Creating and applying your own course grading 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 **manage grading schemes** (bottom right).

*A page displaying the currently available Grading Schemes will appear.*
7. Click +Add grading scheme (top right). In the dialogue box that appears:
   - Type a name for your unique grading scheme.
   - Change letter grading to reflect WINGS grading scheme example shown at the bottom of the screen.
   - Adjust percentage range values to match your syllabus.
   - Click Save. You will now need to navigate back to the Settings area to select your new grading scheme for use.

8. Click Settings, scroll down to Grading Scheme and check the box for Enable course grading scheme.

9. Click set grading scheme.

10. Click Select Another Scheme (top right).

11. Select the grading scheme you just created. It will appear above the WINGS Example Grading Scheme

12. Click Use This Grading Standard.
13. Click Done. The Settings page will reappear.

14. Click Update Course Details at the bottom of the Settings page.

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

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Syncing Final Grades to WINGS

16. Access the Course Gradebook
   By Navigating to “Grades” using the Grades button on the left course navigation menu.

17. 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.”

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