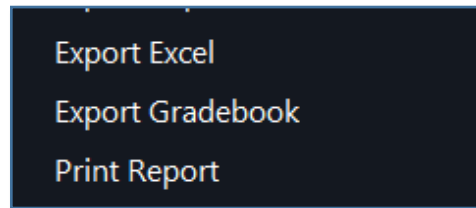


Canvas: Importing grades from Remark

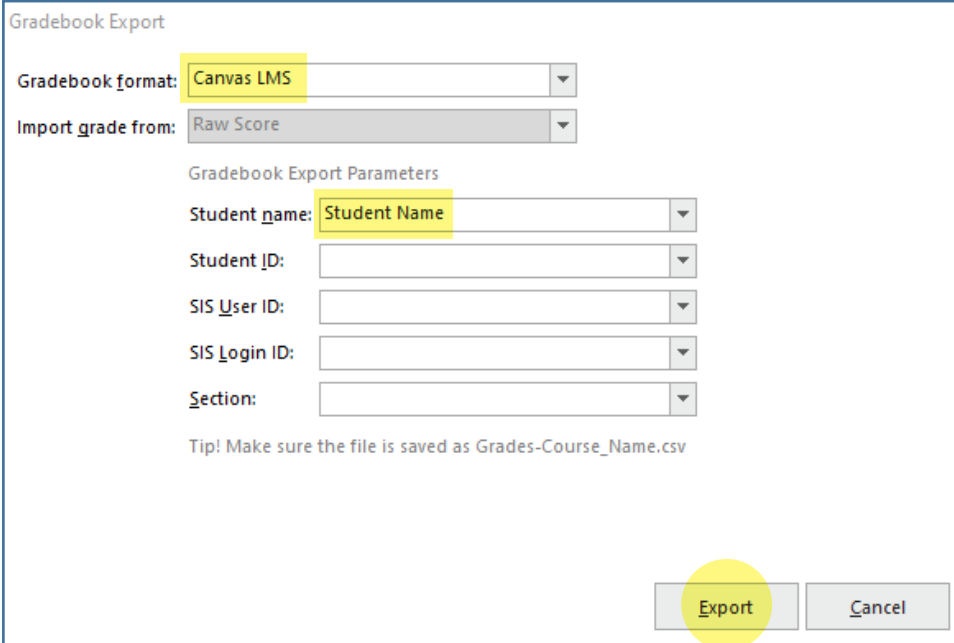
Exporting grades from Remark

Note: The ITS operations team who processes your OpScan tests will perform these steps and provide you with the grade file in CSV format.

1. In Remark, select **Export Gradebook**.



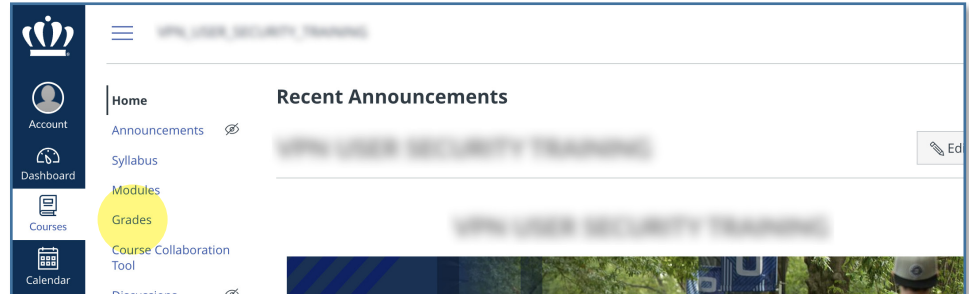
2. In the Gradebook Export popup window, select **Canvas LMS** in the Gradebook format field and **Student Name** in the Student name field. Click **Export**.

A screenshot of the "Gradebook Export" popup window. It contains several dropdown menus: "Gradebook format:" set to "Canvas LMS", "Import grade from:" set to "Raw Score", "Student name:" set to "Student Name", "Student ID:", "SIS User ID:", "SIS Login ID:", and "Section:". A tip at the bottom reads "Tip! Make sure the file is saved as Grades-Course_Name.csv". At the bottom right, there are two buttons: "Export" (highlighted with a yellow circle) and "Cancel".

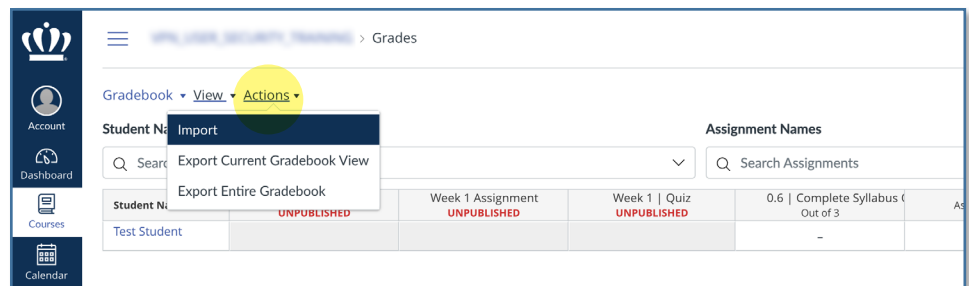
Importing grades into Canvas

*Note: You will import the *.csv file you received from ITS. Grades are imported using student names only.*

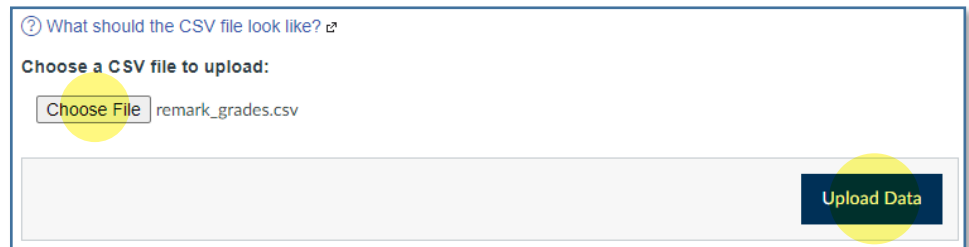
1. In the course menu, click on **Grades**.



2. In the gradebook, click on **Actions**, then **Import**.



3. Click **Choose File** and open the *.csv file exported from Remark.
Click **Upload Data**.



- If Canvas can't find students or the assignment, you will be prompted to match records to correct students and to create either a new assignment...

There was some stuff I couldn't figure out with the data that you uploaded:
 You uploaded rows for the following students, I couldn't decide which student in your class they are. Please tell me which student they are.

Student in question	This person is really
STUDENT TEST	Test Student

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
	A new assignment
	Points Possible: 50

Continue →

...or to choose the existing assignment.

There was some stuff I couldn't figure out with the data that you uploaded:
 You uploaded rows for the following students, I couldn't decide which student in your class they are. Please tell me which student they are.

Student in question	This person is really
STUDENT TEST	Test Student

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
	Quiz 1 Part 2

Continue →

Click **Continue**.

- Canvas will provide a preview of the data, including student names and grades. If everything looks correct, click **Save Changes**.

Student	From	To
STUDENT TEST		45

- On the next page, you'll see imported grades under the assignment name.

Student Name	Quiz 1 Part 2 Out of 50
Test Student	45