How to Submit Final Grades (Canvas)

1. Instructors enter grades in a form. The form shows the grade from the Canvas gradebook in the Course Total column, but the instructor can choose a different grade from the drop-down in the Grade to Submit column.

2. Any F or U grades will be listed on the next page, and the instructor will either need to check the Never Attended box or enter a date in the Last Attend Date column.

3. As the Last Attend Date is a required field, if submitted without entering dates, the empty boxes turn red, and the instructor cannot advance to the next page.
4. When the instructor clicks a box in the **Last Attend Date** column, a calendar pop up makes it easy to enter a date.

![Calendar pop up](image1)

5. Once dates have been entered, the instructor can **Confirm Dates**.

![Confirm Dates](image2)

6. The instructor must confirm that they would like to **Confirm** and acknowledge that any grade changes on the form will not be reflected in the Canvas gradebook.

![Confirmation](image3)

7. Grades are then submitted.

![Submission](image4)