

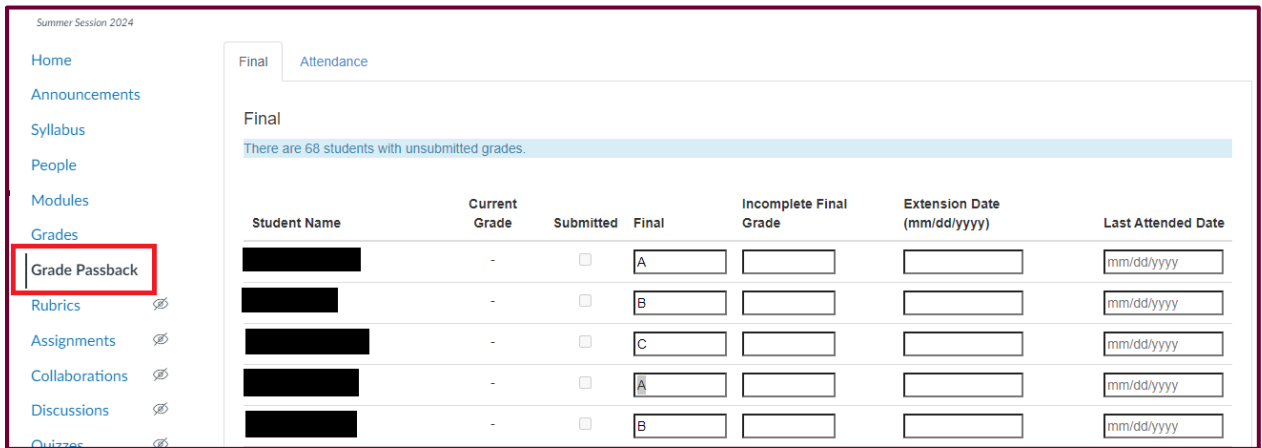
Grade Passback

Canvas Tip Sheet

Grade Passback allows teachers to sync final grades from Canvas to the Faculty Grade Entry portal in CyberBear during the grade editing period, as well as to self-administer Student Incompletes.

How Grade Passback Works

- Each Canvas course includes both the Gradebook and the Grade Passback feature. Both are available from the Course Navigation Menu.
- The [Gradebook](#) is where grades for individual assignments, quizzes and discussions are posted and managed. Canvas calculates a **Total** grade for each student based on the grades on individual assignments. To access the Gradebook, select **Grades** from the Course Navigation Menu.
- Each student’s **Total** grade from the last column in the Gradebook auto-populates into the **Final** field in Grade Passback. The screenshot below provides an example Grade Passback page (student names redacted). To access, select **Grade Passback** from the Course Navigation Menu.



- If there are no manual grade adjustments to make or Student Incompletes to administer, click **Submit** to sync grades to the Faculty Grade Entry portal in CyberBear while the grade editing period is open.
- Any final grade of an "F", "NCR", "I" or "RF" will require the **Last Attended Date** to be entered. See the next section for details on how to determine the Last Attended Date in Canvas.

Student Incompletes

- To enter a Student Incomplete, do the following in the Grade Passback page:
 1. Enter a **Final** grade of "I" for "Incomplete."

2. In the **Incomplete Final Grade** column, enter the grade the student will automatically receive if they do not finish the incomplete by the Extension Date.
 3. Enter an **Extension Date** of no longer than one (1) year beyond the course end date.
 4. Enter the student's **Last Attended Date** (see above for how to find this date).
- To determine the **Last Attended Date** based on activity in Canvas, go to **New Analytics** found in the right-hand side bar on the Home Page. Select the **Students** tab, and the date in the Last Participation column is considered the student's last day of attendance.
 - The screenshot provides an example of administering Student Incompletes (student information redacted). Note the Final grade of "I" and the additional required information:

Student Name	Current Grade	Submitted	Final	Incomplete Final Grade	Extension Date (mm/dd/yyyy)	Last Attended Date
[Redacted]	-	<input type="checkbox"/>	I	D	12/31/2024	5/22/2024
[Redacted]	-	<input type="checkbox"/>	I	C	12/31/2024	5/17/2024
[Redacted]	-	<input type="checkbox"/>	I	B	01/05/2024	05/02/2024

- [Submit a UM Solutions Center ticket for a Student Incomplete](#) to have an Incomplete Section added to your Canvas course. Qualified students will be added to this section and will have continued access to participate in the Canvas course.

Things to Remember

- Grades can be changed and re-synced as long as the Faculty Grade Entry portal in CyberBear is open. You can make an unlimited number of manual grade changes on the Grade Passback submittal page and resubmit those. Once the grading portal closes, all grade changes must be submitted directly to [the Registrar's Office](#).
- Don't forget to include one of the required fields for a Student Incomplete. If you do not input a Final grade of "I," the Incomplete (or alternate) Final Grade, Extension Date, and Last Attended Date, the Passback for that specific student will fail and you will receive an error noting you need to include the omitted information.
- The highest grade you can issue is an A. The Faculty Grade Entry portal in CyberBear does not accept A+.
- If your course has merged rosters, Grade Passback will work only if you were the instructor of record for all merged courses and sections.

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course](#), you can still access the course to review content.
- For assistance with Grade Passback, call the UM Canvas Support line at 406-243-4999 during normal operating hours or submit a [Canvas Help Request](#) at the UM Solutions Center.

For further assistance, please contact the UMontana IDs (umonlineIDs@umontana.edu)