

## SUBMITTING GRADES FROM THE CANVAS GRADEBOOK

Graders are assigned each semester by their Department Coordinator.

Once established and approved for the semester, and once the grading window opens for the class, Graders are able to submit grades for their classes.

## PREPARING GRADES FROM CANVAS

As an instructor/grader, you may download grades from your Canvas gradebook and upload them into myUFL for final approval and posting. This guide will walk you through the process of download your Canvas gradebook and formatting it appropriate for posting.

## ENABLE COURSE GRADING SCHEME

The screenshot shows the 'Course Details' page in Canvas. On the left sidebar, the 'Settings' menu item is highlighted with a red circle and the number '1'. In the main content area, under the 'Grading Scheme' section, the checkbox 'Enable course grading scheme' is checked and highlighted with a red circle and the number '2'. Below this checkbox, the text 'set grading scheme' is highlighted with a red circle and the number '3'. Other fields visible include Name (e-Learning @UF Sandbox), Course Code (e-Learning @UF), Time Zone (Eastern Time (US & Canada)), SIS ID (UFIT.TRN.eLearningUFSandbox.2), Subaccount (UFIT), Term (Ongoing Term), and File Storage (3000 megabytes).

1. Click **Settings**, located in the menu to the left.
2. Check the **Enable course grading scheme** checkbox.
3. To view the grading scheme being used, click on **set grading scheme**.
4. Click **Update Course Details**

## EXPORT THE ELEARNING GRADEBOOK

1. Click **Grades**, located in the menu to the left.
2. Click **Export**.
3. Click **CSV File**.
4. The gradebook will download as a **.csv** file.
5. Save the Gradebook to your computer.

## CONVERT THE ELEARNING GRADEBOOK

**Format CSV file for Grading**

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**Step 1: Export CSV File from Canvas**  
[Detailed Instructions](#)

**Step 2: Upload the CSV File**  
 Browse for the CSV File. Then press "Format File"

Writing Requirement  
 Please specify a csv file:  
 No file selected.

University of Florida, Gainesville, FL 32603  
 E-mail: [learning-support@ufl.edu](mailto:learning-support@ufl.edu) | [Message Us](#)  
 Phone: (352) 392-4357  
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1. Navigate to the [conversion tool](#).
2. If your course has a writing requirement, check the **Writing Requirement** checkbox.
3. Click the **Browse** button.
4. Locate the **exported gradebook file**.
5. Click the **Format File** button.
6. When the file is done being formatted, click **Download CSV file**.

Your grades file is now ready to be uploaded into ONE.UF.

## WRITING REQUIREMENT GRADES

If your class awards words to the student, then you may take the following actions. If your class does not award words, then please skip this section.

You may open the CSV file and enter the Writing Requirement Grade for all students on the file or wait until they have been loaded into ONE.UF and enter the grades there manually. If you choose the former option, you will need to take the steps to recover the "Leading Zeros" on students' UFIDs ([instructions here](#)).

Note: Grades for the UF Writing Requirement:

- **"S"** if the student has Satisfied the Writing Requirement
- **"N"** if the student has Not Satisfied the Writing Requirement

