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Using Canvas to Enter Grades in SIS

SIS (Student Information System) includes a **Get Grades from Canvas** button. If instructors choose to use this tool, they are able to sync their Canvas grades to SIS using the grading scheme enabled in NOVA Online courses.

NOVA Online courses have grading schemes enabled in all sections. Instructors do not need to enable a grading scheme to sync grades to SIS.

Instructors may choose to follow the directions below to enter their Canvas grades in SIS:

1. Login to https://my.vccs.edu and Launch the SIS app..



- Faculty Center
 Search

 Image: Class Roster
 My Schedule
 Class Roster

 Image: My Schedule
 Grade Roster

 Image: My Schedule
 My Schedule
- 4. Set a) **Grade Roster Type** to **Final Grade** and then select the b) **Get Grades from Canvas** button.

Display Options	Grade Roster Action
Grade Roster Type Final Grade	*Approval Status Not Reviewed Save

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5. A pop-up window will appear, click on **Connect to Canvas**.

<u>Connect to Carvas (opens new tab)</u>

6. Click Authorize and then close the tab.

🗇 CANVAS
VCCS SIS Integration VCCS SIS Integration is requesting access to your account. You are authorizing this app as the Your email address is
Cancel
Authorize

7. The window will reload with all of your grades.

ID	Hame	Current Grade	Final	Last Activity	Section
-	Careful Constraints	A	с	10/23/2022 15:02:17	
-		A	в	11/15/2022 20:23:39	
-	There is a second secon	A	с	10/25/2022 11:30:15	
-	ideo - ester agree at	A	с	11/15/2022 09:25:04	
-		A	с	10/24/2022 08:47:46	
		A	с	10/23/2022 15:01:52	
-		~	с	11/07/2022 13:14:06	
				10/30/2022	

8. You may choose to click either **Copy Current Grades** or **Final Grades to SIS**. If you select the wrong option, exit and try again.

sector sector party	A	10/30/2022 10:22:59
Canvas Gradebook	Copy Current Grades to SIS	Copy Final Grades to SIS

9. The grades will appear.

Sh	Personalize Find View All 2 R First () 1-20 of 26 (
311	ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grading Basis	Program and Plan	Lev
0	1		A •)		GRD	Curricular - General Studies	Furs Files
0	2		A v)		GRD	Curricular - Health Professions Preparation/Health Care Technician	Firs Free
0	3	-	A v	1		GRD	Curricular -	Firs

10. Any blank grades must be completed. Then, click **Save**.

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 $\stackrel{\wedge}{ta}$ Please note: W and F grades already on the roster cannot be changed.

- W grades cannot be entered by faculty.
- F and U grades require that you add a last date of attendance. Make sure you click

Notify Selec	ted Students	Notify All Studen	ts	
Select All	Clear All		Printer Friendly Versio	n
0	~	GRD	Curricular - Cybersecurity	First Time Freshman
0	A V	GRD	Curricular - Cybersecurity	First Time Freshman
0	A ¥	GRD	Curricular - General Studies Pre-BSN	Freshman
0	A ¥	GRD	Curricular - Business Management	First Time Freshman
0	A	GRD	Curricular - Health Professions Preparation	First Time Freshman
	A ¥	GRD	Curricular - Cybersecurity	First Time Freshman
	~	GRD	Paraprofessional Counseling/General Studies -Spec in Psyc	First Time Freshman

11. Scroll to the top of the page and change the Approval Status to Ready for Review.

Display Options		Grade Roster Action	
"Grade Roster Type Final Grade	~	*Approval Status Not Reviewed	Save
C Display chassigned Roster Grade Only			Get Grades from Canvas

12. After all grades are entered and confirmed, use the change the Approval Status to **Approved** and click **Save**.

 \swarrow If you need to change a grade, select the "Not Reviewed" status, change grade, and click Save. Then repeat the previous two steps.



${\bf \bigstar}$ For SIS integration of grades, please note:

- +/- **cannot** be used. If your grading scheme uses +/-, instructors will receive an error and the grades will not sync to SIS.
- If instructors crosslist sections, Canvas will only sync the grades for the parent section.