

PREPARING GRADES FROM CANVAS

As an instructor/grader, you may download grades from your Canvas gradebook and upload them into myUFL for final approval and posting. This guide will walk you through the process of download your Canvas gradebook and formatting it appropriate for posting.

ENABLE COURSE GRADING SCHEME

The screenshot shows the Canvas 'Course Details' page. On the left sidebar, the 'Settings' menu item is highlighted with a blue circle containing the number '1'. In the main content area, under the 'Grading Scheme' section, the checkbox 'Enable course grading scheme' is checked and highlighted with a blue circle containing the number '2'. Below this checkbox, the text 'set grading scheme' is highlighted with a blue circle containing the number '3'. Other visible fields include Course Name, Course Code, Time Zone, SIS ID, Subaccount, Term, Starts, Ends, Language, File Storage, and Turnitin Comments.

1. Click **Settings**, located in the menu to the left.
2. Check the **Enable course grading scheme** checkbox.
3. To view the grading scheme being used, click on **set grading scheme**.

EXPORT THE ELEARNING GRADEBOOK

1. Click **Grades**, located in the menu to the left.
2. Click **Export**.
3. Click **CSV File**.
4. The gradebook will download as a **.csv** file.
5. Save the Gradebook to your computer.

CONVERT THE ELEARNING GRADEBOOK

Format CSV file for Grading

Step 1: Export CSV File from Canvas
[Detailed Instructions](#)

Step 2: Upload the CSV File
Browse for the CSV File. Then press "Format File"

Writing Requirement
 Please specify a csv file:
 No file selected.

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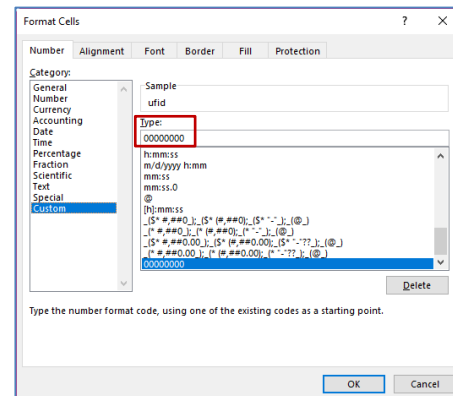
1. Navigate to the [conversion tool](#).
2. If your course has a writing requirement, check the **Writing Requirement** checkbox.
3. Click the **Browse** button.
4. Locate the **exported gradebook file**.
5. Click the **Format File** button.
6. When the file is done being formatted, click **Download CSV file**.

Your grades file is now ready to be uploaded into ONE.UF.

LEADING ZEROS

In .csv files, leading zeros are removed from numeric values. This will impact the UFIDs in your grades file. Use the following steps to include leading zeros for accurate grading.

1. Select the **UFID column**.
2. **Right click**.
3. Select **Format Cells** from the menu.
4. In the Format Cells dialog, click the **Number** tab
5. Click **Custom** from the Category pane.
6. In the **Type** field enter **00000000** (8 zeros).
7. Click the **OK** button.
8. The leading zeros in the UFIDs are now reflected in the cells.
9. Save your .csv file.



IMPORTANT!

If you reopen the .csv file, you must repeat the steps above to add the leading zeros again.

.csv files remove all formatting when opened.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
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Policies and Directives

Office of the University Registrar
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