



canvas  
BY INSTRUCTURE

## Import Canvas Final Letter Grades into ARIESweb

Instructors have the ability to download a file which contains their final letter grades from their Canvas and then upload that file into ARIESweb.

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**NOTE: The recommended browsers for grade entry are Firefox, Chrome, Safari and Internet Explorer.**

### **Prerequisites:**

- Must be entered as the course section instructor in ARIESweb.
- Must have ARIESweb access.
- Must have downloaded the final letter grades file from their Canvas grade book.

**I. Login to ARIESweb:**

A. *On Campus: Use your CSU eID*

<https://ariesweb.colostate.edu>

B. *Off Campus: Use CSU eID AND DUO*

To access ARIESweb from off campus, you first need to login to CSU's Secure website with your eID and then approve your access with the DUO authentication app on your phone. DUO can also be setup to call a traditional landline phone.

[Learn how to set up DUO authentication.](#)

*Login to CSU Secure website:*

<https://secure.colostate.edu>

*Approve login* with the DUO app on your phone:

The screenshot shows a 'Choose an authentication method' dialog box. It contains three rows of options, each with an icon, a label, and a button. The first row has a checkmark icon, the text 'Duo Push RECOMMENDED', and a green button labeled 'Send Me a Push'. The second row has a telephone handset icon, the text 'Call Me', and a green button labeled 'Call Me'. The third row has a passcode icon, the text 'Passcode', and a green button labeled 'Enter a Passcode'. At the bottom, there is a checked checkbox followed by the text 'Remember me for 7 days'.

Once you are logged in to the Secure website, *click* on the **ARIESweb link** on the page.

*Login* with your **eID** to **ARIESweb**.

Under **Instructor Tools** click **Final Grade Entry**

- ▢ **Instructor Tools**
  - [Class Lists](#)
  - [Final Grade Entry](#)
  - **\*\* Reporting Require**

Select the **term**.

Select a term

Fall Semester 2016

Summer Session 2016

Spring Semester 2016

Fall Semester 2015

## II. Instructional Format

You will need to *designate* an **Instructional Format** for each of your course sections before you can enter any grades. See next page for a description of each instructional format.

- Click on a **course section**.
- From the **drop down menu** *select* an instructional format.
- Click **Submit**.

**Repeat** for all sections.

**The following sections need the Instructional Format defined.**  
**Once Instructional Format has been defined for all sections, you can**

- ETST 205-002: Ethnicity and the Media (GT-SS3) [CRN:10011]
- ETST 205-001: Ethnicity and the Media (GT-SS3) [CRN:10012]
- ETST 205-004: Ethnicity and the Media (GT-SS3) [CRN:10014]
- ETST 205-003: Ethnicity and the Media (GT-SS3) [CRN:21956]
- JTC 430-001: Advanced Digital Documentary Photography [CRN:26335]

Select instructional format

None
Face-to-Face
Mixed Face-to-Face
Distance
Correspondence
Independent/Directed Study

Submit

### Instructional Format Options:

1. **Face to Face (FTF):** Instructors interact with students in the same physical space for 75% or more of the instructional time.
2. **Mixed (Hybrid) Face to Face (Mixed FTF):** Instructors interact with students in the same physical space for 25% or more but less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education.
3. **Distance:** Courses in which instructors interact with students in the same physical space for less than 25% of the instructional time and use one or more forms of distance delivery to support regular and substantive interaction with students (who are not in the same physical space as the instructor), synchronously or asynchronously.
4. **Correspondence:** Courses in which instructors interact with students in the same physical space for less than 25% of the instructional time and interact with students through mail or electronic interface (typically self-paced). This type of instruction differs from distance education because interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student.
5. **Independent/Directed Study:** Instructors interact with students through a flexible format.

### III. Grade Entry

After you have selected an instructional format for all of your course sections, *click* “**Click here for Grade Entry page**”.

**The Instructional Format has been defined for the following section(s).**

CRN	Course	Section	Course Title	Instructional Format
10012	ETST205	001	Ethnicity and the Media (GT-SS3)	Face-to-Face
10011	ETST205	002	Ethnicity and the Media (GT-SS3)	Face-to-Face
21956	ETST205	003	Ethnicity and the Media (GT-SS3)	Face-to-Face
10014	ETST205	004	Ethnicity and the Media (GT-SS3)	Face-to-Face
26335	JTC430	001	Advanced Digital Documentary Photography	Face-to-Face

[Click here for Grade Entry page](#)



a) *Login* with your **CSU eID**.

b) *Click* on a **course section** to select it.

