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.

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 3rd row:

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.
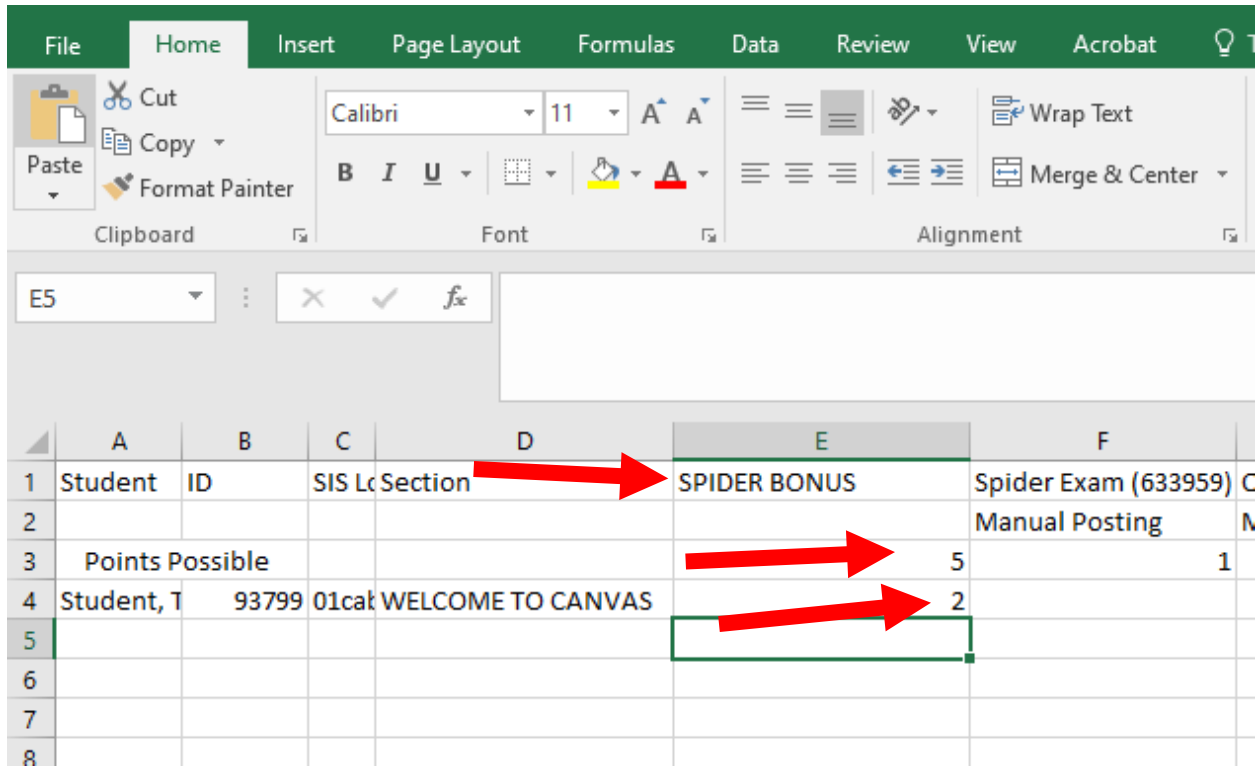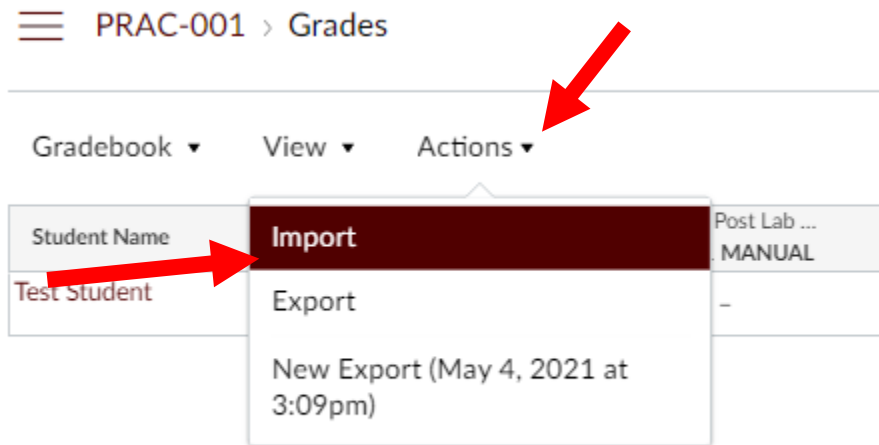

Save the CSV and close it.

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

⑦ What should the CSV file look like? ↗
Choose a CSV file to upload:
Choose File   No file chosen

Upload Data

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

Upload Gradebook: WELCOME TO CANVAS

⑦ What should the CSV file look like? ↗
Choose a CSV file to upload:
Choose File   TTEST.csv

Upload Data

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

Continue →

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.

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

SPIDER BONUS

Post Grades

1 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

Close   Post