

Export/Import Grade Roster from Canvas

Faculty Grade Entry

1. Log in to Canvas
2. Select Courses from the side bar.
3. Under Courses, choose the course you want to export grades from.
4. Select Export from the Actions drop down menu.

The screenshot shows the Canvas LMS interface for a course named 'EDLR 758-002 Spring 2022'. The 'Grades' section is active. A red arrow points to the 'Actions' dropdown menu, which is open, showing the 'Export' option. Another red arrow points to the 'Export' option. The interface includes a sidebar with navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area shows a table with columns for 'Student Name', 'Example Assignme... Out of 50', 'Example Quiz 1 UNPUBLISHED', and 'Example Discussio... Out of 10'. A search bar is visible at the top right of the table area.

5. This will create an Excel spreadsheet. Be sure to save as Excel Spreadsheet (.xls) or Microsoft Excel Open XML Spreadsheet (.xlsx).

Importing the Roster

1. Click on the Interim Grades or Final Grades tab depending on which you are importing.
2. Select the course you wish to import a grade roster. Under Tools, select the Import option. Reminder, you can only import grades for one course at a time.

INDIANA STATE UNIVERSITY

Ms Jennifer Ly

Faculty Grade Entry

Midterm Grades

My Courses

Language Setting

About

Keyboard shortcuts

Export Template

Import

Status	Course	Section	Section	Section	Section
Not Started	ACCT - Accounting	311	301	Cost Accounting	202101 - Spring 2021
Completed	ECON - Economics	100	301	Basic Economics	202101 - Spring 2021

Records Found: 2

Enter Grades

Full Name	ID	Interim Grade	Last Attend Date

Records Found: 2

Course Details

Getting Started

ACCT 311, Section 301

Cost Accounting

Course Reference Number: 12791

Grades Remaining: 2

Eligible: 2

Graded Midterm: 0

Course Dates: 01/19/2021 - 05/07/2021

Primary Instructor: Ms Erin Shay Stanton

Secondary Instructor(s): Ms Jennifer Lynn Laws

3. Select grade roster file exported from Canvas and then click continue.

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Browse

Upload

Select file you exported from Canvas

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Continue

Import
Cancel

1 Select | **2 Preview** | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date
1	202101	12791	Sam, Sycamore A.		A+			
2	202101	12791	Sam, Sycamore B.		B			

Go Back
Continue

- The columns may need to be adjusted to map to the appropriate fields. You must select Interim Grade from the drop down, as it does not auto map.

Import Cancel

1 Select | 2 Preview | 3 **Map** | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map columns on the Faculty Attendance Page.

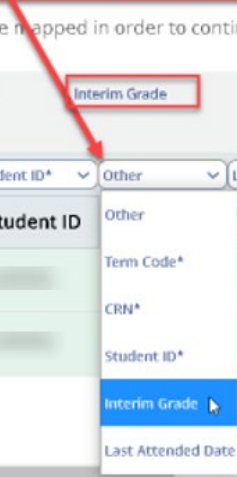
Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code*
 CRN*
 Student ID*
 Interim Grade

Last Attended Date

Map	Term Code*	CRN*	Other	Student ID*	Other	Last Attended	Other
Row	Term Code	CRN	Full Name	Student ID	Other	Last Attended Date	Other
1	202101	12791	Sam, Sycamore A.		Other		
2	202101	12791	Sam, Sycamore B.		Other		

Notice this column doesn't auto map since we are importing Interim Grades. You MUST change the drop down to "Interim Grade". You will then see the green check mark that the column is correctly mapped



- Once columns are appropriately mapped, click next. The next screen will show how many records will be successfully imported. Any import errors or unchanged records will be noted in the validation report which can be downloaded for review. Click Import if you wish to import file.