

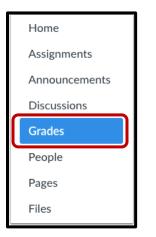
EXPORT GRADES TO CSV



UPDATED: OCTOBER 2021

A CSV file is a comma, separated values file. This is a file that will open in a spreadsheet program and displays all columns from the Canvas gradebook.

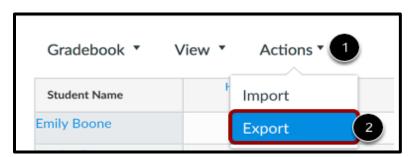
1. Click **Grades** from the Course Navigation to open the Canvas gradebook.



2. Be sure you are viewing your Grades in **Default** view where you see all students, and all assignments as columns and rows.

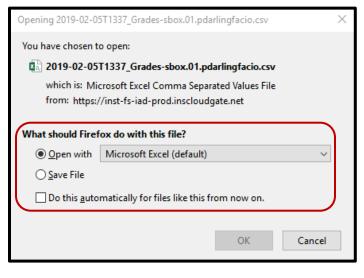
Gradebook •	View Actions				É	Search		•
Student Name	Upload a File Out of 10	In Class Quiz Out of 10	Intro Out of 10	Class Introd Out of 5	Week 2 Out of 32	Final Exam Out of 100	Group Disc Out of 10	Fi UN
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	-	-	-	-	-	-	-	

3. Click the **Actions** button **①**, then click **Export ②**. If you have done a previous export, that will be listed below the Export option.



4. When the export is complete, Canvas will download the CSV file automatically to your computer.

5. If you choose **Open**, the file will open with Microsoft Excel. You can also choose to **Save** the file to your computer.



- 6. If you open the file, use the **Save As** command from the **File** tab in **Excel** to save the file with the name requested by your department or Associate Dean.
- 7. You should change the file type to **Excel Workbook** in the Save As dialog box.

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Authors: Pamela Darling-Facio	Tags: Add a tag	Title: Add a title						
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8. Send the Excel file to your Associate Dean or department as an email attachment.

For more information, you can view the Help Guide from Canvas: Export Grades