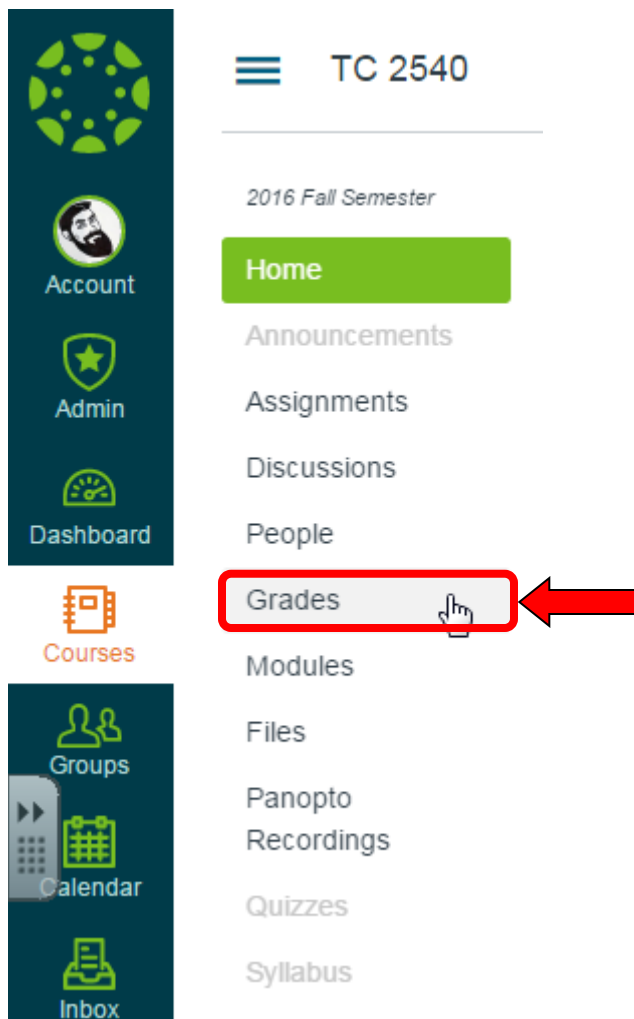


Canvas now has the ability to export midterm and final grades to Joe'SS, the Student Information System at Missouri S&T. By following this tutorial, you can export your grades from Canvas to Joe'SS, the official grade keeping system of record.

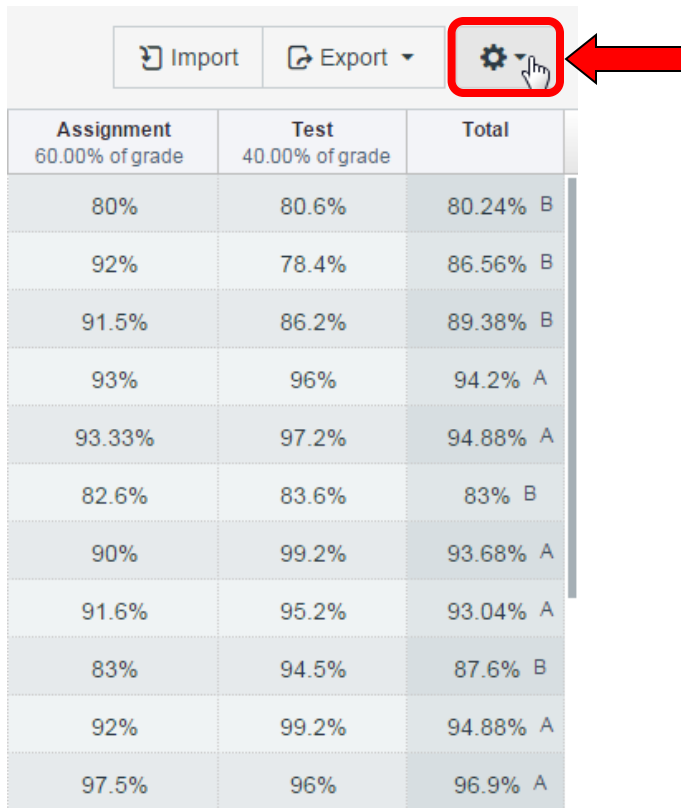
Note: Grades in Canvas are for reference and record-keeping purposes; the only *official* grades at Missouri S&T are kept in Joe'SS.

EXPORTING STUDENT GRADES FROM CANVAS TO JOE'SS

1. Navigate to the Canvas course from which you would like to export student final grades.
2. Click **Grades** in the left-hand course navigation panel.



