



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. On the left, a sidebar contains navigation links: Courses, Calendar, Inbox, History, Commons, Studio, and Help. The 'Settings' link is highlighted with a red box. The main content area shows various course settings. Under the 'Grading Scheme' section, the 'Enable course grading scheme' checkbox is checked and highlighted with a red box. Other settings visible include 'Large Course' (unchecked), 'Launch SpeedGrader Filtered by Student Group' (unchecked), and 'Default Canvas Grading Scheme' (selected). At the bottom, there are buttons for 'View', 'Copy', and '+ New Grading Scheme', and a link to 'Manage All Grading Schemes'.

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 options. It shows the 'Large Course' checkbox (unchecked) and the 'Launch SpeedGrader Filtered by Student Group' checkbox (unchecked). The 'Grading Scheme' section shows the 'Enable course grading scheme' checkbox checked. Below this, the 'Default Canvas Grading Scheme' is selected in a drop-down menu, highlighted with a red box and labeled with a red circle '1'. Below the drop-down, there are three buttons: 'View' (highlighted with a red box and labeled with a red circle '2'), 'Copy', and '+ New Grading Scheme' (highlighted with a red box and labeled with a red circle '3'). At the bottom, there is a link to 'Manage All Grading Schemes'.



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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

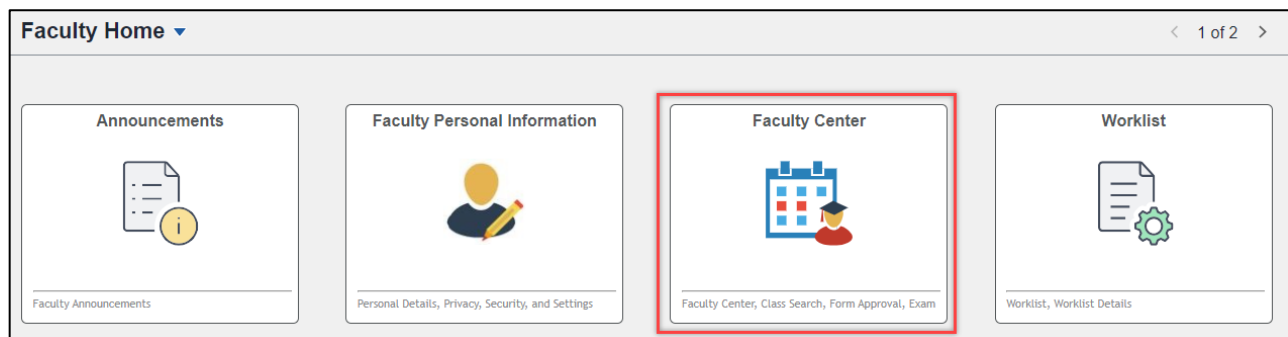
*You will need to repeat these steps for each Canvas course you will Import. For combined or merged sections, repeat the steps above for **every section**.*

Import Canvas Grades into myUH


Log into myUH self-service



Select the “**Faculty Center**” tile.



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 | |



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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.

| | | | | | | |
|--------------------------|------------|------------|----|--|----------|--|
| <input type="checkbox"/> | [Redacted] | [Dropdown] | LT | Engineering Undergraduate - Supply Chain & Logistics, BS | Junior | |
| <input type="checkbox"/> | [Redacted] | [Dropdown] | LT | Engineering Undergraduate - Computer Information Systems, BS | Freshman | |

Select All

Clear All

Grades Upload

Canvas Import

[Dropdown]

<- Add this grade to selected students

Notify Selected Students

Notify All Students

Printer Friendly Version

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.**

| Personalize Find [Icons] First 1-183 of 183 Last | | | | | | | | | | | |
|--|----|------------|--------------|----------------|---------------|--|---------------------|--------|--------------------------|--------------------------------|--|
| | 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 | [Redacted] | F | | LT | Education Undergraduate - Health, BS/Human Dev & Family Sciences | | Senior | Stopped Attending | 09/17/2024 | |
| <input type="checkbox"/> | 2 | [Redacted] | F | | LT | LASS Undergraduate - Psychology, BS | | Junior | Stopped Attending | 09/19/2024 | |
| <input type="checkbox"/> | 3 | [Redacted] | F | | LT | LASS Undergraduate - Psychology, BS/Biology | Y | Senior | Stopped Attending | 09/17/2024 | |



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

Select **Save**.

| | | | | | | | |
|--------------------------|-----------|---|----|--|----------|-------------------|------------|
| <input type="checkbox"/> | [blurred] | F | LT | Engineering Undergraduate - Supply Chain & Logistics, BS | Junior | Stopped Attending | 09/19/2024 |
| <input type="checkbox"/> | [blurred] | F | LT | Engineering Undergraduate - Computer Information Systems, BS | Freshman | Stopped Attending | 09/09/2024 |

Select All Clear All

<- Add this grade to selected students

CANVAS IMPORT SUMMARY
54 of 56 grades were successfully input from the grades import process

Notify Selected Students Notify All Students

Printer Friendly Version

Save

*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.

Select All Clear All

<- Add this grade to selected students

Grades Upload Canvas Import

CANVAS IMPORT SUMMARY
Please set a grading scheme in Canvas for grades to be properly imported.

0 of 54 grades were successfully imported from Canvas

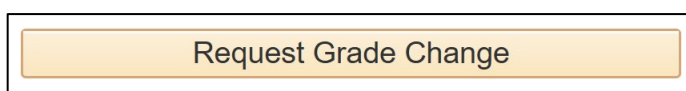


Why does the Import Summary list fewer grades import than on the grade roster?


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.

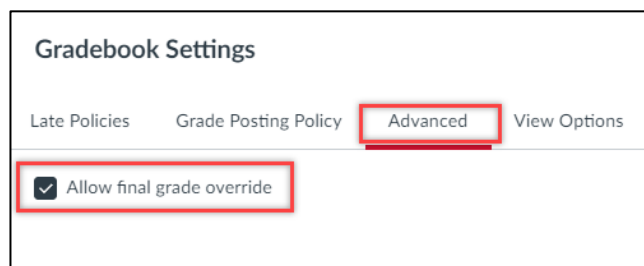
How do I update the roster grade, grade reason, or date of last academic activity after Canvas import?

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
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