

# Gradebook Export/Import Instructions

## Introduction

Canvas gives the option to export the gradebook to a CSV file. You can open this file in a spreadsheet program and add or change grades, add columns and then upload it again to the Canvas gradebook to present it to your students. It is recommended to export the Canvas Gradebook first so you start out with the right file structure in your spreadsheet.

For the export/import process to run smoothly your computer has to comply with some conditions so the Canvas gradebook and your spreadsheet program are aligned. This document first outlines a possible process to do so. Each step will be documented in more detail with examples from a Windows 10 computer with Microsoft Excel 2016 situation.

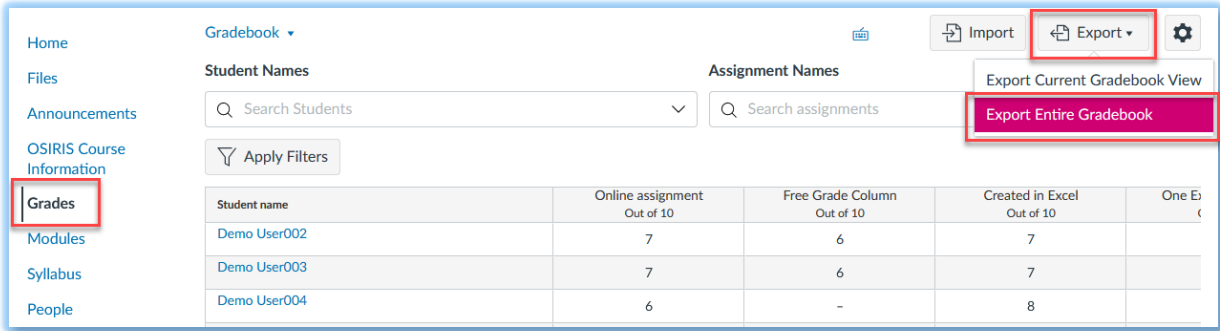
It is necessary that you have some basic spreadsheet and computer skills in order to understand this instruction.

## The process outlined

1. Export the Canvas Gradebook to a CSV file and check if it is aligned with your Excel settings.
2. Save this file on your computer. Make a copy with your file explorer for backup.
3. Double click on the Canvas gradebook csv file. Change the appropriate setting in Canvas if you don't see the data in columns.
4. Make your desired changes. You can add columns after the first 5 mandatory columns. Columns marked as read only will not be updated after upload. They can be deleted for a better overview.
5. Save your file as a CSV with UTF-8 encoding and the same CSV field separator as your Gradebook export file.
6. Import your modified file to the Canvas Gradebookview.
7. Follow the dialogue Canvas presents. It takes some time for an import to finish. Use F5 key to refresh the Gradebook and see the progress.

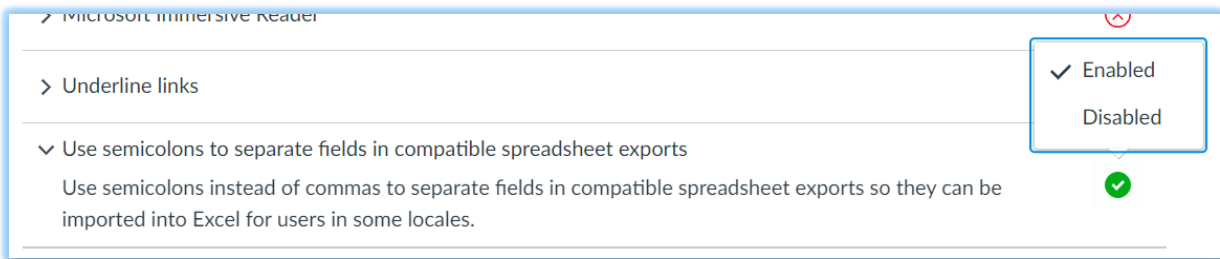
## Step by step instructions

**1.** Open the Canvas Gradebook by clicking on **Grades** in your Course menu. In the gradebook click on [Export] and select Export Entire Gradebook. Open the CSV file in Excel by double clicking it. It should open showing all assignments in their own column like the screenshot under step **3**.



