How to submit Grades

1. Go to Canvas and choose which course you want to grade assignments for.
2. In that course, click on the grades button on the left
3. Click on the box of a student that has a
4. Click on the icon that appears on the right of the box.
5. Click on SpeedGrader in the box on the right that appears
6. You can toggle through the students by either clicking on the arrow to the right of the student name or by clicking on the dropdown menu.
   a. If there is a yellow dot, then the student has submitted the assignment.
   b. If there is nothing, then they have not submitted it.
   c. If there is a green check mark, you have already graded their assignment.
7. To get to the next assignment, click on the top left of the screen where there is the icon.
8. Then you can choose the next assignment you want to grade.

Once you have completed your grading in Canvas (or through email).

1. Log in to the Gradebook from the Staff home page on the district website.

2. Click on the ![Gradebook icon] Gradebook ▼ tab on the top bar.

3. To add an assignment, click on the ![add icon] on the top right of the page.
   a. Fill out the blanks that have * next to them.
      i. You cannot change the weight of the assignment. If you want an assignment to count twice, just copy it.
   b. Next to Publish , double click the ○ so that it turns ● .
   c. If you would like to copy the same assignment to other periods, click on the (Copy) button and then click all of the other classes that you want the assignment to go to but NOT the class you are creating the assignment in.
   d. Then click Save

4. You can Auto-Fill grades by clicking on the ![icon] under the column header.

5. You can also provide notes and grade changes for assignments if you click on the ![A icon]

6. If you did not publish your assignment when you created it, you can click on the green circle in the header so that it is filled in and it will then be published. Make sure ALL assignments have been published!

7. Transcribe your grades from Canvas into TAC.

To Submit your grades for Progress Reports and Report Cards

1. Click on **Grade Reporting** ▼
2. Click on ⟳
3. Click on 💾
4. Click on (Change) and do steps 1-3 for each class.
5. During Report Cards- you need to enter a Behavior grade for all students. You can auto fill by clicking on the 📄 next to BEH and auto filling in the grades.
   a. If you give anything lower than an A, you need to have documentation and parent contact about why.