

Canvas – GSBS Faculty

Using the Grade Override Column for Final Grades (GSBS Courses)

This document is intended to walk faculty through configuring their gradebook in Canvas to pass final grades back to the system of record automatically. At the end of each academic year, final grades for GSBS courses will be passed back to the system of record using the Grade Override column in Canvas.

The override column is used to give you back more control of the final grading process. It allows faculty to manually select what score each student should get, rather than relying on the grade books calculations.

Faculty must enter a valid letter grade in this column for each student. These override grades will automatically be transmitted at the end of the term.

Note: Before You Begin

To use the Grade Override column correctly, you must ensure the following:

1. **Course Grade Scheme Settings:** A default grade scheme needs to be set up for your course.
 - GSBS provides six pre-configured grading schemes available at the Account level.
 - Faculty may also create their own grading scheme, as long as it uses the following letter options: A, A-, B+, B, B-, C, F, P, I, S, U
2. **Gradebook Assignment and Grades:** At least one grade has been entered in the Gradebook under an assignment.
 - The override column will not allow you to enter grades if your gradebook is completely empty.
3. **Override Column:** The override Column needs to be enabled in your course.
Note: This should be enabled by default, but you can enable this by following the steps listing [the linked Canvas Guide on Enabling the Override Column](#).

Course Grading Scheme Settings

1. From your course tools menu, Choose the Settings option.

[Settings](#)

2. On the **Course Details tab**, scroll down and **check** the **Enable course grading scheme** check box and **select** the Account-level GSBS grading scheme.

GSBS offers four official grading schemes to align with course requirements. You can choose one of these or create your own following the same letter conventions.

Grading Scheme: ☒ Enable course grading scheme

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GSBS Pass/Fail (Scale 0 - 3) (course default) ^

GSBS Pass/Fail (Scale 0 - 3) (course default)

Course Level

Account Level

GSBS Letter Grade (Scale 0 - 3)

GSBS Letter Grade (Scale 0 - 10)

✓ GSBS Pass/Fail (Scale 0 - 3) (course default)

GSBS Pass/Fail (Scale 0 - 10)

GSBS Satisfactory/Unsatisfactory (Scale 0 - 3)

GSBS Satisfactory/Unsatisfactory (Scale 0 - 10)

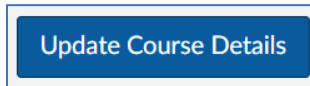
- 3.

Grade Scheme	Scale	Letter Grades	Example Ranges
GSBS Letter Grade (Scale 0–3)	0–3	A, B, C, F, I	A: 3–2.1 B: <2.1–1.1 C: <1.1–0.5 F: <0.5–0.1 I: <0.1–0
GSBS Letter Grade (Scale 0–10)	0–10	A, B, C, F, I	A: 10–9 B: <9–8 C: <8–7 F: <7–0.1 I: <0.1–0
GSBS Pass/Fail (Scale 0–3)	0–3	P, F, I	P: 3–2 F: <2–0.1 I: <0.1–0
GSBS Pass/Fail (Scale 0–10)	0–10	P, F, I	P: 10–7 F: <7–0.1 I: <0.1–0
GSBS Satisfactory/Unsatisfactory (Scale 0–3)	0–3	S, U, I	S: 3–2 U: <2–0.1 I: <0.1–0
GSBS Satisfactory/Unsatisfactory (Scale 0–10)	0–10	S, U, I	S: 10–7 U: <7–0.1 I: <0.1–0

Note: To ensure compatibility with GSBS record systems:

- Use **only** the following letters: **A, B, C, F, I, P, S, U**
- Define numeric ranges that reflect your course’s grading structure

4. **Scroll down** to the bottom and **Click the Update Course Details** Button to save your changes.



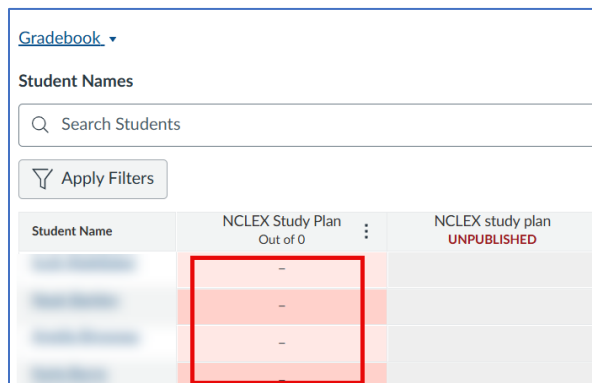
Refer to the official Canvas documentation for full instructions:

[How do I enable a grading scheme for a course?](#)

Gradebook Assignment and Grades

There must be an assignment created with grades before your Override Grade Column becomes available.

1. Create an assignment if one is not already available. Instructions available [HERE](#).
2. After verifying there is an assignment available **navigate** to the **grade section** of your course and enter at least one assignment grade per student so that the override column becomes available.

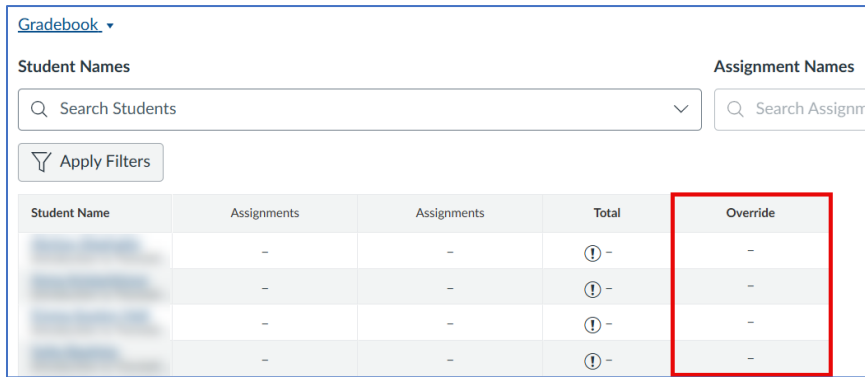


3. **Confirm** that all **calculated grades** align with your selected **grading scheme**.

Override Column

When ready to submit final grades, you will use the Grade Override column in the gradebook.

1. In the **Gradebook**, scroll to the far-right column labeled.



The screenshot shows the Canvas Gradebook interface. At the top, there's a 'Gradebook' dropdown menu. Below it, there are two search bars: 'Student Names' with a 'Search Students' input and a dropdown arrow, and 'Assignment Names' with a 'Search Assignm' input. Below the search bars is an 'Apply Filters' button. The main part of the interface is a table with the following columns: 'Student Name', 'Assignments', 'Assignments', 'Total', and 'Override'. The 'Override' column is highlighted with a red box. The table contains four rows of data, each with a student name (blurred), two assignment columns with dashes, a total column with a warning icon and a dash, and an 'Override' column with a dash.

Student Name	Assignments	Assignments	Total	Override
[blurred]	-	-	! -	-
[blurred]	-	-	! -	-
[blurred]	-	-	! -	-
[blurred]	-	-	! -	-

2. Enter each student's **final letter grade** using your selected grading scheme (e.g., A, B, C, F, P, I, S, U).

The override grade will replace the calculated total when reported to the system of record.

At the end of the term, these override grades will automatically be sent to GSBS for final processing—no additional steps are required.

Refer to the official Canvas guide for detailed instructions:

[How do I override a student's final grade in the Gradebook?](#)