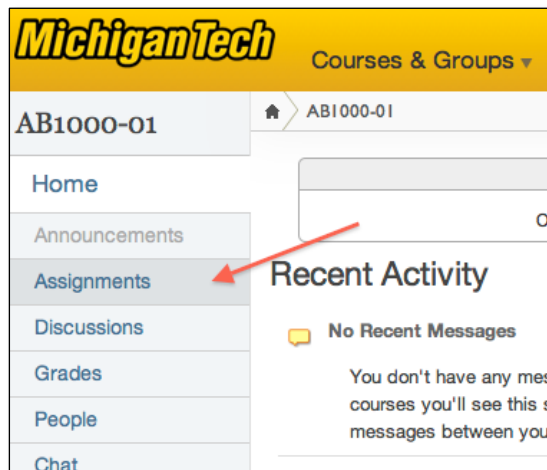
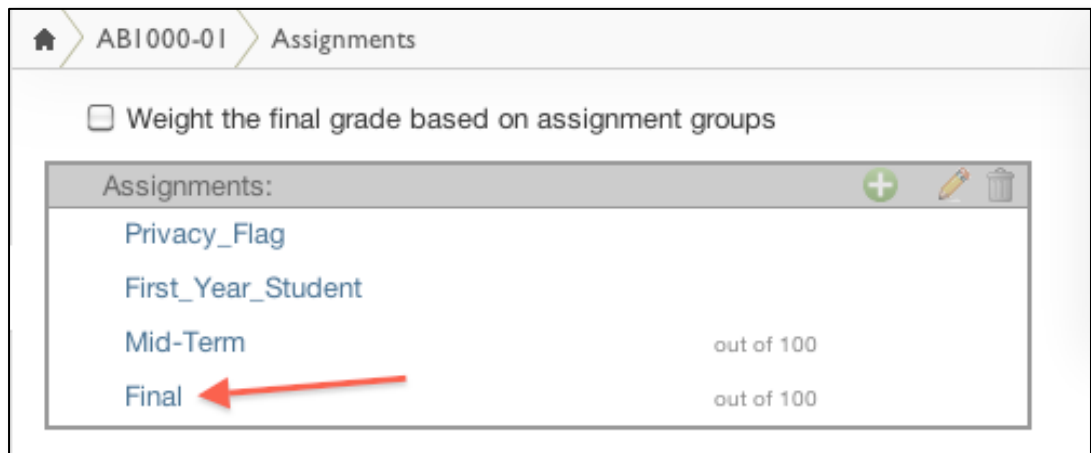


Changing the Grade Levels/Grading Scheme of your 'Final' Assignment to allow the appropriate Michigan Tech letter grades to be entered into the Final column in Grades in Canvas. You can watch a video demo of this process at this link: <http://www.screencast.com/t/EETt08tD>

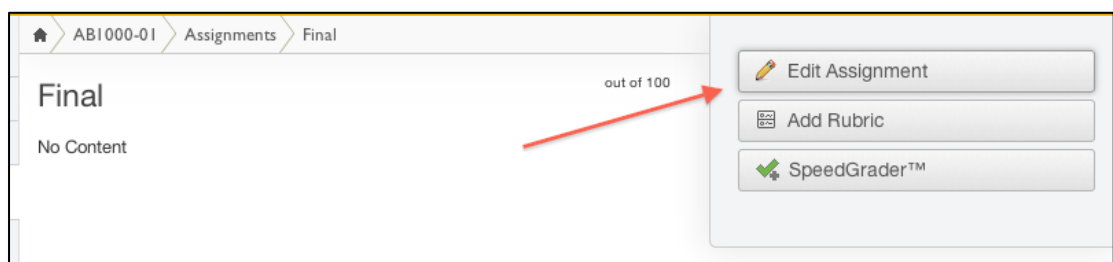
1. Click on Assignments from your Tools Menu on the left



2. Click on Final from your list of Assignments



3. Click on the Edit Assignment button in the right panel



4. Click on the [more options](#) link from the Edit Assignment screen

Final

Switch Views

Type: Assignment

Title: Final

Points: 100

Due:

Submission: No Submission

☐ Notify users that this content has changed

Update Assignment Cancel

[more options](#)

5. Click on the [View Grading Levels](#) link under Grading By:

Type: Assignment

Title: Final

Points: 100

Due:

Locked:

Until:

