

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.

	Course Details	Sections	Navigation	Apps	Feature Options
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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).

ample Grading Scheme	🝳 Select Another Scheme 📎 >	
Range:		
100 %	to	93.0%
< 93.0 %	to	89.0%
< 89.0 %	to	83.0%
< 83.0 %	to	79.0%
< 79.0 %	to	70.0%
< 70.0 %	to	60.0%
< 60.0 %	to	3.0%
< 3.0 %	to	2.0%
< 2.0 %	to	0.0%
	Range: 100 % < 93.0 %	Range: Q Select 100 % to < 93.0 %

7. Select WINGS Example Grading Scheme.

View/Edit Gradin	Scheme ×
WINGS Example Grading Scheme	WINGS Example Grading Scheme Jared Oxborrow, UW La Crosse - Instructional SIS Courses
Crosse - Instructional SIS Courses	A 100% to 93% AB < 93% to 89%
	B < 89% to 83% BC < 83% to 79%
	D < 70% to 60%
	AS < 3% to 2%
	Use This Grading Standard
	Cancel

- 8. Click **Use This Grading Standard**. This will appear after you select WINGS Example Grading Scheme.
- 9. Click **Done**. *The Settings page will reappear*.

View/Edit Grading Scheme								
WINGS E	xample Grading Scheme	🝳 Select Another Scheme 📎 🗙						
Name:	Range:							
А	100 %	to 93.0%						
AB	< 93.0 %	to 89.0%						
В	< 89.0 %	to 83.0%						
BC	< 83.0 %	to 79.0%						
С	< 79.0 %	to 70.0%						
D	< 70.0 %	to 60.0%						
F	< 60.0 %	to 3.0%						
AS	< 3.0 %	to 2.0%						
AU	< 2.0 %	to 0.0%						
		manage grading scheme Done						

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

Update Course Details

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

Syncing Final 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.

Gradebook 👻	View 🔹	Actions -
Student Name	т	Sync to WINGS
		Import
		Export

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

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