Canvas Import into Elementary Grade Book

Below are the steps to import assignment data from Canvas into the Encore Secondary Grade Book system.

Steps

1- Sign in to the Encore System

2- In the search box type **Canvas Import** or you can use the following menu option:

   - ➢ **Student Information System**
   - ➢ **Grade Book Menu**
   - ➢ Select **Grading**
   - ➢ Canvas Import

3- Select the desired parameters:

Canvas Import

School:	Adams Elementary ▾
Course:	COMPUTER ▾
Class:	Period: 1 -- Session Number: 3 ▾
Grading Period:	Please Select Grading Period ▾

☑ **Import All Courses**
When importing all courses, select one course, class and grading period to enable Import button.

◉ **Update & Override All Canvas Assignments/Scores For Selected Grading Period**

○ **Update Only New Canvas Assignments and corresponding Assignment Scores For Selected Grading Period**

[Import]

- **School:** Your home school is set as the default. If you have more than one school, click the down arrow to select the school.
- **Course:** Select the course. You should see all courses you have created plus your main grade course.
- **Class:** Select the class
- **Grading Period:** Select the grading period you wish import to. (Looks at the Due Date to know which term to import)
- **Import All Courses**: Checkmark if would like to import all courses at one time.
- Select which **Import Option** you want by clicking the radio button.
   1. **Update & Override All:** This will import all assignments from Canvas. Also will update and override any changes that are done in Encore. (See the Important note at end of handout for what is updated or changed**).**
   2. **Update Only New:** This will import Only New assignments or assignments that have not been imported yet from Canvas
- Click **Import**

When the Import is finished, the following screen should appear. This screen tells you how many assignments were downloaded along with any errors.

Important things you need to know about the Import:

- Assignments will NOT download if there is no **Due Date**.
- The **Due Date** drives which term the assignment will import to. Only the term selected will import based on the Due Date.
- Assignments are imported as **Points** for the **Record Method** and will be rounded to 1 decimal point.
- Canvas Weight is not imported
- Canvas assignments with the **point possible = 0** will come over as Extra Credit
- Canvas assignments with *Do not count this assignment on final grade* will be set as **Practice**
- Canvas assignments graded as *Complete/Incomplete*: Complete = points possible, Incomplete = 0, and Excused enter nothing.
- Canvas assignments submissions/scores marked with "EX" (**Excused**) will be marked as excused.
- For the "**Update Only New**" option, it will only import assignments created since the last import, not new scores on previously created assignments.
- Categories in Canvas do not matter. Assignments will be imported into the category you select in Encore.
- Students with no score in Canvas will import Blank. You can go into the Gradebook and change to O or M. If you do another import and Update All the O or M will be gone again and need to be re-entered.
- You can still enter anything you want into Encore/Gradebook. The import will not do anything to it. Do not enter both places, it will be a duplicate assignment.

***IMPORTANT: If you go into your Encore Grade Book and change Assessment Description, Possible, Date Due, Extra Credit, Practice or any Scores when you do the next "Update & Override…" Import, it will change it back to how the data looks in Canvas.

After the import, the Canvas assignments will show in the Grade Book.