

First, a reminder: be sure to download your gradebook to your local computer (or a flash drive, etc.) just before you post the grades in SIS. Once your students have been graded in SIS, they will be removed from the gradebook in Canvas at the next enrollment update. You will then use “View Prior Enrollments” to see individual grades.

To set up a column for displaying the Final Grade in Canvas, see the following information.

A. If you have been using due dates throughout the semester:

1. Create an assignment named Final Grade with No Submission.
2. Set the due date to a day or two after the end of the semester.
3. Choose Grading By **Letter Grade**. This will allow you enter text in this field.
4. Update the assignment.
5. In the gradebook, use the gear menu to “Arrange columns by due date.” Now you will see the Final Grade column on the right, next to the various Assignment Group totals and near the Total column.

Final Grade column - Used to record your final grade.

Type: Assignment

Title: Final Grade

Points: 0

Due: Dec 15 at 12:00am
Sat Dec 15, 2012

Locked Until:

Submission: No Submission

Notify users that this content has changed

Assignment Group: Assignments

Grading By: Letter Grade

[View Grading Levels](#)

This is a Group Assignment

Require Peer Reviews

Lock Submits After:

Update Assignment Cancel

B. If you have NOT been using due dates throughout the semester:

1. Create a new Assignment Group (category) named Final Grade.
2. On the Assignments page, drag the new group to the end of the list of groups.
3. Create a new assignment named Final Grade in this new group.
4. The assignment should have 0 points, no submission, and grading by Letter Grade.
5. Update the assignment.
6. In the gradebook, you should see the Final Grade assignment on the right, next to the various total columns.

Final Grade (due date not specified)

Type: Assignment

Title: Final Grade

Points: 0

Due:

Locked Until:

Submission: No Submission

Notify users that this content has changed

Assignment Group: Final Grade

Grading By: Letter Grade

[View Grading Levels](#)

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Require Peer Reviews

Lock Submits After:

Update Assignment Cancel