Canvas to MyMav Grade Sync

Summary:
After the Grade Roster type generation process has been run in MyMav, Instructors may freely enter their grades, “F” justifications, and last attended dates in Canvas. Once the Instructor is ready to send the information over to MyMav, they would login to MyMav and navigate to the Grade Roster page and hit a “Sync from Canvas” button which will pull all the data in Canvas for that course. This is currently a stop gap and a future enhancement will remove this interaction point, removing the necessity to login to MyMav.

Columns
Click on the Grades link in the course menu. On the Grades page, you will see four generated columns, Roll Call Attendance, MyMav Midterm, MyMav Final. Letter grades for each can be entered in their respective MyMav columns and “F” code grades in the Roll Call Attendance column.

“F” Justification
In the Roll Call Attendance Column, use the following codes for giving “F” justifications based off attendance:

- **AA** or blank– N/A
- **FA** (MyMav Code A)– Stopped attending as of “date last attended” (will be required)
- **FC** (MyMav Code C) – In attendance/Performed Poorly
- **FN** (MyMav Code N) – Never attended or participated
- **FU** (MyMav Code U) – Attended but last date unknown
Last Attended Date

To enter the last attended date for a student:

1. Select **People** from the course menu.
   - if you are updating a prior term, you may need to hit the settings in the top right and show prior users

2. Click on the student’s name in **blue**.
   Tip: For online courses, the student’s last activity date can be used for last attendance date.

3. On the student info page, scroll down to the box labeled **Last Day Attended**.

4. Clicking on the box will open a calendar where you can select the last day the student attended class.
Notes:

- The Grade Roster Generation Process needs to run first before the 4th week, midterm, and final grade will be processed in MyMav.
- If any of the four columns are not present, the columns have not been pushed to canvas yet. The column pushing process will handle this. This should be run once a term.
- Please use A-F grading scale. Capitalization is not a concern, but what is entered into Canvas will be pushed to MyMav.
- If there is a grade in Canvas for a student, it will overwrite the grade on the Grade Roster page in MyMav.
- If there is not a grade in Canvas, whatever grade is in the Grade Roster page in MyMav will stay.
- The Grade Extract process will update only one of the hierarchal grades. The process currently prioritizes as follows:
  - Final
  - Midterm
  - 4th Week

Pushing Grades to MyMav

Once you have finalized your grades in the Canvas course Grades MyMav columns:

- Login to MyMav
- Navigate to Self Service > Faculty Center > Grade Roster
- Select the course in question
  - Side note for courses with merged sections. Please navigate to the primary class number the other sections were merged to. This can be seen in the settings of the course in Canvas under course details, and the last 5 digits of the SIS ID.
- Once at the MyMav Grade Roster page for your course, click the “Sync from Canvas” Button at the bottom of the page.
- After the sync is complete, student grades should appear.

- Be sure to set your Approval Status to “Approve,” at the top of the page under Grade Roster Action.