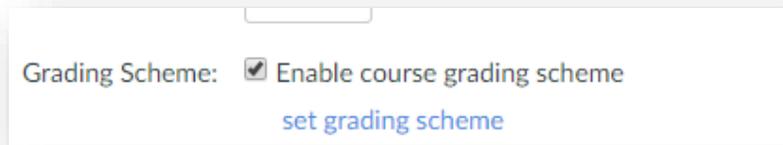


Uploading Grades from Canvas to StudentCentral

Follow the steps below to manually export grades from Canvas and upload them to StudentCentral.

Step One: Make sure the final grade is displayed as a letter grade in Canvas.

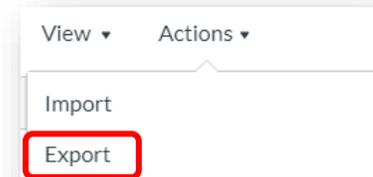
1. In Canvas, go to your course and click **Settings** in the left-hand course menu.
2. In the **Course Details** tab, scroll down to **Grading Scheme** and select **Enable course grading scheme**.



3. To see the current grading scheme, click the **view grading scheme** link that appears.
4. Click **Select Another Scheme** to view other available schemes. (You may create a new one if you wish by clicking “manage grading schemes” instead.)
5. After choosing a scheme, click **Use This Grading Standard** and click **Done**.
6. Go to the bottom of the **Course Details** page and click **Update Course Details**.

Step Two: Export the grades from the grade book.

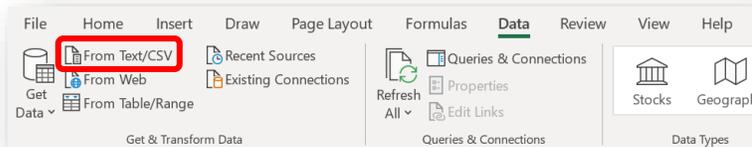
In your course, go to **Grades** and in the **Actions** menu, click **Export**. The CSV file will download automatically to your “Downloads” folder or will prompt you to save it (depending on your browser settings).



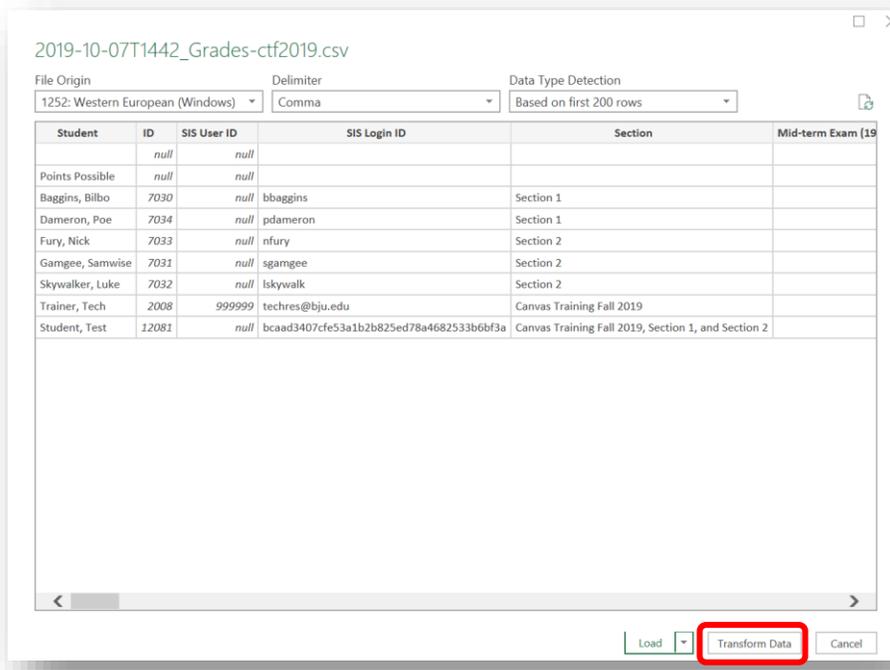
1. Open the file in Excel but see the note below first.

NOTE: If any of your students have leading zeros in their ID numbers, follow the instructions directly below to preserve those zeros: otherwise, **go to number 2**.

