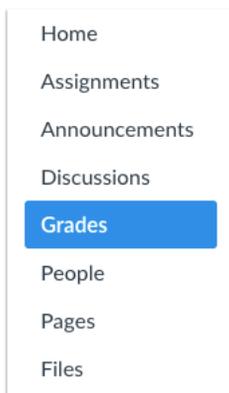


Downloading and Uploading Mid-Semester Grades in Canvas

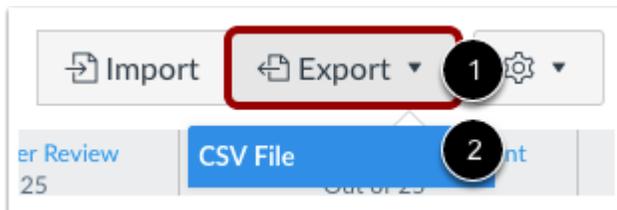
You can download your Gradebook from your course (export), copy data from another file into your Mid-Semester Grade column, and then upload the Gradebook file with the new data to your course (import) following the simple steps below.

Download Your Gradebook

1. In Course Navigation, click the Grades link.



2. Export your Gradebook by clicking the Export button [1] first and then the CSV File link [2].



3. Canvas will download the CSV file automatically to your computer when the export is completed.
4. Go to your Downloads folder to find and open the CSV file.
5. The CSV (Comma Separated Value) file format is native to Excel, so if you double-click on the file link, your Gradebook file will open automatically in Excel.
6. Your downloaded Gradebook will look like this

	A	B	C	D	E	F	G	H	
1	Student	ID	SIS User ID	SIS Login ID	Section	Attendance (534)	Mid-Semester Grade (534)	Assignments	Current Assignme
2	Points Possible					100	100 (read only)		(read only)
3	Boone, Emi	7831	6025792	eboone10	1171-FIU01-HIS-1011-SECB51-78828				0
4	Doe, Jessica	7838	1837717	jdoe2000	1171-FIU01-HIS-1011-SECB51-78828				0
5	Johnson, M	7833	6066882	mjohn000	1171-FIU01-HIS-1011-SECB51-78828				0

Add Your Mid-Semester Grades to the CSV File

Now you are ready to populate your Mid-Semester Grade column with your students' grades. This grade is to be stated as a percentage, as you can see from the Points Possible = 100 grade column setting.

You may have another Excel spreadsheet where you have recorded and calculated your Mid-Semester Grades. You can copy these percentage totals directly into your downloaded CSV file in the Mid-Semester Grade Column.

- Before you copy the grades over to the CSV file, make sure your list of students is sorted in the same order in both files. We suggest you sort by SIS User (PantherID) or SIS login (username), as those columns are unique identifiers. (You wouldn't want to sort by last and first name, as you might have several students with the same first and last name).
- Once you are certain the CSV file and the source data are in the same, order, simply copy the actual Mid-Semester grades from the column in your source data to the Mid-Semester Grade column in the CSV file. Your CSV file should look like this:

	A	B	C	D	E	F	G	
1	Student	ID	SIS User IC	SIS Login I	Section	Attendance (534	Mid-Semester Grade (534)	Assignme
2	Points Possible					100	100	read only
3	Boone, Emi	7831	6025792	eboone10	1171-FIU01-HIS-1011-SECB51-78828		90	
4	Doe, Jessica	7838	1837717	jdoe2000	1171-FIU01-HIS-1011-SECB51-78828		100	
5	Johnson, M	7833	6066882	mjohn000	1171-FIU01-HIS-1011-SECB51-78828		80	

Please pay close attention to the instructions below on what **NOT** to do.

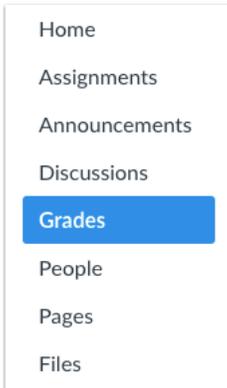
- **Don't** change the names of any columns in the CSV file.
- **Don't** change or remove any of the information in the remaining columns.
- **Don't** change the file name or the file type (.csv) of the CSV file.

All of these “**Don'ts**” are essential so that Canvas will be able to recognize and import your Gradebook file correctly when you upload it to Canvas.

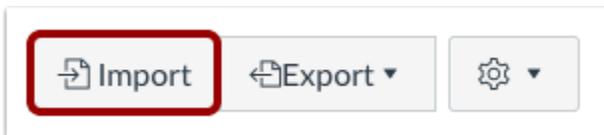
Upload Your Gradebook

Once you see that your CSV file correctly includes your Mid-Semester Grade, you are ready to send your Gradebook back to your course. You will now re-upload the same file and the grades you added will appear in Canvas once you re-upload the CSV file.

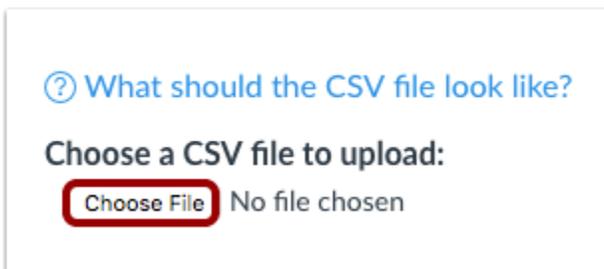
1. In Course Navigation, click the Grades link.



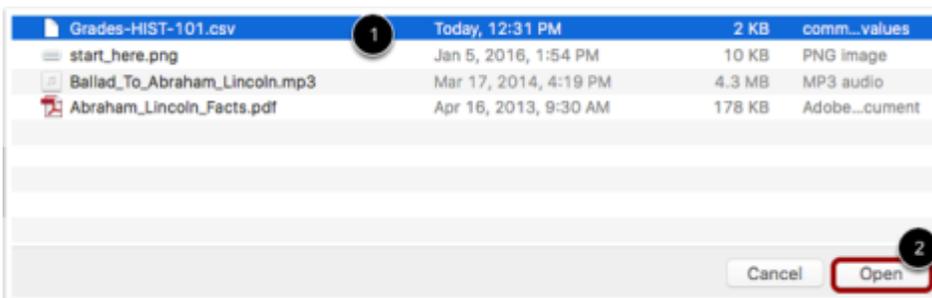
2. Click the Import button.



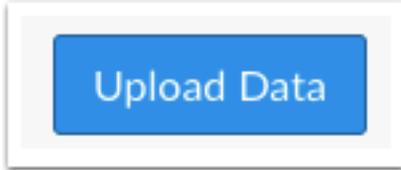
3. Click the Choose File or Browse button (depending on your browser).



4. Select the CSV file (1) wherever it is on your computer and then click Open (2).



5. Click the Upload Data button



6. Review the changes made to your Gradebook [1], then click the Save Changes button [2].

Upload Gradebook: History 101

Student	Attendance		Mid-Semester Grade	
	From	To	From	To
Emily Boone				90
Jessica Doe				100
Max Johnson				80

1

2

Save Changes Cancel

7. View the updated Gradebook in your course.
8. Mission accomplished!