



Export Final Letter Grades from Canvas for ARIESweb Grade Entry 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.

The Canvas team developed an easy way to export the final grades from Canvas which formats them 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.**

New Summer 2016 – Easily Enter Date of Last Attendance

We have made it easier for instructors who have students who receive a letter grade of “U” or “F” to enter the “date of last attendance” and whether the “student attended the class” information into the spreadsheet exported from their Canvas grade book.

This information can then be easily uploaded into ARIESweb.

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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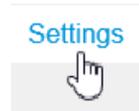
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I. Verify Course Grading Scheme.

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**.



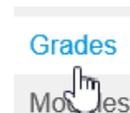
[Additional information on Canvas grading schemes.](#)

II. Enter “0” for Missing Grades

A. Treat Ungraded as “0” Option

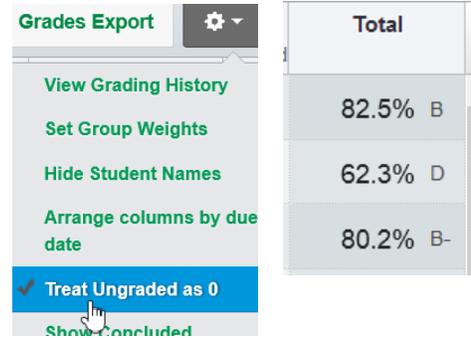
Note: This option will have no impact on the partial grades students see. It will allow the instructor to see what a student’s grade will be with missing assignments counted as 0. See the next section to view the grades students see.

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



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.



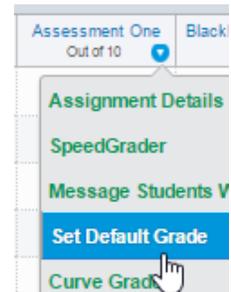
OR

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

Note: This option will impact the partial grades students see. See the next section to view the grades students see.

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.

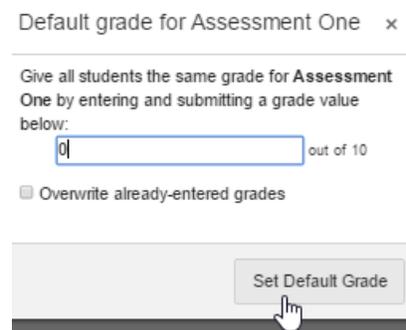
Next to the **assignment’s column name**, *click* in the **drop down menu** and *select* **Set Default Grade**.



In the **box type 0**.

Click **Set Default Grade**.

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



Grades - What Do Students See

On the left course menu **students click on Grades**.

Partial Score – grade based on assignments students have turned in which have been graded. Does not include missing assignments.

Total Score – grade based on all possible graded assignments in the course. Missing assignments are treated as “0”.

Partial Score: 88%

Partial Grade: B+

Only entered scores are counted.

Total Score: 88%

Total Grade: B+

Missing/ungraded scores (-) are counted as 0.

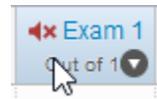
Final grades are not official until they appear in RAMweb.

III. Unmute Grade Book Columns You May Have Muted

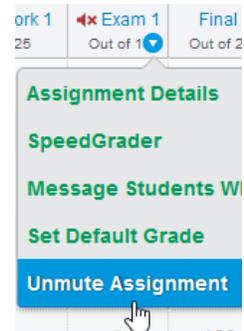
In the Canvas grade book, an instructor can mute a column, which hides the scores in that column from students.

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.

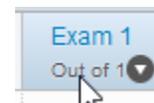
A **muted column** will have a **red speaker with an x** to the left of its name.



Use the **drop down menu** next to a **column's name** and *select Unmute Assignment*.



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



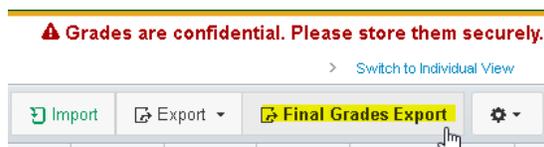
NOTE: Unmuting a column will send a notification to your students.