Submission: No Submission

☐ Notify users that this content has changed

Update Assignment Cancel

Assignment Group: Assignments


Grading By: Letter Grade

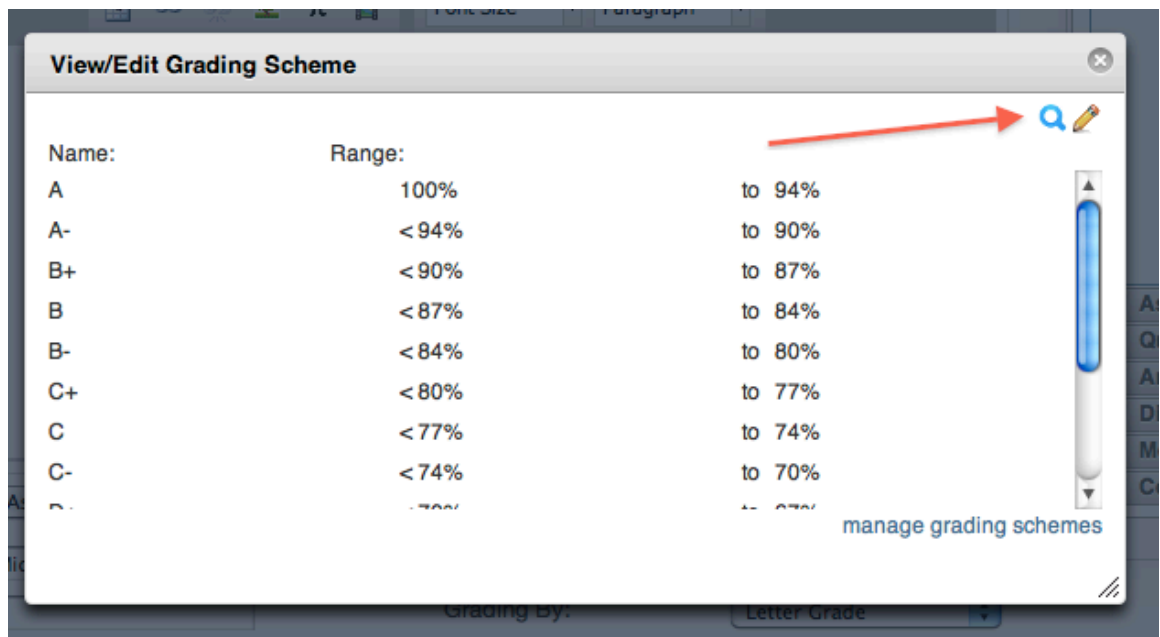
[View Grading Levels](#)

