Submitting Early Warning Grades to UMEG

Submitting early warning grades to UMEG requires the following three steps:

1. Review and, if necessary, adjust the scores in the Canvas Gradebook.
2. Use the ELMS Management Tool (EMT) to set a grading scheme and migrate grades to UMEG.
3. Review and submit grades in UMEG.

Please note: the plus/minus grading is the University's official grading policy (http://www.testudo.umd.edu/plusminusimplementation.html). Your grading scheme should include a value for all letter grades and plus and minus for each letter grade as well.

IMPORTANT: Since the “Total” calculation in the Canvas Gradebook ignores ungraded items (nulls represented by a “-“), make sure you have assigned a grade in the Gradebook for each required assignment used for early warning grades including all unsubmitted or incomplete work.

Step 1: Review the Scores in Canvas

1. Log into Canvas and click “Grades” to access the gradebook for your course.
2. Check assignments for ungraded cells. If you want the ungraded cells to be factored as scores that migrate to EMT, they must contain values (Empty cells will not be factored into the “Total” score.).

There are two ways to assign grades to empty cells in Gradebook.
   a. Click on the individual cell and enter a score.
   b. Set a default score for all ungraded cells in individual gradebook assignment.

Do not check the “Overwrite already entered grades” if this is not your intention.
3. Make sure the “Treat Ungraded as 0” is NOT checked.

Step 2: Use the ELMS Management Tool (EMT) to set a Grading Scheme and Transfer Grades to UMEG

1. Open your browser and make sure that pop-up blockers are disabled.
2. Go to elms.umd.edu, click the “ELMS Management Tool” link, and log in using your directory ID and password.
3. From the ELMS Management Tool menu on the left, click “Submit Grades”.
4. The Select Term fields will load automatically. Click “Load Courses From ELMS”.
5. From the Select a course dropdown, choose the course from which you want to upload grades.
6. From the Select a grading scheme format dropdown, select your preferred grading scheme type, either A+ to F or S/F.

7. Click “Review Grading Scheme”.

8. Depending on your choice above, one of the schemes below will appear: (If you have used the tool in the past, the scheme you created will appear. You can leave it as is or make changes as you like.)

9. Set your grading scheme here. Enter the lowest possible value (percentages without the % symbol) in each Cut-off field for the grades indicated (Ex. If you want your lowest A- score to be 90%, place 90 in the cell below A-). You can use as many or as few fields as you like to create your scheme, but you must create one, and values must be in descending order. Note that this scheme will NOT migrate back to Canvas.

10. Click “Update Scheme & Load Grades”

11. A preview of your class’s grades will appear. Review it to assure that it is correct.

12. Click “Submit” to send the Canvas grades, adjusted to your grading scheme, to UMEG.

Note that Teaching Assistants (TAs) can create grading schemes for an instructor, but they CANNOT submit grades. The instructor of record must log in to the Submit Grades tool and submit grades to UMEG.
Please note, the letter grades you have sent to UMEG via the EMT do not transfer to your Canvas space. If you want your student to view the middle term letter grade in Canvas, you will need to set it up in your Canvas space. The instructions on how to set the middle term letter grade in Canvas are located at the page 5 of this document.

13. You will be prompted to log into UMEG.
   a. Instructors: Log in to UMEG and complete actions 1-4 in Step 3 below.
   b. Teaching Assistants: You must log in to UMEG to transfer the grades. After you log in to UMEG, your task is complete. Please let your instructor know the grades have been transferred to UMEG and are ready for his/her review and final submission.

**Step 3: Review and Submit Grades in UMEG**

1. After logging into UMEG, select the Grades tab, and then click “Enter Grades”.
2. Confirm that the term is correct, select your course/section from the dropdown, and then click “Display” to view grades.

3. Review the grades as they are listed in UMEG. Make changes where necessary. For example, the Z option cannot be imported from Canvas. Z indicates a student who has failed to attend class, but who has not dropped that class. **Note that changes you make in UMEG will NOT migrate back to Canvas.**

4. When your review is complete, click “Submit Grades”. (**Note: Only the instructor of record can officially submit grades**).
The following instructions below show you how to set up the middle term letter grades in your Canvas Gradebook so that students could view their middle term grade directly in the Canvas space. **Please note, the letter grades you have sent to UMEG via EMT do not transfer to your Canvas space.** And you do not have to set up the letter grades in Canvas in order to submit grades to UMEG using EMT though it’s a good practice to do so.

**Setting Up an A+ to F Grading Scheme in Canvas**

1. Log in to your Canvas course space.
2. Select “Settings” from the left navigation menu.
3. On the “Course Details” tab, check “Enable course grading scheme”.
4. Then click “set grading scheme” or “view grading scheme” link if the grading scheme is already enabled.

5. You are going to see the default grading scheme. If you want to use the default one, just click “Done”. Then save the change by clicking “Updating Course Details” button. The grading scheme is applied to the Total column in the Gradebook. The Total column will show both percentage and letter grade based on your grading scheme.

You can also set up your own custom grading scheme in Canvas.

1) Select “Settings” from the left navigation menu.
2) On the “Course Details” tab, check “Enable course grading scheme”.
3) Then click “set grading scheme” or “view grading scheme” link if the grading scheme is already enabled.
4) To set up your own grading scheme, click the “manage grading schemes” link.

5) Click “Add Grading Scheme” on the right side of the screen.

6) On the Edit Grading Scheme page:
   - Name your new grading scheme.
   - Add ranges by clicking the plus button when you hover over a range name checkbox.
• Edit the grade ranges by typing in the appropriate fields.
• Remove individual ranges by clicking the trash “x” icon.
• Click the “Save” button to save the grading scheme you have created.

![Grading Schemes]

You can always edit the grading scheme by clicking the “Pencil” icon or delete the grading scheme by clicking the Trash x icon.

7) To apply your custom grading scheme to the “Total” column in the Gradebook, go back to “Settings” on the left navigation of your Canvas course space.
8) On “Course Details” tab, check “Enable course grading scheme”.
9) Click “set grading scheme” or “view grading scheme”.
10) Click the blue magnifying glass icon to see all existing grading schemes you have created.

![View/Edit Grading Scheme]

11) Click the title of the grading scheme on the left column, and then click “Use This Grading Standard”.

![View/Edit Grading Scheme]

12) Click “Done” to save the grading scheme for the course.
13) Make sure you save the change by clicking “Updating Course Details” button.

Your custom grading scheme is applied to the Total column in the Gradebook. The Total column will show both percentage and letter grade based on your grading scheme.