**ENTER GRADES**

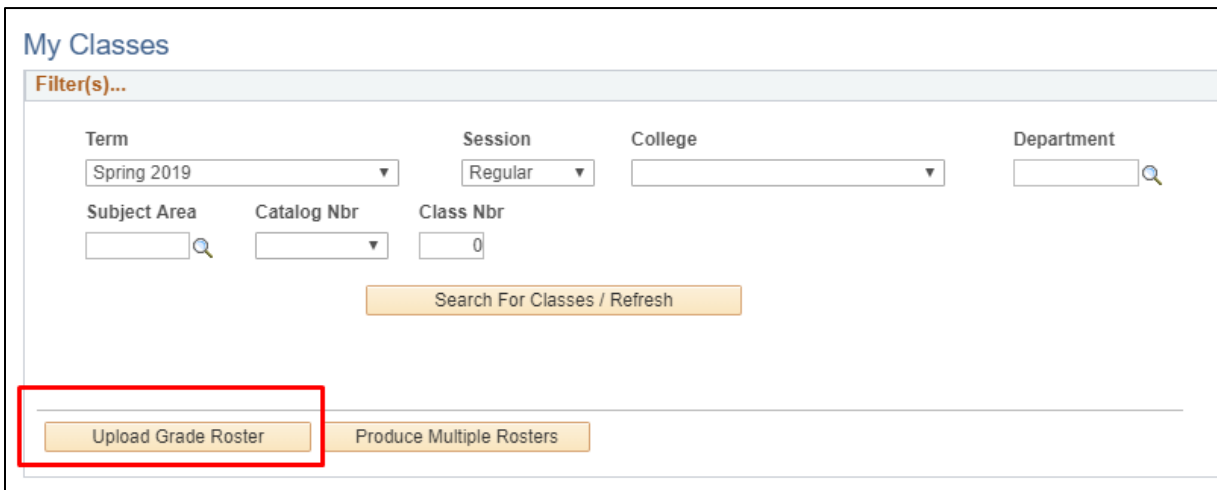
Once you have the converted gradebook .csv file, you are ready to upload your grades into myUFL.

Use the following navigation to navigate to ONE.UF in order to enter grades:

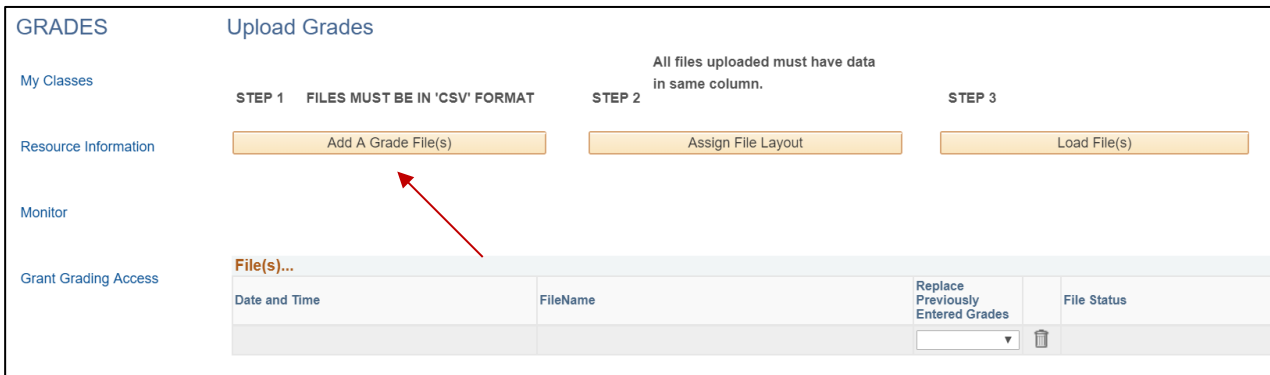
1. Navigate to **ONE.UF.EDU** in your web browser
2. Click **LOG IN**
3. Click **Log in with Gatorlink**
4. Enter your **Gatorlink Username** and **Password**
5. Locate the **Grades** card and click the **VIEW/ENTER GRADES** link

**UPLOAD GRADES**

1. On the new page that opens, click the **My Classes** link on the left.
  - a. **Note:** It is not necessary to search for the particular class section.
2. Click the **Upload Grade Roster** button.
  - a. **Note:** Please note the **File Status**, as that will guide you through the steps
  - b. **Note:** It is not necessary to search for the particular class section.

