Canvas to WebPortal Course Letter Grade Upload

If you display your Canvas gradebook totals as a letter, it is possible to upload your course letter grades from Canvas to the SDSU WebPortal without having to enter them manually. We recommend this method for classes with enrollments over 50 (otherwise it is probably easier to just do it manually).

Please review this ITS video for additional details regarding how to use letter grades in Canvas upload these to the webportal: [Canvas to WebPortal Upload](http://video.sdsu.edu/nas/user/rizzo_jon/canvasgradestowebportal.mp4) Video

NOTE: This process is optional. You can still manually enter grades into WebPortal.

1. **Prepare your gradebook for Final Grade Submission**
2. A screenshot of a cell phone

   Description automatically generatedExclude any assignments that you're not using in the course's final grades. To exclude an assignment from the course's final grades, "Edit" the assignment details. Click the Do not count this assignment toward the final grade checkbox above to remove points (i.e., 100) from final gradebook calculations
3. Although by default students won’t see zeroes for work they didn’t do, the Total and Final Grade calculations will calculate 0’s for work that wasn’t attempted. To quickly change the gradebook to reflect 0’s for work not done, please refer to the Canvas documentation on [missing submissions in the gradebook](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Missing-Submission-policy-in-the-Gradebook/ta-p/963).
4. **Enable Letter Grades**
   1. Go to Course => Settings => Course Details
   2. Make sure “Enable course grading scheme” is checked
   3. A close up of a logo

      Description automatically generatedYou can view the grading scheme by clicking “view grading scheme”

NOTE: You can edit the grading scheme, please see <https://guides.instructure.com/m/4152/l/57089-how-do-i-enable-a-grading-scheme-for-my-course>

* 1. A screenshot of a cell phone

     Description automatically generatedClick “Update Course Details” at the bottom of the page and when you return to the Canvas gradebook, you will see letter grades in the Total column.

1. **Need to Override these letter grades? (Optional)**
   1. ****You can create a new “Override column” in Canvas if you need to adjust grades by clicking the gear icon located in the upper right of your gradebook
   2. A screenshot of a cell phone

      Description automatically generatedThen click “Advanced” => “Allow Final Grade Override” which creates a new column next to the Total column. Click “Update” in the lower right of this Advanced window to add the new column.
   3. A picture containing sitting, clock, large, room

      Description automatically generatedMake your changes in the Override column by typing the new letter grade into the Override column.
2. **Export the Gradebook to Excel**
   1. From the Gradebook, click Actions => Export in the top left corner
   2. The file will download to your Desktop or whichever download location you use
3. **Canvas to WebPortal Upload Grade Tool**
   1. Go to the [Canvas to WebPortal Grade Tool](http://ec2-100-25-170-152.compute-1.amazonaws.com/) website which will prepare your file so that it can be uploaded to the WebPortal   
        
       [Canvas to WebPortal Grade Tool](http://ec2-100-25-170-152.compute-1.amazonaws.com/) => <https://tinyurl.com/canvastowebportal>
   2. A screenshot of a cell phone

      Description automatically generatedClick the box that has the dashed lines surrounding it to make it active
   3. Locate the exported grade file. Click on ONCE to select it.
   4. Click “Open” in the lower right. This will place the exported file into the tool and the tool will generate a new WebPortal friendly file. DO NOT OPEN THIS FILE or the file will become corrupted.  
        
      You should see something like this in the blue box if your file was successfully processed.

A screenshot of a cell phone

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NOTE: It may also be possible to drag and drop your exported gradebook file into the box but this has not been tested.

1. **Upload Grades into WebPortal**
   1. Log into WebPortal
   2. Choose your course.
   3. Click on “Report Grades”.
   4. A screenshot of a cell phone

      Description automatically generatedThere is an option to choose a file for upload.
   5. A picture containing knife

      Description automatically generatedLocate your saved file that was processed in the Canvas to WebPortal tool. It should have a number appended to the name “(1)” and the time stamp will be slightly later. Click it once then click “Open” to select the file.
   6. Click “Upload” on the WebPortal page to upload the grades.
   7. A screenshot of a cell phone

      Description automatically generatedYou should see a success message which includes number of grades uploaded.
   8. Click “Return to Grade Sheet” and then click the course name to view the grades. You can also edit grades here.

NOTE: Credit/No Credit, Incompletes and other special grades must be entered manually.

Your grades are not submitted until you click “Submit and Finish.” You can leave this page and the grades are saved. You must click “Submit and Finish” to complete the process when you are ready.

Video demonstrating the Canvas to WebPortal Upload: (<http://video.sdsu.edu/nas/user/rizzo_jon/canvasgradestowebportal.mp4>)