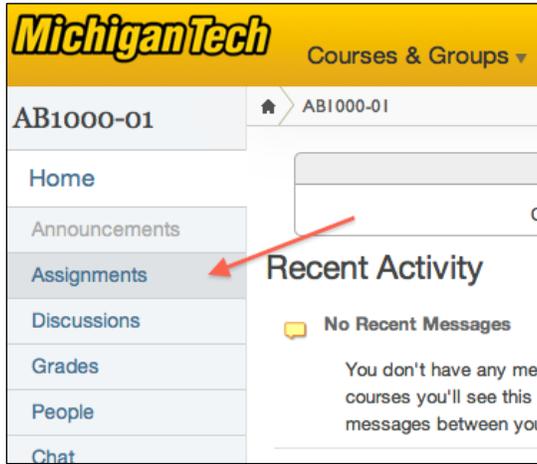
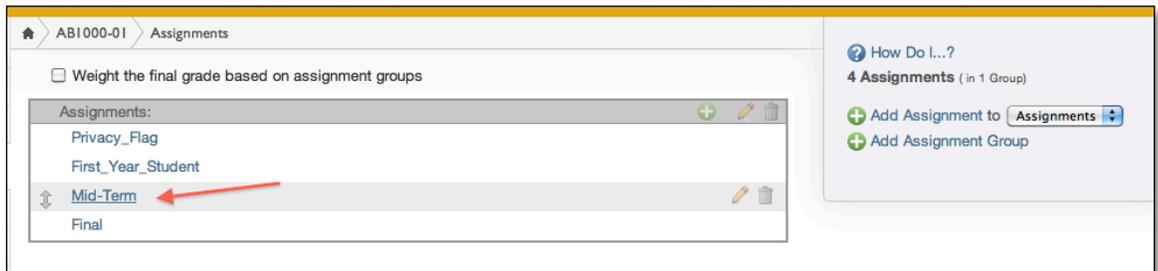


Changing the Grade Levels/Grading Scheme of your Mid-Term Assignment to allow SA and UN grades to be entered into the Mid-Term Grade column in Canvas

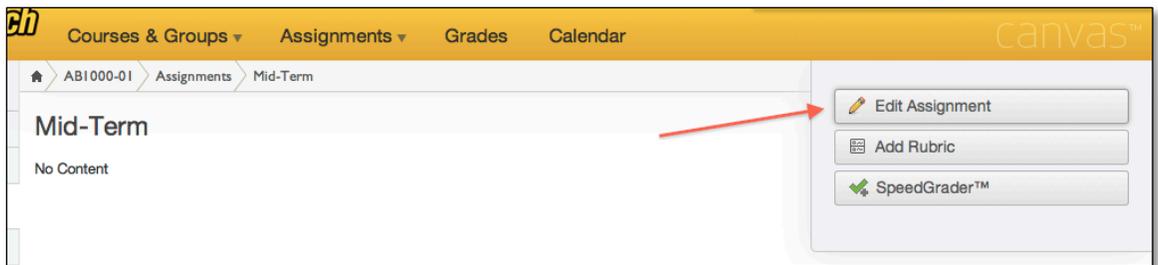
1. Click on Assignments from your Tools Menu on the left



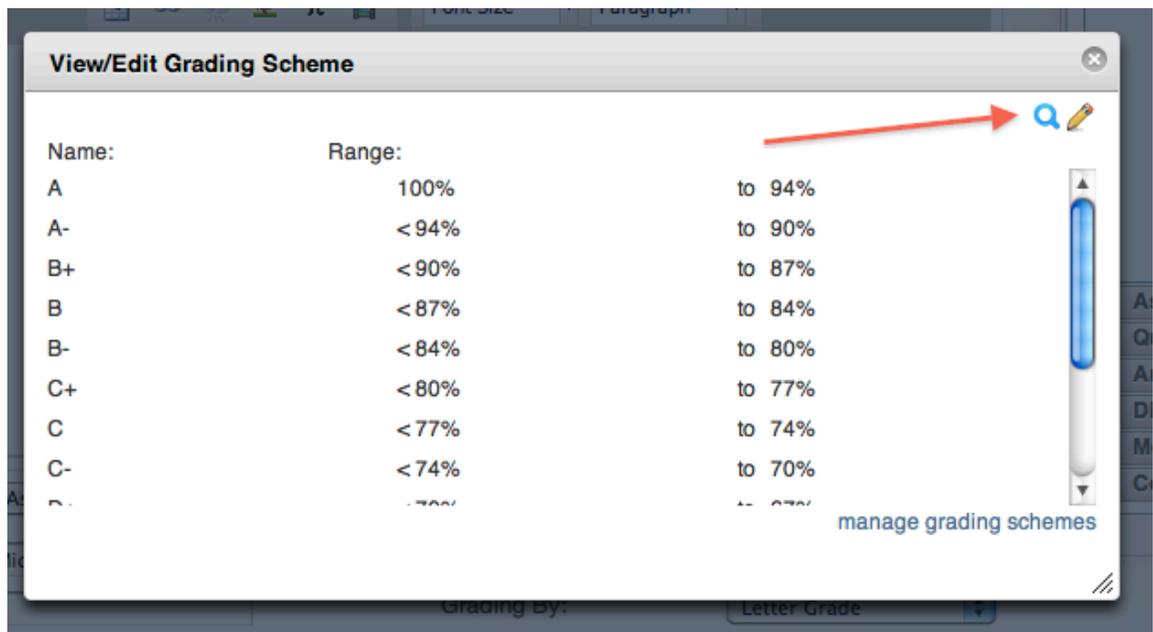
2. Click on Mid-Term from your list of Assignments



