Import Grades from Canvas to My Sac State

This manual will show you the process of assigning letter grades in Canvas, exporting grades from Canvas to a CSV file, and importing and approving grades in My Sac State.

Table of Contents

Import Grades from Canvas to My Sac State ................................................................. 1
Navigating to Canvas ........................................................................................................ 2
Export Grades from Canvas .............................................................................................. 2
Assign a Grade Scheme .................................................................................................... 2
Export Grades from Canvas .............................................................................................. 2
Prepare and Save your CSV File ..................................................................................... 5
Delete Unnecessary Columns ......................................................................................... 6
Reorder Columns ............................................................................................................ 6
Delete Unnecessary Rows ............................................................................................... 7
Save Your Changes .......................................................................................................... 8
Import Grades to My Sac State ...................................................................................... 8
Access My Sac State ........................................................................................................ 8
Navigate to the Grade Roster .......................................................................................... 8
Import Student Grades from File .................................................................................... 9
Navigating to Canvas

1. Open a browser window (e.g. Google Chrome) and navigate to My Sac State: https://my.csus.edu.
2. Enter your SacLink Username and Password and click the Login button.
3. From the Home tab, scroll down to the Canvas box and select Canvas Dashboard.

*Note: You can navigate directly to Canvas by typing the following address in your browser’s address bar: canvas.csus.edu*

Export Grades from Canvas

Assign a Grade Scheme

1. From the Canvas Dashboard, select your course.
2. Select Settings from the lower left-hand menu.
3. From the Course Details tab.
4. Check the box for Enable course grading scheme.

*Note: For more information about Canvas Grading Schemes visit: https://community.canvaslms.com/docs/DOC-13067-4152206341*

5. Click set grading scheme.
6. If you need to adjust the Grade Scheme, click **manage grading schemes**.

7. From the **Grading Scheme** page, click **+ Add grading scheme** button.
8. Name and set your new Grading Scheme, then click **Save**.

*Note: For more information about adding/editing Canvas Grading Scheme visit:* [https://community.canvaslms.com/docs/DOC-10313-415257090](https://community.canvaslms.com/docs/DOC-10313-415257090)

9. To select your new Grading Scheme, select **Settings** from the left-hand menu.
10. Click **view grading scheme**.
11. Click Select Another Scheme.

12. From the View/Edit Grading Scheme window, select your grading scheme from the left-hand menu.

13. Click Use this Grading Standard.

14. Click Done.
Export Grades from Canvas

1. From the Canvas Dashboard, select your course.
2. Select Grades from the left-hand menu.

3. If using the New Gradebook, click the Actions tab and click Export.

   ![New Gradebook Export](image)

If using the Old Gradebook, click Export and select CSV File.

   ![Old Gradebook Export](image)

4. Save the CSV file to your computer.

Prepare and Save your CSV File

1. The exported Canvas CSV file will be labeled year-month-day_Grades-CourseName.csv, open your downloaded CSV file.
2. My Sac State only needs 4 columns: SIS User ID, Student, SIS Login ID, and Current Grade.
Delete Unnecessary Columns
1. Delete all columns except for **SIS User ID, Student, SIS Login ID, and Current Grade**.
2. To delete unnecessary columns, right-click the **column letter** for column you wish to delete and select **Delete**.

Reorder Columns
1. Once you have removed the unnecessary columns, move the SIS User ID column to the first column (column **A**).
2. To move the **SIS User ID** to column **A**, right-click column **B** which highlights the SIS User ID, then select **Copy**.
3. Right-click column \( A \), then select **Insert Copied Cells**.

4. Right-click column \( C \) which now highlights the old SIS User ID, select **Delete**.

**Delete Unnecessary Rows**

1. After you have removed all unnecessary columns and ordered the remaining 4 columns correctly. Delete the top two rows (rows 1 and 2).
2. To delete rows, right-click the **row number** and select **Delete**.
Save Your Changes

1. After you have edited the CSV file and reviewed the grades, make sure to save your changes.
2. To save your CSV file, click File and select Save As. Select the Save as Type: MS-DOS Comma Separated (.csv) and click Save.

3. A window may appear, informing you “Some features in your workbook might be lost if you save it as Comma Separated Values (.csv). Do you want to keep using that format?” Click Yes.

Import Grades to My Sac State

Access My Sac State

1. Open a browser window (e.g. Google Chrome) and navigate to My Sac State: [https://my.csus.edu](https://my.csus.edu).
2. Enter your SacLink Username and Password and click the Login button.
3. After you sign in, your Home tab displays.
4. Locate and select the Faculty Center link.

Navigate to the Grade Roster

Verify Term

1. Verify that the correct Term for which you will be assigning and approving grades displays at the top of the page. If the Term that you want to assign and approve grades
for is not the one shown at the top of the page, you will need to click on the **Change Term** button to select the correct term.

2. Click the **Change Term** button, if necessary. The **Select Term** page displays.

3. On the Select term page, **select the radio button** next to the appropriate term.

4. Click on the **Continue** button. This step will take you back to your Faculty Center page.

5. Verify that the radio button for the “**Show all Classes**” is selected.

**Select Grade Roster**

6. In the **My Teaching Schedule** box, you will see all the courses you are teaching for the term selected. Next to each of these courses you will see a class roster icon and a **Grade Roster** icon.

7. Click on the **Grade Roster** icon next to the class for which you wish to begin assigning and approving grades. The Grade Roster page will display.

**Import Student Grades from File**

1. From the Grade Roster, in the **Grade Import** box, select the **Comma Separated (CSV) File** radio button.

2. Click **Upload File**.
3. Scroll down and click the **Import Grades** button.

![Import Grades Screen](image1)

4. Browse to the edited CSV file saved on your computer and choose the **file**.

5. Click the **Upload** button. Only valid grades will be imported from the CSV file.

![Upload Screen](image2)

**Note:** *You may only import grades once, grades previously selected/imported cannot be imported again.*
6. If error messages appear below, you have the option to click [Continue] to proceed with the import and omit the problematic rows or to click [Cancel] and go back to the Grade Roster without importing the file.
7. If there are few or no errors, click [Continue] to proceed with the import.

8. Once the grades have been imported, review the grades in the Grade Roster and make changes, if needed.
9. At the bottom of the screen, click the Save button.

10. To approve the Grade Roster, scroll back up near the top of the screen, change the Approval Status to Approved, and click the Save button nearby.