



## Import Canvas Grades to myUH Grade Roster

Instructors have the option to import **final grades**, grade reasons, and the date of the last academic activity into myUH Faculty Center from Canvas. **Note:** The grading scheme must be enabled to import the Final Grade.

### Enable a Grading Scheme for the Canvas Course

1. Login to your Canvas course.
2. In Course Navigation panel, click “Settings”
3. Click the “Course Details” tab.
4. Check the box for “Enable course grading scheme”.

The screenshot shows the Canvas course settings interface. On the left, a navigation menu includes 'Courses', 'Calendar', 'Inbox', 'History', 'Commons', 'Studio', and 'Help'. The 'Settings' option is highlighted with a red box. The main content area shows various course settings. The 'Grading Scheme' section is highlighted with a red box, showing the 'Enable course grading scheme' checkbox checked. Other settings include 'Large Course' (unchecked), 'File Storage' (2097 megabytes), and 'Launch SpeedGrader Filtered by Student Group' (unchecked). A 'Grading Scheme' dropdown menu is set to 'Default Canvas Grading Scheme'. Below the dropdown are 'View', 'Copy', and '+ New Grading Scheme' buttons. A 'Manage All Grading Schemes' link is at the bottom right.

To use a default grading scheme, click the **Grading Scheme** drop-down menu [1] and select Default Canvas Grading Scheme (A-F letter grades). Select the **View** button to review the grade scheme [2]. To [create a grading scheme](#) for your course, click the **Add New Grading Scheme** button [3].

This close-up screenshot focuses on the 'Grading Scheme' section. The 'Grading Scheme' dropdown menu is set to 'Default Canvas Grading Scheme' and is circled with a red box labeled '1'. Below the dropdown are three buttons: 'View' (circled with a red box labeled '2'), 'Copy', and '+ New Grading Scheme' (circled with a red box labeled '3'). The 'Enable course grading scheme' checkbox is checked. At the bottom, there is a 'Manage All Grading Schemes' link.



Select **Update Course Details** button to **Save** the grade scheme. If you need to change your course grading scheme, select [Manage All Grading Schemes](#).

Grading Scheme:  Enable course grading scheme

2301 Grading Scheme

View Copy + New Grading Scheme

[Manage All Grading Schemes](#)

**Update Course Details**

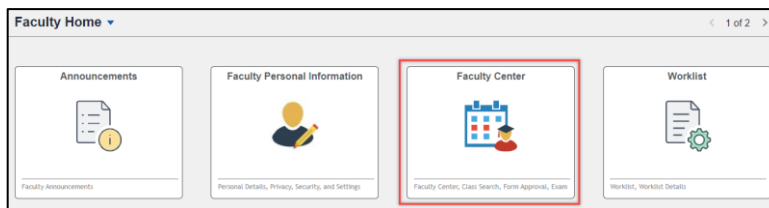
You will need to repeat these steps for each Canvas course you will Import. For combined or merged sections, repeat the steps above for **every section**.

## Import Canvas Grades into myUH

Log into myUH self-service



Select the **“Faculty Center”** tile.



Click the **“Grade Roster”** icon to the left of the section to be graded.

Icon Legend Class Roster **Grade Roster** Learning Management

My Teaching Schedule > Summer 2024 > University of Houston

Personalize | View All | First

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MATH 2312-05 (11154)	Precalculus (Lecture)	39	TBA	TBA	May 13, 2024 - Jun 1, 2024
MATH 2413-01 (10725)	Calculus I (Lecture)	92	TBA	TBA	Jun 3, 2024 - Aug 9, 2024

Click the **“Canvas Import”** button near the bottom of the page.

<input type="checkbox"/>		LT	Engineering Undergraduate - Supply Chain & Logist T, BS	Junior	
<input type="checkbox"/>		LT	Engineering Undergraduate - Computer Infor Systems, BS	Freshman	

Select All Clear All Grades Upload **Canvas Import**

<- Add this grade to selected students

Notify Selected Students Notify All Students Printer Friendly Version

Save

**Review** the Roster Grade, Grade Reason and Date of Last Academic Activity to verify accurate import of the Grade Roster from Canvas.