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

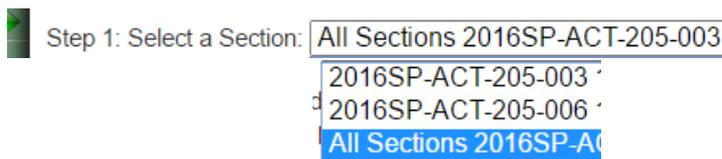
If appropriate, after you have completed the steps in this document to export/download a copy of your final grades from Canvas to your computer, you can then mute those columns again.

IV. Export 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 grades, 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.
 - To enter “Last Attended Date” and Attendance Comment for U and F grades, *select* **“All Sections”** from the drop down menu.



V. Verify the grades that will be exported from Canvas grade book.

We recommend that you compare the letter grades you see on the Final Grades Export form with your Canvas grade book. Do you see any concerns?

ID	NAME	Term Code	CRN	Final Score	Final Grade	Last Attended Date *	Attendance Comment *
		201610	16886	86.18	B		
		201610	16886	78.97	C		
		201610	16886	51.64	F	<input type="text"/>	--Select--

VI. Enter Last Attendance For Grades of “ U “ or “ F”

For students who receive a grade of “U” or “F” in your course, you are required to enter a date of last attendance information.

You can enter this information into the Canvas Final Grade Export file or you can enter this information directly into ARIESweb.

In the Canvas Exported Final Grade form students with a grade of “F” or “U” are **highlighted in red for easy identification.**

We provide a drop down menu next to these student’s grades to enter date of last attendance information.

Did the student attend the course?

If so, enter the last date they attended / participated in the course.

If they never attended, set the comment to “Never Attended” and the date will be set to the first day of class for that semester.

A For Students Who Received a “U” or “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: 1/19/2016)
- 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 for that semester.

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

In Canvas, here is how to view a student’s course activity:

On the **left menu** *click* **People**



Click on a **student’s name**.

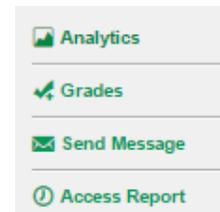


On the **top right** you will see:

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.

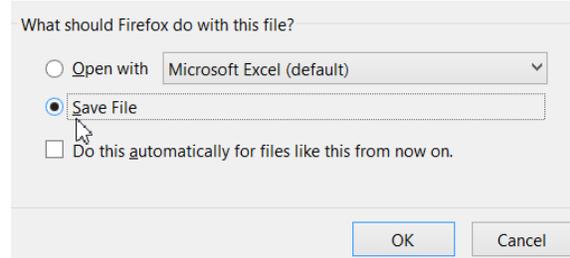


VII. Export / Save Final Grades to Excel

a) Under Step 3: *Click Export to Excel.*

Step 3: **Export To Excel** 

b) *Choose where to save* the grade file on your computer and save the file.



c) The file name will be something like:

- Individual file: “2016SP-ACT-205-003_55597_Final_Grades.xlsx” or
- All Sections: “All_Sections_2016SP-JTC-311-401_Final_Grades.xlsx”

Sample of exported single Canvas course Grade Book

	A	B	C	D	E	F	G	H	I
1	ID	NAME	Term Code	CRN	Final Score	Final Grad	Last Atten	Attendance	Comment
			201610	16886	78.97	C			
			201610	16886	51.64	F	01/19/201	Never Attended	
			201610	16886	94.26	A			

*Sample exported Canvas Grade book: cross listed / combined course sections
 Note there are separate worksheets within the Excel spreadsheet for each section.*

	A	B	C	D	E	F	G	H
1	ID	NAME	Term Code	CRN	Final Score	Final Grade	Last Attended Date	Attendance Comment
2	123456789	Ram,Cam	201560	52416	82.47	B		
3	987654321	Granger, Hermoir	201560	52416	99.9	A+		
4								

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.

Next Step: Import Canvas Final Grades into ARIESweb

See our [handout on how to import the Canvas Final Grades file you downloaded to your computer into ARIESweb.](#)

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**”

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>