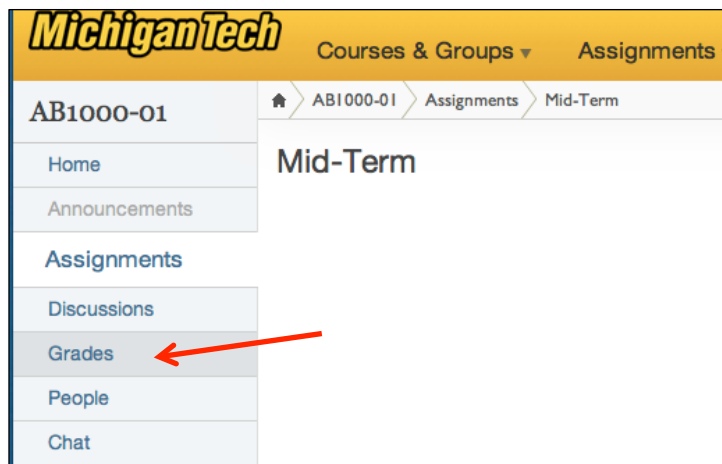
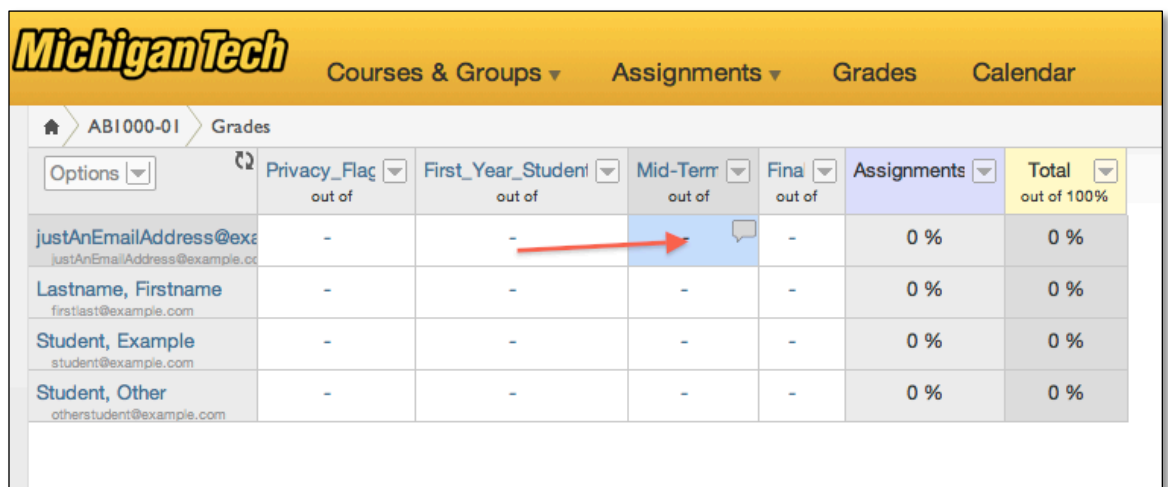


Entering SA and UN grades into the Mid-Term Grade column in Canvas

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



2. Enter grades by typing SA or UN directly into cells in the Mid-Term column Canvas Grade Book

A screenshot of the Canvas Grade Book interface. The top navigation bar is orange with the 'MichiganTech' logo and links for 'Courses & Groups', 'Assignments', 'Grades', and 'Calendar'. The breadcrumb trail is 'AB1000-01 > Grades'. Below the breadcrumb is a table with columns: 'Options', 'Privacy_Flag', 'First_Year_Student', 'Mid-Term', 'Final', 'Assignments', and 'Total'. The 'Mid-Term' column is highlighted with a red arrow. The table contains four rows of student data, each with a 'Mid-Term' cell containing a hyphen and a 'Final' cell containing a hyphen. The 'Assignments' and 'Total' columns show '0 %'.

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 %

3. You can then use the Grade Wizard to submit your Mid-Term grades just as was done in the past by going to the [Course Tools](http://coursetools.mtu.edu) page at coursetools.mtu.edu and clicking on [Submit Grades Electronically via Canvas](#)
4. You can watch a video demo of this process at this link: <http://www.screencast.com/t/vqTPAeVq5>