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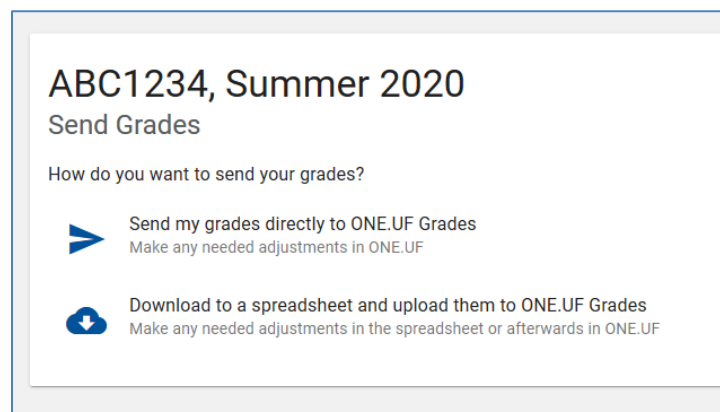
After using this guide, if you have **specific questions** about your **grade roster**, please email grades@registrar.ufl.edu. If you have questions regarding your **Canvas** page, please email learning-support@ufl.edu.
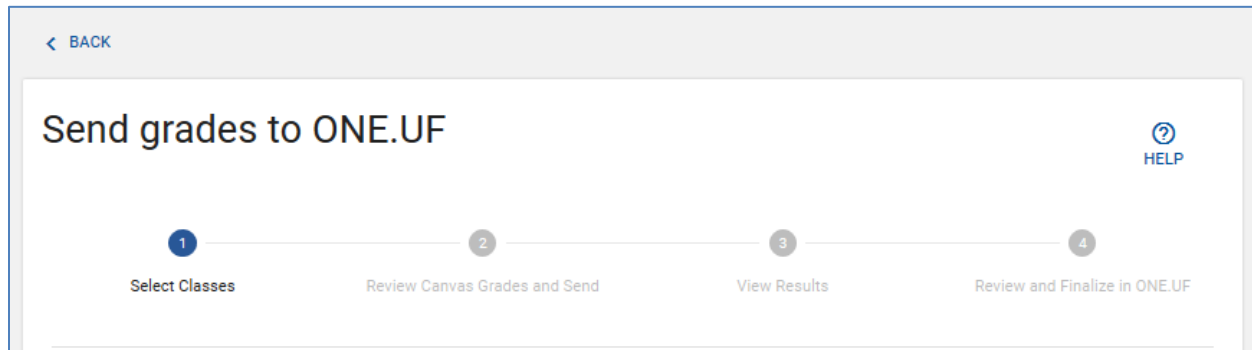
SEND CANVAS GRADES TO ONE.UF

