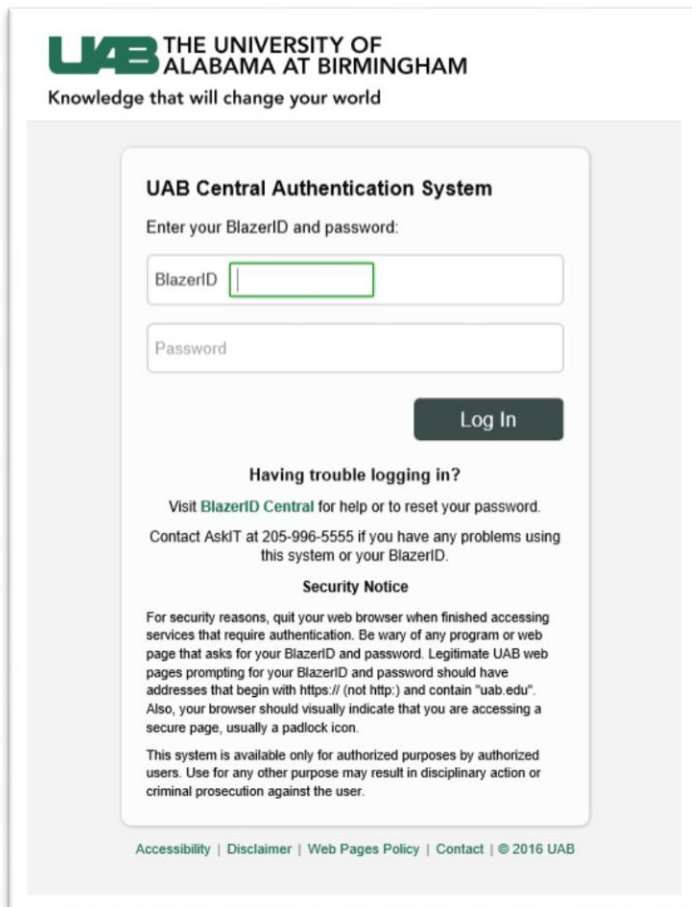


## Enabling Grading Schemes in Canvas

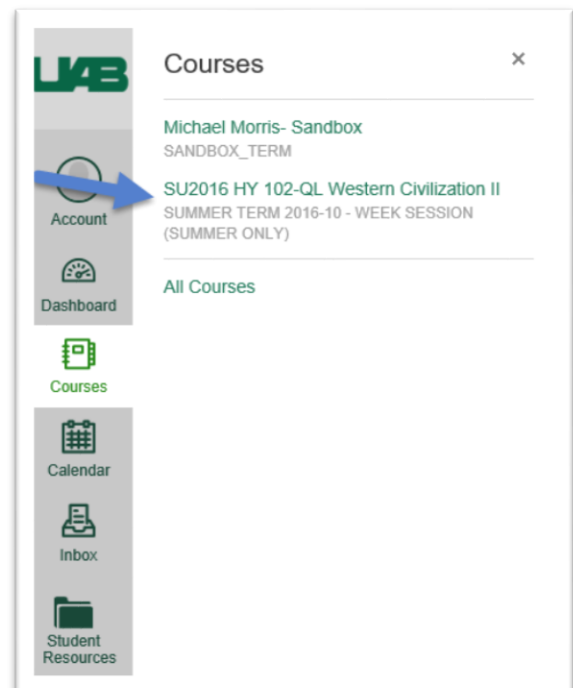
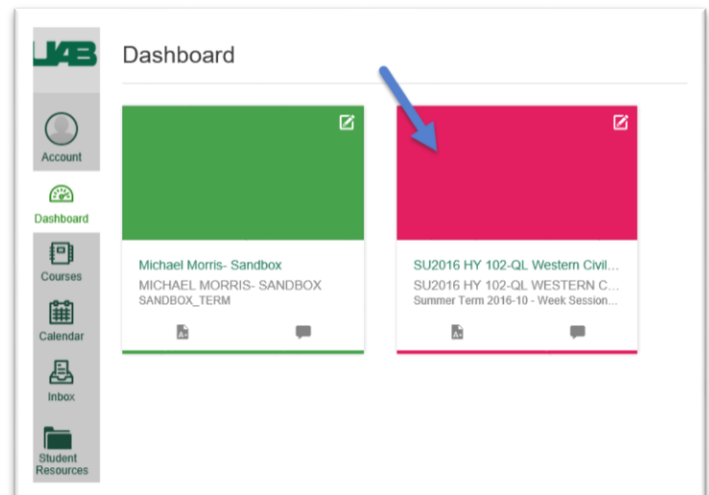
1. Log into Canvas at <https://uab.instructure.com/>

