



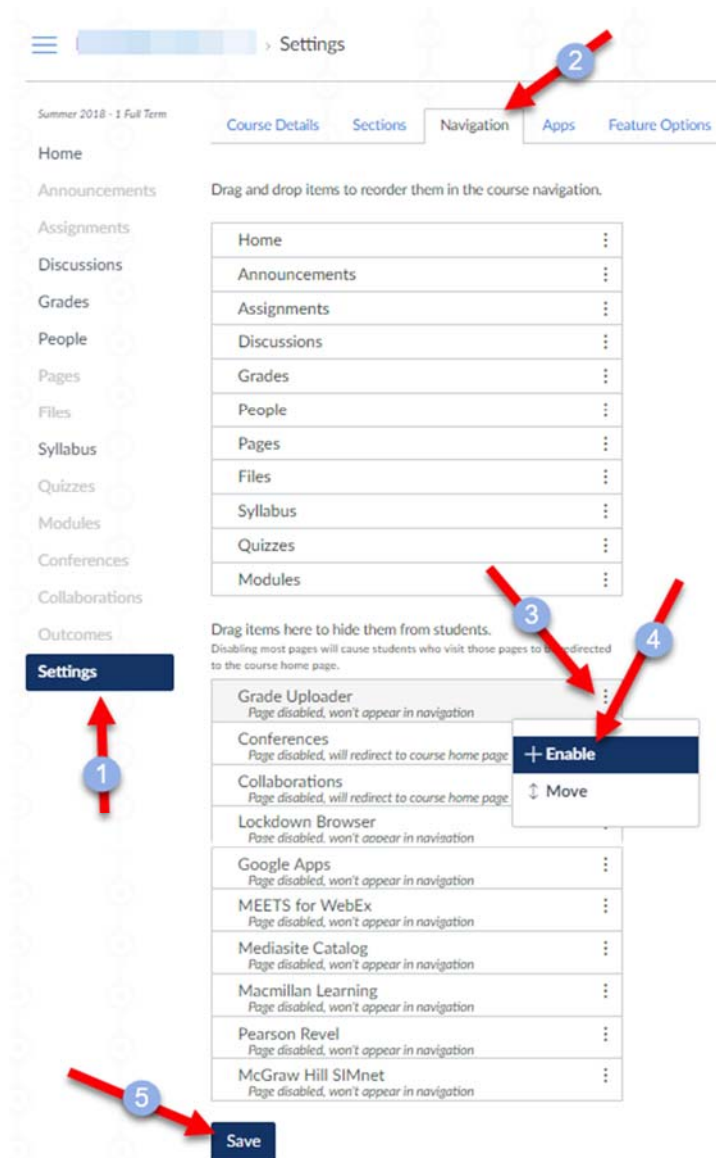
How to upload grade in Canvas from a Spreadsheet

Grades can be uploaded into your **Canvas** Gradebook directly from a spreadsheet using the “Grade Uploader” tool.

Enabling Grade Uploader

If you do not already see the **Grade Uploader** in your course menu, you will need to enable it. Complete the following steps enable the tool

1. Click **Settings**
2. Click **Navigation**
3. Under **Drag items here . . .** you will see all the disabled tools. Click the **⋮** next to **Grade Uploader**
4. Click **Enable**
5. Click **Save**





Uploading Grades

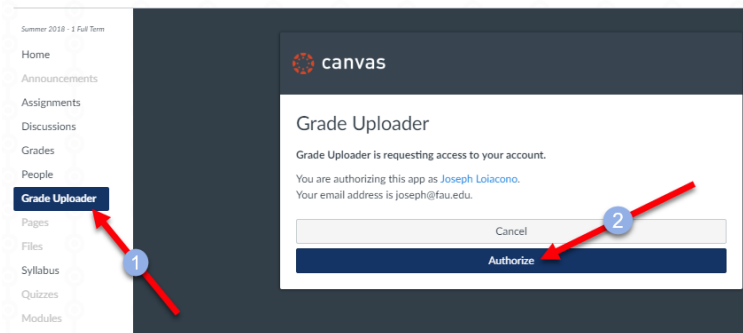
In order to upload grades using the Grade Uploader tool, you will need a CSV (comma delimited file) or XLSX (Excel Spreadsheet). This file must contain at least two columns. One identifying the users and one containing the scores.

The users can be identified by their student id (Z-number), their FAU NetID, or their FAU Email address, however all users in a given list must be identified by the same thing.

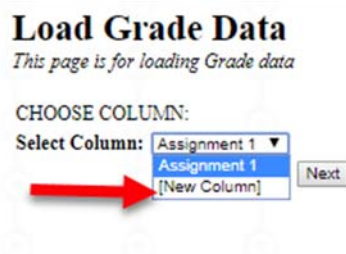
Scores must be numbers or letters that match the course grade scheme. If you upload letter grades and your course is not already using a grade scheme, the default grade scheme will be assigned ([click here for more information about Canvas grade schemes](#)).

