

REVIEWING FINAL GRADES IN MYWINGS (CONT)

Guide to Transferring Canvas Grades to MyWings

This document serves as a guide for transferring your grades to myWings from your Canvas course. This new feature is located in every Canvas course from the course menu.

- Allows for custom grade schemas.
- Transfer the final grade for the entire enrollment from one submission.
- Works with crosslisted courses.
- Allows you to transfer your grades from Canvas more than once. The last transfer is what will remain in myWings.
- You can submit the last day of attendance for D/F, Incompletes and audits.

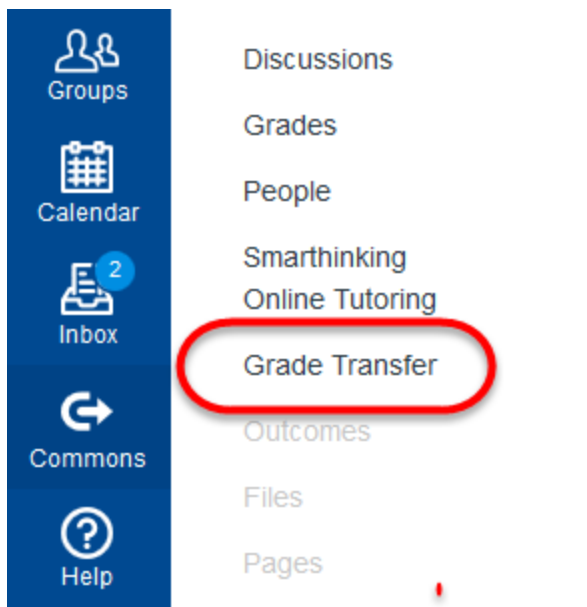
Before Accessing the Grade Transfer Tool

Please be aware of the following before accessing the transfer tool:

- It is the student's Current Score that is transferred from Canvas to myWings, which may be different from the Total Score shown in the Gradebook depending on your settings. For more information on Current and Final Scores read [Difference between Current Score and Final Score](#).
- You must enable and select a grade scheme in your Canvas course.
 - For information on how to enable and select a grade scheme, please visit the support article [How do I enable a grading scheme for a course?](#)
- The tool may be a little slow the first time you launch it after logging into Canvas. Please give it a few minutes to load before reporting to CIRT.
 - If the tool fails to load after five minutes call, or email, CIRT at 620-3927 or cirtlab@unf.edu.
- Only the instructor listed as the Primary Instructor on the course schedule can transfer the grades of a given section.
 - This means that instructors will not be able to transfer grades for students who were enrolled manually, or in courses in which the instructor was enrolled manually.

Accessing the Grade Transfer Tool

From your Canvas course click Grade Transfer Tool from the course menu, and after a moment it will load on your screen.



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If you are missing the Grade Transfer tool menu option you may need to enable it by going to Settings -> Navigation -> and dragging it into the enabled course navigation items.

The image consists of three numbered steps illustrating how to enable the Grade Transfer tool menu option:

- Step 1:** A dropdown menu is shown with options: Pages, Quizzes, and Settings. The 'Settings' option is circled in red.
- Step 2:** The 'Settings' page is displayed. The 'Navigation' tab is circled in red.
- Step 3:** The 'Edit Course Navigation' page is shown. The 'Grade Transfer' item is circled in red. A red arrow points from the 'Grade Transfer' item to the 'Smarthinking Online Tutor' item above it, indicating the drag-and-drop action.

The 'Edit Course Navigation' page includes the following items:

- Grades
- People
- Smarthinking Online Tutor
- Outcomes
- Grade Transfer (Page disabled, won't appear in navigation)
- Files (Page disabled, will redirect to course home page)
- Pages (Page disabled, will redirect to course home page)

An 'Edit Course Navigation' button is also visible.

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Grade Transfer Page

Grade Transfer

Submit grades directly to myWings. Visit the Registrar's [Faculty and Staff Resources](#) page for tool directions.

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

Checking this box acknowledges that you understand that submitting now will transfer the **26 selected enrollments** to MyWings. You will be able to resubmit grades using this application if you need to update a student's grade.

<input checked="" type="checkbox"/>	CRN	Student Name 3	User ID	Canvas Score	Canvas Grade	Override Grade	Status
<input checked="" type="checkbox"/>	82697	Student, One	n00000001	96.7	F	<input type="text" value=""/> 	
<input type="checkbox"/>	82697	Student, Two	n00000002	N/A	N/A	N/A	
<input checked="" type="checkbox"/>	82697	Student, Three	n00000003	93.41	A-	<input type="text" value=""/>	
<input checked="" type="checkbox"/>	82697	Student, Four	n00000004	69.8	D	<input type="text" value="C"/>	
<input checked="" type="checkbox"/>	82697	Student, Five	n00000005	94.51	A-	<input type="text" value=""/>	
<input checked="" type="checkbox"/>	82697	Student, Six	n00000006	95.6	A	<input type="text" value=""/>	
<input checked="" type="checkbox"/>	82697	Student, Seven	n00000007	95.6	A	<input type="text" value=""/>	

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Status Legend **5**

Below is a summary of the various statuses you may find in this application. Hovering over a status icon will give you more information about the enrollment.

