Import Your Grades from Canvas to PeopleSoft

To Add Grading Schemas to Canvas:

1. Go to the course Settings in the course navigation menu
2. Select Grade Scheme under the Course Details tab.
3. Click on ‘set grading scheme’ and click Done or ‘Select Another Scheme’ to choose Pitt HSU, Pitt LG or Pitt SNC grade schemes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Pitt HSU</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>100 %</td>
<td>to 90.0%</td>
</tr>
<tr>
<td>S</td>
<td>&lt; 90.0 %</td>
<td>to 74.0%</td>
</tr>
<tr>
<td>U</td>
<td>&lt; 74.0 %</td>
<td>to 0.0%</td>
</tr>
</tbody>
</table>

View/Edit Grading Scheme

Manage grading schemes

Done

View/Edit Grading Scheme

Pitt HSU
PROD Admin ADMDEA01, University of Pittsburgh

Pitt LG
PROD Admin ADMDEA01, University of Pittsburgh

Pitt SNC
PROD Admin ADMDEA01, University of Pittsburgh

Cancel
4. If selecting a new grade scheme, choose ‘Use This Grading Standard’ and Done. Or click Cancel.

5. Go to the course grades. The Total Column will now display scores and their corresponding grades based on the grade scheme. PeopleSoft will import the ‘current grade’ for the course which, according to Instructure, is defined as follows: “The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme.”
**Import Grades to PeopleSoft**

Once you have confirmed everything is correct in Canvas, navigate to PeopleSoft to begin the grade import.

1) Login to your PeopleSoft account and navigate to your Grade Roster.

2) Select the class that you wish to grade. Click on the “import grades from Canvas” button.
3) The grades will automatically import into the “Roster Grade” column. If any issues occur during the import process, they will be noted in the “Grade Import Error Log.”

**NOTE - There are several error messages that could appear in the error log:**

- “No data exists for this student in the LMS”—there is no grade in Canvas to import or the student is on the PeopleSoft roster, but not on the Canvas roster. To correct the roster, add the missing grade manually in PeopleSoft.
- “Unable to import grade”—the student already has an official final grade in PeopleSoft that was posted. No further action is needed.
- “The grade submitted is not a valid grade for the student”—the grade entered in Canvas is not a valid grade for the grading basis the student selected in PeopleSoft.
- “Student does not exist on roster”—the student is not on the PeopleSoft roster. Please contact the Office of the University Registrar to troubleshoot why there may be a discrepancy between Canvas and PeopleSoft.

4) Once all errors are resolved, set your grade roster to the appropriate “Approval Status” and click save.

*If you have any questions regarding Canvas, please contact the University Center for Teaching and Learning at (412) 648-2832.*

*If you have any questions regarding PeopleSoft, please contact the Grades Services Area in the Office of the University Registrar at (412) 624-7663 or grades@registrar.pitt.edu*