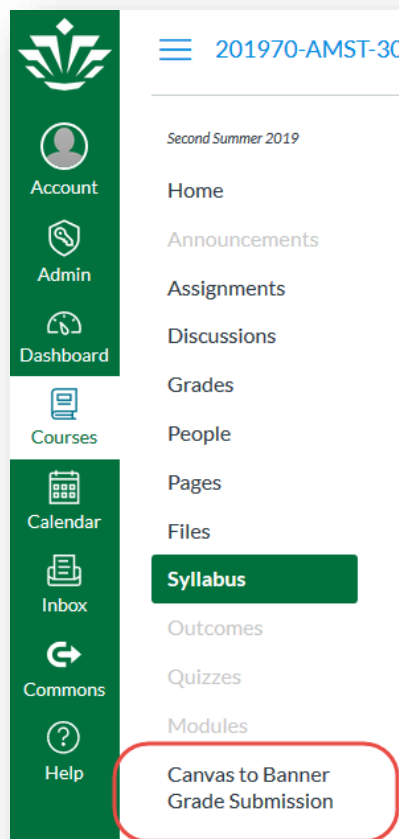


Final Grades Submission Guide

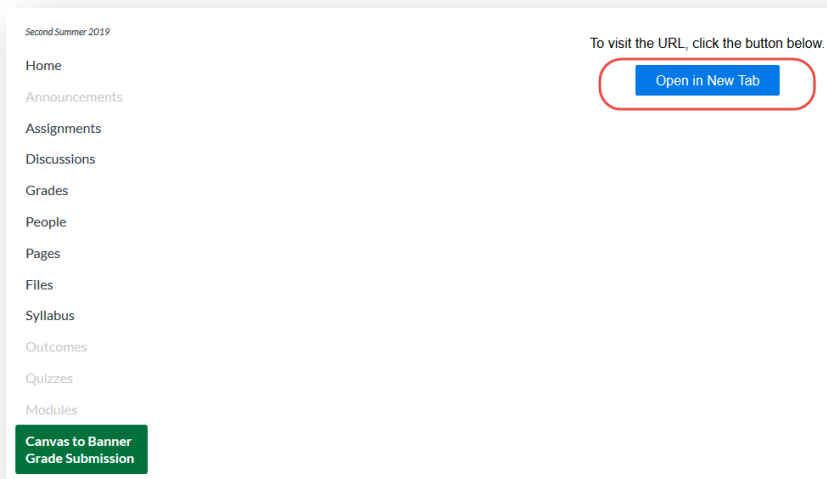
- Every registered student should receive a final grade. Final grades will be viewable once they have been rolled to Academic History during the grading period.
- Be sure you enter final grades before the published deadline.
- **IMPORTANT:** A time limit of 30 minutes has been established for grading. If you exceed this time limit, you will be required to login again to the Faculty Self-Service. To avoid exceeding this limit, please submit all grades for students within a section at one time.

How to Submit Final Grades (Canvas)

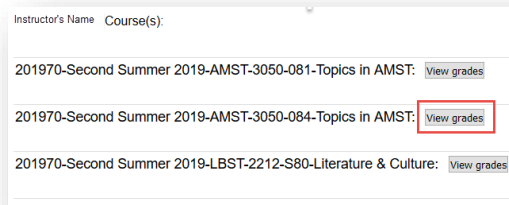
1. Open Canvas (<https://canvas.uncc.edu/>).
2. Instructor accesses **Canvas to Banner grade submission** via a link from within a Canvas course:



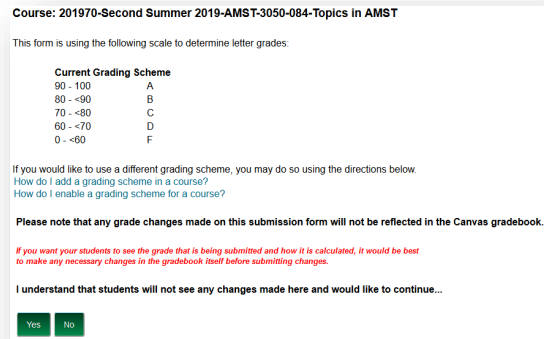
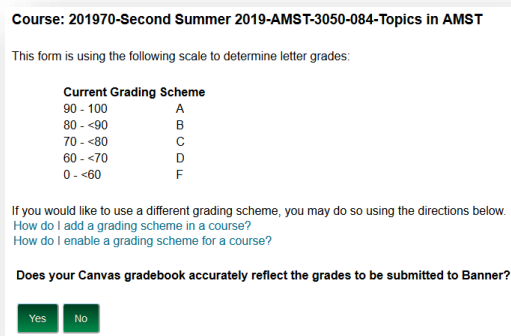
3. Instructor then clicks the **Open in New Tab** button:



4. Instructor then chooses course to submit grades for:



5. Instructor confirms whether or not any student final grades will be changed via the grade submission form. If student final grades will be changed on the form, instructor confirms that changes will not be reflected in the Canvas grade book.



6. Instructors enter grades in a form. The form shows the grade from the Canvas gradebook in the **Course Total** column, but the instructor can choose a different grade from the drop-down in the **Grade to Submit** column. To submit grades, the instructor either needs to check the individual check boxes or click the **Check all...** box at the top of the form and then click the **Submit this page** button.

