Pathway help: Import Grades from Canvas

UMKC — UNIVERSITY OF MISSOURI-KANSAS CITY — OFFICE OF THE REGISTRAR
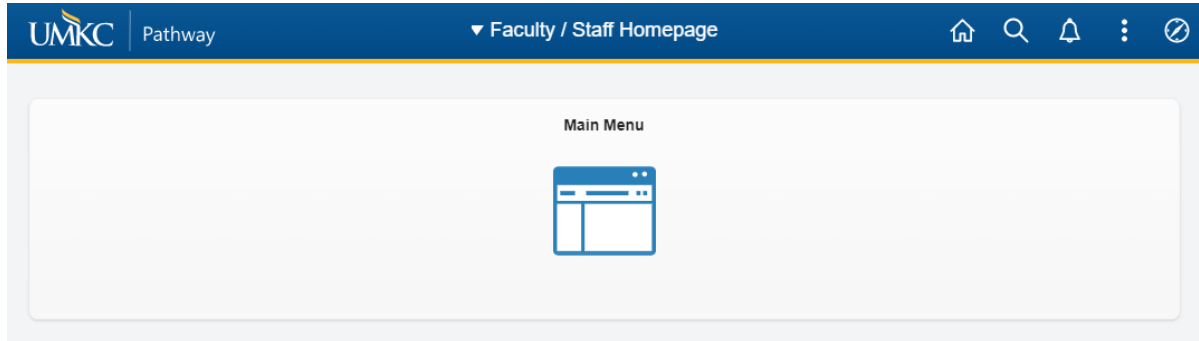
If you have entered your grades in Canvas, you have the option of importing them to Pathway.

1. Login to Pathway
2. Click on **Main Menu**

3. Click on **Faculty Center**

4. This is your **Faculty Center**. The classes you are teaching should be displayed in the tab labeled "**My Teaching Schedule**." If the class(es) you are teaching are not displayed, you are most likely not listed as the official instructor of record for the class. Contact the person in your department responsible for scheduling classes. A list of people in each department can be found here: http://www.umkc.edu/registrar/procedures/room-scheduling.asp
5. Check to make sure the current semester is displayed. If it is not displayed, click the **change term** button to select a different semester.
6. To enter your grades, click the **Grade Roster** icon next to the class you want to grade.
   a. If the grade roster icon is not displayed, the grade rosters may not have been generated for the term yet. Grade rosters are generated two weeks prior to the end of the term so that they will reflect the most up to date status for each student.
   b. Grade rosters are *static*. This means if a student adds or drops a class after the grade roster is generated, that change will not be reflected on the grade roster.

Favorites   Main Menu   >   Self Service   >   Faculty Center   >   My Schedule

| Faculty Center | Search |

My Schedule | Class Roster | Grade Roster

My Schedule

2021 Spring Semester | Univ of Missouri - Kansas City

[Change Term]   Final Exams

Select display option

● Show All Classes   ○ Show Enrolled Classes Only

| Icon Legend | 🏃 Class Roster | 📑 Grade Roster |

My Teaching Schedule > 2021 Spring Semester > Univ of Missouri - Kansas City

Personalize | 🔲 | 🔳   First ◀ 1-5 of 5 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status
🏃	📑	BIOLOGY 108-0001 (10003)	General Biology I (Lecture)	155	WeFr 10:00AM - 10:50AM	Internet Class	Jan 19, 2021-May 14, 2021	Approved
🏃	📑	LIFE-SCI 497L-0007 (17245)	Directed Studies-Biol Sciences (Independent Study)	1	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved
🏃	📑	LIFE-SCI 497L-0012 (17472)	Directed Studies-Biol Sciences (Independent Study)	1	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved
🏃	📑	LIFE-SCI 497WI-0006 (17478)	Directed Studies (Independent Study)	1	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved
🏃	📑	MED-TECH 999-0001 (14260)	Med Technology Internshp (Clinical)	5	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved

[View Weekly Teaching Schedule]   [Go to top]

7. All students *officially* enrolled in your class should be displayed on the grade roster. If there was a student who attended your class, but is not listed, it is because they are not officially enrolled. The student needs to Petition to the Dean's office to become officially enrolled at this late date. If the petition is approved, you will need to submit a grade change form (available in your Dean's office) to submit the student's grade.
8. Click **get grades from canvas** link
   a. Note: all grades must be entered with capital letters in the following format: A, A-, B+, etc.

