University of Nebraska Medical Center
BREAKTHROUGHS FOR LIFE.

Importing Canvas Grades into MyRecords

Using the New Canvas / PeopleSoft Grading Process

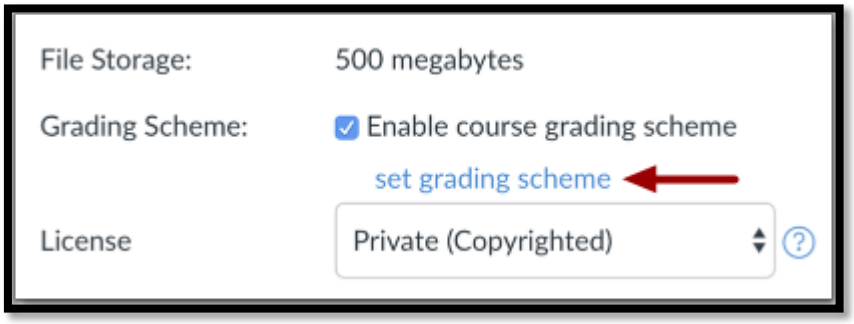
The Office of the University Registrar and UNMC Information Technology have been working with the Nebraska Student Information System (NeSIS) to develop a simple method of importing grades from Canvas into MyRecords. This new process will reduce both the amount of time needed to enter final grades, as well as minimize the potential for data entry error.

Note: If you want to display a letter grade in MyRecords, you will need to set a Grading Schema in Canvas.

Setting your Grade Scheme in Canvas

To set your grading scheme in Canvas:

1. Login to your Canvas course.
2. In Course Navigation, click the **Settings** link.
3. Click the **Course Details** tab.
4. Click the **Enable course grading scheme** checkbox.



- To create a grading scheme for your course, or to use a default grading scheme provided by your account, click the **set grading scheme** link.
- To enable a grading scheme that you have previously created in your course or that was imported using the Course Import Tool, click the **view grading scheme** link.

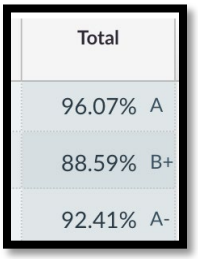
5. Canvas will show you the Canvas default grading scheme. If you want to select another grading scheme, click the **Select Another Scheme** link. To view a grading standard, click the title of the grading scheme.

6. When you have located the grading scheme you want to use in the course, click the **Use This Grading Standard** button.

7. View your enabled grading scheme. Click the **Done** button.

Setting your Final Grade to display as a letter grade

You'll need to enable a Course Grading scheme in Canvas to calculate letter grades. At the end of the semester, when entering grades in MyRecords, use the new button "Import Canvas Grades" to pull grades from Canvas.



The new page shows the listing of each student along with the Canvas percent grade and the letter grade.

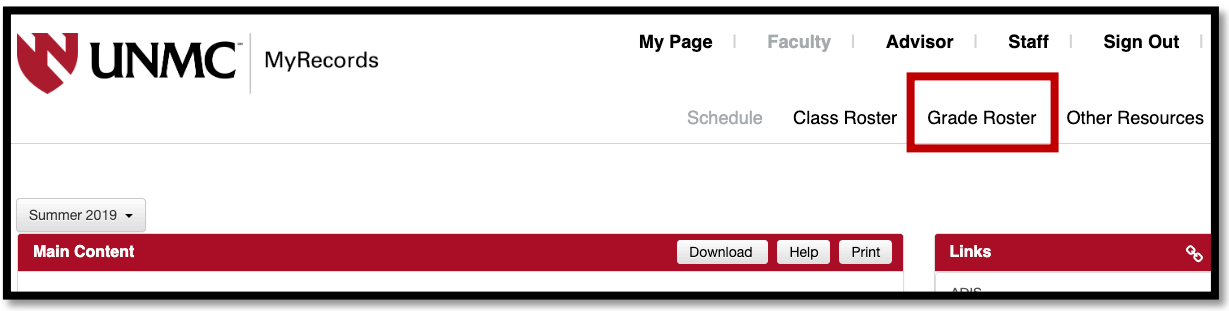
You can edit the letter grade or, if everything looks correct, you simply submit final grades.

PeopleSoft does not have a converter/calculator for percentages. There are only letter grades in PeopleSoft. So, you'll want to make sure that you've set your Canvas course grade to display as a letter grade. This letter grade will auto populate directly in PeopleSoft for you.

Importing Canvas Grades into our Student Information System

1. Log in to MyRecords like you normally would.

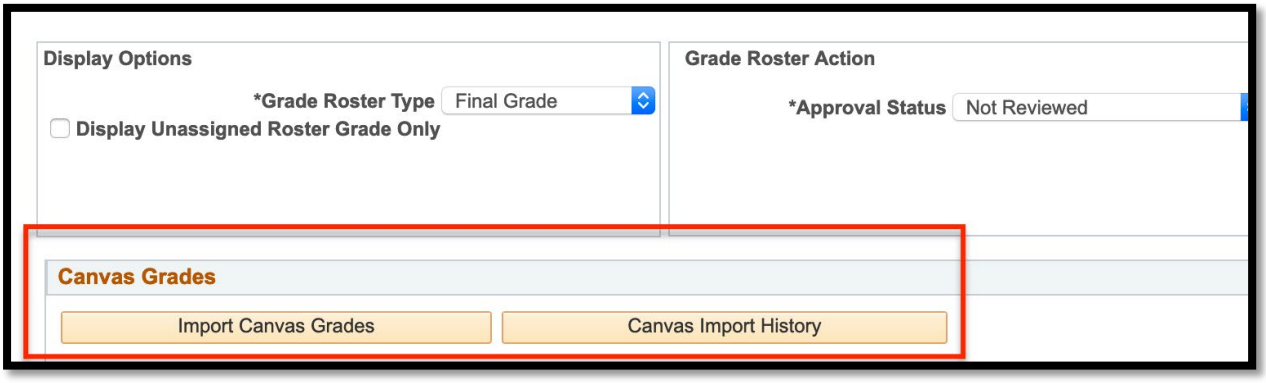
2. From the top of the screen click **Grade Roster**.