Course: 201970-Second Summer 2019-AMST-3050-084-Topics in AMST

[Refresh page](#) | [Back to course list](#) | [Choose another instructor](#)

**Any grade changes made on this form are not reflected in the Canvas gradebook.*

Show entries Search:

<input type="checkbox"/> Check all (this page only)	Confirm	Name	Username	Course Total	Status	Previously Submitted Grade	Grade to Submit
<input type="checkbox"/>				90 (A)	No grade submitted	-	F
<input type="checkbox"/>				97 (A)	No grade submitted	-	A
<input type="checkbox"/>				100 (A)	No grade submitted	-	F
<input type="checkbox"/>				100 (A)	No grade submitted	-	A
<input type="checkbox"/>				89 (B)	No grade submitted	-	B
<input type="checkbox"/>				87 (B)	No grade submitted	-	B
<input type="checkbox"/>				100 (A)	No grade submitted	-	A
<input type="checkbox"/>				95 (A)	No grade submitted	-	A
<input type="checkbox"/>				100 (A)	No grade submitted	-	A
<input type="checkbox"/>				98 (A)	No grade submitted	-	A

Showing 11 to 20 of 35 entries Previous 1 **2** 3 4 Next

7. Any **F** or **U** grades will be listed on the next page, and the instructor will either need to check the **Never Attended** box or enter a date in the **Last Attend Date** column.

Course: 201970-Second Summer 2019-AMST-3050-084-Topics in AMST

Last Date of Attendance for Failing Students

You have submitted failing grades for the following students. Please enter the last date of attendance for the students below. If the student never attended your class, check the box 'Never Attended'. This will auto-populate the Last Attend Date with the appropriate date.

Entering last attend dates is optional for Fall 2019; however, beginning in Spring 2020, you will need to enter the last date of attendance for each student with a failing grade before submitting any grades.

Show entries Search:

Name	NinerNet ID	Grade	Last Date of Canvas Activity	Never Attended	Last Attend Date
		F	08/07/2019	<input type="checkbox"/>	<input type="text"/>
		F	No date recorded	<input type="checkbox"/>	<input type="text"/>

Showing 1 to 2 of 2 entries Previous **1** Next

8. As the **Last Attend Date** is a required field, if submitted without entering dates, the empty boxes turn red, and the instructor cannot advance to the next page. If the student never attended, checking the **Never Attended** check box will auto-populate the **Last Attend Date** box with the correct date. A calendar pops up when the instructor clicks within a box in the **Last Attend Date** column. After entering the dates, the instructor clicks **Acknowledge**.

Course: 201970-Second Summer 2019-AMST-3050-084-Topics in AMST

Last Date of Attendance for Failing Students

You have submitted failing grades for the following students. Please enter the last date of attendance for the students below. If the student never attended your class, check the box 'Never Attended'. This will auto-populate the Last Attend Date box with the appropriate date.

Entering last attend dates is optional for Fall 2019; however, beginning in Spring 2020, you will need to enter the last date of attendance for each student with a failing grade before submitting any grades.

Show entries

Name	NinerNet ID	Grade	Last Date of Canvas Activity	Never Attended	Last Attend Date
		F	08/07/2019	<input type="checkbox"/>	<input type="text" value="08/07/2019"/>
		F	No date recorded	<input checked="" type="checkbox"/>	<input type="text" value="06/30/2019"/>

Showing 1 to 2 of 2 entries

Previous Next

9. The instructor must **check the box**, agreeing to the submission terms and **Confirm** that any grade changes on the form will not be reflected in the Canvas gradebook.

Course: 201970-Second Summer 2019-MATH-1242-021-Calculus II

Confirm Grades to Submit

You are about to submit 10 grade(s) for 1 course(s) to Banner.

Check the acknowledgment below then click Confirm to submit your grades.
Any grade changes after midnight tonight will need to go through the Registrar's office.

I understand that any grade changes made on this form are not reflected in the Canvas gradebook. I will need to communicate to my students how the grades submitted were calculated.

10. Grades are then submitted.

Course: 201970-Second Summer 2019-MATH-1242-021-Calculus II

All 10 grades were submitted successfully.

To check your grades and print a copy of the grades submitted, please log into [My UNC Charlotte](#).

Frequently Asked Questions

- **Can I change a grade that I have already submitted?**
 - Grades will be rolled to the student's Academic History around 3:00 AM every day. If you would like to update a student's grade the same day the original grade was entered, you are able to make the update through the Final Grades page. If the original grade has been rolled to Academic History, you must request a grade change.
 - To begin the grade change process, select Grade Change Menu under the Faculty & Advisors tab in Banner Self-Service. If you would like to change a grade for a course offered prior to Fall 2006, please contact your department. Complete online grade change instructions on [pages 23 – 25 of the Banner Self-Service manual](#).
- **What if the student is registered but has never come to class?**
 - A student with the status of "Registered" or "Web Registered" is officially enrolled and must have a grade submitted. Therefore submit the grade that reflects the student's level of participation in the course. If a registered student has never attended class then please select the grade of "F" or "U" from the Grade drop down box.