

# Upload grades from Excel to Canvas

### Introduction

You can use the Canvas gradebook to present (calculated) grades from an Excel sheet to your students. It is not possible to upload any Excel sheet to the Canvas gradebook. This document will explain the steps you can take to match a (calculated) grades column from your own Excel sheet with the students in your Canvas course and how you can upload this to Canvas. The examples and screenshots are taken from a Windows 10 computer with Microsoft office 2016.

It is necessary that you have some basic Excel and computer skills in order to understand this instruction.

#### The process outlined

- 1. Open and prepare your Excel sheet.
- 2. Download and prepare your Canvas gradebook export CSV file.
- 3. Match your grades column to the Canvas students in the gradebook export CSV file with the VLookup function.
- 4. Check and save the results in the CSV file.
- 5. Upload the CSV file to Canvas.

## Step by step instructions

1. Open and prepare your Excel sheet that contains the grades you want to present in Canvas. Notice in the screenshot below that the grades column (2) is positioned to the right of the identifier column (1) you will use to match the right grade to the right student. The identifier column has to be the student number (in the format 1234567 or s1234567). The columns don't have to be sorted. Grades with decimals must have a point as decimal separator.

It is also important that the student number column contains numbers. The screenshot below shows that some fields have a green triangle in the top left corner (**3**). This indicates that these fields are probably formatted as text. In some cases this is done to keep zero's at the beginning of a student number visible.

board	i G	Font	· 1	Alignment	Ta Nu	mber 5				2
	- 1	× ✓ fx Stude	nt name							
	В	С	د	E	F	G	н	1	J	
		Student name	student number	S student number	Assignment 1	Assignment 2	Assignment 3			Calculated
		User012, Demo	6300012	s6300012	8.54	5.96	4			6.1
		User013, Demo	6300013	s6300013	8.22	7.36				5.7
		User014, Demo	6300014	s6300014	3.22	8.16	5			6.1
		Lastname, Firstname	09900098	t9900098	5.96	6.88	4			5.9
		User015, Demo	6300015	s6300015	6.88	8.54	6			7.5
		User020, Demo	6300020	s6300020	8.62	6.88	7			7.3
		User002, Demo	6300002	s6300002	7.51	5.52	7			6.4
		User003, Demo	06300003	s6300003	8.35	6.58	6			6.9
		User004, Demo	0630000	s6300004	9.11	7.25	6			7.4
		User005, Demo	06300005	s6300005	5.33	7.51	5			6.3
		User006, Demo	06300006	s6300006	5.96	8.35	3			6.4
		User007, Demo	06300007	s6300007	7.36	9.11	7			8.1
		User021, Demo	6300021	s6300021		7.2	7			5.4
		User022, Demo	6300022	s6300022	7.51		7			3.6

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Upload grades from Excel to Canvas



You can convert these fields to numbers by selecting them and clicking on the exclamation mark that appears. A menu will pop up as shown in the screenshot below. Click the option "Convert to number" and all selected fields will be converted from text to numbers.

Student name	student number	S stu	dent number	Assignment 1	Assign
User012, Demo	6300012	s6300	0012	8.54	
User013, Demo	6300013	s6300	0013	8.22	
User014, Demo 🦯	6300014	s6300	0014	3.22	
Lastname, Firstnam !	• 09900098	t9900	098	5.96	
User015, Demo 🔪	Number Stored as Te	ovt	015	6.88	
User020, Denio			020	8.62	
User002, Der .J	Convert to Number		002	7.51	
User003, Demo	Help on this error		003	8.35	
User004, Demo	Ignore Error		004	9.11	
User005, Demo	Edit in Eormula Bar		005	5.33	
User006, Demo	Error Checking Optic	one	006	5.96	
User007, Demo		150300	007	7.36	
User031 Deme	6200021	Lean	0011		

**2.** Download and prepare your Canvas gradebook CSV file. Open the **Grades** function from the Course Menu. Click on [Export] and select Export Entire Gradebook in the menu that appears. Canvas will create a UTF-8 encoded CSV file that you can save to a desired location. See the document "Canvas gradebook export and import function" on <u>the UTwente Canvas website</u> for extra information.

It is important that you see the columns as shown in the screenshot below after opening the CSV file. If not, you can try to set the list separator of the CSV file to a semicolon by clicking on [Account] in the Canvas Global Navigation Menu, click [Settings] and set the Feature Option "Use semicolons to separate fields in compatible spreadsheet exports" to  $\bigcirc$  and download the CSV file again.

