Submitting Final Grades to MyView from Canvas

Login to Canvas (canvas.umsl.edu)

Enter your Username and Password

You are currently logging into:

umsl.instructure.com
Navigate to your Canvas course

Click the Grades button (to the left) on the course navigation menu
Verify that your students’ final grades appear in the Total column. You can use the treat Ungraded items as 0 feature if you want to see what students grades would look like if you replaced the dashes with zeros. Please note: This is only a view. To turn this feature on, select the gear in the upper right hand corner and then select the option, Treat Ungraded as 0.

From the grade book view click the gear in the upper right hand corner and then select Publish Grades to SIS
On the next window that appears make sure that the Grade Publishing link is selected and then click the button that says *Publish grades to SIS*. When it switches to Published, you are ready to finish things up on the MyView side.
Submitting Final Grades (MyView Side)

Login to MyView with your User ID and Password at myview.umsl.edu

Select Self Service from the menu on the right

Select the Grade Roster link under Faculty Center
Click the grade roster icon to the left of the course for which you are entering grades.

You should see a list of your students with a drop down option under Roster Grade.
Click the “get grades from canvas” button. The Roster Grade column will populate with grades from the Canvas Total column.
Change the Approval Status to Approved and then click Save

You should receive a message that says, “Successful… The grade roster is complete. The grade roster will be submitted for posting.”