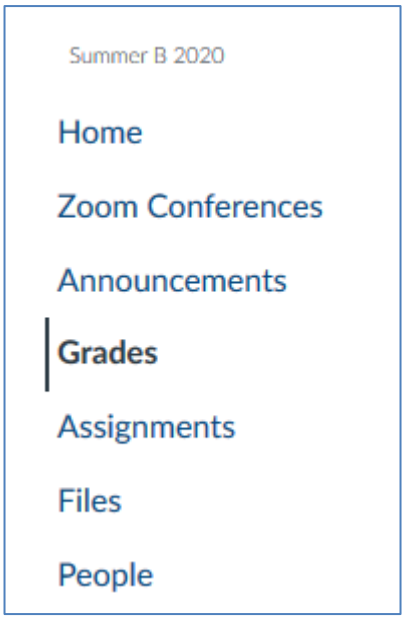
Using the Canvas "EASY" Button to SEND Grades to ONE.UF

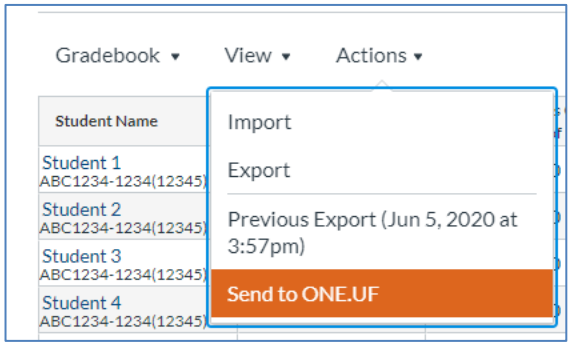
As an instructor/grader, you may **send your grades directly** (this guide) or export grades (see the other guide) from your Canvas gradebook to upload them into myUFL for final approval and posting. This guide on Finalizing your Canvas Gradebook will walk you through the process of preparing your Canvas 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.

After using this guide, if you have **specific questions** about your **grade roster**, please email grades@registrar.ufl.edu. If you have questions regarding your **Canvas** page, please email learning-support@ufl.edu.

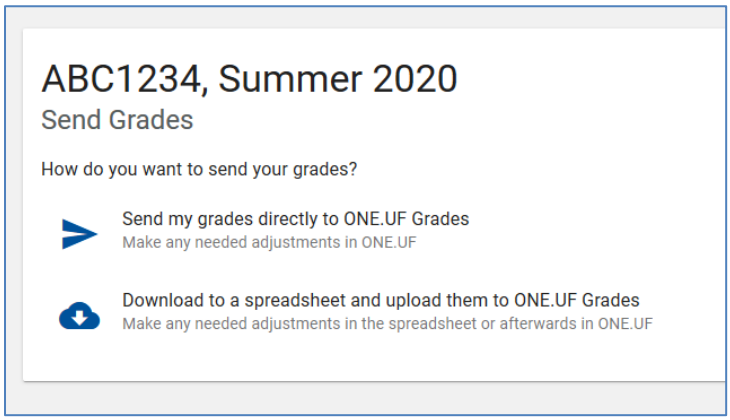
Send Canvas Grades to ONE.UF

- Click **Grades**, located in the menu to the left, then **Actions**, then **Send to ONE.UF**.

