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).

![Sync grades to SIS in Canvas grade book](image_url)

Fig. 1a. Sync grades to SIS (Joe'SS) in the current Canvas grade book
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sync grades to SIS</td>
</tr>
<tr>
<td></td>
<td>Import</td>
</tr>
<tr>
<td></td>
<td>Export</td>
</tr>
</tbody>
</table>

**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).

**What happens now?**

When you press the "Sync grades to SIS" button (or "Resync grades to SIS" if you have already published them), Canvas will begin to make your grades available for import in Joe'SS. You will receive an email when it's time to move on to the next step. This process is usually immediate, but it can take a few minutes, especially if many professors are publishing grades at once. If you don't get an email instantly, don't worry! Grab a cup of coffee, take a little stroll, and you'll hear from us soon.

If something didn't work properly, the email will direct you to the best way to resolve the issue.

**Fig. 2, Grade Syncing page.**
6. Click **OK** in the confirmation dialog (See, Fig. 3).

![Sync grades confirmation box](image)

**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.

![Grade Syncing](image)

**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.