



Import Canvas Grades to myUH Grade Roster

Instructors have the option to import **final grades**, grade reasons, and the date of the last academic activity into myUH Faculty Center from Canvas. **Note:** The grading scheme must be enabled to import the Final Grade.

Enable a Grading Scheme for the Canvas Course

1. Login to your Canvas course.
2. In Course Navigation panel, click “Settings”
3. Click the “Course Details” tab.
4. Check the box for “Enable course grading scheme”.

The screenshot shows the Canvas course settings interface. The left-hand navigation menu is visible, with 'Settings' highlighted. The main content area shows various course settings. The 'Grading Scheme' section is highlighted with a red box, indicating that the 'Enable course grading scheme' checkbox is checked. Below this, there is a dropdown menu for 'Default Canvas Grading Scheme'. At the bottom of the section, there are buttons for 'View', 'Copy', and '+ New Grading Scheme'. A link for 'Manage All Grading Schemes' is also present.

To use a default grading scheme, click the **Grading Scheme** drop-down menu [1] and select Default Canvas Grading Scheme (A-F letter grades). Select the **View** button to review the grade scheme [2]. To [create a grading scheme](#) for your course, click the **Add New Grading Scheme** button [3].

This close-up screenshot focuses on the 'Grading Scheme' section. The 'Enable course grading scheme' checkbox is checked. The 'Default Canvas Grading Scheme' dropdown menu is highlighted with a red box and labeled '1'. The 'View' button is highlighted with a red box and labeled '2'. The '+ New Grading Scheme' button is highlighted with a red box and labeled '3'. The 'Manage All Grading Schemes' link is visible at the bottom.



Select **Update Course Details** button to **Save** the grade scheme. If you need to change your course grading scheme, select [Manage All Grading Schemes](#).

Grading Scheme: Enable course grading scheme

2301 Grading Scheme

View Copy + New Grading Scheme

[Manage All Grading Schemes](#)

Update Course Details

*You will need to repeat these steps for each Canvas course you will Import. For combined or merged sections, repeat the steps above for **every section**.*

Import Canvas Grades into myUH

Log into myUH self-service



Select the **“Faculty Center”** tile.

Faculty Home

Announcements

Faculty Personal Information

Faculty Center

Worklist

Faculty Announcements

Personal Details, Privacy, Security, and Settings

Faculty Center, Class Search, Form Approval, Exam

Worklist, Worklist Details

Click the **“Grade Roster”** icon to the left of the section to be graded.

Icon Legend Class Roster **Grade Roster** Learning Management

My Teaching Schedule > Summer 2024 > University of Houston

Personalize | View All | First 1 of 1

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 MATH 2312-05 (11154)	Precalculus (Lecture)	39	TBA	TBA	May 13, 2024-Jun 1, 2024
 MATH 2413-01 (10725)	Calculus I (Lecture)	92	TBA	TBA	Jun 3, 2024-Aug 9, 2024



Click the “**Canvas Import**” button near the bottom of the page. This button pulls grades from Canvas, and the dates associated with the last academic activity for students (based on Canvas or CCS activity) automatically into the Grade Roster. This information is used to create the grade reason value associated with the date of last academic activity when needed.

The screenshot shows a table with columns for checkboxes, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, Applied to Graduate, Level, Grade Reason, and Date of Last Academic Activity. Below the table are several buttons: 'Select All', 'Clear All', 'Grades Upload', and 'Canvas Import' (highlighted with a red box). There is also a dropdown menu with a plus sign and a button that says '<- Add this grade to selected students'. At the bottom, there are buttons for 'Notify Selected Students', 'Notify All Students', 'Printer Friendly Version', and 'Save'.

Review the Roster Grade, Grade Reason and Date of Last Academic Activity to verify accurate import of the Grade Roster from Canvas. Faculty can override the data imported if they have other information.

Grade Reason and Date of Last Academic Activity

For grades of Unsatisfactory (“U”) or Failing (“F”), the **Grade Reason**—such as “Completed the Term,” “Never Attended,” or “Stopped Attending”—**will be automatically imported based on the student’s last recorded academic activity in Canvas or CCS.** There is no need to request data regarding a student’s last date of academic activity. This information is updated daily and used to determine the appropriate grade reason.

