## Syncing Grades from Canvas

If you have missed the Grade Extract(s) deadline, the *Sync from Canvas* button (located in your MyMav grade roster) will pull over grades entered in Canvas to your MyMav grade roster.

- 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.





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- 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.

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			Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ŝ	R		FREN 1441- 001 (22919)	BEGINNING FRENCH I (Lecture)	19	MoWeFr 8:00AM - 8:50AM	PH 103	Jan 16, 2018- May 4, 2018
ñ	R	Y	FREN 1441- 002 (22920)	BEGINNING FRENCH I (Lecture)	25	MoWeFr 9:00AM - 9:50AM	PH 103	Jan 16, 2018- May 4, 2018
fil			HIST 1312-002 (20530)	U.S. HISTORY SINCE 1885 (Lecture)	135	MoWeFr 9:00AM - 9:50AM	UH 116	Jan 16, 2018- May 4, 2018
fî,	W	P	SPAN 1441- 001 (20763)	BEGINNING SPANISH I (Lecture)	14	MoWeFr 8:00AM - 8:50AM	тн 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.

18 Spring   Reg				Change Class					
	<u>- 001 (22919)</u> G FRENCH I (Le	ecture)		Change Class					
Days and T	imes	Room	Instruct	or Dates					
MoWeFr 8:	00AM-8:50AM	PH 103		1					
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Student Grad		Name		Official Justification for F	Personalize	Date Last	Grading	Program and	Level
	ID	Name			Personalize	Date Last	Grading	Program and Plan	Level
	ID	Name	Grade			Date Last Attended	Grading Basis	Program and Plan Undergraduate - COMM INT	Level Sophon
1 2182 2	ID 2919	Name	Grade			Date Last Attended	Grading Basis	Program and Plan Undergraduate - COMM INT Broadcasting	Level
1 2182 2	ID 2919	Name	Grade		~	Date Last Attended	Grading Basis GRD	Program and Plan Undergraduate - COMM INT Broadcasting Undergraduate - LING INT	Level Sophom
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1     2182     2       2     2182     2       3     2182     2	2919 2919		Grade (	Justineation for F	∨	Date Last Attended	Grading Basis GRD GRD	Program and Plan Undergraduate - COMM INT Broadcasting Undergraduate - LING INT Linguistics Undergraduate - Aerospace Engineering	Level Sophom
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- Click Save.
- After syncing, confirm that your grades have migrated successfully to MyMav and set the Grade Roster's Approval Status to *Approve*, at the top of the page under **Grade Roster Action**.