

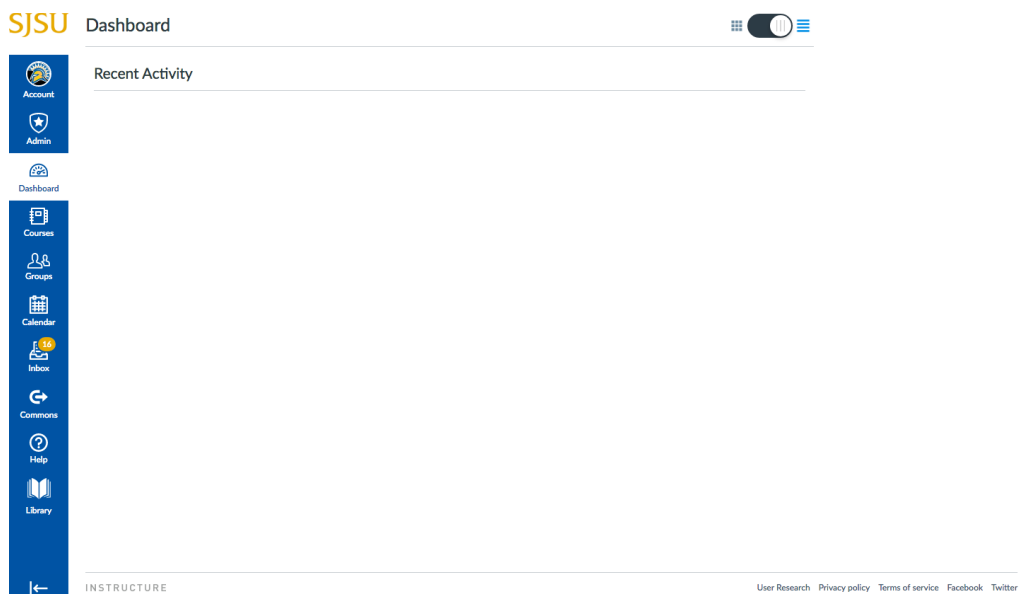
## Canvas Grades Export –File Format

---

This guide provides details about the steps required to prepare a file to transfer grades from Canvas to the SJSU PeopleSoft website. The steps are as follows:

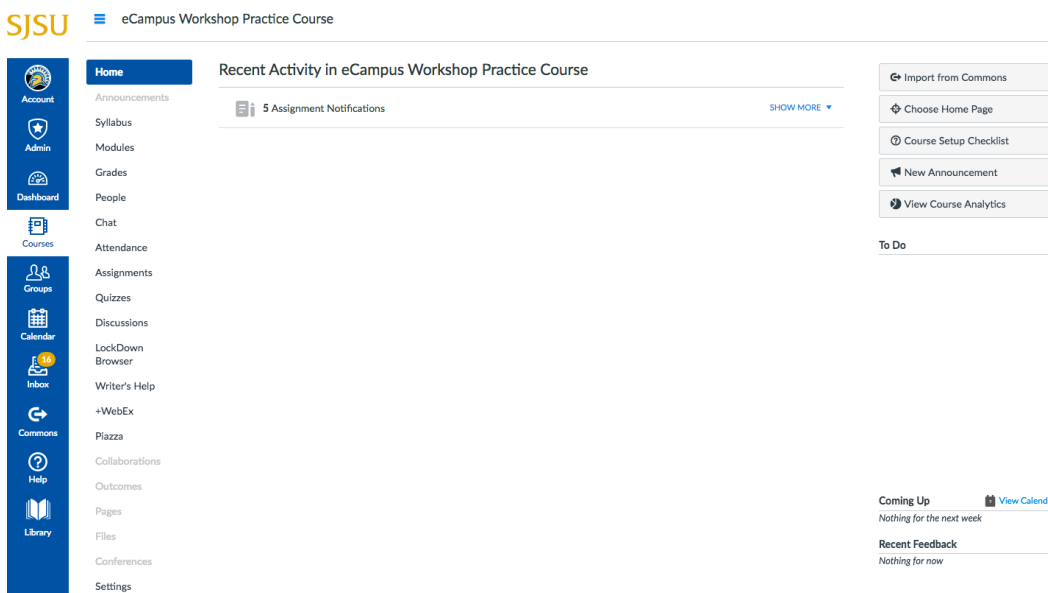
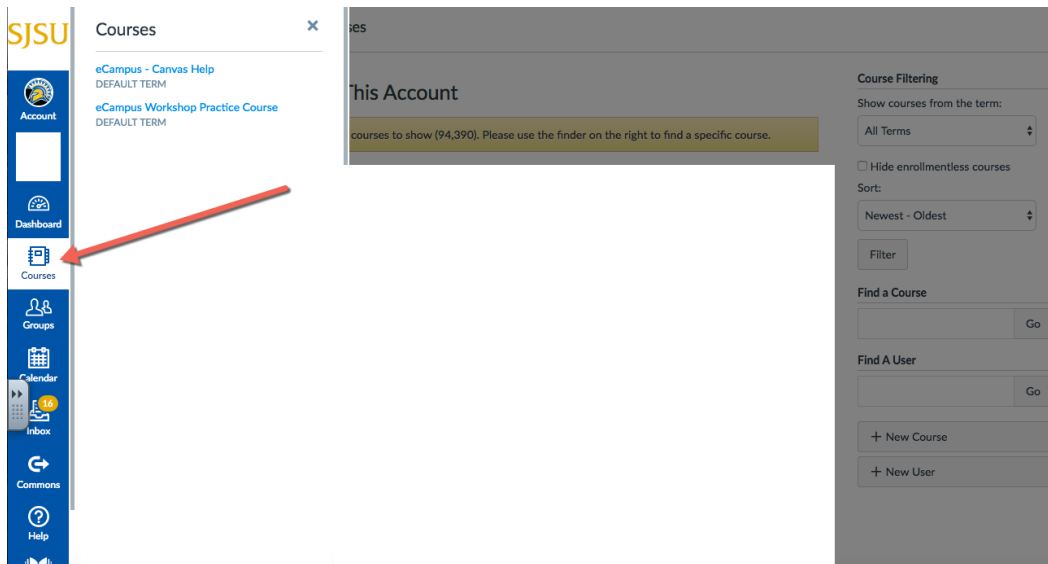
### Step 1 – Log into Canvas

