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

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).

Course Details	Sections	Navigation	Apps	Grade Syncing	
Feature Options					·
Grade Sync	ing				
Sync grades to S	SIS				
What happens now?					
When you press the published them), Can receive an email whe it can take a few min get an email instantly soon.	"Sync grades was will begin en it's time to utes, especial 7, don't worry!	to SIS" button (o to make your g move on to the ly if many profe Grab a cup of o	or "Resync ; rades avail: next step. ⁻ ssors are pe coffee, take	grades to SIS" if you able for import in Jo This process is usua ublishing grades at a little stroll, and yo	u have already be'SS. You will Illy immediate, but once. If you don't ou'll hear from us
If something didn't w	ork properly,	the email will di	rect you to	the best way to re	solve the issue.

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.

	Ad	visor Center	Search	
my schedule	C	lass roster	grade roster]
de Roster				
ummer Semester Reg	gular Academic Session	Missouri S&T Graduate		
<u> XP ENG 6001 - 1D</u>	<u>IS (72393)</u> chai	nge class		
Special Topics - Special E	xplosive Applications (Leo	ture)		
Days and Times	Room	Instructor	Dates	
TBA	Arranged		06/04/2018 - 07/25/2018	
L o r				
play Options:		Grade Roster Action:		
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splay Options: *Grade Roster Type Display Unassigne complete grade agreen tudent Grade	Final Grade ▼ d Roster Grade Only nents	Grade Roster Action: *Approval Status get grades from canvas	Not Reviewed	save
splay Options: *Grade Roster Type Display Unassigne complete grade agreer	Final Grade	Grade Roster Action: *Approval Status get grades from canvas Official Grading	Not Reviewed	save