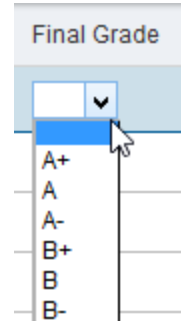
For this example, we selected section 001.

Select a Course				
Final Grades				
Grade Status	Rolled	Subject	Course	Section
<input type="text"/>	<input type="text"/>	Ethnic Studies-ETST (ETST)	205	002
<input type="text"/>	<input type="text"/>	Ethnic Studies-ETST (ETST)	205	001

Students in this course section will be listed in alphabetical order.

Enter Grades						Search By Full Name or ID
Full Name	ID	Final Grade	Rolled	Last Attend Date	Attendance Comment	

Under the Final Grade column, for each student, you can use the drop down menu to manually assign a grade.

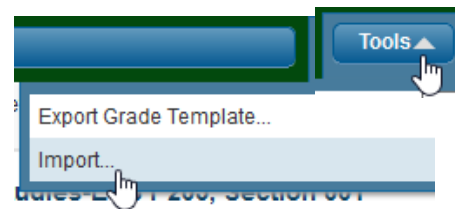


**OR**

**You can upload the final letter grade file you downloaded from your Canvas course.**

[How to Export Final Letter Grades from your Canvas grade book.](#)

- c) In the very **top right corner**, under the **Tools** drop down menu, *select Import.*



- d) *Click Browse.*
- e) *Select the final letter grades file you downloaded from Canvas.*

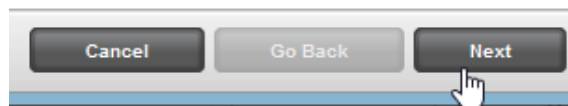
### Select a File for Import

Welcome to the Faculty Grade Import Wizard. You vendor or a file created using the export template (; Using the export template allows for intelligent map

Use Browse to select the file that contains grade d Spreadsheet (.xls) and Microsoft Excel Open XML

File  All\_Sections\_2015FA-ACT-205-(

- f) At the bottom right *click Next.*



- g) On the **Preview File** page, under **Import Sheet**, make sure you have the **correct course section** selected that matches the course section you initially selected for grade import.

In our example, section 001.

## Preview File

Select the worksheet from the file that contains the data. Use the grid to preview the data prior to importing.

Import Sheet: 2016SP-ETST-205-002\_10011 ▾

Row ▲	2016SP-ETST-205-002_10011
	2016SP-ETST-205-001_10012
	2016SP-ETST-205-004_10014
	2016SP-ETST-205-003_21956

You will see a preview of your students and the grades that will be imported into ARIESweb.

Row ▲	ID ▾	NAME ▾	Term Code ▾	CRN ▾	Final Score ▾	Final Grade ▾	Last Attended Date ▾
			201590	61109	97.23	A	
			201590	61109	98.45	A	
			201590	61109	96.28	A	

- h) At the **bottom right** click **Next**.

The Map Columns should not require any action on your part.

## Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade page.

\* Student ID \* Term \* CRN are required fields. Those must be mapped in order to continue the import process.

✓ <a href="#">Term Code*</a>	✓ <a href="#">CRN*</a>	✓ <a href="#">Student ID*</a>	✓ <a href="#">Final Grade</a>
✓ <a href="#">Last Attend Date</a>	✓ <a href="#">Attendance Comment</a>	<a href="#">Incomplete Final Grade</a>	<a href="#">Extension Date</a>

On the **Import** page you will see which records from your final letter grade will be imported.

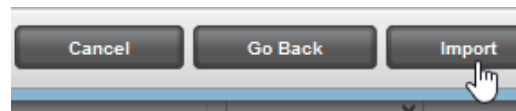
Importing will overwrite existing data that has not been rolled. Blank data will be ignored.  
**\*\*\* Please be sure to download and check the validation report below before continuing \*\*\***

The following 56 records will be imported:

**Note**, in this example, I am importing a final grades file that contains grades for sections 001, 002 and 003 and 004 which are the sections that I combined into one course in Canvas.

