

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