	А	В	С	D	E	F	G	H	1	J	K	L	М	N	0	Р	Q	R
1	Student	ID	SIS User ID	SIS Login ID	Section	Assingmen	Assingmen	n Assingmer	Moderate	Plain Rub	ri Assignmer	Assignmen	Assignmen	Assignmen	Assignmen	Assignmen	Current Po	Final Point C
2	Points Possible					25	10	10	10	1	0 (read only	(read only)	(read only)	(read only	(read only	(read only	(read only	(read only) (
3	User002, Demo	11	6300002	s6300002	Grades test	5	2	2 5	7		25.4	25.4	39.08	39.08	33.87	33.87	25.4	25.4
4	User003, Demo	12	6300003	s6300003	Grades test				6		12.9	12.9	64.5	64.5	17.2	17.2	12.9	12.9
5	User004, Demo	13	6300004	s6300004	Grades test						7.4	7.4	74	74	9.87	9.87	7.4	7.4
6	User005, Demo	14	6300005	s6300005	Grades test						6.3	6.3	63	63	8.4	8.4	6.3	6.3
7	User006, Demo	15	6300006	s6300006	Grades test						6.4	6.4	64	64	8.53	8.53	6.4	6.4
8	User007, Demo	16	6300007	s6300007	Grades test						8.1	8.1	81	81	10.8	10.8	8.1	8.1
9	User009, Demo	18	6300009	s6300009	Grades test						0	0			0	0	0	0
10	User012, Demo	21	6300012	s6300012	Grades test						6.1	6.1	61	61	8.13	8.13	6.1	6.1
11	User013, Demo	22	6300013	s6300013	Grades test						5.7	5.7	57	57	7.6	7.6	5.7	5.7
12	User014, Demo	23	6200014	s6300014	Grades test						6.1	6.1	61	61	8.13	8.13	6.1	6.1

In case you want to add a grade for which no column exists in the Canvas gradebook yet, you can delete all columns except for the first 5 columns for a better overview (the 5 first columns are mandatory).

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4	А	В	С	D	E	F	G	н	1	J	к	L
1	Student	ID	SIS User ID	SIS Login ID	Section							
2	Points Possible											
3	User002, Demo	11	6300002	s6300002	Grades test							
4	User003, Demo	12	6300003	s6300003	Grades test							
5	User004, Demo	13	6300004	s6300004	Grades test							
6	User005, Demo	14	6300005	s6300005	Grades test							
7	User006, Demo	15	6300006	s6300006	Grades test							
8	User007, Demo	16	6300007	s6300007	Grades test							

In case you want to add a grade for which there already is an assignment column in the Canvas gradebook, you can delete all columns except for the first 5 columns and the assignment column. Use the assignment ID in the column name to check if you are keeping the right assignment column. In Canvas you can see the assignment ID in the lower left corner of the browser window if you place

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your mouse pointer on the assignment (in **Assignments** or **Grades**) as shown on the screenshot below.

	Announcements									
63	Syllabus		<ul> <li>Assi</li> </ul>	gnment group						
Dashboard	Modules		_	Assignment 1 group A 25 points						
Courses	Grades	8	Ð	25 Pts						
പ്പെട	People		Ð	Assignmen 1 group B 10 points						
Groups	Assignments		68	10 Pts	I UIIL		51		Allymicit	
	Conferences		2	Assignment 1 group C 10 points		sign mont 4		nainte (	~	
Calendar	Collaborations			10 Pts	AS	signment 1	group A 2:	o points (7	030	
	Discussions		Ð	Moverated grading Assignment	D	E	F 🥖	G	Н	
Inbox	Files		_	Anymous Grading Module   10 Pts	Login	I Section		Assignme	-	
⊂ <del>&gt;</del>	Flies		_	Plain Rubric Assignment			25	10	10	
Commons	Outcomes	8	Ð	Anonymous Grading Module   10 Pts		Grades te		2	5	
?	Pages		_/			Grades te				
Help			1	Calculated end grade	10000/1	Grades te	c†			
neip	Quizzes		Γ	10 Pts						
	Export Users			Calculated2						
	Settings			10 Pts						
		6								
nttps://canvas.utwe	ente.nl/courses/3333/assignment	7636								

In the example that is shown in the screenshots in this document we are adding a new column.

