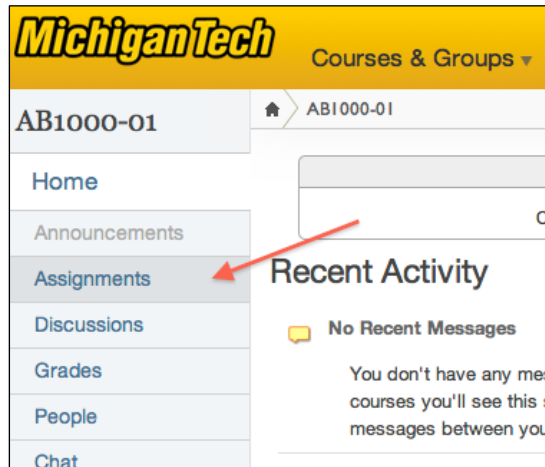
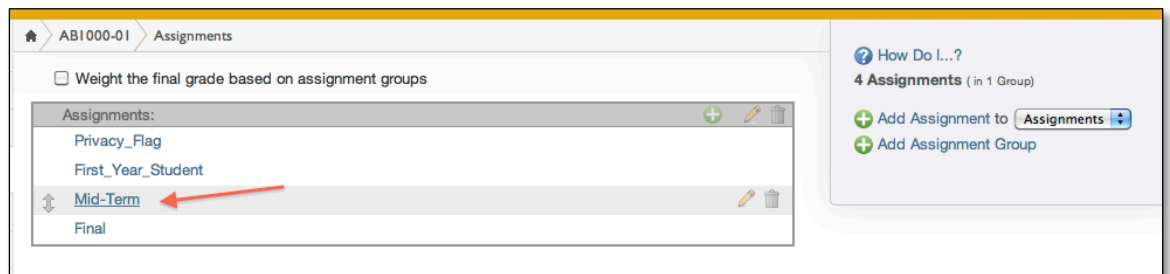


Changing the Grade Levels/Grading Scheme of your Mid-Term Assignment to allow SA and UN grades to be entered into the Mid-Term Grade column in Canvas

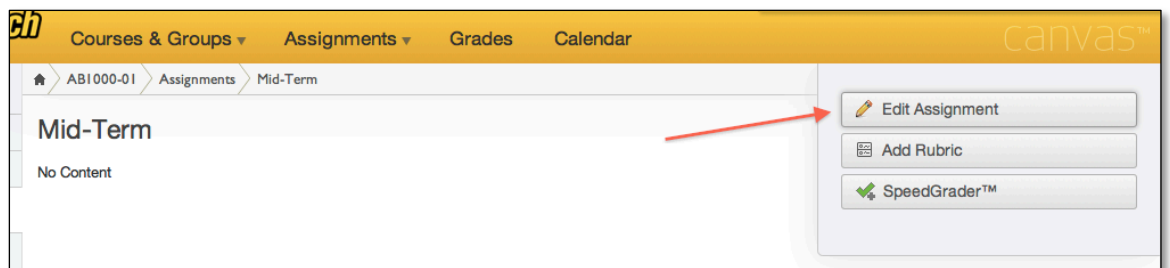
1. Click on Assignments from your Tools Menu on the left



