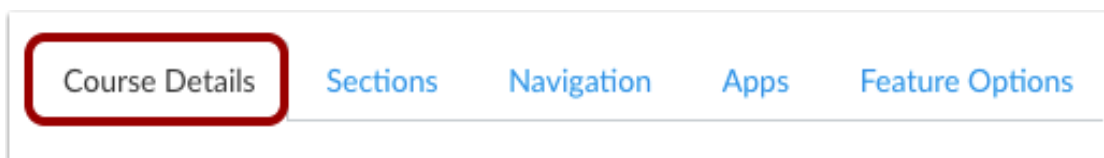
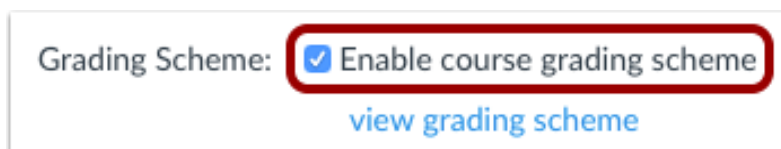


Creating and applying your own course grading scheme

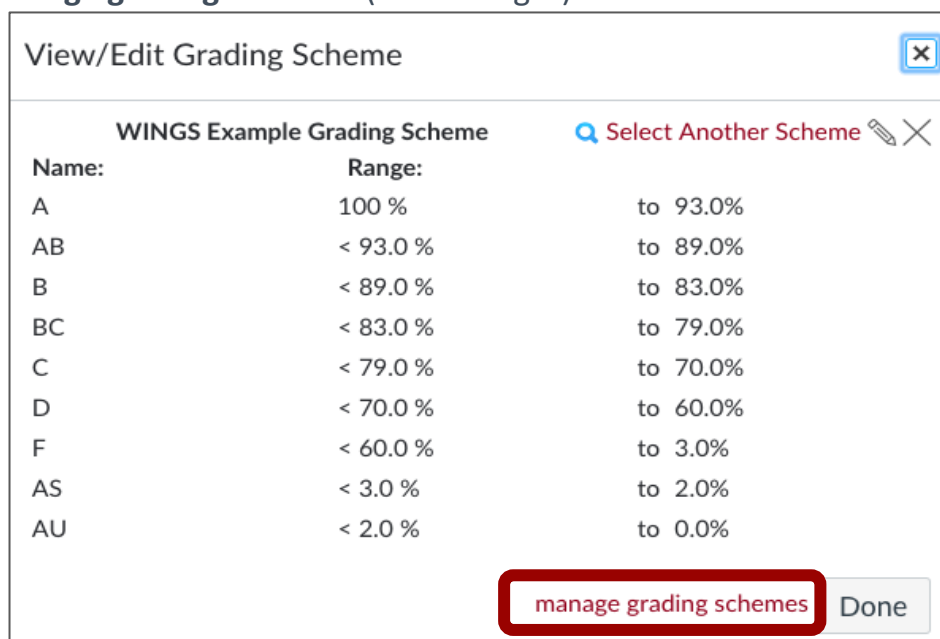
1. Log into Canvas and select your course using the **Courses** button on the left navigation panel.
2. Click **Settings** from the Course Navigation menu.
3. Select the **Course Details** tab if necessary.



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.

Grading Schemes

+ Add grading scheme

WINGS Example Grading Scheme (account: UW La Crosse - Instructional SIS Courses)

Name	Range	
A	100%	to 93%
AB	< 93%	to 89%
B	< 89%	to 83%
BC	< 83%	to 79%
C	< 79%	to 70%
D	< 70%	to 60%
F	< 60%	to 3%
AS	< 3%	to 2%
AU	< 2%	to 0%

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**.

View/Edit Grading Scheme

11

MY GRADING SCHEME

Marjorie Bazluki,
Accounting Principles I

**WINGS Example
Grading Scheme**
Jared Oxborrow, UW La
Crosse - Instructional SIS
Courses

MY GRADING SCHEME Marjorie Bazluki, Accounting

Principles I

A-	100%	to 90%
AB	< 90%	to 87%
B	< 87%	to 84%
BC	< 84%	to 80%
C	< 80%	to 77%
D	< 77%	to 74%
F	< 74%	to 70%
AS	< 70%	to 2%
AU	< 2%	to 0%

12

Use This Grading Standard

Cancel

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

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

Update Course Details

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

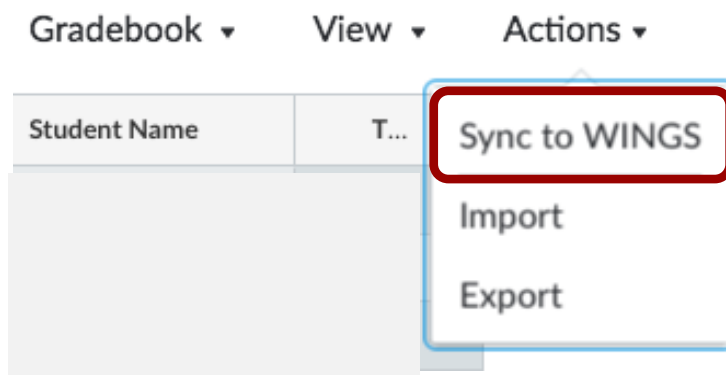
Syncing Final Grades to WINGS

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.

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.”

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