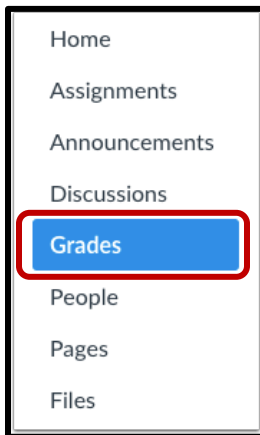


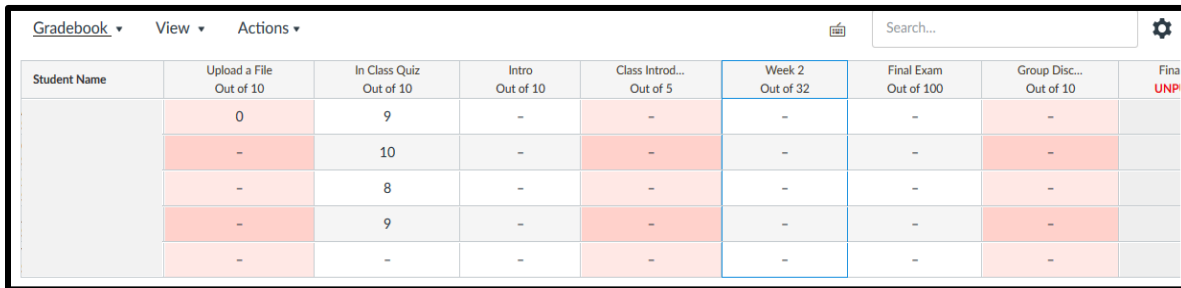


A CSV file is a comma, separated values file. This is a file that will open in a spreadsheet program and displays all columns from the Canvas gradebook.

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

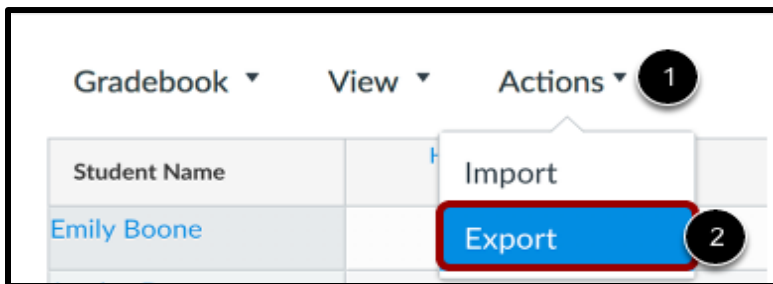


2. Be sure you are viewing your Grades in **Default** view where you see all students, and all assignments as columns and rows.



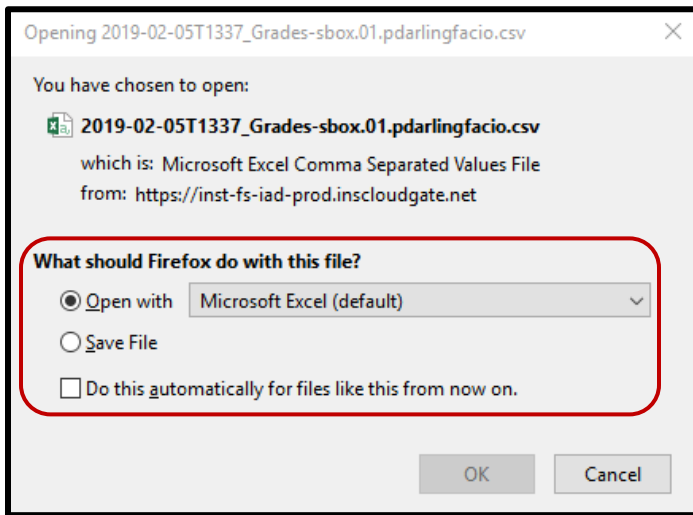
Student Name	Upload a File Out of 10	In Class Quiz Out of 10	Intro Out of 10	Class Introd... Out of 5	Week 2 Out of 32	Final Exam Out of 100	Group Disc... Out of 10	Final UNP
	0	9	-	-	-	-	-	
	-	10	-	-	-	-	-	
	-	8	-	-	-	-	-	
	-	9	-	-	-	-	-	
	-	-	-	-	-	-	-	

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

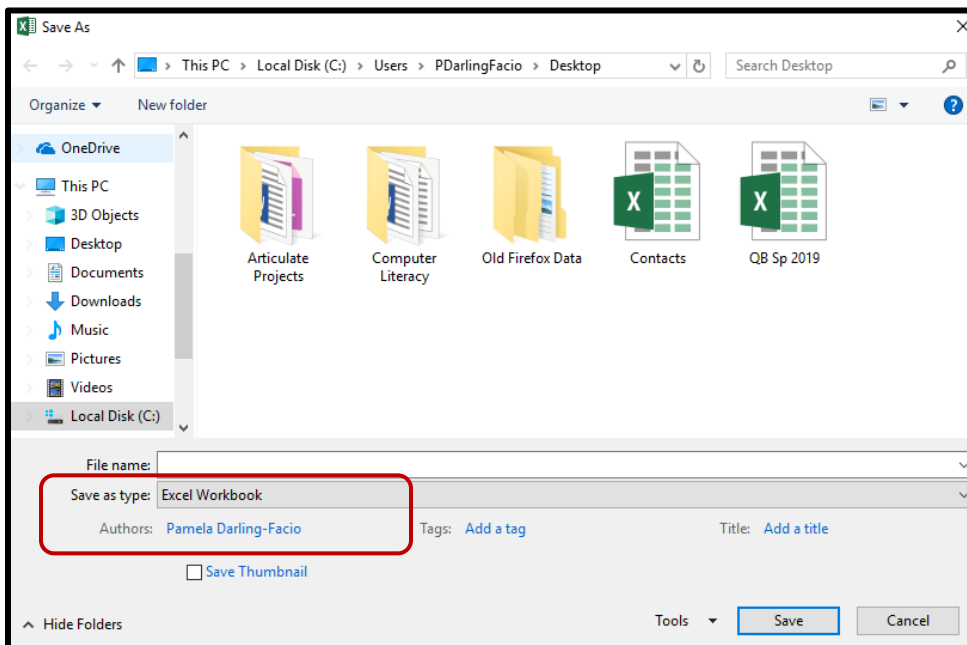


4. When the export is complete, Canvas will download the CSV file automatically to your computer.

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.



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](#)