

## Updating Grades from Canvas to MySJSU

This guide shows how to update grades of students enrolled in your course from Canvas to MySJSU.

### Viewing Grades in Canvas :

1. Login to Canvas with this URL : <https://sjsu.instructure.com>



**SJSUOne**

**SJSU ID**

**Password**

**Log In**

[Forgot password?](#)

[Forgot SJSUOne ID?](#)

[Need more help?](#)

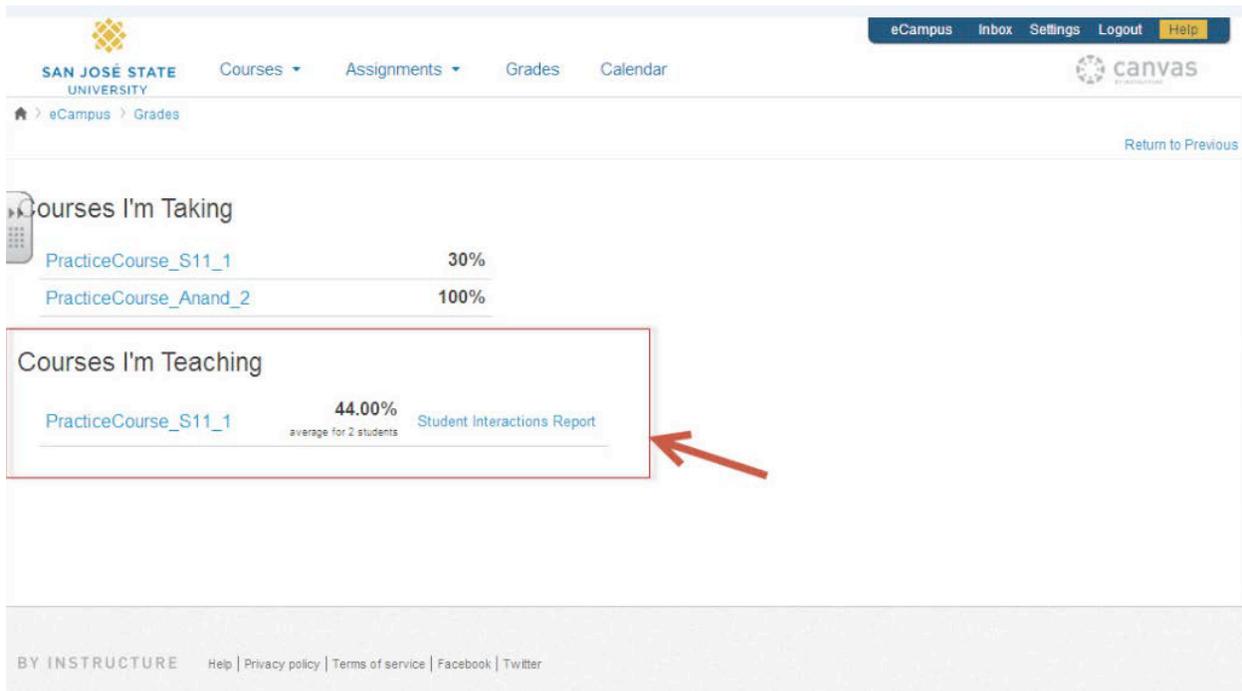
**SJSU** SAN JOSÉ STATE  
UNIVERSITY

2. Click on Grades tab as shown :



The screenshot shows the top navigation bar of the Canvas LMS interface. The 'Grades' tab is highlighted with a red rectangular box, and a red arrow points to it from the right. To the left of the navigation bar is the San José State University logo. To the right are links for 'Courses', 'Assignments', and 'Calendar'. Below the navigation bar is a welcome message from the eCampus Team, including support links and a notice about logging out.

3. Select the required course to be graded:



The screenshot shows the 'Grades' page in Canvas. The 'Courses I'm Teaching' section is highlighted with a red rectangular box, and a red arrow points to it from the right. This section contains a table with the following data:

Course	Grade	Actions
PracticeCourse_S11_1	44.00%	Student Interactions Report

The 'PracticeCourse\_S11\_1' row is highlighted with a light blue background. Below the table, it indicates 'average for 2 students'. The 'Courses I'm Taking' section above shows two courses: 'PracticeCourse\_S11\_1' at 30% and 'PracticeCourse\_Anand\_2' at 100%. The top navigation bar includes 'eCampus', 'Inbox', 'Settings', 'Logout', and 'Help' buttons.

