



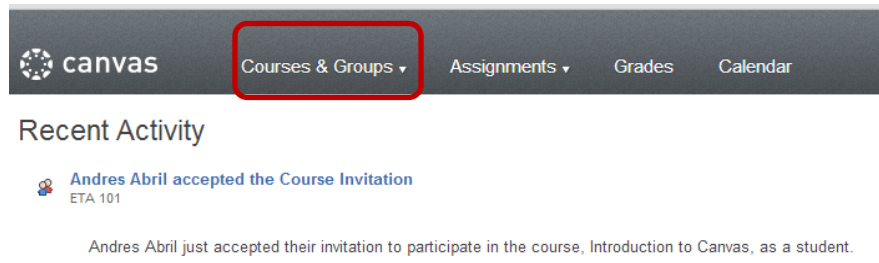
e-Grades Submission

LOCATING E-GRADES

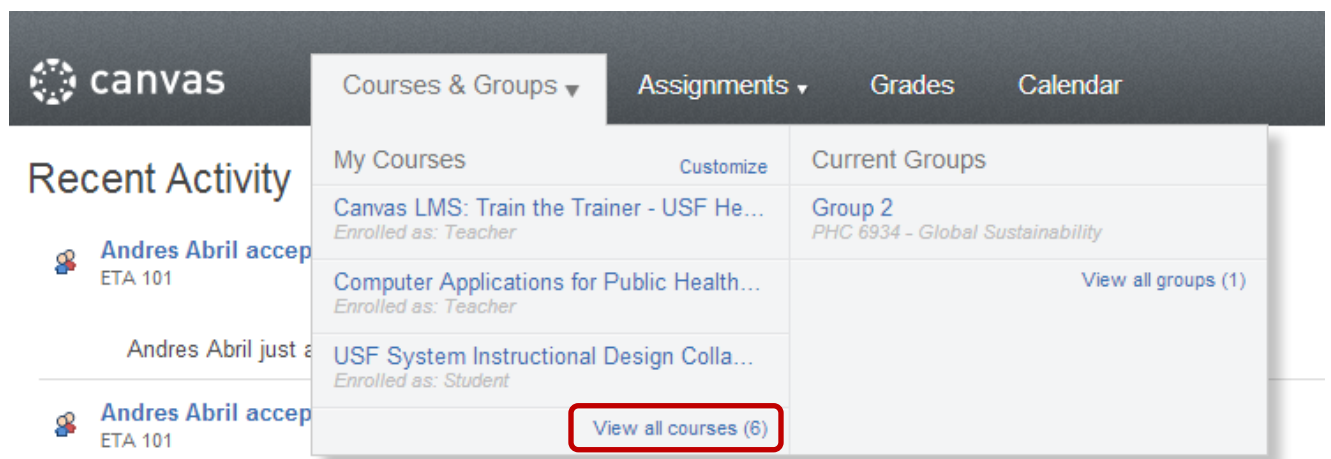
1. Go to: my.usf.edu
2. Enter your *netID* and *password*



3. Rollover **Courses & Groups**



4. Select a course from the list (if you do not see your course listed click on 'view all courses' at the bottom of the list)



5. In the course menu select **eGrades Submission**

HSC1234.00S13

Home

Announcements

People

Syllabus

Modules

Assignments

Quizzes

Grades

eGrades Submission

Discussions

Files

Pages

Collaborations

Conferences

Outcomes

Settings

Canvas Training Course

Change Home Page Layout | See Course Stream

Last edited by Kelly Campana 6 months ago

Page history

ETA 101: Introduction to Canvas

Instructor | [Canvas Guides](#) | [Tech Assistance](#)

Welcome: Technology is changing and so are we! Please join us to learn about the University's new Learning Management System – Canvas by Instructure. This two hour session will provide an overview of the Canvas platform and will cover the following topics namely, why Canvas?, course structure and navigation, basic tasks such as posting announcements, using grade book, content delivery, assessments and new learning tools that are now part of Canvas.

Getting Ready for this Course: Complete [Lesson Zero](#) to ensure you have all the necessary software and players required to view the course content.

our practice is our passion.
University of South Florida
College of Public Health

USF HEALTH

Course Setup Checklist

New Announcement

View Course Analytics

To Do

- Grade Peer Review March (1 needs grading)
- Grade Group Assignment March (1 needs grading)
- Grade Practice Question (1 needs grading)

Common Pages

- Front Page
- Week 3
- New topic
- End of April

Recent Changes

- End of April
- New item for module more...