9. Once the upload process from Canvas is complete, verify the grades were uploaded correctly.

Potential Errors:
- **Last Date of Acad Activity:**
  - The University is required to document the last date of academic activity for students receiving federal Financial Aid or Pell and do not earn a passing grade.
    - Grades include: F, WF, NC, NR, I
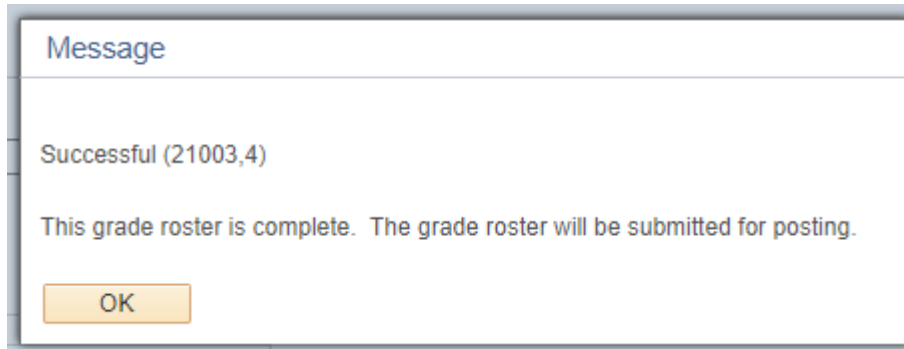   - Enter a date between that is in the range of the date of one day before the class start date and current date.

  - Defining Academic Activity:
    - Physically attending a class where there is an opportunity for direct interaction between the instructor and students
    - Submitting an academic assignment
    - Taking an exam, an interactive tutorial, or computer-assisted instruction
    - Participating in an online discussion about academic matters
    - Initiating contact with a faculty member to ask a question about the academic subject studied in the course
    - Attending a study group that is assigned by the instructor
    - **Note:** logging into a course does not constitute an "academically-related activity"
  - If you are using Canvas what is the Last Date of Acad Activity that will be automatically be pulled into the Pathway grade roster? Some examples include:
    - Announcements: posts a new comment to an announcement
    - Assignments: submits an assignment
    - Collaborations: loads a collaboration to view/edit a document
    - Conferences: joins a web conference
    - Discussions: posts a new comment to a discussion
    - Quizzes: submits a quiz
   - Quizzes: starts taking a quiz

- **Invalid Value** in the grade entry box means you will need to manually correct these grades. Invalid grades occur because a student may have dropped, changed to audit, or changed to credit/no credit.
  - o You may have issued a different grade in Canvas than what is allowed for that student, or entered the grade in the incorrect format.
  - o If you receive the following error that means grades entered in Canvas are not available for import into Pathway and you will need to enter them manually.

