



**canvas**  
BY INSTRUCTURE

## **Import Canvas Final Letter Grades into ARIESweb**

Instructors have the ability to download a file which contains their final letter grades from their Canvas and then upload that file into ARIESweb.

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**NOTE: The recommended browsers for grade entry are Firefox, Chrome, and Safari.**

### **Prerequisites:**

- Must be entered as the course section instructor in ARIESweb.
- Must have ARIESweb access.
- Must have downloaded the final letter grades file from their Canvas grade book.

**I. Login to ARIESweb:**

A. *On Campus: Use your CSU eID*  
<https://ariesweb.colostate.edu>

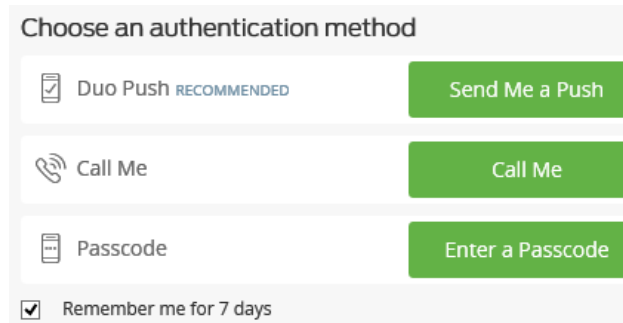
B. **Off Campus:** Use CSU eID AND DUO authentication.  
To access ARIESweb from off campus, you first need to login to CSU's Secure website with your eID and then approve your access with the DUO authentication app on your phone. DUO can also be setup to call a traditional land line phone.

[Learn how to set up DUO authentication.](#)

Login to CSU Secure website:

<https://secure.colostate.edu>

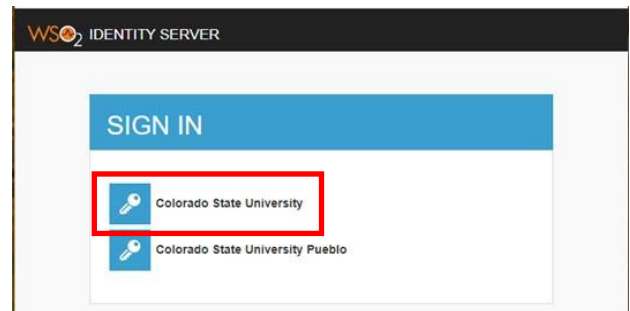
Approve **login** with the DUO app on your phone.



Once you are logged in to the Secure website, *click* on the **ARIESweb link** on the page.

On the Sign In page *select* **Colorado State University**.

Login with your **eID** to **ARIESweb**.



Under **Instructor Tools** click **Final Grade Entry**

- ▢ **Instructor Tools**
  - [Class Lists](#)
  - [Final Grade Entry](#)
  - **\*\* Reporting Require**

Select the **term**.

Select a term

Fall Semester 2016

Summer Session 2016

Spring Semester 2016

## II. Instructional Format

You will need to *designate* an **Instructional Format** for each of your course sections before you can enter any grades. See next page for a description of each instructional format.

- Click on a **course section**.
- From the **drop down menu** *select* an instructional format.
- Click **Submit**.

**Repeat for all sections.**

**The following sections need the Instructional Format defined.**  
**Once Instructional Format has been defined for all sections, you can**

- ETST 205-002: Ethnicity and the Media (GT-SS3) [CRN:10011]
- ETST 205-001: Ethnicity and the Media (GT-SS3) [CRN:10012]
- ETST 205-004: Ethnicity and the Media (GT-SS3) [CRN:10014]
- ETST 205-003: Ethnicity and the Media (GT-SS3) [CRN:21956]
- JTC 430-001: Advanced Digital Documentary Photography [CRN:26335]

Select instructional format

None
Face-to-Face
Mixed Face-to-Face
Distance
Correspondence
Independent/Directed Study

Submit

### Instructional Format Options:

1. **Face to Face (FTF):** Instructors interact with students in the same physical space for 75% or more of the instructional time.
2. **Mixed (Hybrid) Face to Face (Mixed FTF):** Instructors interact with students in the same physical space for 25% or more but less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education.
3. **Distance:** Courses in which instructors interact with students in the same physical space for less than 25% of the instructional time and use one or more forms of distance delivery to support regular and substantive interaction with students (who are not in the same physical space as the instructor), synchronously or asynchronously.
4. **Correspondence:** Courses in which instructors interact with students in the same physical space for less than 25% of the instructional time and interact with students through mail or electronic interface (typically self-paced). This type of instruction differs from distance education because interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student.
5. **Independent/Directed Study:** Instructors interact with students through a flexible format.