Navigate to Canvas using the link: <https://sjsu.instructure.com>



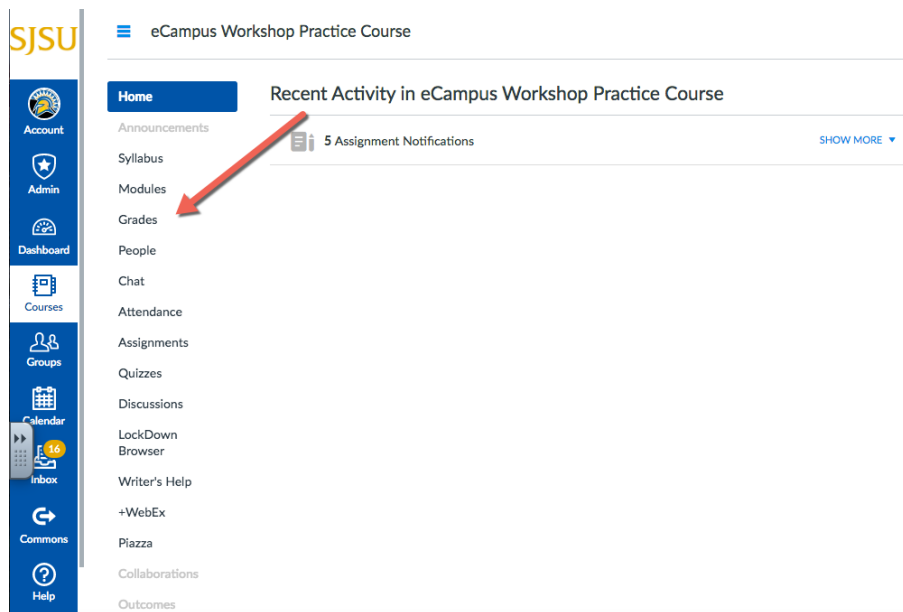
## Step 2 – Select a Course

Select your course using the “Courses” button on the left navigation panel.

