

Grading in Canvas and Workday

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THE UNIVERSITY OF BRITISH COLUMBIA

Arts Instructional Support & Information Technology
Faculty of Arts



Land Acknowledgement

We would like to begin by acknowledging that the land on which we gather is the traditional, ancestral, and unceded territory of the x^wməθk^wəyəm (Musqueam) People. I would also like to acknowledge that you are joining us today from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.

Housekeeping

- We will be recording this webinar for teaching and learning purposes.
- Your **cameras** and **microphones** have been disabled to help save on bandwidth.
- Please share any question through the chat or raise your hand. A Q&A will take place at the end of the session.

Itinerary

Arts Learning Centre

- Managing Gradebook
- Exporting Gradebook to a spreadsheet
- Converting Gradebook Spreadsheet into Final Grade Submission Tool Spreadsheet

Arts Service Centre Student

- Accessing the Final Grade Submission Tool
- Entering grades manually
- Uploading grades via Excel sheet
- Submitting grades to Workday

Final Grade Submission Tool Spreadsheet

| | A | B | C | D |
|---|-------------------------------|----------------------------|----------------------|-----------------------|
| 1 | Academic Period | Course Subject Code | Course Number | Section Number |
| 2 | 2024-25 Winter Term 2 (UBC-V) | SOCI_V | 380 | 203 |
| 3 | Student Id | Grade | Grade Note | |
| 4 | 12345678 | 100 | | |
| 5 | 23456789 | 90 | | |
| 6 | | | | |
| 7 | | | | |

[Workday FGST Conversion Macro.xlsm](#)

Canvas Demo

Final Grade Submission Tool (FGST)



What is the FGST?

- Where all final grades are now being submitted
- Grades no longer submitted in the Faculty Service Centre (FSC)

Where do I access the FGST? Either...

- Teaching App in Workday www.myworkday.ubc.ca
- Direct link: <https://grade-submission.bpms.ubc.ca/>

Grades Entry How-to Guide: <https://asc-student.air.arts.ubc.ca/how-to-upload-grades-using-the-final-grade-submission-tool/>

FGST Demo

Support & Resources



Arts ISIT

Email: arts.helpdesk@ubc.ca

Virtual Drop-in: <https://isit.arts.ubc.ca/about/contact-us/>

Office: BUCH C105

Phone: 604 827 2787 ext. 3

Arts ISIT Website: <https://isit.arts.ubc.ca/about/contact-us/>

Hours: Monday to Friday, 9:00am - 5:00pm

ASC Student

Email: asc.student@ubc.ca

Website: asc-student.air.arts.ubc.ca

Office: Room 4050, Brock Commons South

Phone: 604 307 5879

Hours: Monday to Friday, 8:30am - 4:30pm