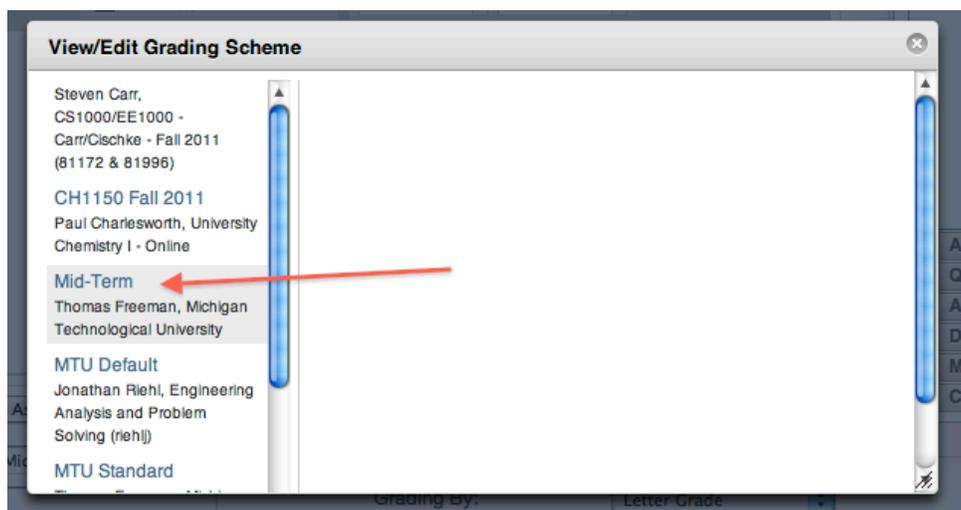
3. Click on the Edit Assignment button in the right panel



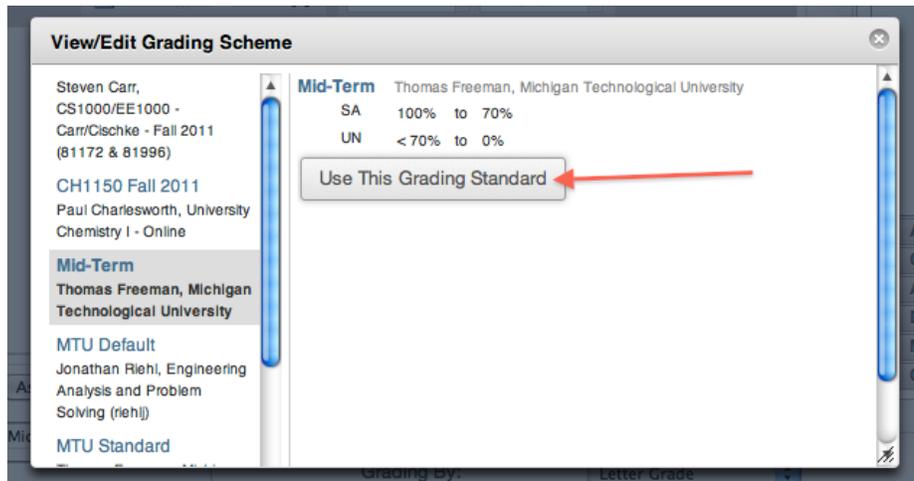
6. In the View/Edit Grading Scheme window, click on the small “find” or magnifying glass icon  in the upper right corner



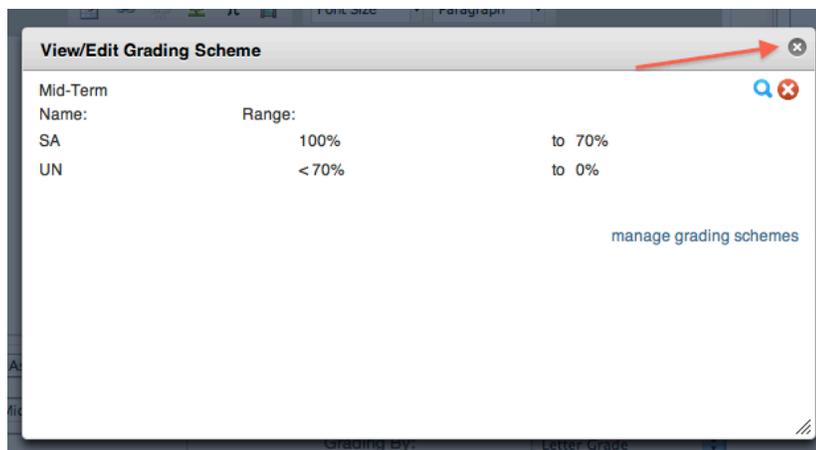
7. Choose **Mid-Term** from the list on the left by clicking on it



8. 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

Mid-Term

Switch Views

Type: Assignment

Title: Mid-Term

Points:

Due:

Locked

Until:

Submission: No Submission

Assignment Group: Assignments

Grading By: Letter Grade

View Grading Levels

This is a Group Assignment

Require Peer Reviews

Lock Submits After:

Notify users that this content has changed

Update Assignment Cancel

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

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Mid-Term

12. Enter grades by typing SA or UN directly into cells in the Canvas Grade Book

The screenshot shows the Canvas Grade Book interface for course ABI000-01. The table has the following columns: Options, Privacy_Flag (out of), First_Year_Student (out of), Mid-Term (out of), Final (out of), Assignments, and Total (out of 100%). The first row shows a student with email justAnEmailAddress@example.com, with a red arrow pointing to the Mid-Term column. The other rows show student information with dashes in the grade columns and 0% in the Assignments and Total columns.

Options	Privacy_Flag out of	First_Year_Student out of	Mid-Term out of	Final out of	Assignments	Total out of 100%
justAnEmailAddress@example.com	-	-	-	-	0 %	0 %
lastname, 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 Mid-Term grades by going to the course tools page at

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/j12EtZOjqjvU>