

Canvas How- to Document



Topic: How to Export Grades into an Excel Spreadsheet

- 1. In Course Navigation, click the **Grades** link.
- Click the Export button, then click the CSV File link.

When the export is completed, Canvas will download the CSV file automatically to your computer.

<u>Please Note</u>: If you navigate away from the page during the export, the CSV file will appear as a previous download in the Gradebook export drop-down menu so it can be downloaded again. The Gradebook will show the date and time you requested the export.

If you made changes to the Gradebook after exporting a file and want to export a new file, click the CSV File link again.

Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.

- 3. A pop up window will appear. Select "Open" or "Save" file to your computer or a usb. (see below)
- 4. To send the file, simply attach as email to the sender