The screenshot shows the Canvas Gradebook interface. On the left sidebar, the 'Grades' option is highlighted. In the top right corner, the 'Export' button is highlighted, and a dropdown menu is open showing 'Export Current Gradebook View' and 'Export Entire Gradebook' (which is highlighted in pink).

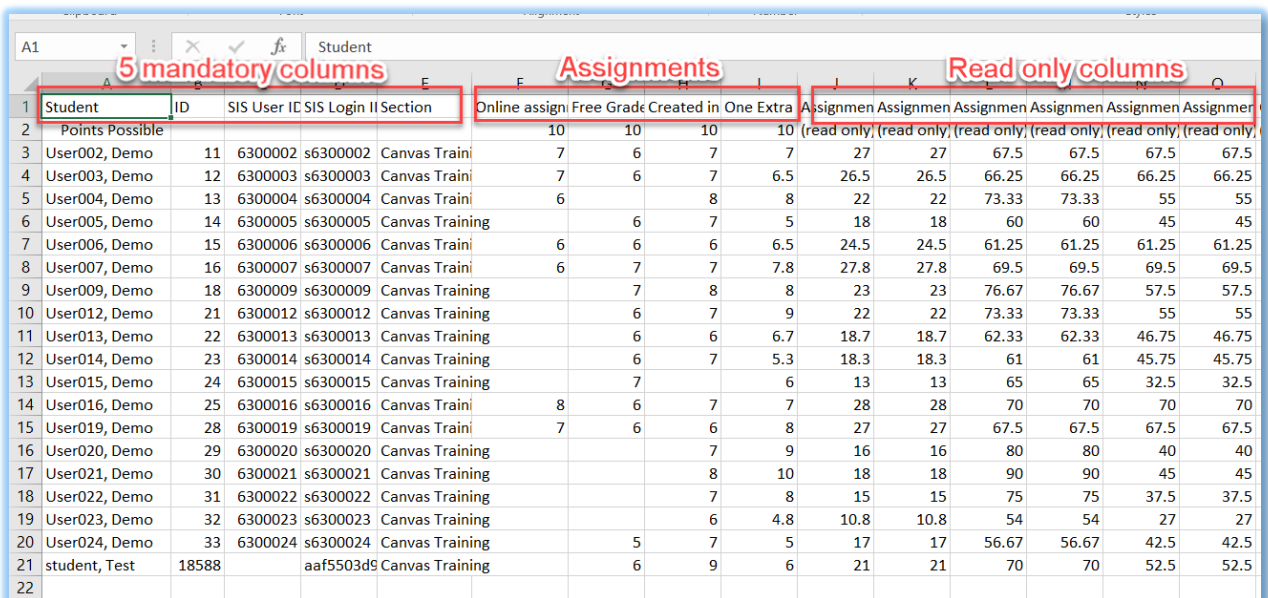
If your downloaded CSV file does not show separate columns, close it and adjust your Canvas list separator for CSV files. You can do this in your Canvas **Account** under **Settings**. At the bottom of the settings page you find the option “Use semicolons to separate fields in compatible spreadsheet exports”. If your setting is Disabled you should set it to Enabled and make a new Gradebook export. If your setting is Enabled you should set it to Disabled and make a new Gradebook export. Open the new export in Excel and now you should see columns like the screenshot under step 3.



The screenshot shows the Canvas Settings page. The option 'Use semicolons to separate fields in compatible spreadsheet exports' is checked, and the 'Enabled' radio button is selected. A green checkmark is visible below the option.

2. Save this file on your computer and make a copy with your file explorer for backup. This can be used for future reference or in case something goes wrong in the next steps.

