HELP! I HAVE A CANVAS AND ONE.UF GRADE DISCREPANCY!

A.K.A. HELP! ONE.UF LOWERED MY GRADES

Please use this guide to determine the steps you need to take when sending Grades from Canvas to ONE.UF. Use the other guides found on the HR Toolkit for more details on your specific method of grading. 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.

IF TODAY IS BEFORE GRADES ARE DUE

(See Page 3 if today is after the Due Date)

STEP 1

Please go back to Canvas and attempt to send grades again. STOP on **STEP 2**

Does it look like this?

1. An **Alert** at the top saying you have mismatched grades
2. **Red (!) flags** next to some grades

STEP 2

Review the guide at https://elearning.ufl.edu/finalizing-gradebook/

The most Pertinent information is copied below:

DEFAULT GRADES

The display grade in Canvas does not include ungraded assignments in the total. However, when exporting the grade book, these ungraded assignments are converted to zeros. In other words, the display grade in Canvas will be different from what the actual grade is when exported if there are ungraded assignments. Once grades are exported, the .csv file contains four final columns that display Current, Unposted Current, Final, and Unposted Final Scores, showing whether all grades match.

APPLY SCORE TO UNGRADED ASSIGNMENTS

Users are able to update their gradebook in Canvas to replace all dashes with a score at one time. This can be done at the assignment group level or for the whole gradebook. Clicking on the **3 dots** to the right of an **assignment group** or **Total** will bring up an **Apply Score to Ungraded option**. You will then be able to enter the score you wish to apply and choose what status of the assignment to apply it to. After hitting **Apply Score**, the gradebook will take a few moments to update with the dashes now filled in.
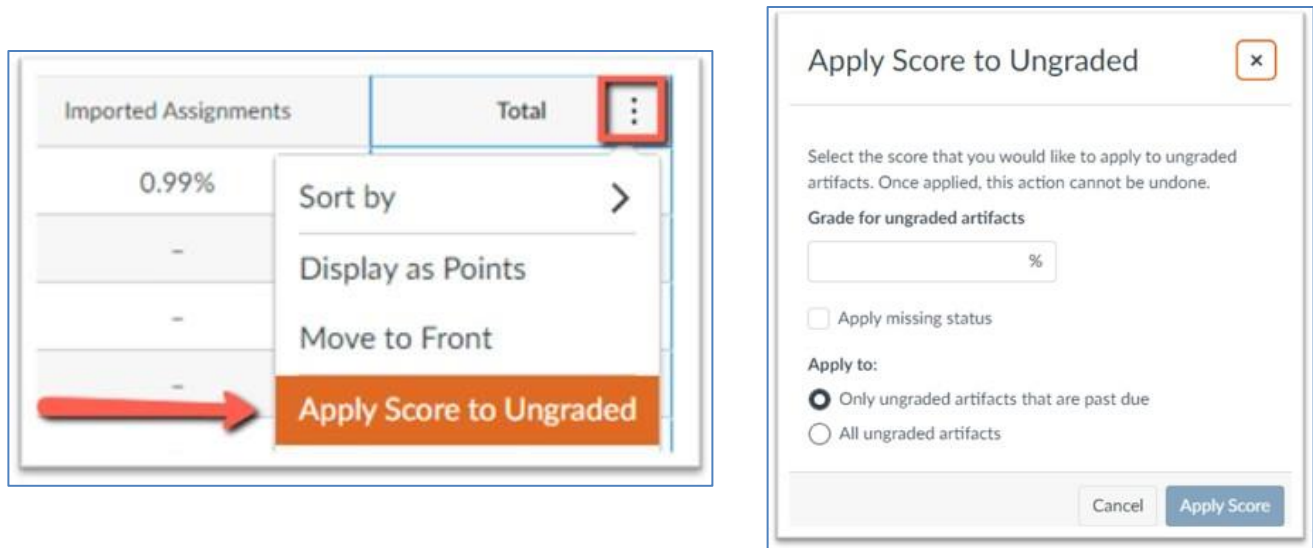
STEP 3

If you have done all of this and you are still getting the alert, then please contact learning-support@ufl.edu

AFTER GRADES ARE DUE

STEP 1

Determine the correct grade for each student

STEP 2

Please submit a Grade Change (https://training.hr.ufl.edu/instructionguides/grades/cog_submitter.pdf) for each student where a grade needs to be corrected