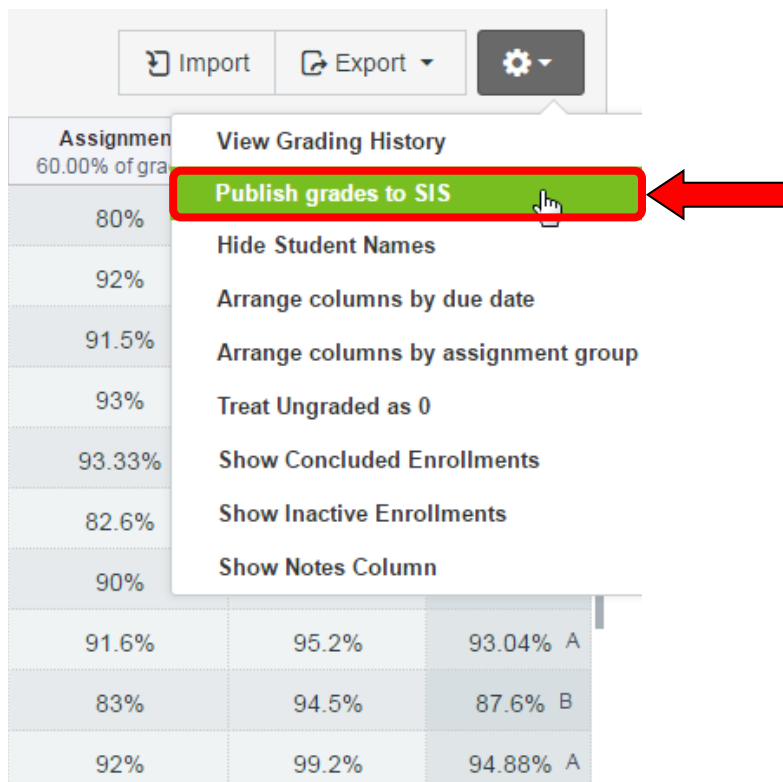
3. From within the Gradebook, click the **Gear Icon**



The screenshot shows the top of the Canvas Gradebook interface. At the top, there are buttons for 'Import' and 'Export'. To the right of these buttons is a gear icon (settings) which is highlighted with a red square and a red arrow pointing to it from the right. Below the buttons is a table with three columns: 'Assignment' (60.00% of grade), 'Test' (40.00% of grade), and 'Total'. The table contains several rows of student data with percentages and letter grades.

Assignment 60.00% of grade	Test 40.00% of grade	Total
80%	80.6%	80.24% B
92%	78.4%	86.56% B
91.5%	86.2%	89.38% B
93%	96%	94.2% A
93.33%	97.2%	94.88% A
82.6%	83.6%	83% B
90%	99.2%	93.68% A
91.6%	95.2%	93.04% A
83%	94.5%	87.6% B
92%	99.2%	94.88% A
97.5%	96%	96.9% A

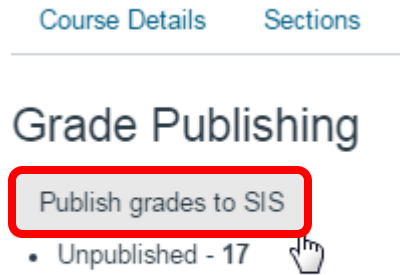
4. From the drop-down menu, click **Publish grades to SIS**



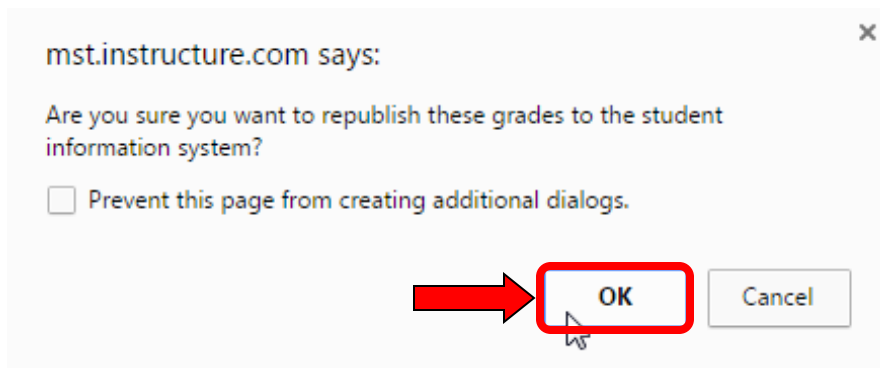
The screenshot shows the same Canvas Gradebook interface as above, but with the gear icon's drop-down menu open. The menu is a list of options, and the option 'Publish grades to SIS' is highlighted in green and has a red arrow pointing to it from the right. The other options in the menu are: 'View Grading History', 'Hide Student Names', 'Arrange columns by due date', 'Arrange columns by assignment group', 'Treat Ungraded as 0', 'Show Concluded Enrollments', 'Show Inactive Enrollments', and 'Show Notes Column'.

Assignment 60.00% of grade	Test 40.00% of grade	Total
80%	80.6%	80.24% B
92%	78.4%	86.56% B
91.5%	86.2%	89.38% B
93%	96%	94.2% A
93.33%	97.2%	94.88% A
82.6%	83.6%	83% B
90%	99.2%	93.68% A
91.6%	95.2%	93.04% A
83%	94.5%	87.6% B
92%	99.2%	94.88% A
97.5%	96%	96.9% A

5. Click the **Publish grades to SIS** button



6. When you click the **Publish grades to SIS** button, you will be prompted with a confirmation dialog box. Click **OK**.



Note: You have now exported your students' final grades from Canvas. The next step is to log into Joe'SS and import those grades into the Grade Roster and approve them.

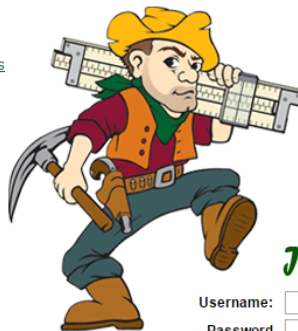
7. Log into Joe'SS (<http://joess.mst.edu>)

Guest Access

[Additional Authorized Access](#)
[Browse Course Catalog](#)
[Schedule of Classes](#)

Help Links

[Forgot Your Password?](#)
[Training](#)
[Help Desk](#)
[Registrar's Office](#)
[Cashier's Office](#)
[Missouri S&T Home](#)



Username:
Password:

8. Navigate to the **Faculty Center**

Welcome to Joe'SS

Welcome to Joe'SS

The Joe'SS system (Joe Miner's Self-Service) serves all of the campus commu point and use the menu options to the left to navigate through the system.



Faculty

The Faculty Center is the main page for faculty functionality within Joe'SS.

[Faculty Center](#)

9. Click the **Grade Roster** icon for the course in which you are importing student final grades

My Teaching Schedule > 2016 Fall Semester > Missouri S&T

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGLISH 2540-1A (72357)	Layout And Design (Lecture)	2	TuTh 11:00AM - 12:15PM	Civil Engr 00313	Aug 22, 2016- Dec 9, 2016
	TCH_COM 2540-1A (72356)	Layout and Design (Lecture)	16	TuTh 11:00AM - 12:15PM	Civil Engr 00313	Aug 22, 2016- Dec 9, 2016

10. Click the **get grades from canvas** button from within the Grade Roster

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

Layout and Design (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	Civil Engr 00313	Rasmus Kerwin	08/22/2016 - 12/09/2016

Display Options:

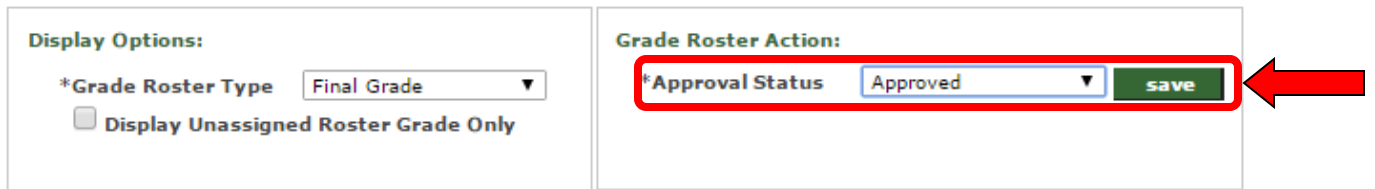
*Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status:

Note: Student final grades will now be auto-populated into the Joe'SS Grade Roster

11. Double-check your student final grades. When satisfied, then select **Approved** from the Grade Roster Action drop-down box, and then click the **Save** button.



The screenshot shows two panels. The left panel, titled "Display Options:", contains a dropdown menu for "*Grade Roster Type" set to "Final Grade" and a checkbox for "Display Unassigned Roster Grade Only" which is unchecked. The right panel, titled "Grade Roster Action:", contains a dropdown menu for "*Approval Status" set to "Approved" and a green "save" button. A red rectangular box highlights the "Approval Status" dropdown and the "save" button, with a red arrow pointing to the "save" button from the right.

You're now done. Student final grades have been imported and approved! The final grade that you've imported will be the grade of record that goes on official student transcripts.

Note: Grades in Canvas are for reference and record-keeping purposes; the only *official* grades at Missouri S&T are kept in Joe'SS.