-  The grade has been successfully transferred to Banner at some point. Hover to check last date of successful transfer.
-  The submission needs attention. Hover to check status of transfer.
-  This enrollment has never been transferred to Banner.
-  This enrollment requires a last date of attendance and currently doesn't have one. Click to add a date.
-  This enrollment requires a last date of attendance, and currently has one set. Click to update.




- Filters:** you can filter the student roster by name, section, or grade transfer status
- Submission Button:** before you can submit you must check the box below acknowledging your review of the grade information.
- Table Header:** you can reorder the student records in ascending/descending order by clicking on the column header.

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- **CRN:** the CRN the student is enrolled in
 - **Student Name:** the students last name, first name
 - **User ID:** the students N#
 - **Canvas Score:** the students final grade for the course displayed as a percentage
 - **Canvas Grade:** the students final grade for the course displayed as a letter
 - **Override Grade:** a dropdown menu which allows you to manually override a student's grade, see Student, Four above
 - **Status:** the grade submission status, see Status Legend for additional information
4. **Student Table:** only the students with the check box selected will have their grades transferred
 5. **Status Legend:** provides information about different status icons

Transferring Grades

Transferring grades is as easy as clicking the Submit Grades button. Upon clicking the button the grades will begin to transfer and you can track the progress from the Status column in the Student Table area.

<input checked="" type="checkbox"/>	82697	Student, One	n00000001	96.7	A	<input type="text"/>	
<input checked="" type="checkbox"/>	82697	Student, Two	n00000002	96.7	D-	<input type="text"/>	
<input checked="" type="checkbox"/>	82697	Student, Three	n00000003	92.11	A-	<input type="text"/>	

In the example above Student, One's grade successfully transferred whereas Student, Two's did not (in this example it was due to D- not being a valid letter grade value in Banner). Student, Three's status indicates it is in the progress of being transmitted and once completed it will change to either a green check or red exclamation point.

Submitting Final Grades In MyWings

Access the Final Grade Worksheet in Faculty Self-Service to confirm the grade transfer. You access the Final Grade Worksheet by following the steps below.

- Log in to myWings.
- Click on the Final Grades menu option under the Faculty & Advisors Menu
- Select the Term and CRN for the course for which you are submitting.

The Canvas transferred grades will appear on your Final Grade Worksheet as pre-populated information. Please see the example below. The grades for students 1, 2, 3, 5 and 8 require you to enter hours attended along with the previously entered last attend date in the MM/DD/YYYY format. Students who earn F or I grades require this additional information ([the Grade Transfer tool requires you to enter in a Last Attended Date for any F or I grades](#)). You will need to enter the hours attended in the Final Grade Worksheet before submitting final grades. Please note that a missing date will cause your entire entry to be rejected.

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Final Grades									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Sylvain, Anthony	0000000000	3.000	**Web Registered**	I	N	09/16/2016		22
2	Wheeler, Andrew B.	0000000000	3.000	**Web Registered**	I	N	10/18/2016		21
3	Muller, Ryan	0000000000	3.000	**Web Registered**	I	N	10/28/2016		16
4	Brennan, Tony J.	0000000000	3.000	**Web Registered**	A	N			11
5	Brennan, Anthony	0000000000	3.000	**Web Registered**	F	N	10/31/2016		24
6	Fennell, John J.	0000000000	3.000	Withdrawn	Not Gradable	N	09/07/2016		3
7	Muller, Anthony	0000000000	3.000	**Web Registered**	A	N			34
8	Fennell, Tony J.	0000000000	3.000	**Web Registered**	F	N	11/17/2016		32
9	Kavanaugh, Mark R.	0000000000	3.000	**Web Registered**	C+	N			28
10	Kavanaugh, John	0000000000	3.000	**Web Registered**	C+	N			19
11	Kavanaugh, Mark R.	0000000000	3.000	**Web Registered**	C+	N			6
12	Long, Alexander C.	0000000000	3.000	**Web Registered**	C+	N			5
13	Kavanaugh, Mark R.	0000000000	3.000	**Web Registered**	C+	N			20
14	Long, Alexander C.	0000000000	3.000	**Web Registered**	C+	N			14
15	Kavanaugh, Mark R.	0000000000	3.000	**Web Registered**	C+	N			13

Reviewing Final Grades In MyWings

Note: Students who have withdrawn from your course will appear as Not Gradable.

Final Grades									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Sylvain, Anthony	0000000000	3.000	**Web Registered**	I	N	09/16/2016		22
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10	Kavanaugh, John	0000000000	3.000	**Web Registered**	C+	N			19
11	Kavanaugh, Mark R.	0000000000	3.000	**Web Registered**	C+	N			6
12	Long, Alexander C.	0000000000	3.000	**Web Registered**	C+	N			5
13	Kavanaugh, Mark R.	0000000000	3.000	**Web Registered**	C+	N			20
14	Long, Alexander C.	0000000000	3.000	**Web Registered**	C+	N			14
15	Kavanaugh, Mark R.	0000000000	3.000	**Web Registered**	C+	N			13

Once you have made the appropriate entries on the Final Grade Worksheet then you can submit as you have always done. Please confirm your submission at the top of the Final Grade Worksheet.

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