

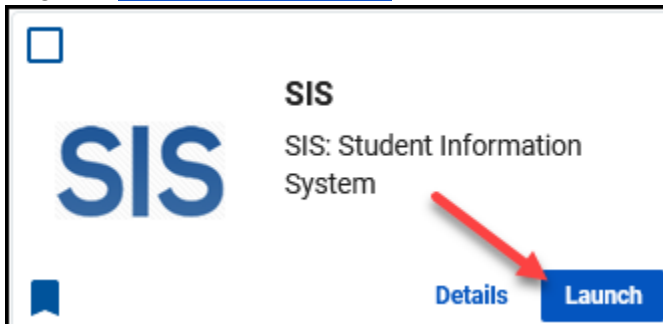
Using Canvas to Enter Grades in SIS

*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.*

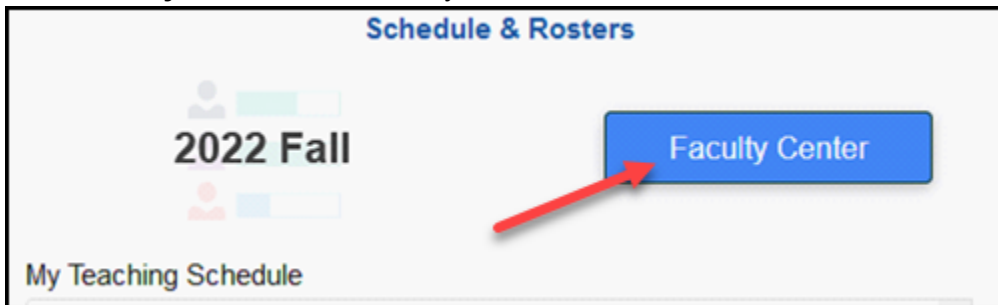
NOVA Online courses have grading schemes enabled in all sections. Instructors do not need to enable a grading scheme to sync grades to SIS.

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

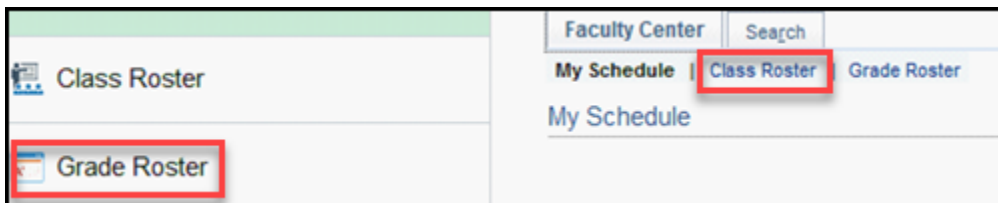
1. Login to <https://my.vccs.edu> and **Launch** the SIS app..



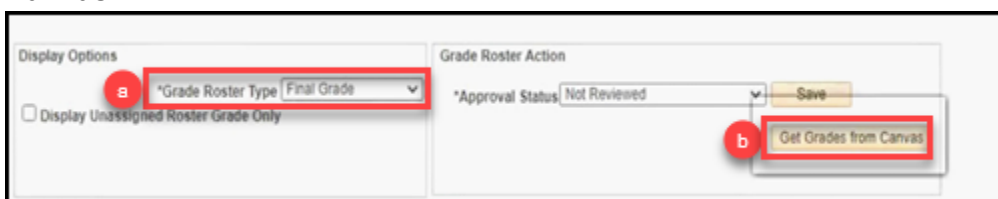
2. Click **Faculty Center** and ensure you are in the correct semester.



3. Select **Grade Roster** or **Class Roster** and the course.



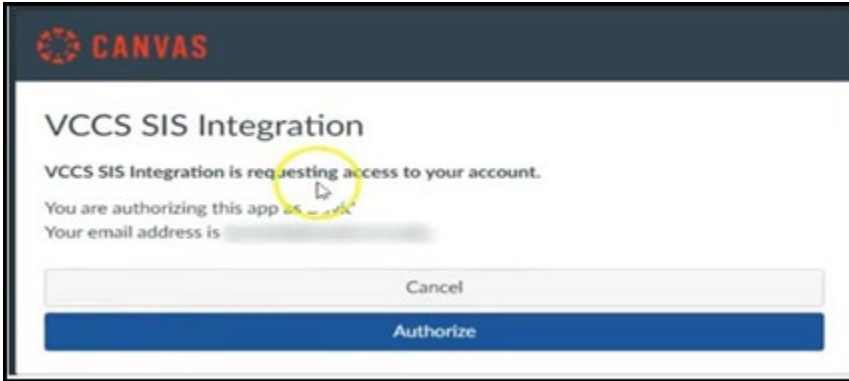
4. Set a) **Grade Roster Type** to **Final Grade** and then select the b) **Get Grades from Canvas** button.



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



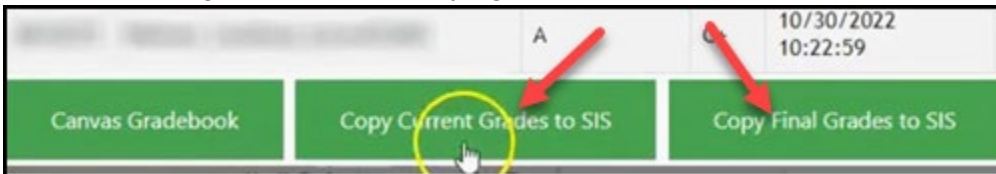
6. Click **Authorize** and then close the tab.



