

Enter Final Grades in SIS Roster via Canvas

- In Canvas, navigate to your course.
 - From the course navigation menu, click **Grades**.
 - To open the SIS Grade Roster tool:
 - In the Canvas Gradebook, open the **Settings** (gear) menu and select **SIS Grade Roster**.
 - In the new Canvas Gradebook, open the **IU Grading Tools** menu and select **SIS Grade Roster**.
- NOTE:** If your roster does not display, you may need to allow pop-ups in your browser.
- If your course has only one section, a new tab will open displaying the SIS grade roster. If your course contains more than one section, the SIS Faculty Center will open in a new tab.
 - In the **Class** column, locate the course section for which you'd like to enter grades.
 - Click **Grade Roster** in the course section's row.
- NOTE:** If an instructor navigates to the Faculty Center before grade rosters are generated, the grade roster link will not display.

- In the Grade Roster, click **Load Grades from Canvas**.

- After a few moments, the calculated final grades from the Canvas gradebook will appear in the **Grade Input** column.
- Click **SAVE** to save the imported grades.

- In the **Grade Input** column, review the grades for accuracy and adjust the values as necessary. You can assign special grades such as FN (for students who stopped attending), FNN (for student who never attended), I (for incomplete), R (for deferred), etc. It is important to **SAVE OFTEN!**
 - If you enter a grade of **FN**, the **Last Date of Attendance** field will appear when you click the **SAVE** button. A last date of attendance is still required if you enter an FN grade. The system will not let you enter a date in this field that is not within the Term begin and Term end dates. This should be the last date you can document that the student attended class (last class attendance, last quiz or exam taken, etc.). If the student never attended the class, enter a grade of **FNN**. It is not necessary to enter a **Last Date of Attendance**.
 - Students who dropped during 100% refund period will not appear on the roster.
 - There will be a "placeholder" grade of **ZZ** for students who are taking Indiana University classes through another university. No grade is necessary for these students.
- If your grade roster has a **Requirement Designation (RD)** **Grade** column (for RISE designations, intensive writing requirement, etc.), set the **RD** grade for each student.
- Click **SAVE**.
- Verify that all grades have been entered correctly.
- Click **Approve and Submit to Registrar**.

NOTE: ALL students must be assigned a grade before clicking this button.

To load grades for additional sections in a course with cross-listed sections, click **RETURN** to go back to the Faculty Center, and repeat steps 3 through 12 for each additional section.

Grade Entry Tips

SAVE OFTEN!! – Your session will time out after 30 minutes of inactivity. Any grades entered but not saved will be lost. If you only have time to enter some but not all of your grades, you can save the partial roster and return to it later.

Once all grades have been entered and saved, click the **Approve and Submit to Registrar** button. The grades will not be submitted until you click this button. Submitted rosters are posted overnight.

Once you have submitted the grades to the Registrar, you can no longer edit the grades. If incorrect grades were entered and posted, submit an eGradeChange request beginning the next day.

Once the grades are successfully submitted, a message will appear at the top of the roster that says, **"Grades have been submitted to the Registrar."**

Students can view their grades in the Student Center via One.IU. Grades will be available the following day at 7 am (8 am on Sunday) if grades are submitted by 8 pm the prior evening.

For more information, go to the KB article: <https://kb.iu.edu/d/bfdg>