All Pages

show all...

Edit this Page

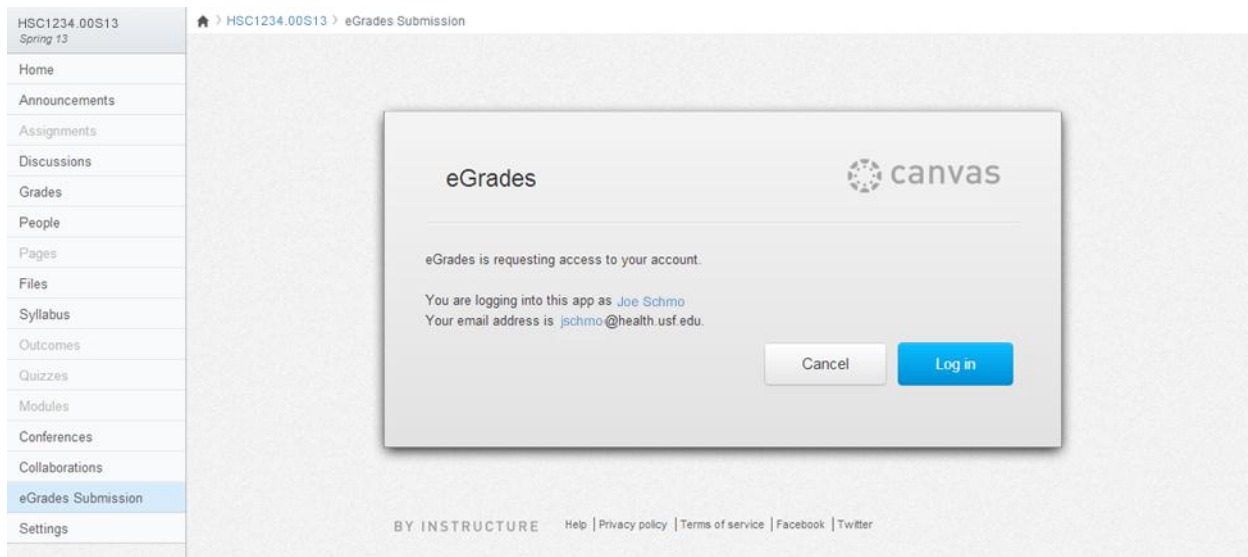
Create a New Page

BY INSTRUCTURE Help | Privacy policy | Terms of service | Facebook | Twitter



SUBMITTING E-GRADES

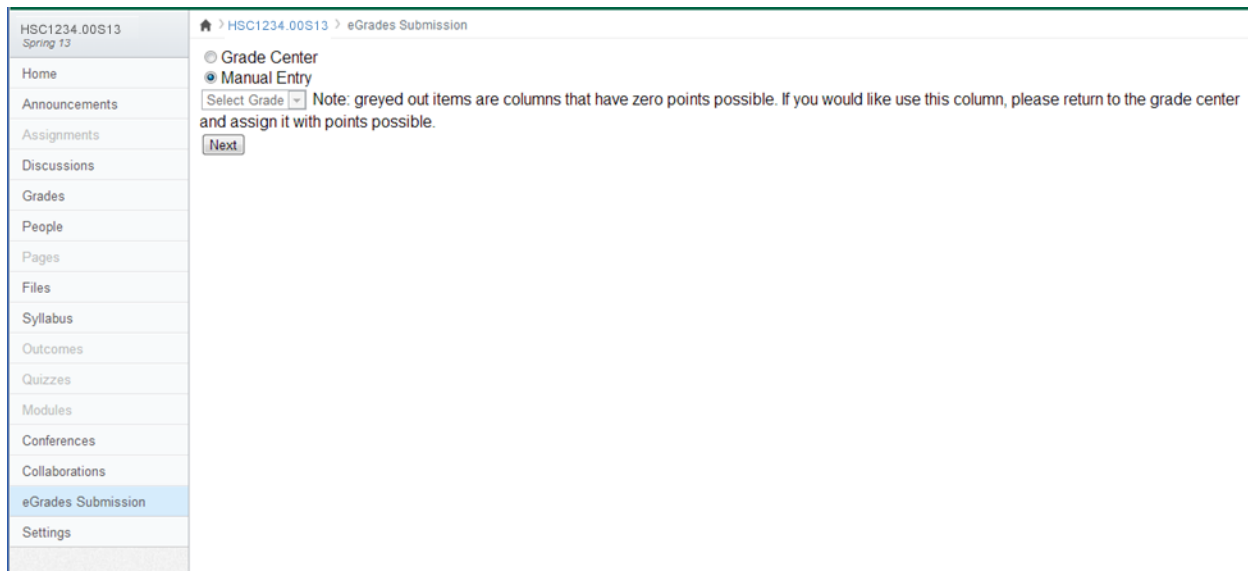
1. Click **Log in**



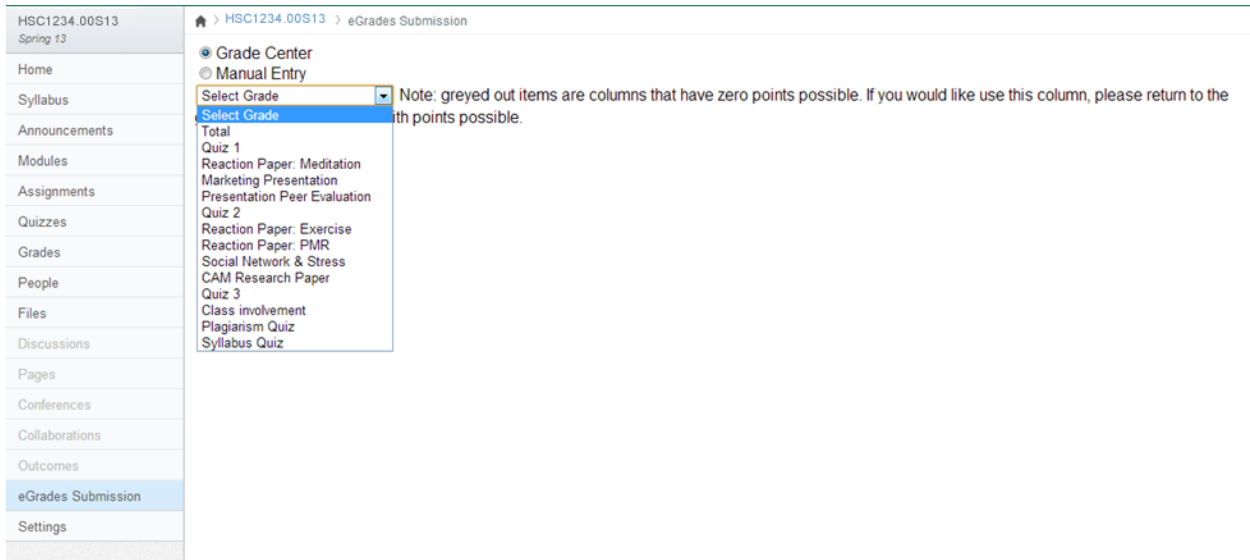
With eGrades, you can import grades directly from your Grade Center by selecting a column or enter grades manually.

2. Select the next to the method you would like to use.

- **Grade Center** allows you to pull grades automatically from a Grade Center column. *If using Grade Center column, go to **Step 3**.*
- **Manual Entry** does not automatically pull information from the Grade Center. *If manually entering grades, go to **Step 7 (B)**.*



- After selecting Grade Center in the Grade Source section proceed with these steps. Select the **'Total'** column from the Select Grade Center Item dropdown menu.



- Click **Next**.

- Adjust the grading scale
 - Grades must be submitted as letters. The Modify Grade Scale page allows you to edit the grading scale and view the distribution of grades over the course. Skip this step and proceed to **Step 7** if you **DO NOT** need to adjust the Grade Scale.

- Click **Next**.