☐ This is a Group Assignment

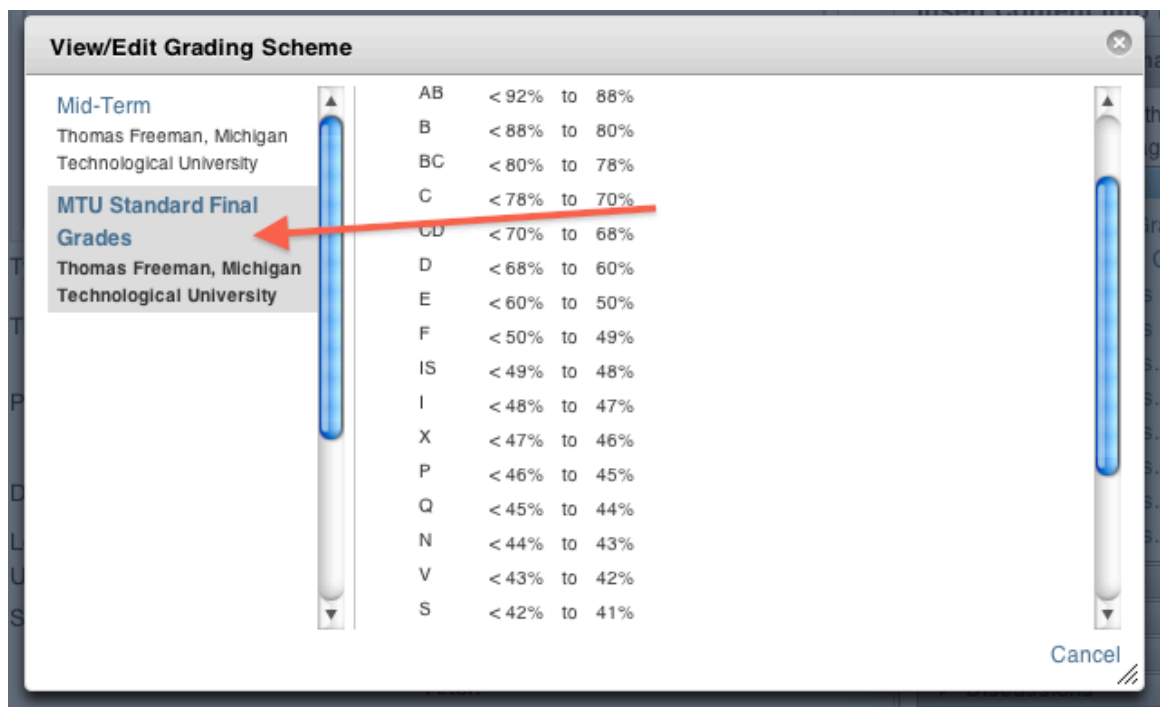
☐ Require Peer Reviews

Lock Submits After:

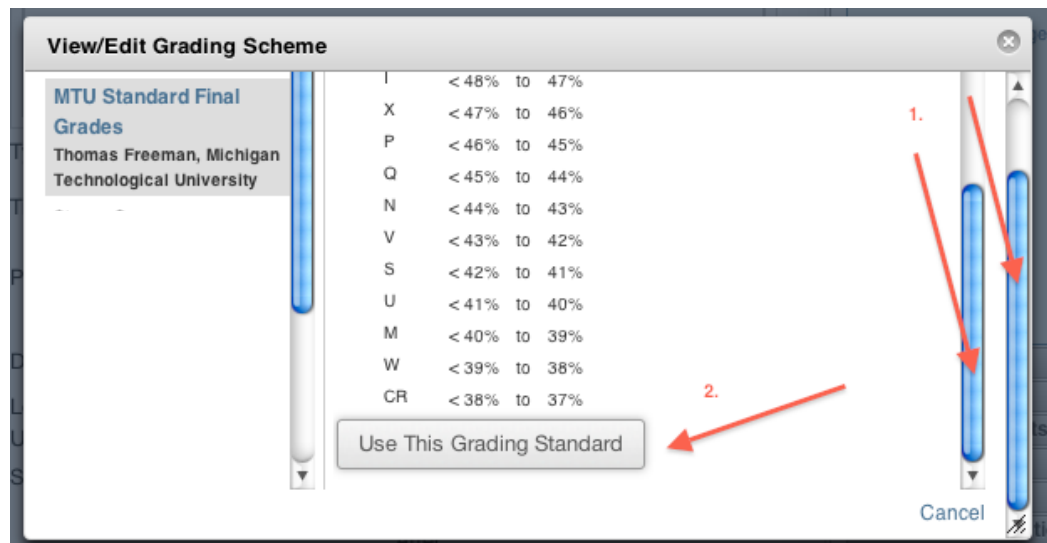
6. In the **View/Edit Grading Scheme** window, click on the small “find” or magnifying glass icon  in the upper right corner



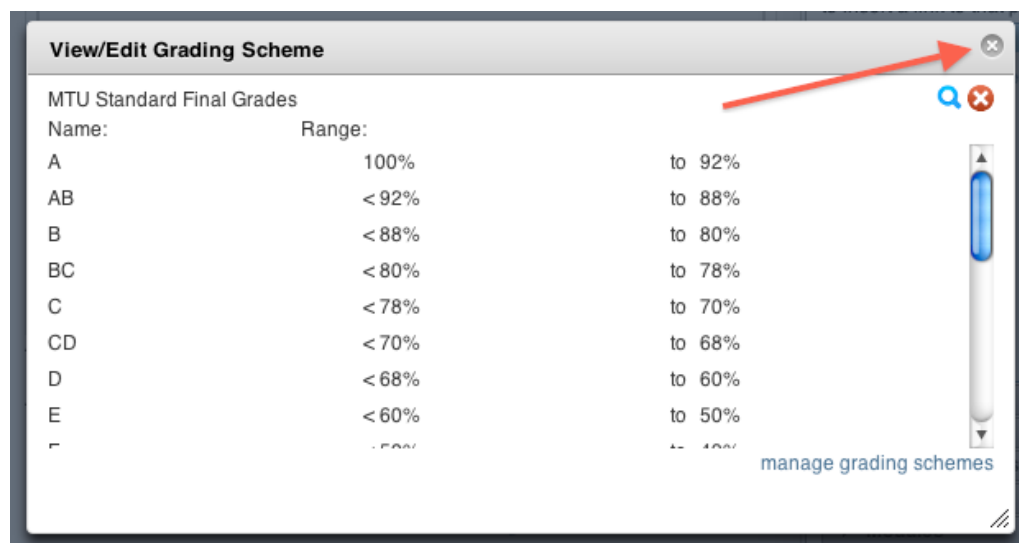
7. Choose **MTU Standard Final Grades** from the list on the left by clicking on it



