

Submitting Final Grades from Canvas into UMEG

Submitting final grades from Canvas into UMEG requires three steps:

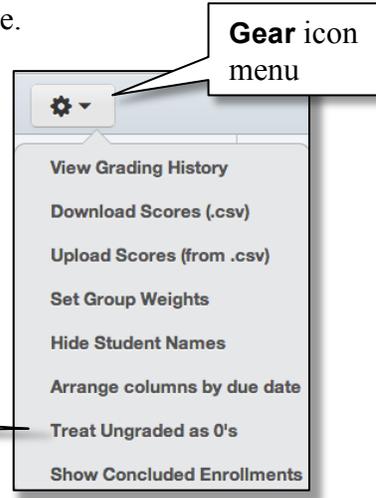
1. Review and, if necessary, adjust your scores in the Canvas Gradebook.
2. Use the ELMS Management Tool (EMT) to set a grading scheme and migrate grades to UMEG.
3. Review and submit grades in UMEG.

Step 1: Review Your Scores in Canvas

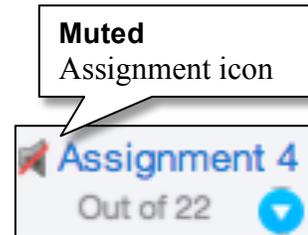
1. Log into Canvas and access the **gradebook** for your course.

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.

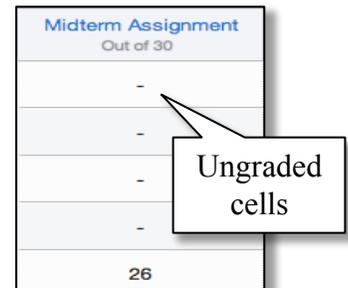
Be sure that **Treat Ungraded as 0's** is **unchecked** as shown here.



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.



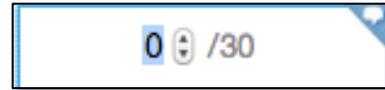
3. Check assignments for **ungraded cells**. If you want ungraded cells to be factored as scores that migrate to EMT, they must contain values. There are two ways to accomplish this.
 - a. Click on the individual cell and enter a score.
 - b. Set a default score for all ungraded cells in individual gradebook 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.)

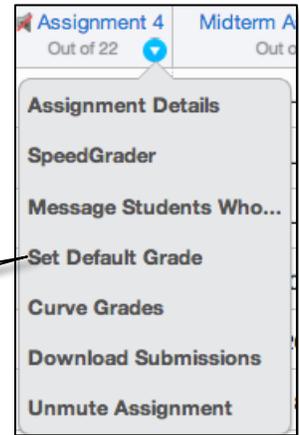
To enter a score in an individual cell (for example, “0”):

1. Click the cell and enter a score.



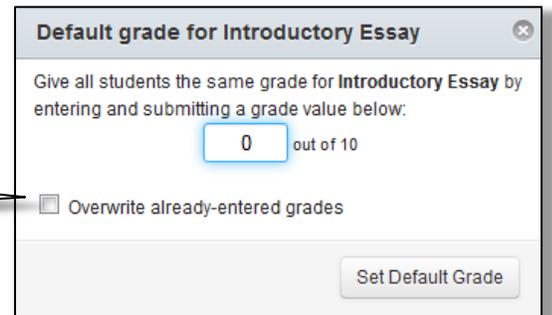
To set a default score (for example, “0”) for all ungraded cells in individual assignments:

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.



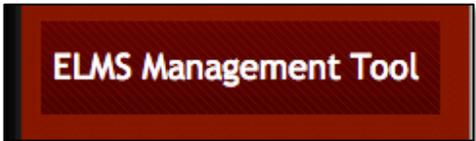
Set Default Grade

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**.



- The **Select Term** fields will load automatically. Click **Load Courses From ELMS**.

Step 1:

Select term (year AND semester)

- From the **Select a course** dropdown, choose the course from which you want to upload grades.
- From the **Select a grading scheme format** dropdown, select your preferred grading scheme type, either **A+ to F** or **S/F**.
- Click **Review Grading Scheme**.
- 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.)*

Step 2:

Course Information

Select a course:

Select a grading scheme format: A+ to F
 S/F

**A+ to F
Grade
Format**

NOTE: If this scheme is NOT the one you want to use for this course, you may change it by entering your preferred values in the spaces provided below.

