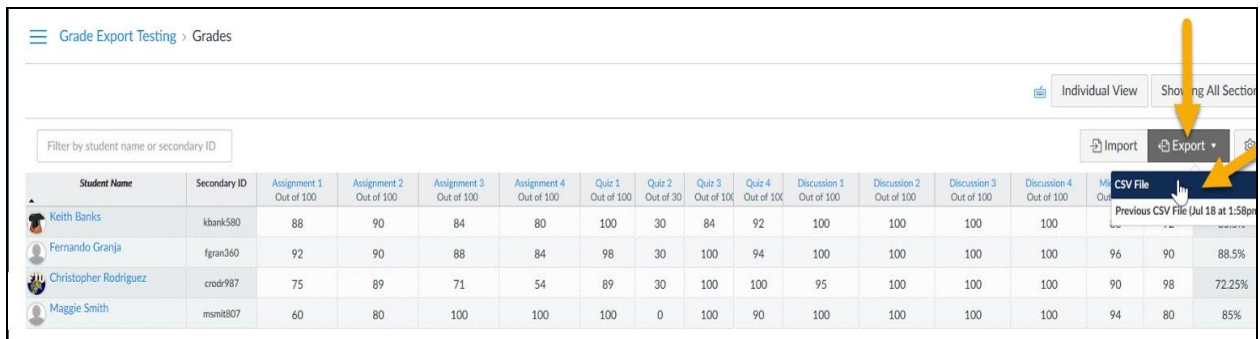


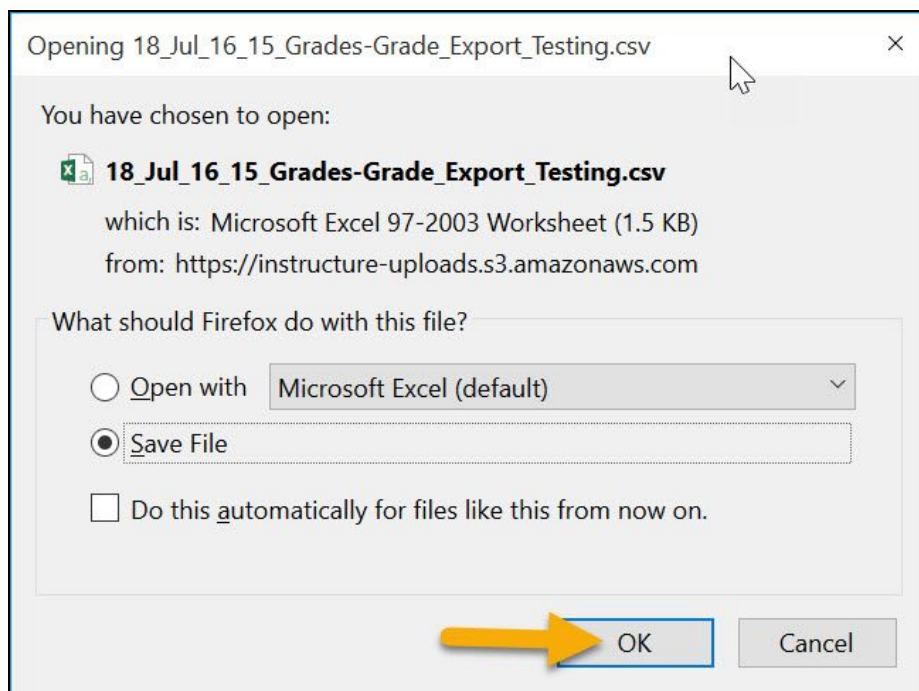
Exporting Canvas Final Grades

Follow the steps below to prepare a CSV from Canvas to import grades into Panthersoft.

- 1) From within your Canvas course, navigate to the Grades area to access the gradebook. Look toward the right side for the “Export” button. In the dropdown menu, click “CSV File”, to assure you are receiving a CSV with the latest grades.



- 2) When prompted, click to download and save the CSV export.



3) Open up the CSV in Excel

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Student	ID	SIS User ID	SIS Login ID	Section	Assignment	Assignment	Assignment	Assignment	Midterm Exa	Final Exam (A
2	Points Possible					100	100	100	100	100	100 (t
3	Roary	412	2227055	roary002	U01	98	99	89	90	95	96
4	Sunblazers	9254	3411737	sblaz001	U01	80	75	70	79	85	89
5	FIU MMC	12159	3366731	FIUMC411	U01	80	86	89	78	88	84
6	Golden Panthers	655	4567432	gpant987	U02	34	45	0	70	67	68
7	FIU BBC	12159	3366771	FIUBC411	U02	80	86	89	78	88	84
8	FIU i75	459	3366710	FIUI7555	U02	80	86	89	78	88	84

