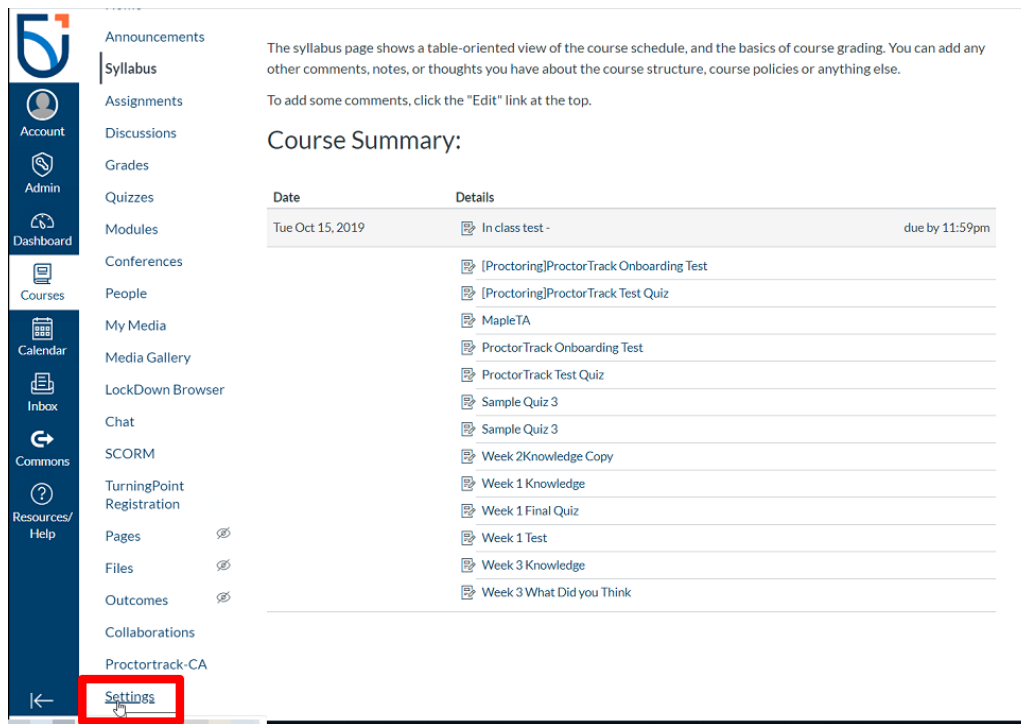


Final Grade Process Through CANVAS

This document outlines the steps for automatically submitting final grades from Canvas to MyCampus.

Submitting final grades from CANVAS

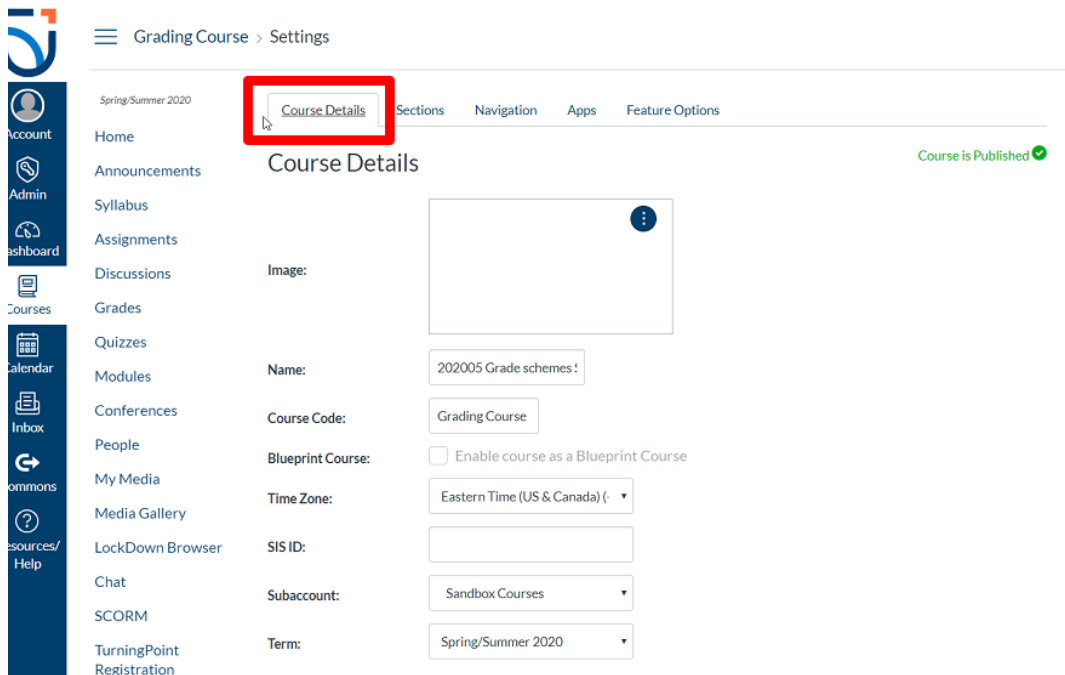
1. Select your Course from the Canvas Dashboard.
2. From the left navigation pane, select **Settings**.



