CANVAS GRADEBOOK SETUP FOR PULLING GRADES INTO FACULTY CENTER

Last updated: 11/18/2022

Purpose

This support guide provides an overview of the steps involved to review the accuracy of course Final Grades in-preparation to automatically pull from the Canvas learning management system (LMS) and into your Faculty Center account for official student records keeping and publishing. To streamline faculty grading and reporting at the end of a semester to Enrollment Services, Academic Technology Services (ATS) is implementing a 'grade-pull' feature from Canvas via your respective Faculty Center portal. The grade-pull import process only accepts letter grades.

Canvas Grading Background

For gradebook purposes, Canvas maintains 4-fields related to student grades in a course:

1) **Current score** – % of all graded assignments
2) **Current grade** – Letter grade based on current score
3) **Final score** – % of all graded and ungraded assignments
4) **Final grade** – Letter grade based on final score

In the gradebook view of a Canvas course, the **Total** column corresponds to the current score, which calculates and displays as a percentage value. To have Canvas also display the current letter grade within the Total column, you must enable the grading scheme setting for your course, which this guide includes.

Currently, Canvas does not provide a way to display each student's Final score and grade in the native gradebook view. To view all students' current and final scores and grades, you must export your entire gradebook *after* enabling the grade scheme setting. Exporting this data will create a .CSV file for easy viewing. For navigational support and instructions on exporting Canvas gradebook, review the following article: [How Do I Export Grades in the Gradebook?](#)

While optional, to import grades successfully and accurately from your Canvas gradebook, we encourage you to enable the following gradebook settings to help you maintain the integrity of your grades for posterity:

1) (Optional) Enable a grading scheme for your course
2) Review final grades exported from Canvas
3) (Optional) Allow for final grade overrides

(Optional) Enable a Grading Scheme

Enabling the grade scheme setting within your course allows Canvas to additionally populate the Total grade column with a student's current grade represented as a letter grade (**e.g., 83% B**). We suggest enabling this setting to help quickly determine grade accuracy before initiating the grade-pull process. To include this letter grade information in the Total column, follow the steps below:

1) Navigate to your course in Canvas
2) In the Course menu pane, select **Settings**
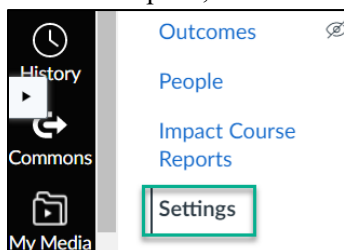
   a.

3) Scroll down to the "Grading Scheme" setting. Select the checkbox for "Enable course grading scheme".
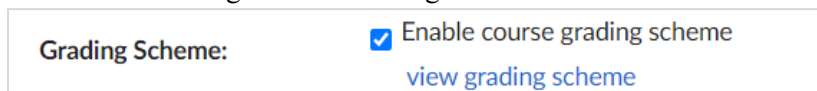
   a.

4) Scroll down the course settings page and select the "Update Course Details" button.

       a.   Update Course Details

When you next view your gradebook, the Total column will contain both the current score and current grade.

| Total |
| --- |
| 96.3% A |
| 37.04% F |
| 97.58% A |
| 97.58% A |
| 85.67% B |
| 98.51% A |

a)

Review Final Grades Exported from Canvas

To help maintain the integrity of your gradebook, it is essential that faculty review final grades as calculated by Canvas. As such, we strongly recommend exporting the Canvas gradebook for a final review of calculated totals.
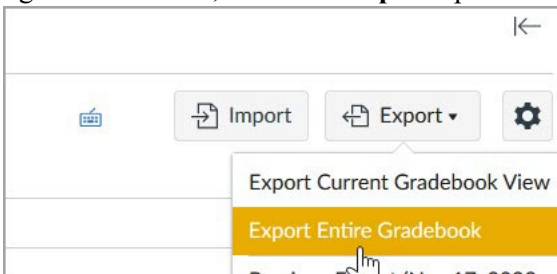
To view all students' current score/grade and final score/grade, *you must first enable* the Course Grade Scheme setting, then export your entire gradebook from Canvas:

1) Navigate to your course in Canvas
2) Click on the **Grades** link from the course navigation menu pane

        Syllabus

        Modules

        Grades

        Discussions

        Quizzes

        Assignments
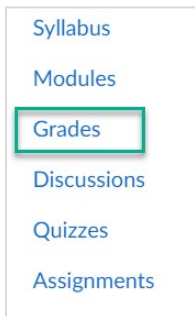
       a.

3) After the gradebook loads, select the **Export** option then "Export Entire Gradebook" from the dropdown:

        Import   Export ▾

        Export Current Gradebook View

        Export Entire Gradebook

       a.

4) Open the newly generated .CSV file in Excel and review all students' final grades. Make updates in your Canvas gradebook to fix any discrepancies, such as the current score/grade not being the same as the final score/grade. See the "Canvas Grading Background" section above for an explanation of the difference between current score/grade and final score/grade.

     Special Note: A dash (-) in the gradebook is not the same a zero (0) grade.

(Optional) Allow for final grade overrides

Canvas provides a way for instructors to manually enter, adjust and override final grades. This is helpful for instructors who grade on a curve or adjust the weight of an exam as an example. To enable your Canvas gradebook for manual override, you must enable the **Allow final grade override** setting:

1) Navigate to your course in Canvas
2) Click on the Grades link from the course navigation menu to open your gradebook
3) On the right side of the gradebook screen, click on the cog icon [⚙] to bring up the **Gradebook Settings** page.
4) Click on the **Advanced** tab and select the "Allow final grade override" checkbox

5) Click the "Apply Settings" button at the bottom of the page to save your settings.

6) When you view your gradebook in Canvas, you will now see an "Override" column.

Total	Override
96.3% A	–
37.04% F	–
97.58% A	–
97.58% A	–
85.67% B	–
98.51% A	–

7) To set an override grade for a student, click the cell of the student record you want to modify. The table cell will become editable.

Total	Override
96.3% A	–
37.04% F		

8) Type in a letter grade then press Enter or Tab or use your mouse and click outside of the cell. The override grade is now saved to the gradebook.

Total	Override
96.3% A	–
37.04% F	C

Be advised that it is not necessary to fill out the Override column for all students in your course. If an override grade is present for a student, this is passed to your Faculty Center. If no override grade is present, then the student's Final Grade is passed to your Faculty Center.

Special Note: If you do not enable a grading scheme for your course, the grade import process will convert the Final Score into a final grade value according to the table below. Additionally, when entering an override value, you must enter a percentage value rather than letter grade if no grading scheme is enabled for your Canvas course.

Table 1Final score conversion to letter grade table

Override score	Letter grade sent to Faculty Center (PeopleSoft)
Greater than or equal to 90%	A
Greater than or equal to 80%	B
Greater than or equal to 70%	C
Greater than or equal to 60%	D
Less than 60%	F

Additional Notes

- As an instructor, when selecting the "Import Grades" button in your Faculty Center, this triggers a process that will first attempt to pull grades for the specified course in BeachBoard. If an error occurs or all empty grades are returned from BeachBoard, then the process will attempt to pull grades from Canvas.
- The process of pulling grades for any merged sections by the instructor into a different course also work fine.

References:

Transferring Grades to Faculty Center
How Do I Export Canvas Gradebook