**3.** Match your grades column to the Canvas students in the CSV file with the Excel VLookup function. With the VLookup function you can "lookup" a value, in this case a grade, in a range of Excel fields where it is matched based on a corresponding identifier value in both files. See the screenshot below for a graphic presentation.

	Canvas.	CSV	file								Yo	our E	xcel file					
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1 Student ID	SIS User ID	SIS Login ID	Section		1		Student nar	me s	tudent n			umber /	Assignment 1 Ass	ignment 2	Assignment 3			Calculated
2 Points Possible					2		User012, De	emo 🦸	5300012		s6300012	_	8.54	5.96	4			6.1
3 User002, Demo		6300002	Grades test		3		User013, De	emo e	5300013		s6300013		8.22	7.36				5.7
User003, Demo	12 6300003 s	6300003	Grades test		¢ 4		User014, De	emo e	5300014		s6300014		3.22	8.16	5			6.1
User004, Demo	13 6300004 s		Grades test		5		Lastname, F	irstname		9900098	t9900098		5.96	6.88	4			5.9
5 User005, Demo	14 6300005 s	\$6300005	Grades test		6		User015, De	emo e	5300015		s6300015		6.88	8.54	6			7.5
User006, Demo	15 6300006 s	\$6300006	Grades test		7		User020, De	emo		6300020	s6300020		8.62	6.88	7			7.3
User007, Demo	16 6300007 s	\$6300007	Grades test		8		User002, De	emo e	5300002		s6300002		7.51	5.52	7			6.4
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1 User013, Demo	<sup>22</sup> looked	un'va	lue to		11		User005, De	emo		6300005	s6300005		5.33	7.51	5			6.3
2 User014, Demo	23 6300014 5	500 014	utrades test		12		User006, De	emo		6300006	s6300006		5.96	8.35	3			6.4
3 User015, Demo	24 63000 2	ppear	Grades test		13		User007. De			6300007	s6300007		7.36	9.11	7			8.1
4 User016, Demo	25 6300016	0016	Grades test		14		User021. De		5300021		s6300021			7.2	7			5.4
5 User019, Demo	28 6300019 s	6300019	Grades test		15		User022, De		5300022		s6300022		7.51		7			3.6
6 User020, Demo	29 6300020 s	6300020	Grades test		16		User023, De		5300023		s6300023		8.35	3.52	8			5.8
7 User021, Demo	30 6300021 s	6300021	Grades test		17		User024, De		5300024		s6300024		9.11	6.58	7			7.3
8 User022, Demo	31 6300022 s	6300022	Grades test		18		User025, De		5300025		s6300025	the	rangelof		el field	C		7.0
9 User023, Demo	32 6300023 s	6300023	Grades test		19		User026, De		5300025		s6300025	uie	langeo	7.51	cificit			7.0
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See the screenshot below and follow the steps to start the Vlookup dialog in your Canvas .CSV file.

- Click in the cell (1) where you want the (grade) value to appear. This is the grade column you want to create in de Canvas .CSV file and upload to Canvas.
- Click on the Functions icon (2) left to the Formula Bar.
- In the window that appears type "vlookup" in the search field (3) and click [Go] (4).
- VLOOKUP should appear in the Function box. Click on VLOOKUP (5) and click [OK] (6).

oard 12	lignment No	umber Forma	t as Table * yles * Styles	Cells Editing	Insert Function ?
A	× 2		D	E F	Or select a gategory: Recommended
Student	ID	SIS User ID	SIS Login ID	Section	Select a function:
Points Possible					
User002, Demo	11	6300002	s6300002	Grade :est =	QOKUP
User003, Demo	12	6300003	s6300003	Grades test	IFNA HLOOKUP
User004, Demo	13	6300004	s6300004	Grades test	
User005, Demo	14	6300005	s6300005	Grades test	
User006, Demo	15	6300006	s6300006	Grades test	VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
User007, Demo	16	6300007	s6300007	Grades test	Looks for a value in the leftmost column of a table, and then returns a value in the same row from
User009, Demo	18	6300009	s6300009	Grades test	column you specify. By default, the table must be sorted in an ascending order.
User012, Demo	21	6300012	s6300012	Grades test	
User013, Demo	22	6300013	s6300013	Grades test	
User014, Demo	23	6300014	s6300014	Grades test	
User015, Demo	24	6300015	s6300015	Grades test	Help on this function OK Cancel
User016. Demo	25	6300016	s6300016	Grades test	14 Ucor021 Domo 6200201 c6200021

Once the VLOOKUP dialog window has appeared we can build the formula. Notice the cursor is in the "Lookup\_value" field in the dialog. Click in the Canvas .CSV file in same row as where you are building the formula, in the cell that holds the corresponding value that has to match with a row in your Excel fields that hold your grades. In this example, the student number that is in the SIS User ID column. The screenshot below shows this is cell C3.

