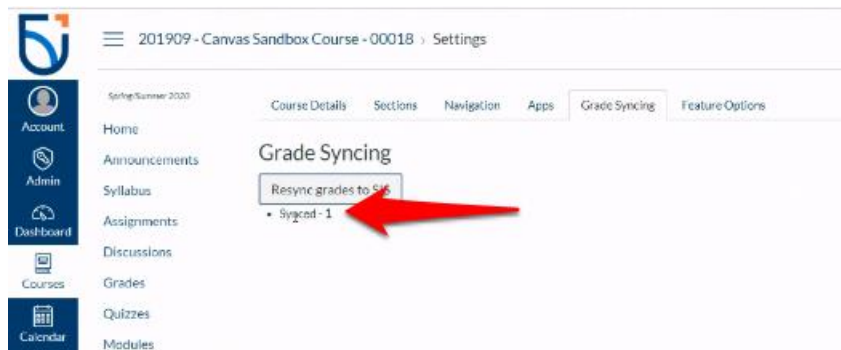
16. You can verify that the grades have been submitted successfully by logging into *Self-Service Options > Faculty > OT Faculty > Grades Menu > Final Grades*