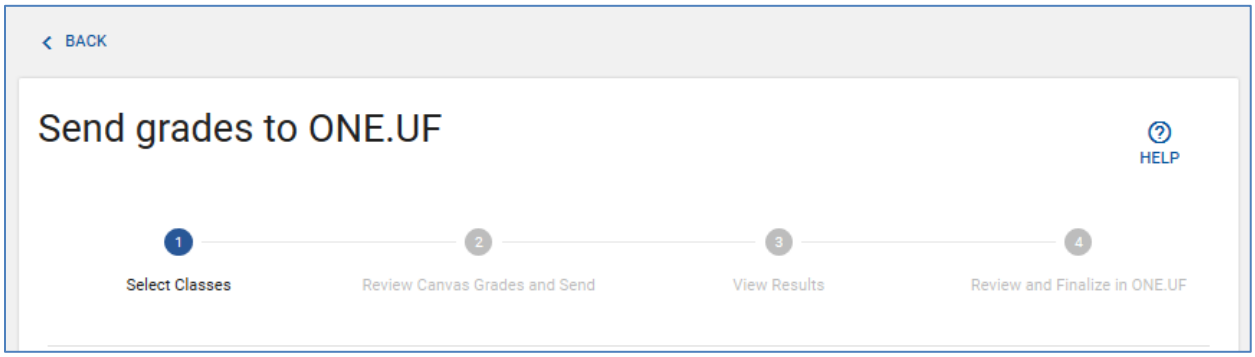




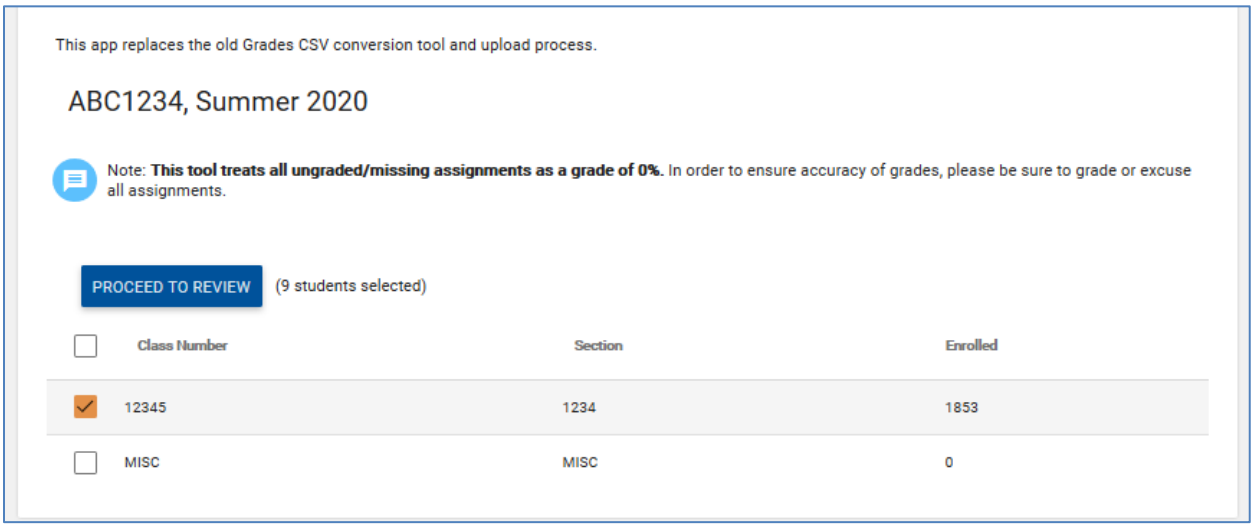
- Click **Send my grades directly to ONE.UF Grades.**



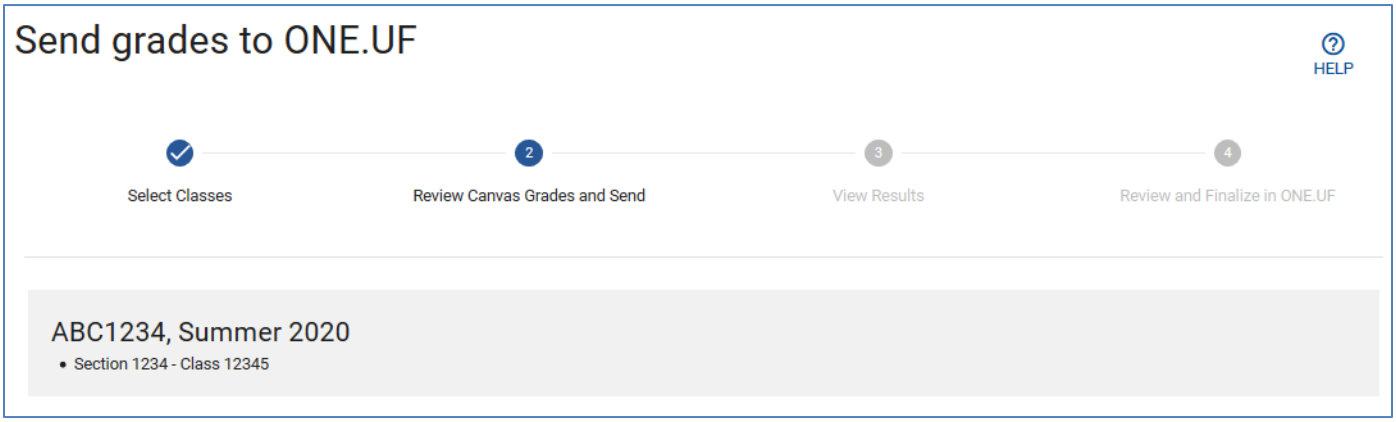
- **STEP 1 –** The gradebook will load on the screen with all of the sections of the course.



