Midterm and Final Grades

A. Preparing Grade Calculations using online Gradebook in Canvas.

    1. While in a specific course in Canvas, go to GRADES.

    2. Make sure that all grades for all completed assignments have been entered into the appropriate column for each student.

    3. Canvas keeps a running total percentage, so you simply have to translate the percentage into a letter grade (NOTE: Each school/college has a specific grading scale which should be noted in the syllabus – be sure to make the translation based on what is noted in the syllabus.)

    4. **NOTE**: Grades in Canvas are not official until submitted to AccessMaryville for official posting. See instructions below.

    7. **Logout of Canvas** when finished.

B. Online Submission of Midterm and Final Grades

    1. Using Internet browser, go to the Portal (http://my.maryville.edu) from the Maryville Homepage located along the bottom menu buttons at http://maryville.edu .

    2. Login using your Maryville username and password.

    3. Go to the lower right hand corner to the section called "AccessMaryville."

    4. Click on FACULTY INFORMATION then select **Midterm Grading** or **Final Grading**. You will be asked to select a term from the dropdown list then click the SUBMIT button.

5. Your list of courses for that term will appear on the next screen. Choose one class at a time by clicking the button to the left of the course name/number then click the SUBMIT button.

6. **MIDTERM GRADING**: If there are no deficiencies to report, click the box (just under your name) "No midterm deficiencies to report" click the SUBMIT button and move to the next course. If any student is currently receiving a C-, D, F, or AF (Failure due to Absence) grade, those should be noted next to the names of those students and a last date of attendance should also be noted. If a student has never attended the course, click the NEVER ATTENDED box next to that student's name. A midterm grade need not be reported for a student who is receiving an acceptable grade unless you choose to do so. Click the SUBMIT button and move to the next course.

7. **FINAL GRADING**: All students should have a grade reported at the end of the term. Ideally a student who never attended the course has been removed by now, but if not, click the NEVER ATTENDED box and go to the next student. The EXPIRE DATE box is only used when a grade of INCOMPLETE (for Undergraduates) or DELAYED GRADE (for Graduates) is entered. Choose a reasonable date based on the students' circumstances and the timeline you have negotiated with the student – typically one week to one month. [Submitting an Incomplete or Delayed Grade requires an additional form as well which is available from the Student Service Center.] When all grades have been entered click the SUBMIT button and move to the next course.

    8. Logout when finished.