The screenshot shows the Canvas LMS interface. On the left is a dark blue navigation pane with various icons and labels. The 'Settings' option at the bottom of this pane is highlighted with a red rectangular box. The main content area on the right shows the 'Syllabus' page for a course, including a 'Course Summary' table with columns for 'Date' and 'Details'.

Date	Details
Tue Oct 15, 2019	In class test - due by 11:59pm
	[Proctoring]ProctorTrack Onboarding Test
	[Proctoring]ProctorTrack Test Quiz
	MapleTA
	ProctorTrack Onboarding Test
	ProctorTrack Test Quiz
	Sample Quiz 3
	Sample Quiz 3
	Week 2Knowledge Copy
	Week 1 Knowledge
	Week 1 Final Quiz
	Week 1 Test
	Week 3 Knowledge
	Week 3 What Did you Think

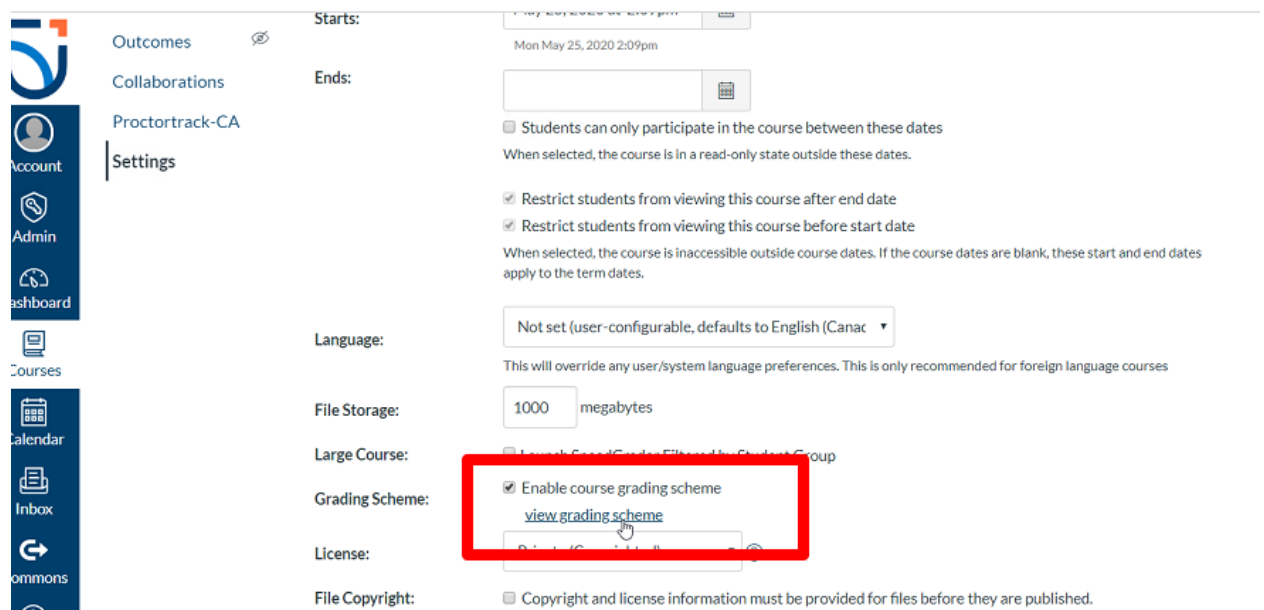
3. Select **Course Details** tab



