HOW TO – Import Grades from Canvas

- 1. Log into MavLink
- 2. Click on the "Faculty" Tab
- 3. Click "Grade Roster"
- 4. Select the correct term, if needed
- 5. Click "Grade Input Allowed" on the class you wish to grade

			Student Faculty Staff
Schedule Class Roste	r Grade Roster Class Search		
Select Term	Em)		Manage
Fall 2018			Manage Service Indicators
Grade Roser - Fo	ıll 2018	Download	Class Permissions
Course	Description	Final Grade	Enrollment Limits
MUS 1080 - 851		Grade Input Allowed	Request Additional Access
		լիա	Student Service Center
		S.I	View
			Events Calendar

6. Click "Import Canvas Grades"

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MUS 1	080 - 851 (208	01)				Chang	je Class		
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	*Gr	ade Roster 1	vpe Final	Grade	~		Approval Status Not E	loviowed	 Cours.
Display	Unassigned R	oster Grade	Only						
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- 7. Student data from Canvas will be displayed:
 - a. "ID" and "Name" for each student
 - b. "Canvas Score" number grade in Canvas
 - c. "Canvas Grade" score converted to letter grade (only if a grading scheme has been set up in Canvas)
 - d. "Grade To Assign" is the grade that will be imported to PeopleSoft

	Personalize	Find	I am I	110	First	• 1-	50 OT 50 4	La	ISI
	ID				Name	Canvas Score	Canvas Grade	Grad As	le To isign
1						82.57	B-	B-	ř
2						82.82	В	В	Ż
3						84.89	В	В	×
4						77.30	С	С	~
5						86.70	В	В	×
6						93.00	A	А	Y
7						84.67	В	В	×
8						94.37	A	А	¥
9						85.76	В	В	Y
10						84.95	В	В	~

- 8. Make any necessary changes to the "Grade To Assign" column
- 9. Click "Process Import"

48	53.11 F	F ¥
49	92.22 A-	A- 🗸
50	86.44 B	В 🛩
Process Import Cancel		
Jun		

10. The grades will be imported back into the PeopleSoft Grade Roster

11. If the grades are all correct, change the "Approval Status" to "Approved" and click "Save"

ACCT 309 - 020 (5285			Change	Class		
Accounting Systems (L	ecture)	Instructor				
TuTh 2:00PM-3:15PM	TuTh 2:00PM-3:15PM Howard L. Hawks Hall 215		osgrove	08/20/2018 - 12/14/2018		
Display Unassigned Ro	ster Grade Only					Im
Display Unassigned Ro Canvas Grades	ster Grade Only					(here)
Display Unassigned Ro Canvas Grades	ster Grade Only Grades	Canvas Im	nport Histo	ory		(here)
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Display Unassigned Ro Canvas Grades Import Canvas Student Grade	Grades	Canvas Im Personalize F al Attendance C Status I	nport Histo Find 7 Grading Pr Basis	ory	of 50 🕑 Last Level	and the second sec
Display Unassigned Ro Canvas Grades Import Canvas Student Grade	Grades	Canvas Im Personalize F al Attendance F Status F	Find 7 Grading Pr Basis Pr GRD BL	First Trogram and Plan Usiness Undergraduate - coounting/Finance	of 50 (*) Last Level Senior	and the second sec

12. Click "Post" at the bottom of the page to complete the process

		*Grade Roster Type	Final Gra	ade	~	*Approval Statue	aved	8000
] Displ	lay Unassign	ed Roster Grade Only	T III GI			"Approvar status Appr	oved	Save
Canva	as Grades							
	Import	Canvas Grades			Canvas	Import History		
Stude	ent Grade [Name	Roster	Person	alize Fin Grading	d View All 🔄 🔜 First	1 of 1 D Last	
	1 :	Marine (1997) Active (1997) Fu	Grade A	Grade	Basis	Int'l Studies & Programs - Intensive English Program	Not Set	
View All	I [코] Downle	oad %1 Table to Excel	1	l of 1 🗎				
	Select All	Clear	All			Printer Friendly	y Version	
	Notify	Selected Students			Noti	fy All Students		

SPECIAL NOTES:

- 1. If there are any discrepancies between the Canvas roster and PeopleSoft roster, they will be noted on the Canvas Grading Roster below the grading list
 - a. "not found on canvas" Students who have withdrawn from the course in MavLink will remain on the PeopleSoft roster, but may have been removed from the Canvas roster
 - b. "not found on the grade roster" Students who are added to the course directly in Canvas, but are not officially enrolled in PeopleSoft
 - c. Contact the Office of the University Registrar if you have questions about these students



- 2. Grades can be imported multiple times prior to clicking "Post"
 - a. If you want any previously imported grades to remain as is, check "Do not update grade"

		Personalize	Find	ي اھ	First 🚭 1-50 or 52 🔍 Last
	ID	Name Current Grade	Canvas (Score	Canvas Grade Grade As	fo gn Do not update grade
1		C+	78.96 C+	C+	
2 .		F	93.91 A	A	· .
3		В	83.03 B	В	- <mark>-</mark>
4	/	C+	79.36 C+	C+	7

3. If you do not have a Grading Scheme set up in Canvas, there will be no letter grades in Canvas to importa. Using the "Canvas Score" as a guide, select the correct letter grade under "Grade to Assign"

	Personalize	Find	🛤 🔣	First	3 1-186	of 186	Last
	ID			Name	Canvas Score	Canvas Grade	Grade To Assign
1					63.17		~
2					59.63		~
з					67.65		~
4					93.60		~
5					71.23		×

4. Once grades have been imported you will have the option to check "Canvas Import History"

Canvas	Grades		
	Import Canvas Grades	Canvas Import History	0
			Im

a. After the initial import:

was Grade Import History												
CCT 309 - 020 (5285)									-	10-10		
Canvas Import History				Persona	alize	Find	View All	12	116	First 🙆	1-25 of 50 🔍	Last
Imported Date Time	ю	Name Previous Grade	Canvas Score	Canvas Grade	Grade Loaded	Grade Not Imported					Error	Text
1 12/07/18 9:52:47.000000AM (84.87 E	1	в							
2 12/07/18 9:52:47.000000AM (77.30 C	2	С							
3 12/07/18 9:52:47.000000AM			95.49 A		A							
4 12/07/18 9:52:47.000000AM			89.27 E	+ 1	B+							
5 12/07/18 9:52:47.000000AM			89.13 E	+ 1	B+							

b. After a second import:

anvas Import History						Personal	ize Find	View 100 🖾 🖽 First 🕙 1-25 of 106 🕙 Las
Imported Date Time	ID	Name	Previous Grade	Canvas Score	Canvas Grade	Grade Loaded	Grade Not Imported	Error Text
1 12/07/18 10:43:26.000000AM			в	84.87	в		N	
2 12/07/18 10:43:26.000000AM			С	77.89	С		N	
3 12/07/18 10:43:26.000000AM			A	95.49	A		N	
4 12/07/18 10:43:26.000000AM			B+	89.27	B+		N	
5 12/07/18 10:43:26.000000AM			B+	89.13	B+		N	
6 12/07/18 10:43:26.000000AM			в	88.91	B+		N	
7 12/07/18 10:43:26.000000AM								Not found on the grade roster
8 12/07/18 10:43:26.000000AM			в	84.67	В		N	
9 12/07/18 10:43:26 000000AM			A-	91.76	A-		N	