3. Double click on the Canvas gradebook csv file you saved on your computer. If you have followed the previous steps, in Microsoft Excel 2016 this should look something like below.



The screenshot shows a Microsoft Excel spreadsheet with a table of student data. Red boxes highlight three areas: '5 mandatory columns' (Student, ID, SIS User ID, SIS Login ID, Section), 'Assignments' (Online assignment, Free Grade, Created in, One Extra), and 'Read only columns' (Assignment, Assignment, Assignment, Assignment, Assignment, Assignment). The table contains 21 rows of data, including student names, IDs, and scores for various assignments.

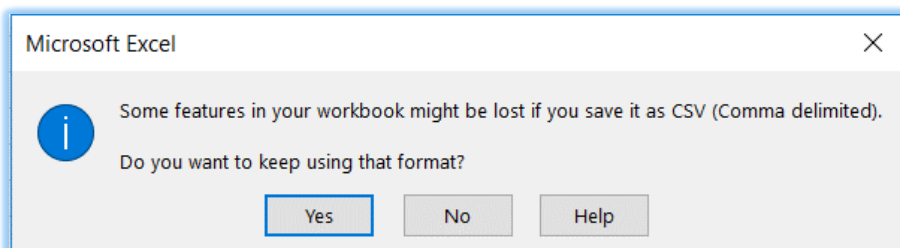
Student	ID	SIS User ID	SIS Login ID	Section	Online assignment	Free Grade	Created in	One Extra	Assignment	Assignment	Assignment	Assignment	Assignment	Assignment
Points Possible					10	10	10	10	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
User002, Demo	11	6300002	s6300002	Canvas Traini	7	6	7	7	27	27	67.5	67.5	67.5	67.5
User003, Demo	12	6300003	s6300003	Canvas Traini	7	6	7	6.5	26.5	26.5	66.25	66.25	66.25	66.25
User004, Demo	13	6300004	s6300004	Canvas Traini	6		8	8	22	22	73.33	73.33	55	55
User005, Demo	14	6300005	s6300005	Canvas Training		6	7	5	18	18	60	60	45	45
User006, Demo	15	6300006	s6300006	Canvas Traini	6	6	6	6.5	24.5	24.5	61.25	61.25	61.25	61.25
User007, Demo	16	6300007	s6300007	Canvas Traini	6	7	7	7.8	27.8	27.8	69.5	69.5	69.5	69.5
User009, Demo	18	6300009	s6300009	Canvas Training		7	8	8	23	23	76.67	76.67	57.5	57.5
User012, Demo	21	6300012	s6300012	Canvas Training	6	7	9	22	22	73.33	73.33	55	55	
User013, Demo	22	6300013	s6300013	Canvas Training	6	6	6.7	18.7	18.7	62.33	62.33	46.75	46.75	
User014, Demo	23	6300014	s6300014	Canvas Training	6	7	5.3	18.3	18.3	61	61	45.75	45.75	
User015, Demo	24	6300015	s6300015	Canvas Training		7	6	13	13	65	65	32.5	32.5	
User016, Demo	25	6300016	s6300016	Canvas Traini	8	6	7	7	28	28	70	70	70	70
User019, Demo	28	6300019	s6300019	Canvas Traini	7	6	6	8	27	27	67.5	67.5	67.5	67.5
User020, Demo	29	6300020	s6300020	Canvas Training		7	9	16	16	80	80	40	40	
User021, Demo	30	6300021	s6300021	Canvas Training		8	10	18	18	90	90	45	45	
User022, Demo	31	6300022	s6300022	Canvas Training		7	8	15	15	75	75	37.5	37.5	
User023, Demo	32	6300023	s6300023	Canvas Training		6	4.8	10.8	10.8	54	54	27	27	
User024, Demo	33	6300024	s6300024	Canvas Training		5	7	5	17	17	56.67	56.67	42.5	42.5
student, Test	18588		aaf5503d9	Canvas Training		6	9	6	21	21	70	70	52.5	52.5