The screenshot shows the 'Grading Course > Settings' page. The 'Course Details' tab is highlighted with a red box. The left sidebar contains navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Resources/Help. The main content area is titled 'Course Details' and includes a green status indicator 'Course is Published'. The form fields are as follows:

Field	Value
Image:	[Empty box with a menu icon]
Name:	202005 Grade schemes !
Course Code:	Grading Course
Blueprint Course:	<input type="checkbox"/> Enable course as a Blueprint Course
Time Zone:	Eastern Time (US & Canada) (-)
SIS ID:	[Empty box]
Subaccount:	Sandbox Courses
Term:	Spring/Summer 2020

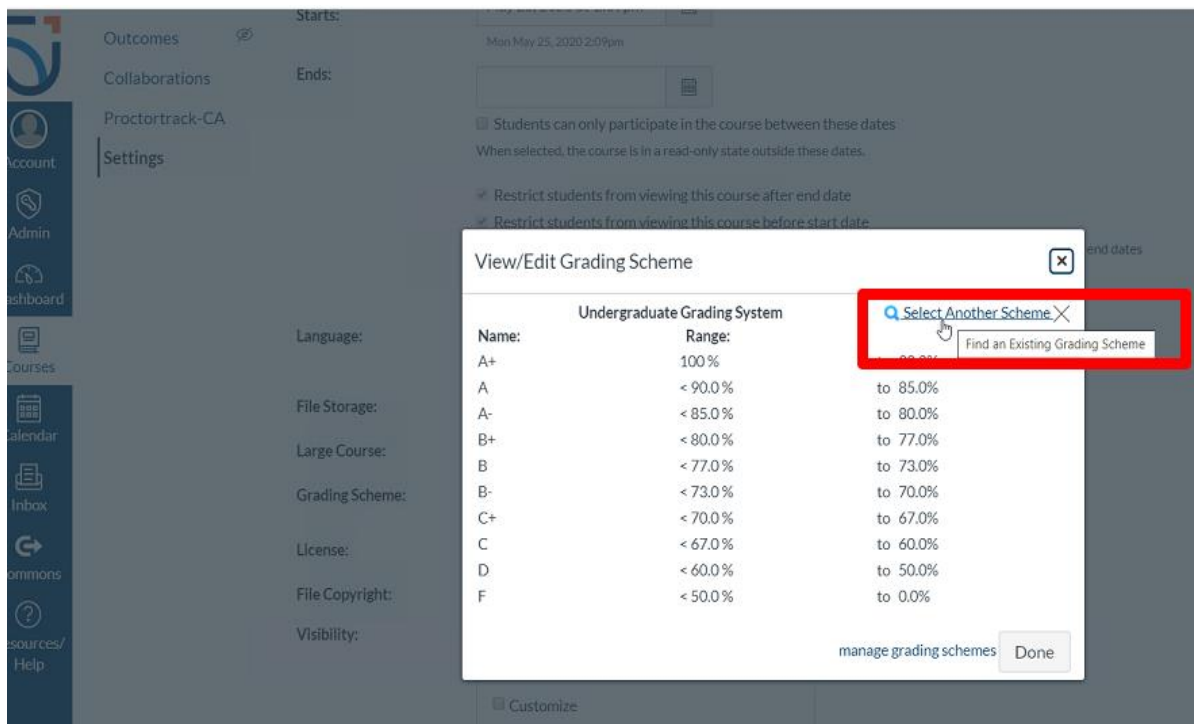
4. Scroll down to the **Grading Scheme** option. Ensure that enable course grading scheme is checked and select **View grading Scheme**.