To upload your grade complete the following steps:

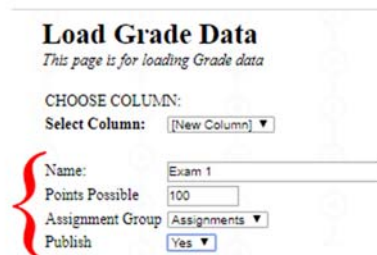
1. Click **Grade Uploader**
2. Click **Authorize**



3. Select the column where you wish to put the grades.
 - a. If you wish to create a new column, select [New Column]



- b. Enter the **Name** you wish to give the column, the maximum **Points Possible** for the column, the **Assignment Group** ([click here for more information about Canvas Assignment Groups](#)), and whether or not to **Publish** the column (**Yes** – the student will be able to see their grade, **No** – the student will not be able to see their grade)

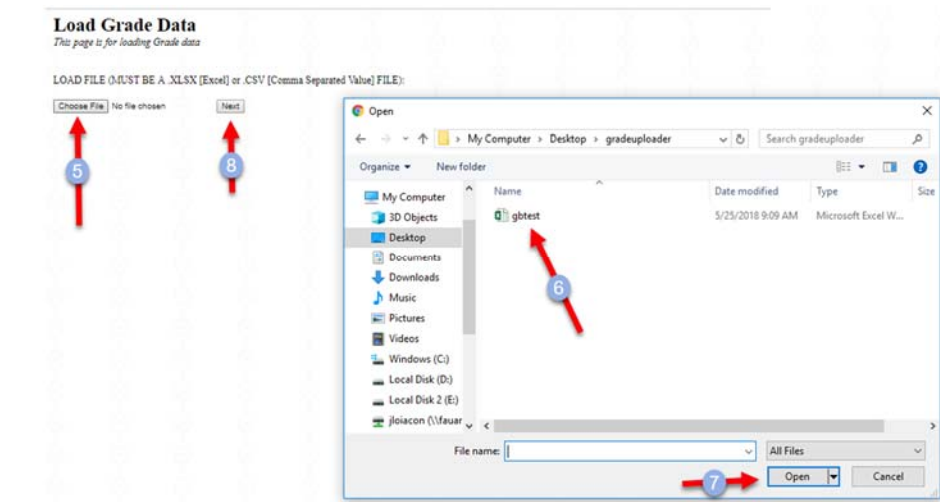




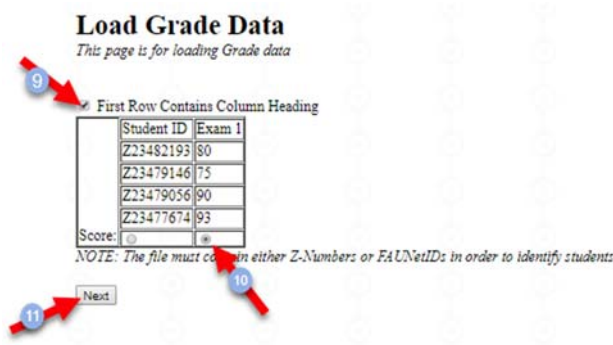
4. Click **Next**



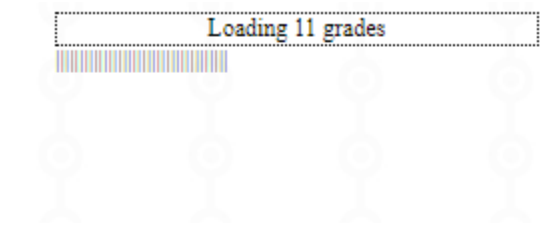
5. Click **Choose File**
6. Select your file
(Note: your file must be a .xlsx [Excel] or .csv [Comma Separated Values] file)
7. Click **Open**
8. Click **Next**



9. If your file does not contain a header row, make sure that the “**First Row Contains . . .**” is unchecked *(Note: This box is checked by default)*
10. Select the column that contains the Score
11. Click **Next**



12. Wait for the Grades to load





- 13. When the grades are finished loading you will get a count of the records updated, as well as a count of any records from your file that were not update.
 - a. If all of your records updated successfully, you will only see those two counts and a link to the Gradebook

Load Grade Data

This page is for loading Grade data

*11 records updated
0 records not updated*

[Go to Gradebook](#)

- b. If any of your records failed to update you will see a list of those records. This may occur because the users in your file did not match those in your course, or if you put an invalid score.

Load Grade Data

This page is for loading Grade data

*10 records updated
2 records not updated*

Unmatched Users/Invalid Score

Z. ,Q
Z99999999,99

[Go to Gradebook](#)

- 14. Your scores will now be in the Gradebook

Filter by student name or secondary ID

Student Name	Secondary ID	Assignment 1 Out of 100	Exam 1 Out of 100	Assignments	Total
Student Name	Secondary ID	-	80	80%	80% B-
Student Name	Secondary ID	-	75	75%	75% C
Student Name	Secondary ID	-	90	90%	90% A-
Student Name	Secondary ID	-	93	93%	93% A-
Student Name	Secondary ID	-	82	82%	82% B-
Student Name	Secondary ID	-	74	74%	74% C
Student Name	Secondary ID	-	65	65%	65% D
Student Name	Secondary ID	-	55	55%	55% F
Student Name	Secondary ID	-	86	86%	86% B
Student Name	Secondary ID	-	79	79%	79% C+
Student Name	Secondary ID	-	81	81%	81% B-

Should you experience any issues and require assistance, please contact helpdesk.fau.edu