Enter your BlazerID and password.



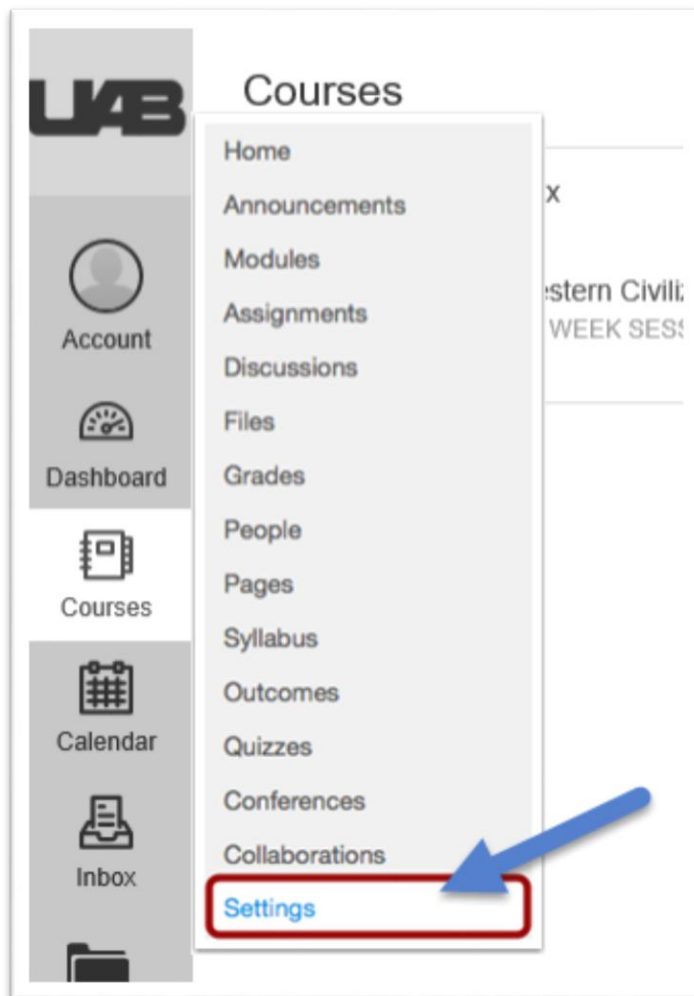
The image shows the UAB Central Authentication System login page. At the top is the UAB logo and the text "THE UNIVERSITY OF ALABAMA AT BIRMINGHAM" and "Knowledge that will change your world". Below this is a login form with the title "UAB Central Authentication System". It asks the user to "Enter your BlazerID and password:" and provides two input fields: "BlazerID" and "Password". A "Log In" button is located below the password field. Below the login form, there is a section titled "Having trouble logging in?" which provides instructions on how to get help or reset a password. Below that is a "Security Notice" section with a paragraph of text. At the bottom of the page, there is a footer with links for "Accessibility", "Disclaimer", "Web Pages Policy", "Contact", and a copyright notice for "© 2016 UAB".