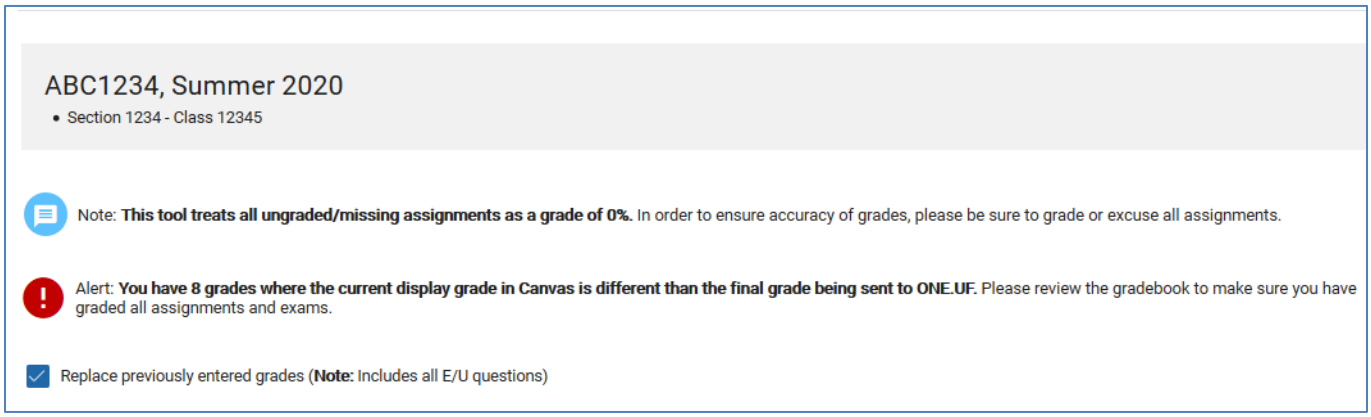
  - **STEP 1 –** You may select an individual section, some sections, or all sections and click **PROCEED TO REVIEW**
    - Click the **first checkbox** for all sections
    - Click each **individual checkbox** next to the appropriate **Class Nbr** for an individual section or sections.



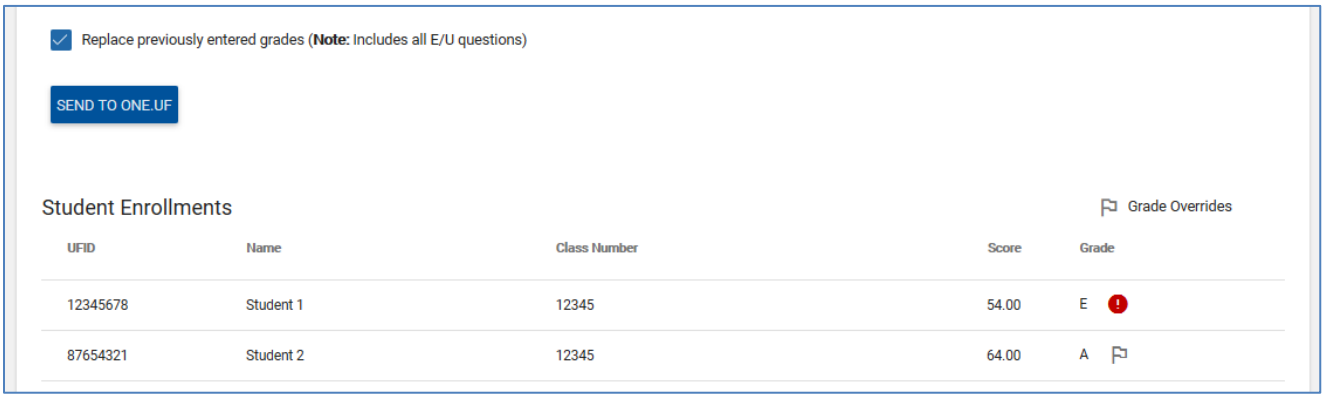
- **STEP 2 –** Wait for the student grades to load