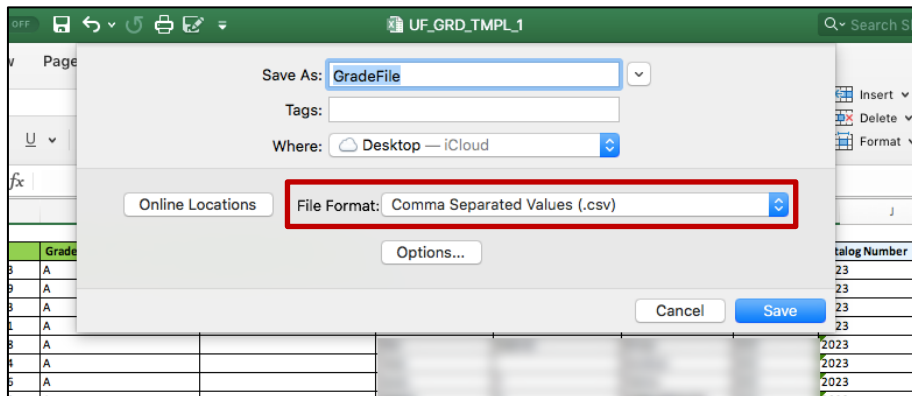


3. Click the **Add a Grade File(s)** button.

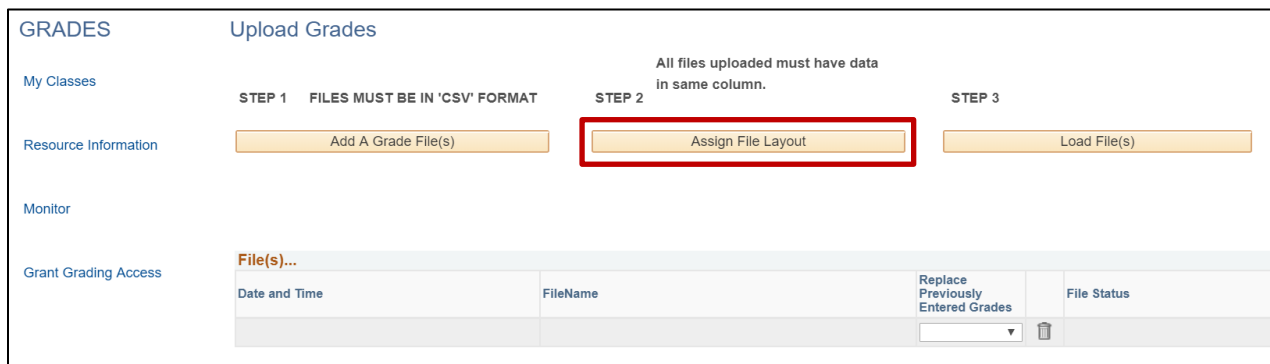


4. Click **Choose File** button.

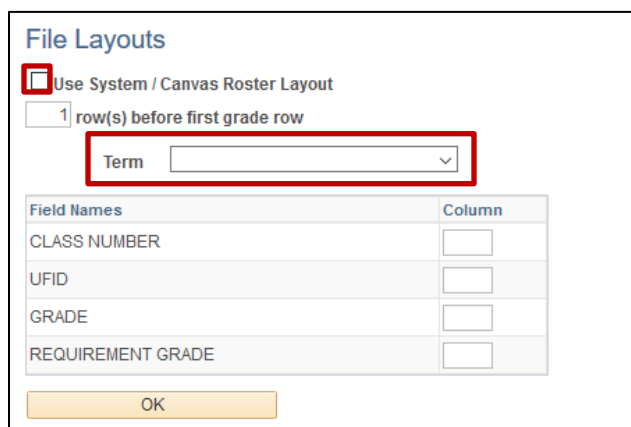
- Identify the **file to be uploaded**. **IMPORTANT: The file must be a.csv file.**



- Note:** Only if you previously uploaded grades for the class and are attempting to upload *additional* grades, set the **Replace Previously Entered Grades** value to **No**.
  - Note:** If this is the first time you are entering the grades for the class, leave the **Replace Previously Entered Grades** value to **Yes**.
- Click the **Upload** button.
  - Click the **Assign File Layout** button.



- Check the **Use System / Canvas Roster Layout** check box and select the **Term** in the drop-down menu.



- Click **OK**.

10. Back on the Upload Grades page, click the **Load Files** button.

11. When the upload is complete, **File Uploaded** will display in the File Status column. If there are errors, click on the **(i)** icon to see what they are.