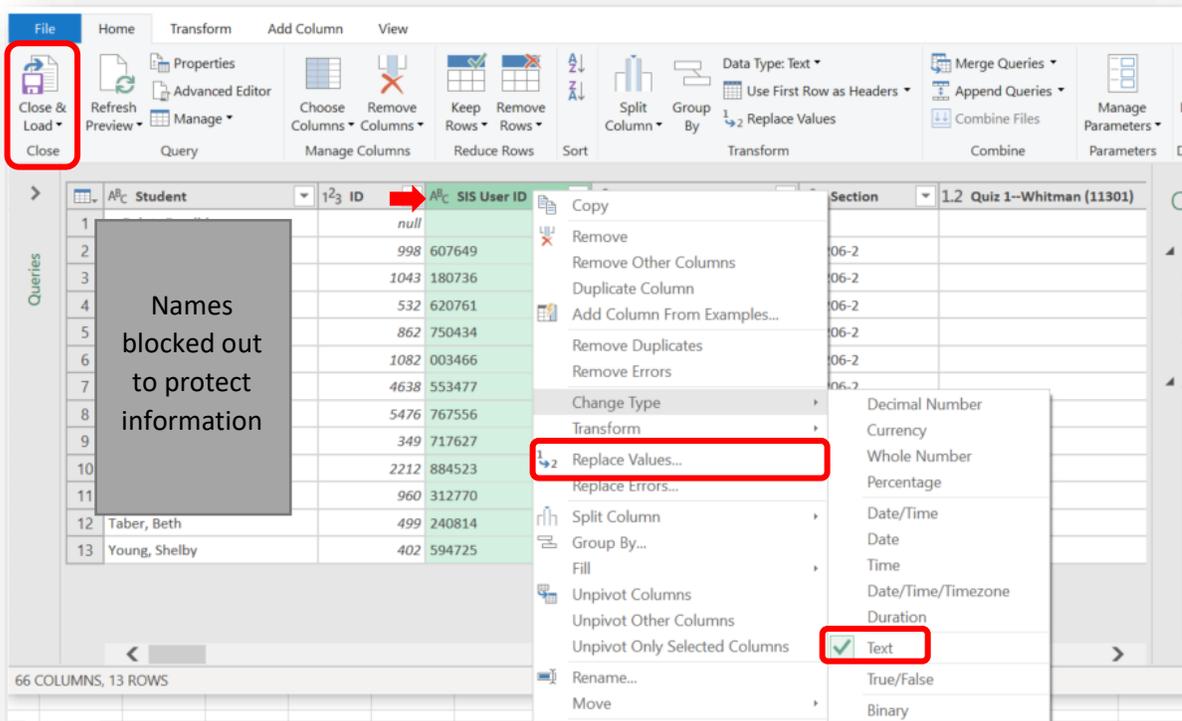
- a. Open Excel as if starting a new, blank spreadsheet.
- b. Click the **Data** tab, and in the **Get and Transform Data** group, choose **From Text/CSV**.

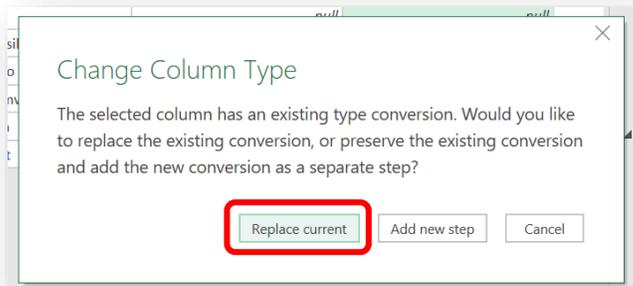


- c. Select the file you exported from Canvas and click **Import**.
- d. When a window opens displaying data options, click **Transform Data**.

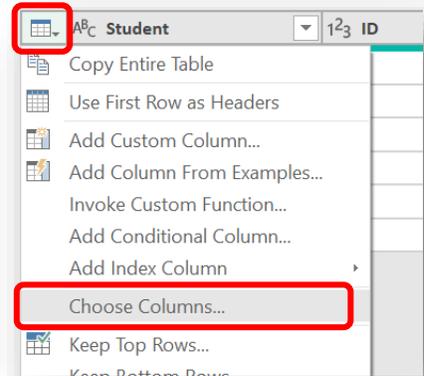


- e. In the window that opens, right click the **SIS User ID** column header and select **Change Type**. Choose **Text**. When prompted, choose **Replace current** to preserve the leading zeros in the ID numbers.



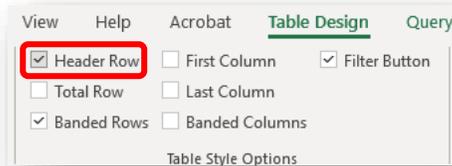


- f. To remove unneeded columns, click the table icon at the top left corner of the table and select **Choose Columns**.
- g. Deselect all columns except **SIS User ID** and **Final Grade**, and then click **OK**.
- h. At the top left of the window, click **Close and Load**.
- i. Go to **number 3** below.



2. In the spreadsheet, remove all columns except the **SIS User ID** column and the **Final Grade/Score** (letter grade) column.
3. Remove the header row and "Points Possible" row at the top. You should be left with two columns with no headers (see image at right).

NOTE: If you cannot delete the header row, click anywhere in your data to reveal the **Table Design** tab. Deselect **Header Row**.



	A	B
1	871298	A
2	530367	A
3	377562	A
4	185618	A
5	561255	A

4. Save the file as "Text (Tab delimited) (*.txt)".
5. Verify that the grades match what is in Canvas.



Step 3: Upload the text file to StudentCentral.

Upload the file to StudentCentral following the instructions under **"Click here for further instructions."** Follow the steps in the section **"Uploading a Grade File."**

