Syncing Final Grades to WINGS.

Before you can sync your grades from Canvas to WINGS, **you need to apply a grade scheme**. The UWL letter grade scheme is created as an option in Canvas. If you prefer to use your own ranges, make sure to use the UWL letter grades: A, AB, B, BC, C, D, F. You will have to apply the grading scheme to each course you teach, every semester.

After these steps, you will still need to log into WINGS to verify grades were synced and to complete the grading process.

I. Apply a grading scheme

1. Log into Canvas and select the course.
2. Click **Settings** from the Course Navigation menu.
3. Make sure you are on the **Course Details tab**.

4. Scroll down to **Grading Scheme** and check the box for **Enable course grading scheme**.
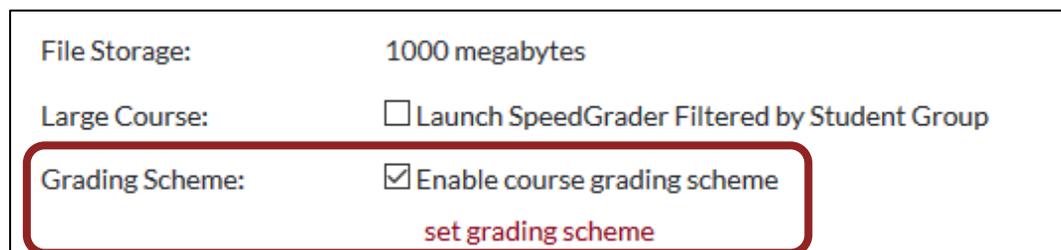
5. Click **set grading scheme**. A window opens displaying the default grading scheme.

   - The Canvas default grading scheme includes minuses and pluses, these grades will not sync with WINGS. You will either need to create your own grading scheme or use the preloaded WINGS Example Grading Scheme that is shown on the next page

   - If you want to create your own grading scheme, select manage grading schemes at the bottom right and +Add grading scheme. After saving, navigate back to **Settings** and then **set grading scheme** to follow the next steps to apply.

6. Click **Select Another Scheme** (top right).

7. Select the grading scheme to use (**WINGS Example Grading Scheme or your newly created grading scheme).**
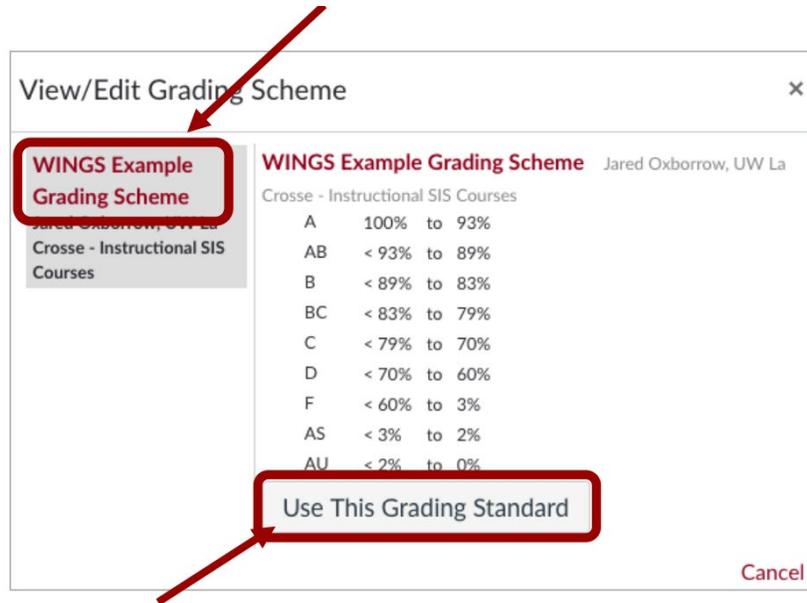
8. Scroll down and click **Use This Grading Standard**.
9. Click **Done**. This will close the grading window.
10. On the Settings page, scroll to the bottom of the page and click **Update Course Details**.

You are ready to sync your grades to WINGS.

- Verify by going to the **Grades tab** and seeing letter grades in the Total Column.

II. Sync to WINGS after applying a grading scheme

11. When your grades are ready to be synced to WINGS from Canvas, go to the **Grades tab**, select the **Actions** dropdown and click **Sync to WINGS**.
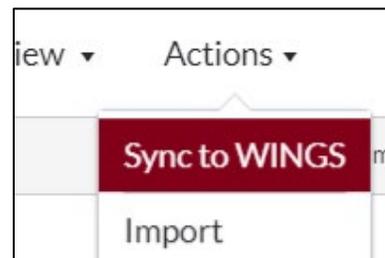
12. Click **Sync Now** to complete the grading sync to WINGS.

Sync Grades ✕

Are you sure you want to sync your final grades with UW - La Crosse Final Grades ACTUAL at this time?

Cancel **Sync Now**
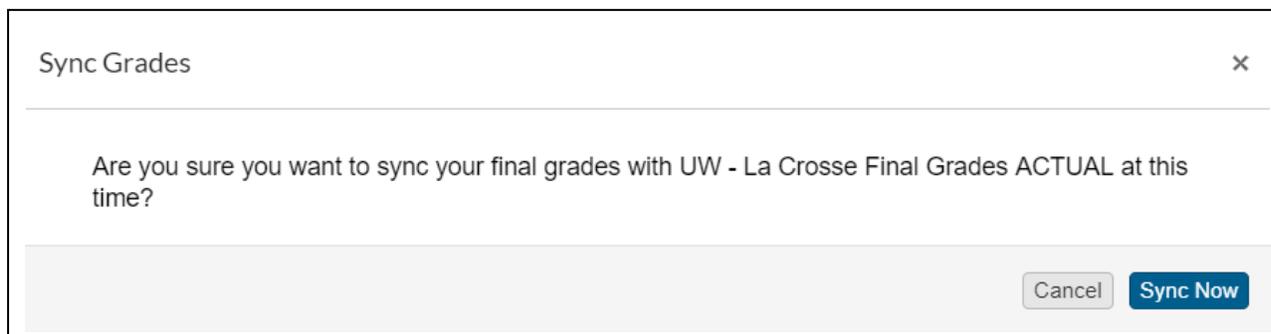
- A green outlined dialogue box will appear at the top of your grades page stating "We have received your request to synchronize grades. After the grades are processed, you should see them in WINGS."
- If your grades haven't shown up in WINGS after 15 minutes, check the Grade Sync icon for Failed syncing. If there is a fail, make sure you applied the grading scheme correctly and try again.

III. Verify and approve in WINGS

13. **You must log into WINGS to verify grades were synced and to complete the grading process: [Approving grades in WINGS](#).** Contact the Records office for help with approving grades in WINGS.