

CANVAS FINAL GRADES SETUP FOR FACULTY CENTER

Purpose

This guide provides the steps involved to review the accuracy of course Final Grades to automatically pull from the Canvas learning management system (LMS) into Faculty Center 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) has implemented a “grade-pull” feature from Canvas to the Faculty Center portal.

Preparing your Canvas Gradebook for Faculty Center

Canvas grades are calculated using the [Total Column](#), which corresponds to the **Current Score**. To have Canvas display the current letter grade within the **Total** column, you must enable the [course grading scheme](#) in your course. The grade-pull import process will only accept letter grades.

Note: Canvas calculates both a **Current Score** and a **Final Score**. For gradebook purposes, we recommend looking at the following four fields related to student grades in a course:

- The **Current Score** reflects scores for graded, posted assignments.
- The **Unposted Current Score** reflects scores for [graded](#) assignments and includes hidden assignments.
- The **Final Score** reflects the overall score of all graded and ungraded assignments, but excluding hidden assignments. The **Final Score** is not visible to students and is only visible to the instructor when [grades are exported](#).
- The **Unposted Final Score** reflects the overall score for all graded and ungraded assignments, including muted assignments.

To import final grades into Faculty Center, the **Current Score** should match the **Final Score**. Make sure all grading is completed, [all non-submitted assignments are set to 0](#), [Excused](#), or [excluded from final grades](#), and [all grades are posted](#).

Override a Student’s Final Grade

You can override a student's final/interim grade by [adding an override column](#) in the Canvas gradebook. You do not have to enter an override for all students; just the student(s) that need overridden. If a student has an override grade, the override field will bypass Faculty Center import errors for missing and hidden assignments.

How to Get Help

- For [technical assistance](#) in Canvas, contact canvas@csulb.edu.
- For assistance in [importing grades to Faculty Center](#), contact ES-Registration@csulb.edu.