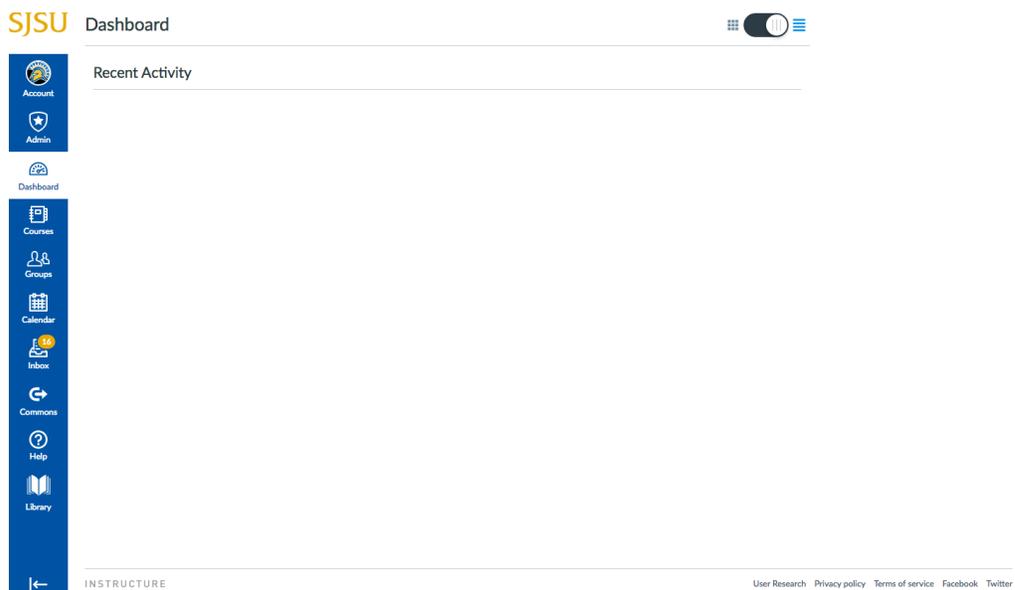


Canvas Grades Export – File Format

This guide provides details about the steps required to prepare a file to transfer grades from Canvas to the SJSU PeopleSoft website. The steps are as follows:

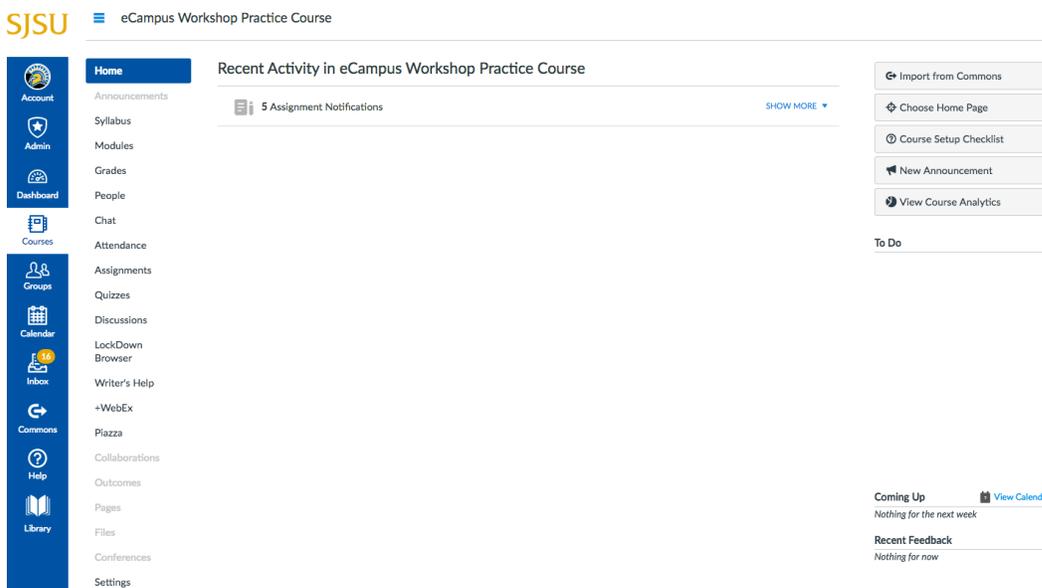
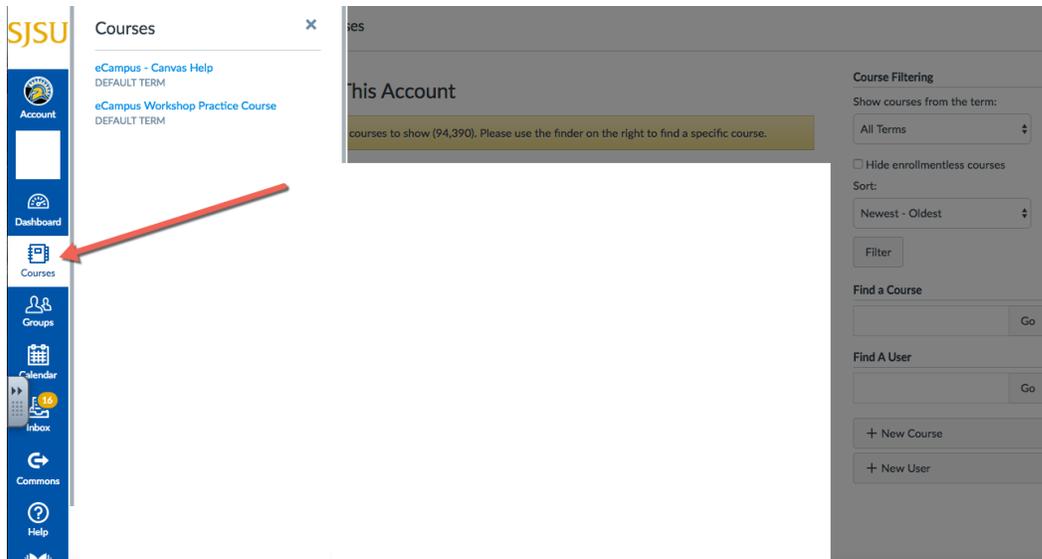
Step 1 – Log into Canvas