10. You may wish to click the save button at the bottom of the page periodically to make sure the data you enter is saved and you do not lose it and have to enter it again. Clicking save as you are entering grades does **NOT** submit them to the Registrar's Office until you mark the grade roster as "approved."
11. **If the student is on your grade roll, but never attended class, or stopped attending class part-way through the semester**, you should assign them an "NR" grade instead of an "F." The NR stands for "Not Reported" and signifies to the Registrar's Office, Financial Aid Office, and RooAdvising Office that the student did not attend class enough for a grade to be calculated.
12. **Some students may already have the official grade of "W" entered.** These are students who dropped during the "Drop <u>without</u> Assessment" time period of the semester. You cannot change this grade.
13. **Some students may have a grading basis of WWF and a Withdraw Date displayed**, but there is no grade entered. These are students who withdrew during the "Drop with Assessment" time period.
    a. If a student drops after the ½-way point of the class, you as the instructor, have the option of assigning a W (Withdrawal) or WF (Withdrawal Failing). When this happens, these are the only two grades you will see in the drop-down list.
    b. The Withdraw Date is displayed because if the student was failing *at the time they withdrew,* you are supposed to assign them a WF according to academic policy. *Beginning Fall 2012 for undergraduate students only the WF grade will no longer calculate into the GPA like an F. All WF grades for terms prior to Fall 2012 will still calculate in the GPA just like an F.*
    c. If you do not have the option of assigning a W or WF it means the student has not officially withdrawn from the course and you must assign a grade.
14. When all student's have a grade assigned, you need to mark you grade roster as "approved." This is how the Registrar's Office knows you are done entering grades for this class.
    a. You will only be able to mark the grade roster approved of you have entered a grade for every student. No blank grades are allowed.
    b. Once you have approved your grade roster, and the grades have been posted to student records in Pathway, you have two options for changing a grade.
        i. **On-line grade change**- the deadline to initiate an electronic grade change must occur within one calendar year after the term has ended. See instructions and policy for on-line grade changes here: https://www.umkc.edu/registrar/docs/electronic_grade_changes.pdf
        ii. **Hard copy grade change**- if you are not able to utilize the on-line grade option above you will need to submit a grade change form (available in your Dean's Office) to change an official grade for a student.
    c. If grades have not posted to student records you can still make grade changes via Pathway by changing the Approval Status to Not Reviewed, select save, make you grading updates, change the approval status to Approved, select save.
    d. Approved grades will not be posted to student records until after the last scheduled final exam. Students will not be able to see their grades in Pathway until that time.
    e. Select **Approve** from the **Approval Status** drop-down menu.
    f. Select Save

Grade Roster Action

*Approval Status [Not Reviewed ▾]   [Save]
- Approved
- Not Reviewed
- Ready for Review
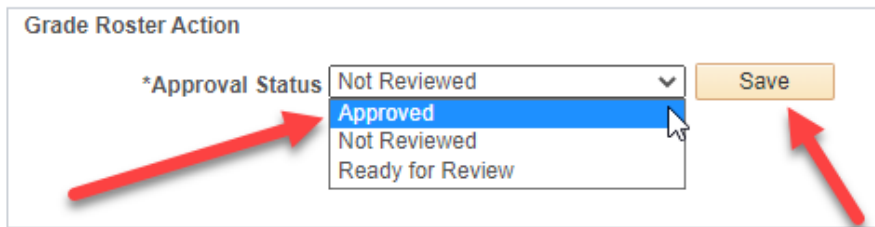
g. When you click Save, a small window will pop-up confirming that you have successfully submitted your grades. Approved grades will not be posted to student records until after the last scheudled final exam. At that time, students can log-in to Pathway to view their grades.

Message

Successful (21003,4)

This grade roster is complete. The grade roster will be submitted for posting.

[OK]

15. Both the Class Roster and the Grade Roster have "Notify" buttons at the bottom of the page. These buttons take you to a new screen that allows you to type an email message to your students. **This option DOES NOT send the students the grade they have been assigned.**

[Notify Selected Students]   [Notify All Students]
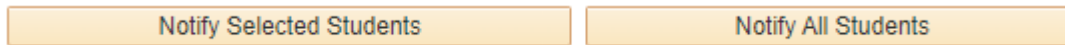
16. You may have been asked to submit a printed version of your grades to your department. To do this, click the blue **Printer Friendly Version** link in the bottom right hand corner below the list of students.
    a. Now you can select the "Print" button from your browser menu to print what appears on the screen.
    b. Your class rosters will be available in Pathway for you to view as long as you are an instructor at UMKC. You do not need to worry about keeping a paper copy of the rosters for your records.
    c. Click the blue Close link at the bottom of the roster when you are finished.
17. Make sure to enter grades and mark the grade roster as approved for all of your classes by **5 p.m. on the Tuesday after Finals week.** Approved grades will not be posted to student records until after the last scheduled final exam. At this time, students can log-in to Pathway and view their grades.
18. For questions about grading, contact the Registrar's office at 816-235-1125