

# **Student Information System Training Guide**

## **Uploading Grades from Canvas to SIS**

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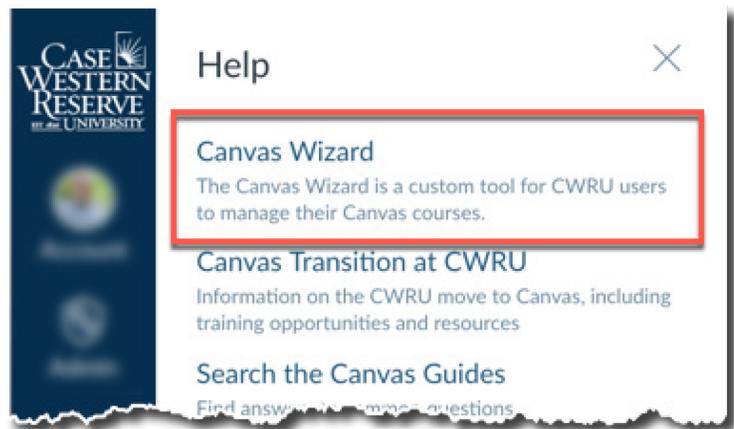
### Uploading Grades from Canvas to SIS

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.

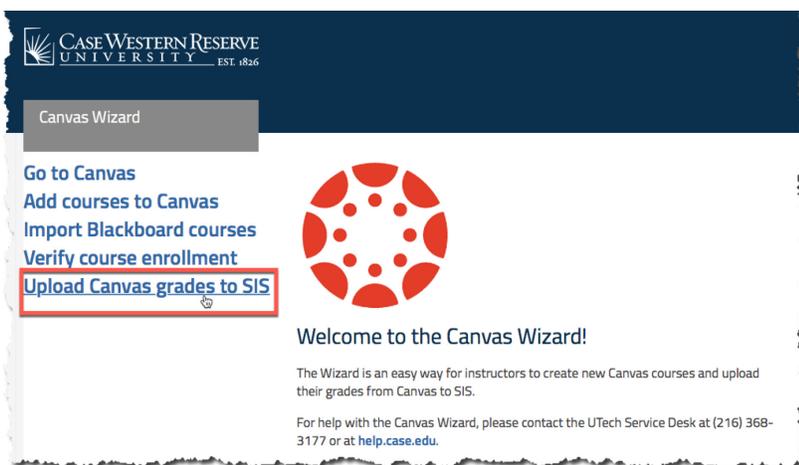
### Uploading Grades from Canvas

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](https://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**.

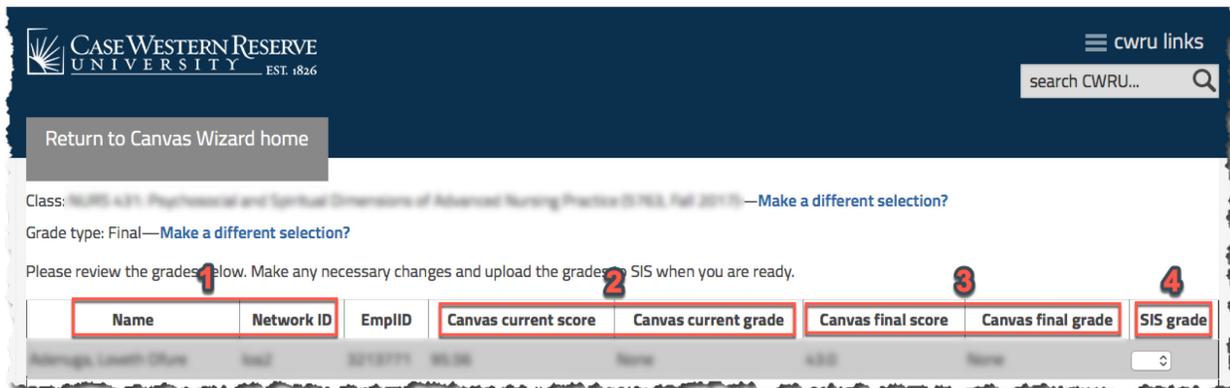


In the **Canvas Wizard**, select the **Upload Grades to SIS** option.



