

CANVAS: Importing Top Hat Scores to Canvas, using Excel

Export and prepare an Excel Grade template file from Canvas:

1. In Canvas, click **Grades> Actions > Export> CSV File**
2. Open the CSV file in Excel. Remove all columns except the initial non-grade student record columns.
 - At a minimum these will be: Student, ID, SIS User ID, SIS Login ID, and Section.
 - Additional columns may exist if the instructor turned on their display
3. Highlight the first two rows in yellow so you can find them again.
4. Sort the "SIS Login ID" column in A-Z order: **be sure that all columns sort!**
5. Move the yellow rows back to top.
6. Save this as the **Excel Grade template** file.

	A	B	C	D	E	F
1	Student	ID	SIS User ID	SIS Login ID	Section	
2	Points Possible					
3					Section 1	
4					Section 1	

Prepare the Excel file downloaded from Top Hat:

1. Delete first_name, last_name, and username columns.
2. Rename the score column that will be transferred to Canvas, e.g. 'participation_grade', with the heading you want it to appear with in the Canvas gradebook, "8-19 participation (%)".
3. Rename the email column to 'SIS Login ID'.
4. Using the global search and replace tool, remove '@iastate.edu' from each cell

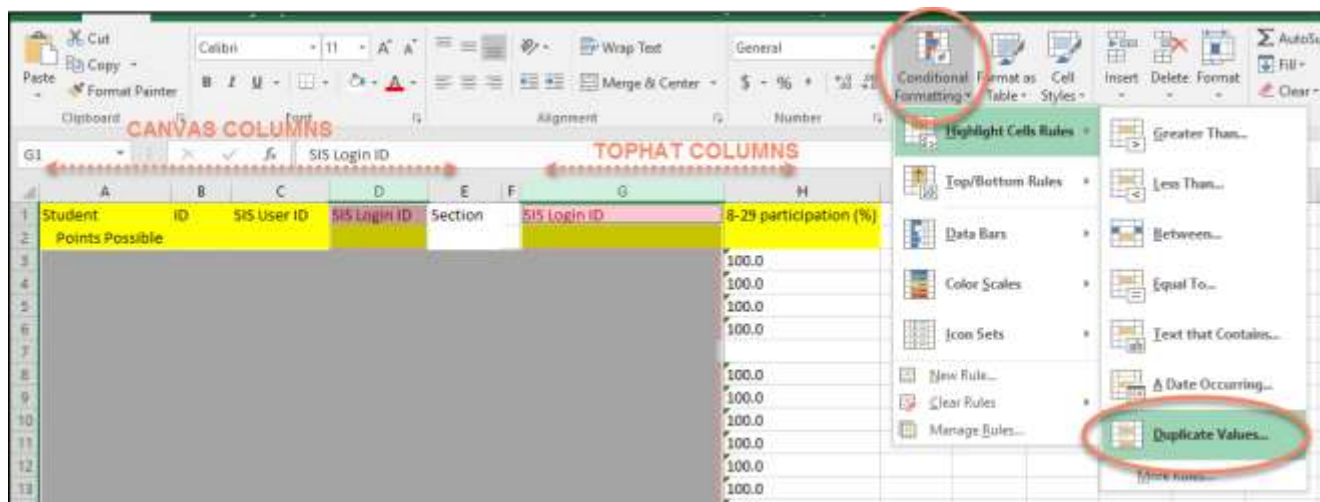
So this original Top Hat file:

	A	B	C	D	E	F
1	first_name	last_name	username	email	participation_grade	
2	Ann	Student	astudent@iastate.edu	astudent@iastate.edu	100.0	

Becomes this file:

	A	B
1	SIS Login ID	8-29 Participation (%)
2	astudent	100.0

5. Sort the file using the SIS Login ID column in A-Z order: be sure that all columns sort!
6. Save this **prepared Top Hat file** as a comma separated values, CSV, file.
7. Copy the columns from the prepared Top Hat file and paste into the **Excel Grade template** file to right of existing columns.
8. Highlight the two SIS Login ID columns> click **Conditional Formatting > Highlight Cells Rule > Duplicate Values > Red > OK**



9. Line up and compare the SIS Login ID columns. If there is a MISSING name, the SIS ID cell will be WHITE.
Start at top and ...

- IF name is in CANVAS SIS Login ID (col D) but not in Top Hat (col G), this means the student didn't make a Top Hat submission. Insert blank cells for the student in the Top Hat columns and shift the remaining Top Hat cells (columns G, H) down, give student a score of zero in the Top Hat cell.
- IF name is in TOP HAT SIS Login ID (G) but not in Canvas SIS Login ID (D), this means the student dropped the class and is no longer enrolled. Delete the two cells from Top Hat (G and H) and shift the remaining Top Hat cells up to fill the gap, making sure the SIS Login IDs line up.

Example:

- "bbbb" is in Canvas but didn't do Top Hat: shift Top Hat cells down to create blank, enter score =0
- "dddd" did Top Hat but is no longer enrolled in Canvas: delete Top Hat cells for dddd, shift rows up.

SIS Login ID	Section	SIS Login ID	8-29 Participation (%)
aaaa	Section 1	aaaa	100
bbbb	Section 1	cccc	100
cccc	Section 1	dddd	100
eeee	Section 1	eeee	0
ffff	Section 1	ffff	100



SIS Login ID	Section	SIS Login ID	8-29 Participation (%)
aaaa	Section 1	aaaa	100
bbbb	Section 1		0
cccc	Section 1	cccc	100
eeee	Section 1	eeee	0
ffff	Section 1	ffff	100

10. Continue until you reach end of the Excel file. Delete the Top Hat SIS Login ID column (G).

11. Save the **prepared grade import file in CSV format**.

	A	B	C	D	E	F
1	Student	ID	SIS User ID	SIS Login ID	Section	8-29 Participation (%)
2	Points Possible	10001	123456789	aaaa	Section 1	100
3	Student, A	20004	234567890	bbbb	Section 1	0
4	Smith, John	30006	345678901	cccc	Section 1	100
5	Lee, Kim	40008	456789012	eeee	Section 1	0
6	Doe, Jane	50010	567890123	ffff	Section 1	100

File name: TOPHAT-participationscores-8-29.csv
 Save as type: CSV (MS-DOS) (*.csv)

12. Go to **Canvas > Grades > Actions > Import**

13. Click **BROWSE** > find the **prepared grade import file** > click **Upload Data**

14. You are asked how Canvas should handle unknown columns: tell it to create **A new assignment** for the Top Hat column being imported but to ignore any extra/unknown columns.

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

Assignment in question	This Assignment is
	Bogus, ignore it <input type="button" value="v"/>
8-29 participation (%)	A new assignment <input type="button" value="v"/> Points Possible <input type="text" value="0"/>

15. A preview of proposed data changes.

- If there are any unwanted changes, **Stop the process**.
- If all looks correct, click **Save Changes**.

16. You may see a warning that large data files take a while to fully import. Scores can trickle in over several minutes. Refresh the Grade screen to check progress and to verify that all grades are imported.

You will be redirected to Gradebook while your file is being uploaded. If you have a large CSV file, your changes may take a few minutes to update. To prevent overwriting any data, please confirm the upload has completed and Gradebook is correct before making additional changes.

Gradebook Clean Up:

- Columns that are created via a file import, are added to the far right end of the gradebook. You likely want to drag them to the left to a more logical location.
- Adding columns created new activities on the Assignment page. Move them to the correct assignment group. Edit the new assignments and verify the settings for how they will display (points/percentage) and whether they should contribute to the student's earned total score.