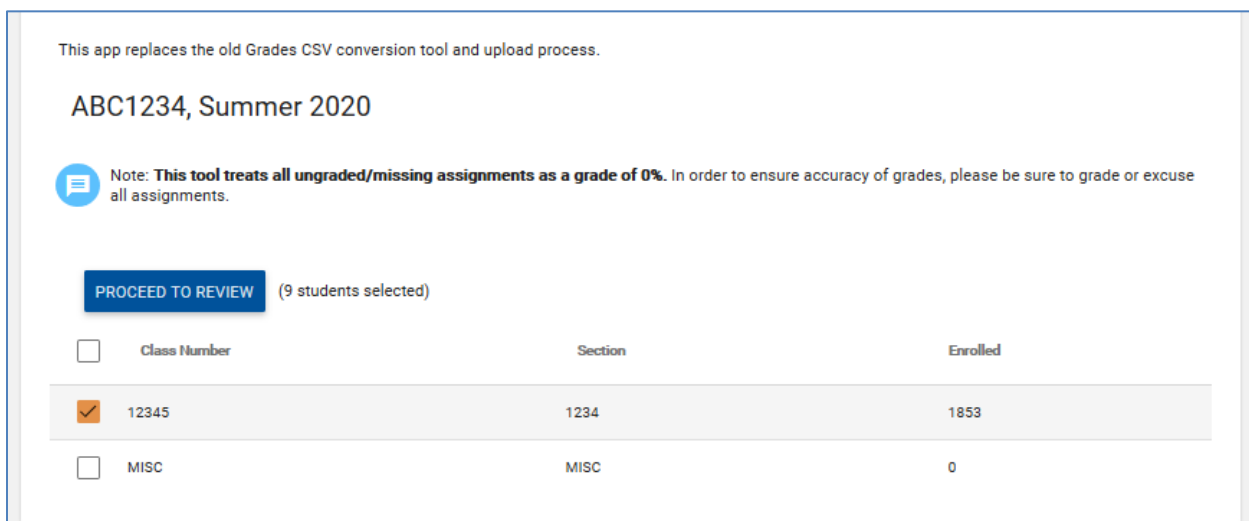- Click **Grades**, located in the menu to the left, then **Actions**, then **Send to ONE.UF**.
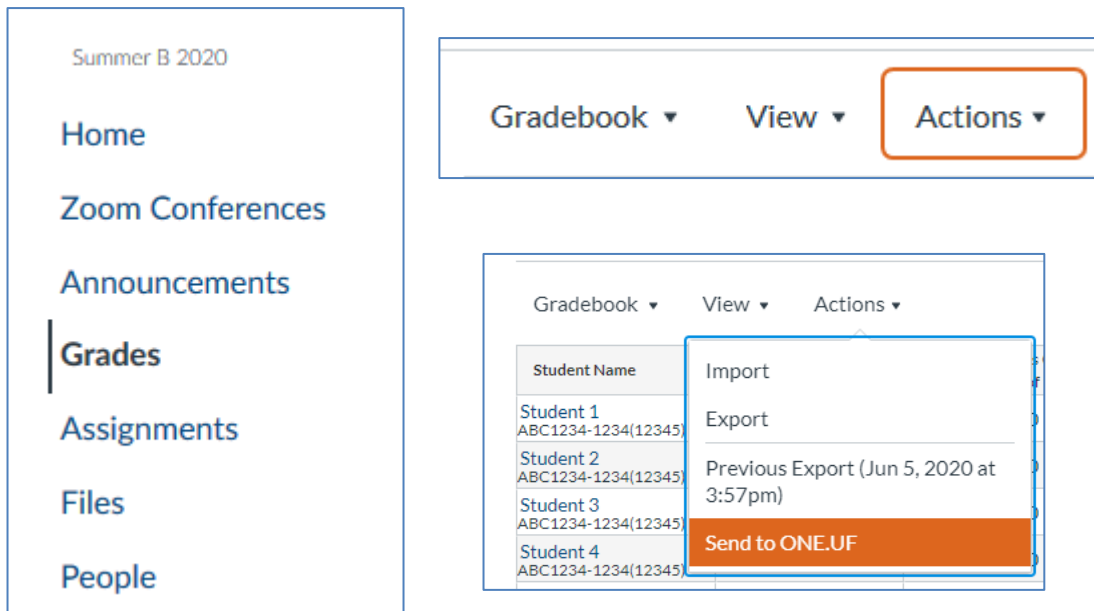
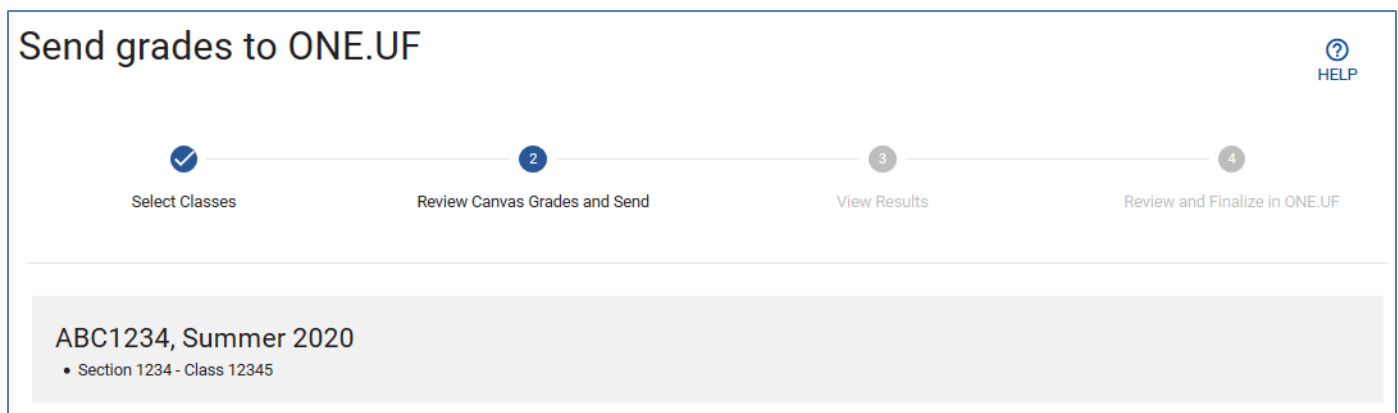- Click **Send my grades directly to ONE.UF Grades.**

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

  < BACK

  # Send grades to ONE.UF
  ⑦ HELP

  ①—————②—————③—————④
  Select Classes   Review Canvas Grades and Send   View Results   Review and Finalize in ONE.UF

  o **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.

  This app replaces the old Grades CSV conversion tool and upload process.

  ## ABC1234, Summer 2020

  💬 Note: **This tool treats all ungraded/missing assignments as a grade of 0%.** In order to ensure accuracy of grades, please be sure to grade or excuse all assignments.

  PROCEED TO REVIEW   (9 students selected)

Class Number	Section	Enrolled
☑ 12345	1234	1853
☐ MISC	MISC	0

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

  # Send grades to ONE.UF
  ⑦ HELP

  ✓—————②—————③—————④
  Select Classes   Review Canvas Grades and Send   View Results   Review and Finalize in ONE.UF

  ABC1234, Summer 2020
  - Section 1234 - Class 12345

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

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ABC1234, Summer 2020
- Section 1234 - Class 12345

📝 Note: **This tool treats all ungraded/missing assignments as a grade of 0%.** In order to ensure accuracy of grades, please be sure to grade or excuse all assignments.