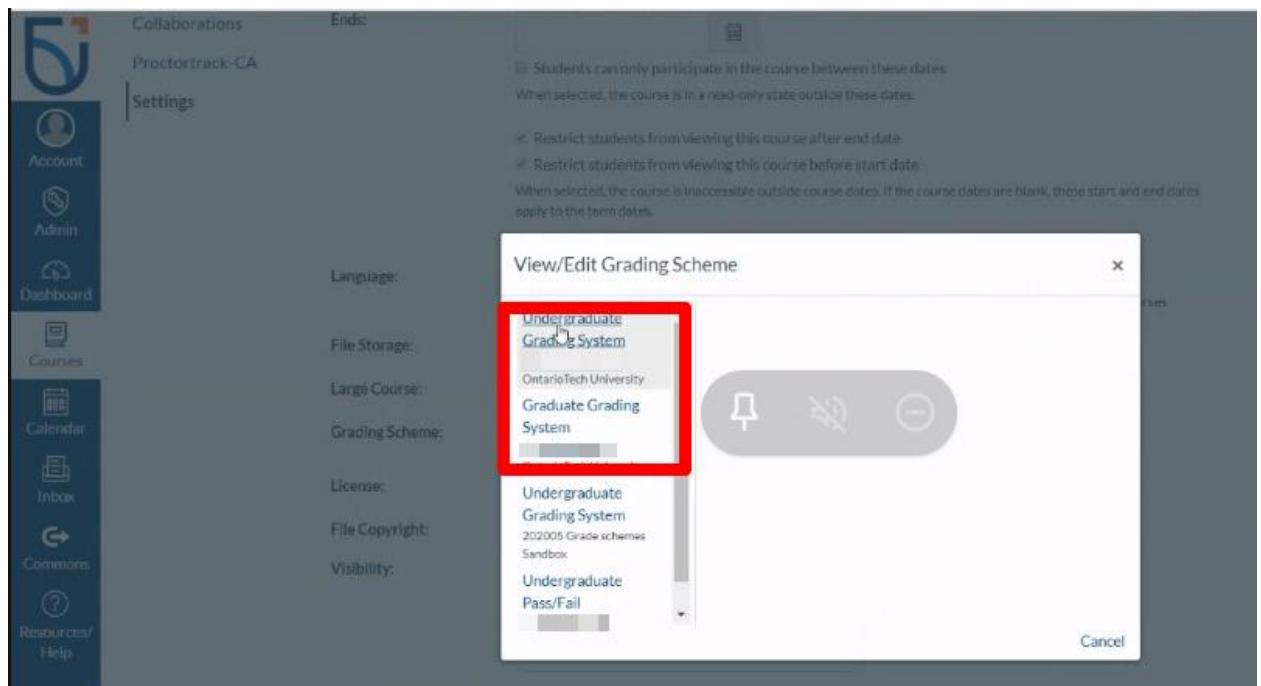
The screenshot shows the 'Grading Course > Settings' page with the 'Settings' tab selected. The 'Grading Scheme' section is highlighted with a red box. The form fields are as follows:

Field	Value
Starts:	Mon May 25, 2020 2:09pm
Ends:	[Empty box]
Students can only participate in the course between these dates	<input type="checkbox"/> When selected, the course is in a read-only state outside these dates.
Restrict students from viewing this course after end date	<input checked="" type="checkbox"/>
Restrict students from viewing this course before start date	<input checked="" type="checkbox"/>
When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.	
Language:	Not set (user-configurable, defaults to English (Canada))
This will override any user/system language preferences. This is only recommended for foreign language courses	
File Storage:	1000 megabytes
Large Course:	<input type="checkbox"/> Launch Speed Grader Filtered by Student Group
Grading Scheme:	<input checked="" type="checkbox"/> Enable course grading scheme view grading scheme
License:	[Empty box]
File Copyright:	<input type="checkbox"/> Copyright and license information must be provided for files before they are published.

