Importing Grades from Canvas to PeopleSoft

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 current grade integration is pulling the current grade for the course, not the final grade course. According to Canvas: “The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme.”
- 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 here.
To Add Grading Schemas to Canvas:

1. Go to the course Settings in the course navigation menu
2. **Select Grade Scheme under the Course Details tab.**
3. Click on ‘set grading scheme’ and click Done or ‘Select Another Scheme’ to choose Pitt HSU, Pitt LG or Pitt SNC grade schemes.
4. If selecting a new grade scheme, choose ‘Use This Grading Standard’ and Done. Or click 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.”
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.

![PeopleSoft Grade Roster Menu]

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

![PeopleSoft Grade Roster Import]

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.”
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