

Submit Final Grades Via Canvas

You can submit your final grades using Canvas Grade with a few clicks. (Please know that **Submit Grades** will not appear or be operational until five days before the end of the semester)

1. Go to your course.
2. Locate and click on **Submit Grades**
 - a. If you do not have **Submit Grades** on your menu, it may need to be added.
 - b. Go to **Settings** and click on the **Navigation** tab
 - c. Locate **Submit Grades** and click on the three dots (Property) icon.
 - d. Click **Enable** and this will move the link up to the active area of your course menu.
 - i. No need to worry about the position within the menu because it is not visible to the learners.
 - e. Scroll down and Click **Save**

ConferZoom	⋮
Accessibility Checker	⋮
3C Media	⋮

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

NameCoach <i>Page disabled, won't appear in navigation</i>	⋮
Submit Grades <i>Page disabled, won't appear in navigation</i>	⋮
Quizzes <i>Page disabled, will redirect to course home page</i>	
Lockdown Browser <i>Page disabled, won't appear in navigation</i>	
Files <i>Page disabled, will redirect to course home page</i>	
Outcomes	⋮

+ Enable
⇅ **Move**

3. Once you click **Submit Grades**, Canvas will populate the grades.
 - a. Please review your populated grades.
 - b. If any grades need to be fixed, return to **Grades** and update them. Once done click **Submit Grades** again
 - c. These are the instructions which appear after selecting Submit Grades

Submit Final Grades

You can submit your final letter grades through Canvas. Here is how:

- Grades below can be submitted for the following section(s) for term **OCC Fall 2019 : PSYC220-21682**
- Please ensure all Canvas grades are accurate. After reviewing grades below, please click 'Submit Grades' at the bottom of the page.
- Make sure that all assignments have been graded before using this tool.
- MyCoast(MyOCC, MyGWC, MyCCC) will accept the following grades. Invalid grades will not be submitted to MyCoast(MyOCC, MyGWC, MyCCC) for that student.

Course Type	Grade Option	Valid Grades in Canvas	Substitutions
Credit	Letter Grade	A, B, C, D, or F	None
Credit	Pass/No Pass	A, B, C, D, F, P or NP	A, B and C are substituted with P. D and F are substituted with NP.
Noncredit	Pass/No Pass	A, B, C, D, F, P, NP or SP	A, B and C are substituted with P. D and F are substituted with NP.

- If a grade is present in the Current MyCoast Grade column you must make any changes to that particular grade in [MyCoast\(MyOCC, MyGWC, MyCCC\)](#).
- After submitting grades, you must **ALSO** enter your last date of attendance on [MyCoast\(MyOCC, MyGWC, MyCCC\)](#) for grades of F, NP, I, or W.
- Once you submit grades, the screen will confirm your grades were received with the following icons:  GP (Grade Present)
-  EM (Enrollment Missing) indicates Canvas enrollment is missing on MyCoast(MyOCC, MyGWC, MyCCC) or it is an audit.

Student Name	ID#	MyCoast CRN	Canvas Grade	Grade to be Submitted	Current MyCoast Grade (if set)
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- Be sure to review the information and your learners' grades.
- Replace all missing grades with a zero or number amount.
- When you are done reviewing, click **Submit**
- Allow 15 minutes for the system to record the grades.

To make any corrections to grades and add Last Day of Attendance, you must use MyOCC and Final Grades to update. You may also contact Faculty Services in Watson Hall.

If you have any questions, please contact:

OCC [Instructional Innovation Center](#)

714.432.6888

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