Entering Final Grades into Canvas

- Login to <u>Canvas</u>.
- Click on the **Grades** link in the course menu.
- On the Grades page, you will use the columns, MyMav Final and MyMav Attendance.

Gradebook +	View + Ac	tions +						
Student Name	MyMax Attenda	MyMay 4th Week	MyMax Midterm	MyMay Final	Asi.	01		٦
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	FC.				+ 1			
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- Letter grades for each student are entered in the MyMav Final column.
- "F" Justification codes are entered in the MyMav Attendance column.
 - To ensure we are compliant with U.S. Department of Education regulations, all UT Arlington faculty are required to include additional data when recording an "F" as a student's grade in Canvas and MyMav.
 - One of the following options must be selected to clarify why the student earned an "F":
 - FA (MyMav Code A) Stopped attending as of "____" (date last attended required)
 - FC (MyMav Code C) In attendance/Performed Poorly
 - FN (MyMav Code N) Never attended or participated
 - To enter the last attended date for a student, select **People** from the course menu.

• Click on the student's name in blue.

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Quizzes									
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People		1		MATH 1302		May 8			
C	🚲 Stu	dent Name		Master	Teacher	at 2:42mm	01:51:24	:	

- On the student info page, scroll down to the box labeled Last Day Attended.
- Clicking on the box will open a calendar where you can select the last day the student attended class.

master_math_1302 > People	Σ.							
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Course Evaluations								

Notes:

- All grades must be entered as letter grades. Capitalization is not a concern.
- If entered in the MyMav Final column, both the letter grade and "F" Justification code will migrate to MyMav during the grade extractions.
- After the grade extraction(s), confirm your grades migrated successfully and set the Grade Roster Action on your MyMav grade roster to "Approve". The default is "Not Review".