4 -	-	Cell St	yles -	•	•		*	💞 🖪 I 🛄 - 🛄 - 🎦 -	A. = = = = = = = =	* % *	Formatting * Table * S		Form
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• 1	×	/ fx =VLC	OKUP(C3)			~	VLOOP	VLOOKUP					
А	В	С	D	E	F	6 🔺		Lookup_value	C3	= 6300002			1
udent	ID	SIS User ID	SIS Login ID	Section			1	Table_array		= number			
Points Possible							2	Col_index_num		🚺 = number			
itious, seine		6300002	s6300002	Grades test	KUP(C3)	_	3	Range_lookup		🖌 = logical			
er003, Demo	1	2 6/00003	s6300003	Grades test			e 4	Kange_lookup		= logical			
er004, Demo	1	3 🗸 💭 004	s6300004	Grades test			5			=			
er005, Demo	1	4 6 0005	s6300005	Grades test			6		imn of a table, and then returns a value in the	same row from a colu	mn you specify. By default, the	table	
er006, Demo	1	5 6 00006	s6300006	Grades test			7	must be sorted in an ascending orde	er.				
er007, Demo	1	6 6 00007	s6300007	Grades test			8		.ookup_value is the value to be found in the	first column of the tal	ole, and can be a value, a refe	rence, or	
er009, Demo	1	B 6 00009	s6300009	Grades test			9		a text string.				
er012, Demo	2	1 6300012	s6300012	Grades test			10						
er013, Demo	2	6300013	s6300013	Grades test			11	Formula result =					
er014, Demo	2	6300014	s6300014	Grades test			12	Formula result =		_			
er015, Demo	2	4 6300015	s6300015	Grades test			13	Help on this function			OK Car	ncel	
er016, Demo	2	6300016	s6300016	Grades test			14	User021, Demo	6300021 s6300021		7.2	7	
or010 Domo	2	e 6200010	+6200010	Cradao tast							712		



For the next step click in the Table\_array field in the dialog. As shown in the screenshot below, select the range of Excel fields in your Excel file where the "corresponding value" is the leftmost column and "the value to lookup" is the rightmost column. In this example the leftmost column is the student number column and the rightmost column is the Calculated column.

