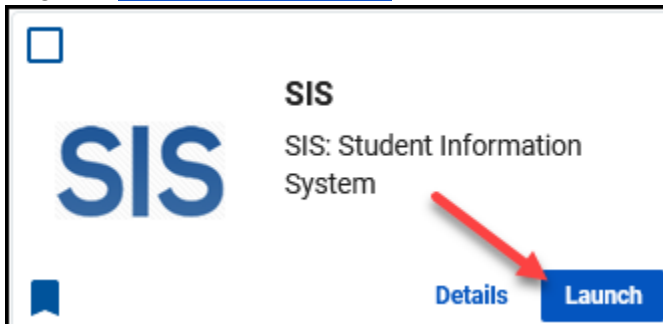# Using Canvas to Enter Grades in SIS

*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.*
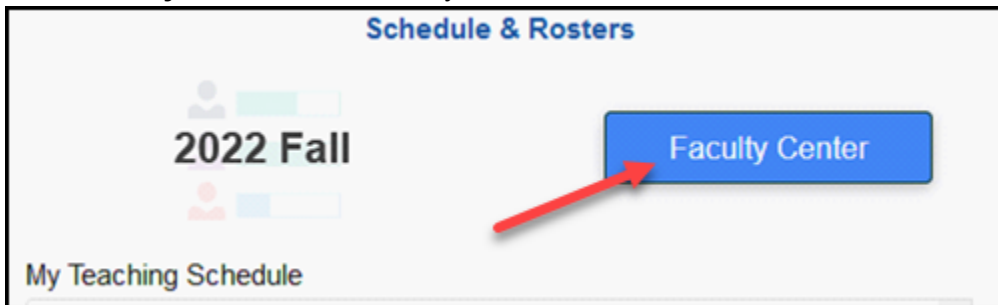

NOVA Online courses have grading schemes enabled in all sections. Instructors do not need to enable a grading scheme to sync grades to SIS.

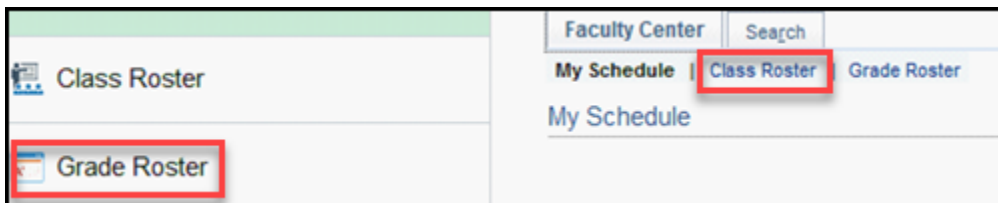Instructors may choose to follow the directions below to enter their Canvas grades in SIS:

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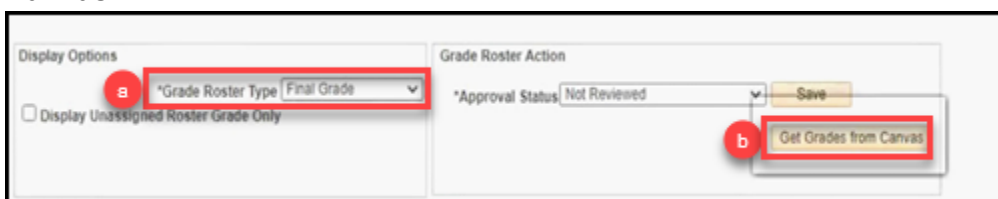

2. Click **Faculty Center** and ensure you are in the correct semester.

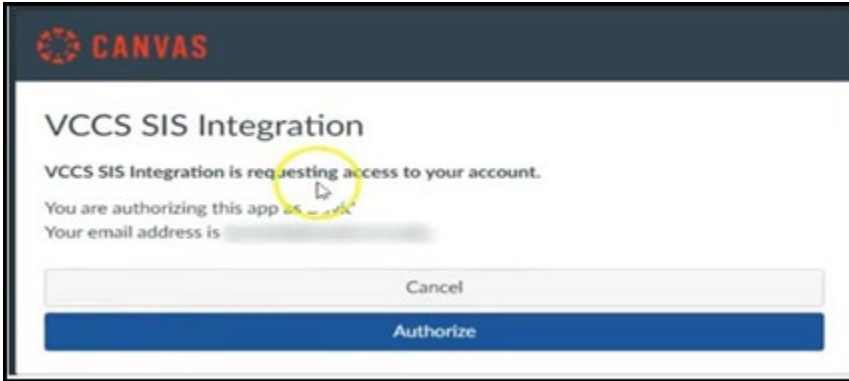3. Select **Grade Roster** or **Class Roster** and the course.

