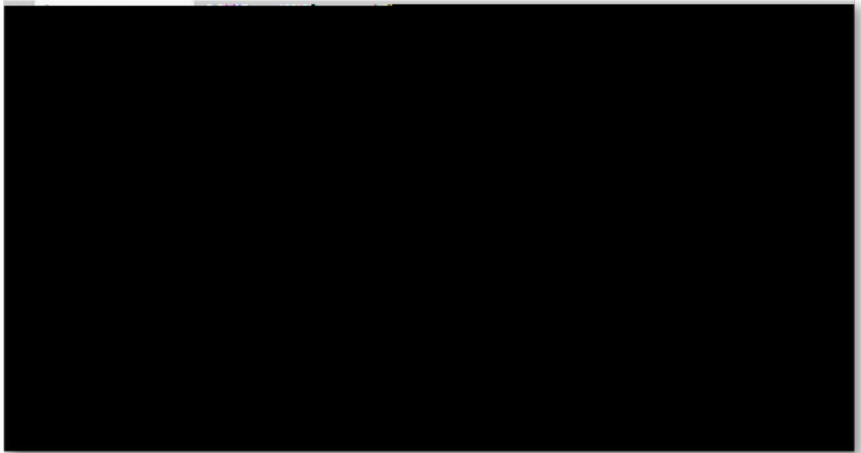


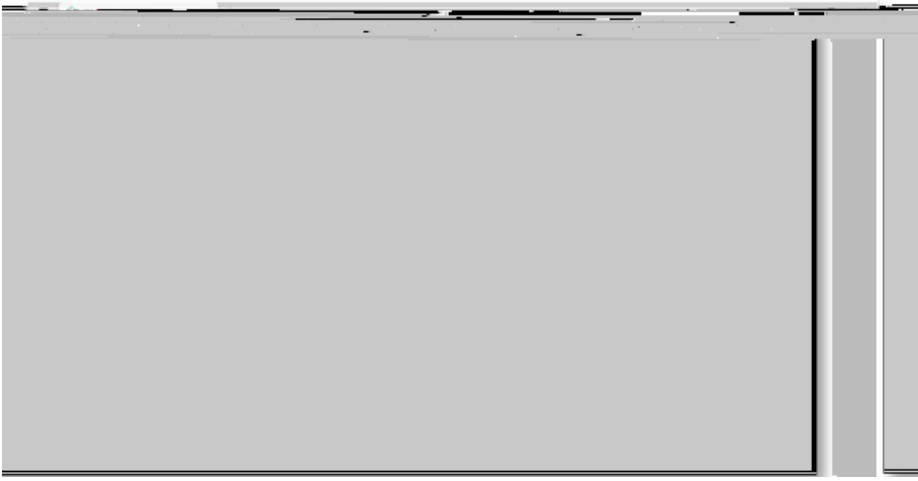
3



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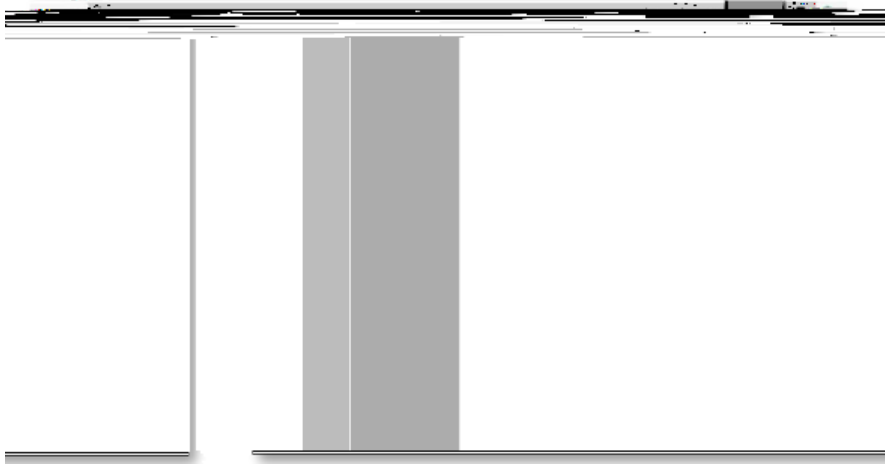
If the eGrades Submission option displays error messages, there may be a problem with the course setup or grading may not be open. Contact the Registrar for assistance at

**T T R a d .**



5

To enter grades, select either **Manual Entry** (type grades in) or **Gradebook** (select & populate grades from column in gradebook).



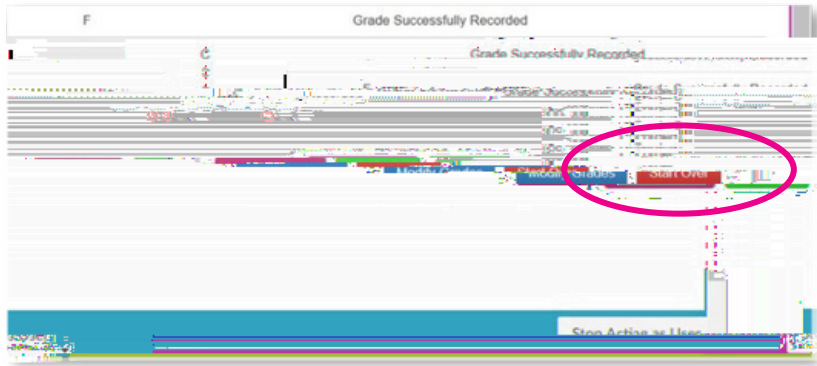


Save

Submit to Banner

8

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For I (Incomplete) grades, the work to be completed, last date of attendance, due date of work, whether the student was contacted or not, and percentage of work completed must be entered.



## HISTORIC GRADE CHANGES

Change the grades after grades are rolled to gradebook.

1. Inside your Canvas course, select eGrades Submission, Click to Authorize, and your **course** roster should appear.
2. If you are not able to select grades from the pull down menu, contact the Registrar using this email address: [TellTheRegistrar@usf.edu](mailto:TellTheRegistrar@usf.edu)
3. A reason for the grade change must be selected from the pull down menu.
4. You can make grade changes for multiple students in the same session.
5. You should see a response indicating the status of your grade changes.

