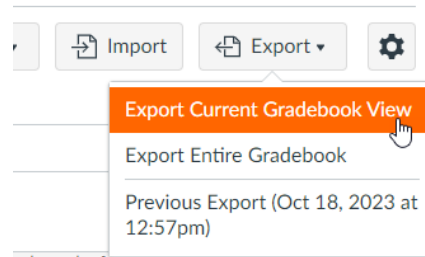


When all of your grades are finished in Canvas and you are ready to do FINAL report Card grades, you can export the grades from Canvas and import them into ProgressBook. [I created a video demonstrating the steps below if you would like to see it being done.](#)

### STEP 1 - Download your grades from Canvas

- Open your Canvas Course
- Click “Grades”
- Turn off any filters so all sections are visible
- From the “Export” menu choose “Current Gradebook View”
- This will download a Microsoft Excel file

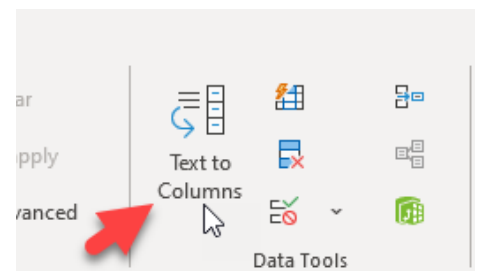


*NOTE - When you open Office for the first time you will be prompted to login. The login is your email and computer password. You will only have to login one time to use all the Office apps.*

### STEP 2 - Clean up the Spreadsheet

*NOTE - We are only interested in the “Student Last Name”, “Student First Name”, and “Current Score (Q1)” columns. These have the student name and the final grade for the quarter. So here is how we get what we need.*

- Click on the number “2” in row two to select the entire row.
- With this entire row selected, right click and choose delete
- Click on “B” for column B to select the entire column
- Right click and choose “Insert” - This should create a new empty column to the right of A
- Click “A” to select the entire A column
- Click the “Data” menu at the top
- Click the “Text to Columns” button (see image to the right)
- On the popup window that opens click “next”
- Uncheck “Tab” and put a check in “Other”
- In the box next to “Other” type in a comma - the preview below should show the names being separated - first name in one column - last name in the one column
- Rename the headers with “Student Last Name” and “Student First Name”
- Save the spreadsheet



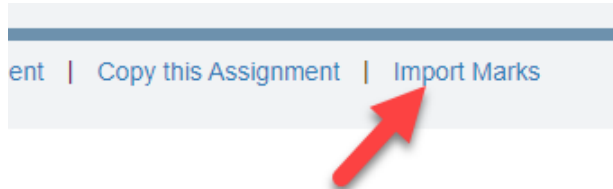
### STEP 3 - Create an assignment in ProgressBook to hold the final grade

- Go into one of your PB classes

- Click “Add an Assignment”
- Name this assignment “Final Grade”
- Choose an assignment type (doesn’t matter which BUT you should NOT have any weights applied to it)
- Pick a due date in the quarter
- Points should be 100
- Share this assignment with all the classes you teach (even if it is a different class)
- Save

#### STEP 4 - Import the grades into the assignment

- Open the assignment in one of your classes
- Click the “Marks” tab
- At the top choose “Import Marks”
- Click “Choose File”
- Find the spreadsheet we just setup (probably saved in downloads)
- Click “Open”
- Click “Next”
- In the “Match Student By Name” section you should use the dropdown menu to Map “Last Name” and “First Name”. Should match whatever you called those columns in the spreadsheet.



Match Student By Name	
Last Name	First Name
1: Student Last Name ▼	2: Student First Name ▼

- In the “Mark” column use the dropdown menu to find “Current Score (Q1)” or whatever quarter you are in would say Current Score (Q2) for quarter 2 and so on.

Mark
42: Current Score (Q1) ▼

- Click “Next”
- Student names and scores should be showing correctly - click “Import”
- Student grades come into the assignment

#### STEP 5 - Repeat step 4 for each section

- You will need to repeat all the steps in “STEP 4” for each section you teach
- If you have another class that is in a different Canvas Course, you will have to repeat steps 1, 2 and 4 for this class (the assignment was already created in PB when you did your first class)

#### REPORT CARD STEP

To get the grades in the report card you can do a “check/equals” since the grade on the one assignment is actually the final grade on the report card.

Add any needed comments and you are finished.