2. Click on [Mid-Term](#) from your list of Assignments






















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




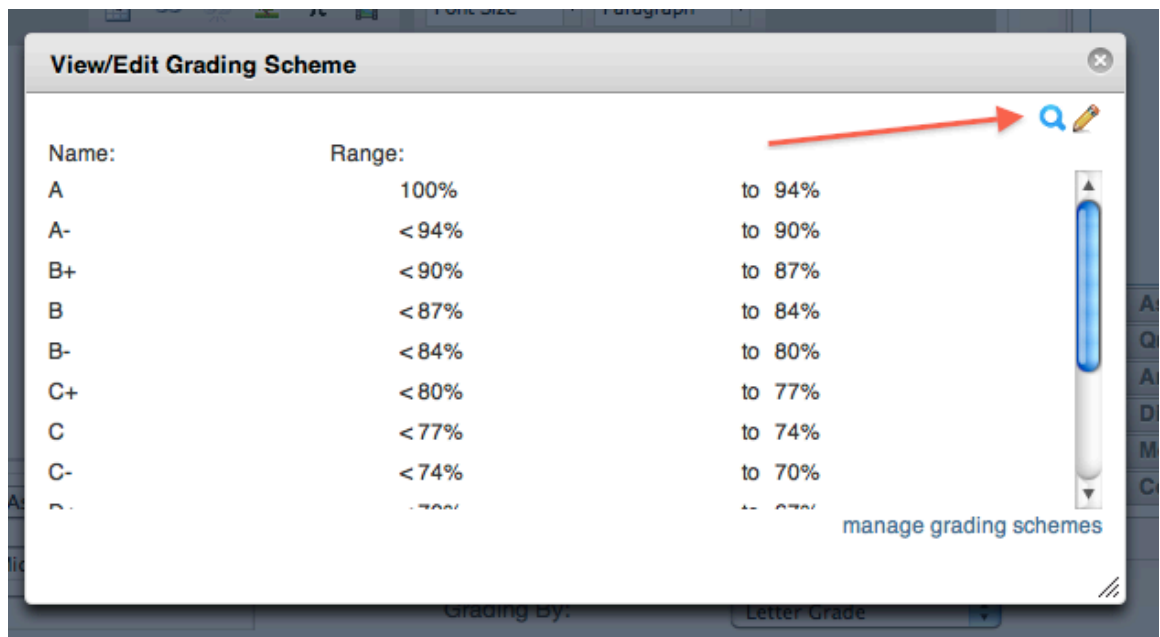
4. Click on the [more options](#) link from the Edit Assignment screen

Mid-Term

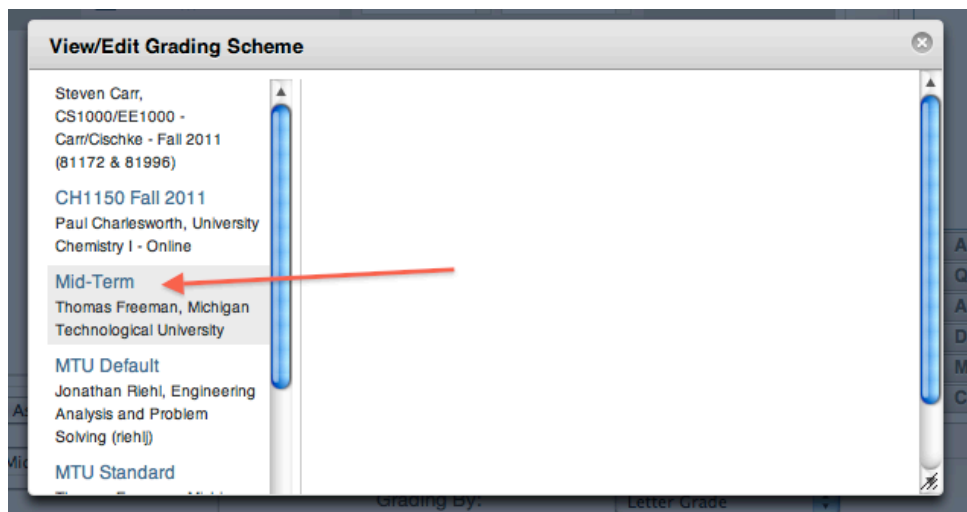
Switch Views

B *I* U A ab                    <

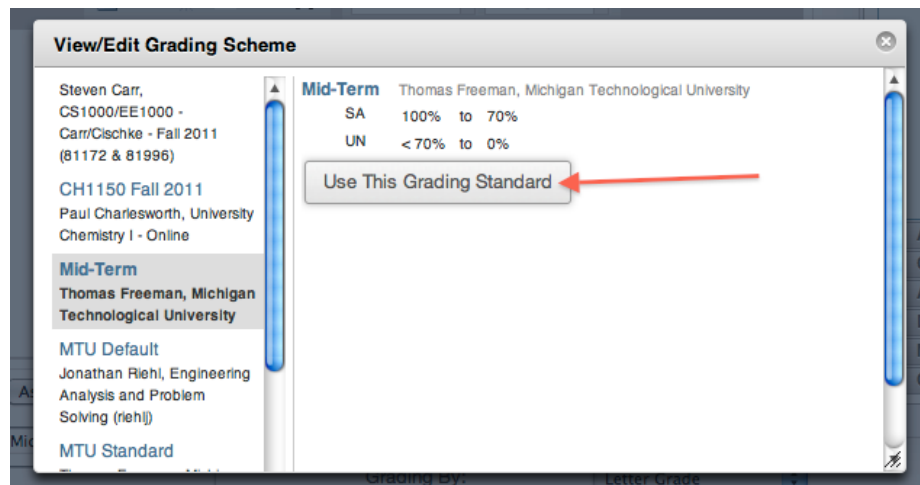
6. In the View/Edit Grading Scheme window, click on the small “find” or magnifying glass icon  in the upper right corner