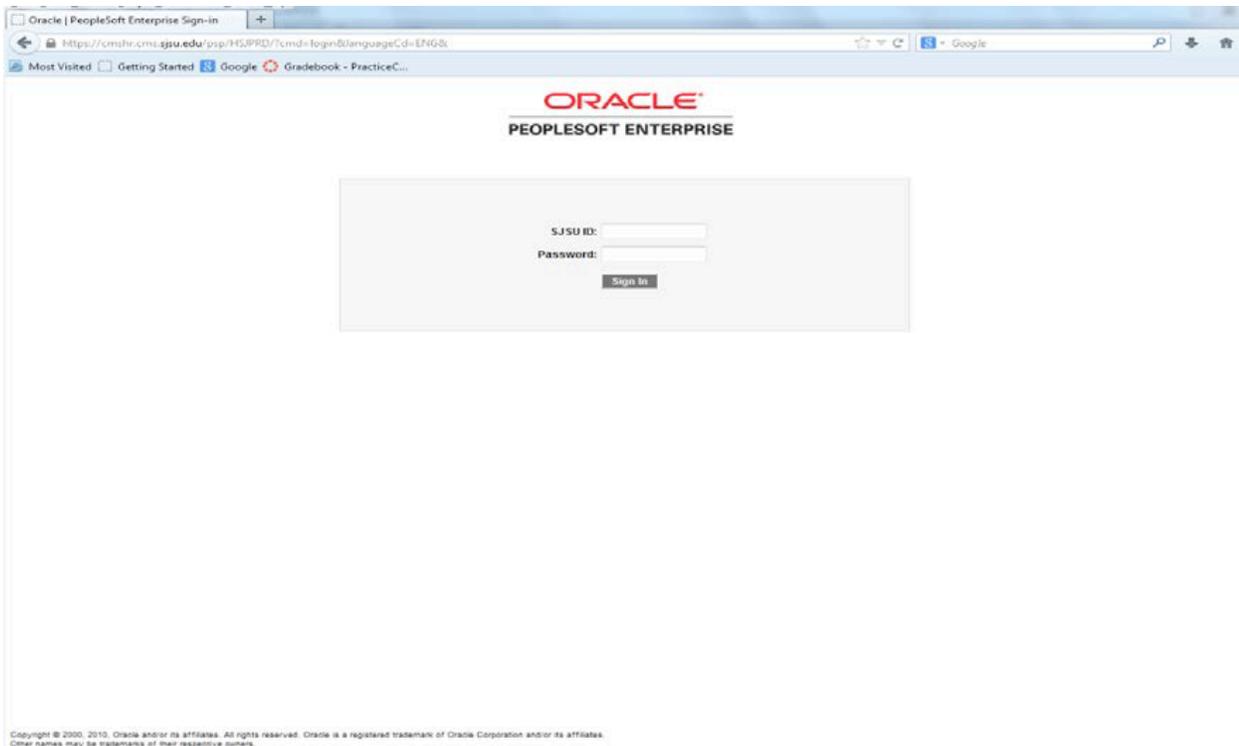
4. This page lists all students enrolled in your course. The student names appear on the leftmost column and their grades in the columns to the right. In case you wish to store a copy offline, click on the gear icon on the left to get “Download Scores (.csv)” option as shown :

The screenshot displays the Canvas LMS interface for a course gradebook. At the top, there are navigation tabs for 'Courses', 'Assignments', 'Grades', and 'Calendar'. The current page is 'Gradebook' for course 'EDTECH00088'. A search bar is present with the text 'Filter by student name or secondary ID'. A table of student grades is shown with the following columns: 'y ID', 'Assign\_test 1 (Out of 40)', 'Quiz test 1 (Out of 5)', 'Is cheating out of control? (Out of 5)', 'Assign\_test (40.00% of grade)', and 'Total'. A dropdown menu is open on the left side of the table, with a red arrow pointing to the 'Download Scores (.csv)' option. Other options in the menu include 'View Grading History', 'Upload Scores (from .csv)', 'Set Group Weights', 'Hide Student Names', 'Arrange columns by due date', 'Treat Ungraded as 0's', and 'Show Concluded Enrollments'. The footer contains the text 'BY INSTRUCTURE' and a URL: 'https://sjsu.instructure.com/courses/1035209/gradebook.csv'.

## Entering student grades in MySJSU:

1. Click the MySJSU Sign In link, and then enter your SJSU ID and password.

<https://cmshr.cms.sjsu.edu/psp/HSJPRD/?cmd=login&languageCd=ENG&> MySJSU link:



2. You can see your term and courses being taught listed in your Faculty Center. Click on a course. Next enter the student grades by clicking the arrow key or the letter key on the keyboard.
3. Helpful tip: Click 'Save' at any point even if some grade fields remain blank.
4. Once all student grades are entered, scroll to the top of the Grade Roster.
5. Change the Approval Status from Not Reviewed to Approved and then click 'Save'.