unction Arguments						?	Font	Alignmen	t s N	lumber G	Styles		Cells	Editing
VLOOKUP							: × √ fx	6300 14						_
Lookup_val	Je C3			= 6300002			С	D	E	F	G	н	1.1	JK
Table_arr	ay dsx]cal	lculatie sheet'!\$D\$2:\$K\$48	1	= (6300012,*	\$6300012",8.54,5	.96,4,0,0,6.115;63000	udent name	student number	S student numbe	r Assignment 1	Assignment 2	Assignment 3		Calculated
Col_index_nu	m		15	= number			er012, Demo	6300012	s6300012	8.54	5.96	4		6.3
Range_look				= logical			er013, Demo	6300013	s6300013	8.22	7.36			5.3
Kalige_look	<b>N</b>		EM	= iogical			er014, Demo	6300014	s6300014	3.22	8.16	5		6.
				=			stname, Firstname		t9900098	5.96	6.88	4		5.9
		a table, and then returns a value	e in the same	row from a col	lumn you specify.	By default, the table	er015, Demo	6300015	s6300015	6.88	8.54	6		7.
		a table, and then returns a value	e in the same	row from a col	lumn you specify.	By default, the table	er015, Demo er020, Demo		s6300020	8.62	6.88	6 7		7.
	order.	value is the value to be found					er020, Demo					6 7 7		
	order.						er020, Demo	6300020 6300002	s6300020	8.62	6.88	7		7.3
	order.	value is the value to be found					er020, Demo or er002, Demo	6300020 6300002 6300003	s6300020 s6300002	8.62 7.51	6.88 5.52	7		7.
nust be sorted in an ascending	order.	value is the value to be found					er020, Demo or er002, Demo er003, Demo	6300020 6300002 6300003 6300004	s6300020 s6300002 s6300003	8.62 7.51 8.35	6.88 5.52 6.58	7 7 6		7. 6.4 6.1
nust be sorted in an ascending	order.	value is the value to be found					er020, Demo or er002, Demo er003, Demo er004, Demo	6300020 6300002 6300003 6300004 6300005	s6300020 s6300002 s6300003 s6300004	8.62 7.51 8.35 9.11	6.88 5.52 6.58 7.25	7 7 6 6		7.: 6.: 6.: 7.:
nust be sorted in an ascending formula result =	order.	value is the value to be found					er020, Demo or er002, Demo er003, Demo er004, Demo er005, Demo	6300020 6300002 6300003 6300004 6300005 6300005	s6300020 s6300002 s6300003 s6300004 s6300005	8.62 7.51 8.35 9.11 5.33	6.88 5.52 6.58 7.25 7.51	7 7 6 6 5		7.: 6.: 7 6.:
nust be sorted in an ascending ormula result = <u>ielp on this function</u>	order. Lookup	value is the value to be found a text string.	d in the first	column of the t	able, and can be	a value, a reference	er020, Demo er002, Demo er003, Demo er004, Demo er005, Demo er006, Demo	6300020 6300002 6300003 6300004 6300005 6300005	s6300020 s6300002 s6300003 s6300004 s6300005 s6300006	8.62 7.51 8.35 9.11 5.33 5.96	6.88 5.52 6.58 7.25 7.51 8.35	7 7 6 6 5 3		7.: 6.: 7.: 6.: 6.: 6.:
ormula result =	order. Lookup 28	value is the value to be found a text string. 6300019 s6300019		column of the t	able, and can be	a value, a reference	er020, Demo or er002, Demo er003, Demo er004, Demo er005, Demo er006, Demo er006, Demo	6300020 6300002 6300003 6300004 6300005 6300005 6300006 6300007	\$6300020 \$6300002 \$6300003 \$6300004 \$6300005 \$6300006 \$6300007	8.62 7.51 8.35 9.11 5.33 5.96	6.88 5.52 6.58 7.25 7.51 8.35 9.11	7 7 6 6 5 3 7		7.: 6.4 7 6.: 6.: 8.:
cocks for a value in the leftmost nust be sorted in an ascending cormula result = selp. on this function User019, Demo User020, Demo User020, Demo	order. Lookup	value is the value to be found a text string.	d in the first	test	able, and can be	a value, a reference Cancel	er020, Demo er002, Demo er003, Demo er004, Demo er005, Demo er006, Demo er007, Demo	6300020 6300002 6300004 6300004 6300005 6300006 6300007 6300021	\$6300020 \$6300002 \$6300003 \$6300004 \$6300005 \$6300006 \$6300007 \$6300007	8.62 7.51 8.35 9.11 5.33 5.96 7.36	6.88 5.52 6.58 7.25 7.51 8.35 9.11	7 7 6 5 3 7 7		7.: 6.: 7 6.: 6.: 8.: 5.:

Click in the Col\_index\_field in the dialog and give in the number of columns from the corresponding value to the value you want to lookup including these columns. In this example this is 8 columns, from column D to column K. Hidden columns should also be counted!

Click in the Range\_lookup field in the dialog and type "FALSE", since we want an exact match between our corresponding values. Student numbers should be exactly the same for matching the grades from our Excel file to the Canvas CSV file. Click [OK] to close the dialog.

Function Arguments				? ×
VLOOKUP				
Lookup_value	C3	1	=	6300002
Table_array	dsx]calculatie sheet'!\$D\$2:\$K\$48	1	=	{6300012,"s6300012",8.54,5.96,4,0,0,6.115;6300013
Col_index_num	8	1	=	8
Range_lookup	FALSE	1	=	FALSE
must be sorted in an ascending orde	er. Range_lookup is a logical value: to fin	in the same	ro	6.3875 w from a column you specify. By default, the table atch in the first column (sorted in ascending order) =
	TRUE or omitted; find a			

The formula should now show the grade that is listed in your Excel sheet for the student with this student number (see screenshot below). You may also see #N/A, in case there's no grade for this student in your Excel sheet. It is correct that the looked up value has all decimals shown, unlike the source, that is rounded to one digit after the decimal point.

