In the Summer of 2015, CSU moved to a new version of student final letter grade entry / submission in ARIESweb.

Instructors have two options for 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 it 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.

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 any columns you may have muted in the grade book.

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I. Verify Course Grading Scheme.

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.
II. Enter “0” for Missing Grades

A. Treat Ungraded as “0” Option

*Note:* This option will have no impact on the grades students see. It will allow the instructor to see what a student’s grade will be with missing assignments counted as 0. By default, students see their grade calculated on the assignments for which they have received a grade; it does not calculate missed assignments. Students do have the option to adjust their Grades view to show them their grade based on turned in and missing assignments.

1) In your Canvas course, on the left menu, click Grades.

2) At the top right, under the gear icon, select “Treat Ungraded as 0”.

   This will accurately display the students’ final grade in the Total column.

OR

B. Set Default Grade in Column to “0”.

*Note:* This option will impact the grades students see. The default setting for their Grades is to show them their grades based on graded assignments. Entering a “0” for a missed assignment will then display their grade with the missing assignment included.

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.

This will assign a 0 to anyone who does not already have a grade for the assignment.

III. Unmute Grade Book Columns You May Have Muted

In the Canvas grade book, an instructor can mute a column, which hides the scores in that column in student.

At this time, if a column is muted in the grade book, it will not be included in the Final Grade Export calculations. You will need to Unmute columns before you export a copy of your final grades out of Canvas.

A muted column will have a red speaker with an x to the left of its name.
Use the drop down menu next to a column’s name and select Unmute Assignment.

The column will no longer have speaker with red x next to name.

NOTE: Unmuting a column will send a notification to your students.

If you hid the grade book Totals column from your students, you do NOT have to unhide the Totals.

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 mute those columns again.
IV. Export and Save 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 download final grade information, or “All Sections” if you crosslisted/combined sections and want one file.

Canvas can download all sections into one Excel spreadsheet file with a separate tab for each section.

d) Under Step 2: Click Export to Excel.
e) **Choose where to save** the grade file on your computer and save the file.

f) The file name will be something like:
   - Individual file: “2015SM-JTC-311-401_55597_Final_Grades.xlsx” or
   - All Sections: “All_Sections_2015SM-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 Grade</th>
<th>Last Attended Date</th>
<th>Attendance Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Ram, Cam</td>
<td>201560</td>
<td>52416</td>
<td>82.47</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>987654321</td>
<td>Granger, Hermoine</td>
<td>201560</td>
<td>52416</td>
<td>99.9</td>
<td>A+</td>
<td></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.

You would use the same file for section 801 in ARIESweb, but select the tab for section 801 students, CRN 55771.
V. For Students Who Received an “F” How to Check 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: 1/25/2015)
- Attendance Comment of “Did Attend” or “Never Attended”

For students who never attended, assign “U” or “F”, with date of the first day of class.

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.
VI. Follow Registrar’s Instructions to upload Final Grades Excel file into ARIESweb Final Grade Entry.

Log into ARIESweb:
  a. ON-campus: http://ariesweb.colostate.edu
  b. OFF-campus: log into https://secure.colostate.edu first

To enter grades click Grade and Section Instructional Format Submission.

For grade submission help information click “Grade Submission Help”

Click “How to Import Grades From Excel Spreadsheets”

VII. Canvas Help / Support

Canvas Help Web Site
http://info.canvas.colostate.edu

Canvas Guides
http://info.canvas.colostate.edu/online-resources.aspx

College Canvas Coordinators
http://info.canvas.colostate.edu/coordinators.aspx