Export/Import Grade Roster from Canvas
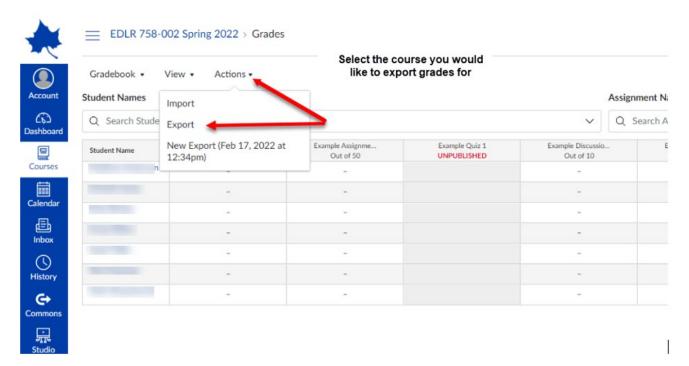## Faculty Grade Entry
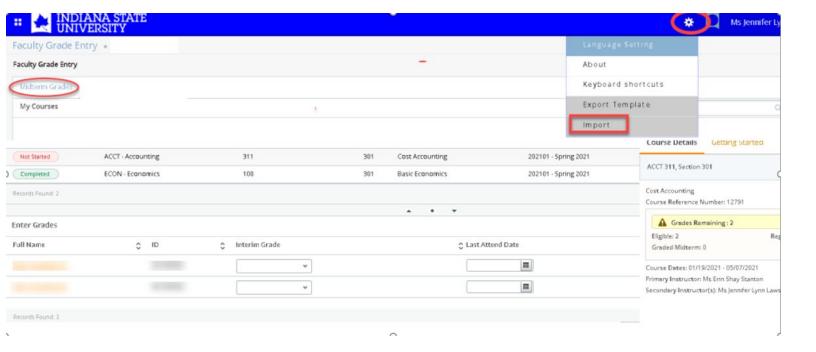
1. Log in to Canvas
2. Select Courses from the side bar.
3. Under Courses, choose the course you want to export grades from.
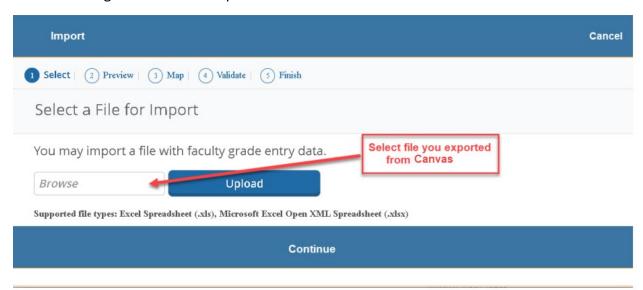4. Select Export from the Actions drop down menu.

5. This will create an Excel spreadsheet. Be sure to save as Excel Spreadsheet (.xls) or Microsoft Excel Open XML Spreadsheet (.xlsx).
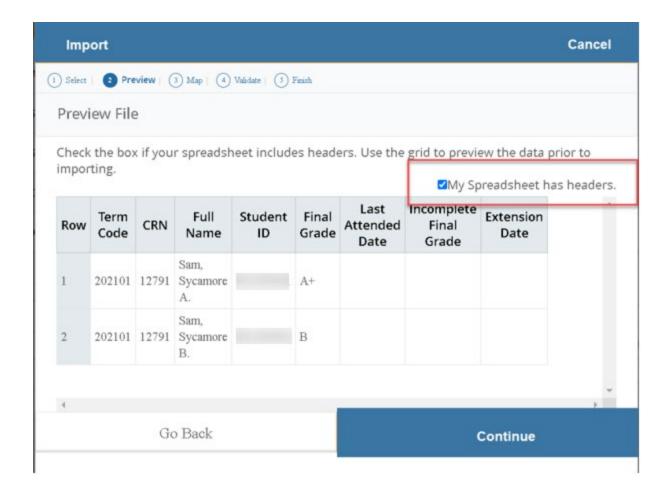
Importing the Roster

1. Click on the Interim Grades or Final Grades tab depending on which you are importing.
2. Select the course you wish to import a grade roster. Under Tools, select the Import option. Reminder, you can only import grades for one course at a time.
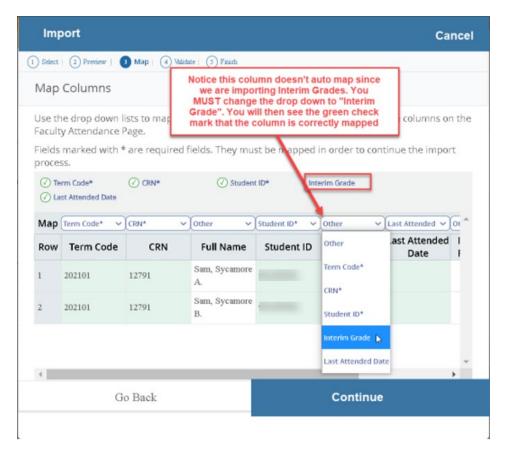
3. Select grade roster file exported from Canvas and then click continue.

5. The columns may need to be adjusted to map to the appropriate fields. You must select Interim Grade from the drop down, as it does not auto map.

6. Once columns are appropriately mapped, click next. The next screen will show how many records will be successfully imported. Any import errors or unchanged records will be noted in the validation report which can be downloaded for review. Click Import if you wish to import file.