

## Export/Import into Grades in Canvas

Anytime you have grades that need to be imported (maybe from textbook software), you can easily do this in Canvas. The best way is to export the grades area in Canvas as a csv, make the changes and add the grades, and then import the csv into the gradebook in Canvas.

Export:

Go to the Grades area of your canvas course. Choose Actions at the top left area of the page, and select Export.

Gradebook ▾ View ▾ Actions ▾

Student Name	Import	Example Post Lab ... Out of 1 MANUAL	TEST EXAMPLE Out of 1 MANUAL	practice Out of 2 M...	Name the Assignm... Out of 5 MANUAL	TEST EXAMPLE Out of 1 MANUAL
Test Student	Export	-	-	-	-	-

PRAC-001 ▸ Grades ✓ Gradebook export started

Gradebook ▾ View ▾ Actions ▾

Student Name	practice Out of 2 M...	Example Post Lab ... Out of 1 MANUAL	TEST EXAMPLE Out of 1 MANUAL	practice Out of 2 M...	Name the Assignm... Out of 5 MANUAL	TEST EXAMPLE Out of 1 MANUAL	1 O
Test Student	-	-	-	-	-	-	

This will start a download after a moment, go to your downloads area and open the CSV file. You can see the student name on the left, the name of the assignment at the top row, and how many points on the 3<sup>rd</sup> row:

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me

Cut Copy Paste Format Painter Clipboard

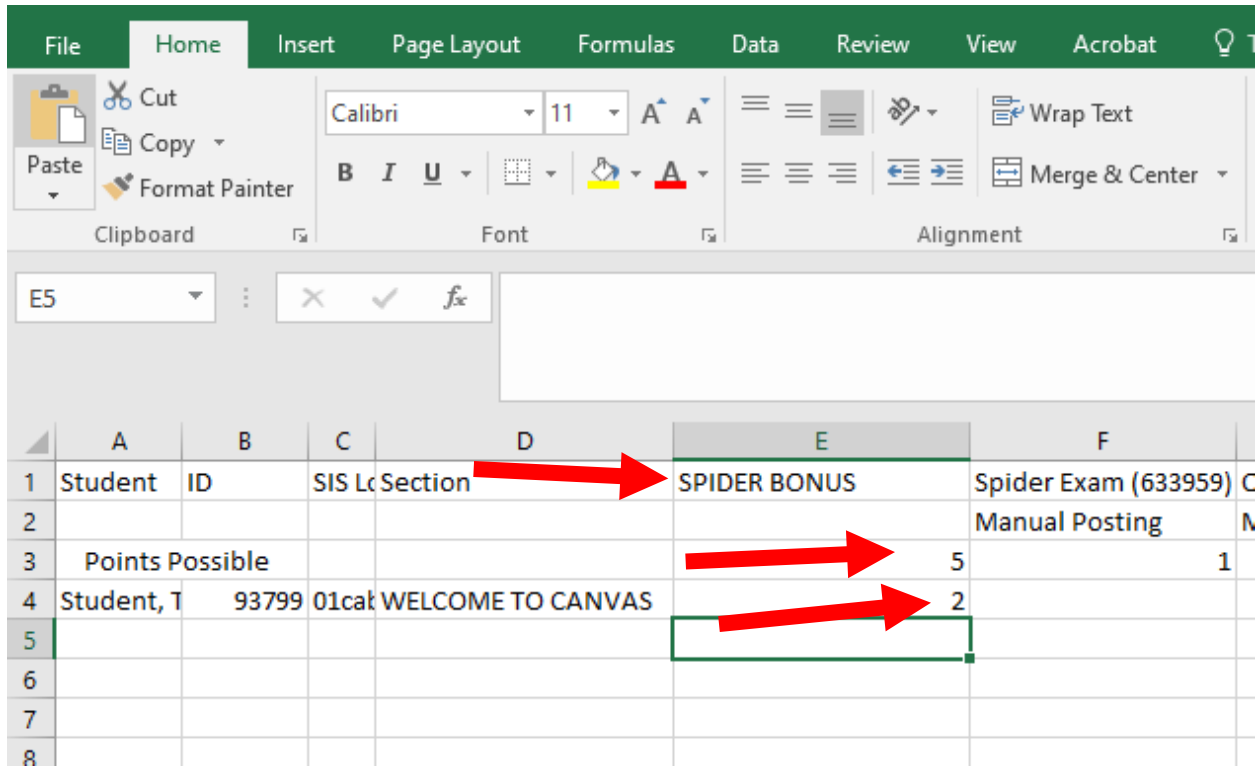
Calibri 11 Font

Alignment

G8

	A	B	C	D	E	F	G
1	Student	ID	SIS LcSection	Spider Exam (633959)	Quiz: [Title Here] (	Quiz: [Titl	
2				Manual Posting	Manual Posting	Manual Po	
3	Points Possible				1	0	0
4	Student, T	93799	01cat	WELCOME TO CANVAS			
5							
6							
7							