#### 4. Make your desired changes in the spreadsheet.

- The first 5 columns should not be deleted if you want to upload this file again.
- You can add new columns after the first 5 mandatory columns. They will be imported as a new assignment in Canvas. 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. See the document “UPLOAD AN EXCEL FILE TO THE CANVAS GRADEBOOK” on [the UTwente Canvas website](#) for an example of how to use VLookup in Excel to match a (calculated) column from your Excel sheet to the Canvas gradebook. Grades in these columns will be presented to your students. A student will only see his own grades.
- Grades in the assignment columns can be changed.
- **Beware:** If you have assignments that use a grading scheme, do not upload these back to Canvas in the CSV file. The underlying points will be converted to the maximum range value from the grading scheme.
- Read only columns that appear in the CSV file are columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course. You can even delete these columns from the spreadsheet for better overview.

#### 5. Save your file as a CSV with UTF-8 encoding and the same CSV field separator as your Gradebook export file.

In Microsoft Excel 2016 you can press CTRL-S or choose [Save] from the **File** menu. Depending on your changes you will get the following question. Click [Yes].

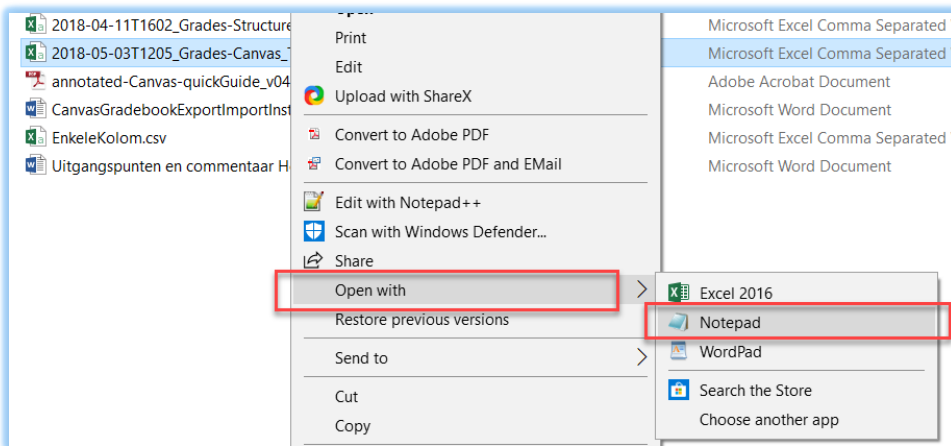


---

*TECHNICAL BACKGROUND: IF YOU HAVE FOLLOWED THE PROCEDURE, MICROSOFT EXCEL 2016 WILL SAVE THE FILE AND KEEP THE UTF-8 ENCODING AND COMMA OR SEMICOLON SEPARATED FILE THAT YOUR CANVAS GRADEBOOK EXPORTED, AND ALSO NEEDS FOR IMPORT. BE AWARE: USING “SAVE AS” AND CONVERTING TO .XLSX AND BACK TO .CSV MIGHT CORRUPT YOUR FILE FOR IMPORTING IT BACK TO THE CANVAS GRADEBOOK.*

