Export Canvas Final Letter Grades for ARIESweb Grade Submission

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 from a Canvas export

There is a way to export the final grades from Canvas into a .csv file that can then be directly uploaded into ARIESweb. This process works for an individual Canvas course as well as for courses which have been cross-listed in Canvas.

To export the final grades from Canvas, you must be assigned as an instructor for a course section in ARIESweb for the current term.

Prepare Canvas Gradebook for Final Grades Export

It is recommended to follow these steps below to ensure the final grades export file from Canvas matches what the Canvas gradebook displays as a final grade.
- Verify that a grade scheme is applied to the Canvas course
- Enter a 0 (zero) for missing grades in the Canvas gradebook
- Post Grades for any columns that have been hidden or not posted in the gradebook.

Verify Course Grading Scheme

At CSU, Canvas academic courses are set to start with the "Basic Letter Grade 90/80/70/60 Scheme". The course grading scheme is used to convert the numeric % value of the Total score into a letter grade.

Note: CSU only allows;
- A+, A, A-, B+, B, B-, C+, C, D, F as final letter grades
- S/U - Satisfactory/Unsatisfactory for Pass/Fail
- I - Incomplete
- H - Pass with Honors (for Doctor of Veterinary Medicine courses only)
- AU - Audit which is automatically assigned

Instructors are able add a new grading scheme into a Canvas course to use as the default grading scheme. After adding the grading scheme, make sure to select the new scheme as the course grading scheme (Follow steps under Set Grading Scheme heading).
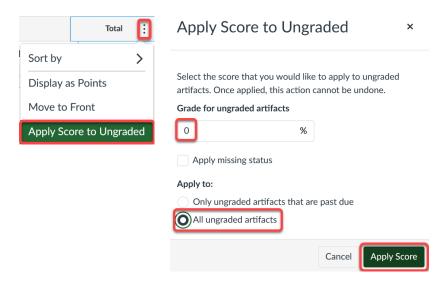
Additional information on the Canvas grading schemes webpage.

Enter a 0 (zero) for Missing Grades

When exporting final grades from Canvas, any missing assignments will be automatically assigned a grade of 0 (zero). It is recommended to assign any missing assignments in Canvas a grade of 0 (zero), so the Canvas gradebook matches the final grade export and the final grades in ARIESweb.

There are two options for entering a 0 (zero) for missing grades in Canvas
- [Set a default grade](#) of 0 (zero) for students with missing grades for an individual assignment
- [Apply a score of 0 (zero) for all assignments](#) that are missing a grade
  - This is best done from the Total column in the Canvas gradebook

Note – These features only work for assignments that are set to be submitted via Canvas.

You can also setup a [Missing Submission policy](#) in your Canvas course to automatically assign a 0 (zero) for any missing assignments where the due date has passed.

Post Grades for Hidden Assignments

In Canvas, student grades can be hidden in one of three ways: selecting a [manual grade posting policy for an assignment](#), selecting a [manual grading posting policy for a course,](#) or [hiding scores from an assignment's Options menu](#).

Hidden grades are indicated in the Canvas gradebook by the visibility icon next to assignment names and next to the total score.
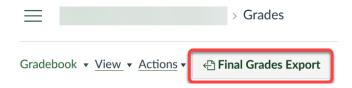

If there are any visibility icons in the gradebook, you must [post the grades for these assignments](#) before exporting the grades from Canvas.

If appropriate, after you have completed the steps in this document to export/download a copy of your final grades from Canvas, you may then [hide those columns](#) again.

Final Grades Export from Canvas

After completing the steps above, you can export the final grades from your Canvas course.
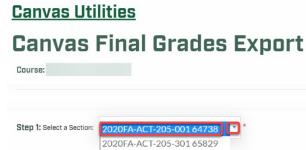
In the Canvas gradebook, click on the Final Grades Export button.

A new tab in your web browser will open, where you may need to login using Duo. You may also need to provide your NetID and password to login.

Click on the Select a Course drop-down menu, select the individual course section to download final grades.
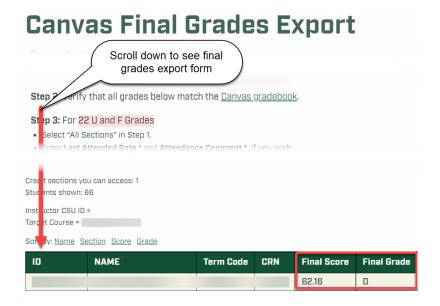
Note: If you cross-listed sections in Canvas, you will need to select each section and download a separate final grades file for each section.

Verify the Grades

Before clicking on the Export to Excel button in step 4, it is recommended to compare the letter grades you see on the final grades export form with the grades in the Canvas gradebook.

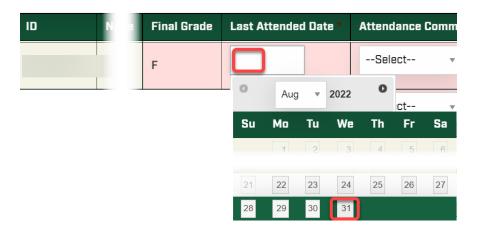To view the final grades export form, scroll to the bottom of the page.

Enter Date of Last Attendance for Grades of "U" or "F"

For students who receive a grade of "U" or "F" in a course, you are required to enter a date of last attendance information. This information can be entered into the Canvas final grade export file prior to exporting the final grades, or it can be entered directly into ARIESweb.

To enter the date of last attendance and the attendance comment in the final grades export, scroll to the bottom of the Canvas Final Grades Export page to the Canvas exported grades form.

On the Canvas exported final grade form, students with a grade of "U" or "F" are highlighted in red for easy identification. If the student attended the course, enter the last date they attended/participated in the course by clicking on the last attended date textbox in line with the student's name and choose the correct date.

Check Student's Canvas Course Activity

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

In the Canvas course navigation, click on the People link.

Under the Last Activity column, will be the date and time of the student's last activity in the course.

Note: The last activity time stamp updates when a user navigates through the course using the Course Navigation menu, replies to a discussion or submits an assignment or quiz, and when they access course files and pages. Mobile actions may not display due to local device caching.

Enter Attendance Comment

In the attendance comment column, choose "Did Attend" if the student attended the course and "Never Attended" if the student did not attend the course.

Export Final Grades File to Excel

After verifying all assignments have a score and entering in the last attended, click on the Export to Excel button to export the final grades in a .csv that can then be uploaded into ARIESweb.

The file will be downloaded onto your computer with the name in the format of your Canvas course name_crn_Final_Grades.xlsx. For example, 2020FA-ACT-205-001_64738_Final_Grades.xlsx.

Please remember that grades are confidential and must be stored securely.

It is recommended to move this file from the download location to a place on your computer where you are easily able to

Import Canvas Final Grades into ARIESweb

See our handout on how to import the Canvas Final Grades file into ARIESweb.

Canvas Support

College Canvas Coordinators
Canvas Help Website
Canvas Gradebook Guides