

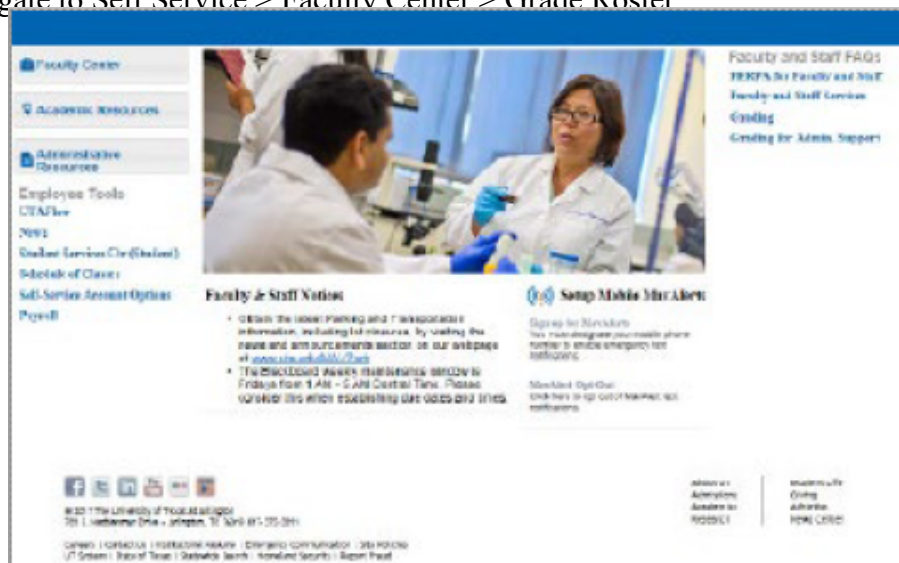
# Syncing Grades from Canvas

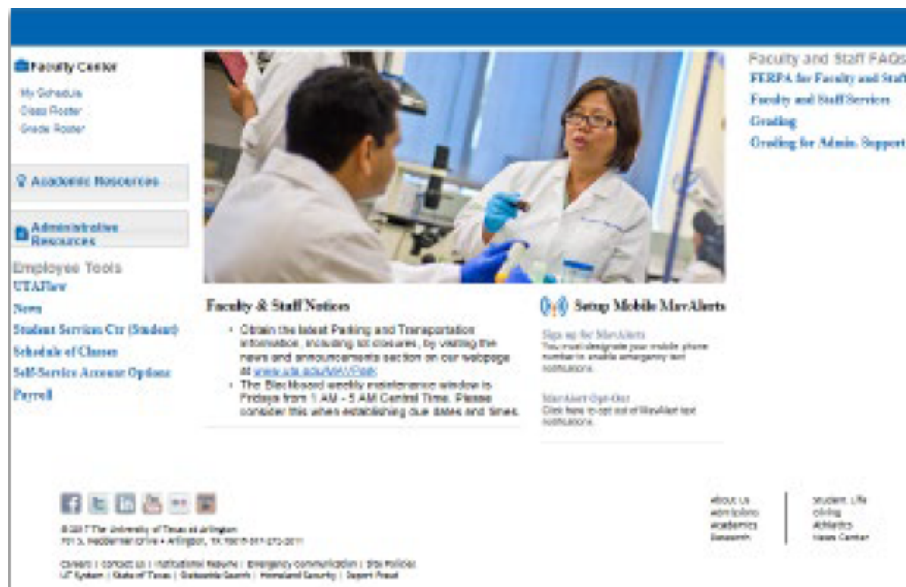
## Key Highlights

- 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.

My Teaching Schedule > 2018 Spring > University of Texas, Arlington

Personalize | View All | [Icons] | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
[Icons]	FREN 1441-001 (22919)	BEGINNING FRENCH I (Lecture)	19	MoWeFr 8:00AM - 8:50AM	PH 103	Jan 16, 2018-May 4, 2018
[Icons]	FREN 1441-002 (22920)	BEGINNING FRENCH I (Lecture)	25	MoWeFr 9:00AM - 9:50AM	PH 103	Jan 16, 2018-May 4, 2018
[Icons]	HIST 1312-002 (20530)	U.S. HISTORY SINCE 1885 (Lecture)	135	MoWeFr 9:00AM - 9:50AM	UH 116	Jan 16, 2018-May 4, 2018
[Icons]	SPAN 1441-001 (20763)	BEGINNING SPANISH I (Lecture)	14	MoWeFr 8:00AM - 8:50AM	TH 202	Jan 16, 2018-May 4, 2018

- Click the “Sync from Canvas” Button, located at the bottom of the page. After the sync is complete, student grades should appear.

Faculty Center Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

2018 Spring | Regular Academic Session | University of Texas, Arlington | Undergraduate

FREN 1441 - 001 (22919) Change Class

BEGINNING FRENCH I (Lecture)

Days and Times	Room	Instructor	Date
MoWeFr 8:00AM-8:00AM	PH 103		

Display Options

\*Grade Roster Type **Final Grade**  Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status **Not Reviewed** Save

Personalize Find 1-18 of 18 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Justification for F	Date Last Attended	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 2182 22918		<input type="text"/>		<input type="text"/>	<input type="text"/>	GRD	Undergraduate COMM INT Broadcasting	Sophomore
<input type="checkbox"/>	2 2182 22910		<input type="text"/>		<input type="text"/>	<input type="text"/>	GRD	Undergraduate LING INT Linguistics	Sophomore
<input type="checkbox"/>	3 2182 22914		<input type="text"/>		<input type="text"/>	<input type="text"/>	GRD	Undergraduate Aerospace Engineering UCOL	Freshman

View All | Download All Table to Excel | Rows: 1 - 28 of 27

Select All Clear All Printer Friendly version

← Add this grade to selected students

Notify Selected Students Notify All Students

Save

IMPORT Grades can be uploaded from a .csv file. Sync From Canvas

- 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.