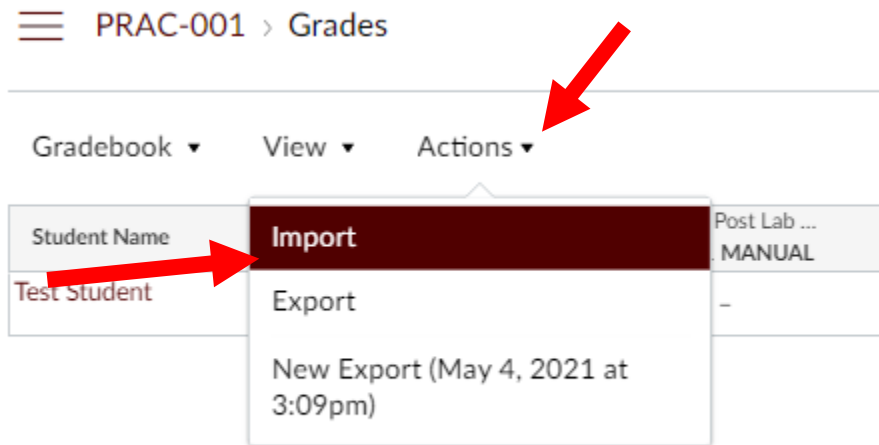
From here you can add a column and input how many points the student gets. Right click on a column and choose "Insert Column". This will create a blank column where you can name the assignment, assign the points possible, and manually enter the student's points.



Save the CSV and close it.

Import:

Go to the Canvas Grades area, click Actions, and click Import.



This will get you to the upload screen where you click Choose File and select the CSV file you just saved.

### Upload Gradebook: WELCOME TO CANVAS

What should the CSV file look like? [er](#)

Choose a CSV file to upload:

No file chosen

Now it should show you the csv file name, click Upload Data

### Upload Gradebook: WELCOME TO CANVAS

What should the CSV file look like? [er](#)

Choose a CSV file to upload:

TTEST.csv

This will bring you to this page, making sure you see that an assignment was added. Click Choose assignment. NOTE: If the CSV file has a lot of data (i.e. you have a large class size), then it will take a little bit of time for this page to load and verify all the new assignments you added in the CSV.

### Upload Gradebook: WELCOME TO CANVAS

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

Assignment in question	This Assignment is
SPIDER BONUS	-- Choose assignment -- Points Possible 5

If you are sure everything is correct, choose A new assignment

### Upload Gradebook: WELCOME TO CANVAS

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.


Assignment in question	This Assignment is
SPIDER BONUS	-- Choose assignment -- Points Possible 5

-- Choose assignment --  
A new assignment  
Bogus, ignore it

This will bring you to a page showing you the added column and grade change. Click Save changes.

## Upload Gradebook: WELCOME TO CANVAS

SPIDER BONUS		
Student	From	To
Test Student		2

 Save Changes

Cancel

Note: You uploaded some assignments that had no grade changes detected. They have been hidden.

A pop up will appear, click OK


canvas.tamu.edu says

You will be redirected to Gradebook while your file is being uploaded. If you have a large CSV file, your changes may take a few minutes to update. To prevent overwriting any data, please confirm the upload has completed and Gradebook is correct before making additional changes.


 OK

The Grades page will reappear and your new column will have been added at the very far right of the grades area and will be automatically hidden if your gradebook is set to manual.

Gradebook • View • Actions •

All Assignment Groups Search... 


Student Name	% Here!	Name the Assignm...	Quiz (Title Here)	Name the Quiz He...	Written Assignments	Quizzes	Homework	Lecture Exams	Null	Total	SPIDER BONUS
	ANNUAL	Out of 5 MANUAL	Out of 0 MANUAL	Out of 2 MANUAL	10% of grade	20% of grade	10% of grade	60% of grade	0% of ...		Out of 5 MANUAL
Test Student		-	-	-	40%	-	-	-	-	40% F	2

All Assignment Groups Search... 

Lecture Exams	Null	Total	SPIDER BONUS
60% of grade	0% of ...		Out of 5 MANUAL
-	-	40% F	2

Now you can click the three dots and choose to post the grade whenever you are ready.

SPIDER BONUS  
Out of 5 MANUAL

- Sort by >
- SpeedGrader
- Message Students Who
- Curve Grades
- Set Default Grade
- Post grades 
- All grades hidden
- Enter Grades as >
- Grade Posting Policy

**×** SPIDER BONUS

**Post Grades**

Hidden

Everyone  
All students will be able to see their grade and/or submission comments.

Graded  
Students who have received a grade or a submission comment will be able to see their grade and/or submission comments.

Specific Sections