## 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:



Return to Canvas Wizard home

Class: [NURS 421: Physiological and Spiritual Dimensions of Advanced Nursing Practice \(NURS, Fall 2019\)](#) —Make a different selection?

Grade type: Final—[Make a different selection?](#)

Please review the grades **1** below. Make any necessary changes and upload the grades **2** SIS when you are ready.

<b>1</b> Name	<b>1</b> Network ID	EmplID	<b>2</b> Canvas current score	<b>2</b> Canvas current grade	<b>3</b> Canvas final score	<b>3</b> Canvas final grade	<b>4</b> SIS grade
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- 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.

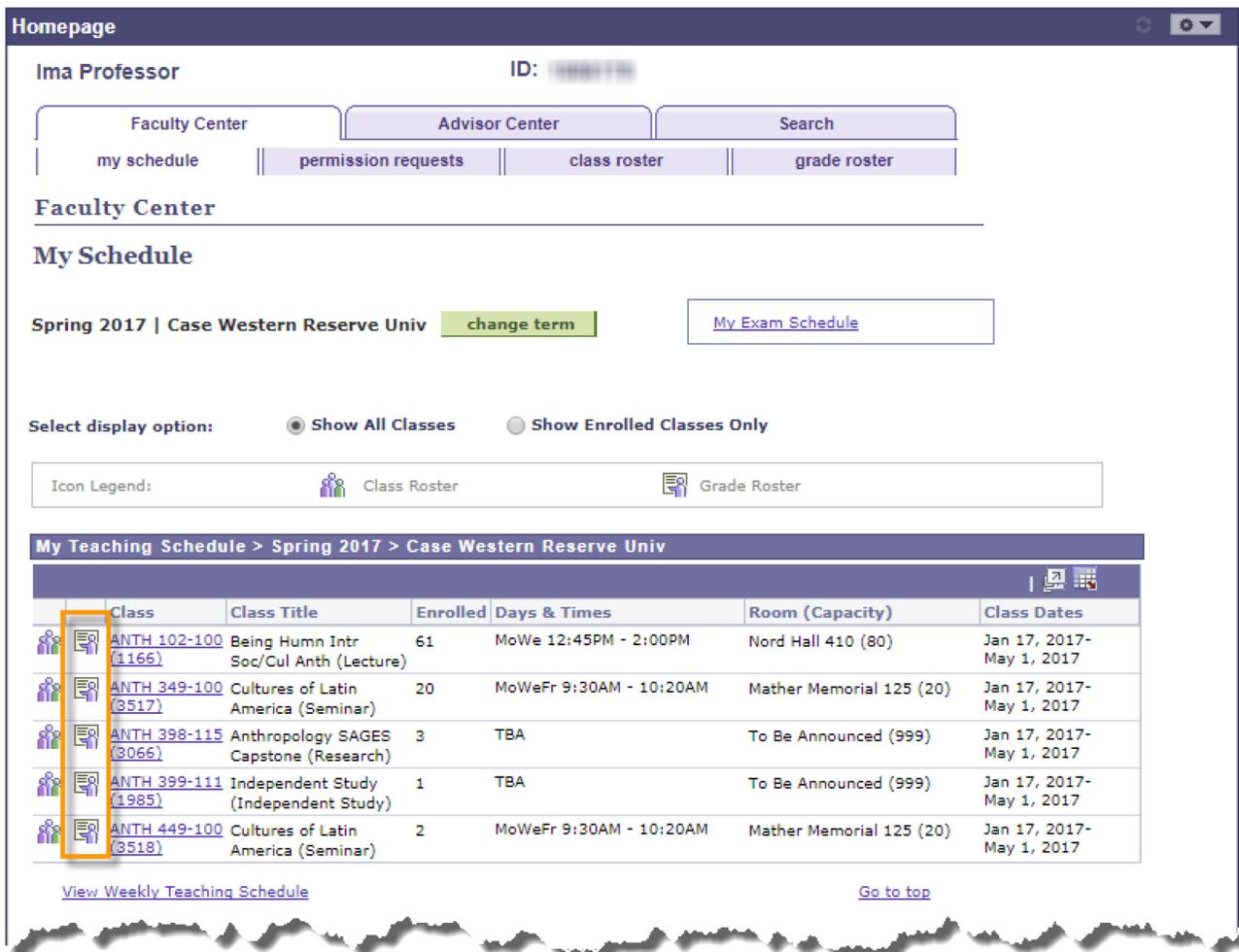
If uploading mid-semester grades, you are finished with the process. It is not necessary to login to SIS. There is no approval process for mid-semester grades and they can be seen in SIS by students immediately. If uploading final grades, please proceed to the next section, Approving Grades in SIS.