- **STEP 2** – If you have display grades that are different when compared to the grade in ONE.UF, you will receive the **ALERT** below

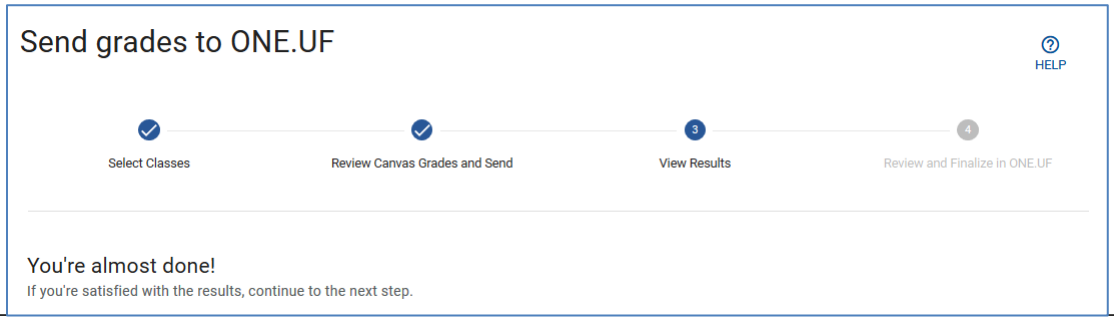


- **STEP 2** – You may see one of the following indicators next to an individual grade where applicable
  - The **Grade Overrides flag indicator** will only appear if you use a **Grade Override**
  - The **Red Exclamation Mark** alert icon indicates that the grade being sent to ONE.UF is not the same as the grade that you and the student see on Canvas. This is usually due to one or more assignments left ungraded. You should enter the true grade, a grade of "0", or "EX" (excuse) the assignment for each student where this applies. You can easily apply a grade to all "dash" assignments with this guide.

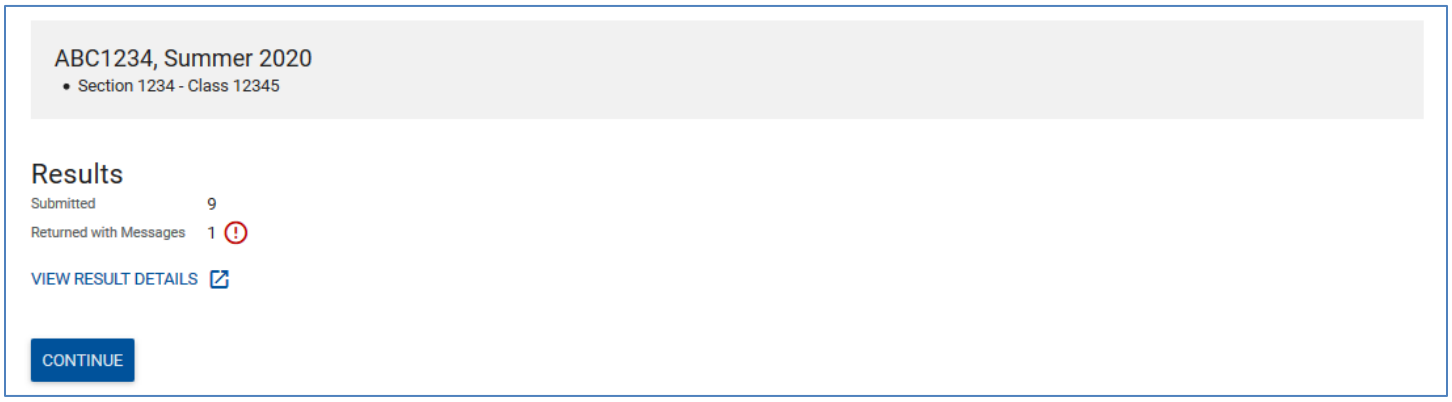


- **STEP 2 –** Once you are satisfied with the grades that are presented, click **SEND TO ONE.UF**
  - You may click **View Details** to see a line-item log of which student's grade was successfully sent or failed. If the student's grade failed to send, there will be a message detailing the error

