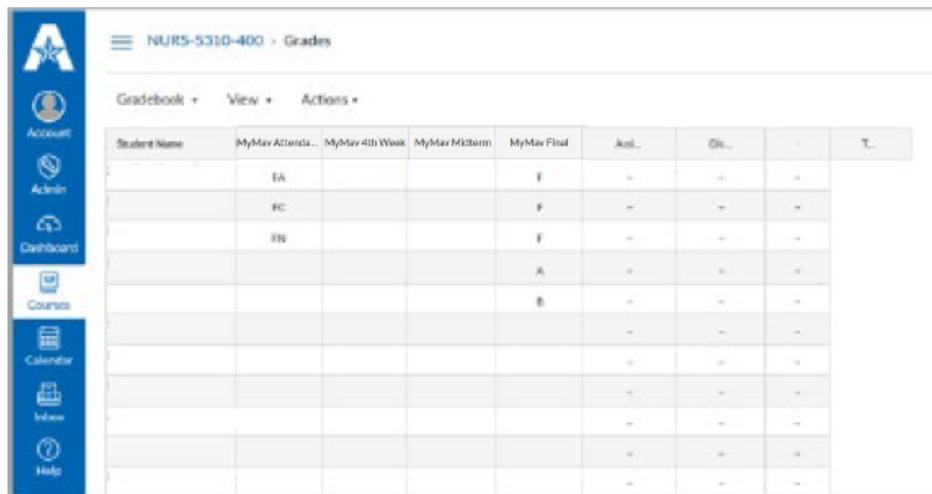


# Entering Final Grades into Canvas

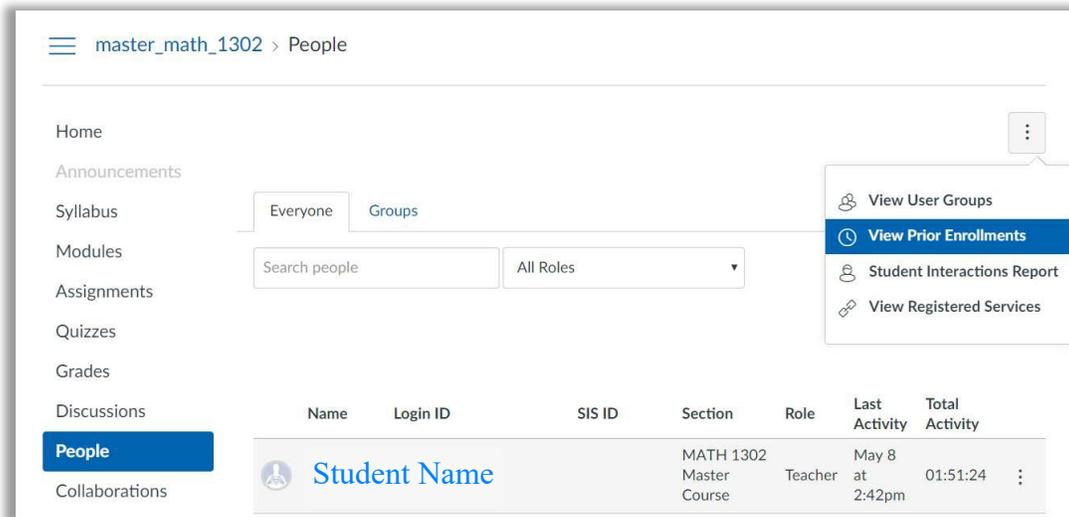
- Login to [Canvas](#).
- Click on the **Grades** link in the course menu.
- On the Grades page, you will use the columns, **MyMav Final** and **MyMav Attendance**.



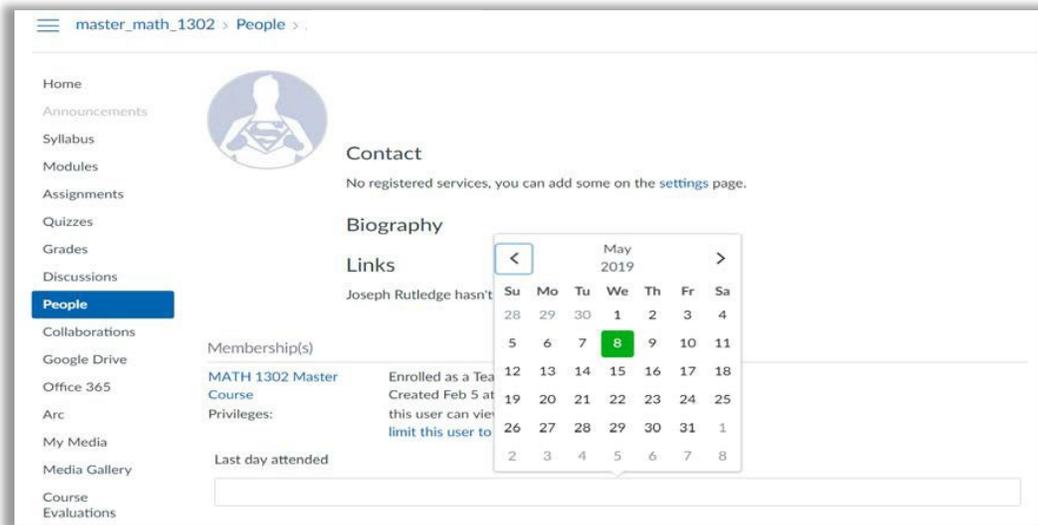
Student Name	MyMav Attenda...	MyMav 4th Week	MyMav Midterm	MyMav Final	Ass...	Dis...		
	FA			F	-	-	-	
	FC			F	-	-	-	
	FN			F	-	-	-	
				A	-	-	-	
				B	-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	

- Letter grades for each student are entered in the **MyMav Final** column.
- “F” Justification codes are entered in the **MyMav Attendance** column.
  - To ensure we are compliant with U.S. Department of Education regulations, all UT Arlington faculty are required to include additional data when recording an “F” as a student’s grade in Canvas and MyMav.
  - One of the following options must be selected to clarify why the student earned an “F”:
    - FA (MyMav Code A) – Stopped attending as of “\_\_\_\_” (*date last attended required*)
    - FC (MyMav Code C) – In attendance/Performed Poorly
    - FN (MyMav Code N) – Never attended or participated
  - To enter the last attended date for a student, select **People** from the course menu.

- Click on the student's name in blue.



- On the student info page, scroll down to the box labeled **Last Day Attended**.
- Clicking on the box will open a calendar where you can select the last day the student attended class.



Notes:

- All grades must be entered as letter grades. Capitalization is not a concern.
- If entered in the MyMav Final column, both the letter grade and “F” Justification code will migrate to MyMav during the grade extractions.
- After the grade extraction(s), confirm your grades migrated successfully and set the Grade Roster Action on your MyMav grade roster to “Approve”. The default is “Not Review”.