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
Cut-off	<input type="text"/>											

**S/F
Grade
Format**

	S
Cut-off	<input type="text" value="75"/>

- 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:

All fields used		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
	Cut-off	<input type="text" value="97"/>	<input type="text" value="94"/>	<input type="text" value="90"/>	<input type="text" value="87"/>	<input type="text" value="84"/>	<input type="text" value="80"/>	<input type="text" value="77"/>	<input type="text" value="74"/>	<input type="text" value="70"/>	<input type="text" value="67"/>	<input type="text" value="64"/>	<input type="text" value="60"/>

Some fields used		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
	Cut-off	<input type="text"/>	<input type="text" value="90"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="80"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="70"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60"/>	<input type="text"/>

Decimals to .00 used		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
	Cut-off	<input type="text"/>	<input type="text"/>	<input type="text" value="88.75"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="78.75"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="68.7"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="58.75"/>

10. Click **Update Scheme & Load Grades**.

Update Scheme & Load Grades

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

Grade Preview

Section	Name	UID	Current Score	Current Grade
201301-CHEM231-5137			95.2	A
201301-CHEM231-5117			92.3	A-
201301-CHEM231-5118			91.9	A-
201301-CHEM231-5136			92.3	A-
201301-CHEM231-5138			90.7	A-
201301-CHEM231-5136			90.4	A-
201301-CHEM231-5117			85	B
201301-CHEM231-5117			84	B
201301-CHEM231-5117			83.9	B
201301-CHEM231-5138			84.6	B

Showing 1 to 10 of 201 entries

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.

UNIVERSITY OF MARYLAND COMMON LOGIN

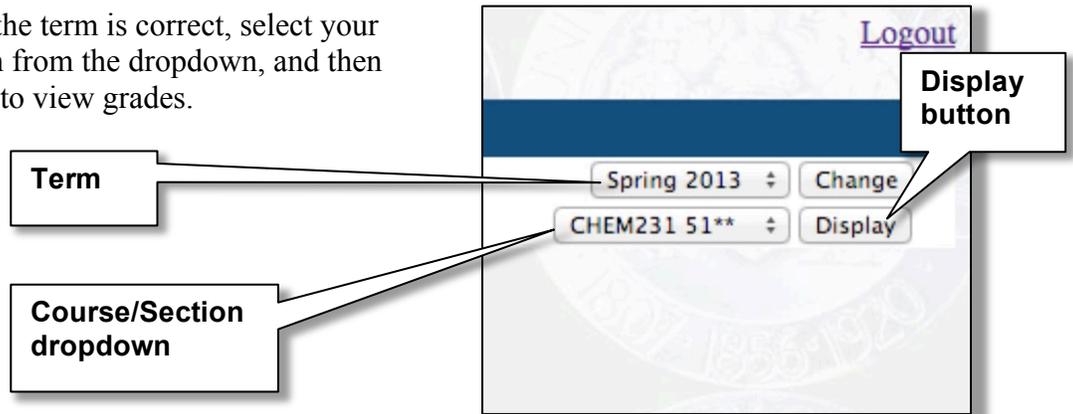
Directory ID - OR - U ID Directory Password

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.**

The screenshot shows a grade entry interface. At the top, there are four buttons: 'Use Text Entry', 'Save and Finish Later', 'Submit Grades', and 'Quit Without Saving'. Below these is a table with the following structure:

Section	UID	Student Name	Grade							
5118			<input type="radio"/> + <input type="radio"/> A <input type="radio"/> -	<input type="radio"/> + <input checked="" type="radio"/> B <input type="radio"/> -	<input type="radio"/> + <input type="radio"/> C <input type="radio"/> -	<input type="radio"/> + <input type="radio"/> D <input type="radio"/> -	<input type="radio"/> F	<input type="radio"/> S	<input type="radio"/> U	<input type="radio"/> Z
5118			<input type="radio"/> + <input type="radio"/> A <input type="radio"/> -	<input type="radio"/> + <input type="radio"/> B <input type="radio"/> -	<input checked="" type="radio"/> + <input type="radio"/> C <input type="radio"/> -	<input type="radio"/> + <input type="radio"/> D <input type="radio"/> -	<input type="radio"/> F	<input type="radio"/> S	<input type="radio"/> U	<input type="radio"/> Z

A callout box labeled 'Z Option' points to the 'Z' column in the table.

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

