How to Submit FTSE for Dual Credit Classes
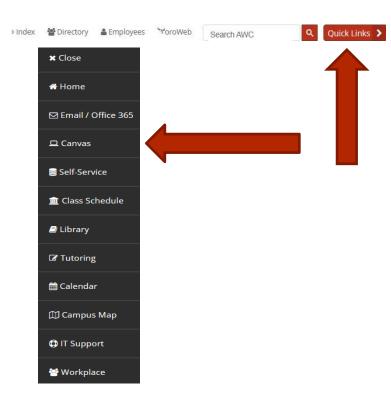
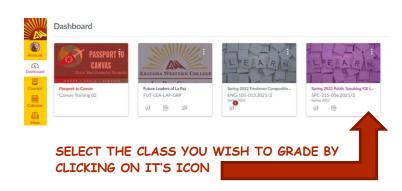## Step 1:

Go to www.azwestern.edu

Step 2:

Access Canvas through "Quick Links"

Step 3:

On this screen, you'll see a list of options on the left margin. There will also be clickable blocks for each class you teach.

SELECT THE CLASS YOU WISH TO GRADE BY CLICKING ON IT'S ICON

Step 4:

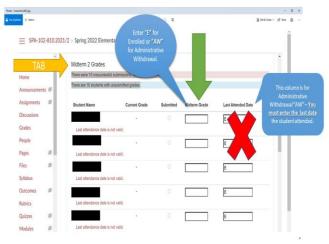Once on the class screen, select "submit Grades" from the left margin

NOTE! If there is no "submit grades" button, go to settings, click the navigation tab, and drag the button from the lower box to the upper box. The button will then show on your canvas page

Step 5:

You will then be directed to the grade input screen.

- Select the Midterm you're inputting grades for.
- You will enter "E" for Enrolled or "AW" for Administrative Withdrawal.
- Click "Submit"

NOTE:

- If the student is receiving a grade of "F" or "AW", the date of their last attendance will be required.
- If you are giving your student an "I" for incomplete, an expire date will need to be entered.

Always feel free to reach out to any Early College Program representative with questions or concerns.
(928) 317-6137

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