Syncing Grades from Canvas

Key Highlights

- The “Sync from Canvas” button is available at the discretion of the Office of the Registrar. If you have missed the grade extraction(s), the “Sync from Canvas” button will be available in your MyMav Grade Roster.

- Similar to the extraction process, the “Sync from Canvas” button (located in your MyMav Grade Roster) initiates a grades retrieval from your Canvas gradebook (using the appropriate MyMav columns) and enters them to your MyMav Grade Roster.

- Please be aware, for courses larger than 100 students that have missed the grade extraction, grades will need to be input directly into MyMav. Functionality at this time cannot be guaranteed for these courses.

- After the syncing your grades, Instructors are to verify grades migrated properly and set the Approval Status of the MyMav Grade Roster to “Approved”. The default is “Not Review”.
  - This action acts as to self-verify that all grades and “F” justifications have been successfully entered or migrated into MyMav. In turn, this lets our office know the grades are ready to be posted official.

Instructions

- After entering your grades in Canvas:
  - Final Grades enter in the **MyMav Final Column**.
  - Early Progress Report grades enter in the **MyMav 4th Week Column**.
  - Midterm Progress Report grades enter in the **MyMav Midterm Column**.

- Login to **MyMav**

- Navigate to Self Service > Faculty Center > Grade Roster
- Select the course.
  - A 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.

- Click the “Sync from Canvas” Button, located at the bottom of the page. After the sync is complete, student grades should appear.
• Click Save.
• After syncing, please confirm that your grades have migrated successfully to MyMav and set the Grade Roster’s Approval Status to “Approved,” at the top of the page under Grade Roster Action.