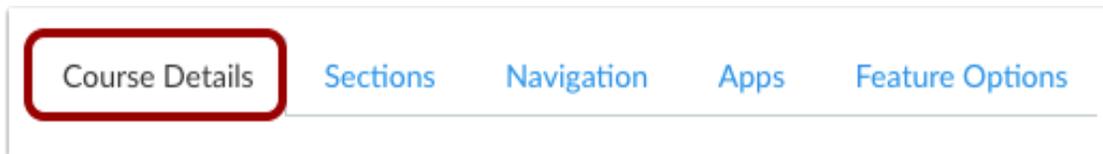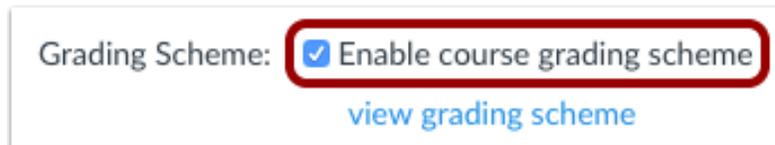# Syncing Final Grades to WINGS

For most courses, you will want to use the **University of Wisconsin La Crosse Letter Grade Scheme** which is the approved undergraduate grading scheme for the University.

Applying the UWL Letter Grade Scheme

1. Log into Canvas and select your course using the **Courses** button on the left navigation panel.

2. Click **Settings** from the Course Navigation menu.

3. Select the **Course Details** tab if necessary.

4. Scroll down to **Grading Scheme** and check the box for **Enable course grading scheme**.

5. Click **view grading scheme**. *A window opens displaying the default grading scheme.*

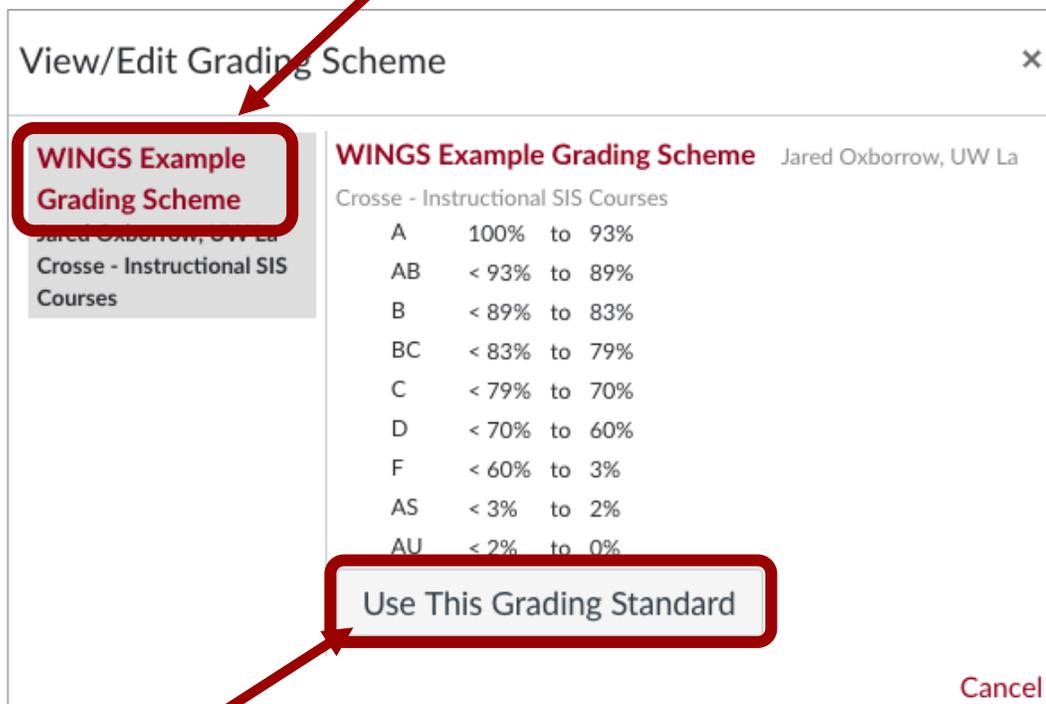6. Click **Select Another Scheme** (top right).
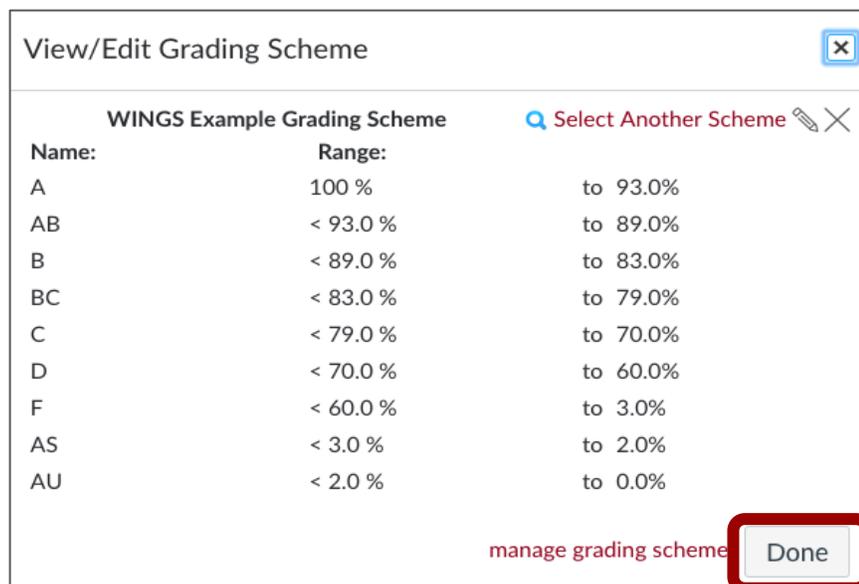
7. Select **WINGS Example Grading Scheme**.

8. Click **Use This Grading Standard**. This will appear after you select WINGS Example Grading Scheme.

9. Click **Done**. *The Settings page will reappear.*

10. Click **Update Course Details** at the bottom of the Settings page.

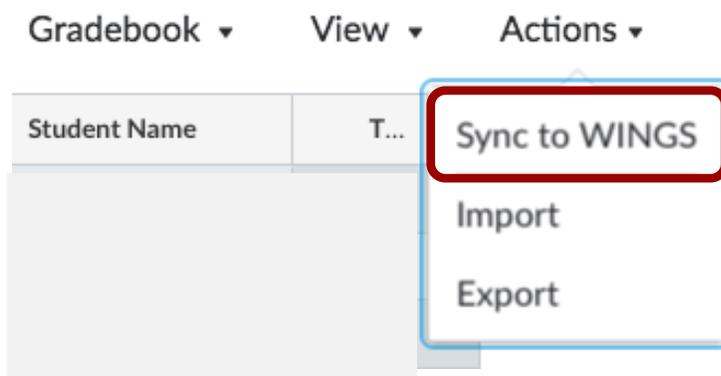11. You are ready to sync your grades to WINGS.

12. Access the **Course Gradebook**
    By Navigating to "**Grades**" using the Grades button on the left course navigation menu.

13. To Sync Grades
    ○ Select the dropdown arrow next to "**Actions**" at the top of the roster and grades.

    ○ Select "**Sync to WINGS**"
    ○ Click "**Sync Now**" from the dialog box to complete the grading sync to WINGS.

A green outlined dialogue box will appear at the top of your grades page stating "We have received your request to synchronize grades. After the grades are processed, you should see them in WINGS."

14. To ensure that all grades were properly synced, please check WINGS.