Export Final Letter Grades from Canvas for ARIESweb Grade Entry Submission

Instructors have two options for end of semester final grade entry in ARIESweb:

1. Enter a letter grade individually for each student in their course.
2. Upload an Excel spreadsheet with students' final letter grades.

The Canvas team developed an easy way to export the final grades from Canvas, which formats them in a spreadsheet that can be uploaded into ARIESweb. This document shows instructors how to export their Canvas final grades to their computer, which can then be easily uploaded into the new version of ARIESweb Grade Entry.

This process works for an individual Canvas course as well as for courses which have been crosslisted / combined in Canvas.
Please remember that grades are confidential, and must be stored securely.

Spring 2021 Change:
The ARIESweb interface was updated in March 2021. When exporting Final Grades for Canvas cross listed courses, instructors will download one excel file per section.

Easily Enter Date of Last Attendance
We have made it easier for instructors who have students who receive a letter grade of "U" or " F " to enter the "date of last attendance" and whether the "student attended the class" information into the spreadsheet exported from their Canvas grade book.

This information can then be easily uploaded into ARIESweb.

Prerequisites:

- You must be **assigned as an instructor** for a course section **in the ARIES** student information system, **for the current term.** (Final grades cannot be exported for past or future terms.)
- You must be enrolled as **an instructor/teacher in the corresponding Canvas course.**
- Verify that you have a **grade scheme applied** to your Canvas course.
- Choose a method to display missing grades as "0".
- Unhide / Post Grades for any columns you may have hidden in the grade book.
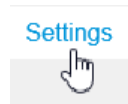
I.   Verify Course Grading Scheme.

Accepted CSU Grade Values include:

- Letter grades = A+, A, A-, B+, B, B-, C+, C, D, F
- I = Incomplete
- S/U = Satisfactory/Unsatisfactory for Pass/Fail
- H= Pass with Honors (for Doctor of Veterinary Medicine courses only)

Note: AU for Audit is automatically assigned

a) In your **Canvas course,** on the bottom **left menu,** *click* **Settings**.

Settings

b) On the **Course Details tab**, scroll down on the page and locate the Grading Scheme. "**Enable course grading scheme**" must be checked.

Grading Scheme: ☑ Enable course grading scheme

c) *Click* "**view and edit grading scheme**" to verify / select / create the scheme of your choice.

view and edit grading scheme

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d) At the bottom of the page *click* **Update Course Details**.

Additional information on Canvas grading schemes.

Update Course Details

II.   Enter "0" for Missing Grades

When you export your final grades from Canvas, in the spreadsheet it will assign any missing assignments a grade of 0. We recommend that in your Canvas grade book, you assign any missing assignments a grade of 0 so it will match your final grade export.

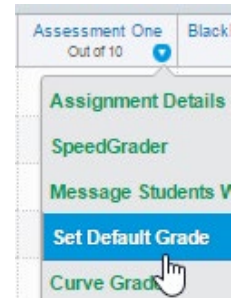### A. Set Default Grade in Column to "0". RECOMMENDED

Note: This option will impact the partial grades students see. See the next section to view how students view their grades.

After you have graded an assignment in Canvas, you can set a default grade in the assignment's corresponding Grade Book column to be a "0" for anyone who did not receive a grade for that assignmnet.
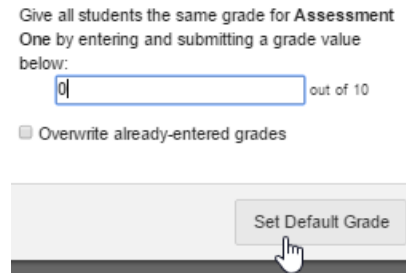
You can also setup a grading policy in your Canvas course to automatically assign a 0 for any missing assignments.

- Assignments need to have been submitted via Canvas.
- Assignment requires a due date.

Next to the **assignment's column name**, *click* in the **drop down menu** and *select* **Set Default Grade**.

1. In the **box** *type* **0.**
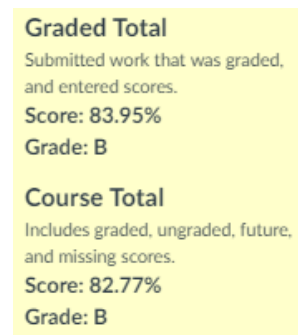
2. *Click* **Set Default Grade**.

Canvas Grades - What Do Students See

On the left course menu **students click on Grades**.

Partial Score – grade based on assignments students have turned in which have been graded. Does not include missing assignments.

Total Score – grade based on all possible graded assignments in the course. Missing assignments are treated as " 0 ".

III.   Post Grades In Hidden Columns

In the Canvas grade book, an instructor can hide the grades in a column.

At this time, if a column's grades are **hidden** in the grade book, **it will not be included in the Final Grade Export calculations**. You will need to Post Grades in hidden columns before you export a copy of your final grades out of Canvas.

A **hidden column** will have an eye with a line through it to the left of its name.

Use the **drop down menu** next to a **column's name** and *select Post Grades*. *Select* **Everyone**. *Click* **Post**.