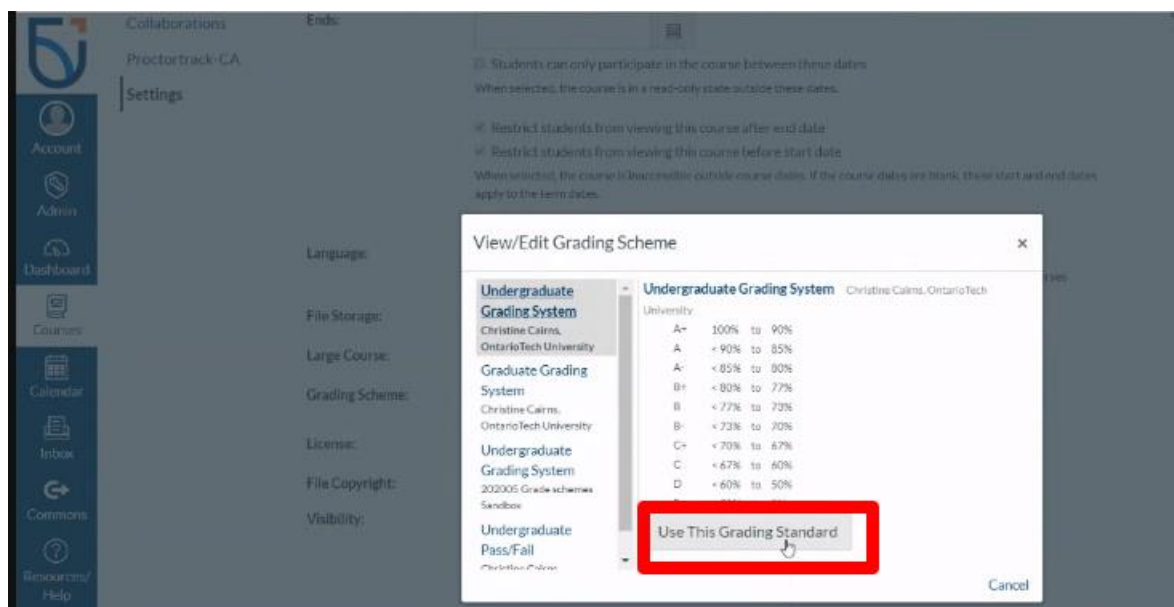
5. Click on **Select Another Scheme.**



6. Select the appropriate grading scheme for the course.

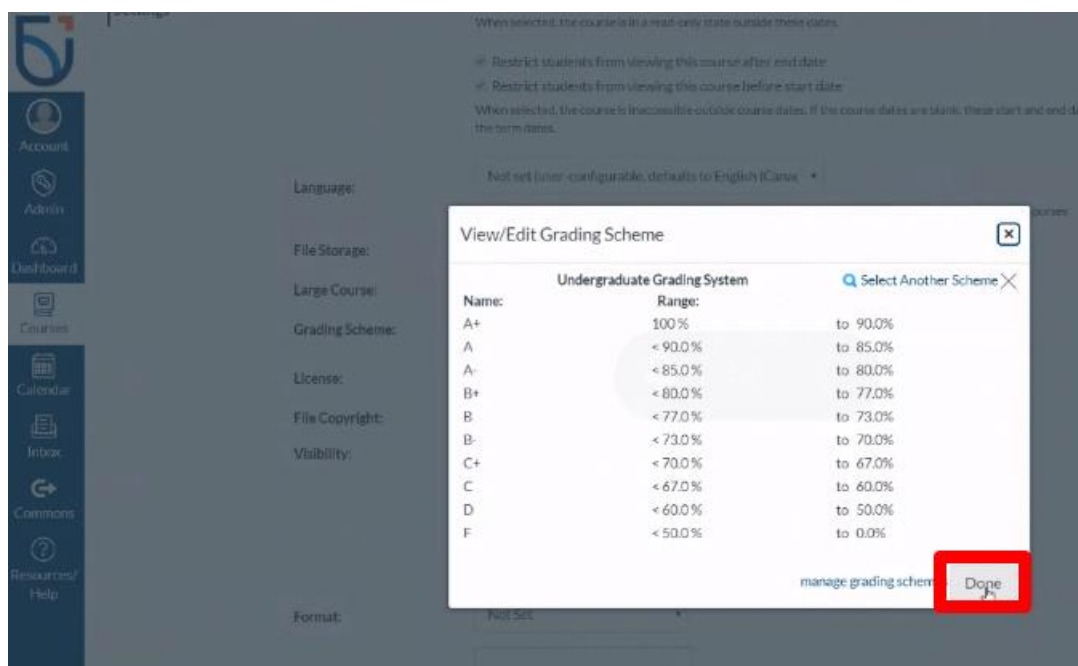


7. Click on **Use this Grading Standard.**