Navigate to Canvas using the link: <https://sjsu.instructure.com>



Step 2 – Select a Course

Select your course using the “Courses” button on the left navigation panel.



Step 3 – Access the Course Gradebook

Navigate to “Grades” using the Grades button on the left course navigation menu.

eCampus Workshop Practice Course

Home Recent Activity in eCampus Workshop Practice Course

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Outcomes

SJSU eCampus Workshop Practice Course > Grades

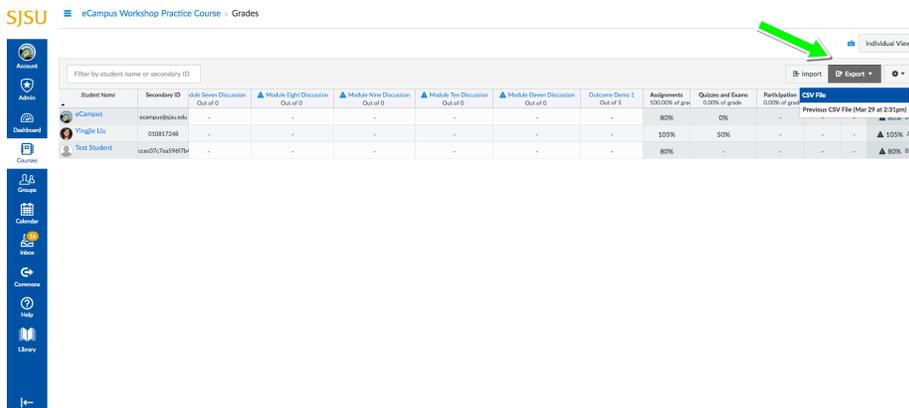
Individual View

Filter by student name or secondary ID

Student Name	Secondary ID	Module Seven Discussion Out of 0	Module Eight Discussion Out of 0	Module Nine Discussion Out of 0	Module Ten Discussion Out of 0	Module Eleven Discussion Out of 0	Outcome Demo 1 Out of 5	Assignments 100.00% of grade	Quizzes and Exams 0.00% of grade	Participation 0.00% of grade	Outcome 0.00% of grade	Essay 10.00%	Total
		-	-	-	-	-	-	80%	0%	-	-	-	▲ 80% B-
		-	-	-	-	-	-	105%	50%	-	-	-	▲ 105% A
		-	-	-	-	-	-	80%	-	-	-	-	▲ 80% B-

