

Utilizing Grade Sync to Transfer Grades from Canvas to Banner

GradeSync Overview

This guide walks you through the process of entering final letter grades in Canvas, submitting them using GradeSync, verifying submission in Banner (S.A.I.L.), and unpublishing the Canvas grade column to prevent confusion.

The **Canvas Midterm Grade** and **Canvas Final Letter Grade** columns are to be used only for the GradeSync grade transfer. To prevent confusion, these columns **should not remain visible to students for extended periods**.

Process Overview:

If you plan to use GradeSync, follow the required steps to:

1. **Enter** the letter grades in the appropriate columns.
2. **Temporarily publish** the grade columns to initiate the transfer.
3. **Submit** Grades using Grade Sync.
4. **Immediately unpublish** the columns once the process is complete.
5. **Confirm** in Banner/SAIL that your grades transferred correctly.

This ensures accurate reporting while minimizing potential confusion for students.

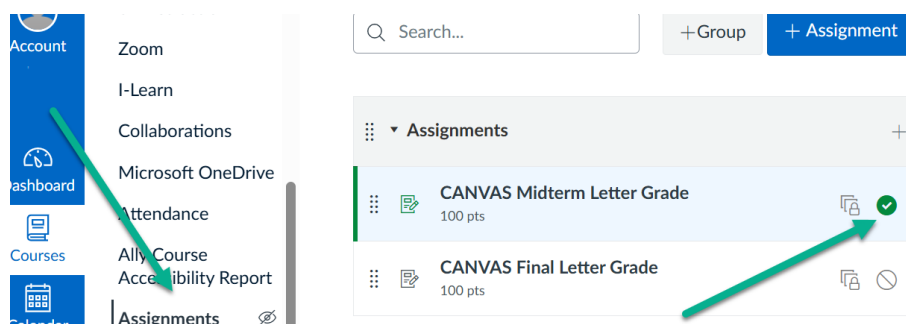
Step 1: Enter Midterm or Final Letter Grades in Canvas

1. Log in to Canvas and open your course.
2. In the course navigation menu, click **Grades**.
3. Find the **CANVAS Midterm Grade** or **CANVAS Final Letter Grade**, depending on whether you are submitting grades for midterms or finals.
4. Enter each student's **letter grade** (uppercase or lowercase).
 - Click the cell and type the letter grade.
 - Grades save automatically when you exit the field.

Step 2: Temporarily Publish Midterm or Final Letter Grade column

1. In the course navigation menu, click **Assignments**.
2. Locate the column titled either **CANVAS Midterm Grade** or **CANVAS Final Letter Grade**, depending on whether you are submitting grades for midterms or finals.
3. **The columns should be unpublished by default. Temporarily publish the column** by selecting the circle at the end of the row to turn it green.

- Be mindful of the customized grading schema where students see points/percent, not the grades.



Step 3: Submit Grades Using GradeSync

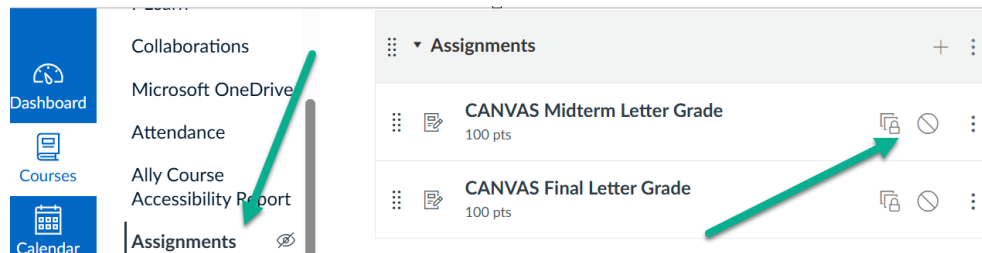
1. Go to the GradeSync website: <https://gradesync.tamucc.edu/>
2. Click **Connect to Canvas**.
3. When prompted, click **Authorize** to allow access.
4. In the dropdown, select the appropriate **Term** (e.g., Spring Full Term 2025).
5. On the Course Select page, click on the **Click here to select course** field. Only courses where you are listed as the instructor of record will appear.
6. Select your course from the list and click **Show Course**.
7. Review your student list:
 - Confirm all final grades are present.
 - For any student who earned an **F**, enter the **Last Date of Attendance** in the date field. For any student who earned an F, enter the Last Date of Attendance in the date field. ***Note that this refers to the last day the student actively participated in the course, not the last day they were physically present or logged in. For more information, please [select this link to view the Last Day of Academic Activity Definition](#).***
8. Scroll to the bottom of the page and click **Copy to Banner**.

NOTE: After copying, a Success List will show grades that transferred correctly. A Failed List will appear if any errors occur. If you see a failed record, review your entries from Step 1 to ensure they are correct, then resubmit.

Step 4: Unpublish the Column

1. Return to your course in Canvas.
2. Click **Assignments** in the course navigation menu.
3. Find the **CANVAS Midterm Grade** or **CANVAS Final Letter Grade**, depending on whether you are submitting grades for midterms or finals.

- Click the **green circle** to the right of the assignment title to **Unpublish** it.
- Once you have successfully unpublished the Final Letter Grade column in Canvas, email your students when grades will be available for viewing in SAIL.



Step 5: Confirm Grade Submission in Banner (S.A.I.L.)

- Log in to S.A.I.L.
- From the Main Menu, click **Faculty and Advisors**.
- Click **Final Grades**.
- Select the **Term** and click **Submit**.
- Select your course (CRN) and click **Submit**.
- Compare the grades displayed in S.A.I.L. with your Canvas Gradebook (see below).