

Importing Grades from Canvas to PeopleSoft

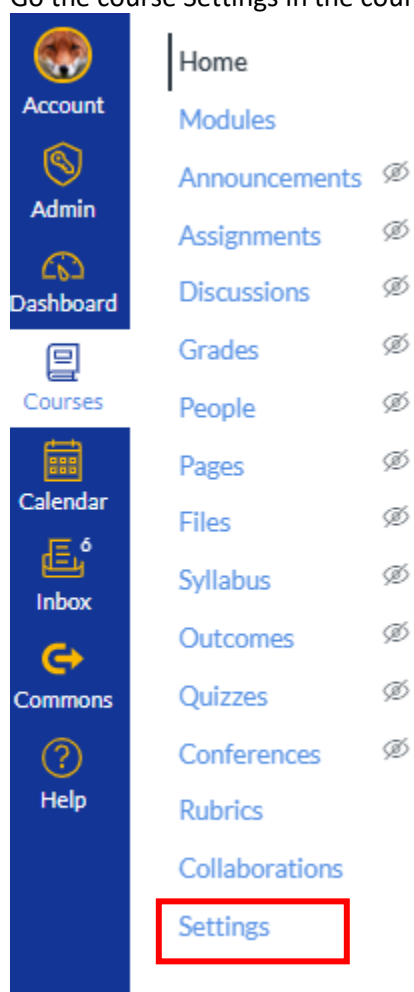
Before You Start

There are a few steps that users will need to follow to prepare grades in Canvas to ensure grades can be successfully imported into the PeopleSoft grade rosters. Before you begin, please note the following:

- **Canvas courses can have only one grading scheme per course.** Three pre-defined schemas are available (LG, HSU, SNC), but these are not official conversions from scores to schema – they are simply pre-defined for the teachers' convenience.
- **Canvas does not round grades.** You must manually adjust the grading scheme for your course to adjust letter grade associations.
- The Canvas grading schema and PeopleSoft grading bases are not consistent at the student level. **This means the teacher will need to manually enter grades for students whose PeopleSoft grading basis and Canvas grading scheme do not match.** For instance, the grades in Canvas could be LG but the student is taking the course SNC in PeopleSoft. This will require the teacher to manually add the SNC grade into PeopleSoft since all grades in Canvas are LG.
- **Courses can be cross listed in Canvas upon request so that one parent course has multiple children sections.** Course cross listing may be requested by contacting the Canvas 24/7 Help Desk or the Educational Software Consulting team in the Teaching Center. Cross listing will result in the teacher seeing multiple sections of a course as one course in Canvas. **Both parent and child courses can have grades imported into PeopleSoft, but they must be imported one PeopleSoft grade roster at a time.**
- **The grade that is transmitted to PeopleSoft by default is referred to by Canvas as the Unposted Current Grade.** This is the grade that Instructors see in the Canvas gradebook labeled as Total. Please note: this grade may differ from the grade seen by Students in *their* view of the gradebook, if you have assignment grades that you have not made visible to students. If all assignment grades in a course are made visible to students, then the Total displayed in both the Instructor and Student views of the gradebook will match.
- **Courses can have an override grade column in Canvas gradebook which takes precedence over the current grade.** To enable the override column – go to Course Settings > Features and enable the Final Grade Override feature. In Grades, the override grade must be manually entered by the teacher. If no override grades exists, the current grade will be imported. More information can be found on the Canvas support website.

To Add Grading Schemas to Canvas:

1. Go the course Settings in the course navigation menu



2. Select Grade Scheme under the Course Details tab.

Course Details Sections Navigation Apps Feature Options

Course Details

Image:



Name:

Atkinson DEA23 DEMO

Course Code:

Atkinson_DEA23

Blueprint Course:

[Demo Blueprint Course](#) (courses/16647)

Time Zone:

Eastern Time (US & Canada) |

SIS ID:

demo_dea23

Subaccount:

ADMIN Instructor Demo Co

Term:

Demo Term

Starts:

Mar 16, 2020 at 2:49pm
Mon Mar 16, 2020 2:49pm

Ends:

☐ Students can only participate in the course between these dates
When selected, the course is in a read-only state outside these dates.

☐ Restrict students from viewing this course after end date
☐ Restrict students from viewing this course before start date

When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.

Language:

English (US)

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage:

2000 megabytes

Large Course:

☐ Launch SpeedGrader Filtered by Student Group

Grading Scheme:

☒ Enable course grading scheme
[set grading scheme](#)

3. Click on 'set grading scheme' and click Done or 'Select Another Scheme' to choose Pitt HSU, Pitt LG or Pitt SNC grade schemes.

