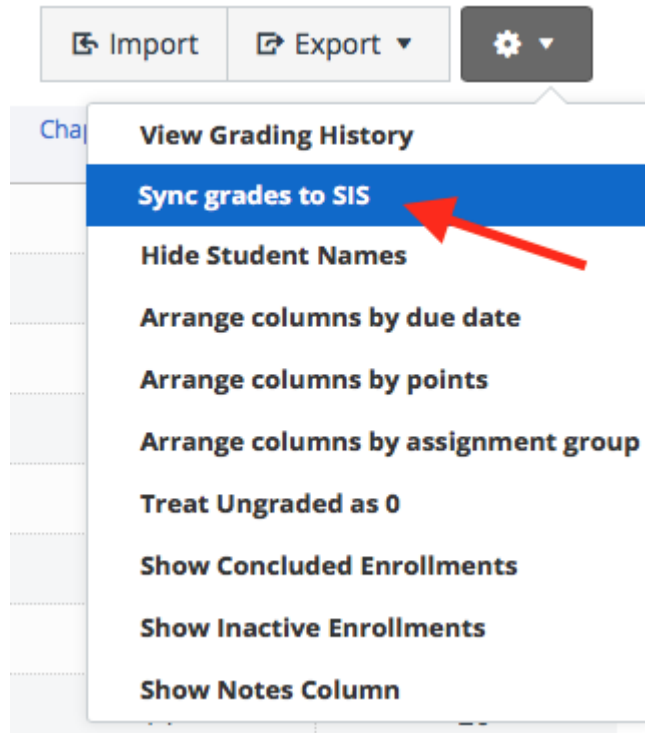


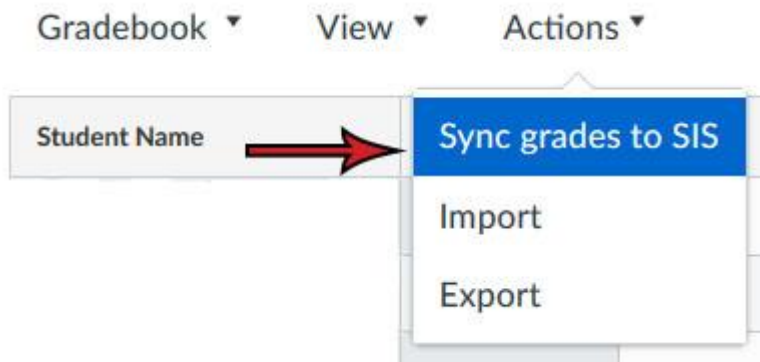
## Mizzou Steps

Mizzou Canvas instance - <https://missouri.instructure.com>

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).



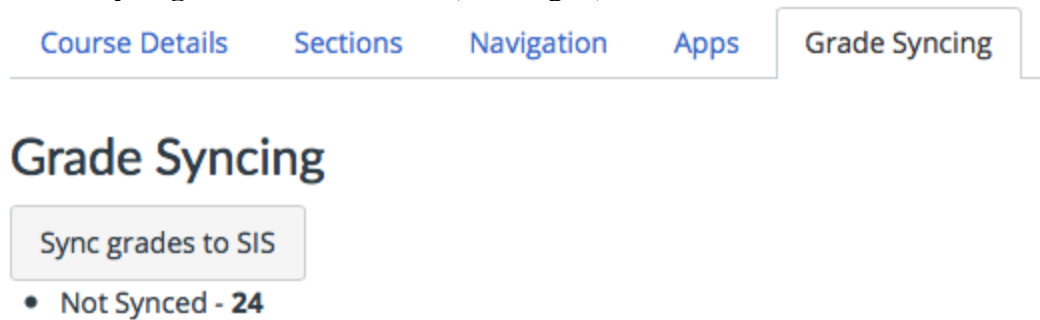
**Fig. 1a**, Sync grades to SIS (myZou) in the current Canvas grade book