		Canva	s. <mark>CS</mark>	/file							Your Ex	cel file					
1 9 I I I		1	Styles		1	^	Clipbo	ard 🤹	Font	ra Alignment	n Nu	mber 😘	Styles		Cells	Ed	liting
* I	× v	fx =VLO	OKUP(C3,'[Cal	culatie docume	nt	٣	D4		$\bullet$ : $\times \checkmark f_x$	6300014							
А	В	С	D	E	F	6 🔺		в	С	D	E	F	G	н	1	J	к
lent	ID	SIS User ID	SIS Login ID	Section			1		Student name	student number	S student number	Assignment 1	Assignment 2	Assignment 3			Calculated
oints Possible							2		User012, Demo	6300012	s6300012	8.54	5.96	4			6.1
r002, Demo	1	630000	s6300002	Grades test	6.3875		-		User013, Demo	6300013	s6300013	8.22	7.36				5.7
r003, Demo	12	6300003	s6300003	Grades test			4		Useru14, Donne	6300014	s6300014	3.22	8.16	5			6.1
r004, Demo	13	6300004	s6300004	Grades test			5		Lastname, Firstname	9900000		5.96	6.88	4			5.9
r005, Demo	14	6300005	s6300005	Grades test			6		User015, Demo		s6300015		8.54	6			7.5
r006, Demo	15	6300006	s6300006	Grades test			7		User020, Demo	6300020	s6300020	8.62	6.88				7.3
r007, Demo	16	6300007	s6300007	Grades test			8		User002, Demo	6300002	s6.					-	6.4
r009, Demo	18	6300009	s6300009	Grades test			9		User003, Demo	6300003	s6300003	8.35	6.58	6			6.9
r012, Demo	21	6300012	s6300012	Grades test		_	10		User004, Demo	6300004	s6300004	9.11	7.25	6			7.4

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You can copy the formula to the rest of the cells in the Canvas .CSV file where you want the grades to appear. As shown in the screenshot below, some cells might show #N/A, meaning a value could not be found. In this case it is because the Excel file does not contain the student numbers 6300009, 6300016 and 6300019 so this is correct. In the gradebook Canvas will interpret #N/A, or any other text, as a no grade.

	coporara				1.9116	17.1		por series and s		
F9		•	2	< 🗸	fx =VL	OOKUP(C9,'[Calc	ulatie docur	ment Grad	esTest.xlsx]	calcul
1	А	B		С	D	E	F	G	н	1
1	Student	ID		SIS User ID	SIS Login I	Section				
2	Points P	ossible								
3	User002, D		11	6300002	s6300002	Grades test	6.3875			
4	User003, E		12	6300003	s6300003	Grades test	6.8775			
5	User004, D		13	6300004	s6300004	Grades test	7.4025			
6	User005, D		14	6300005	s6300005	Grades test	6.3375			
7	User006, D		15	6300006	s6300006	Grades test	6.415			
8	User007, D		16	6300007	s6300007	Grades test	8.145			
9	User009, D		18	6300009	s6300009	Grades tes 🚸	#N/A			
10	User012, D		21	6300012	s6300012	Grades test	6.115			
11	User013, [		22	6300013	s6300013	Grades test	5.735			
12	User014, [		23	6300014	s6300014	Grades test	6.135			
13	User015, [		24	6300015	s6300015	Grades test	7.49			
14	User016, D		25	6300016	s6300016	Grades test	#N/A			
15	User019, D		28	6300019	s6300019	Grades test	#N/A			
16	Licor020		20	6200020	ceso00000	Grados tost	7 2/5			

**4.** Check and save the results in the CSV file. It is good practice to check for two or three grades if they transferred to the right student in the Canvas .CSV file.

If you are adding a column that does not exist yet in the Gradebook, give the looked up column an appropriate name, as shown in the screenshot below. Do **not use** a name that is equal to one of the default read only columns in the export file (such as Current Score, Current Points, Final Score, Final Points, or Final Grade), because columns with these names will be ignored in the import. You can also format the grades to show one decimal. If you don't format your grades, Canvas will round the grade to two digits after the decimal point.

