How to Submit Final Grades in Canvas

Canvas is used to submit final grades. Due for **all** AWC courses – due as listed on the Academic Calendar or for short term courses two days after the course ends.

Grade options**:**

A = Excellent
B = Good
C = Average
D = Below Average
F = Failing* (must include last day of attendance)
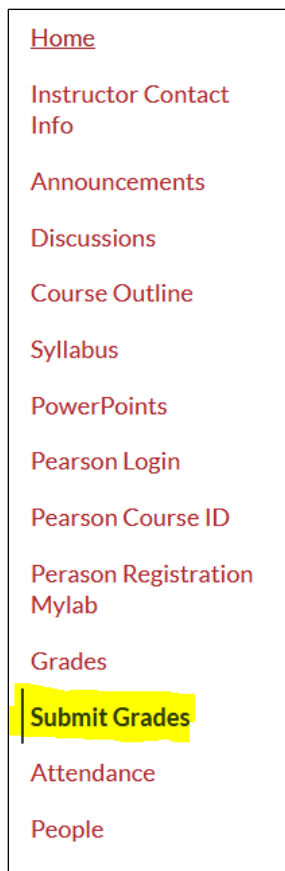**I** = Incomplete**
CR = Credit
NC = No Credit

*Issuing grades of F require that Last Date Attended be provided.
**Incomplete grade requests require submission of form to records@azwestern.edu and expiration date.

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

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

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NOTE: If the **Submit Grades** menu option is unavailable on the left menu: Go to the course left menu, select **Settings** > **Navigation** >, locate **Submit Grades** and drag it up to unhide. Click **Save**.

2. There are four tabs for submitting grades:

   1. NO SHOW
   2. FTSE
   3. Midterm

   4.Final Grade

3. For Final Grade, click on the **Final Grade** tab:

4. Enter the appropriate letter grade for each student in the **Final Grade** column. (Grade of F must have Last Attended Date entered.)

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.*