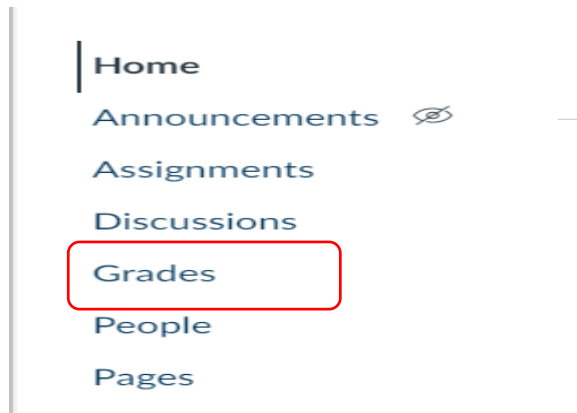# How do I import grades in the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you don't want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

Open Gradebook

1. **To download CSV file, click on Actions then export**

View Example CSV File
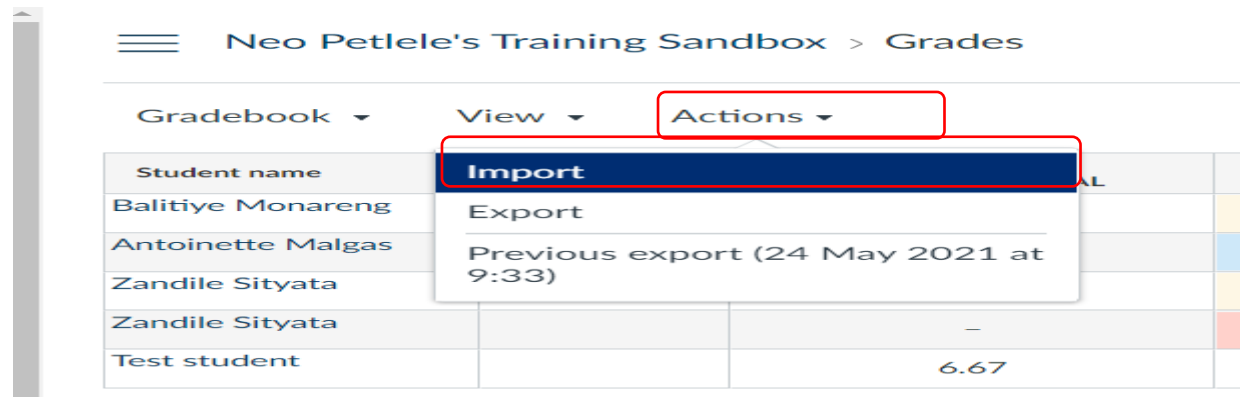
	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Integration ID	Section	Assignment 17
2	Points Possible						100
3	Balitiye Monareng	31112	479982@students.wits.ac.za	479982@students.wits.ac.za		Neo Petlele's Training Sandbox	50
4	Malgas, Antoinette	147	09101113@wits.ac.za	09101113@wits.ac.za		Neo Petlele's Training Sandbox	20
5	Sityata, Zandile	144	A0050627@wits.ac.za	A0050627@wits.ac.za		Neo Petlele's Training Sandbox	35
6	Zandile Sityata	63357	720519@students.wits.ac.za	720519@students.wits.ac.za		Neo Petlele's Training Sandbox	67

Required columns and order

- Student Name
- Student ID
- SIS User ID
- SIS Login ID
- Integration
- Section
- Assignment name

To import CSV file

2. Click the Actions **menu and then click the** Import **button.**

Choose File

3.Click the Choose File **or Browse button (depending on your browser).**

Upload gradebook: Neo Petlele's Training Sandbox

⑦ What should the CSV file look like? ↗

Choose a CSV file to upload:

[Choose File] No file chosen

Upload data

4. Select the csv file and click open

Assignment grades	11 Jun 2021 11:40	Microsoft Excel Co...	1 KB
2021-06-11T1134_G...	11 Jun 2021 11:34	Microsoft Excel Co...	5 KB
2021-06-11T1134_G...	11 Jun 2021 11:34	Microsoft Excel Co...	5 KB
2021-06-11T1102_G...	11 Jun 2021 11:01	Microsoft Excel Co...	5 KB
submissions (28)	09 Jun 2021 09:55	Compressed (zipp...	16 KB
Group Assignments	09 Jun 2021 08:16	Microsoft Excel Co...	1 KB
tests	09 Jun 2021 08:11	Microsoft Excel Co...	1 KB
cdec5197-af4c-451...	07 Jun 2021 18:08	Compressed (zipp...	876 402 KB
3081734b-860f-44e...	07 Jun 2021 17:46	Compressed (zipp...	781 232 KB
Greenshot-INSTALL...	07 Jun 2021 16:31	Application	1 742 KB
meetingAttendance...	07 Jun 2021 14:59	Microsoft Excel Co...	2 KB
meetingAttendance...	07 Jun 2021 14:59	Microsoft Excel Co...	2 KB
Photos	07 Jun 2021 14:20	Compressed (zipp...	2 863 KB
y2mate.com - FALS...	06 Jun 2021 13:13	MP4 File	185 976 KB
y2mate.com - WHA...	06 Jun 2021 12:56	MP4 File	315 670 KB
y2mate.com - SELF...	06 Jun 2021 12:54	MP4 File	135 379 KB
POPI Act - Parent co...	04 Jun 2021 11:06	Adobe Acrobat D...	123 KB
2021-06-03T0935_G...	03 Jun 2021 09:35	Microsoft Excel Co...	31 KB
y2mate.com - Youre...	02 Jun 2021 23:36	MP4 File	138 009 KB
y2mate.com - Xolly ...	02 Jun 2021 23:35	MP4 File	87 924 KB
y2mate.com - Best ...	02 Jun 2021 23:20	MP4 File	653 339 KB
The King's School_2...	31 May 2021 21:44	Adobe Acrobat D...	1 878 KB
y2mate.com - Mich...	30 May 2021 21:31	MP4 File	202 249 KB

Select a file to preview.

All Files

Open

5. Click on load data once file attached.

Choose a CSV file to upload:

[Choose File] Assignment grades.csv

[Upload data]

6. choose the A new assignment **option [1]. Then assign the number of points possible then click continue.**

Upload gradebook: Neo Petlele's Training Sandbox

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

Assignment in question	This assignment is		
Assignment 17	A new assignment	Points possible	100

Continue →

7. Click the Save Changes **button**

Upload gradebook: Neo Petlele's Training Sandbox

	Assignment 17	
Student	**From**	**To**
Balitiye Monareng		60
Antoinette Malgas		20
Zandile Sityata		35
Zandile Sityata		67

| Save changes | Cancel |

8. Click ok to finish the process .

9. A new grade item is created with imported grades