### III. Grade Entry

After you have selected an instructional format for all of your course sections, *click* “**Click here for Grade Entry page**”.

**The Instructional Format has been defined for the following section(s).**

CRN	Course	Section	Course Title	Instructional Format
10012	ETST205	001	Ethnicity and the Media (GT-SS3)	Face-to-Face
10011	ETST205	002	Ethnicity and the Media (GT-SS3)	Face-to-Face
21956	ETST205	003	Ethnicity and the Media (GT-SS3)	Face-to-Face
10014	ETST205	004	Ethnicity and the Media (GT-SS3)	Face-to-Face
26335	JTC430	001	Advanced Digital Documentary Photography	Face-to-Face

[Click here for Grade Entry page](#)



- Login* with your **CSU eID**.
- Click* on a **course section** to select it.

Faculty Grade Entry								
Final Grades								
My Courses								
Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵	Section
In Progress		In Progress		ACT - Accounting-ACT		205		002
In Progress		Not Started		ACT - Accounting-ACT		205		003

For this example, we selected section 002.

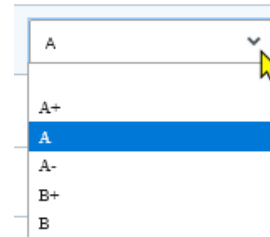
Scroll down on the page to see students in this course section, listed in alphabetical order.

### Enter Grades

Full Name  ID  Final Grade

Under the Final Grade column, for each student, you can use the drop down menu to manually assign a grade.

### Final Grade

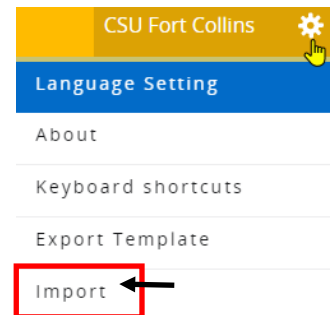


OR

**You can upload the final letter grade file you downloaded from your Canvas course.**

[How to Export Final Letter Grades from your Canvas grade book.](#)

- c) In the very **top right corner**, under the **Gear icon** drop down menu, *select Import*.



- d) *Click Browse.*



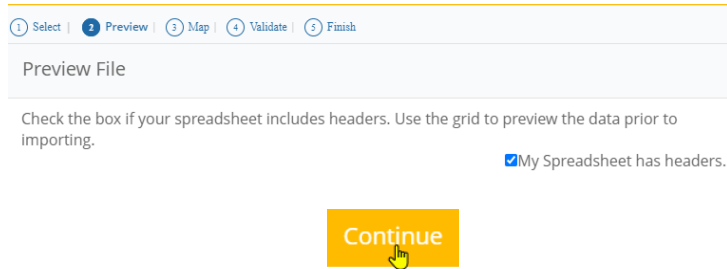
- e) *Select the final letter grades file* you downloaded from Canvas.

- f) *Click Upload*

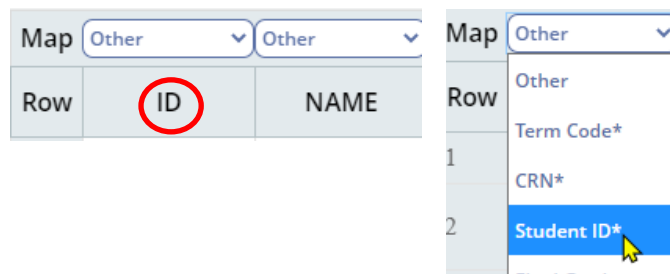
- g) At the bottom *click Continue.*



On the **Preview** page *click Continue.*



On the **MAP** page, use the **drop down menu** above the **ID column** and *select Student ID.*