**Fig. 1b.** Sync grades to SIS (myZou) in the "new" Canvas grade

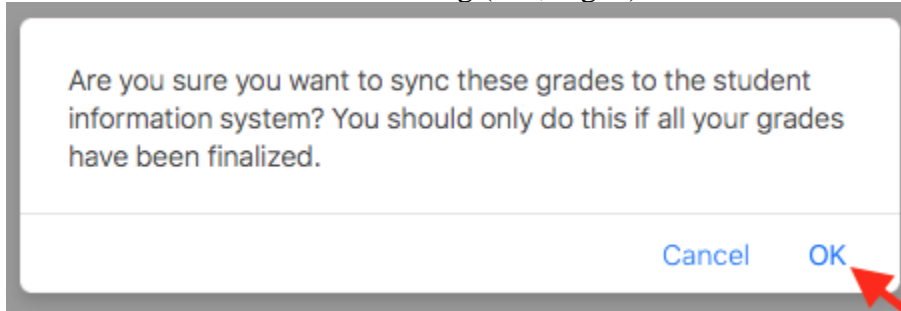
book

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



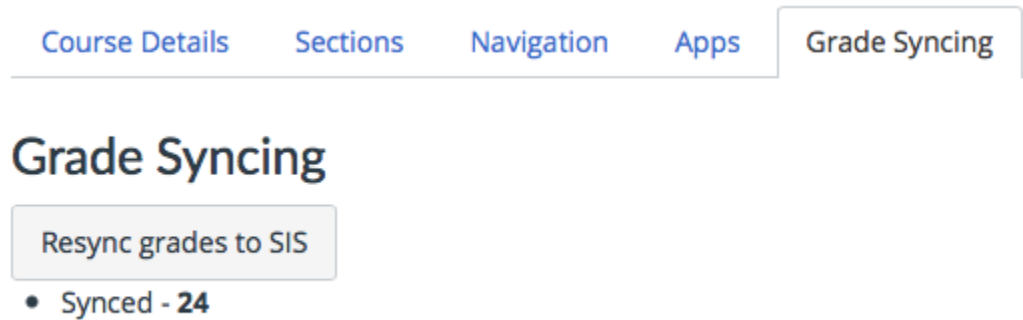
**Fig. 2,** Grade Syncing page.