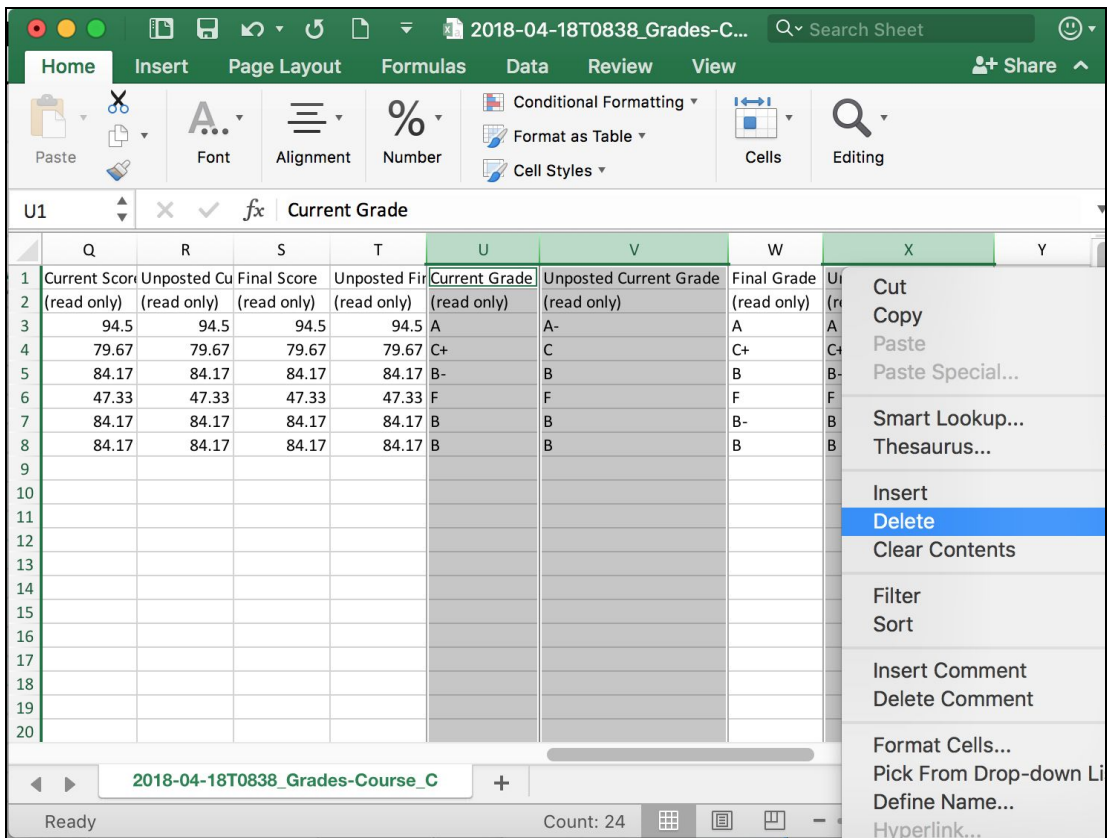
4) Highlight all columns to the left of the column that has "SIS User ID" as a header. Right click for the menu and then delete those columns.

The screenshot shows the same Excel spreadsheet as above, but with columns A and B highlighted. A context menu is open over column B, with the 'Delete' option selected. The menu options are:

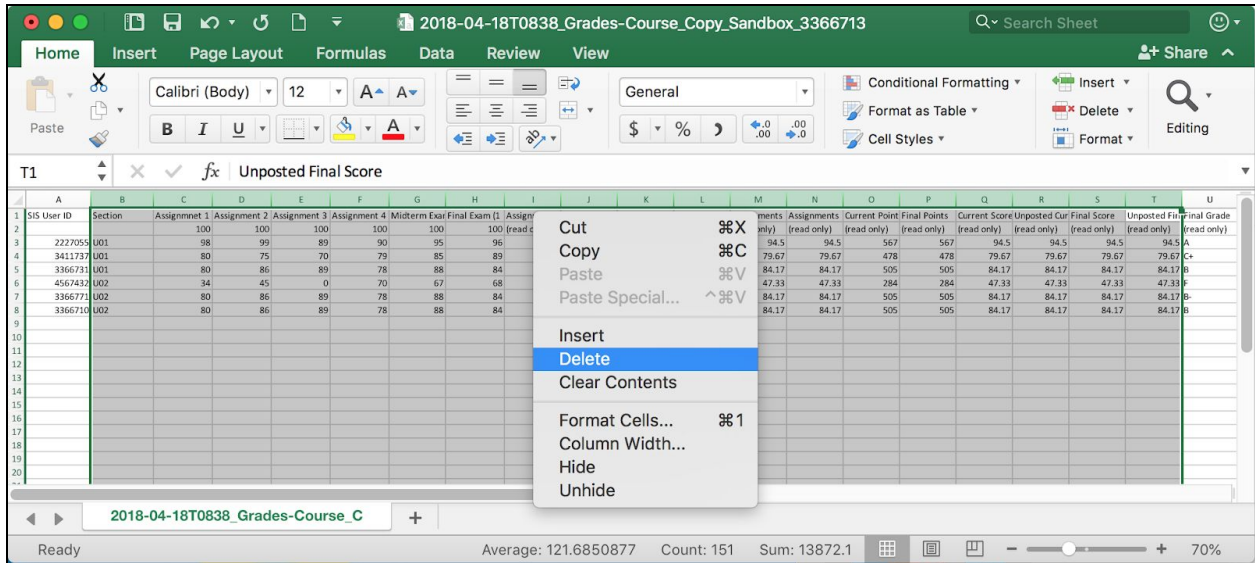
- Cut
- Copy
- Paste
- Paste Special...
- Insert
- Delete**
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide

- 5) Scroll to the last columns on the right, you should have four letter grade columns: Current Grade, Final Grade and their unposted versions. The CSV download includes read-only columns for current and final grades. Current grade reflects the total while ignoring unsubmitted assignments, and the final grade counts unsubmitted assignments as zero. Muted assignments are unposted grades and shown in separate columns for unposted current grade and unposted final grade, respectively.

