

# How to Submit Final Grades for Dual Classes

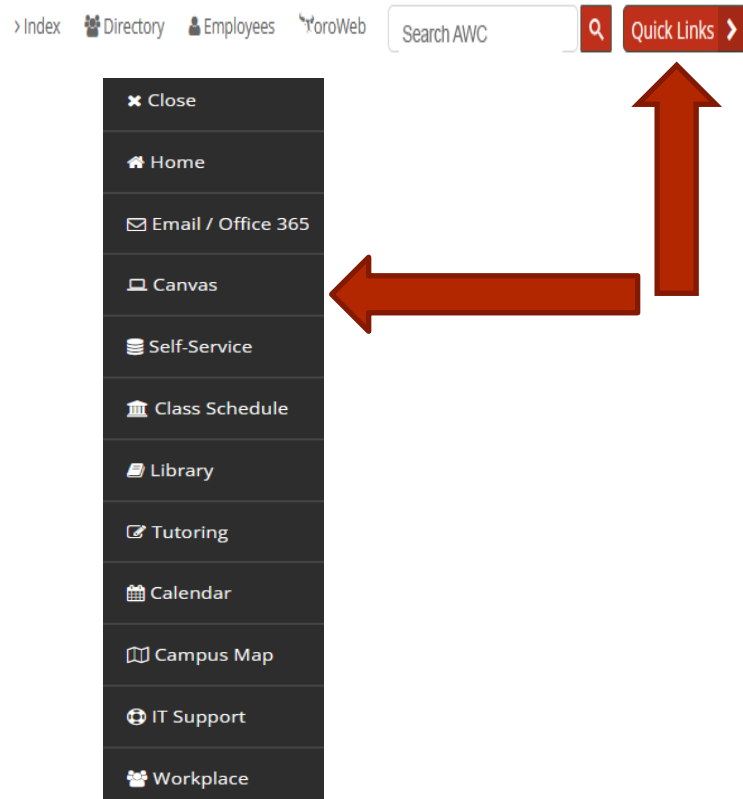
## Step 1:

Go to [www.azwestern.edu](http://www.azwestern.edu)



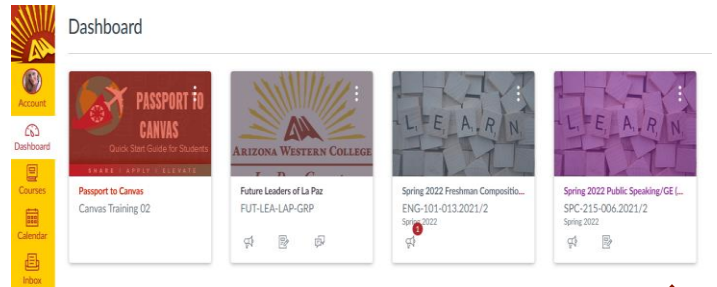
## Step 2:

Access Canvas through "Quick Links"



## Step 3:

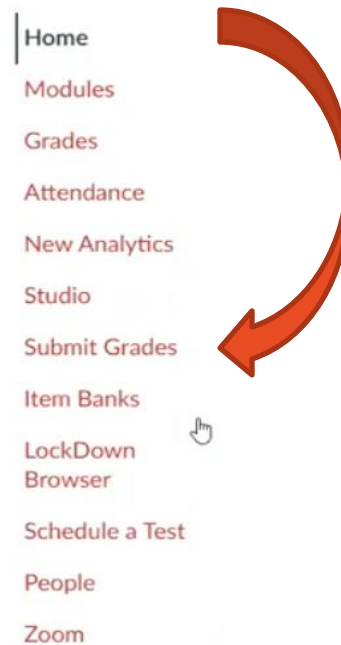
This screen, you'll see a list of options on the left margin. There will also be clickable blocks for each class you teach.



SELECT THE CLASS YOU WISH TO GRADE BY CLICKING ON IT'S ICON

## Step 4:

Once on the class screen, select "submit Grades" from the left margin



**NOTE!** If there is no "submit grades" button, go to settings, click the navigation tab, and drag the button from the lower box to the upper box. The button will then show on your canvas page

## Step 5:

You will be directed to your grade input screen

- Select the "Final" tab
- Enter the grade and click submit

### Grade Options:

A = Excellent

B = Good

C = Average

D = Below Average

F = Failing\* (include last day of attendance)

I = Incomplete\*\*

Midterm 1 Midterm 2 Midterm 3 **Final** Attendance

Final Grades

There are 1 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final Grade	Expire Date	Last Attended Date
Nolasco, Jaime	83.33% (B)	<input type="checkbox"/>	F	05/16/2022	

Submit Cancel

- If the student is receiving a grade of "F", the date of their last attendance will be required.
- If you are giving your student an "I" for incomplete, an expire date will need to be entered.

Always feel free to reach out to any Early College Program representative with questions or concerns.

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