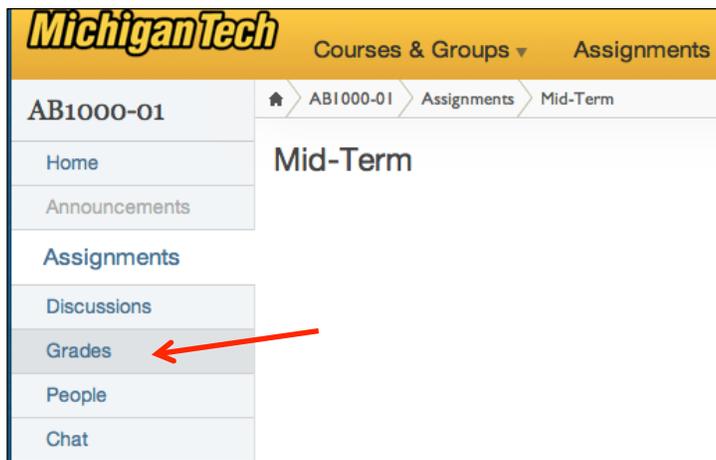
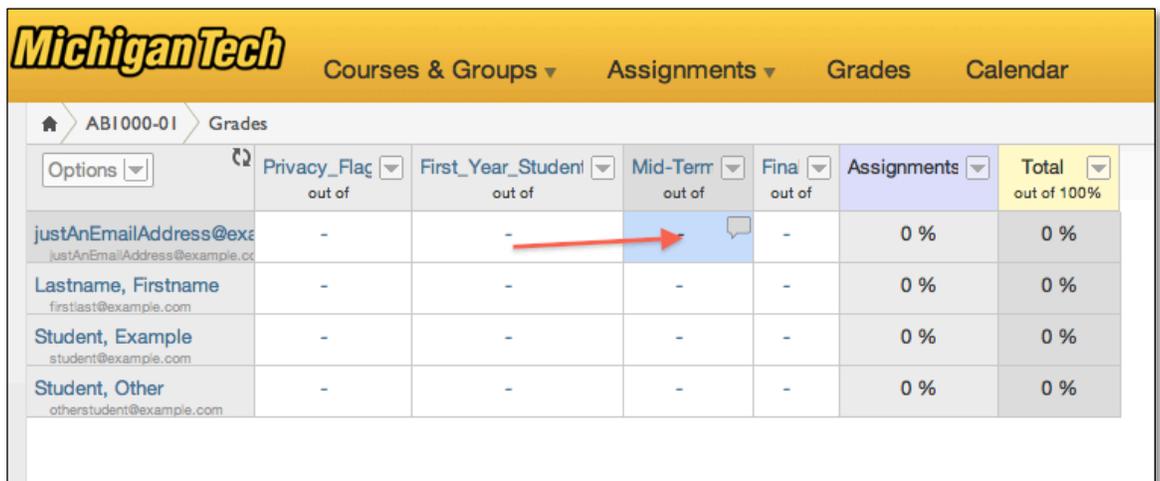


## Entering SA and UN grades into the Mid-Term Grade column in Canvas

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



The screenshot shows the Canvas Grade Book for the course 'AB1000-01'. 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 rows represent different students, with the first row having a red arrow pointing to the 'Mid-Term' cell.

Options	Privacy_Flag out of	First_Year_Student out of	Mid-Term out of	Final out of	Assignments	Total out of 100%
justAnEmailAddress@exa justAnEmail@Address@example.cc	-	-	-	-	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](http://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>