- **STEP 3** – View Results

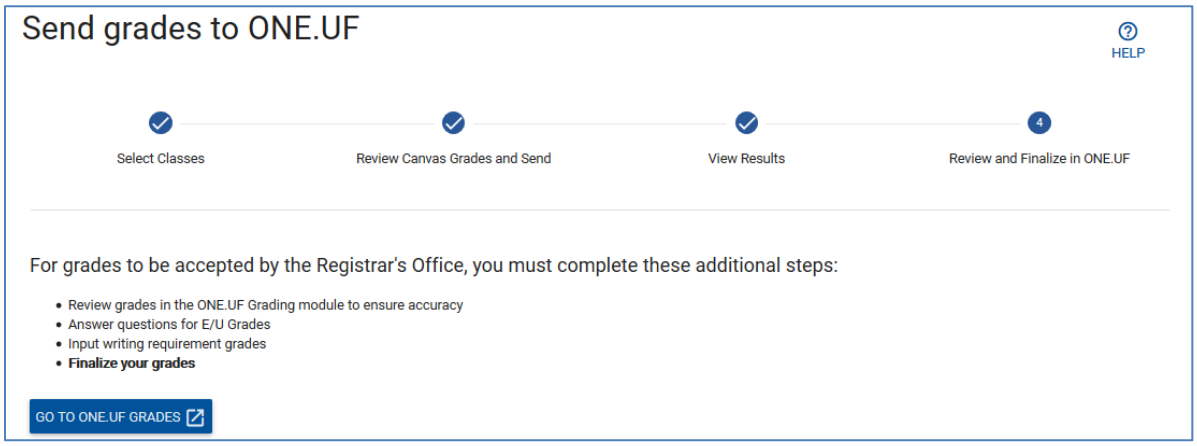


- **STEP 3** – You may wish to **VIEW RESULT DETAILS** if there were any grades returned with messages
  - This will open up in a new browser tab. Close the tab when finished reviewing.



