



# OFFICE OF THE REGISTRAR

*The UNIVERSITY of OKLAHOMA*

## **Using Canvas? Here's what you need to know about midterm grades.**

### ➤ **1000-level Courses: Grades will be automatically migrated from Canvas to ONE.**

1. **Update grades in Canvas by 11:59 pm on the date of the deadline to enter midterm grades.**
  - Ensure you input a score of 0 if a student hasn't completed an assignment.  
More details: <http://askit.ou.edu/customer/portal/articles/2745780>
  - If a student has an excused assignment, make sure to enter EX in the gradebook for that assignment.  
More details: <http://askit.ou.edu/customer/en/portal/articles/2926297>
  - Make individual adjustments to assignment grades, if necessary.
2. **OU IT and Academic Records will automate the population of midterm grades into ONE.**
  - The % Grade will be exported and converted into a Letter Grade using the standard 90:80:70:60% cutoffs for A:B:C:D Letter Grades.
3. **Review students' midterm grades in ONE between 12 pm on Friday and 12pm on Monday, following the deadline.**
  - Please review the grades for accuracy in ONE.
4. **If you would prefer to manually enter grades or do not use a standard A:B:C:D grade cutoff, then you can input grades into ONE with a spreadsheet upload or one-by-one entry.**
  - Download your Canvas gradebook: <https://community.canvaslms.com/docs/DOC-2849>
  - IT Learning Spaces can assist with spreadsheet upload or one-by-one entry. Please send a request for assistance to schedule an appointment at <http://oucanvas.appointlet.com>.

### **5. 2000-level Courses and above: Grades will be entered into ONE directly**

1. **Grades can be entered via spreadsheet upload or one-by-one entry.**
  - Download your Canvas gradebook: <https://community.canvaslms.com/docs/DOC-2849>
  - IT Learning Spaces can assist with spreadsheet upload or one-by-one entry. Please send a request for assistance to schedule an appointment at <http://oucanvas.appointlet.com>.

### ➤ **Need assistance?**

1. Schedule a one-on-one appointment at <http://oucanvas.appointlet.com>.
2. Call 405-325-HELP and selecting the dedicated option for LMS support