### Grade Reason and Date of Last Academic Activity

Grades of Unsatisfactory “U” or Failing “F” the **Grade Reason** (Completed the Term, Never Attended, and Stopped Attending) will be **imported based** on the **student's last academic activity recorded in the Canvas Gradebook**. If the date or column for the last academic activity does not appear in the Canvas Gradebook, the instructor will be prompted to manually enter the grade reason and, if applicable, the date the student stopped attending.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1		F		LT	Education Undergraduate - Health, BS/Human Dev & Family Sciences		Senior	Stopped Attending	09/17/2024
<input type="checkbox"/>	2		F		LT	LASS Undergraduate - Psychology, BS		Junior	Stopped Attending	09/19/2024
<input type="checkbox"/>	3		F		LT	LASS Undergraduate - Psychology, BS/Biology	Y	Senior	Stopped Attending	09/17/2024

Once Imported Successfully. You will see the count of grades that are imported into the Grade Roster.

Select **Save**.

<input type="checkbox"/>			F		LT	Engineering Undergraduate - Supply Chain & Logist T, BS		Junior	Stopped Attending	09/19/2024
<input type="checkbox"/>			F		LT	Engineering Undergraduate - Computer Infor Systems, BS		Freshman	Stopped Attending	09/09/2024

Select All Clear All Grades Upload Canvas Import

<- Add this grade to selected students

**CANVAS IMPORT SUMMARY**

54 of 56 grades were successfully input from the grades import process

Notify Selected Students Notify All Students Printer Friendly Version

Save

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## Frequently Asked Questions

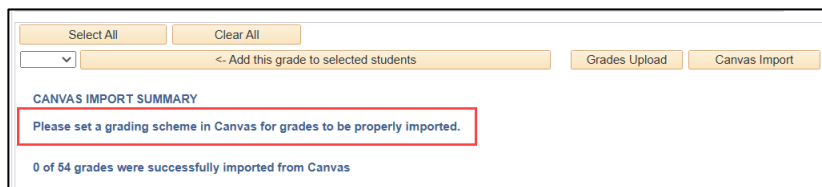
**What is the difference between the Final Grade column and the Total Grade column in Canvas?** The **Total Grade** column only represents grades entered and does not take into account assignments left ungraded. If a student receives a zero for an assignment, a zero must be entered to calculate an accurate grade average. If a student was excused from an assignment, mark excused and the Canvas gradebook will take this into account without adding a zero.

The **Final Grade** column represents the assigned letter grade using the grade scheme selected in Canvas.

**Why is the grade imported from Canvas different than the grade displayed in myUH?** The import process only imports the Final Grade column, not the Total Grade column. If there is a difference in the two grades, verify there is no missing data for the student in Canvas.

**Why am I receiving the following message in the Import Summary?** *Please set a grading scheme in Canvas for grades to be properly imported.*

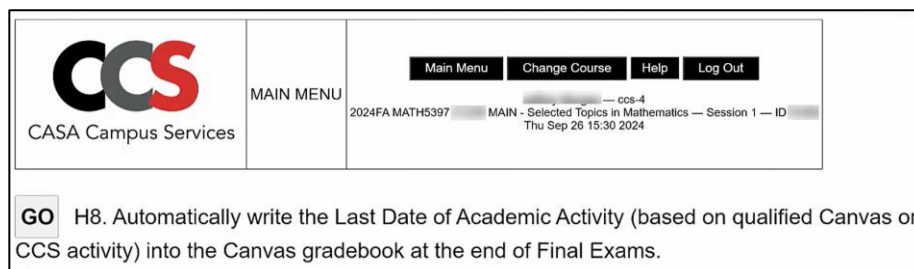
This occurs if the grading scheme in Canvas is not enabled, verify the Canvas course has the grading scheme enabled.



### How can I Automate the Date of Last Academic Activity in the Canvas Gradebook?

Login to: <https://ccs.casa.uh.edu>

Select H8 menu item within the Course menu to complete request, [instructions](#).



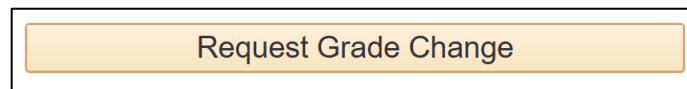


**Why does the Import Summary list fewer grades import than on the grade roster?**

The Import Summary may display fewer grades due to missing or incomplete data in Canvas. Verify that all student grades in the myUH grade roster are imported before saving import.

**How do I update the roster grade, grade reason, or date of last academic activity after Canvas import?**

Yes, you can update using the Change Grade Request button.



**Questions**

Contact the Office of the University Registrar  
[uhsrsec@uh.edu](mailto:uhsrsec@uh.edu)