The Import feature in SER will bring in the total grade for each enrolled student from the Canvas Gradebook. Once the grades have imported, the instructor can adjust the imported values if needed, and then *Apply* the imported grades to the SER class roster. The applied imported grades will display as pending feedback. Instructors can add any additional SER feedback or comments and then *Submit*. ***Attention: Imported grades overwrite other pending SER feedback. Enter additional student feedback AFTER grade import.***
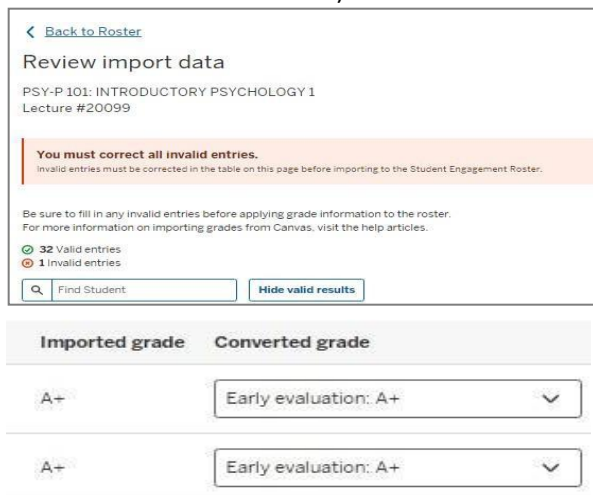
1. To begin, Click the *Import* button in the SER menu bar.

2. From the *Import data* pop-up that appears, click the link *Import grades from Canvas* to initiate importing.
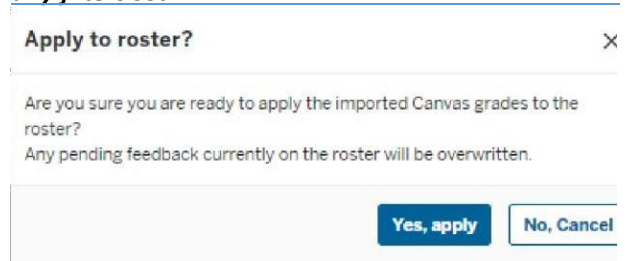

3. Review the imported Canvas total grades, and correct any invalid Converted grades by selecting the correct Early Evaluation value from the dropdown list. (Examples: grade missing from canvas gradebook, canvas grade is not one of the available values in SER).
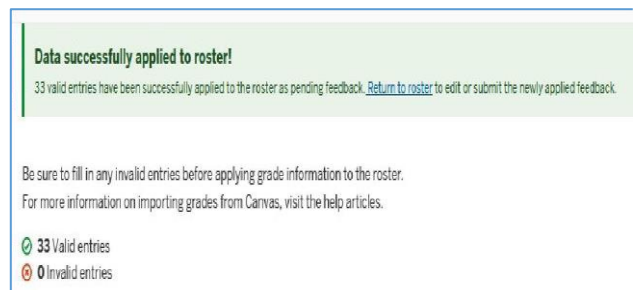

4. Once all grades have been validated, scroll to the bottom of the list and click *Apply* to save imported Canvas grades as pending feedback on your SER roster.

5. A confirmation message will display before grades are moved to the SER roster. Click on the *Yes, apply* button to move the grades over. ***Please note, when using the import feature, grades will import for all students, regardless of any filters set.***

6. Once the Canvas imported grades have been applied, the Import page will show a success message with a link to return to the main SER roster.

7. The newly imported Canvas total grades will display in the SER roster as *Pending* feedback, as indicated by the yellow dot on the right sideof each student row.

8. Additional feedback for each student can be entered once the Early Evaluation grades are populated to the roster. Click *Submit* after all relevant feedback has beenentered.