**FINALIZE GRADES**

1. Click on **My Classes** to return to the page and search for the class.

2. Select your class and click the **Enter Grades** button.

Download Multiple Rosters	Class #	Enter Grades	Download Single Roster	Class Section	Subject/Catalog Descriptions
<input type="checkbox"/>	12739	Enter Grades	Download	2483	

3. Review the grades and correct any errors (such as missing/invalid grades). Answer any E/U questions.
  - a. If you see an Invalid Grade, click the Magnifying Glass and select an appropriate grade (in this example, an F is not valid grade)

Grade Input	Official Grade	Grade Roster Status		
F <input type="text"/>		Inv Grade	✖	Invalid Grade
I* <input type="text"/>		Pending		
A <input type="text"/>		Pending		
C+ <input type="text"/>		Pending		

- b. You are required to answer follow-up questions if you enter a failing grade and cannot save until all questions are answered.

Grade Input		E/U Question
E <input type="text"/>	✖	E/U Questions Needed

Yes or No

Did the student ever attend or participate in academic related activity?

Yes or No

Did the student stop attending or participating in academic related activity?

Yes or No

I certify the student completed the class and earned a failing grade.

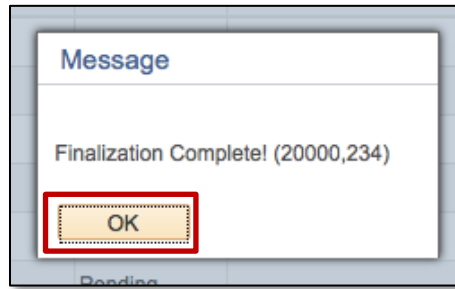
4. Click the **Finalize Grade Roster** button.
  - a. **Note:** Once finalized, your **Grade Roster Status** will say **Pending** until the Registrar’s Office posts the grades.

**Actions**

Save Finalize Grade Roster

Student ID	Last Name	First Name	Grade Input	Grade Roster Status
			A <input type="text"/>	Pending
			A <input type="text"/>	Pending
			A <input type="text"/>	Pending

5. Click **OK** to acknowledge the confirmation message.



6. The **Finalized** checkboxes will appear on each grade line to indicate that the roster has been finalized.

ABC1234 -----COURSE TITLE----- (Section: - Class: ) Session : Regular Academic Session

Personalize | Find | View All | [?]

Instructor	Name	Email
Instructor UFID	Instructor Name	@ufl.edu

**Actions**

Save    Return to Search    **Finalize Grade Roster**    Unfinalize Grade Roster

Message  
Finalization Complete! (20000,234)  
OK

View All | [?]    <Previous 1 of 1 Next>

Student ID	Name	Grade Input	Grade Roster Status	Comment	Finalized	Modified By	Name
Student UFID	Student Name	A	Pending		<input checked="" type="checkbox"/>	User UFID	User Name

7. If a grade was entered in error, and the grading period had not ended, you may click the **Unfinalize Grade Roster** button to make the roster editable again.
  - a. Correct the error, and then click **Finalize Grade Roster** again.
8. If you have more sections, return to **Step 1** in this section (Finalize Grades).
9. If you have no other courses, you are now finished! **Congratulations!**
10. After grades post, the Transcript Grade will appear on the roster and will be viewable on a downloadable Archive Roster as well. [HR Toolkit for Archive Rosters](#)

**IMPORTANT!**

- For up-to-date information, click **Resource Information** for other documentation
- E and U grades require answers to additional questions. Click the **E/U Questions Needed** button to review and provide answers.
- If the class satisfies a writing requirement, the **Writing Requirement (S/N)** column will appear and a grade of **S** (Satisfied) or **N** (Not Satisfied) must be entered.
- If a grade is left blank, the system will automatically populate the **N\*** grade.
- If a student has dropped the class or withdrawn from the university, the grade of **W** will pre-populate
- When the grading period ends, OUR will run a process to post the grades to the individual student records, at which time they will be visible to students. Any changes after the grading period ends must be made via the grade change process.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**

The UF Computing Help Desk

352-392-HELP

[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

Office of the University Registrar

352-392-1374

[registrar.ufl.edu](http://registrar.ufl.edu)