2. Select the Course either from the Dashboard or from the course link on the global menu.

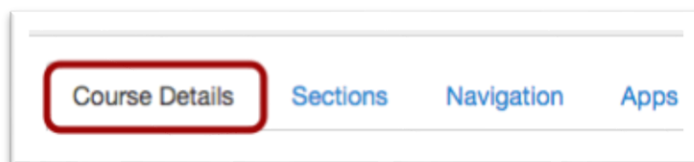


# UAB eLEARNING AND PROFESSIONAL STUDIES

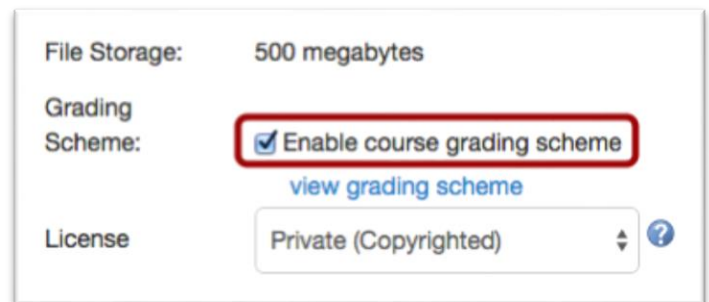
3. In Course Navigation, click the 'Settings' link.



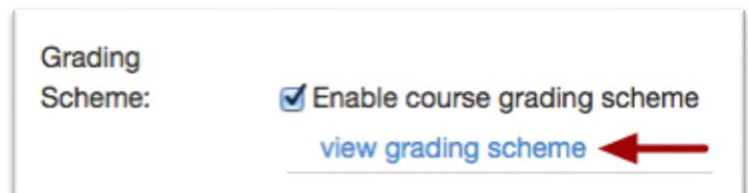
4. Click the 'Course Details' tab



5. Click the 'Enable course grading scheme' checkbox toward the bottom of the page.



6. Click the view grading scheme link.



A popup window will appear showing you the default grading scheme.

View/Edit Grading Scheme

[Select Another Scheme](#)

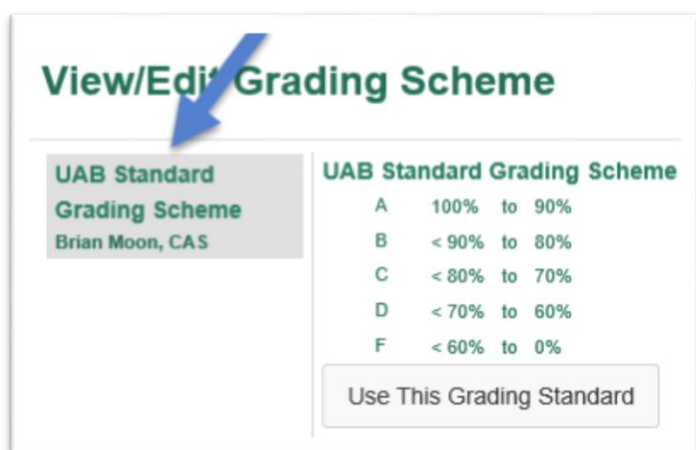
Name:	1	Range:
A	100%	to 94%
A-	< 94%	to 90%
B+	< 90%	to 87%
B	< 87%	to 84%
B-	< 84%	to 80%
C+	< 80%	to 77%
C	< 77%	to 74%
C-	< 74%	to 70%
D+	< 70%	to 67%
D	< 67%	to 64%
D-	< 64%	to 61%

# UAB eLEARNING AND PROFESSIONAL STUDIES

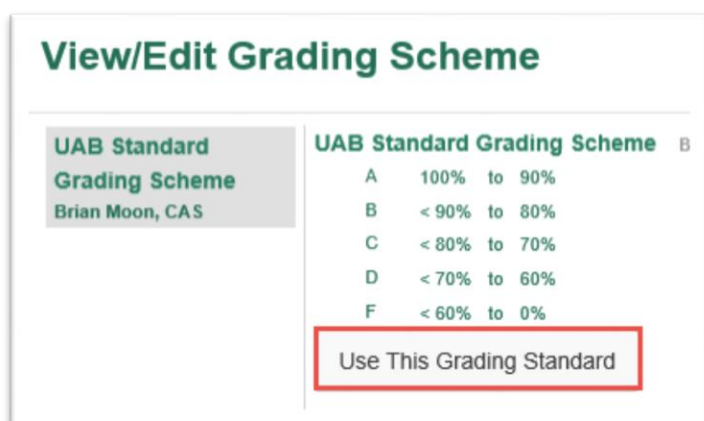
7. If you want to select another grading scheme, click the 'Select Another Scheme' link