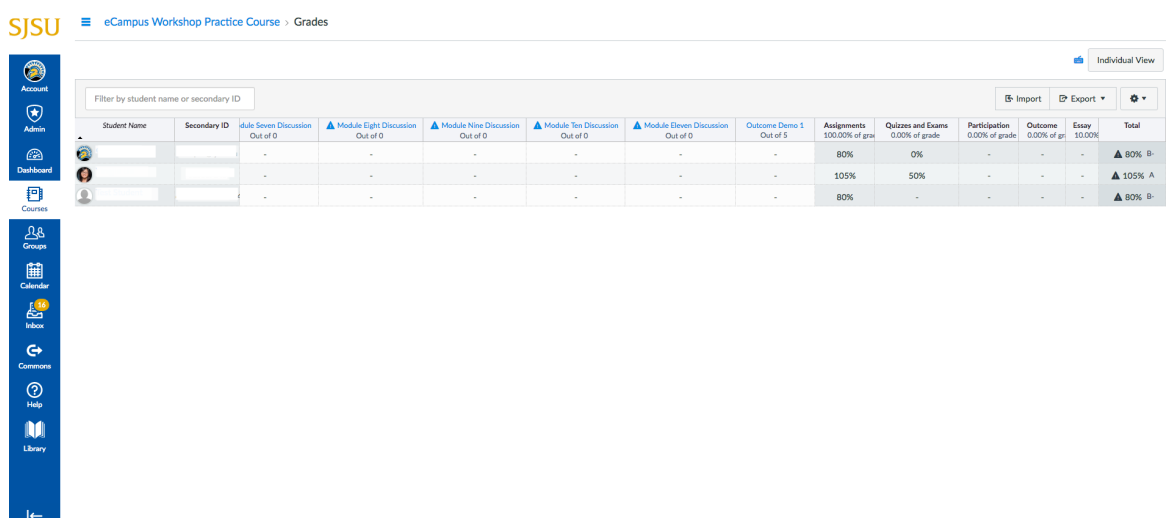


## Step 3 – Access the Course Gradebook

Navigate to “Grades” using the Grades button on the left course navigation menu.



The screenshot shows the eCampus interface for the 'eCampus Workshop Practice Course'. On the left is a vertical navigation menu with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and Help. The 'Grades' button is highlighted with a red arrow. The main content area shows 'Recent Activity in eCampus Workshop Practice Course' with a notification for '5 Assignment Notifications' and a 'SHOW MORE' link.

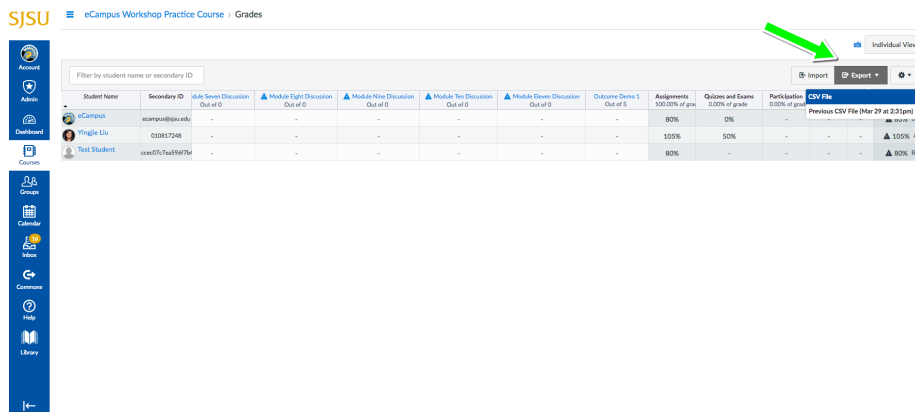


The screenshot shows the 'Grades' page for the 'eCampus Workshop Practice Course'. It features a table with student names, secondary IDs, and various assignment scores. The table is filtered by student name or secondary ID. The table has columns for Student Name, Secondary ID, Module Seven Discussion, Module Eight Discussion, Module Nine Discussion, Module Ten Discussion, Module Eleven Discussion, Outcome Demo 1, Assignments, Quizzes and Exams, Participation, Outcome, Essay, and Total. The table shows three students with their respective scores and total grades.

Student Name	Secondary ID	Module Seven Discussion Out of 0	Module Eight Discussion Out of 0	Module Nine Discussion Out of 0	Module Ten Discussion Out of 0	Module Eleven Discussion Out of 0	Outcome Demo 1 Out of 5	Assignments 100.00% of grade	Quizzes and Exams 0.00% of grade	Participation 0.00% of grade	Outcome 0.00% of grade	Essay 10.00%	Total
[Student Name]	[Secondary ID]	-	-	-	-	-	-	80%	0%	-	-	-	▲ 80% B-
[Student Name]	[Secondary ID]	-	-	-	-	-	-	105%	50%	-	-	-	▲ 105% A
[Student Name]	[Secondary ID]	-	-	-	-	-	-	80%	-	-	-	-	▲ 80% B-

