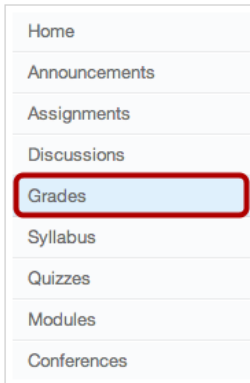


How do I download scores from the Gradebook?

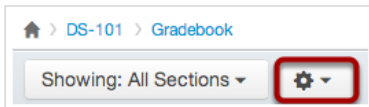
You can download scores from the Gradebook as a .csv file.

Open Grades



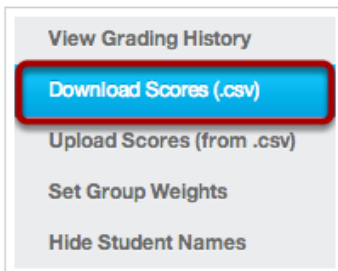
Click the Grades link.

Open Gradebook Options




Click the Gear icon.

Download Scores



Click the Download Scores (.csv) link to download an editable Microsoft Excel file.

Edit Scores

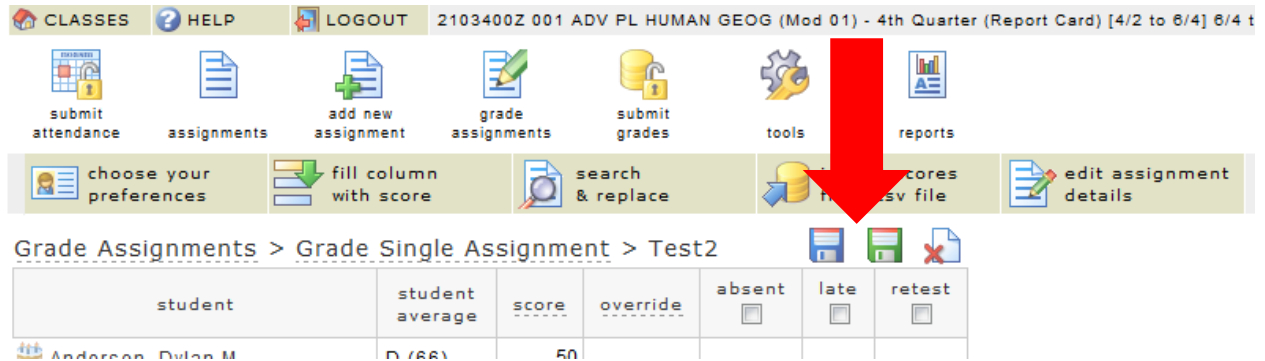


	A	B	C	D	E	F	G
1	Student ID	SIS User ID	SIS Login ID	Section	Introduce Yo	Assignment f	
2	Muted assignments do not impact Current and Final score columns						
3	Points Possible					5	10
4	Boone, Emily	636955		luna.lovegoo	Documentat	3	8.5
5	Griffith, Opie	2326619	1234567	opie.griffith.	Documentat	3	9
6	Smart, Maxw	636989		agent.86.can	Documentat	5	10
7	Smith, Jane	636984		agent.99.can	Documentat	5	9.5
8	Student, Can	1620656		cvsstudent(Documentat	3	10

1. In Excel edit the scores file you just downloaded/exported from Canvas to have just these 2 columns:
 - ✓ Student ID in Column A
 - ✓ Grade in Column B
2. Delete the columns that are not needed and save the file. Remember where you saved it.

Import Grades into eSembler:

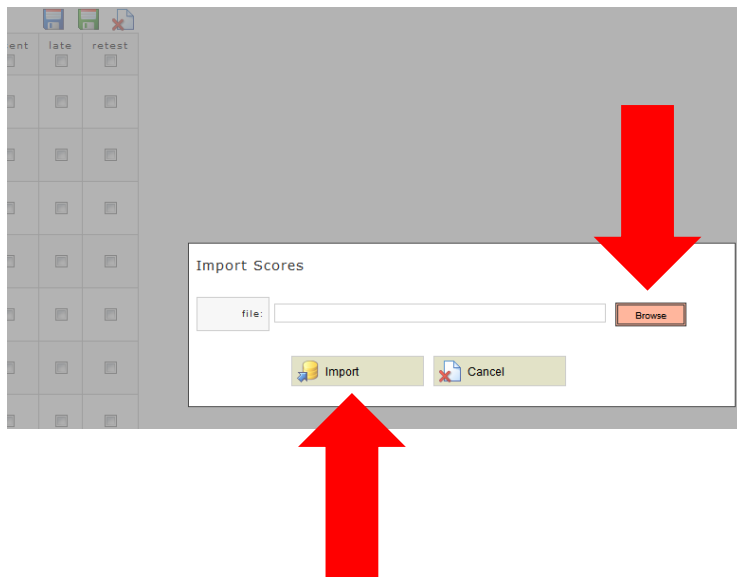
1. With the assignment open in eSembler, click on “import scores from csv file”



The screenshot shows the eSembler interface for a class titled "2103400Z 001 ADV PL HUMAN GEOG (Mod 01) - 4th Quarter (Report Card) [4/2 to 6/4] 6/4 t". The navigation bar includes options like "submit attendance", "assignments", "add new assignment", "grade assignments", "submit grades", "tools", and "reports". A secondary bar contains "choose your preferences", "fill column with score", "search & replace", "import scores from csv file" (highlighted with a red arrow), and "edit assignment details". Below this, the breadcrumb path is "Grade Assignments > Grade Single Assignment > Test2". A table displays student data with columns for student, student average, score, override, absent, late, and retest. The first row shows "Anderson, Dylan M" with a student average of "D (66)", a score of "50", and checkboxes for absent, late, and retest.

student	student average	score	override	absent	late	retest
Anderson, Dylan M	D (66)	50		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Click “Browse” and select your excel file you just saved with Student ID in Column A and Grade in Column B. Click “Save” then click “Import”.



The screenshot shows a dialog box titled "Import Scores" overlaid on a grid of student data. The dialog box contains a "file:" label followed by an empty text input field and a "Browse" button. Below the input field are two buttons: "Import" and "Cancel". A red arrow points down to the "Browse" button, and another red arrow points up to the "Import" button.