



UPDATED: NOVEMBER 2024

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 • V	/iew • Actions •				122	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	Fina UNP
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3. Click the **Export** button, then select **Export Entire Gradebook**.

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- 4. When the export is complete, Canvas will download the CSV file automatically to your Downloads folder on 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.

Opening 2019-02-05T1337_Grades-sbox.01.pdarlingfacio.csv	\times					
You have chosen to open:						
2019-02-05T1337_Grades-sbox.01.pdarlingfacio.csv						
which is: Microsoft Excel Comma Separated Values File						
from: https://inst-fs-iad-prod.inscloudgate.net						
What should Firefox do with this file?						
Open with Microsoft Excel (default)	\sim					
⊖ <u>S</u> ave File						
Do this <u>a</u> utomatically for files like this from now on.						
OK Ca	ancel					

- 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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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