

CANVAS: How to import scores using Excel

In order to import an excel file containing new activity grades for students, it is necessary to begin with a file that contains a series of required records for each student. This file is exported from Canvas then reduced to its bare essentials.

- A. If the assignment has already been added to Canvas, then a column to hold the new scores will exist in the exported gradebook file.
- B. If the assignment is new, i.e. has not yet been added to Canvas, then it will be created as part of the grade import back to Canvas.

Note that you cannot import data into calculated columns, ie subtotal or total score columns. You can only import scores to assignment columns. Importing scores will not automatically change the submission status label for late or missing submissions – this must be done manually in Canvas.

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 and remove all columns except the initial non-grade student record columns and the column to contain the new scores (if it already exists).
 - 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. If necessary, add a new column to hold the new scores.
 - Remove any empty columns between the essential record columns and the new activity column

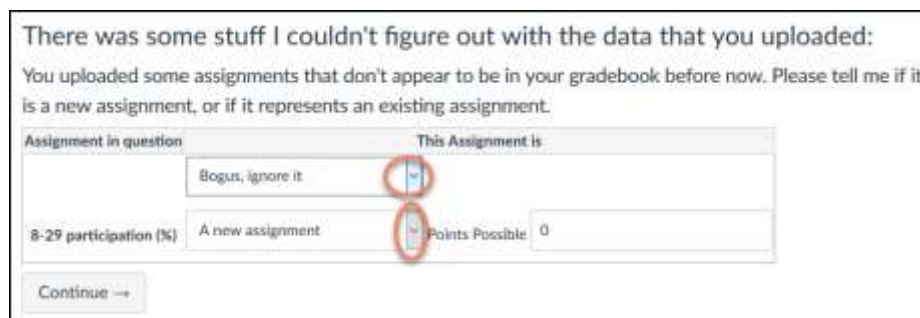
Add scores to the prepared Excel file.

Insert the new scores either by typing it into the CSV excel file or by importing a separate CSV file that contains unique student identifiers that can be matched to the existing student record data, e.g. line up netIDs.

- Importing and merging excel files is can be a tricky and error-prone process. Contact College support staff for assistance.
- After importing data from other excel files, make sure you have no extra columns.

Import data to Canvas Course:

1. Go to Canvas > Grades > Import
2. Click Browser and find the prepared CSV import file > click Upload Data
3. If any new columns are detected, you are asked whether to create a new assignment for the column or to ignore it. If you select “A new assignment”, you need to then indicate the point value for the activity.



The screenshot shows a confirmation dialog box with the title "There was some stuff I couldn't figure out with the data that you uploaded:". The text inside says: "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." Below this is a table with two columns: "Assignment in question" and "This Assignment is". The first row shows "Bogus, ignore it" in the first column and a radio button in the second. The second row shows "8-29 participation (%)" in the first column, "A new assignment" in the second column, and "Points Possible: 0" in a third column. A "Continue" button is at the bottom left. Red circles highlight the radio buttons in the second column.

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

Continue →

4. A preview of new grades displays.
 - If there are any unwanted changes, **Stop the process.**

- If all looks correct, click **Save Changes**.

5. 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 get 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.

OK

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.
 - Go to Assignment and 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.