Post grades

○ Everyone
  Grades will be made visible to all students
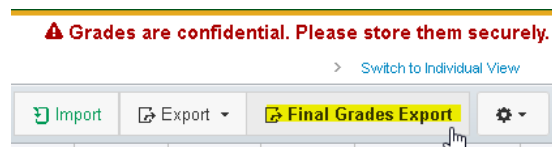
Post

NOTE: Posting grades in a column <u>will send a notification to your students</u>.

If appropriate, after you have completed the steps in this document to export/download a copy of your final grades from Canvas to your computer, you can then hide those columns again.

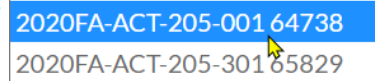## IV.   Export Canvas Final Grades

⚠ Grades are confidential. Please store them securely.

> Switch to Individual View

a) At the **top right,** *click* **Final Grades Export**.

⊞ Import   ⤷ Export ▾   ⤷ Final Grades Export   ⚙ ▾

b) A new tab in your web browser will open. You should automatically be logged in to the final grades page. If not, you may need to *Type* your **eID** (user name and password) and *click* **Login**.

c) Under the **Step 1 drop down menu**, *select* the individual **course section** for which you would like download final grades. If you crosslisted/combined sections you would select each section and download a separate final grades file for each section. .

Step 1: Select a Section:
2020FA-ACT-205-001 64738
2020FA-ACT-205-301 65829

V.   Verify the grades that will be exported from Canavs grade book.

We recommend that you compare the letter grades you see on the Final Grades Export form with your Canvas grade book. Do you see any concerns?

ID	NAME	Term Code	CRN	Final Score	Final Grade	Last Attended Date *	Attendance Comment *
		201610	16886	86.18	B		
		201610	16886	78.97	C		
		201610	16886	51.64	F		--Select-- ▼

VI.   Enter Last Attendance For Grades of " U " or " F"

For students who receive a grade of "U" or "F" in your course, you are required to enter a date of last attendance information.

You can enter this information into the Canvas Final Grade Export file or you can enter this information directly into ARIESweb.

In the Canvas Exported Final Grade form students with a grade of **"F" or "U"** are **highlighted in red for easy identification.**

We provide a drop down menu next to these student's grades to enter date of last attendance information.

Did the student attend the course?

If so, enter the last date they attended / participated in the course.

If they never attended, set the comment to "Never Attended" and the date will be set to the first day of class for that semester.

A   How to Check Student's Canvas Course Activity

When you enter an "F" grade for a student in ARIESweb, it will ask for this information:
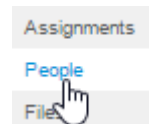
- Last Attended Date (month/day/year, example: 1/19/2016)
- Attendance Comment of "Did Attend" or "Never Attended"

For students who *never* attended, assign "U" or "F", enter the date of the *first* day of class for that semester.
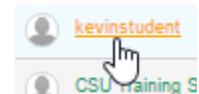
For students who attended part of the class, you can view their activity in your Canavs course to determine a date of last attendance.

In Canvas, here is how to view a student's course activity:

On the **left menu** *click* **People**

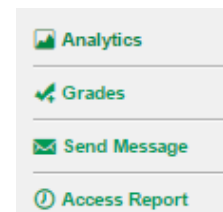*Click* on a **student's name**.

On the **top right** you will see:

Analytics – graph of student activity in course.

Grades – shows any grades the student received.

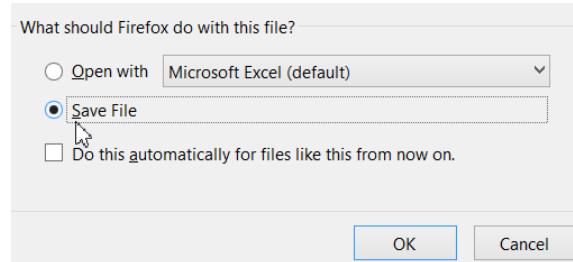**Access Report** – displays dates and times when the student entered this Canvas course.

VII. Export / Save Final Grades to Excel

a) Under Step 4: *Click* **Export to Excel.**

Step 4: **Export To Excel**

b) *Choose* **where to save** the grade file on your computer and save the file.

What should Firefox do with this file?

○ Open with   Microsoft Excel (default)

● Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

c) The file name will look something like
"*2020FA-ACT-205-003_55597_Final_Grades.xlsx*"

Sample of exported <u>single</u> Canavs course Grade Book

	A	B	C	D	E	F	G	H	I
1	ID	NAME	Term Code	CRN	Final Score	Final Grad	Last Atten	Attendance Comment	
			201610	16886	78.97	C			
			201610	16886	51.64	F	01/19/201	Never Attended	
			201610	16886	94.26	A			

Next Step: Import Canvas Final Grades into ARIESweb

See our handout on how to import the Canvas Final Grades file you downloaded to your computer into ARIESweb.

Canvas Help / Support

Canvas Help Web Site
https://canvas.colostate.edu

Canvas Guides
https://canvas.colostate.edu/canvas-guides/

College Canvas Coordinators
https://canvas.colostate.edu/canvas-coordinators/