

How to Submit FTSE Grades in Canvas

FTSE Grades are due only for AWC courses whose session dates include the 45th day, which includes 16-week, 12-week, and 1st 8-week courses – due seven days after the 45th day.

Grades options:

E = Enrolled

AW = Admin Withdraw (must include last date of attendance).

Once logged in, follow these steps to submit final grades.

1. Navigate to the course and click on **Submit Grades**.




2. There are four tabs for submitting grades:

- a. NO SHOW
- b. FTSE
- c. Mid-Term
- d. Final Grade

No ShowFTSEMid-TermFinal GradeAttendance

No Show Grades

There are 4 students with unsubmitted grades.

Student Name	Current Grade	Submitted	No Show Grades	Last Attended Date (mm/dd/yyyy)
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

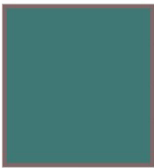
SubmitCancel

3. For FTSE Grades, click on the **FTSE** tab:

No ShowFTSEMid-TermFinal GradeAttendance

No Show Grades

There are 4 students with unsubmitted grades.

Student Name	Current Grade	Submitted	No Show Grades	Last Attended Date (mm/dd/yyyy)
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

SubmitCancel

4. Enter the appropriate grade (E or AW—with Last Attended Date) for each student in the **FTSE** column.

5. After all grades have been entered, click on the **Submit** button.

Canvas Support: +1 (844) 642-3134 / [Chat](#) / ServiceDesk@azwestern.edu

AWC Faculty or Staff Looking for feedback? **Canvas** one-on-one how-tos? Want to explore **Canvas** features? [Book time with Nicolas Hanhan or Jaime Nolasco.](#)