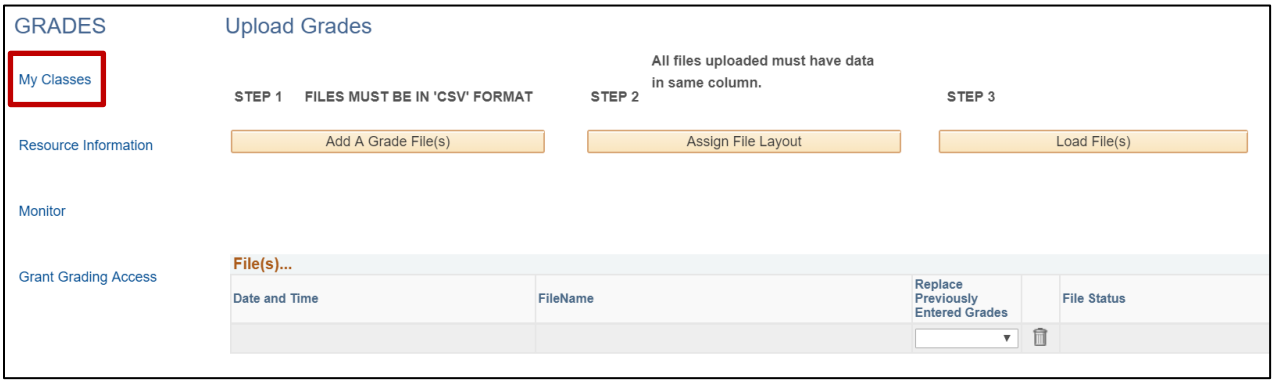
- **STEP 3 –** Click **CONTINUE**

- **STEP 4** – Review the steps below then click **GO TO ONE.UF GRADES**

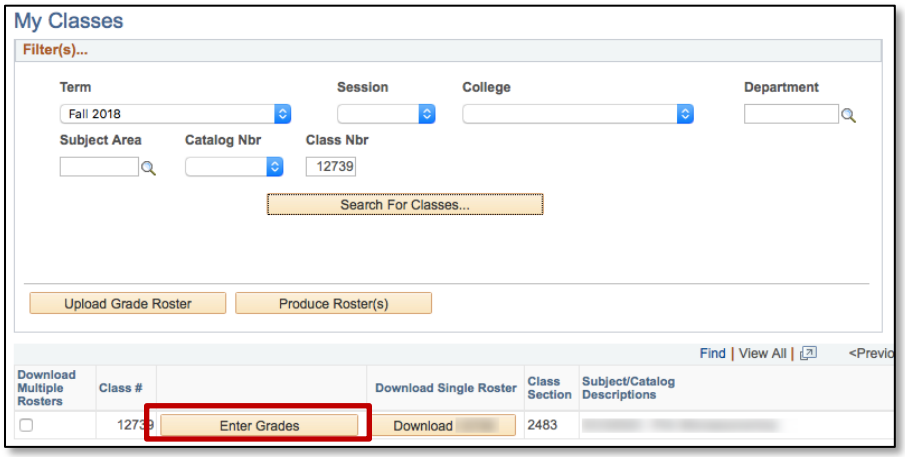


FINALIZE GRADES – ONE.UF GRADES / MY GRADING

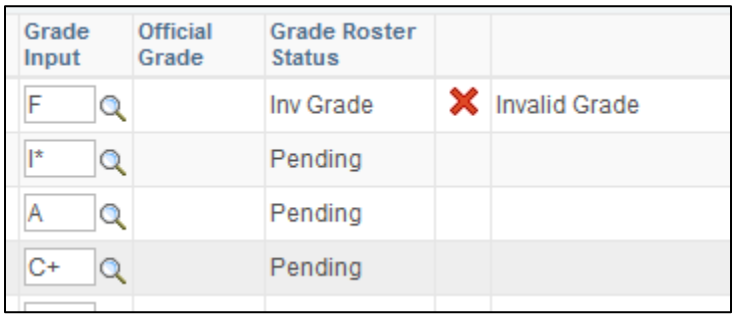
1. Click on **My Classes** to return to the page and search for the class.



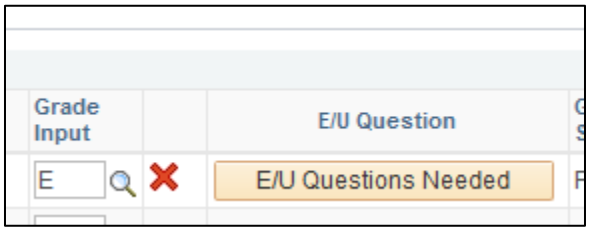
2. Select your class and click the **Enter Grades** button.

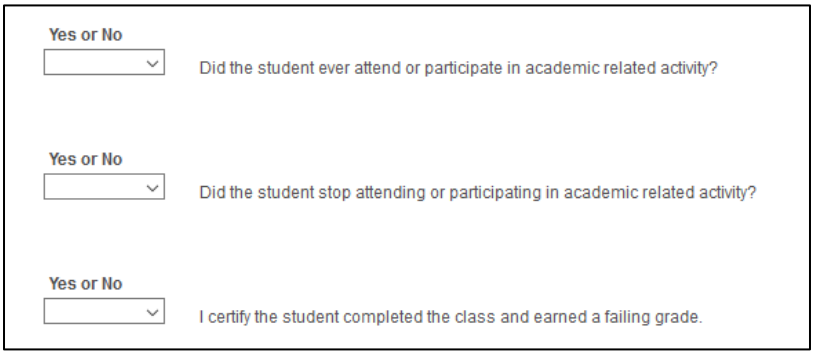


3. Review the grades and correct any errors (such as missing/invalid grades). Answer any E/U questions.
   a. If you see an Invalid Grade, click the Magnifying Glass and select an appropriate grade (in this example, an F is not valid grade)

