



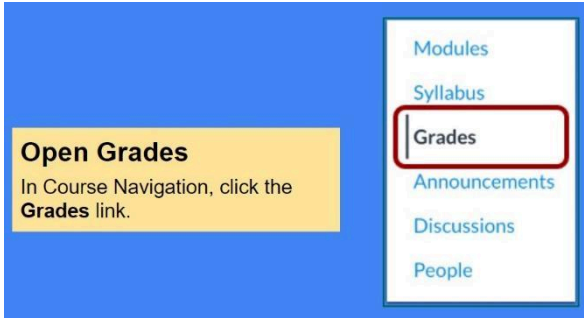
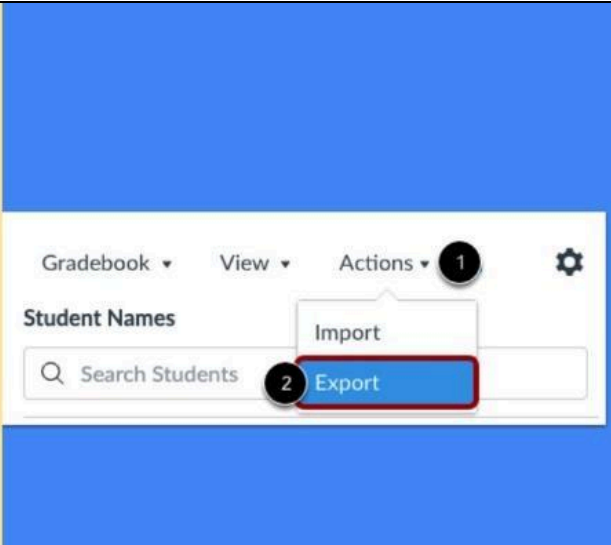
Finalizing Grades in Canvas

- Before entering grades into SIS, complete the following:
 - Email class before finals week alerting them to the last day you will take assignments and will post grades.
 - Review all assignments in the gradebook to confirm that all grades have been entered correctly and update any assignment that has not been graded.
 - Continue to check emails (Canvas and Gmail) to confirm there are no questions regarding grades, assignments, etc., until the day grades are submitted.

What should I download?

- **Gradebook** –In 2018, the Arizona State Library, Archives, and Public Records division created the [“General Records Retention Schedule Policy for All Public Institutions of Higher Learning.”](#) This policy requires that all accredited higher education institutions require faculty to retain “Grade Reports” for 1 year after the semester in which the course has ended ([see page 14](#)).

Downloading the Gradebook

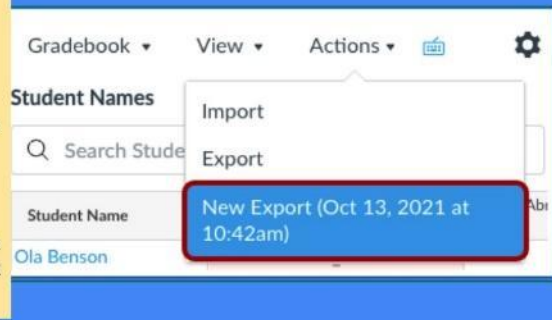
Step #1	 <p>Open Grades In Course Navigation, click the Grades link.</p>	
Step #2 & 3	<p>Export Scores</p> <p>Click the Actions menu [1], then click the Export link [2].</p> <p>When the export is completed, Canvas will download the CSV file automatically to your computer.</p> <ul style="list-style-type: none">• Gradebook export files include the date and time of the download to differentiate between multiple exports.• The export filename format is YYYY-MM-DDTHHMM, followed by the course name.• Gradebook export files automatically save to your user files in an <i>Unfiled</i> folder.	



Step #3

Export Scores cont.

- If you navigate away from the page during the export, the CSV file will appear as a previous download in the Actions menu so it can be downloaded again. The Gradebook will show the date and time you requested the export.
- If you made changes to the Gradebook after exporting a file and want to export a new file, click the Export link again.



Step #4

Edit Scores

Edit the scores in Microsoft Excel. Make sure to save the file as a CSV file type.

	A	B	C	D	E	F	G	H	I	J
1	Student ID		SIS User ID	SIS Login ID	Section	Introduction:	Unit 1 Discus	Unit 2 Discus	Expectations	Unit 1 Assign
2	Points Possible					15	15	15	15	25
3	Boone, Emily	76		emily.boone	History 101 - Section B		12		15	
4	Doe, Jessica	172		jessica.doe.c	History 101 - Section B		13	13	10	20
5	Johnson, Ma	168		max.johnson	History 101 - Section B		12	14	12	21
6	Jones, Bruce	158		bruce.jones.i	History 101 - Section B		14	15	14	23
7	Sanderson, N	38		nora.sanders	History 101 - Section B			14	15	24
8	Smith, Jane	40		jane.smith.c	History 101 -	14	10	15	14	24

Step #5

View Read-Only Columns

The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

- Current Grade:** Reflects course grade based on graded, posted assignments
- Unposted Current Grade:** Reflects course grade based on graded assignments, including hidden assignments but excluding unsubmitted assignments
- Final Grade:** Reflects overall course grade including unsubmitted assignments as zero but excluding hidden assignments
- Unposted Final Grade:** Reflects overall course grade, including unsubmitted assignments as zero and hidden assignments

	A	B	BL	BM	BN	BO	BP
1	StuID	Current Score	Unposted Current	Final Score	Unposted Final Score		
2	Points	(read only)	(read only)	(read only)	(read only)		
3	Abs ###	78.36	78.36	78.36	78.36	78.36	
4	Alb ###	77.65	77.65	77.65	77.65	77.65	
5	Blar ###	99.9	99.9	99.9	99.9	99.9	
6	Calc ###	92.72	92.72	92.72	92.72	92.72	
7	Con ###	93.71	93.71	93.71	93.71	93.71	
8	Dail ###	90.99	90.99	90.99	90.99	90.99	
9	Dav ###	82.2	82.2	82.2	82.2	82.2	
0	Doy ###	96.51	96.51	96.51	96.51	96.51	
1	Hau ###	99.06	99.06	99.06	99.06	99.06	
2	Heri ###	90.15	90.15	90.15	90.15	90.15	
3	Holl ###	92.01	92.01	92.01	92.01	92.01	
4	Log ###	91.65	91.65	91.65	91.65	91.65	
5	Lop ###	92.8	92.8	92.8	92.8	92.8	
6	Nat ###	64.79	64.79	64.79	64.79	64.79	
7	Omi ###	74.82	74.82	74.82	74.82	74.82	
8	Sha ###	82.98	82.98	82.98	82.98	82.98	
9	Tset ###	95.07	95.07	95.07	95.07	95.07	
0	Ung ###	87.88	87.88	87.88	87.88	87.88	
1							

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-grades-in-the-Gradebook/ta-p/809>