

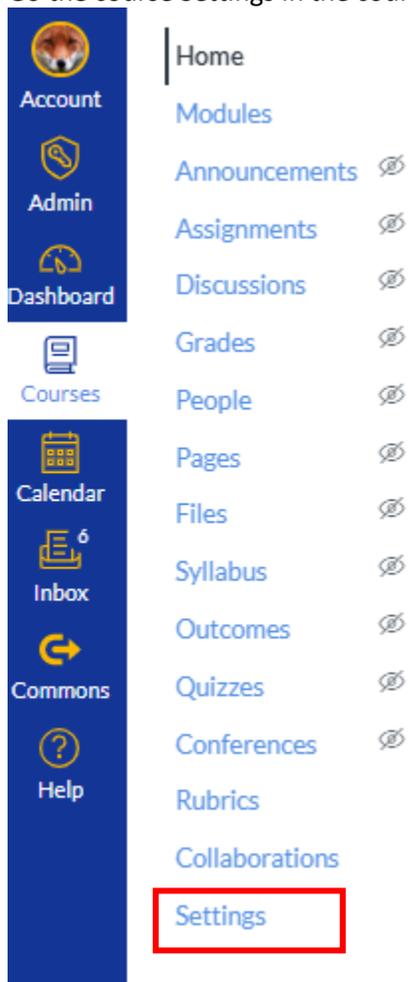
## Importing Grades from Canvas to PeopleSoft

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 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 ×

Name:	Pitt HSU	Range:	<a href="#">Select Another Scheme</a> <span>✎</span> <span>×</span>
H		100 %	to 90.0%
S		< 90.0 %	to 74.0%
U		< 74.0 %	to 0.0%

[manage grading schemes](#)

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](#)

- 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

- 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.

The image shows the 'Grade Roster' interface in PeopleSoft. At the top, there are two sections: 'Display Options' and 'Grade Roster Action'. 'Display Options' includes a dropdown for '\*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. 'Grade Roster Action' includes a dropdown for '\*Approval Status' set to 'Not Reviewed' and a green 'save' button. Below these sections is a 'Grade Import' header with a green button labeled 'import grades from canvas' highlighted with a red box. Underneath is a table with columns: 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grading Basis', 'Program and Plan', and 'Level'. The table contains six rows of student data, each with a checkbox in the 'Student Grade' column and a dropdown in the 'Roster Grade' column.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]		LG	Dietrich Sch Arts and Sciences - Film and Media Studies/French/Italian	Junior
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]		LG	Dietrich Sch Arts and Sciences - Economics	Junior
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]		LG	Dietrich Sch Arts and Sciences - Neuroscience/Chemistry	Junior
<input type="checkbox"/>	4	[REDACTED]	[REDACTED]		LG	Dietrich Sch Arts and Sciences - History of Art & Architecture	Senior
<input type="checkbox"/>	5	[REDACTED]	[REDACTED]		LG	Dietrich Sch Arts and Sciences - French/Psychology	Senior
<input type="checkbox"/>	6	[REDACTED]	[REDACTED]		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](mailto:grades@registrar.pitt.edu)***