TRANSFER MID-TERM GRADES FROM CANVAS TO FACULTY CENTER (PEOPLESOFT)

Last updated: 3/11/2024

Background

In order for the grade-pull feature for mid-terms to work, you will need to create a specially-named assignment in the Canvas gradebook. This assignment will be worth 0 points and will not count towards the students' final grade in the course. The specially-named assignment will make it possible for the "grade-pull" system to know where to pull mid-term grades from the Canvas course gradebook and populate the values in Faculty Center/PeopleSoft.

Note: Faculty Center/PeopleSoft will *not* be pulling from the "Final Grade" field nor the "Current Grade" field from the Canvas gradebook because not all gradebooks are set up the same way and the "Current Grade" value may not be accurate.

To successfully set up mid-term grades to be pulled from Canvas into Faculty Center, you must do the following:
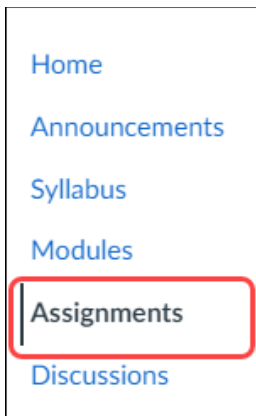
1) (Optional) Create a new Assignment Group.
2) Create a new Assignment named "MID-TERM GRADE FOR EXPORT".
3) Enter mid-term grades for each student in your course.
4) (Optional) Remove the "MID-TERM GRADE FOR EXPORT" assignment and assignment group after import is completed.

Note: ***The name of the assignment must precisely be <u>MID-TERM GRADE FOR EXPORT</u>. Otherwise, grades will not transfer properly.***

(Optional) Create a new Assignment Group

This is an optional, suggested step. We suggest doing this so that the specially-named assignment will be kept visually separate from others when you view the Assignments page for your class.
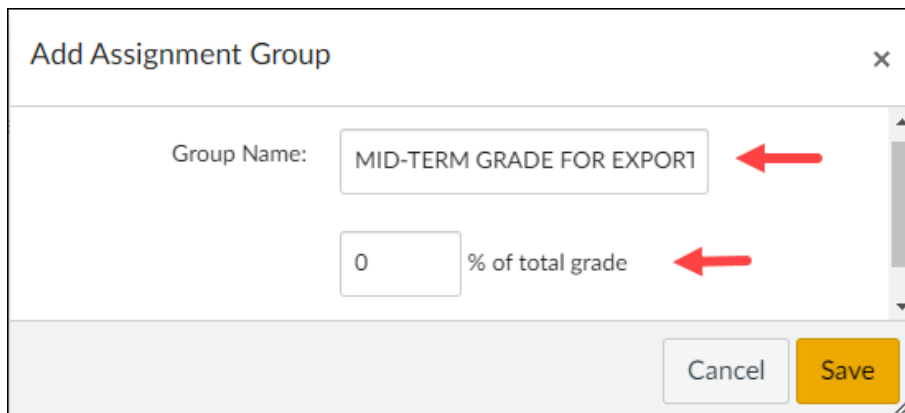
1) Navigate to your course in Canvas.
2) From the course navigation menu, select **Assignments**.

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3) In the upper right corner, click on the **+Group** button to create a new assignment group.
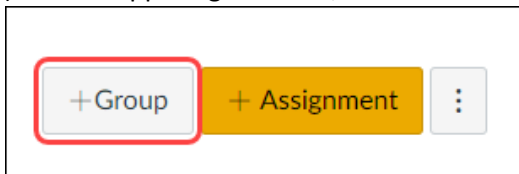
+Group   + Assignment   ⋮

4) Enter "**MID-TERM GRADE FOR EXPORT**" for the group name. If you have Assign Group Weights enabled, enter 0% for the total grade. Click **Save** to create the group.

Add Assignment Group   ✕

Group Name: MID-TERM GRADE FOR EXPORT   ⬅

0   % of total grade   ⬅

Cancel   Save

5) Scroll to the bottom of the Assignments page. You will see a new, empty **MID-TERM GRADE FOR EXPORT** assignment group.
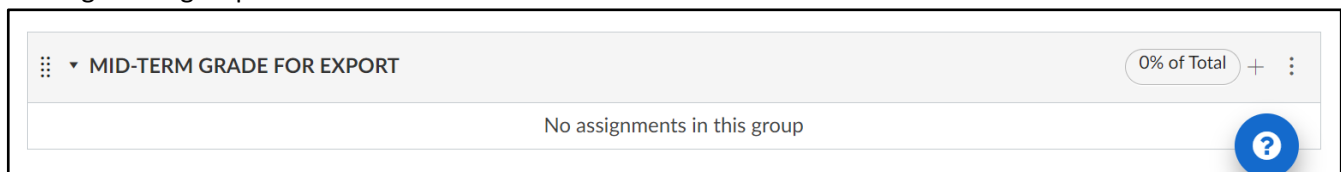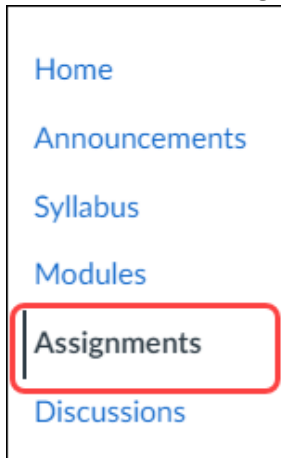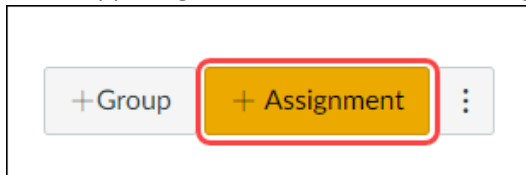
⋮⋮ ▾ MID-TERM GRADE FOR EXPORT   0% of Total + ⋮

No assignments in this group

❓

Create a new Assignment

1) Navigate to your course in Canvas.

