

## Grades Import from Canvas to Enroll & Pay

Instructors have the ability to import grades directly from their grade rosters in their Canvas Grade Center to their grade roster in Enroll & Pay. Information on the setup in Canvas for this process can be found at <https://canvas.ku.edu/courses/385/pages/grades-import-from-canvas-to-enroll-and-pay>.

### Grade Rosters in Enroll & Pay

To access your Enroll & Pay grade roster, you will go to the KU Faculty Center on your [Instructor Homepage](#) and select a grade roster. Please make sure the term listed on the Faculty Center is the correct term.



< Instructor Homepage
▼ Faculty Center

Jayhawk Instructor

Faculty Center

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

**My Schedule**

2021 Summer | University of Kansas Change Term

Select display option

Show All Classes
  Show Enrolled Classes Only

**My Teaching Schedule > 2021 Summer > University of Kansas**

Access Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		<a href="#">HIST 324-1000 (76131)</a>	History of Women and the Body (Lecture)	12	TBA	On-line Lawrence	Jun 8, 2021-Jul 30, 2021
		<a href="#">HIST 999-1825 (73589)</a>	Doctoral Dissertation (Thesis/Dissertation)	0	TBA	Lawrence Appointment	Jun 8, 2021-Jul 30, 2021
		<a href="#">LAS 494-1100 (74257)</a>	Sr Semnr in Librl Arts&Science (Lecture)	12	TBA	On-line Lawrence	Jun 8, 2021-Jul 30, 2021
		<a href="#">WGSS 324-1000 (76132)</a>	History of Women and the Body (Lecture)	10	TBA	On-line Lawrence	Jun 8, 2021-Jul 30, 2021

View Weekly Teaching Schedule
[Blackboard Courses - Lawrence](#)
[Photo Rosters-Lawrence/Edwards](#)

## Importing Grades from the Canvas Grade Center

In order to complete the import from Canvas, the Grade Roster Approval Status must be set to Not Reviewed. Click on the **Lawrence Canvas Import Grades** button under Grade Import from Canvas. This process can be completed multiple times so long as the Approval Status continues to be Not Reviewed. Once grades are officially posted, you can no longer import grades from Canvas.

Jayhawk Instructor

[Faculty Center](#) [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) [Help for Grade Entry](#)

**Grade Roster** [Grade Options](#)

[View FERPA Statement](#)

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2021 Summer | Summer Regular Term | University of Kansas | Undergraduate

▼ **WGSS 324 - 1000 (76132)** Change Class

History of Women and the Body (Lecture)

Days and Times	Room	Instructor	Dates
TBA	On-line Lawrence	Jayhawk Instructor	06/08/2021 - 07/30/2021

**Display Options**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status Not Reviewed ▼ Save

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

**Grade Import from Blackboard**

Last Import Lawrence Blackboard Import Grades

**Grade Import from Canvas**

Last Import Lawrence Canvas Import Grades

Personalize | Find | | First 1-10 of 10 Last

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
<input type="checkbox"/> 1 1111111	<a href="#">Jay.Baby</a>	▼		Liberal Arts&Sci Undergraduate	Sophomore	<a href="#">Note</a>	<a href="#">Attendance</a>
<input type="checkbox"/> 2 2222222	<a href="#">Student.Crimson</a>	▼		Liberal Arts&Sci Undergraduate	Senior	<a href="#">Note</a>	<a href="#">Attendance</a>
<input type="checkbox"/> 3 3333333	<a href="#">Student.Jayhawk</a>	▼		Liberal Arts&Sci Undergraduate	Senior	<a href="#">Note</a>	<a href="#">Attendance</a>
<input type="checkbox"/> 4 4444444	<a href="#">Student.Blue</a>	▼		Architecture&Design Undergrad	Senior	<a href="#">Note</a>	<a href="#">Attendance</a>

## Approving/Posting Grades in Enroll & Pay

The import will pull all of the students on the Canvas roster and place it on the Grade Roster within Enroll & Pay. You can make adjustments on the Enroll & Pay roster prior to final approval and grade posting. Please be aware that any changes made on the final grade roster will be overridden if you choose to re-import the grades.

