EXPORTING 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 on Finalizing your Canvas Gradebook will walk you through the process of preparing your Canvas gradebook to export so that what is displayed in Canvas will match what is sent/uploaded into ONE.UF. Follow these steps BEFORE sending/exporting your gradebook.

SEND CANVAS GRADES TO ONE.UF

1. Click Grades, located in the menu to the left.
2. Click Actions
3. Click SEND to ONE.UF.
4. Click Send my grades directly to ONE.UF Grades.
5. The gradebook will load on the screen with all of the sections of the course.
6. You may select an individual section or all sections.
   - Click VIEW ALL STUDENTS (##) for all sections
   - Click the ###### (the Class Number) for an individual section
7. Wait for the student grades to load
   - Note: If you used the feature in Canvas to override a grade, you will see a flag indicating that here as well as the original percentage.
8. Click SEND TO ONE.UF
You may click View Details to see a line-item log of which student’s grade was successfully sent or failed. If the student’s grade failed to send, there will be a message detailing the error.

9. Click **GO TO ONE.UF GRADES**

**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.

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

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

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.

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**

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**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.

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**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu