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**

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

   ![Confirmation Dialog Box]

   **mst.instructure.com says:**

   Are you sure you want to republish these grades to the student information system?

   [ ] Prevent this page from creating additional dialogs.

   ![OK Button]

   **OK**

   **Cancel**

   **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)
8. Navigate to the **Faculty Center**

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

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

**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.

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.

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