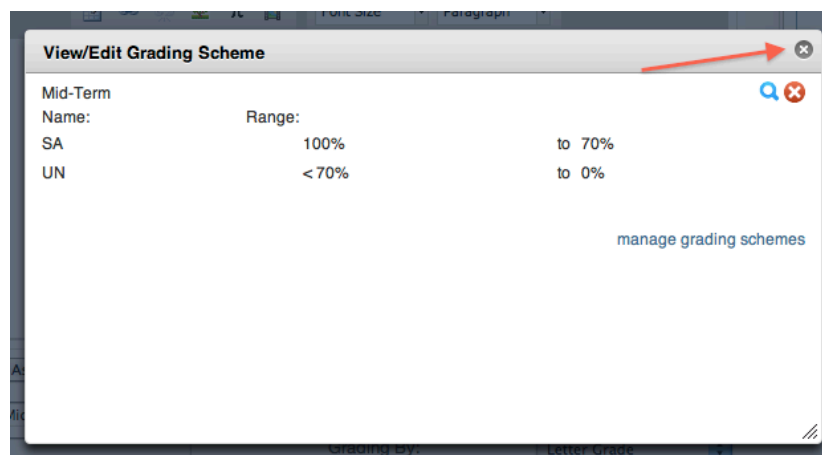
7. Choose **Mid-Term** from the list on the left by clicking on it



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](#)

B

I

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A

ab

Font Size

Paragraph

Type: Assignment

Title: Mid-Term

Points:

Due:

Locked Until:

Submission: No Submission

☐ Notify users that this content has changed

Update Assignment

Assignment Group: Assignments

Grading By: Letter Grade

[View Grading Levels](#)

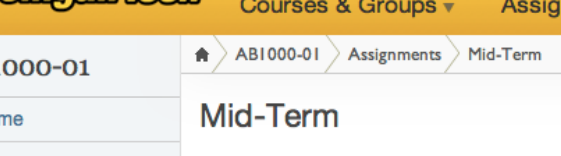
☐ This is a Group Assignment

☐ Require Peer Reviews

Lock Submits After:

Cancel

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



MichiganTech Courses & Groups ▾ Assignments

Home > AB1000-01 > Assignments > Mid-Term

Mid-Term

Home

Announcements

Assignments

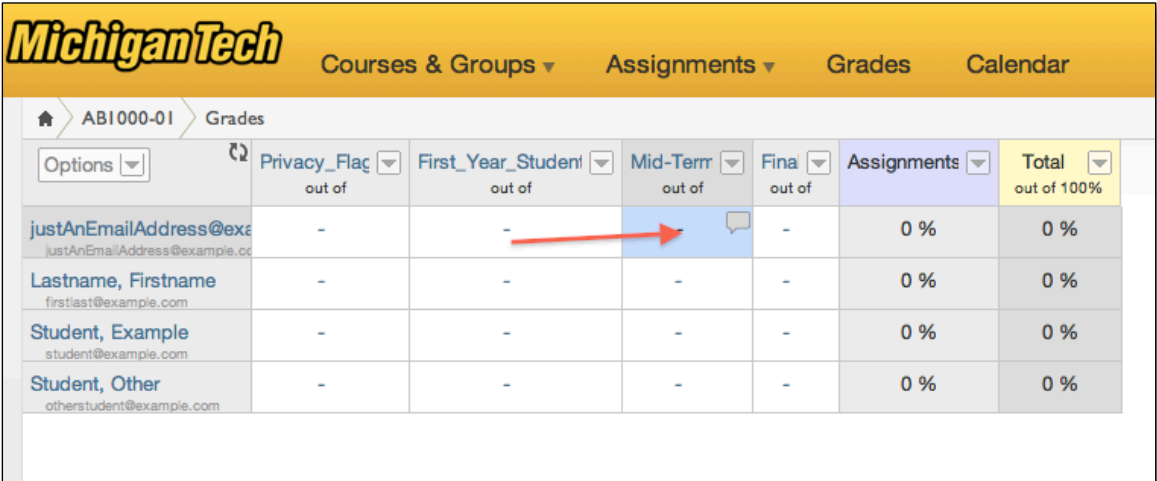
Discussions

Grades ←

People

Chat

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



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 %
Firstname, Lastname 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>