Student Information System Training Guide

Uploading Grades from Canvas to SIS

Last Published 9/28/2017
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Uploading Grades from Canvas to SIS

This guidebook demonstrates how to upload grades from Canvas to SIS. There are two processes described in this guidebook; both must be followed completely in order to submit grades.

Uploading Grades from Canvas

There is a tool in the Canvas Wizard that will allow you to upload grades from your Canvas gradebook into SIS. To do this, follow these steps.

First, login to Canvas at canvas.case.edu. Then, click the Help Button at the bottom of the left-hand side Global Navigation menu. From the pop-out help menu, select the Canvas Wizard.

In the Canvas Wizard, select the Upload Grades to SIS option.
Uploading Grades from Canvas to SIS

After clicking Continue, you will be taken to a page listing active SIS sections that have corresponding Canvas sites. Click on the course to which you would like to upload grades. You will be taken to a page that looks like this:

1. **Name and Network ID** - Identifying information of the student for whom you are submitting a grade.
2. **Canvas current score and Canvas current grade** - Current grade/score is calculated from the course activities that have been graded. Students are not penalized for any graded activity that they have not yet submitted or that you, as the instructor, have not yet graded. SIS mid-semester grades are preloaded in this form based on Canvas current grades.
3. **Canvas final score and Canvas final grade** - Final grade/score is calculated from all activities that can be graded, even if they have not been submitted or graded. Any items that do not have a grade are treated as having a zero grade. SIS final grades are preloaded in this form based on Canvas final grades.
4. **SIS grade** - This dropdown menu allows you to select which grade to assign to a student for the course.

After you have gone through your course roster and assigned grades to each student, scroll to the bottom of the page and click the **Upload grades to SIS** button.

If uploading mid-semester grades, you are finished with the process. It is not necessary to login to SIS. There is no approval process for mid-semester grades and they can be seen in SIS by students immediately. If uploading final grades, please proceed to the next section, Approving Grades in SIS.
Approving Grades in SIS

Once you have performed the process of uploading grades from Canvas to SIS, you must enter SIS to approve final grades. This process will submit the students' grades to the University Registrar. Final grades can be seen in SIS by students after an overnight process.

Begin by logging into SIS at case.edu/sis.

Your teaching schedule is in the center of you homepage. Locate the class for which you want to approve grades. Click the Grade Roster icon that is immediately to the left of the class.
Uploading Grades from Canvas to SIS

On the Grade Roster screen, choose a Grade Roster Type of Final Grade.

Review the grade roster for accuracy and missing grades. Make corrections as necessary. Corrections made in SIS will not be reflected in Canvas.

When you are finished reviewing grades, click on the Approval Status dropdown list and choose Approved by Instructor.

The following message will appear:

Click OK to continue if you are done recording grades at this time.
NOTE: It is possible to submit a partially-entered grade roster when in **Approved by Instructor** status. If the roster is not fully graded, a warning message will appear.

![Message]

NOTE: Grades can be saved without being submitted at any point in the grade entry process by clicking the **Save** button when the **Approval Status** dropdown list is set to **Not Reviewed** or **Ready for Review**.

This completes the process of approving final grades in SIS. The students' grades for the class are now submitted and they will be posted to students' records within 24 hours.