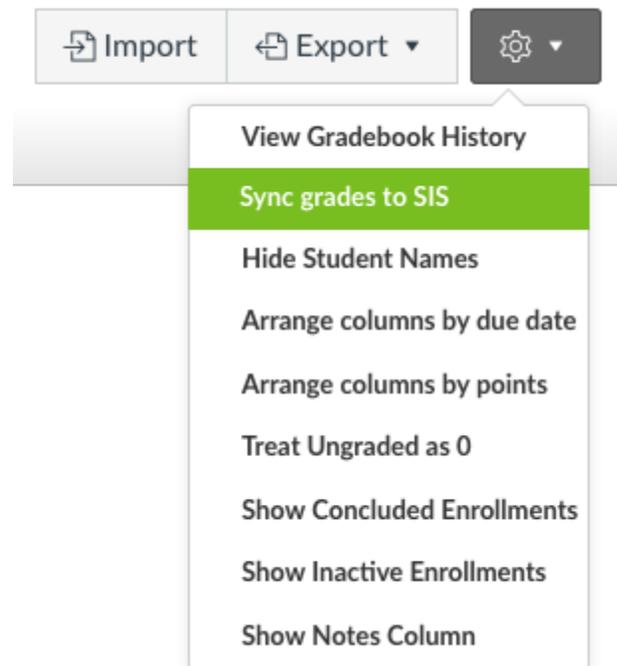


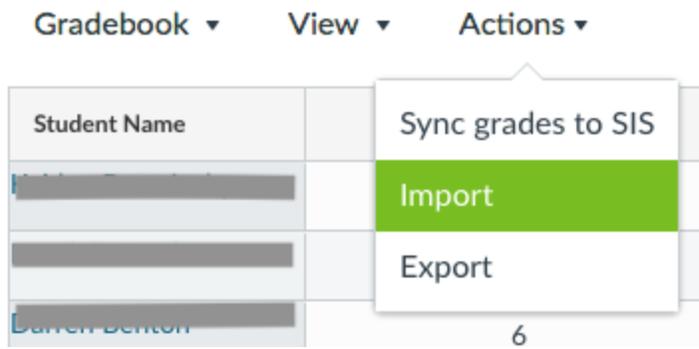
S&T Canvas Instance: <https://mst.instructure.com/>

### Faculty Steps:

1. Log in to Canvas and click on the course tile for the class
2. Click the **Grades** button in the course navigation menu.
3. From the grade book view click the **Gear** icon on the top, right corner of the spreadsheet.
4. Select **Sync Grades to SIS** from the dropdown menu (See, Fig. 1a and 1b).