🛑 Alert: **You have 8 grades where the current display grade in Canvas is different than the final grade being sent to ONE.UF.** Please review the gradebook to make sure you have graded all assignments and exams.

☑ Replace previously entered grades (**Note:** Includes all E/U questions)

- o **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.

☑ Replace previously entered grades (**Note:** Includes all E/U questions)

SEND TO ONE.UF

Student Enrollments

🏴 Grade Overrides

UFID	Name	Class Number	Score	Grade	
12345678	Student 1	12345	54.00	E	🛑
87654321	Student 2	12345	64.00	A	🏴

- o **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

Send grades to ONE.UF
❓ HELP

✓ Select Classes ——— ✓ Review Canvas Grades and Send ——— ③ View Results ——— ④ Review and Finalize in ONE.UF

You're almost done!
If you're satisfied with the results, continue to the next step.

- ○ **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.

ABC1234, Summer 2020
- Section 1234 - Class 12345

Results
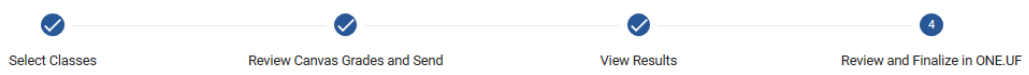
Submitted	9
Returned with Messages	1 ⚠

VIEW RESULT DETAILS ↗

[CONTINUE]

- ○ **STEP 3** – Click **CONTINUE**

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

Send grades to ONE.UF   ❓ HELP

✓ ———— ✓ ———— ✓ ———— 4
Select Classes   Review Canvas Grades and Send   View Results   Review and Finalize in ONE.UF

For grades to be accepted by the Registrar's Office, you must complete these additional steps:

- Review grades in the ONE.UF Grading module to ensure accuracy
- Answer questions for E/U Grades
- Input writing requirement grades
- **Finalize your grades**

[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.

GRADES	Upload Grades		
		All files uploaded must have data in same column.	
My Classes	**STEP 1** FILES MUST BE IN 'CSV' FORMAT	**STEP 2**	**STEP 3**
Resource Information	Add A Grade File(s)	Assign File Layout	Load File(s)
Monitor			
Grant Grading Access	**File(s)...**		
	Date and Time	FileName	Replace Previously Entered Grades	File Status
			▼ 🗑	

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

My Classes

Filter(s)...

Term	Session	College	Department
Fall 2018			

Subject Area	Catalog Nbr	Class Nbr
		12739

Search For Classes...

Upload Grade Roster   Produce Roster(s)

Find | View All | 🗗   <Previo

Download Multiple Rosters	Class #		Download Single Roster	Class Section	Subject/Catalog Descriptions
☐	1273	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 🔍		Inv Grade	❌	Invalid Grade
I* 🔍		Pending		
A 🔍		Pending		
C+ 🔍		Pending		

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

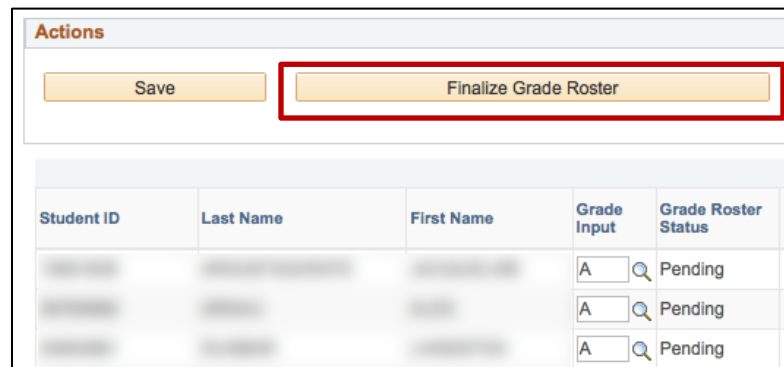| Grade Input		E/U Question	
E	🔍 ✖	E/U Questions Needed	
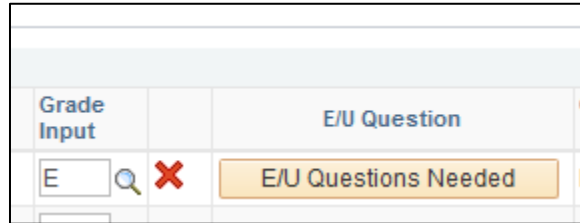
Yes or No

[▾]   Did the student ever attend or participate in academic related activity?
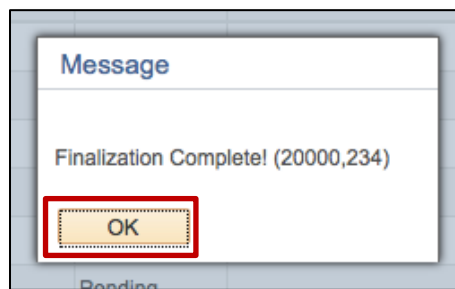
Yes or No

[▾]   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.
   o *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 🔍	Pending
			A 🔍	Pending
			A 🔍	Pending

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

Message

Finalization Complete! (20000,234)

[OK]

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			✓	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

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