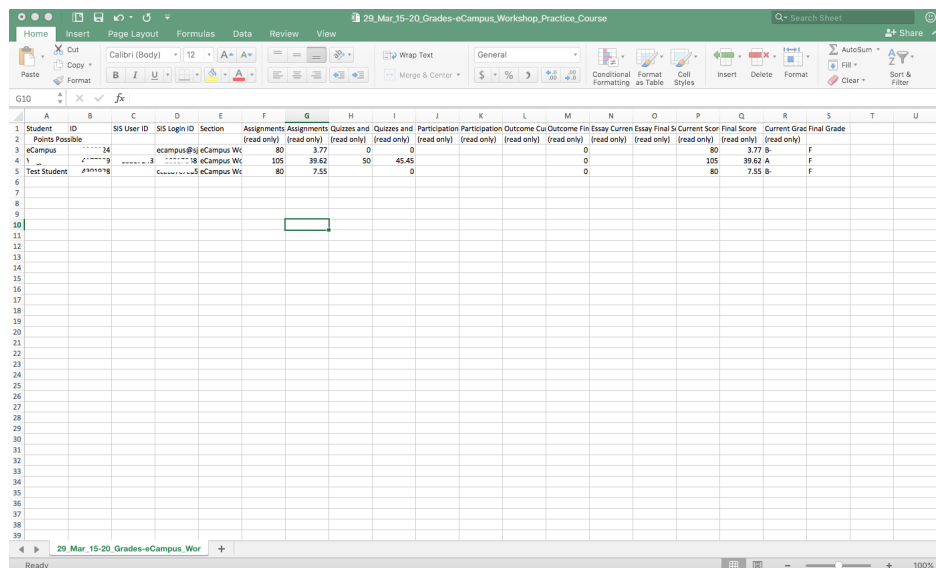
## Step 4 – Grade Export

Export Grades in CSV format using the Export button located on the left side of the gradebook.



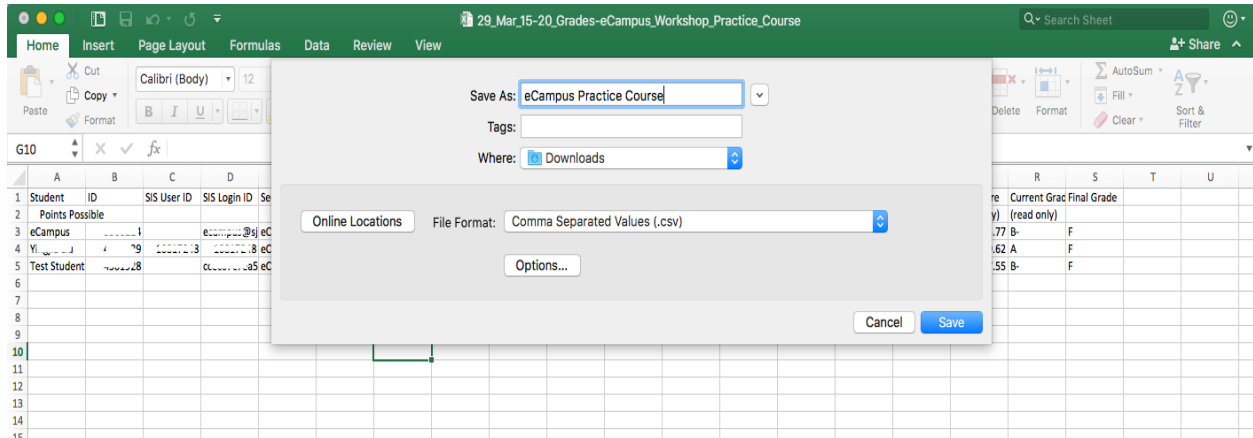
## Step 5 – Grades in Excel

Open the CSV file using Microsoft Excel



## Step 6 – Save the File

Save the file with a different name using not more than 60 characters. Make note of the name of this file.