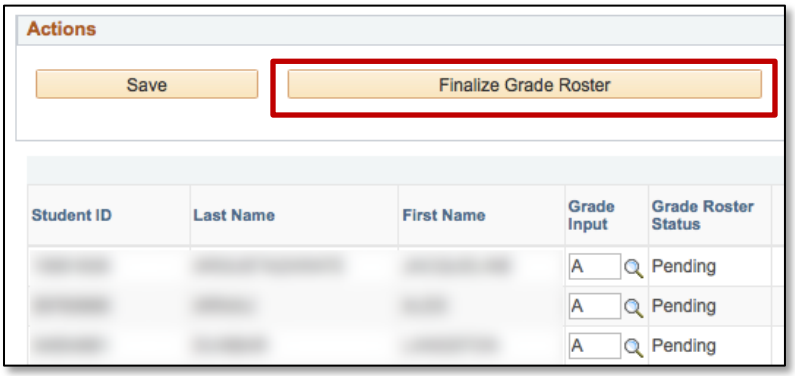


b. You are required to answer follow-up questions if you enter a failing grade and cannot save until all questions are answered.

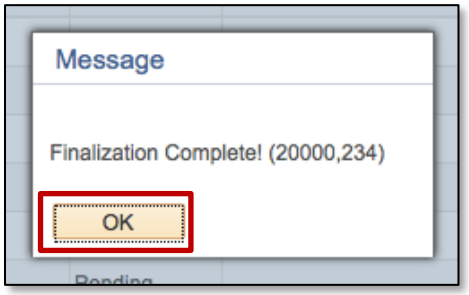




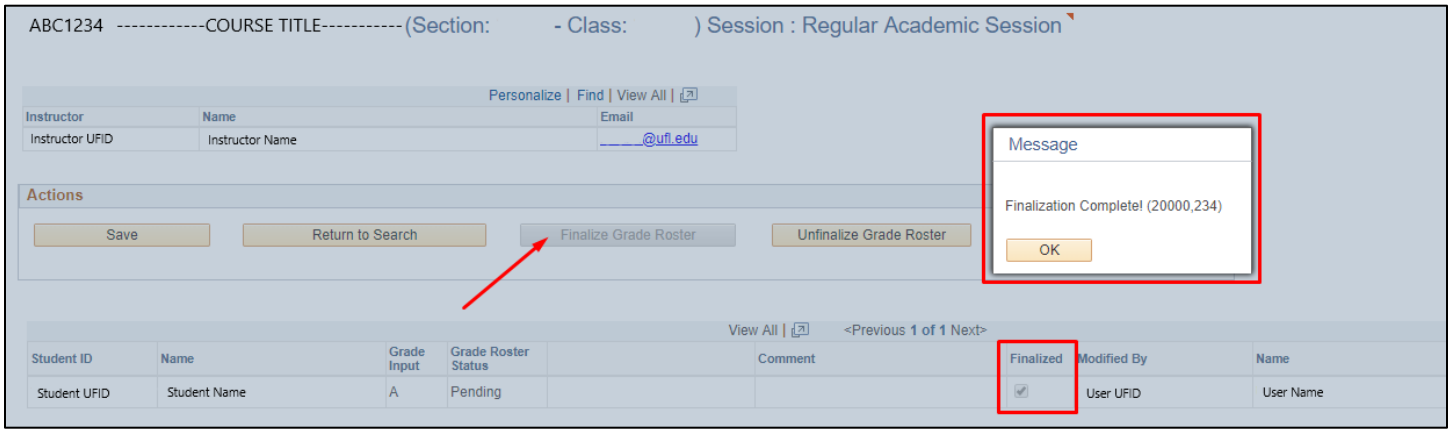
4. Click the **Finalize Grade Roster** button.
   - ***Note:*** Once finalized, your **Grade Roster Status** will say **Pending** until the Registrar's Office posts the grades.



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**

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

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