

## Grade Passback: End of Semester

At this point, you should have enabled and selected a grade scheme. If not, please review the handout titled “Enable Grade Scheme”.

The last step in the grade passback process is to conclude your course(s). For this functionality to work, a course needs to be concluded after you have finished inputting grades. Once a course has been concluded, faculty will not be able to modify grades and content. **Only use this option when you have completely finished entering grades.**

### “F” and Incomplete Grades

- For a letter grade of “F”, you must provide a last date of attendance in the **Last/Exp Date** column of your gradebook.
- For Incomplete grades, you must enter an “I” in the **Incomplete** column and an expiry date in the **Last/Exp Date** column.
- The date **must** be entered in the following format. MM/DD/YYYY

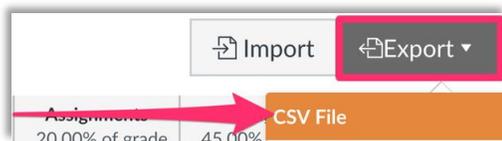
Secondary ID	Last/Exp Date	Incomplete

\*\*Note: For students who do not drop your course, you will need to enter “0” for individual assignments. The gradebook’s “current score” does not count missing grades against students, but the “final score” does.

Once grades are ready to be submitted, please follow the steps below.

### Exporting Your Gradebook for Easy Verification

1. Locate the export button in your gradebook to download a gradebook export.



This step should be done in order to confirm that the Current Grade and Final Grade column of your gradebook (located in the last four columns of the Excel file) match. If all of your grades are entered, these columns should match.

Current Grade (read only)	Unposted Current Grade (read only)	Final Grade (read only)	Unposted Final Grade (read only)
A	A	A	A
B	B	B	B
C	C	C	C
C	C	C	C
A	A	A	A
A	A	B	B

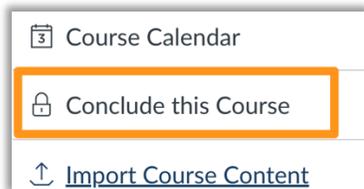
2. If the columns do not match, there might be grades missing or assignments have been muted. Make any necessary adjustments to the grades by returning to your gradebook to unmute assignments, enter zeros (0) for any assignments that display a —, or enter EX to excuse the assignment.
3. Export gradebook once more to confirm that the Current Grade and Final Grade column of your gradebook match. If they do, course is ready to be concluded.
4. Follow steps below to conclude course.

## Concluding a Course

1. In your Canvas course, go to your course settings.



2. Locate the **Conclude This Course** button.



3. Click **Conclude course**.

Your course is now concluded and will be added to the Grades Export report run by the Information Technology department. Once grades have been verified, students will be to view their grades via TSC Online.

\*\*\*If there are any grade changes after concluding a course, the instructor will need to submit a grade change form to the Admissions Department. \*\*\*