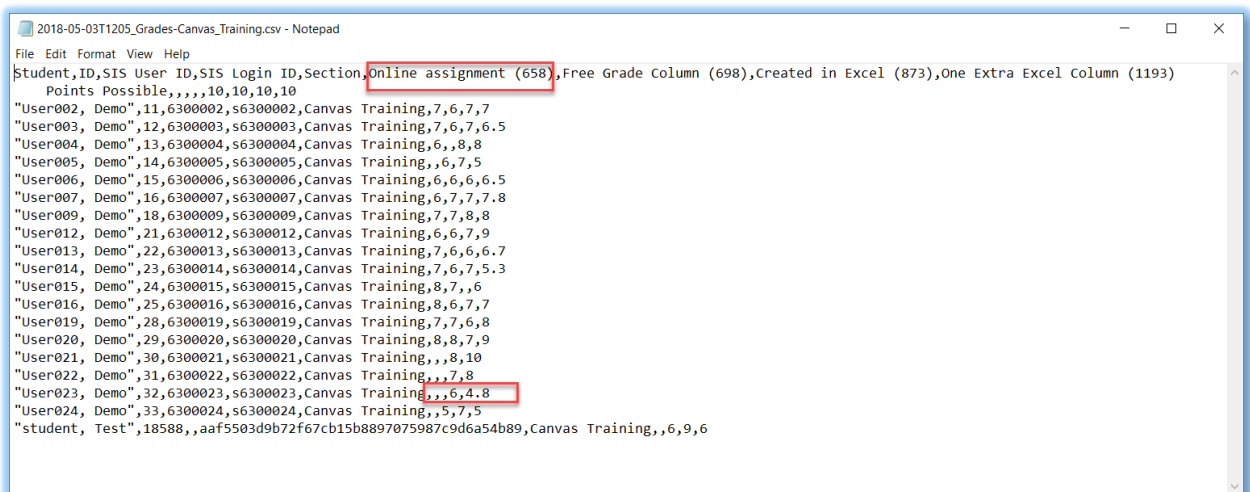
---

It is wise to check your edited CSV file the first time to ensure settings of your computer and Canvas are aligned. On a Windows 10 computer you can do so by right clicking the file and choosing [Open with] from the menu. Next choose [Notepad] from the list.



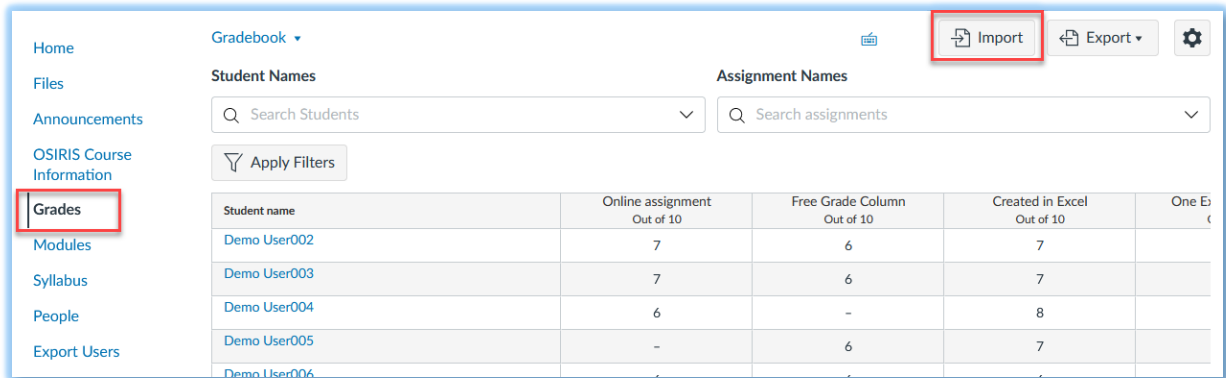
Opened in a text editor your CSV file should look something like in the screenshot below. This depends on how many, and what assignments you have in your course and what your CSV list separator is. Notice that:

- the Canvas assignment names also have an ID. These should not be changed.
- the file should still be comma or semicolon separated, dependent on Canvas setting. In the example below this is a comma.
- in the grade columns empty fields should show no space, just a CSV field separator. In the example below this is a comma.



