


How to Sync Final Grades

Overview

This guide reviews the steps for how to sync your final grades in a Canvas course to Ursa (Banner). Repeat the steps below as many times as you have courses.

Prerequisites

Follow these prerequisites for an accurate grade sync to Ursa:

1. All grades must be completed (no null  cells), finalized, accurate and posted in your Canvas gradebook before you continue.
2. Your course must have a grading scheme enabled in your course Settings. If you do not have a grading scheme enabled in your course Settings, do not use this process. Instead, go to the Employee tab and the Final Grades link in Ursa to manually enter your grades. In future terms, set your grading scheme at the beginning of the course so that you can easily use this process.

Step one: Log into Canvas and your course

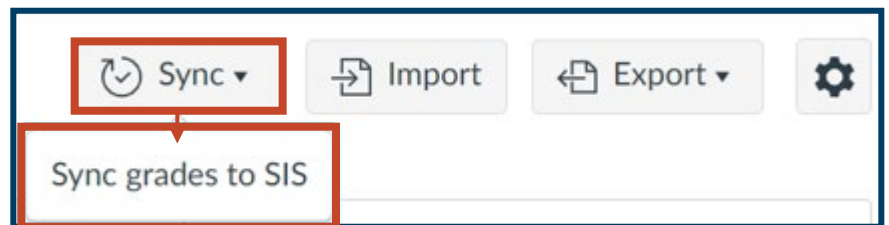
Log into Canvas through the Faculty/Staff sign-in on the [Canvas Landing page](#) and access the course for which you want to submit and sync final grades.

Step two: Access your gradebook

Go to **Grades**. Check your gradebook once more to verify that all grades are complete.

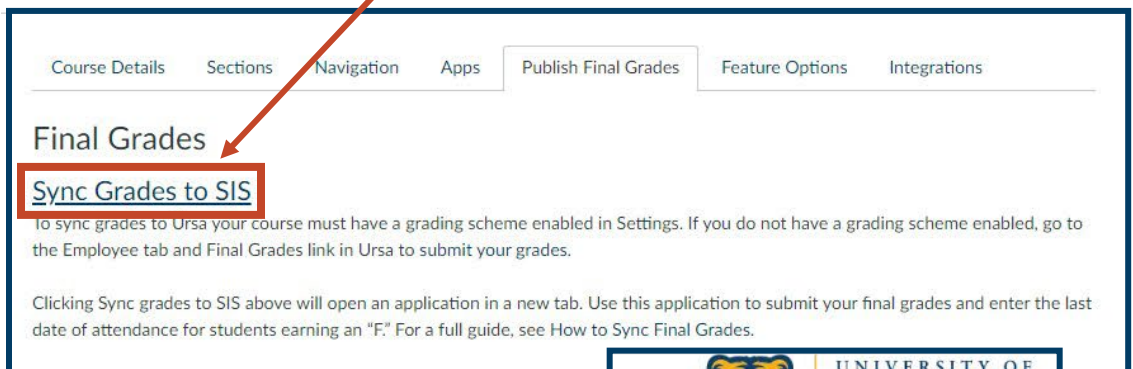
Step three: Initiate the sync

Select **Sync** towards the top right of your gradebook. A drop-down appears. Select **Sync Grades to SIS** from that drop-down.



Step four: Confirm to start sync

Review the information in the tab and if you've met the requirements (the prerequisites of this guide) select **Sync Grades to SIS**.



Step five: Re-authenticate

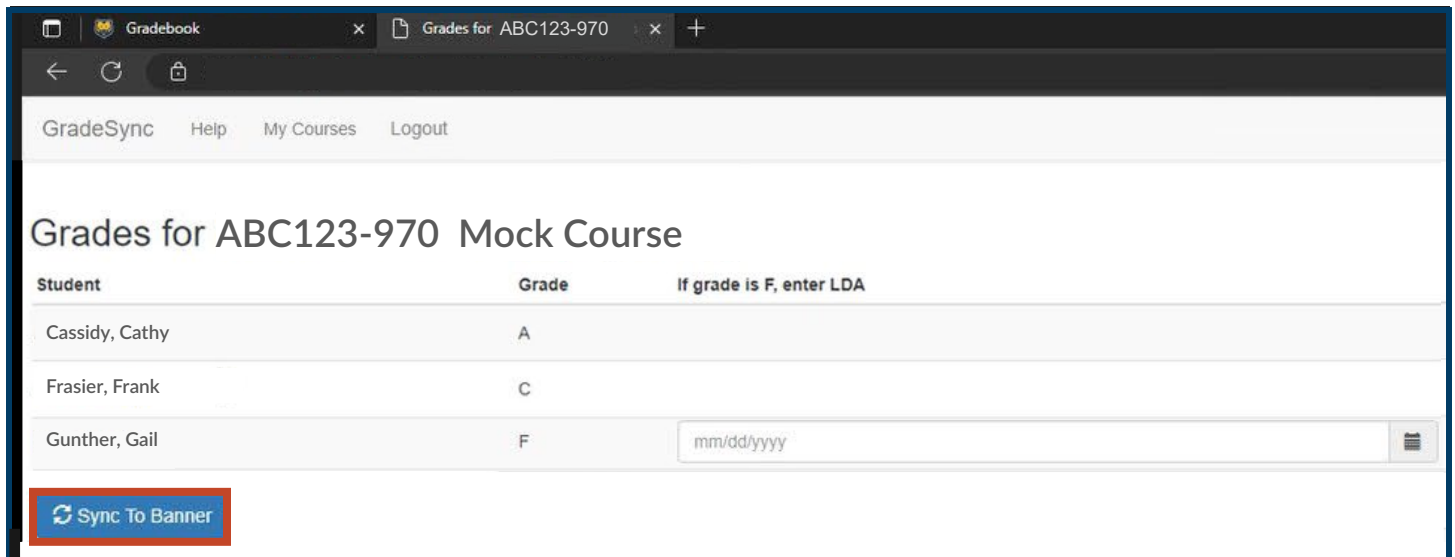
The CAS (Ursa) Single Sign On (SSO) application page will appear in a new tab. Select **Employee Login** to reauthenticate your UNCO credentials (first.lastname@unco.edu).



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Step six: Review grades and enter LDAs

The Gradesync app opens and shows a list of the students in your course with their final letter grade. Review the letter grades of each student. You must enter the last date of attendance (LDA) for each student with an “F.” Use the calendar icon to enter the LDA.



The screenshot shows the Gradesync app interface. At the top, there's a navigation bar with 'GradeSync', 'Help', 'My Courses', and 'Logout'. Below this, the title 'Grades for ABC123-970 Mock Course' is displayed. A table lists three students: Cassidy, Cathy (Grade A), Frasier, Frank (Grade C), and Gunther, Gail (Grade F). The 'If grade is F, enter LDA' column has a text input field with a placeholder 'mm/dd/yyyy' and a calendar icon. At the bottom left, a blue button labeled 'Sync To Banner' is highlighted with a red box.

Student	Grade	If grade is F, enter LDA
Cassidy, Cathy	A	
Frasier, Frank	C	
Gunther, Gail	F	<input type="text" value="mm/dd/yyyy"/>

[Sync To Banner](#)

Step six: Sync to Banner

Select **Sync to Banner** after entering the LDAs. After a few moments, the screen will refresh. If the sync was successful, GradeSync displays each student's sync as **Success**. If the sync was unsuccessful, Gradesync displays a reason why the grade didn't sync successfully.

WARNING: Grades will not immediately appear in Ursa because Ursa updates at 7 p.m. daily. Once they do appear, any changes must be made manually through the Office of the Registrar.