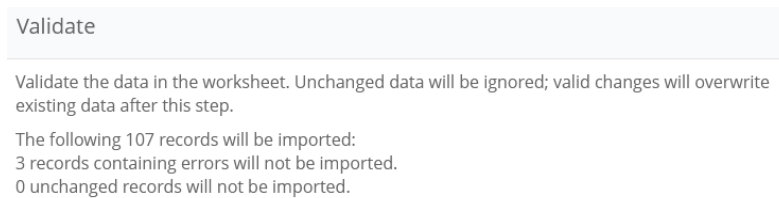


*Click Continue.*

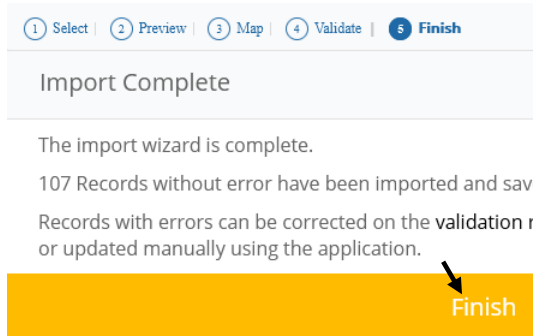


**Validate** page shows how many grades will be imported.

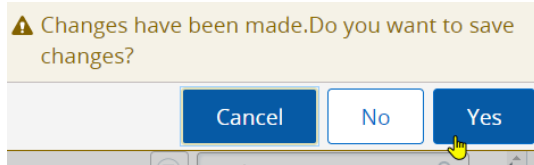
*Click Continue.*



On the **Finish** page *click Finish*.



For **Changes**, *click Yes*.



Grades will be automatically saved in ARIESweb. You can make changes up until the date of last grade entry for that term/semester.

To see **the grades you imported**, in the **Search box** at the top right of the Faculty Grade Entry page, *type* on your **course subject abbreviation**. In this example, act for accounting.



*Click* to select your **course section**.





The list of students and their grades will appear in on the Final Grades page.

Enter Grades [Search]

Full Name	ID	Final Grade	Rolled	Last Attend Date
		A		
		A+		
		B-		
		A-		

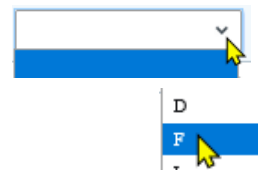
#### IV. Students Who Receive a “U” or “F” Grade

If a student in your course received a grade of “U” or “F” you must enter

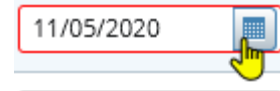
- A letter grade of U or F.
- A Last Attend Date.
- An Attendance Comment.

**You can enter this information when you export your final grades from your Canvas grade book.** That information would then be included with the grades you upload into ARIESweb. [See the “Last Attendance” section of the Export Final Letter Grades from Canvas” to learn how.](#)

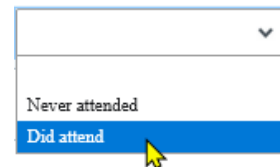
When you import grades for a student who has a grade of F, their grade box will be blank. Use the **drop down menu** in the box for the student’s grade and *select F*.



For **Last Attend Date** use the calendar icon to select the date the student last attended / participated in the course. If the student never attended class, select the first day of the semester as the Attend Date.



For the **Attendance Comment**, use the drop down menu and select the appropriate comment.



If the student did attend class, in your Canvas course to help determine that Last Attend Date related to their activity in the Canvas course you can use:

[The Student Access Report](#) or look for last participation in the course by a student using [student course analytics](#).

## **V. Help / Support**

### **Registrar's Help with Final Grade Entry**

Grade Submission Help web page:

[https://ariesweb.colostate.edu/sites/ariesweb.access\\_request/grade\\_help.aspx](https://ariesweb.colostate.edu/sites/ariesweb.access_request/grade_help.aspx)

### **Canvas Help Web Site**

<https://canvas.colostate.edu>

### **Canvas Guides**

<https://canvas.colostate.edu/canvas-guides/>

### **College Canvas Coordinators**

<https://canvas.colostate.edu/canvas-coordinators/>

### **Central Canvas Support**

[canvashelp@colostate.edu](mailto:canvashelp@colostate.edu)