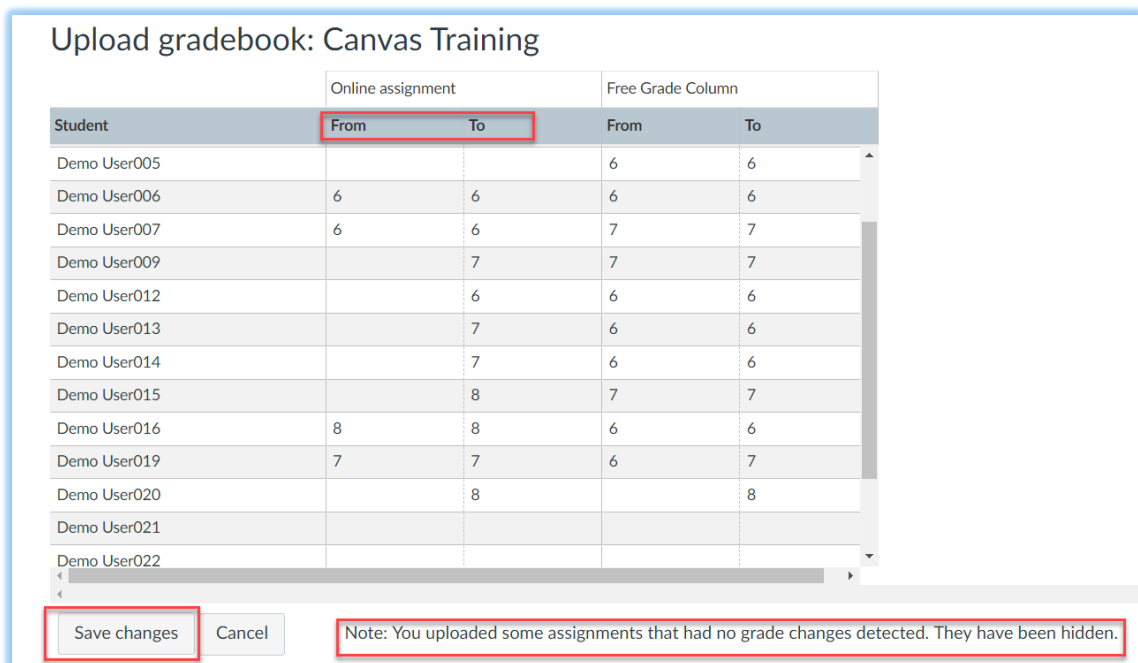
If this is all correct, close the file without saving and go to the next step.

6. Import your modified file to the Canvas Gradebook by choosing **Grades** from the course menu clicking [Import].

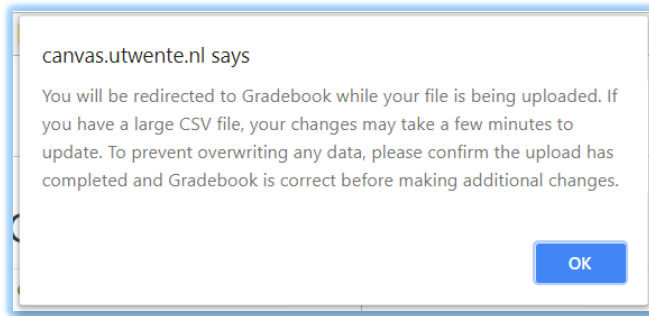


A dialogue will be presented where you first can choose your CSV file and with the [Upload data] button you can start the upload to the Canvas gradebook.

7. Follow the dialogues Canvas presents. For all changes you made, Canvas presents a “From – To” situation for you to check. If you added columns, Canvas will ask you how you want them to be configured as an assignment. In most cases you can choose to add a column as a new assignment and fill in the highest possible grade in the Points Possible field. It will then also be added to the Assignment menu. 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.



After clicking “Save changes”, Canvas will warn you that it takes some time for an import to finish. Use the F5 key to refresh the gradebook and see the progress.



You can find more info on Canvas gradebook export in this [Canvas Guides document](#) and on Canvas gradebook import in this [Canvas Guides document](#).

---

Version: 28 August 2023



**UNIVERSITY OF TWENTE.**

---