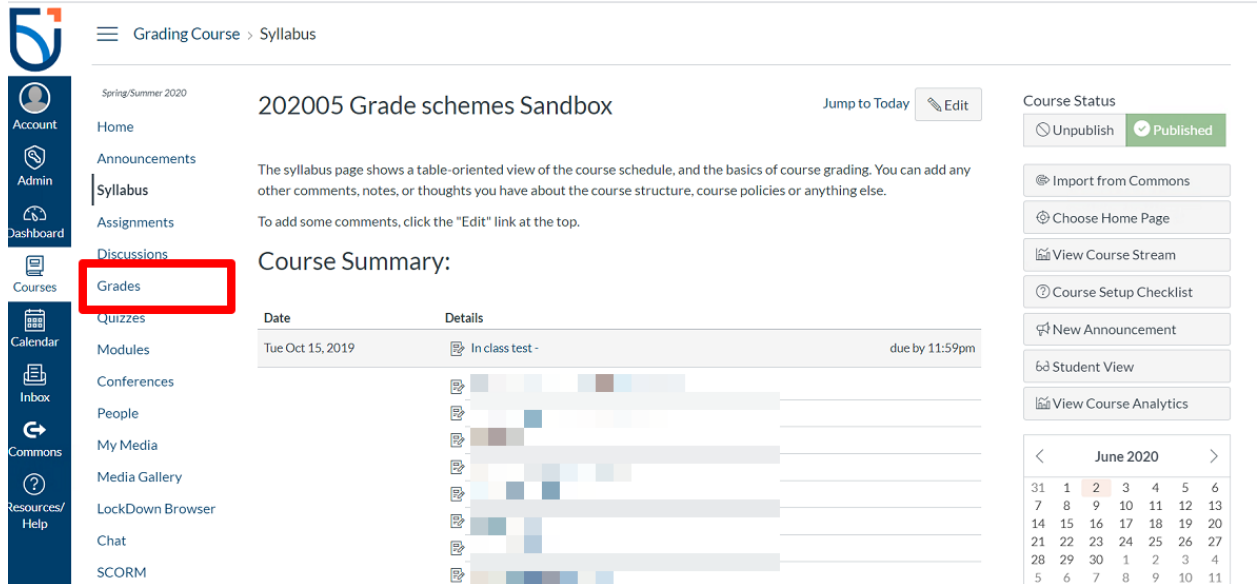


8. Select **Done**.

****Note:** The range displayed on this screen may defer from the range of the selected grade scheme. However, the appropriate ranges will be recorded in the system.



