

How to Submit FTSE for Dual Credit Classes

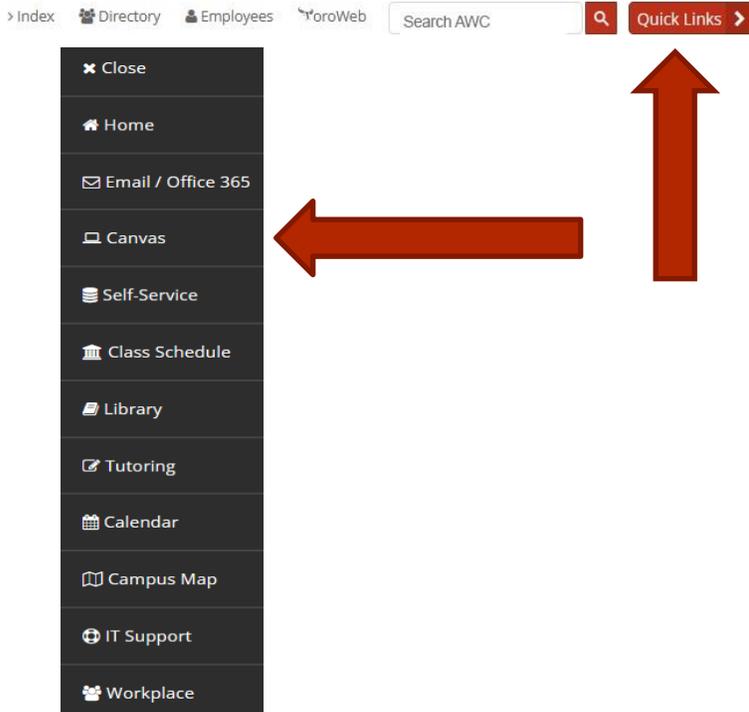
Step 1:

Go to www.azwestern.edu



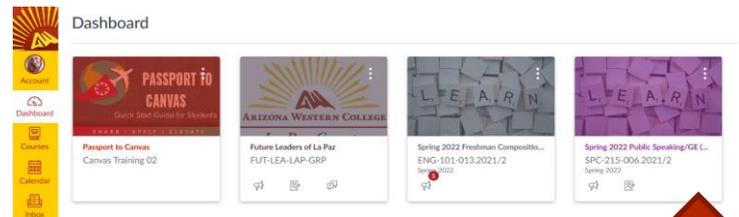
Step 2:

Access Canvas through “Quick Links”



Step 3:

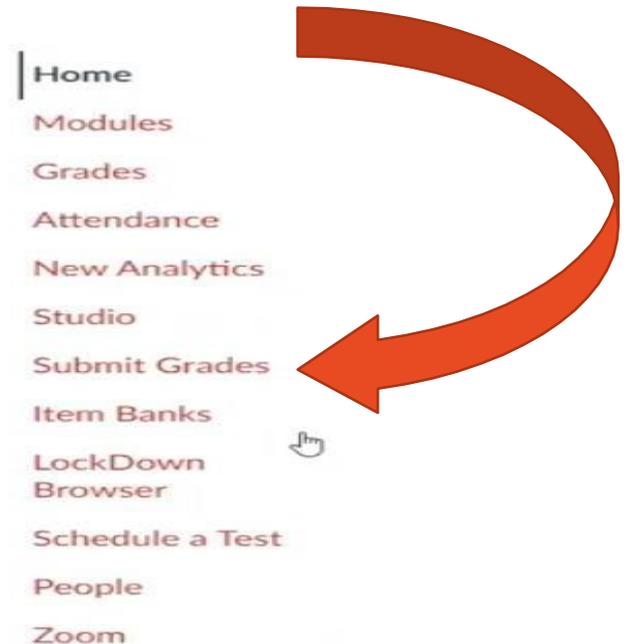
On this screen, you'll see a list of options on the left margin. There will also be clickable blocks for each class you teach.



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"

The screenshot shows a web interface for entering grades. A yellow arrow points to the 'TAB' label. A blue callout bubble says 'Enter "E" for Enrolled or "AW" for Administrative Withdrawal.' A green arrow points to the 'Midterm Grade' column. A red 'X' is over the 'Last Attended Date' column, with a blue callout bubble saying 'This column is for Administrative Withdrawal "AW" - You must enter the last date the student attended.' The table has columns for Student Name, Current Grade, Submitted, Midterm Grade, and Last Attended Date. There are 10 rows of student data, each with a 'Last attendance date is not valid' message.

Student Name	Current Grade	Submitted	Midterm Grade	Last Attended Date
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E
[REDACTED]	-	<input type="checkbox"/>	<input type="text"/>	E

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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