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

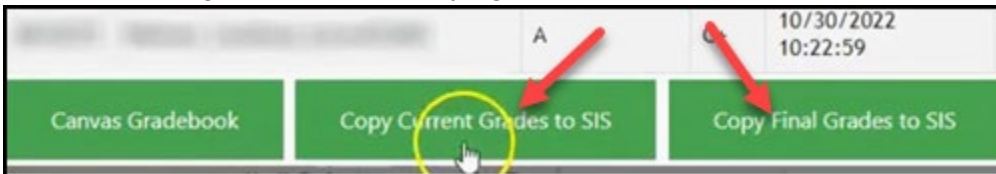5. A pop-up window will appear, click on **Connect to Canvas**.

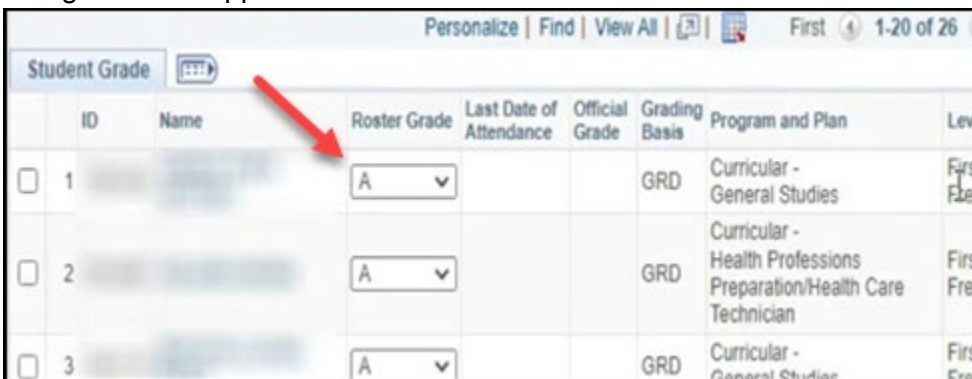6. Click **Authorize** and then close the tab.

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

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.
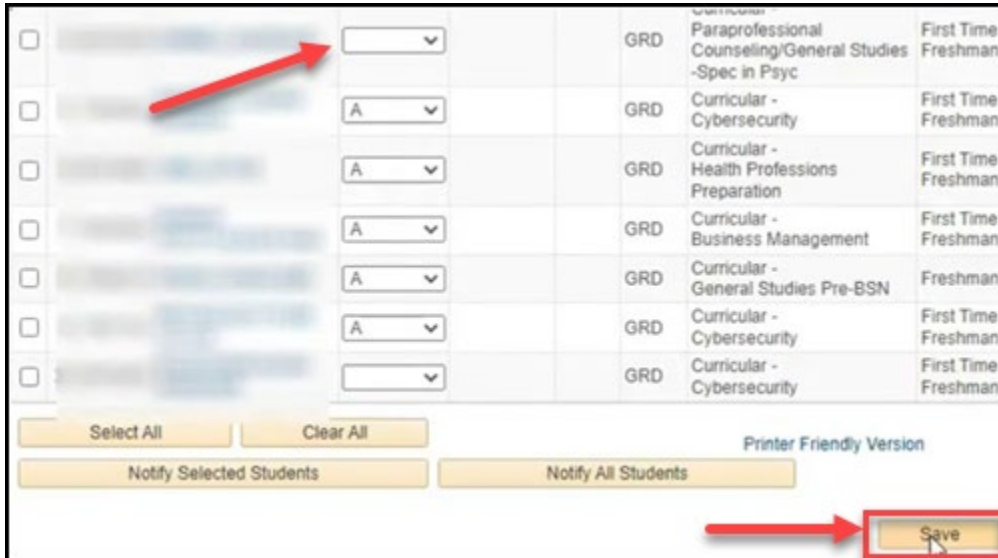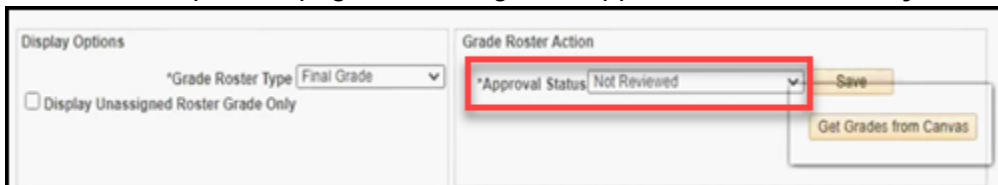

9. The grades will appear.

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
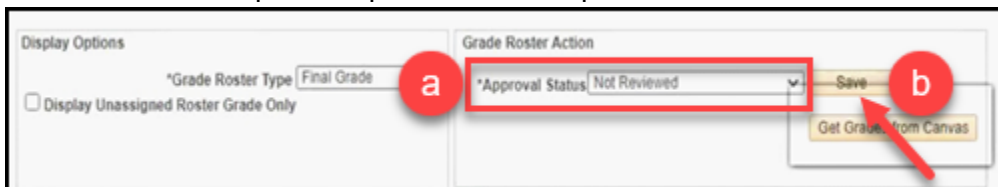

11. Scroll to the top of the page and change the Approval Status to **Ready for Review**.

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.