3. Next to the class you wish to enter final grades for, click the **Grade Input Allowed** link. Note: the link will only be available if we are in a current grading period.

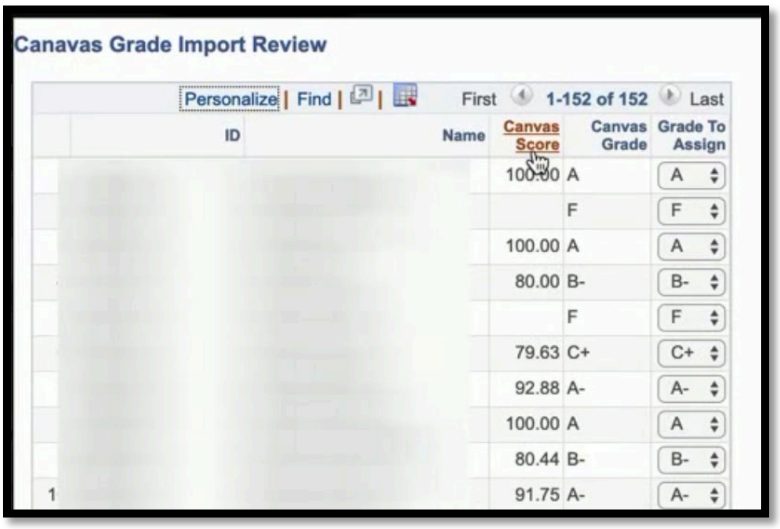
4. The steps up to this point are the same process that you have been using in the past. If you prefer, you can continue using the same process from here by manually entering letter grades.

5. The new process has the inclusion of two new buttons, **Import Canvas Grades** and **Canvas Import History**.



6. Click the **Import Canvas Grades** button. Depending on how many students are in your class it may take several seconds to load the next page.

7. The new window displays your students along with the current Total score in percent from the Canvas Gradebook under the **Canvas Score** column.
If you have enabled a Grading Scheme in Canvas to compute letter grades, there will also be a letter in the **Canvas Grade**, and the **Grade to Assign** columns. If you don't have those letter grades showing, you can either manually assign the grade from the dropdown list or go back to Canvas to enable a grading scheme and set your scale. Having the letter grade already in Canvas makes this process very simple!

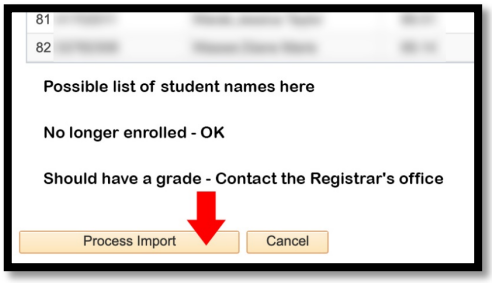


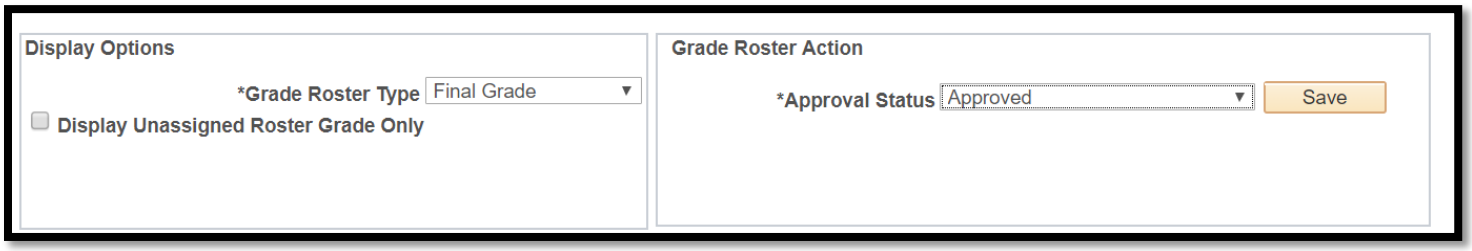
You are not forced to use the exact letter grade that came in from Canvas. If you wish to assign a different grade, simply select it from the dropdown list.

If there are no grades listed next to a student, it means that there are no recorded grades for that student in the Canvas gradebook.

At the bottom of the page you might see students listed with the message "so and so was not found on the grade roster". This is likely from having a student on your roster in Canvas who is not or no longer enrolled in your Student Information System. If there are names on that list who should be getting graded, please consult the Academic Records Office.

8. Click the **Process Import** button to complete pulling in the grades from Canvas.



At this point the letter grade either pulled in from Canvas or manually entered by you will display in the **Roster Grade** column. Double check for any errors and keep in mind that only allowed grades based on student and course type will be permitted. If there are any errors or missing data, it could be because the letter grade you pulled over from Canvas is not an allowed grade in the Student Information System. On this page, you still have the ability to set a different letter grade prior to submitting.

9. If everything looks correct, set the Approval Status to *Approved*, click the **Save** button, and then click the **Post** button at the bottom of the page.
   At this point your grades have been Posted and any changes would need to follow typical change of grade procedures.