Ignore	Grade	Greater Than or Equal to	Less Than
<input checked="" type="checkbox"/>	A+	97	100
<input checked="" type="checkbox"/>	A	94	97
<input checked="" type="checkbox"/>	A-	90	94
<input checked="" type="checkbox"/>	B+	87	90
<input checked="" type="checkbox"/>	B	84	87
<input checked="" type="checkbox"/>	B-	80	84
<input checked="" type="checkbox"/>	C+	77	80
<input checked="" type="checkbox"/>	C	74	77
<input checked="" type="checkbox"/>	C-	70	74
<input checked="" type="checkbox"/>	D+	67	70
<input checked="" type="checkbox"/>	D	64	67
<input checked="" type="checkbox"/>	D-	60	64
<input checked="" type="checkbox"/>	F	0	60

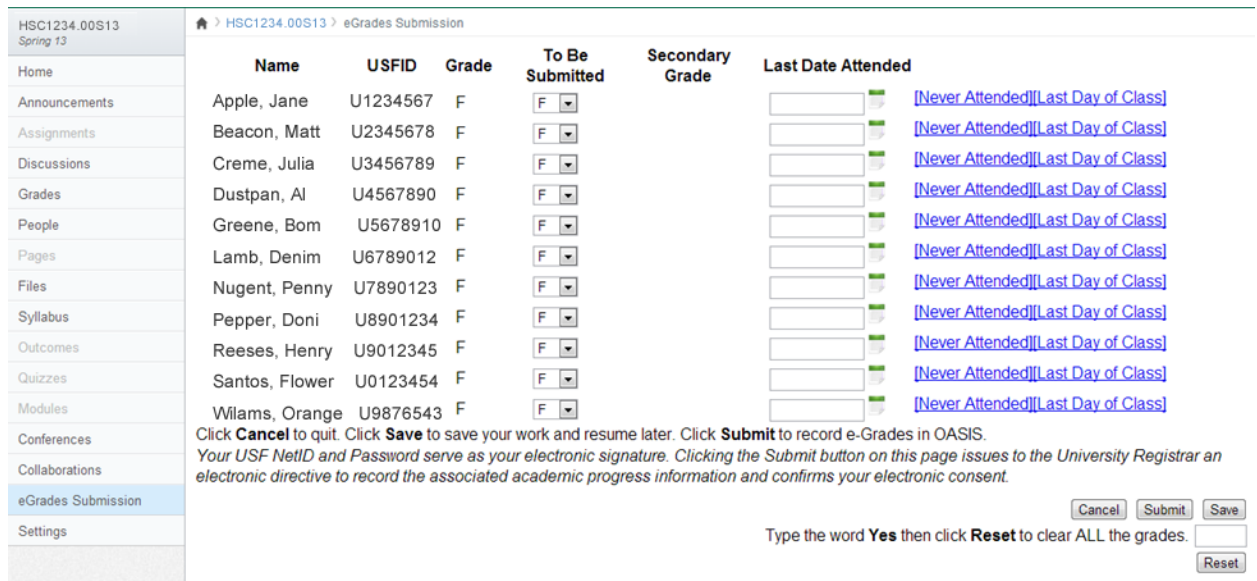
Grade Distribution












NOTE:

- All possible scores must be included in the Grade Scale thus the upper limit of one grade will be the lower limit of the grade above it.
- You may ignore a grade, such as plus/minus, by click the beside the grade.

7. (A) Submit Grades

- Grades that are pulled from the Grade Center column will show in the **Grade** column. Grades to be submitted are in the **To Be Submitted** column and can be adjusted as needed. Click the dropdown menu beside a student's name to adjust the grade.
- Add **Last Date Attended** for students receiving an F, I, or U. You may select a date manually by clicking on the , by entering directly into the text box or selecting one of the available options.