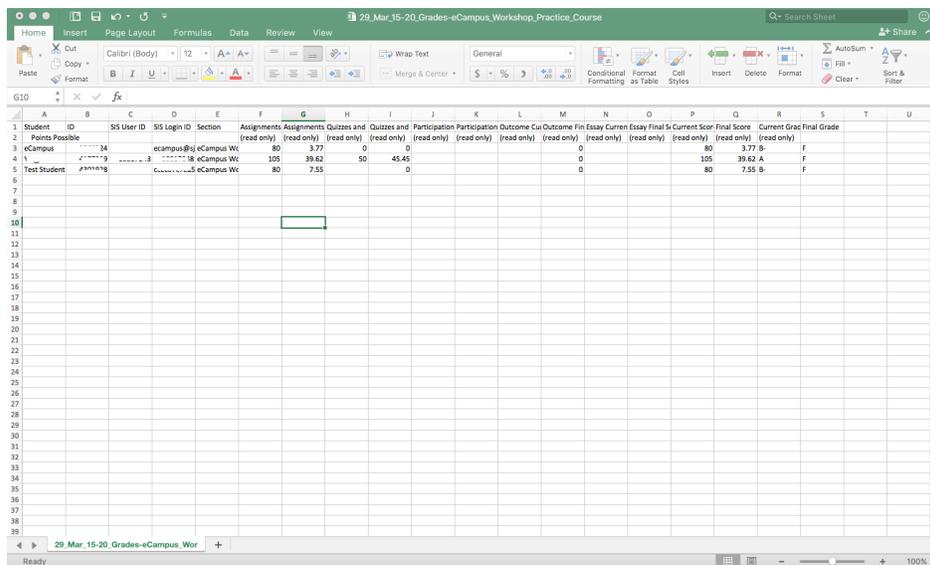
Step 4 – Grade Export

Export Grades in CSV format using the Export button located on the left side of the gradebook.



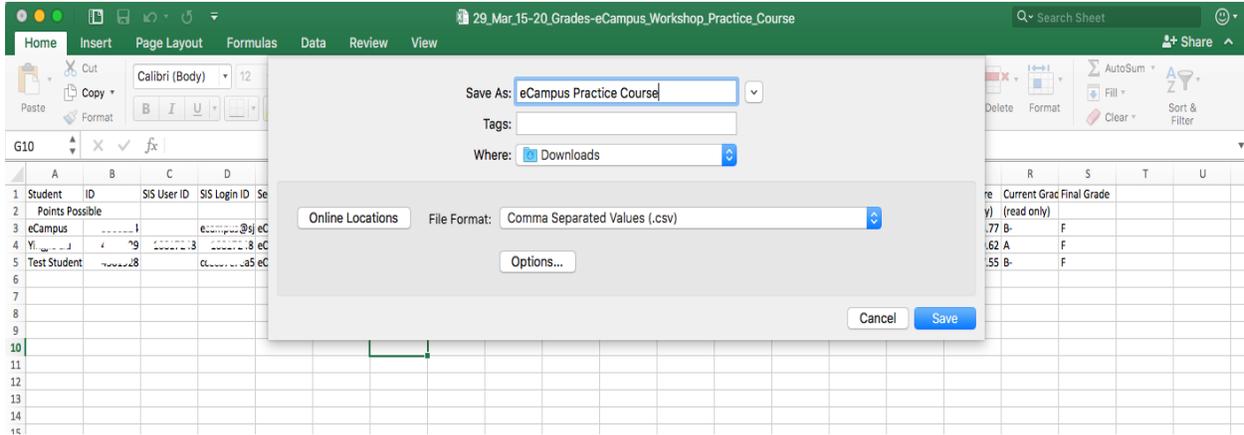
Step 5 – Grades in Excel

Open the CSV file using Microsoft Excel



Step 6 – Save the File

Save the file with a different name using not more than 60 characters. Make note of the name of this file.