	Clipboar	d	6		Font	6	Alignment		Nun	ber	5	
F1		•	2	< 🗸	fx Calo	ulated end gra	de					
2	A	В		С	D	E	F	G	н	1	J	
1	Student	ID		SIS User ID	SIS Login I	Section	Calculated end grade					
2	Points I	Possible									-	
3	User002,	C	11	6300002	s6300002	Grades test	6.4					
4	User003,	C	12	6300003	s6300003	Grades test	6.9					
5	User004,	C	13	6300004	s6300004	Grades test	7.4					
6	User005,	0	14	6300005	s6300005	Grades test	6.3					
7	User006,	C	15	6300006	s6300006	Grades test	6.4					
8	User007,	C	16	6300007	s6300007	Grades test	8.1					
9	User009,	C	18	6300009	s6300009	Grades test	#N/A					
10	User012,	C	21	6300012	s6300012	Grades test	6.1					

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Does the column contain cells with value '0'? If your Excel file contains students who don't have a value in the column from which you have added the grades (for example students that didn't show up for the exam), the result of the VLOOKUP formula will be a 0. If you don't want the 0 listed as the grade in Canvas, you have to change the following: in Excel, click on File and then Options. Click Advanced. Scroll down to the section 'Display options for this worksheet'. Uncheck the box 'Show a zero in cells that have zero value'.



It is important that you just save with CTRL-S and not change file type or encoding. In some cases Excel will show a dialog stating *"Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format?"*. Click [Yes].

As long as the Canvas .CSV file is opened in Excel, we will still see the lookup formula. After closing the Canvas .CSV file, only the values will be stored.

**5.** Upload the CSV file to Canvas. Open the **Grades** function from the Course Menu and click on [Import]. Canvas will present a [Choose File] button. Click it and navigate to the Canvas .CSV file you saved in step 4. Select the file and click the [Open] button. Then click the coloured [Upload data] button. If you are adding a new column, Canvas will upload the file and come up with a dialog that asks what to do with the new column, as shown in the screenshot below. Notice that the name "Calculated end grade" is shown (1).

Choose for "A new assignment" in the pull down menu (2). Give in the number for "Point possible". In this example this is 10 points (3). Click on the [Continue] button.

UNIVERSITY OF TWENTE.	Grades tests							
Account	Home		Upload grad	lebook: Grades te	: Grades tests			
S Admin	Syllabus Modules			ne stuff I couldn't figu e assignments that don't app				ploaded: Please tell me if it is a new assignment
63			Assignment in question	1	This assignment	is		
Dashboard	Grades	1	Calculated end grade	Choose assignment 🔹	Points possible	10	3	
8	People	e		Choose assignment			<u> </u>	
Courses	Assignments	4	$Continue \to$	A new assignment Bogus, ignore it	2			
<u> </u>	Conforences			Assingment 1 group B 10 points				

Canvas will show the grades for the new assignment "Calculated end grade" that will be created with a From and To column (If you are adding or changing grades for a column that already exists in the Gradebook, you will see this right away after uploading). Since it is a new assignment the From

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column is empty. Notice in the screenshot below that #N/A is still visible in this window. Click on the [Save changes] button at the bottom.

Home	Upload gradebook: Grades tests					
Announcements		Calculated er	Calculated end grade			
Syllabus	Student	From	То			
Modules	Demo User002		6.4			
Grades	Demo User003		6.9			
People	Demo User004		7.4			
Assignments	Demo User005		6.3			
Conferences	Demo User006		6.4			
00111010110000	Demo User007		8.1			
Collaborations	Demo User009	_	#N/A			
Discussions	Demo User012		6.1			
Files	Demo User013		5.7			

Canvas will show a dialog that informs you will be redirected to the Gradebook. Click the [OK] button. Now you will see the Gradebook with the new "Calculated end grade" column. When you import a lot of grades, it might take some time to fill all the cells. Click F5 to see the progress.

Notice in the screenshot below that any #N/A text has now been replaced by a dash. You can place the new column to any position in the gradebook columns by clicking in the column name field and, while holding the mouse button down, dragging to the left or right.

If you use Assignment groups, please check if the new assignment is placed in the desired group. By default a new assignment will be placed in the first assignment group in the **Assignments** menu.

iradebook 👻				
tudent Names				
Q Search Students				
√ Apply Filters				
Student name	Calculated end grade Out of 10			
Demo User001	_			
Demo User002	6.4			
Demo User003	6.9			
Demo User004	7.4			
Demo User005	6.3			
Demo User006	6.4			
Demo User007	8.1			
Demo User008	-			
Demo User009				
Demo User010	-			
Test student	_			

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Upload grades from Excel to Canvas