8. Scroll both slider bars on the right all the way down so you can see and click on the **Use This Grading Standard** button to select it



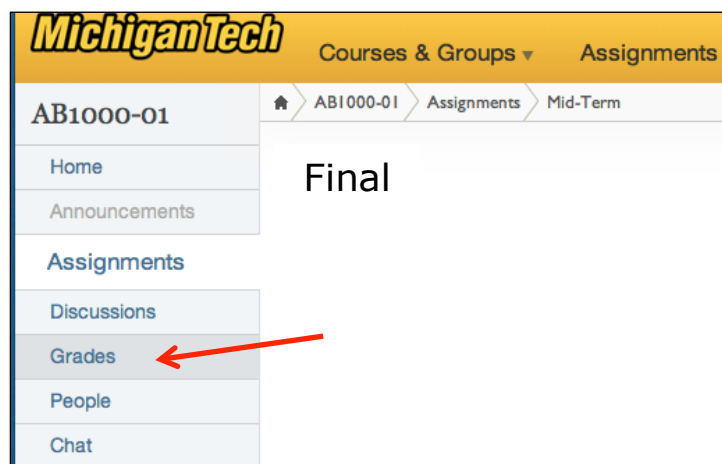
9. Then you should see the Mid-Term Grading Scheme displayed. If so, then close the View/Edit Grading Scheme window by clicking on the close window icon in the very upper right corner



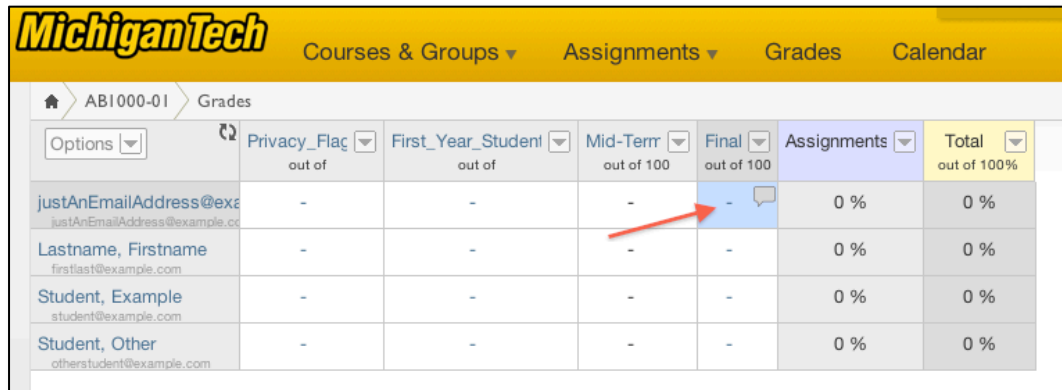
10. Now, back on the Edit Assignment screen, click on the Update Assignment button

The screenshot shows the 'Edit Assignment' interface for an assignment titled 'Final'. The assignment is set to 'Type: Assignment', 'Points: 100', and 'Assignment Group: Assignments'. The grading method is 'Letter Grade'. There are options to 'View Grading Levels', 'This is a Group Assignment', 'Require Peer Reviews', and 'Lock Submits After'. A red arrow points to the 'Update Assignment' button, which is next to a 'Cancel' link.

11. Click on Grades from the main Tools menu on the left



12. Enter grades by typing them directly into cells in the Final Column of your Canvas Grade Book. Click on the – inside the cell to enter a grade there.



Options ▾	Privacy_Flag ▾ out of	First_Year_Student ▾ out of	Mid-Terr ▾ out of 100	Final ▾ out of 100	Assignments ▾	Total ▾ out of 100%
justAnEmailAddress@exa justAnEmailAddress@example.co	-	-	-	-	0 %	0 %
Firstname, Firstname firstlast@example.com	-	-	-	-	0 %	0 %
Student, Example student@example.com	-	-	-	-	0 %	0 %
Student, Other otherstudent@example.com	-	-	-	-	0 %	0 %

13. You can then use the Grade Wizard to submit your Final grades by going to the course tools page at [https://www.coursetools.mtu.edu/pls/owa/stu\\_lms\\_instructor\\_tool.p\\_home](https://www.coursetools.mtu.edu/pls/owa/stu_lms_instructor_tool.p_home) and clicking on [Submit Grades Electronically via Blackboard](#)

14. You can watch a video demo of this process at this link:

<http://www.screencast.com/t/EETt08tD>