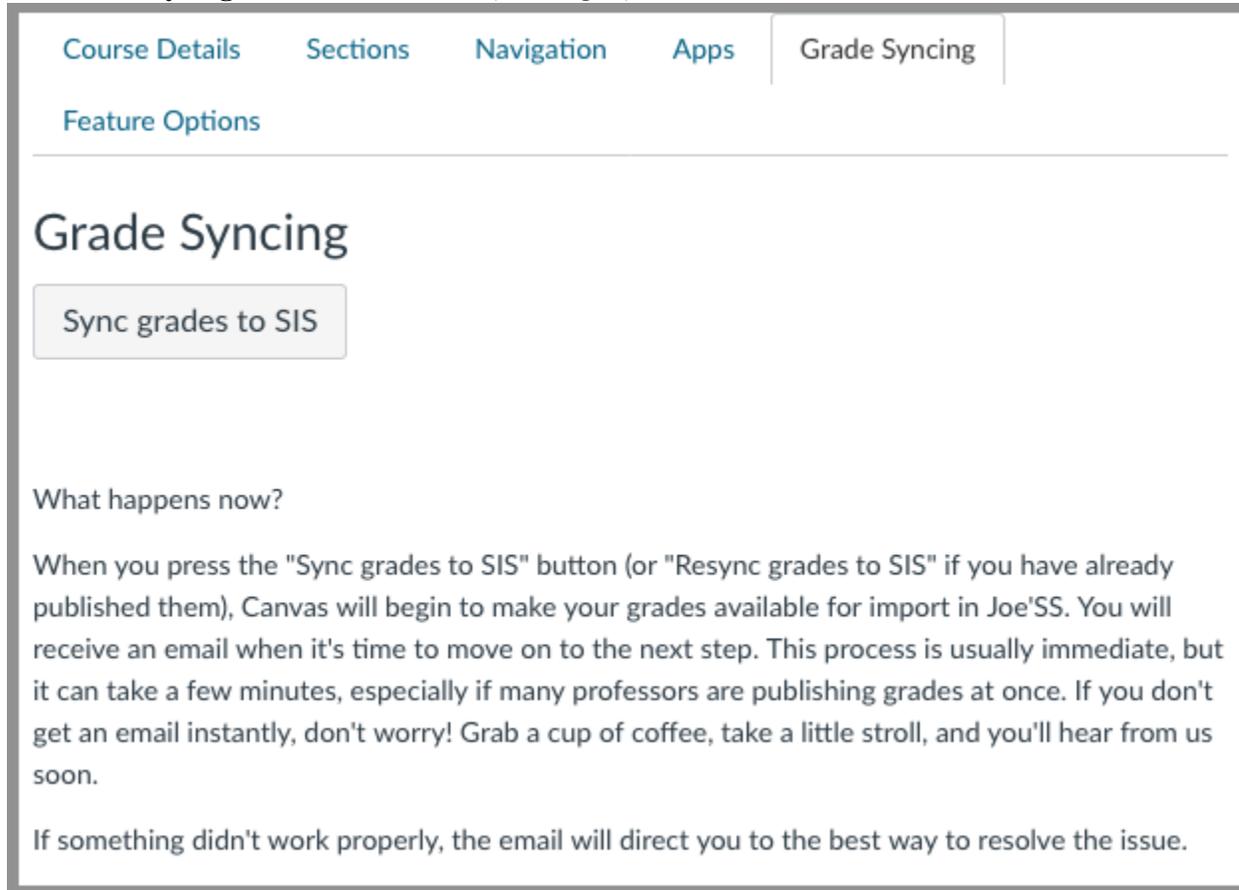


**Fig. 1a.** Sync grades to SIS (Joe'SS) in the current Canvas grade book



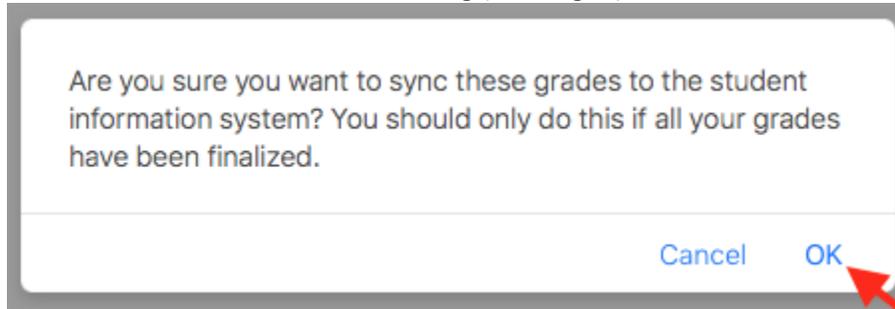
**Fig. 1b.** Sync grades to SIS (Joe'SS) in the "new" Canvas grade book

5. Click the **Sync grades to SIS** button (See, Fig. 2).



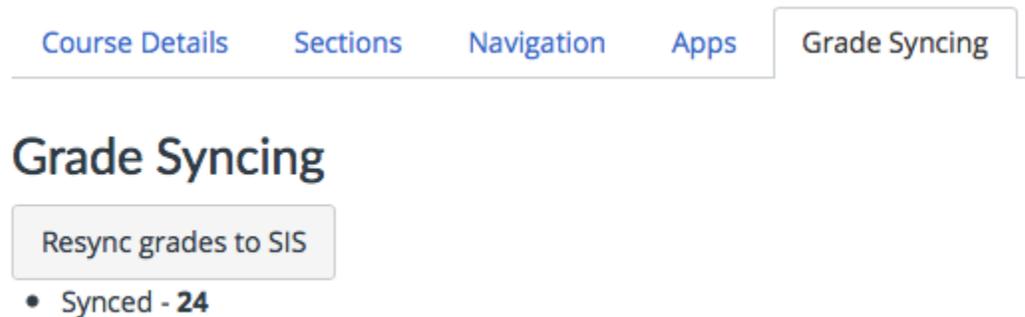
**Fig. 2**, Grade Syncing page.

6. Click **OK** in the confirmation dialog (See, Fig. 3).



**Fig. 3**, Sync grades confirmation box.

7. When the text reads **Synced**, instructor needs to wait until he/she receives a process email before he/she goes to Joe'SS to import



**Fig. 4**, Grade Syncing

8. Our backend job processes the Canvas grade publish requests every 5 minutes and send out the status emails to Instructors stating that the grades are ready to be imported to Joe'SS or not.

9. After the email, an instructor goes to Joe'SS and then Self Service -> Faculty Center -> grade roster and click "get grades from canvas" button.

|                |                |              |
|----------------|----------------|--------------|
| Faculty Center | Advisor Center | Search       |
| my schedule    | class roster   | grade roster |

## Grade Roster

2018 Summer Semester | Regular Academic Session | Missouri S&T | Graduate

**EXP ENG 6001 - 1DIS (72393)** [change class](#)

Special Topics - Special Explosive Applications (Lecture)

| Days and Times | Room     | Instructor | Dates                   |
|----------------|----------|------------|-------------------------|
| TBA            | Arranged |            | 06/04/2018 - 07/25/2018 |

|  |   |
|--|---|
| <p><b>Display Options:</b></p> <p>*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> | <p><b>Grade Roster Action:</b></p> <p>*Approval Status <input type="text" value="Not Reviewed"/> ▼ <a href="#">save</a></p> |
|--|---|

[incomplete grade agreements](#)

[get grades from canvas](#)

| Student Grade |  | ID | Name | Roster Grade | Official Grade | Grading Basis | Acad Plan                            | Level |
|---------------|--|----|------|--------------|----------------|---------------|--------------------------------------|-------|
|               |  |    |      |              |                |               | Explosives Engineering CT/Explosives |       |