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

6. Click “Import Canvas Grades”
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

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

12. Click “Post” at the bottom of the page to complete the process.
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   a. “not found on canvas” – Students who have withdrawn from the course in MavLink will remain on the PeopleSoft roster, but may have been removed from the Canvas roster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:

b. After a second import: