

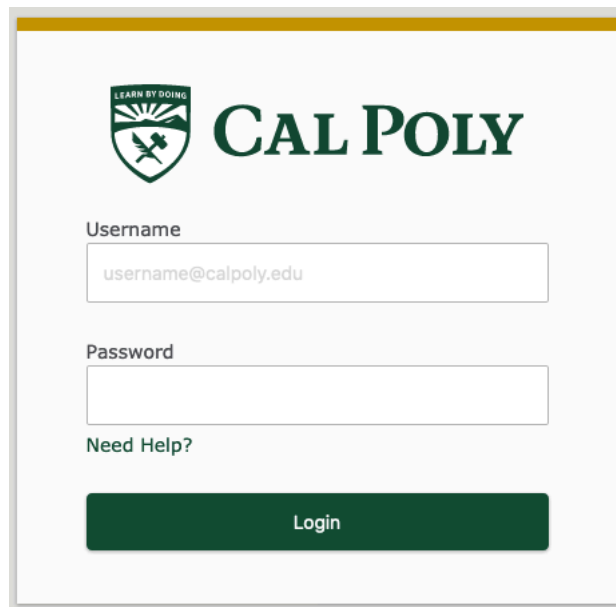
STUDENT RECORDS

FACULTY ON-LINE GRADING INSTRUCTIONS Importing Grades from Canvas

Login to the Cal Poly Portal:

Launch your preferred internet browser (Chrome, Internet Explorer, or Firefox for PC users, or Safari for Mac users). For full access pop-up blockers must be disabled.

Enter **my.calpoly.edu** in the address line and select **Enter**. Enter your **Cal Poly User Name** and **Password** and select **Login**.

A screenshot of the Cal Poly login portal. At the top left is the Cal Poly logo, which includes a shield with a sun and a tree, and the motto "LEARN BY DOING". To the right of the logo is the text "CAL POLY" in a large, green, serif font. Below the logo and text are two input fields: "Username" and "Password". The "Username" field contains the placeholder text "username@calpoly.edu". Below the "Password" field is a link that says "Need Help?". At the bottom of the form is a large, dark green button with the word "Login" in white text.

This brings you to the **Home** page or tab. Select the **Academics** tab, and you should see the **Printable Course Info** and **Faculty Course Info** channels.

Note: All Faculty, Staff and Students have access to this tab. The content within the tab (channel) varies depending on an individual's role within the University community (e.g., faculty, staff, new student, continuing student, etc.)

[Printable Course Info](#)
[Faculty Course Info](#)

Faculty Center

- View My Class Schedule
- View My Weekly Schedule
- Class Roster (**Note:** a blank page may appear while processing)
- Grade Roster (to record grades and view grades for past class sections)
- Student Data (Drop in Advisee on Advisement tab)

Academic Catalog
 View degree programs, course descriptions, and academic requirements.

Class Search
 Search for classes by subject area, course, session, day, time or GE area.

Academic Calendar
Current Final Exam Schedule

The **Faculty Course Info** Channel includes a link to the **Faculty Center**, which takes you directly into PeopleSoft and to **My Schedule**.

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Academic Calendar
Current Final Exam Schedule

Select **Show All Classes** to view your courses:

[Faculty Center](#) | [Advisor Center](#) | [Search for Classes](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

Fall Quarter 2019 | Cal Poly [Change Term](#)

Select display option

 Show All Classes

 Show Enrolled Classes Only

Icon Legend [Class Roster](#) [Grade Roster](#) [Class Permissions](#)




- For future terms: the **Grade Roster** icon will not be presented.
- For the current term: the **Grade Roster** icon is present when grading begins. Each quarter, an email is sent from the Registrar notifying you that grading is available.
- For previous terms, the **Grade Roster** icon is present and you have access to graded classes in prior terms.

Select the **Grade Roster** icon to open a roster. This is where you will grade, verify and approve your class grades. The icon legend is located in the upper, left-hand corner directly above the **My Teaching Schedule** heading.



Winter Quarter 2020 | Cal Poly Change Term

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend  Class Roster  Grade Roster  Class Permissions

My Teaching Schedule > Winter Quarter 2020 > Cal Poly

Personalize | View All |   First

	Class	Class Title	Enrolled	Days & Times	Room
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To begin entering your grades, select one course. Enter grades using the drop-down menu in the Roster Grade column. This presents you with the possible grades available for the class based on the Grading Basis for the course. Classes with a Grading Basis of Credit / No Credit will only include CR and NC grades.



Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed

Find View 100   First 1-80 of 119 Last					
Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1 0		<input type="button" value="v"/>		Undergraduate
<input type="checkbox"/>	2 0		<input checked="" type="button" value="v"/>		Undergraduate
<input type="checkbox"/>	3 0		A		Undergraduate
<input type="checkbox"/>	4 0		A-		Undergraduate
<input type="checkbox"/>	5 0		B		Undergraduate
<input type="checkbox"/>	6 0		B+		Undergraduate
<input type="checkbox"/>	7 0		B-		Undergraduate
<input type="checkbox"/>	8 0		C		Undergraduate
<input type="checkbox"/>	9 0		C+		Undergraduate
<input type="checkbox"/>	10 0		C-		Undergraduate
<input type="checkbox"/>	11 0		D		Undergraduate
<input type="checkbox"/>	12 0		D+		Undergraduate
<input type="checkbox"/>	13 0		D-		Undergraduate
<input type="checkbox"/>			F		Undergraduate
<input type="checkbox"/>			I		Undergraduate
<input type="checkbox"/>			RP		Undergraduate
<input type="checkbox"/>			WU		Undergraduate
<input type="checkbox"/>			<input type="button" value="v"/>		Undergraduate

Importing grades from Canvas Gradebook:

Click the **Import Canvas Grades** button found at the bottom of the grade roster.

<input type="checkbox"/>	75 0				Undergraduate
<input type="checkbox"/>	76 0				Undergraduate
<input type="checkbox"/>	77 0				Undergraduate
<input type="checkbox"/>	78 0				Undergraduate
<input type="checkbox"/>	79 0				Undergraduate
<input type="checkbox"/>	80 0				Undergraduate

View 100 | First Rows 1 - 80 of 119 Last

[Printer Friendly Version](#)

The following Acknowledgment pop up appears:

Load Student Grades From Canvas

Acknowledgment

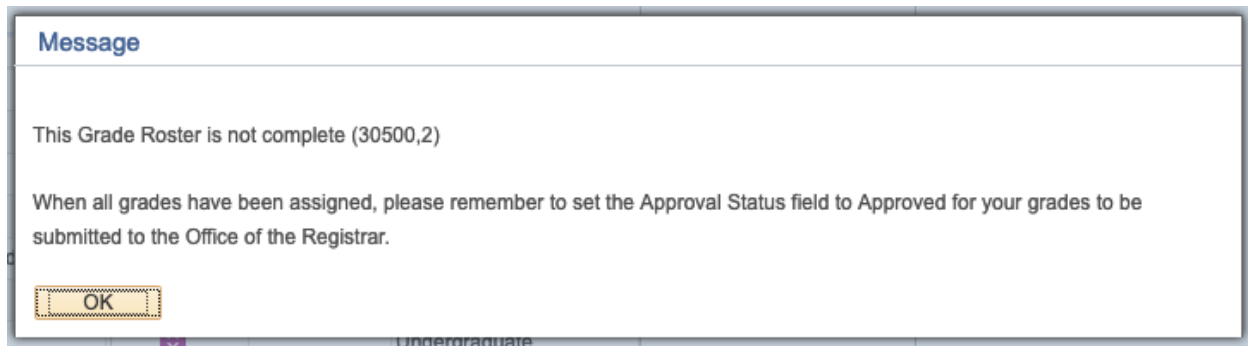
By clicking on the button below, you are taking responsibility for the transfer of grades from Canvas to PeopleSoft.

After verifying import results, proceed with normal grading process.
NOTE: Administrative grades (I, RP, WU) must be manually entered on the grade roster in your Faculty Center.

Please contact the Office of the Registrar @ 805-756-2532, if you have any questions.

Click the **Import Grades** button to import the Canvas grades to the PeopleSoft Grade Roster.

The following message will appear reminding you to set the Approval Status field to Approved in order to be submitted to the Office of the Registrar.



Click **OK** to clear the message and continue with normal grading process.

Reminder, Administrative grades such as I, RP, or WU must be manually entered on the grade roster.

There may be additional messages that pop up. If there are already grades in PeopleSoft that are different than the Canvas grade about to be imported, the following message will appear to notify you that grade(s) are about to be changed. If there are grades in PeopleSoft that are the same as the Canvas grades, there will be a notification that a grade already exists for the student(s) and no change will occur.

Load Student Grades From Canvas

Rows from Canvas that did NOT load:

Grade already exists on Roster for:01 : Changing A to B+
Grade already exists on Roster for:01 : Changing A to B+
Grade already exists on Roster for:01 : Changing A to B+
Student ID not Found in Grade Roster:01
Student ID not Found in Grade Roster:01
Student ID not Found in Grade Roster:00
Student ID not Found in Grade Roster:00

Click [Load] to load new or changing rows into the Grade Roster
Click [Cancel] to not load grades into the Grade Roster

If needed, use the <Print> functionality in the browser to print this page

Load

Cancel

Additionally, if there are any students with a grade in Canvas Gradebook but are not listed on the PeopleSoft Grade Roster, the following message will appear indicating which student ID numbers are not found. This could be if both a regular class section and an Open University class section are combined in Canvas. Each roster needs to be graded independently in the Faculty Center.

You can choose to continue by clicking Load, which will replace the PeopleSoft grade(s) with the Canvas grades. Or, you can choose Cancel for further evaluation.

Note: You must **Save** your entries before exiting the **PeopleSoft Grade Roster**. If not, your entries will not be saved and will need to be re-entered when returning to the Grade Roster. When closing out of your session in the **Faculty Center**, please do not use the **X** in the upper, right-hand corner as this does not save your data; instead use the **Sign out** button.

If there are no grades in Canvas to import, then the PeopleSoft Grade Roster will populate all grades with F.

There are also links for additional help within Canvas:



The screenshot shows a 'Help' menu window with the Cal Poly logo in the top left and a close button (X) in the top right. A dark green sidebar on the left contains icons and labels for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'Commons', and 'Help'. The main content area lists several help options:

- [Cal Poly Canvas Support](#)
canvassupport.calpoly.edu
- [Search the Canvas Guides](#)
Find answers to common questions
- [Report a Problem](#)
If Canvas misbehaves, tell us about it
- [Ask the Community](#)
Get help from a Canvas expert
- [SensusAccess](#)
Self-service, alternate media solution made available by Kennedy Library
- [Submit a Feature Idea](#)
Have an idea to improve Canvas?
- [Chat with Canvas Support \(Faculty\)](#)
Live chat with Canvas Support!
- [Canvas Support Hotline](#)

In all cases when closing out of your sessions in the Faculty Center and the Portal, please do not close the browser window before you **Sign Out** from your active page.

Close the window by clicking on **Sign Out** in the upper, right-hand corner.

To exit the Faculty Center, select **Logout**, in the top, right-hand corner.

To leave the Portal, select **Logout**, in the top, right-hand corner.

If you have questions or need additional assistance, please contact the Office of the Registrar, by telephone (805) 756-2532 or via email at records@calpoly.edu.