# Finalizing Grades in Canvas and Submitting Grades to Howdy

## In Canvas

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Description</th>
<th>Video Tutorial</th>
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</table>
| 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)* | tx.ag/GradebookSetup |
| 2    | Grading Scheme | Verify the course has a grading scheme in Canvas that matches the one listed in the syllabus | tx.ag/GradingSchemes |
| 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 | 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 | tx.ag/FinalCheck |

## In Howdy

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| 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  
*recently updated process | tx.ag/HowdyGrades |
| 6    | Import Grades | Select the Import Grades from Canvas button to import grades  
Select the **Submit** button when done |  |