



Compare Canvas Grade Book to Final Grades Export

In December 2017, an obscure issue was discovered that impacted Final Grades Export from a Canvas grade book. The final grades export file can be used to move final grades from a Canvas course into ARIESweb.

If an instructor enters a grade for an assignment in the grade book, then changes the differentiated list of students for that assignment and excludes a student who already has a grade, the Final Grades Export for ARIESweb will not be correct for that student.

If you have this scenario in your Canvas course, here is how to compare the grades in your Canvas grade book to the grades in the Final Grades Export and correct any discrepancies.

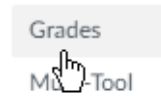
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Prerequisites:

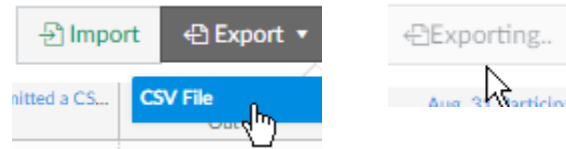
1. Set any missing student grades to a grade of 0.
You can use the “[Set Default Grade](#)” feature to quickly set a grade in a Canvas grade column.
2. Setup the Grading Scheme you wish to use for your Canvas course.
<http://info.canvas.colostate.edu/grading-schemes.aspx>

I. Export Copy of Grade Book.

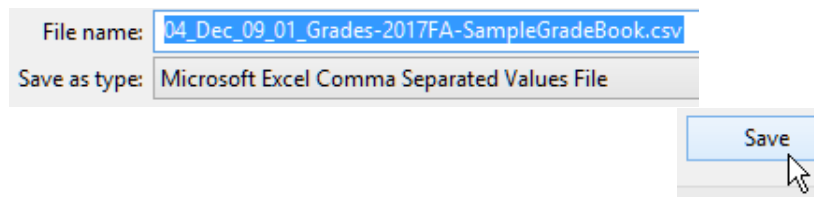
a) On the **left course menu** *click Grades*.



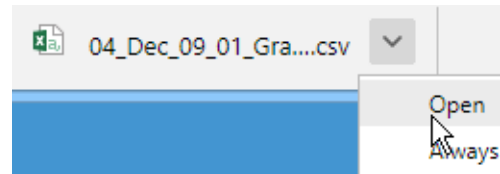
b) In the top right, under **Export**, *click CSV file*.



c) *Save* the **copy** of your **grade book** to your computer.



d) *Open* the **grade book file** you downloaded.

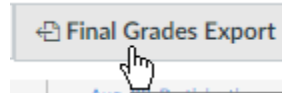


Consider *printing* a copy of the grade book to make it easier to compare to the final grades export.

II. View Final Grades Export

The Final Grades Export is the version of your grade book that you can download and then upload into ARIESweb.

- a) In your Canvas grade book, at the top right, *click* **Final Grades Export**.



- b) *Enter* your **CSU eID**.

eName:
Password:

- c) *Select* your **course**.

Step 1: Select a Section:

Here you can view the final grades in ARIESweb format.

ID	NAME	Term Code	CRN	Final Score	Final Grade
		201710	20611	89.64	A-
		201710	20611	85.58	B
		201710	20611	89.9	A-

III. Compare Final Grades Export to Grade Book Download

- a) *Open* the **grade file** that you downloaded **from your Canvas course**.
Or, it might be easier to print a copy of your grade book for the comparison.
- b) *Compare* the **final Score and Final Grade** columns between the grade book download and the Final Grades Export.

From Grade Book

BE	BF	BG
Final Score (read only)	Current Grad (read only)	Final Grade
89.64	A-	A-
85.58	B	B
88	B+	B+

Discrepancy?

Final Grades Export

Term Code	CRN	Final Score	Final Grade
201710	20611	89.64	A-
201710	20611	85.58	B
201710	20611	89.9	A-

In the example above, the student's grade differs between the file downloaded from the grade book and the Final Grades Export screen. The student had received a grade for a differentiated assignment. The instructor changed the differentiated (list of students) assignment and this student was no longer on the list of students who needed to complete the assignment.

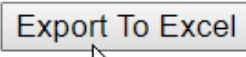
The grade book accurately removed the assignment from the student's grade calculation. The Final Grades Export did not remove the assignment from its calculations.

IV. If Necessary, Make Adjustments to Final Grades Export File

If you see a discrepancy between your grade book download file and the Final Grades Export page, it is likely caused by the differentiated assignment grade concern.

- a) *Verify* the grades in your **grade book** are correct.
- b) *Note / highlight* any **discrepancies** on the downloaded graded book file.

- c) *Download and Save* the **Final Grades Export** file.

Step 4:  A rectangular button with the text "Export To Excel" and a mouse cursor pointing to it.

Step 5: Save the Excel file to a secure location.

- d) *Update* the **student's grade** in the Final Grades Export file.

E	F
Final Score	Final Grade
89.64	A-
85.58	B
88	B+

- e) *Save* the **updated Final Grades Export file** on your computer.

[Follow the steps to upload the Final Grades Export file into ARIESweb.](#)

V. Canvas Support

Canvas Help Web Site

<http://info.canvas.colostate.edu>

Canvas Guides

<https://community.canvaslms.com/community/answers/guides>

College Canvas Coordinators

<http://info.canvas.colostate.edu/coordinators.aspx>

Central Canvas Support

canvashelp@colostate.edu