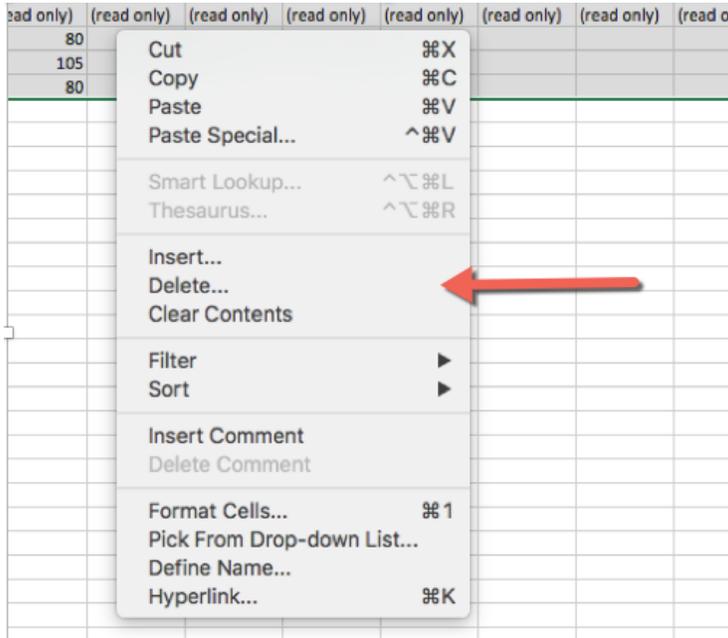
Step 7 – Edit the File

Remove all columns except “SIS User ID” (represents SJSU ID) and last column “Final Grade”

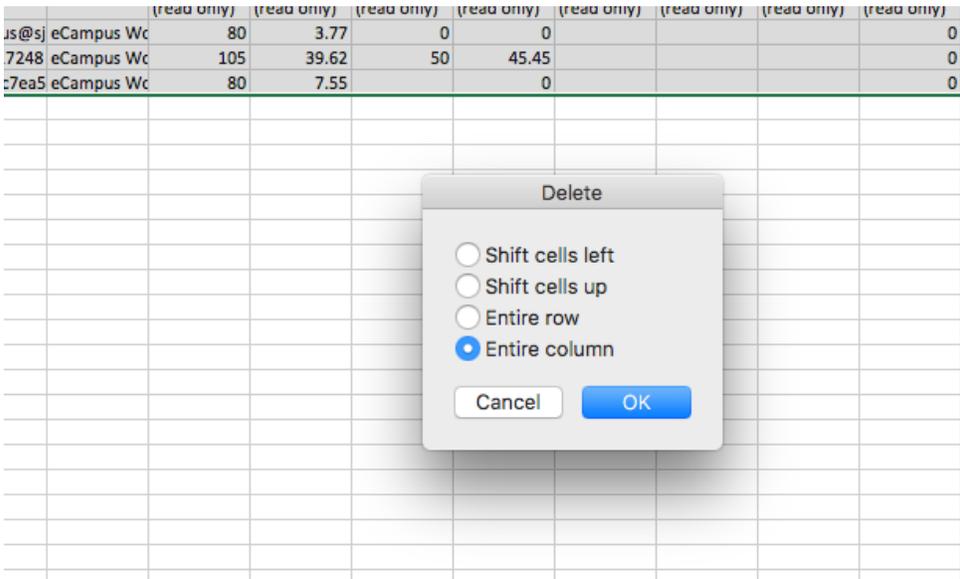
A. Select columns you want to remove

ID	SIS User ID	SIS Login ID	Section	Assignments (read only)	Assignments (read only)	Quizzes and (read only)	Quizzes and (read only)	Participation (read only)	Participation (read only)	Outcome Cui (read only)	Outcome Fin (read only)	Essay Curren (read only)	Essay Final Si (read only)	Current Scor (read only)	Final Score (read only)	Current Grad (read only)	Final Grade
		ecampus@sj	eCampus We	80	3.77	0	0				0			80	3.77	B-	B-
	4		48 eCampus We	105	39.62	50	45.45				0			105	39.62	A	A
			5 eCampus We	80	7.55		0				0			80	7.55	B-	B-

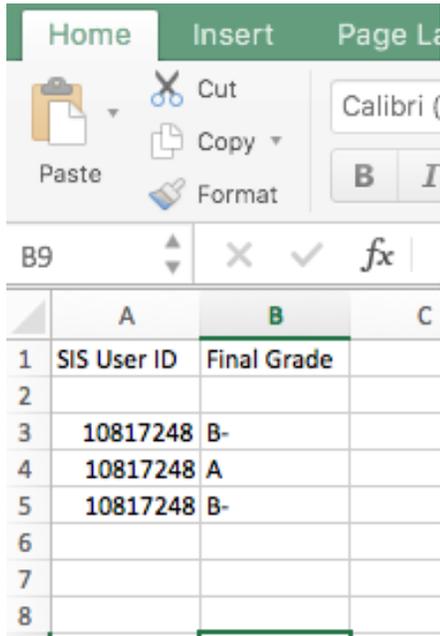
B. Right click and click on delete.



C. Select 'Entire Column'



D. Similarly remove all columns except SIS User ID and Final Grade



Step 8 – Save and Upload

Once saved, the file is now formatted and ready for upload on SJSU PeopleSoft via the Grade Roster.