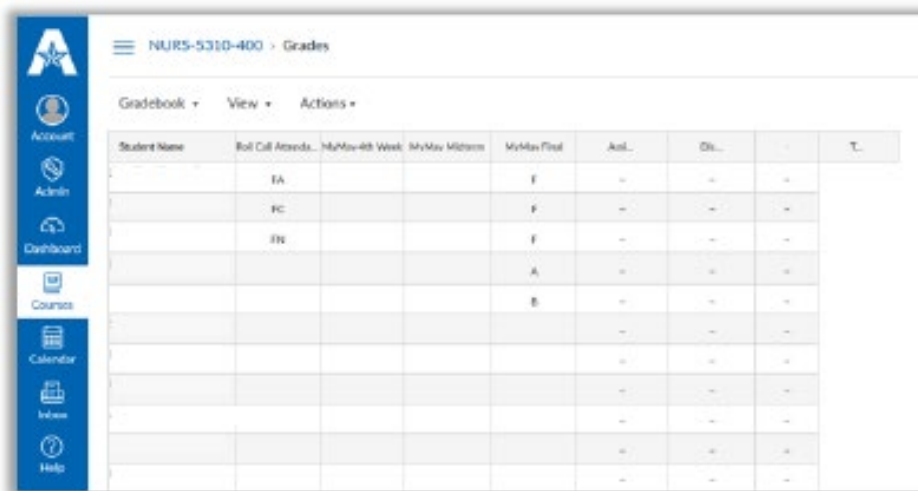# Entering Progress Report Grades into Canvas

Key Highlights

- Prior to the grade extraction:
  - For *Early Progress Report grades*, enter grades in the **MyMav 4th Week** column on the Grades page in Canvas.
  - For *Midterm Progress Report grades*, enter grades in the **MyMav Midterm** column on the Grades page in Canvas.
- All grades must be entered as letter grades. Capitalization is not a concern.
- If both entered correctly, the Letter Grade and "F" Justification Code will migrate to your MyMav Grade Roster during the scheduled grade extractions.
- After the extraction(s), instructors are to verify grades migrated properly and set the Approval Status of the MyMav Grade Roster to "Approved". The default is "Not Review".
  - This action acts as to self-verify that all grades and "F" justifications have been successfully entered or migrated into MyMav. In turn, this lets our office know the grades are ready to be posted official.

Instructions

- Login to [Canvas](#)
- Click on the **Grades link** in the **Course** menu.
- On the Grades page, you will use the appropriate columns: **MyMav 4th Week (Early Progress Report)** or **MyMav Midterm (Midterm Progress Report)** and **MyMav Attendance**.

- Letter grades for each required student are entered in either the **MyMav 4th Week** *(Early Progress Report)* or **MyMav Midterm** *(Midterm Progress Report)*.

- F" Justification Codes are entered in the **MyMav Attendance** column.
  - To ensure we are compliant with U.S. Department of Education regulations, all UT Arlington faculty are required to include additional data when recording an "F" for a student's grade in MyMav.
  - One of the following options must be selected to clarify why the student earned an "F":
    - **FA** (MyMav Code A) – Stopped attending as of *"____" (date last attended required)*
    - **FC** (MyMav Code C) – In attendance/Performed Poorly
    - **FN** (MyMav Code N) – Never attended or participated
  - To enter the *date last attended* for a student, select **People** from the **Course** menu.
    - Click on the **Student Name** in blue.
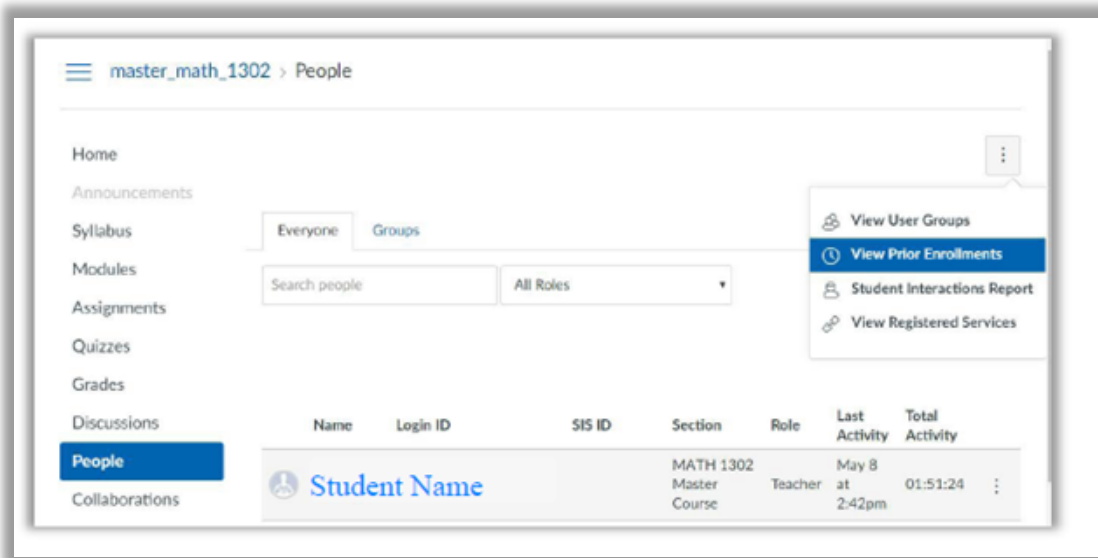
- On the student info page, scroll down to the box labeled **Last Day Attended**.
- Clicking on **the box** will open a calendar where you can select the last day the student attended class.