View/Edit Grading Scheme

	Pitt HSU	Select Another Scheme
Name:	Range:	
H	100 %	to 90.0%
S	< 90.0 %	to 74.0%
U	< 74.0 %	to 0.0%

[manage grading schemes](#)

Done

View/Edit Grading Scheme

[Pitt HSU](#)
PROD Admin ADMDEA01,
University of Pittsburgh

[Pitt LG](#)
PROD Admin ADMDEA01,
University of Pittsburgh

[Pitt SNC](#)
PROD Admin ADMDEA01,
University of Pittsburgh

Cancel

4. If selecting a new grade scheme, the choose 'Use This Grading Standard' and Done. Or click Cancel.

View/Edit Grading Scheme ✕

Pitt HSU
PROD Admin.ADMDEA01,
University of Pittsburgh

Pitt LG
PROD Admin.ADMDEA01,
University of Pittsburgh

Pitt SNC
PROD Admin.ADMDEA01,
University of Pittsburgh

Pitt LG PROD Admin.ADMDEA01, University of Pittsburgh

A+	100%	to	97%
A	< 97%	to	94%
A-	< 94%	to	90%
B+	< 90%	to	87%
B	< 87%	to	84%
B-	< 84%	to	80%
C+	< 80%	to	77%
C	< 77%	to	74%
C-	< 74%	to	70%
D+	< 70%	to	67%
D	< 67%	to	64%
D-	< 64%	to	60%
F	< 60%	to	0%

Use This Grading Standard

Cancel

5. Go to the course grades. The Total Column will now display scores and their corresponding grades based on the grade scheme. PeopleSoft will import the 'current grade' for the course which, according to Instructure, is defined as follows: "The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme."

Total
97% A+
94% A
90% A-
87% B+
86% B
77% C+

Once you have confirmed everything is correct in Canvas, navigate to PeopleSoft to begin the grade import.

- 1) Login to your PeopleSoft account and navigate to your Grade Roster.



- 2) Select the class that you wish to grade. Click on the “import grades from Canvas” button.

Display Options: *Grade Roster Type Final Grade [v] ☐ Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Reviewed [v] [save]

Grade Import

Last Import Grade Import Error Log import grades from canvas

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	[v]		LG	Dietrich Sch Arts and Sciences - Film and Media Studies/French/Italian	Junior
<input type="checkbox"/>	2	[REDACTED]	[v]		LG	Dietrich Sch Arts and Sciences - Economics	Junior
<input type="checkbox"/>	3	[REDACTED]	[v]		LG	Dietrich Sch Arts and Sciences - Neuroscience/Chemistry	Junior
<input type="checkbox"/>	4	[REDACTED]	[v]		LG	Dietrich Sch Arts and Sciences - History of Art & Architecture	Senior
<input type="checkbox"/>	5	[REDACTED]	[v]		LG	Dietrich Sch Arts and Sciences - French/Psychology	Senior
<input type="checkbox"/>	6	[REDACTED]	[v]		LG	Dietrich Sch Arts and Sciences - Africana Studies/Anthropology	Sophomore

- 3) The grades will automatically import into the “Roster Grade” column. If any issues occur during the import process, they will be noted in the “Grade Import Error Log.”

Grade Import		
Last Import	Grade Import Error Log	import grades from canvas

Term 2207	Class Nbr [REDACTED]
Last Import 05/15/2020 10:11AM	Seq Nbr 1

Grade Import Error Log				Personalize	Find	View All	First	1-2 of 2	Last
Student ID	Last Name	First Name	Error Description						
1	[REDACTED]	[REDACTED]	The grade submitted is not a valid grade for the student						
2	[REDACTED]	[REDACTED]	Student does not exist on Roster						

NOTE - There are several error messages that could appear in the error log:

- “No data exists for this student in the LMS”—there is no grade in Canvas to import or the student is on the PeopleSoft roster, but not on the Canvas roster. To correct the roster, add the missing grade manually in PeopleSoft.
 - “Unable to import grade”—the student already has an official final grade in PeopleSoft that was posted. No further action is needed.
 - “The grade submitted is not a valid grade for the student”—the grade entered in Canvas is not a valid grade for the grading basis the student selected in PeopleSoft.
 - “Student does not exist on roster”—the student is not on the PeopleSoft roster. Please contact the Office of the University Registrar to troubleshoot why there may be a discrepancy between Canvas and PeopleSoft.
- 4) Once all errors are resolved, set your grade roster to the appropriate “Approval Status” and click save.

If you have any questions regarding Canvas, please contact the University Center for Teaching and Learning at (412) 648-2832.

If you have any questions regarding PeopleSoft, please contact the Grades Services Area in the Office of the University Registrar at (412) 624-7663 or grades@registrar.pitt.edu