Faculty have the option to manually override the grade reason and, if needed, enter the date the student stopped attending. **This entire process is integrated into the system and runs behind the ‘Canvas Import’ button.**

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1		F		LT	Education Undergraduate - Health, BS/Human Dev & Family Sciences		Senior	Stopped Attending	09/17/2024
<input type="checkbox"/>	2		F		LT	LASS Undergraduate - Psychology, BS		Junior	Stopped Attending	09/19/2024
<input type="checkbox"/>	3		F		LT	LASS Undergraduate - Psychology, BS/Biology	Y	Senior	Stopped Attending	09/17/2024



Once Imported Successfully. You will see the count of grades that are imported into the Grade Roster.

Select **Save**.

The screenshot shows a web interface for importing grades. At the top, there are two rows of student data with checkboxes, dropdown menus, and columns for course name, section, level, and dates. Below this are buttons for 'Select All', 'Clear All', 'Grades Upload', and 'Canvas Import'. A dropdown menu is set to 'F' and a button says '<- Add this grade to selected students'. A red box highlights a 'CANVAS IMPORT SUMMARY' section containing the text: '54 of 56 grades were successfully input from the grades import process'. At the bottom, there are buttons for 'Notify Selected Students', 'Notify All Students', 'Printer Friendly Version', and a 'Save' button highlighted with a red box.

You will need to repeat these steps for each Canvas course you will Import. For combined or merged sections, repeat the steps above for **every section**.

Frequently Asked Questions

What is the difference between the Final Grade column and the Total Grade column in Canvas? The **Total Grade** column only represents grades entered and does not take into account assignments left ungraded. If a student receives a zero for an assignment, a zero must be entered to calculate an accurate grade average. If a student was excused from an assignment, mark excused and the Canvas gradebook will take this into account without adding a zero.

The **Final Grade** column represents the assigned letter grade using the grade scheme selected in Canvas.

Why is the grade imported from Canvas different than the grade displayed in myUH? The import process only imports the Final Grade column, not the Total Grade column. If there is a difference in the two grades, verify there is no missing data for the student in Canvas.

Why am I receiving the following message in the Import Summary? *Please set a grading scheme in Canvas for grades to be properly imported.*

This occurs if the grading scheme in Canvas is not enabled, verify the Canvas course has the grading scheme enabled.

The screenshot shows the same web interface as above, but with a different 'CANVAS IMPORT SUMMARY' message. A red box highlights the text: 'Please set a grading scheme in Canvas for grades to be properly imported.' Below this, it says '0 of 54 grades were successfully imported from Canvas'. The 'Save' button is no longer highlighted.



Why does the Import Summary list fewer grades import than on the grade roster?

The Import Summary may display fewer grades due to missing or incomplete data in Canvas. Verify that all student grades in the myUH grade roster are imported before saving import.

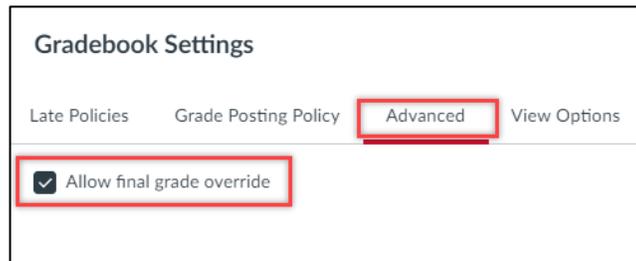
How do I update the roster grade, grade reason, or date of last academic activity after Canvas import?

Yes, you can update using the Change Grade Request button.



How do I override the Total Column Letter Grade needs to be adjusted (due to a curve, etc.)

Select the "Allow final grade override" checkbox in Gradebook Settings  in the Advanced tab.



The Override column will now appear in your Gradebook. When importing grades into PeopleSoft, the letter grade will be parceled out from the Total column with the exception for when there is a grade in the Override column. If a grade is in the Override column Canvas Import will pull in the grade from the column.

Total	Override
53.33% F	D
53.33% F	-

Questions

Contact the Office of the University Registrar
uhsrsec@uh.edu