

# GRADE REPORTING VIA CANVAS

## Open Grades

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In Course Navigation, click the **Grades** link.

## Verify Grades

Student Name	Secondary ID	Total
 <b>Boone, Emily</b> History 101 and History 10	emily.boone.canvas@gmail.com	81.71% B-
 <b>Doe, Jessica</b> History 101 and History 10	jessica.doe.canvas@gmail.com	88% B+
 <b>Johnson, Max</b> History 101 and History 10	max.johnson.canvas@gmail.com	85.71% B
 <b>Jones, Bruce</b> History 101 and History 10	bruce.jones.canvas@gmail.com	57.33% F
 <b>Rogers, Joe</b> History 101 and History 10	joe.rogers.canvas@gmail.com	75.33% C
 <b>Sanderson, Nora</b> History 101 and History 10	nora.sanderson.canvas@gmail.com	84% B
 <b>Smith, Jane</b> History 101 and History 10	jane.smith.canvas@gmail.com	87% B+

**Ensure letter grades are correct in the Gradebook Total column by reviewing all assignments and grades in the Gradebook before exporting.**

### Notes:

- Canvas will publish the Final Grade to Banner, meaning any ungraded assignments with a point value will be calculated as zero. **The Gradebook does not display a Final Grade column.**
- **Muted assignments will not be included in the grades passed to Banner.** Verify all assignments are unmuted before publishing the Final Grade.

## Export Gradebook

Current Score (read only)	Final Score (read only)	Current Grade (read only)	Final Grade
85.03	38.2	B	B
90.58	33.41	A-	A-
75.7	26.41	C	C
54.9	16.92	F	F
98.91	24.04	A	A
80.43	30.75	B-	B-
98.48	20.64	A	A

### To confirm grades in the CSV file:

1. Click the **Export** button
2. After opening the CSV file, double check the Final Grade column.

If the Final Grade is inaccurate, review the Gradebook for ungraded assignments or missing grades and repeat the previous steps.

*\*As a recommendation, you may consider keeping a copy of the export file for your records.*

## Sync Grades to SIS

Current Score (read only)	Final Score (read only)	Current Grade (read only)	Final Grade
85.03	38.2	B	B
90.58	33.41	A-	A-
75.7	26.41	C	C
54.9	16.92	F	F
98.91	24.04	A	A
80.43	30.75	B-	B-
98.48	20.64	A	A

### To Sync Grades to Banner:

1. Click the **Settings** icon
2. Select the **Sync grades to SIS** link.

## Grade Syncing

Sync grades to SIS

3. In the Course Settings **Grade Syncing tab**, click the **Sync grades to SIS** button.

## Confirm Sync

Are you sure you want to sync these grades to the student information system? You should only do this if all your grades have been finalized.

Cancel

OK

**Click the OK button.**

When grades are synced, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Banner. **Once you receive the confirmation email, verify students received the correct grade.**

## Open Monitoring and Reporting

Conferences

Collaborations

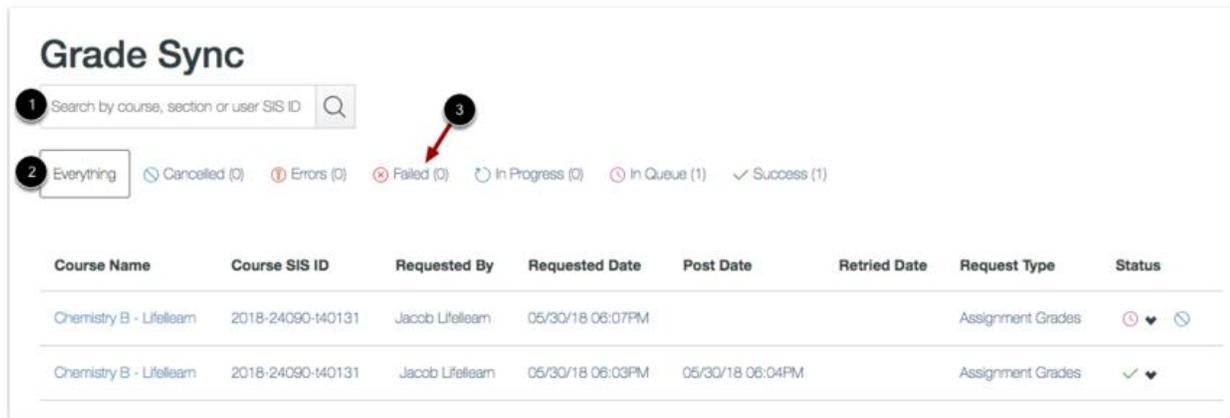
Monitoring and Reporting

Settings

In Course Navigation, click the **Monitoring and Reporting** link.

**Note:** Depending on when your SIS was implemented, the *Monitoring and Reporting link may be named **Grade Sync**.*

## View Sync Status



The screenshot shows the 'Grade Sync' interface. At the top, there is a search field labeled '1' with the text 'Search by course, section or user SIS ID'. Below the search field, there are filter buttons labeled '2': 'Everything' (selected), 'Cancelled (0)', 'Errors (0)', 'Failed (0)', 'In Progress (0)', 'In Queue (1)', and 'Success (1)'. A red arrow labeled '3' points to the 'Failed (0)' button. Below the filters is a table with the following columns: Course Name, Course SIS ID, Requested By, Requested Date, Post Date, Retried Date, Request Type, and Status.

Course Name	Course SIS ID	Requested By	Requested Date	Post Date	Retried Date	Request Type	Status
Chemistry B - Lifelearn	2018-24090-140131	Jacob Lifellearn	05/30/18 06:07PM			Assignment Grades	🔄 ⌵ 🔍
Chemistry B - Lifellearn	2018-24090-140131	Jacob Lifellearn	05/30/18 06:03PM	05/30/18 06:04PM		Assignment Grades	✅ ⌵

### To view the status of the sync request:

1. In the search field, you can search for a specific sync request.
2. You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page
3. Each status type displays the number of sync requests for each status. To filter by a specific status type, click the name of the status.