TEXAS A&M UNIVERSITY
Center for Teaching Excellence

FINALIZING GRADES IN CANVAS
and
SUBMITTING GRADES TO HOWDY

IN CANVAS

1 **Gradebook Setup**

Ensure the following items are set up accurately based on the course syllabus:
- Assignment Groups
- Assignment Group Weights
- Late and Missing Policies
- Grade Dropping Rules (*if applicable*)

Video Tutorial:
tx.ag/GradebookSetup

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2 **Grading Scheme**

Verify the course has a grading scheme in Canvas that matches the one listed in the syllabus

Video Tutorial:
tx.ag/GradingSchemes

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3 **Enter and Post Grades**

Verify there are no blank cells in the gradebook

Verify all grades are entered and posted in order to be displayed to students and included in their final grade calculation

Video Tutorial:
tx.ag/EnterPostGrades

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4 **Final Check**

Verify the grade submitted from Canvas to Howdy by exporting the gradebook and comparing the letter grades in the following columns (*if applicable*):

Video Tutorial:
tx.ag/FinalCheck

Unposted Final Grade column: *grade submitted to Howdy*
Unposted Current Grade column: *corresponds to the Total column in Canvas*

IN HOWDY

5 **Access Howdy**

Access the **Class Roster and Syllabus** for each section from the **Faculty/Teaching Tab***

Select **Enter** from any student's grade column
*recently updated process

Tutorial:
tx.ag/HowdyGrades

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6 **Import Grades**

Select the **Import Grades from Canvas** button to import grades

Select the **Submit** button when done

Visit lms.tamu.edu/support for additional resources.