9. Select **Grades**.



Grading Course > Syllabus

Spring/Summer 2020

202005 Grade schemes Sandbox Jump to Today Edit

The syllabus page shows a table-oriented view of the course schedule, and the basics of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Course Summary:

Date	Details
Tue Oct 15, 2019	In class test - due by 11:59pm

Course Status: Unpublish Published

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

View Course Analytics

June 2020

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

10. Select **Actions > Sync to SIS**.



201909 - Canvas Sandbox Course - 00018 > Grades

Gradebook View Actions

Search

Student Name	Sync grades to SIS	Sample Quiz 3 Out of 2	Week 1 Knowledge Out of 1	Week 2 Knowledge Out of 5	Sample Quiz 3 Out of 1	Week 3 Knowledge Out of 10	Week 3 Knowledge Out of 10
Test Student	Import	2	1	3	1	8	
	Export	2	1	2	0	4	
	Previous Export (Jun 2, 2020 at 1:47pm)						

11. Select **Sync grades to SIS**.



Spring/Summer 2020

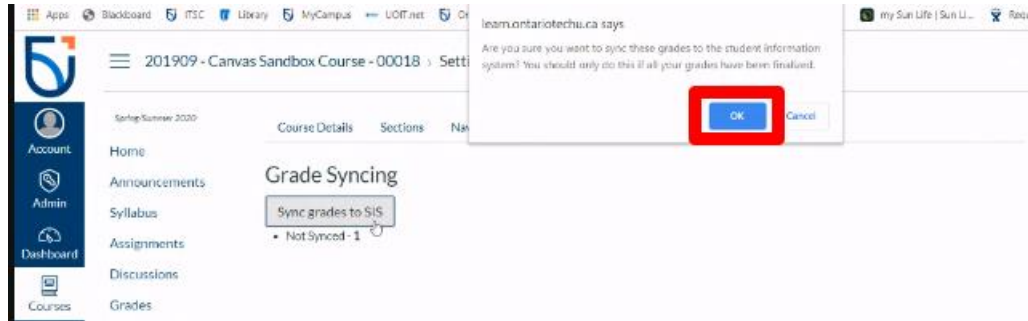
Course Details Sections Navigation Apps Grade Syncing Feature Options

Grade Syncing

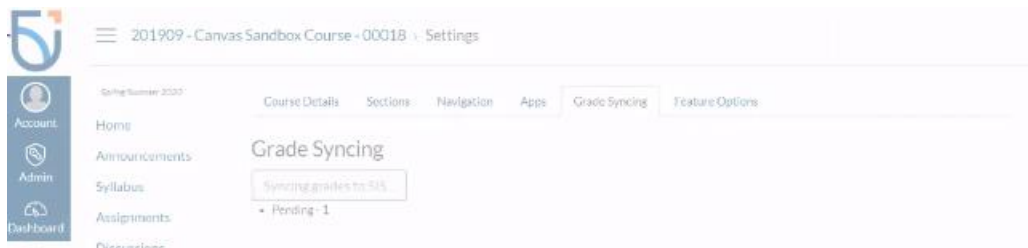
Sync grades to SIS

Not Synced - 1

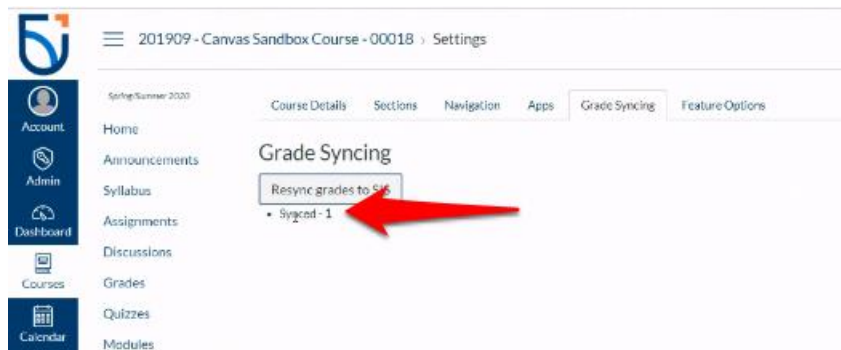
12. Select **OK**.



13. The system will display that the grades are syncing.



14. Once all the grades have been updated in the system, it will display the the total number of grades synced.



15. The final grades have been successfully submitted. Please note that if you modify any grades after the original sync, please follow steps 9 – 13 to ensure that the changes are reflected in the system.

16. You can verify that the grades have been submitted successfully by logging into **Self-Service Options > Faculty > OT Faculty > Grades Menu > Final Grades**