## Finalizing Grades in Canvas and Submitting Grades to Howdy

### In Canvas

1. **Gradebook Setup**
   - Ensure the following items are set up accurately based on the course syllabus:
     - Assignment Groups
     - Assignment Group Weights
     - Late and Missing Policies
     - Grade Dropping Rules (if applicable)
   - [Video tutorial](tx.ag/gradebooksetup)

2. **Grading Scheme**
   - Verify the course has a grading scheme in Canvas that matches the one listed in the syllabus
   - [Video tutorial](tx.ag/gradingscheme)

3. **Enter and Post Grades**
   - **Verify there are no blank cells in the gradebook**
   - Verify all grades are entered and posted in order to be displayed to students and included in their final grade calculation
   - [Video tutorial](tx.ag/enterpostgrades)

4. **Final Check**
   - Verify the grade submitted from Canvas to Howdy by exporting the gradebook and comparing the letter grades in the following columns (if applicable):
     - **Unposted Final Grade** column: grade submitted to Howdy
     - **Unposted Current Grade** column: corresponds to the Total column in Canvas
   - [Video tutorial](tx.ag/finalcheck)

### In Howdy

5. **Access Howdy**
   - Access the **Class Roster and Syllabus** for each section from the Faculty/Teaching Tab
   - Select **Enter** from any student’s grade column
   - [Tutorial](tx.ag/howdygrade)

6. **Import Grades**
   - Select the **Import Grades from Canvas** button to import grades
   - Select the **Submit** button when done

Visit lms.tamu.edu/training-support for additional resources.