**Display Options**

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status Not Reviewed Save

By Approving ... Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

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**Grade Import from Blackboard**

Last Import Lawrence Blackboard Import Grades

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**Grade Import from Canvas**

Last Import 06/29/2021 12:39PM Grade Import Error Log Lawrence Canvas Import Grades

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Personalize   Find   First 1-10 of 10 Last								
Student Grade								
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
<input type="checkbox"/>	1	1111111	Jay.Baby	A		Liberal Arts&Sci Undergraduate	Sophomore	Note Attendance
<input type="checkbox"/>	2	2222222	Student.Crimson	I		Liberal Arts&Sci Undergraduate	Senior	Note Attendance
<input type="checkbox"/>	3	3333333	Student.Jayhawk	F		Liberal Arts&Sci Undergraduate	Senior	Note Attendance
<input type="checkbox"/>	4	4444444	Student.Blue	B		Architecture&Design Undergrad	Senior	Note Attendance

You will need to complete additional information for any students that have earned an Incomplete Grade, Failure "F" Grade or an Honors Designation before grades can be saved.

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Updated Jan 2022

To approve your grades, select **Approve** in the Approval Status drop down menu and click on **Save** (1). Approved grades will automatically post each night but most instructors also have the ability to post immediately by clicking on the **Post** button (2) at the bottom of the page.

2021 Summer | Summer Regular Term | University of Kansas | Undergraduate

[Change Class](#)

▼ [WGSS 324 - 1000 \(76132\)](#)  
History of Women and the Body (Lecture)

Days and Times	Room	Instructor	Dates
TBA	On-line Lawrence	Jayhawk Instructor	06/08/2021 - 07/30/2021

**Display Options**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status Not Reviewed ▼ [Save](#)

Approved

By Approving and Saving Not Reviewed grades entered for the students listed on the grade roster are correct.

1

[Select All](#)      [Clear All](#)      [Printer Friendly Version](#)

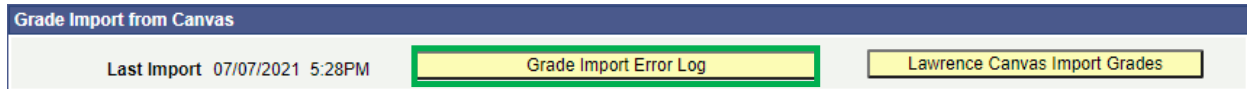
[Save](#)    [Post](#)    2

Once grades are posted, you will see a grade listed in the Official Grade column.

Student Grade										
ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure			
1 1111111	<a href="#">Jay, Baby</a>	A	A	Liberal Arts&Sci Undergraduate	Sophomore	Posted	<a href="#">Note</a>	<a href="#">Attendance</a>		
2 2222222	<a href="#">Student Crimson</a>	I	I	Liberal Arts&Sci Undergraduate	Senior	Posted	<a href="#">Note</a>	<a href="#">Attendance</a>		
3 3333333	<a href="#">Student Jayhawk</a>	F	F	Liberal Arts&Sci Undergraduate	Senior	Posted	<a href="#">Note</a>	<a href="#">Attendance</a>		

## Errors

Instructors may encounter errors while trying to import grades from Canvas to Enroll & Pay. They will appear in the Grade Import from Canvas box on the Grade Roster and will be accessible by selecting the **Grade Import Error Log** link.



Instructors may see an error that says “Student does not exist on E&P (Enroll & Pay) Roster.” There are typically two reasons why this may appear:

1. The student was initially on the roster but had later dropped/withdrawn from the class. A final grade will not be submitted.
2. The student never officially enrolled in this exact section of the class.

Instructors who have classes with combined sections can still use this Grade Import process. **Instructors will need to grade each section of the class separately within Enroll & Pay.** When importing directly from Canvas, only the students listed in the class you are grading will import.

## Contact Information

Questions regarding Canvas should be directed to:

Lawrence Campus: [itedtech@ku.edu](mailto:itedtech@ku.edu), 785-864-2600

Edwards Campus: [kuec\\_edtech@ku.edu](mailto:kuec_edtech@ku.edu), 913-897-8443

Questions about approving grade rosters within Enroll and Pay should be directed to Student Records ([studentrecords@ku.edu](mailto:studentrecords@ku.edu)) in the Office of the University Registrar.