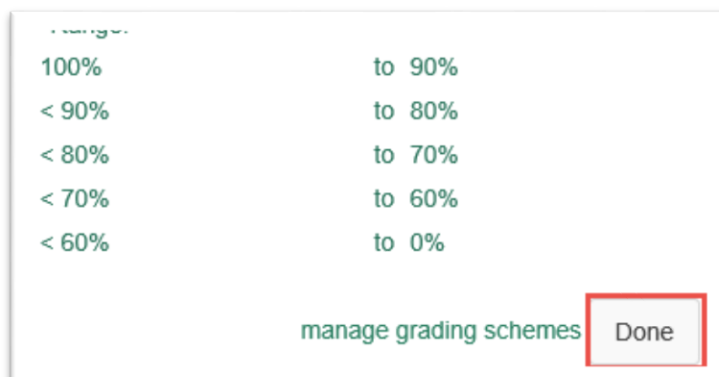
8. A list of grading schemes available in the course will be presented.



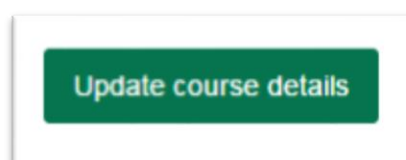
9. Select the grading scheme that you want to use by clicking on its title then click 'Use This Grading Standard' button.



10. The grading scheme you selected will be displayed. Click the 'Done' button to save your selection.



11. Click 'Update Course Details' button at the bottom of the page.



12. To view the grading scheme in the Gradebook, click on Grades in the Course Navigation. Scroll over to the 'Total' column, and a percentage and letter grade is now visible.

Import		Export	
ons	Total		
	60% D		
	100% A		
	100% A		
	100% A		
	100% A		
	100% A		

# UAB eLEARNING AND PROFESSIONAL STUDIES

- When Grading, to excuse an assignment, enter **"EX."** Do **NOT** leave assignments with a **"-."**


Student Name	Secondary ID	assignment 1 Out of 10	assignment 2 Out of 10	quiz 1 Out of 10	Quiz 2 Out of 10	Reflection 1 Out of 10	Reflection 2 Out of 10	Responses	Reflections	Total
Student A		-	10	-	10	10	10	100%	100%	100% A
Student B		EX	10	EX	10	10	10	100%	100%	100% A


- In Canvas, both Student A and B show a grade of 100%, but when Banner pulls the grade, only Student B will have a 100%.
  - Student A- The two dashes will be recalculated with two zeros giving a score of 40 out of 60 points.
  - Student B- The two EX's will excuse the student of those assignments giving a score of 40 out of 40.
- If you download the gradebook and open it in Excel, you will see an extra column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Student	ID	SIS User ID	SIS Login	Section	assignment1	assignment2	assignment3	assignment4	Assignment5	Assignment6	Assignment7	Assignment8	Current Points	Final Points	Current Score	Final Score
2						10	10	10	10	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
3						10	10	10	10	40	40	100	100	40	40	100	100
4						10	10			20	20	100	50	20	20	100	50
5						10	10	EX	EX	20	20	100	100	20	20	100	100
6						10	10	10	10	40	40	100	100	40	40	100	100

- The **red arrow** points to the grade you see in Canvas under Total.
- The **red box** is highlighting the score that Banner uses.
  - This is only visible when you download the gradebook.

- To download your Gradebook, click export


Online Student Orientation > Grades

 Account

Individual View

- Select Current and an excel file will download to your computer

Current

Previous (May 20 at 10:33am)