

This guide provides instructions to use Canvas to transfer midterm and final grades to CampS.

Check/Change Grade Scheme

Most university-level courses do not use the default grading scale in Canvas, so two standard UW-Eau Claire grade scales have been added to the system. If you have a departmental grade scale, email Tiffany Lewis (lewistg@uwec.edu) to have it added to Canvas.

1. Click the **Settings** tab of the course in which you would like to add a grade scheme.
2. Select the *Enable course grading scheme* checkbox on the *Course Details* tab and click **set grading scheme**.
NOTE: Click **view grading scheme** if you've already set it and want to check it.
3. Click **Select Another Scheme** and select your preferred scale to preview it.
4. Click **Use This Grading Standard**, Click **Done**, and click **Update Course Details**.

Export Grades Single Course


1. Access the **Grades** tab of the course.
2. Click **Export** > **New Export** on the right side of the screen.
NOTE: After the *Gradebook export started* message, it takes a few seconds to download to your computer.
3. Open the file in Excel.
HINT: Depending on your settings, this is typically in your *Downloads* folder or the folder where you saved the last file you downloaded.
4. Delete all columns between (not including), the *SIS User ID* column (C) and the *Current Grade* column (varies).
5. Remove EAU from the *SIS User ID* numbers:
 - a. Highlight the *SIS User ID* column.
 - b. Click the *Find and Select* drop-down arrow and select **Replace** on a PC OR the drop-down arrow next to the search field at the top right and select **Replace** on a Mac.
 - c. Enter eau in the *Find What* field, click **Replace All**, click **OK**, and **Close** the *Find and Replace* box.
6. Starting at the first student (top 2 or 3 rows are not student data), select the data in the *SIS User ID* column and the *Current Grade* columns and click the **Copy** button.
NOTE: Do not select the *Test Student* data in the bottom row.
7. Continue to the *Paste and Review in CampS* section of this guide.

Export Grades Combined or Cross-Listed Course

1. Access the **Grades** tab of the course.
2. Click **Export > New Export** on the right side of the screen.
NOTE: After the *Gradebook export started* message, it takes a few seconds to download to your computer.
3. Open the file in Excel.
HINT: Depending on your settings, this is typically in your *Downloads* folder or the folder where you saved the last file you downloaded.
4. Delete row 2 and delete row 3 if there is not student data in it.
5. Delete all columns between (not including), the *Section* column (F) and the *Current Grade* column (varies).
6. Highlight column G, right click and **Cut**, highlight column D, right click and **Insert Cut Cells**.
IMPORTANT: If you use *Paste* instead of **Insert Cut Cells**, column G remains blank, which may interfere with the correct grade remaining with the correct student.
7. Remove EAU from the *SIS User ID* numbers:
 - a. Highlight the *SIS User ID* column.
 - b. Click the *Find and Select* **drop-down arrow** and select **Replace** on a PC OR the **drop-down arrow** next to the search field at the top right and select **Replace** on a Mac.
 - c. Enter eau in the *Find What* field, click **Replace All**, click **OK**, and **Close** the *Find and Replace* box.
8. Highlight the *Section* column (G), click *Sort & Filter* **drop-down arrow**, and select **Filter**.
9. Click the **drop-down arrow** next to *Section*, select **Sort A to Z**, select **Expand the selection**, and click **Sort**.
HINT: The Student, Test account is in all sections so will be a divider between sections. Do not select it in the next step.
10. Select the data for one section in the *SIS User ID* column (C) and the *Current Grade* column (D) and click the **Copy** button.
NOTE: Do not select the data in row 1 and do not select the *Test Student* data in the bottom row.
11. Continue to the *Paste and Review in CampS* section of this guide and repeat Step 10 and 11 for each section.

Paste and Review in CampS

Go to CampS to paste, review, and approve midterm grades.

1. Login to [CampS](#) and click **Self Service » Faculty Center » Mass Grade Entry**.
2. Select the term, roster type, and class from the menus and click **Next**.
3. Paste the data into the applicable area and click **Submit**.
4. Review the data and click **Save**.
5. Click **Main Menu » Self Service » Faculty Center » My Schedule**.
6. Click the *Grade Roster* icon  to the left of the applicable course.




Attendance	Appr/Post	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
Y		BCOM 207-010 (4485)	BUS PRESENTATIONS (Lecture)	28	TuTh 4:00PM - 4:50PM	Schneider 0216	Sep 5, 2018- Dec 14, 2018

7. Click the **Grade Roster Type* drop-down arrow and select **Mid-Term** or **Final**, if necessary.
8. Scroll through the list to ensure the correct grades and make necessary changes (e.g., XF, IN, or AU grades).
9. Scroll back to the top, click the **Approval Status* drop-down arrow, select **Approved**, and click **Save**.

Grade Roster Action

*Approval Status

NOTE: The following message appears at the top of the screen after selecting **Approved**; it goes away after you **Save**.

 You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.