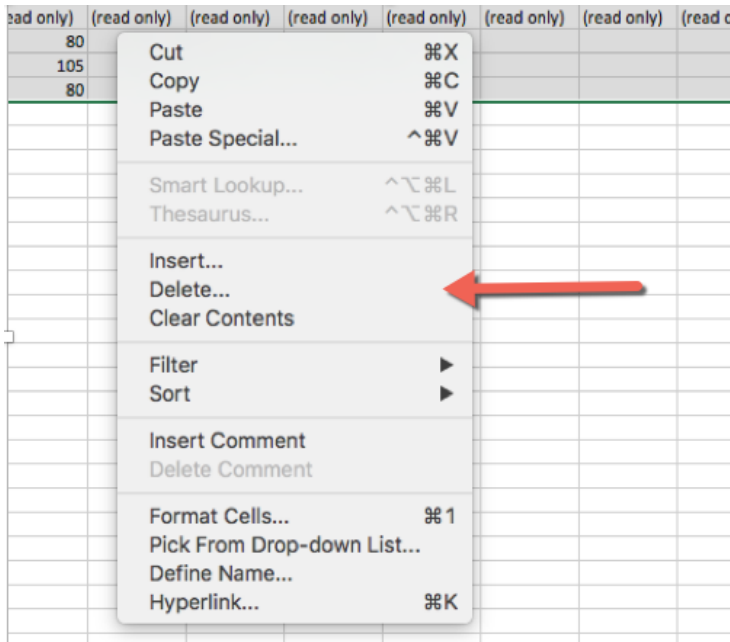
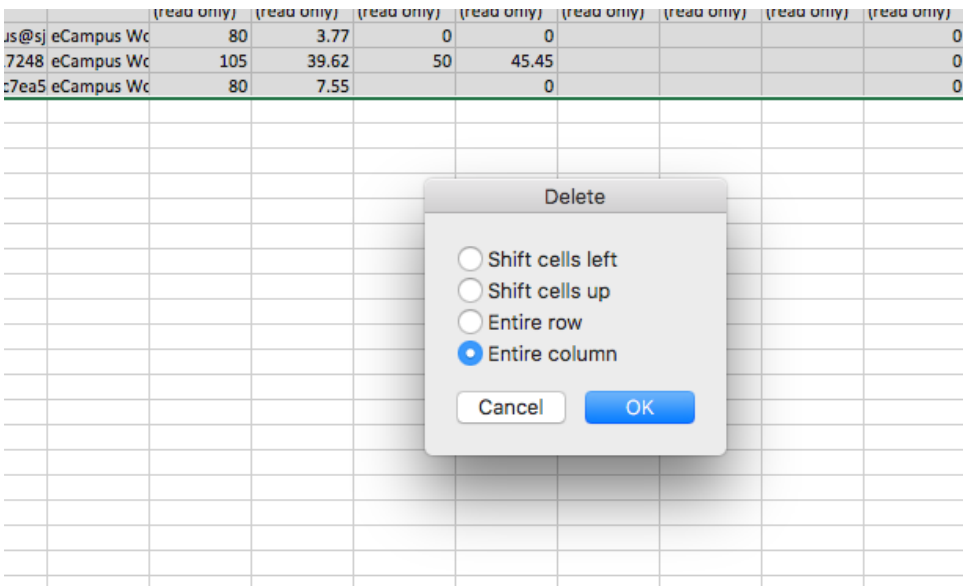


## Step 7 – Edit the File

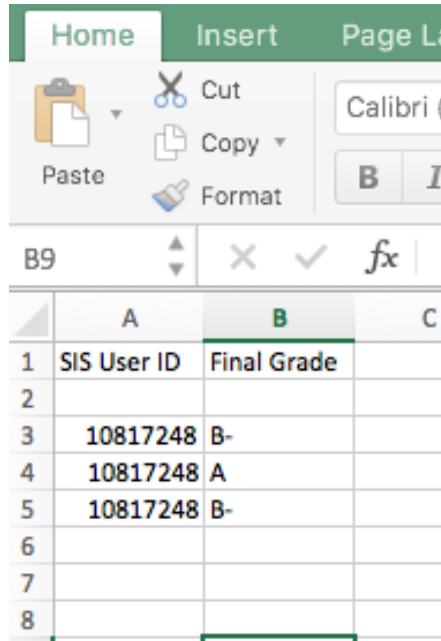
Remove all columns except “SIS User ID” (represents SJSU ID) and last column “Final Grade”

### A. Select columns you want to remove

ID	SIS User ID	SIS Login ID	Section	Assignments	Quizzes and	Participation	Outcome Cui	Outcome Fin	Essay Curren	Essay Final Si	Current Scor	Final Score	Current Grad	Final Grade
1				(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	
2				80	3.77	0	0	0	0	0	80	3.77	B-	B-
3				105	39.62	50	45.45	0	0	0	105	39.62	A	A
4				80	7.55	0	0	0	0	0	80	7.55	B-	B-

**B. Right click and click on delete.****C. Select 'Entire Column'**

#### D. Similarly remove all columns except SIS User ID and Final Grade



### Step 8 – Save and Upload

Once saved, the file is now formatted and ready for upload on SJSU PeopleSoft via the Grade Roster.