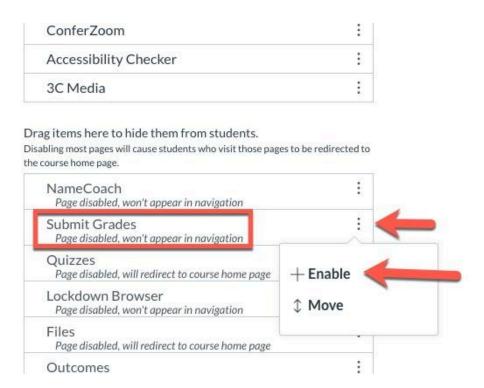
Submit Final Grades Via Canvas

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.
- 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



- 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 · 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 A, B and C are substituted with P. Credit Pass/No Pass A, B, C, D, F, P or NP D and F are substituted with NP. A, B and C are substituted with P. Noncredit Pass/No Pass A, B, C, D, F, P, NP or SP 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 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.

- 4. Be sure to review the information and your learners' grades.
- 5. Replace all missing grades with a zero or number amount.
- 6. When you are done reviewing, click **Submit**
- 7. Allow 15 minutes for the system to record the grades.

MvCoast

CRN

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.

Canvas

Grade

Grade to be

Submitted

Current MyCoast Grade (if

If you have any questions, please contact:

OCC Instructional Innovation Center

714.432.6888

Student Name

Orange Coast College Library

© 2021, Coast Community Colleges - Costa Mesa, CA