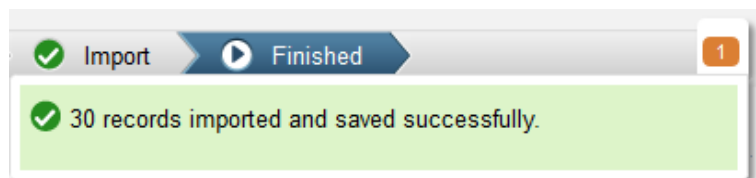
I have selected to import the grades for section 001.

i) At the bottom right *click* **Import**.

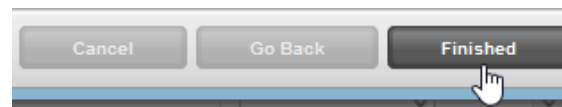


You will see a confirmation message.

Again, in this example, the 30 successful records were the section 001 students.

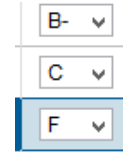


j) On the bottom right *click* **Finished**.

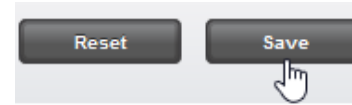




The grades for the students will appear in ARIESweb.



k) At the bottom right *click* **Save** to save the grades you imported.



**Note: With the file import method of entering grades, you Cannot Reset the grades you imported.**

You can make changes to the grades in the spreadsheet and then import them again into ARIESweb.


#### IV. Students Who Receive a “U” or “F” Grade


If a student in your course received a grade of “U” or “F” you must enter a Last Attend Date and an Attendance Comment before you can save the grades you inputted/imported.

**You can enter this information when you export your final grades from your Canvas grade book.** That information would then be included with the grades you upload into ARIESweb. [See the “Last Attendance” section of the Export Final Letter Grades from Canvas” to learn how.](#)

**To manually enter Last Attend Date and Comment in ARIESweb, follow the steps below.**

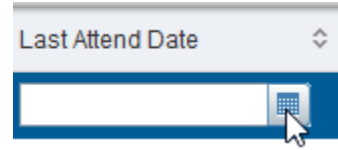
When you click Save, if a student has a grade of F without last attend date and Attendance Comment added, you will see this message.

 A last attend date is required for this grade.

 Attendance Comment is required for this grade.

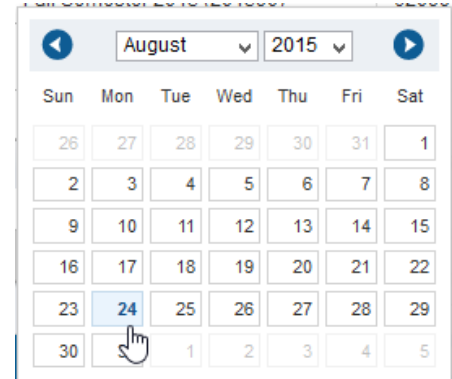
## Last Attend Date

Click on the calendar icon to the right of the Last Attend Date box.



Select the last date that you know the student attended/participated in your course.

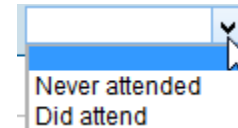
If the student **never attended** class, **select the first day of class for that semester** as the Last Attend Date.



If the student did attend class, in your Canvas course to help determine that Last Attend Date related to their activity in the Canvas course you can use:

[The Student Access Report](#) or [Student Analytics](#)

Under the **Attendance Comment** box for this student, use the drop down menu and *select* **Never attended or Did attend**.



Remember to *click* **Save** at the bottom right of the page.

## **V. Help / Support**

### **Registrar's Help with Final Grade Entry**

Grade Submission Help web page:

[https://ariesweb.colostate.edu/sites/ariesweb.search/ThirdPartyContainer.aspx?header\\_img=Grade+Submission+Help&destination=https%3a%2f%2fariesweb.colostate.edu%2fsites%2fariesweb.access\\_request%2fgrade\\_help.aspx](https://ariesweb.colostate.edu/sites/ariesweb.search/ThirdPartyContainer.aspx?header_img=Grade+Submission+Help&destination=https%3a%2f%2fariesweb.colostate.edu%2fsites%2fariesweb.access_request%2fgrade_help.aspx)

Grade Submission Help Phone:

970 491 4860

### **Canvas Help Web Site**

<http://info.canvas.colostate.edu>

### **Canvas Guides**

<http://info.canvas.colostate.edu/online-resources.aspx>

### **College Canvas Coordinators**

<http://info.canvas.colostate.edu/coordinators.aspx>

### **Central Canvas Support**

[canvashelp@colostate.edu](mailto:canvashelp@colostate.edu)