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



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

7. When the text reads **Synced**, you are ready to finish things up on the MyZou side (See, Fig. 4)

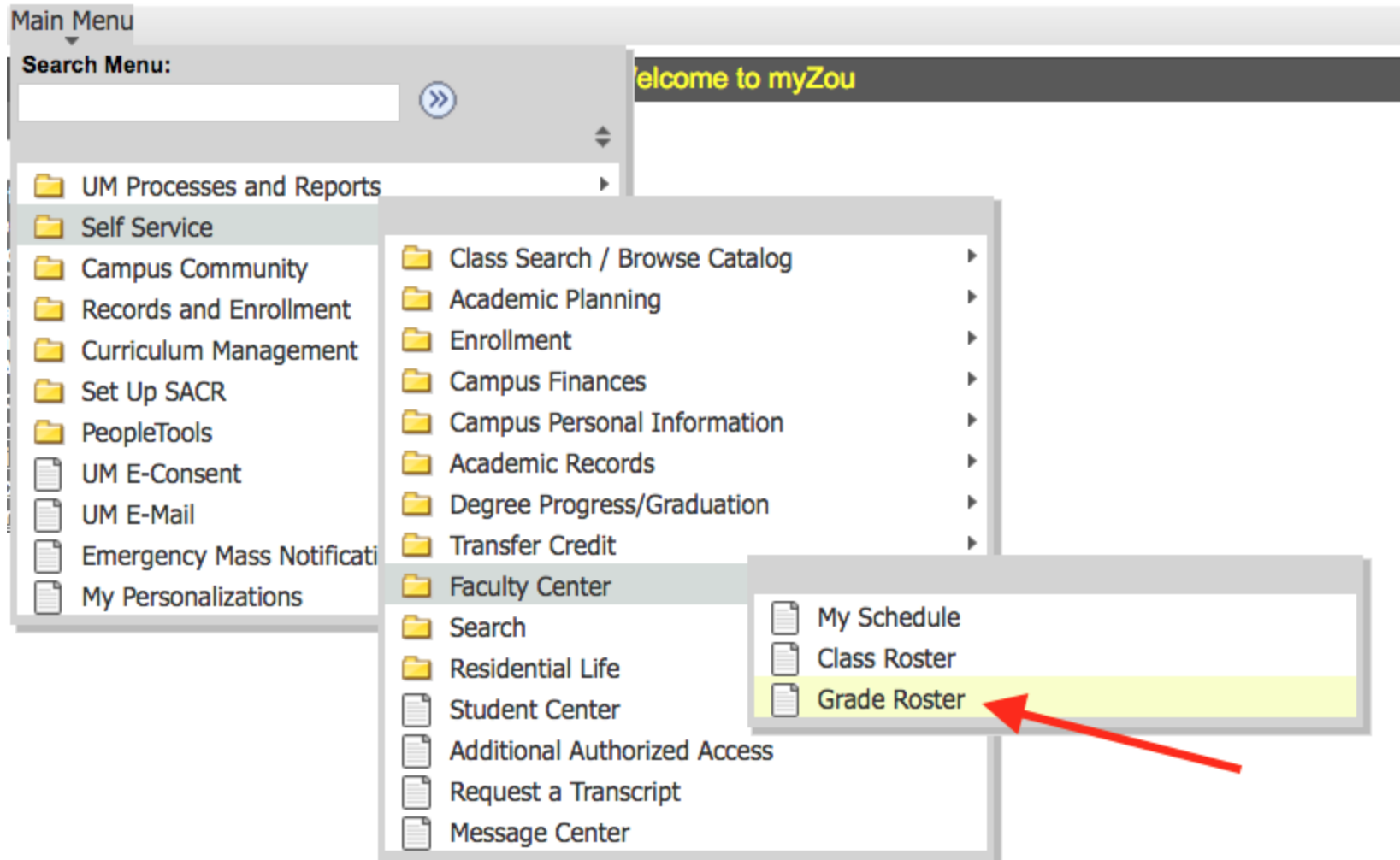


**Fig. 4,** Grade Syncing

## Submitting final grades in myZou

1. Browse to <https://myzou.missouri.edu>.
2. Log in with your PawPrint ID and password.

3. From the **Main Menu**, click **Self Service > Faculty Center > Grade Roster**. (See, Fig. 5).



**Fig. 5.** Choosing the Grade Roster

4. Click the **get grades from canvas** button (See, Fig. 6)



Fig. 6,

Getting grades from Canvas

5. The **Roster Grade** column will populate with grades from the Canvas **Total** column (See, Fig. 7).

The image shows a screenshot of a 'Student Grade' table. The table has the following columns: ID, Name, Roster Grade, Official Grade, Grading Basis, Acad Plan, and Level. The 'Roster Grade' column is circled in red, and a red arrow points to it from the text above. The table contains 9 rows of student data.

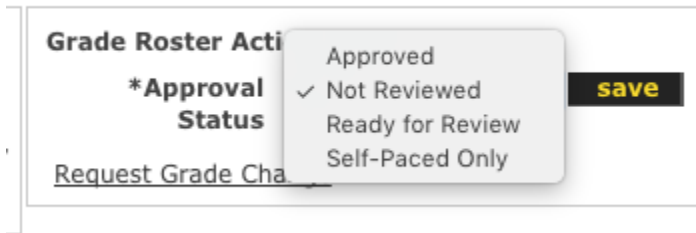
ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
1		B+		GRD	Health Science - BHS	Junior
2		B		GRD	Pre-Journalism,A&S	Freshman
3		A-		GRD	Pre Health Professions	Freshman
4		A-		GRD	Pre Health Professions	Freshman
5		A-		GRD	Undeclared,HP	Freshman
6		A-		GRD	Pre Health Professions	Freshman
7		A-		GRD	Undeclared, Bus or Acctcy	Sophomore
8		C+		GRD	Health Science - BHS	Sophomore
9		A-		GRD	Undeclared,HP	Freshman

Fig. 7, The

Roster Grade Column populated with letter grades.

6. Confirm the grades for each student in the **Roster Grade** column. You may change any grade in this column from the pull-down menu next to the letter grade.
7. Click the **Save** button on the lower right side of the page.

8. When satisfied with the appearance of the roster, change **Approval Status** to **Approved** (See, Fig. 8).



**Fig. 8,** Approval Status menu

9. Click **Save** again to save the approved grades.