Instructors have two options for end of semester final grade entry in ARIESweb:

1. Enter a letter grade individually for each student in their course.
2. Upload an Excel spreadsheet with students’ final letter grades.

The Canvas team developed an easy way to export the final grades from Canvas, which formats them in a spreadsheet that can be uploaded into ARIESweb. This document shows instructors how to export their Canvas final grades to their computer, which can then be easily uploaded into the new version of ARIESweb Grade Entry.

This process works for an individual Canvas course as well as for courses which have been crosslisted / combined in Canvas. Please remember that grades are confidential, and must be stored securely.

Easily Enter Date of Last Attendance

We have made it easier for instructors who have students who receive a letter grade of “U“ or “ F “ to enter the “date of last attendance” and whether the “student attended the class” information into the spreadsheet exported from their Canvas grade book.

This information can then be easily uploaded into ARIESweb.

Prerequisites:

- You must be assigned as an instructor for a course section in the ARIES student information system, for the current term. (Final grades cannot be exported for past or future terms.)
- You must be enrolled as an instructor/teacher in the corresponding Canvas course.
- Verify that you have a grade scheme applied to your Canvas course.
- Choose a method to display missing grades as “0”.
- Unmute / Post Grades for any columns you may have hidden in the grade book.
I. Verify Course Grading Scheme.  

Accepted CSU Grade Values include:

- I = Incomplete
- S/U = Satisfactory/Unsatisfactory for Pass/Fail
- H= Pass with Honors (for Doctor of Veterinary Medicine courses only)

Note: AU for Audit is automatically assigned
a) In your Canvas course, on the bottom left menu, click Settings.

b) On the Course Details tab, scroll down on the page and locate the Grading Scheme. “Enable course grading scheme” must be checked.

c) Click “view and edit grading scheme” to verify / select / create the scheme of your choice.

d) At the bottom of the page click Update Course Details.

Additional information on Canvas grading schemes.

II. Enter “0” for Missing Grades

When you export your final grades from Canvas, in the spreadsheet it will assign any missing assignments a grade of 0. We recommend that in your Canvas grade book, you assign any missing assignments a grade of 0 so it will match your final grade export.

A. Set Default Grade in Column to “0”. RECOMMENDED

Note: This option will impact the partial grades students see. See the next section to view how students view their grades.

After you have graded an assignment in Canvas, you can set a default grade in the assignment’s corresponding Grade Book column to be a “0” for anyone who did not receive a grade for that assignment.
1. Next to the assignment’s column name, click in the drop down menu and select Set Default Grade.

2. In the box type 0.

3. Click Set Default Grade.

Canvas Grades - What Do Students See

On the left course menu students click on Grades.

Partial Score – grade based on assignments students have turned in which have been graded. Does not include missing assignments.

Total Score – grade based on all possible graded assignments in the course. Missing assignments are treated as “0“.

III. Post Grades In Hidden Columns

In the Canvas grade book, an instructor can hide the grades in a column.

At this time, if a column’s grades are hidden in the grade book, it will not be included in the Final Grade Export calculations. You will need to Post Grades in hidden columns before you export a copy of your final grades out of Canvas.
A hidden column will have an eye with a line through it to the left of its name.

Use the drop down menu next to a column’s name and select Post Grades. Select Everyone. Click Post.

NOTE: Posting grades in a column will send a notification to your students.

If appropriate, after you have completed the steps in this document to export/download a copy of your final grades from Canvas to your computer, you can then hide those columns again.

IV. Export Canvas Final Grades

a) At the top right, click Final Grades Export.

b) A new tab in your web browser will open. You should automatically be logged in to the final grades page. If not, you may need to Type your eID (user name and password) and click Login.
c) Under the **Step 1 drop down menu**, select either the individual **course section** for which you would like to download final grades, or “**All Sections**” if you crosslisted/combined sections and want one file.

![Step 1: Select a Section](image)

V. **Verify the grades that will be exported from Canvas grade book.**

We recommend that you compare the letter grades you see on the Final Grades Export form with your Canvas grade book. Do you see any concerns?

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>Form Code</th>
<th>CRN</th>
<th>Final Score</th>
<th>Final Grade</th>
<th>Last Attended Date</th>
<th>Attendance Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>201610</td>
<td>16885</td>
<td>86.18</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201610</td>
<td>16885</td>
<td>78.97</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201610</td>
<td>16885</td>
<td>51.64</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. **Enter Last Attendance For Grades of “U” or “F”**

For students who receive a grade of “U” or “F” in your course, you are required to enter a date of last attendance information.

You can enter this information into the Canvas Final Grade Export file or you can enter this information directly into ARIESweb.

In the Canvas Exported Final Grade form students with a grade of “F” or “U" are highlighted in red for easy identification.
We provide a drop down menu next to these student’s grades to enter date of last attendance information.

Did the student attend the course?

If so, enter the last date they attended / participated in the course.

If they never attended, set the comment to “Never Attended” and the date will be set to the first day of class for that semester.

A How to Check Student’s Canvas Course Activity

When you enter an “F” grade for a student in ARIESweb, it will ask for this information:

- Last Attended Date (month/day/year, example: 1/19/2016)
- Attendance Comment of “Did Attend” or “Never Attended”

For students who never attended, assign “U” or “F”, enter the date of the first day of class for that semester.

For students who attended part of the class, you can view their activity in your Canvas course to determine a date of last attendance.

In Canvas, here is how to view a student’s course activity:

On the left menu click People

Click on a student’s name.
On the top right you will see:

Analytics – graph of student activity in course.
Grades – shows any grades the student received.
Access Report – displays dates and times when the student entered this Canvas course.

VII. Export / Save Final Grades to Excel

a) Under Step 4: Click Export to Excel.

b) Choose where to save the grade file on your computer and save the file.

c) The file name will be something like:
- Individual file: “2019SP-ACT-205-003_55597_Final_Grades.xlsx” or
- All Sections: “All_Sections_2019SP-JTC-311-401_Final_Grades.xlsx”

Sample of exported single Canvas course Grade Book

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>Term Code</th>
<th>CRN</th>
<th>Final Score</th>
<th>Final Grad</th>
<th>Last Atten</th>
<th>Attendance</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>201610</td>
<td>201610</td>
<td>201610</td>
<td>18886</td>
<td>78.97</td>
<td>C</td>
<td>01/19/201</td>
<td>Never Attended</td>
<td></td>
</tr>
</tbody>
</table>
Sample exported Canvas Grade book: cross listed / combined course sections

Note there are separate worksheets within the Excel spreadsheet for each section.

In this example, if you wanted to enter the grades for section 401 into ARIESweb, you would upload the file which contains grades for sections 401 and 801, “All_Sections_2015SM-JTC-311-401_Final_Grades.xlsx” then follow the prompts to select the tab with only section 401 students, CRN 55597.

Next Step: Import Canvas Final Grades into ARIESweb

See our handout on how to import the Canvas Final Grades file you downloaded to your computer into ARIESweb.

Canvas Help / Support

Canvas Help Web Site
https://canvas.colostate.edu

Canvas Guides
https://canvas.colostate.edu/canvas-guides/

College Canvas Coordinators
https://canvas.colostate.edu/canvas-coordinators/