

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

The screenshot shows the MavLINK interface. At the top, there are tabs for 'Student', 'Faculty', and 'Staff'. Below that, there are navigation tabs for 'Schedule', 'Class Roster', 'Grade Roster', and 'Class Search'. The 'Grade Roster' tab is selected. On the left, there is a 'Select Term' section with a dropdown menu showing 'Fall 2018'. Below this, there is a 'Grade Roster - Fall 2018' section with a 'Download' button. A table lists the course 'MUS 1080 - 851' with the description 'MUSIC OF THE PEOPLE:THE WORLD' and a 'Final Grade' of 'Grade Input Allowed'. On the right, there is a 'Manage' section with links for 'Manage Service Indicators', 'Class Permissions', 'Enrollment Limits', 'Request Additional Access', and 'Student Service Center'. Below that, there is a 'View' section with a link for 'Events Calendar'. Hand icons point to the 'Fall 2018' dropdown, the 'Grade Roster - Fall 2018' section, and the 'Grade Input Allowed' text.

6. Click “Import Canvas Grades”

The screenshot shows the 'Grade Roster' interface. At the top, there is a header for 'Fall 2018 | Regular Academic Session | University of Nebraska Omaha | Undergraduate'. Below this, there is a section for 'MUS 1080 - 851 (20801) MUSIC OF THE PEOPLE:THE WORLD (Lecture)'. A table lists the days and times, room, instructor, and dates. Below this, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' section has a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section has a dropdown for '*Approval Status' set to 'Not Reviewed' and a 'Save' button. Below these, there is a 'Canvas Grades' section with an 'Import Canvas Grades' button and a 'Canvas Import History' button. A hand icon points to the 'Import Canvas Grades' button. Below this, there is a table with columns for 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grading Basis', 'Program and Plan', and 'Level'. The table contains two rows of student data. Below the table, there are buttons for 'Select All', 'Clear All', and 'Printer Friendly Version'. At the bottom, there is a dropdown menu and a button labeled '<- Add this grade to selected students'.

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

ID	Name	Canvas Score	Canvas Grade	Grade To Assign
1		82.57	B-	B- ▼
2		82.82	B	B ▼
3		84.89	B	B ▼
4		77.30	C	C ▼
5		86.70	B	B ▼
6		93.00	A	A ▼
7		84.67	B	B ▼
8		94.37	A	A ▼
9		85.76	B	B ▼
10		84.95	B	B ▼

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	B ▼

Process Import Cancel

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"

Grade Roster

Fall 2018 | Regular Academic Session | University of Nebraska-Lincoln | Undergraduate

ACCT 309 - 020 (5285)
Accounting Systems (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Howard L. Hawks Hall 215	Debra Marie Cosgrove	08/20/2018 - 12/14/2018

Change Class

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed

Save

Canvas Grades

Import Canvas Grades Canvas Import History

ID	Name	Roster Grade	Official Grade	Attendance Status	Grading Basis	Program and Plan	Level
1		B-			GRD	Business Undergraduate - Accounting/Finance	Senior
2		B			GRD	Business Undergraduate - Accounting	Senior

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

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved

Save

Canvas Grades

Import Canvas Grades Canvas Import History

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		A		GRD	Intl Studies & Programs - Intensive English Program	Not Set

View All | Download %1 Table to Excel | 1 of 1

Select All Clear All

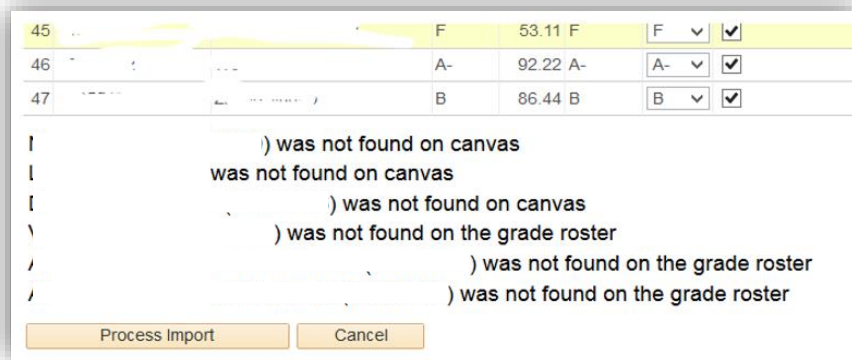
Notify Selected Students Notify All Students

Printer Friendly Version

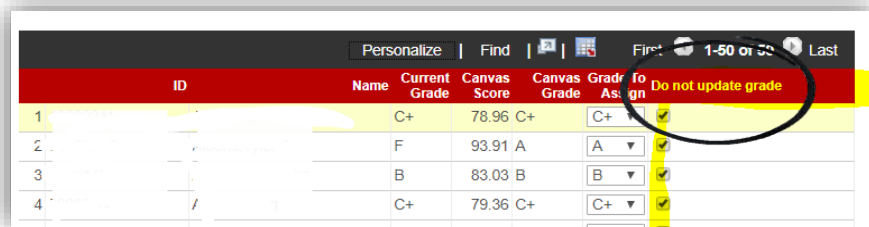
Save Post

SPECIAL NOTES:

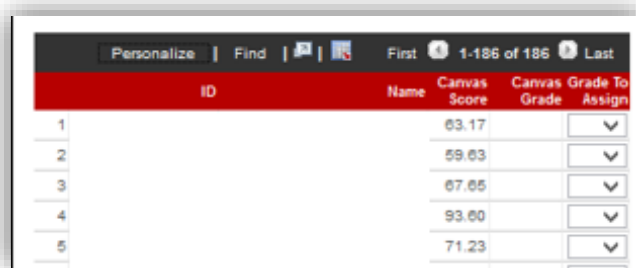
1. If there are any discrepancies between the Canvas roster and PeopleSoft roster, they will be noted on the Canvas Grading Roster below the grading list
 - a. “not found on canvas” – Students who have withdrawn from the course in MavLink will remain on the PeopleSoft roster, but may have been removed 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



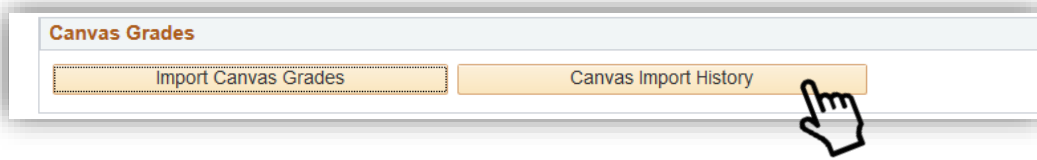
2. Grades can be imported multiple times prior to clicking “Post”
 - a. If you want any previously imported grades to remain as is, check “Do not update grade”



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



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



a. After the initial import:

Canvas Grade Import History

ACCT 309 - 020 (5285)

Imported Date Time	ID	Name	Previous Grade	Canvas Score	Canvas Grade	Grade Loaded	Grade Not Imported	Error Text
1 12/07/18 9:52:47.000000AM	C			84.87	B	B		
2 12/07/18 9:52:47.000000AM	C			77.30	C	C		
3 12/07/18 9:52:47.000000AM	C			95.49	A	A		
4 12/07/18 9:52:47.000000AM	C			89.27	B+	B+		
5 12/07/18 9:52:47.000000AM	C			89.13	B+	B+		

b. After a second import:

Canvas Import History

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			B	84.87	B		N	
2 12/07/18 10:43:26.000000AM			C	77.89	C		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			B	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			B	84.67	B		N	
9 12/07/18 10:43:26.000000AM			A-	91.76	A-		N	