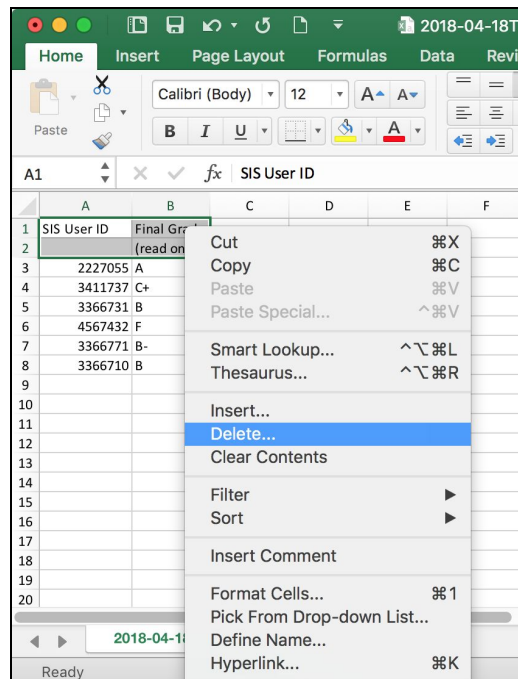
Verify that the Final Grade column contains the correct grades you want to submit. Highlight the other three columns for deletion. Right click for the menu and then delete those columns.



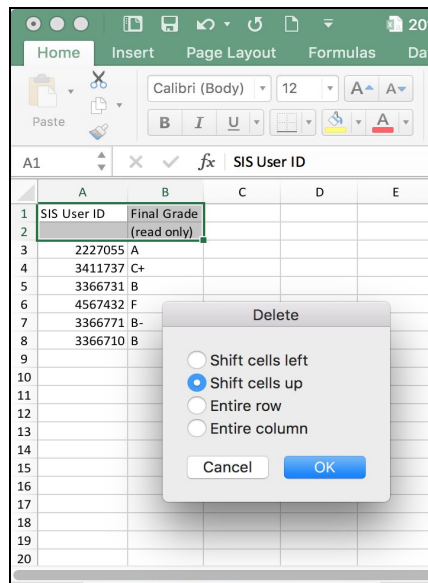
- 6) The “SIS User ID” column should be the first column from the left. The Final Letter Grade column you selected to keep should be the last column from the right. Given this, now highlight all the columns between the “SIS User ID” column and the letter grade column. The “SIS User ID” and Final Letter Grade column you selected to keep should be the only columns **not** highlighted. With all the other columns selected, right click for the menu and then delete those columns.



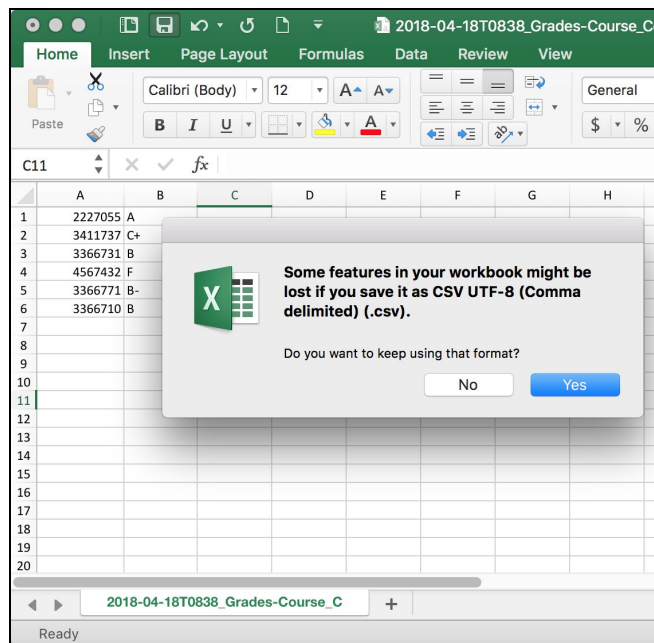
- 7) With only the two columns we need, now highlight any cells above the first row containing a panther ID and final grade. Right click delete, which will give you a prompt.



- 8) In the prompt that comes up, make sure “Shift cells up” is selected. Then, click “OK” to finalize the deletion.



- 9) You should only have two columns now: Panther IDs and Final Letter Grades. Make sure to save your changes after you are done. When closing Excel, please make sure to select “Yes” if asked, “Do you want to keep using that format?”



You are now ready to upload your CSV into Panthersoft! More information regarding this can be found here (<https://panthersoft.fiu.edu/myfiu-grade-import/>).