Submitting Final Grades from Canvas into UMEG

Submitting final grades from Canvas into UMEG requires three steps:

1. Review and, if necessary, adjust your scores in the Canvas Gradebook.
2. Use the ELMS Management Tool (EMT) to set a grading scheme and migrate grades to UMEG.
3. Review and submit grades in UMEG.

Step 1: Review Your Scores in Canvas

1. Log into Canvas and access the gradebook for your course.

   IMPORTANT: It is highly recommended that you leave Treat Ungraded as 0’s (in the gear icon menu) in its default, unchecked state. That is the only way to be sure that the scores displayed in the Canvas Total column match the scores that migrate to the EMT Submit Grades tool.

   Be sure that Treat Ungraded as 0’s is unchecked as shown here.

2. Check for muted assignments.

   a. If you want muted assignment scores to be factored into final scores, unmute them by moving your cursor over the column title, clicking the arrow that appears, and selecting Unmute Assignment.
   b. If scores are left muted, they will NOT be factored into final scores in the EMT.

3. Check assignments for ungraded cells. If you want ungraded cells to be factored as scores that migrate to EMT, they must contain values. There are two ways to accomplish this.

   a. Click on the individual cell and enter a score.
   b. Set a default score for all ungraded cells in individual gradebook assignment columns.

   (Note: In instances where you do not want empty cells to be factored into the final score, leave the cell empty…For example, when you have excused a student from an assignment.)
To enter a score in an individual cell (for example, “0”):

1. Click the cell and enter a score.

To set a default score (for example, “0”) for all ungraded cells in individual assignments:

1. Move your cursor over the column title and click the blue arrow.
2. Select Set Default Grade.
3. Enter one score for all students who have missed this assignment, for example a zero score.
4. Click the Set Default Grade button to save the change.

DO NOT check the Overwrite already-entered grades option unless that is your intention.

**Step 2: Use the ELMS Management Tool (EMT) to set a Grading Scheme and Transfer Grades to UMEG**

1. Open your browser and make sure that pop-up blockers are disabled.

2. Go to elms.umd.edu, click the ELMS Management Tool link, and log in using your directory ID and password.

3. From the ELMS Management Tool menu on the left, click Submit Grades.
4. The **Select Term** fields will load automatically. Click **Load Courses From ELMS**.

5. From the **Select a course** dropdown, choose the course from which you want to upload grades.

6. From the **Select a grading scheme format** dropdown, select your preferred grading scheme type, either **A+ to F** or **S/F**.

7. Click **Review Grading Scheme**.

8. Depending on your choice above, one of the schemes below will appear: *(If you have used the tool in the past, the scheme you created will appear. You can leave it as is or make changes as you like.)*

9. Set your grading scheme here. Enter the lowest possible value (percentages without the % symbol) in each **Cut-off** field for the grades indicated (Ex. If you want your lowest A- score to be 90%, place 90 in the cell below A-). You can use **as many or as few** fields as you like to create your scheme, but you **must** create one, and values **must** be in **descending** order. **Note that this scheme will NOT migrate back to Canvas.**

**Examples of Acceptable Grading Schemes:**

<table>
<thead>
<tr>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut-off</td>
<td>97</td>
<td>94</td>
<td>90</td>
<td>87</td>
<td>84</td>
<td>80</td>
<td>77</td>
<td>74</td>
<td>70</td>
<td>67</td>
<td>64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut-off</td>
<td>90</td>
<td></td>
<td>80</td>
<td>70</td>
<td>60</td>
<td></td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut-off</td>
<td></td>
<td>88.75</td>
<td></td>
<td>78.75</td>
<td></td>
<td>68.7</td>
<td></td>
<td>58.75</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Click **Update Scheme & Load Grades**.

11. A preview of your class’s grades will appear. Review it to assure that it is correct.

12. Click **Submit** to send the Canvas grades, adjusted to your grading scheme, to UMEG. **Note** that Teaching Assistants (TAs) can create grading schemes for an instructor, but they **CANNOT** submit grades. The instructor of record must log in to the **Submit Grades** tool and submit grades to UMEG.

13. You will be prompted to log into UMEG.
   a. **Instructors**: Log in to UMEG and complete actions 1-4 in **Step 3** below.
   b. **Teaching Assistants**: You must log in to UMEG to transfer the grades. After you log in to UMEG, your **task is complete**. Please let your instructor know the grades have been transferred to UMEG and are ready for his/her review and final submission.

### Step 3: Review and Submit Grades in UMEG

1. After logging into UMEG, select the **Grades** tab, and then click **Enter Grades**.
2. Confirm that the term is correct, select your course/section from the dropdown, and then click **display** to view grades.

3. Review the grades as they are listed in UMEG. Make changes where necessary. For example, the Z option cannot be imported from Canvas. Z indicates a student who has failed to attend class, but who has not dropped that class. **Note that changes you make in UMEG will NOT migrate back to Canvas.**

4. When your review is complete, click **Submit Grades**. (Note: Only the instructor of record can officially submit grades.)