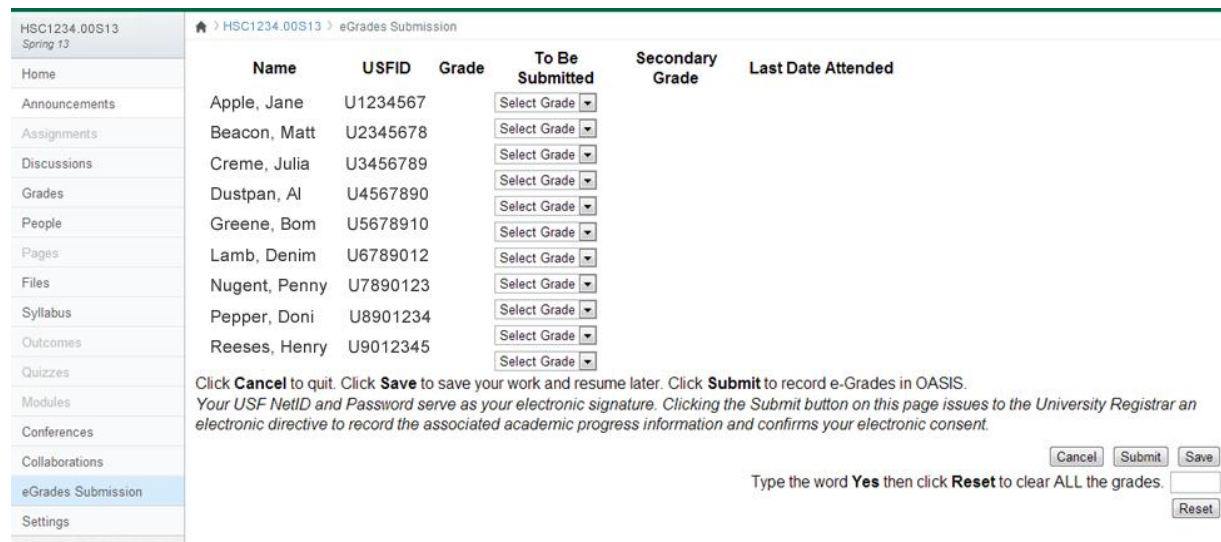
Name	USFID	Grade	To Be Submitted	Secondary Grade	Last Date Attended
Apple, Jane	U1234567	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Beacon, Matt	U2345678	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Creme, Julia	U3456789	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Dustpan, Al	U4567890	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Greene, Bom	U5678910	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Lamb, Denim	U6789012	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Nugent, Penny	U7890123	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Pepper, Doni	U8901234	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Reeses, Henry	U9012345	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Santos, Flower	U0123454	F	F		<input type="text"/>  [Never Attended][Last Day of Class]
Wilams, Orange	U9876543	F	F		<input type="text"/>  [Never Attended][Last Day of Class]










Click **Cancel** to quit. Click **Save** to save your work and resume later. Click **Submit** to record e-Grades in OASIS. Your USF NetID and Password serve as your electronic signature. Clicking the Submit button on this page issues to the University Registrar an electronic directive to record the associated academic progress information and confirms your electronic consent.

Type the word **Yes** then click **Reset** to clear ALL the grades.

7. (B) Submit Grades

- Manual Entry is the simplest of all grade submission methods because it mirrors the old method of grade submission. After selecting **Manual Entry** (in **Step 2**), you will be taken to the following screen where you will be able to use the dropdown menu next to a student to select a grade to be submitted for that student.
- Add **Last Date Attended** for students receiving an F, I, or U. You may select a date manually by clicking on the , by entering directly into the text box or selecting one of the available options.



Name	USFID	Grade	To Be Submitted	Secondary Grade	Last Date Attended
Apple, Jane	U1234567		Select Grade		<input type="text"/> 
Beacon, Matt	U2345678		Select Grade		<input type="text"/> 
Creme, Julia	U3456789		Select Grade		<input type="text"/> 
Dustpan, Al	U4567890		Select Grade		<input type="text"/> 
Greene, Bom	U5678910		Select Grade		<input type="text"/> 
Lamb, Denim	U6789012		Select Grade		<input type="text"/> 
Nugent, Penny	U7890123		Select Grade		<input type="text"/> 
Pepper, Doni	U8901234		Select Grade		<input type="text"/> 
Reeses, Henry	U9012345		Select Grade		<input type="text"/> 

Click **Cancel** to quit. Click **Save** to save your work and resume later. Click **Submit** to record e-Grades in OASIS. Your USF NetID and Password serve as your electronic signature. Clicking the Submit button on this page issues to the University Registrar an electronic directive to record the associated academic progress information and confirms your electronic consent.

Type the word **Yes** then click **Reset** to clear ALL the grades.



8. Click **Submit**.

- a. *This will submit the grades to Oasis/Banner and show the processing screen.*
- b. *As submissions are queued, an estimate of the time for completing the process is shown. You may exit at this point, as you need not wait for the receipt; you will be notified via e-mail when all the grades have been recorded in OASIS/Banner. After completion, each time you select eGrades Submission on the Course Menu, a receipt page is displayed confirming the results recorded in OASIS/Banner.*

NOTE: Unlike Blackboard, grades can be submitted from the cross-listed (merged) course site. You will NOT need to submit grades separately for each course section. This is assuming that you have cross-listed other section(s) into another section. For example, cross-listing section 311 into section 310.