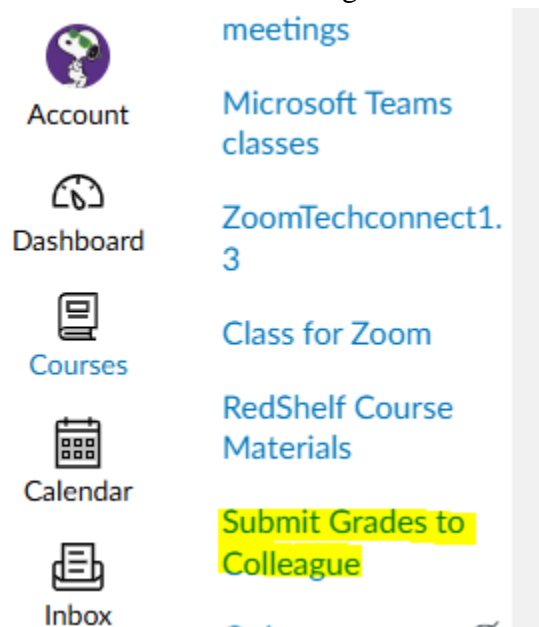# ALL FINAL GRADES ARE SUBMITTED THRU CANVAS:

Note: Please make sure you are using a current version of Firefox or Chrome and that cookies/cross site tracking are enabled for Canvas.

- All grades are submitted through Canvas at this time even if the course is not published (for on-campus/off-site course), however, publishing your course via Canvas helps students if you use Canvas gradebook for progress reports (students can track their progress).
- You will be able to submit a grade different from the grade that is calculated by Canvas if you have not recorded all assignments in Canvas.

HOW WE TO SUBMIT FINAL GRADES:

- "Submit Grades to Colleague is located on the Navigation Bar once you open your Canvas course.

- Click on "Submit Grades to Colleague and make sure you select the "FINAL" grade tab (if you do not it will result in late grade submission and the students will receive a RD (report delayed).
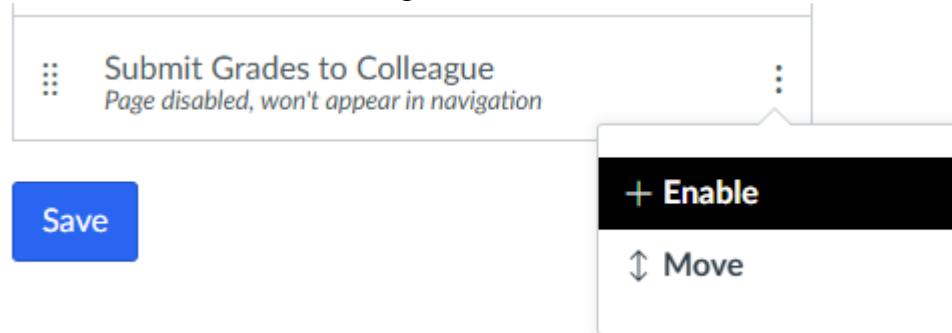

- Once you have entered all grades please hit submit. Grades are posted immediately to the student record. If you made an error please contact me with the student, class and grade information to be updated at ljustice@elcamino.edu please use the subject line: **Final Grade Correction**.

WAIT I DON'T SEE 'SUBMIT GRADES TO CANVAS'!:

- Don't worry there is an easy solution. On the bottom of the Navigation Bar there is a 'Setting' button. Click on setting and then select the Navigation Tab

Course Details	Sections	Navigation	Apps	Feature Options	Integrations

- Scroll down until you see "Submit Grades to Colleague" click on the 3 dots on the side and select +Enable

> **Submit Grades to Colleague**
> Page disabled, won't appear in navigation   ⋮
>
> **+ Enable**
> ↕ Move
>
> **Save**

and then hit Save

- Then hit the HOME on the Navigation Bar to refresh the Navigation Bar and 'Submit Grades to Canvas' will be there. Then see the first part of these instructions 😊

You got this! If you have any questions, please do not hesitate in contacting me. ljustice@elcamino.edu

Wednesday, 12/11/24 1-2:30 PM https://elcamino-edu.zoom.us/j/86242832144

Friday, 12/13/24 9 -10:30AM https://elcamino-edu.zoom.us/j/85399091948

DROP IN IF YOU HAVE QUESTIONS OR JUST WANT TO SAY HI!