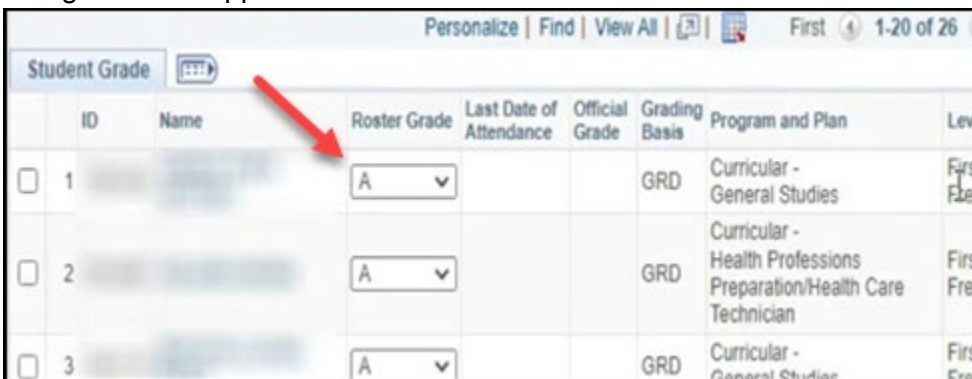
7. The window will reload with all of your grades.

ID	Name	Current Grade	Final	Last Activity	Section
[blurred]	[blurred]	A	C	10/23/2022 15:02:17	[blurred]
[blurred]	[blurred]	A	B	11/15/2022 20:23:39	[blurred]
[blurred]	[blurred]	A	C	10/25/2022 11:30:15	[blurred]
[blurred]	[blurred]	A	C	11/15/2022 09:25:04	[blurred]
[blurred]	[blurred]	A	C	10/24/2022 08:47:46	[blurred]
[blurred]	[blurred]	A	C	10/23/2022 15:01:52	[blurred]
[blurred]	[blurred]	A	C	11/07/2022 13:14:06	[blurred]
[blurred]	[blurred]	A	C	10/30/2022	[blurred]

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.



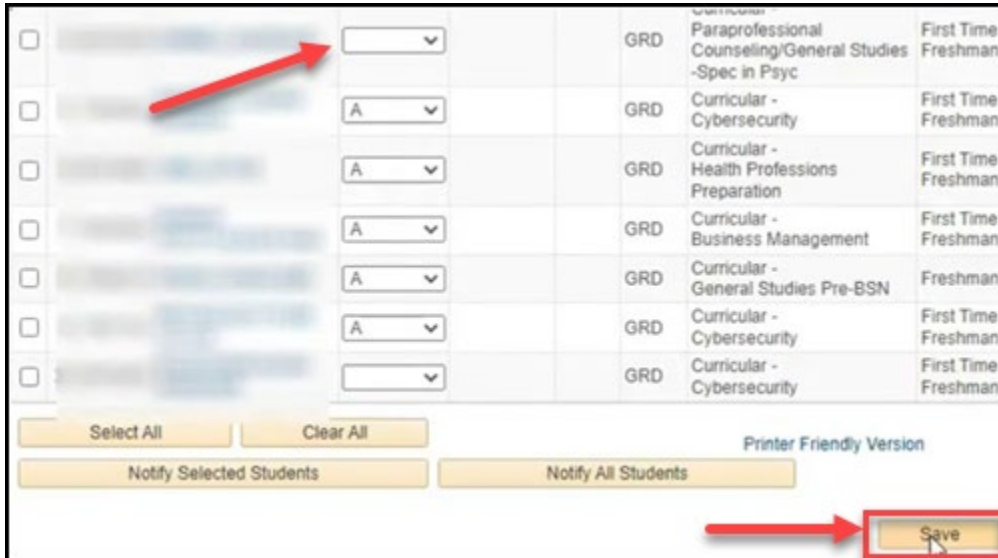
9. The grades will appear.



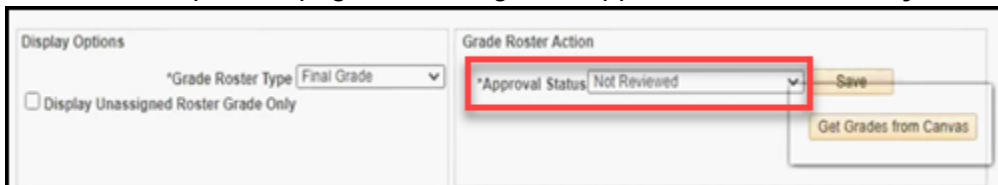
ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grading Basis	Program and Plan	Level
1	[blurred]	A			GRD	Curricular - General Studies	First
2	[blurred]	A			GRD	Curricular - Health Professions Preparation/Health Care Technician	First
3	[blurred]	A			GRD	Curricular - General Studies	First

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

- ☆ 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

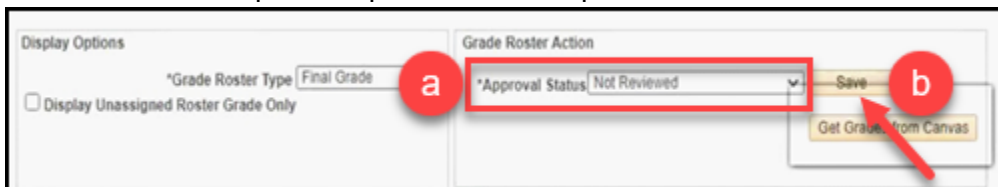


11. Scroll to the top of the page and change the Approval Status to **Ready for Review**.



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

- ☆ If you need to change a grade, select the “Not Reviewed” status, change grade, and click Save. Then repeat the previous two steps.



☆ **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.