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.
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.
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.

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.
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.

Once grades are posted, you will see a grade listed in the **Official Grade** column.
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 The student was initially on the roster but had later dropped/withdrawn from the class.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, 785-864-2600

Edwards Campus: 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) in the Office of the University Registrar.