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).

![Sync grades to SIS](image)

**Fig. 1a.** Sync grades to SIS (myZou) in the current 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.](image)

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

![Fig. 4. Grade Syncing](image)

**Submitting final grades in myZou**

1. Browse to [https://myzou.missouri.edu](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](image)
4. Click the **get grades from canvas** button (See, Fig. 6)

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

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).

![Image](image_url)

**Fig. 8, Approval Status menu**

9. Click Save again to save the approved grades.