2) From the course navigation menu, select **Assignments**

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3) In the upper right corner, click on the **+Assignment** button to create a new assignment

+Group   + Assignment   ⋮

4) On the **Create new assignment** page, enter the following:
   - Assignment Name: MID-TERM GRADE FOR EXPORT
   - Points: 0
   - Assignment Group: If you created a **MID-TERM GRADE FOR EXPORT** assignment group as outlined in the previous section, select that. If you did not, select a group under which this assignment will be listed **Note: ***The name of the assignment must precisely be MID-TERM GRADE FOR EXPORT. Otherwise, grades will not transfer properly.****
   - Display Grade as: Letter Grade
   - Select the Default Canvas Grading Scheme
   - Select the **Do not count this assignment towards the final grade** checkbox
   - Submission Type: No Submission

5) Press the **Save & Publish** button at the bottom of the screen. The assignment will be created successfully. You can now enter mid-term grades for each student in the course.
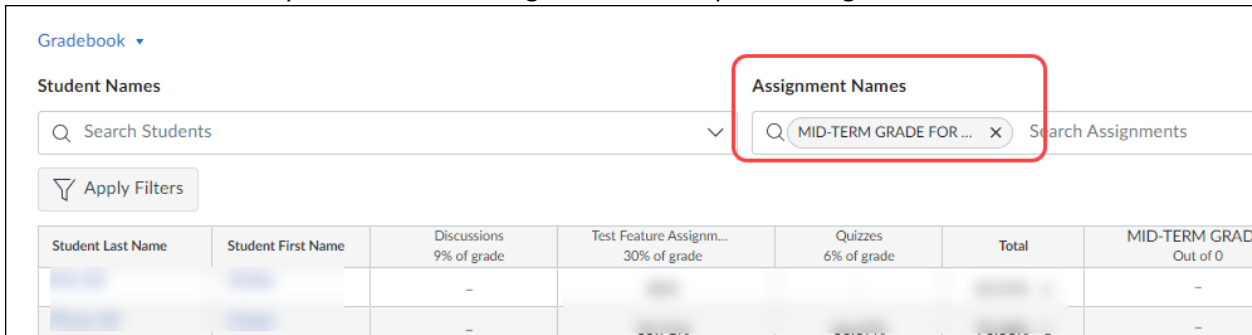
Enter mid-term grades for each student in your course.

1) Navigate to your course in Canvas.
2) From the course navigation menu, select **Grades**.

Assignments

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Quizzes

Grades

Attendance

Zoom Meetings
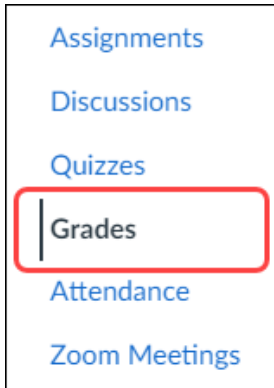
3) In the gradebook, select the **MID-TERM GRADE FOR EXPORT** assignment under the Assignment Names field. This will ensure that you enter mid-term grades for this specific assignment.

4) Enter the mid-term letter grade by clicking in the cell under the MID-TERM GRADE FOR EXPORT column for each student. You can either type in a letter grade or select the letter from the dropdown list.

Student Name	MID-TERM GRADE FOR E Out of 0
	A
	B
	B
	B
	C
	D
	A
	F
	C
	|
	–

5) After you have entered mid-term grades for all students, you can now pull them into Faculty Center/PeopleSoft. (You can do this by clicking on the "Import Grades" button in Faculty Center. See the Enrollments Services grade roster page for more info.)

Note: By default, the grades are visible to students in Canvas. You can confirm this by checking your course's

Grade Posting policy (Gradebook > ⚙ Gear icon in upper right hand corner > Grade Posting Policy)

Gradebook Settings ✕

Late Policies   **Grade Posting Policy**   Advanced   View Options

◉ **Automatically Post Grades**
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

○ **Manually Post Grades**
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

(Optional) Remove the "MID-TERM GRADE FOR EXPORT" assignment and assignment group

After you have completed importing mid-term grades into your course in Faculty Center/PeopleSoft, you can delete the mid-term assignment group and assignment.

1) Navigate to your course in Canvas.
2) From the course navigation menu, select **Assignments.**
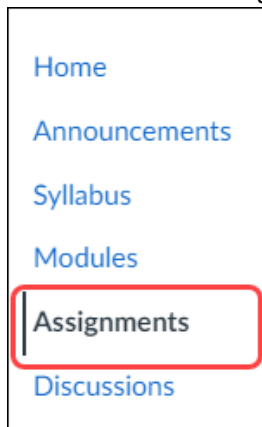
3) Scroll to the **MID-TERM GRADE FOR EXPORT** assignment/group, click the 3 dots to the right of the assignment and select **Delete** from the dropdown.