### 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](http://case.edu/sis).

Your teaching schedule is in the center of your 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.



**Homepage**

Ima Professor ID: [REDACTED]

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

### Faculty Center

### My Schedule

Spring 2017 | Case Western Reserve Univ [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

**My Teaching Schedule > Spring 2017 > Case Western Reserve Univ**

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
<a href="#">ANTH 102-100 (1166)</a>	Being Humn Intr Soc/Cul Anth (Lecture)	61	MoWe 12:45PM - 2:00PM	Nord Hall 410 (80)	Jan 17, 2017-May 1, 2017
<a href="#">ANTH 349-100 (3517)</a>	Cultures of Latin America (Seminar)	20	MoWeFr 9:30AM - 10:20AM	Mather Memorial 125 (20)	Jan 17, 2017-May 1, 2017
<a href="#">ANTH 398-115 (3066)</a>	Anthropology SAGES Capstone (Research)	3	TBA	To Be Announced (999)	Jan 17, 2017-May 1, 2017
<a href="#">ANTH 399-111 (1985)</a>	Independent Study (Independent Study)	1	TBA	To Be Announced (999)	Jan 17, 2017-May 1, 2017
<a href="#">ANTH 449-100 (3518)</a>	Cultures of Latin America (Seminar)	2	MoWeFr 9:30AM - 10:20AM	Mather Memorial 125 (20)	Jan 17, 2017-May 1, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

## 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**.

### Grade Roster

[Grading Information](#)    [View FERPA Statement](#)

Spring 2017 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

▼ **ANTH 102 - 100 (1166)**    [change class](#)

Being Human: An Introduction to Social and Cultural Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 12:45PM-2:00PM	Nord Hall 410	Ima Professor	01/17/2017 - 05/01/2017

**Display Options:**

\*Grade Roster Type    Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status    Approved by Instruct! ▼

[Request Grade Change](#)

[SAVE](#)

Student Grade								
	ID	Name	Send E-mail	Network ID	Roster Grade	Official Grade	Grade Basis	Program and Plan
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	[REDACTED]	B	B		Arts & Sciences Undergraduate - Psychology (BA)
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]	[REDACTED]	A	A		Arts & Sciences Undergraduate - Biochemistry (BS)
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]

The following message will appear:

Message

Warning -- You are about to Approve grades for posting. (27000,144)

Approved grades are normally posted within a minimum of 24 hours and cannot be revised later without completing the grade change process. Please be sure grades are accurate before proceeding.

OK
Cancel

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

Warning -- There are some students in the roster who do not have grades recorded. (27000,143)

This grade roster can be saved even though it is incomplete at this time, but you will need to return later, reset your roster status to Not Reviewed, and record the missing grades. Please click "OK" and then click "Save" if you are done recording grades at this time.

OK

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.

## Uploading Grades from Canvas to SIS