

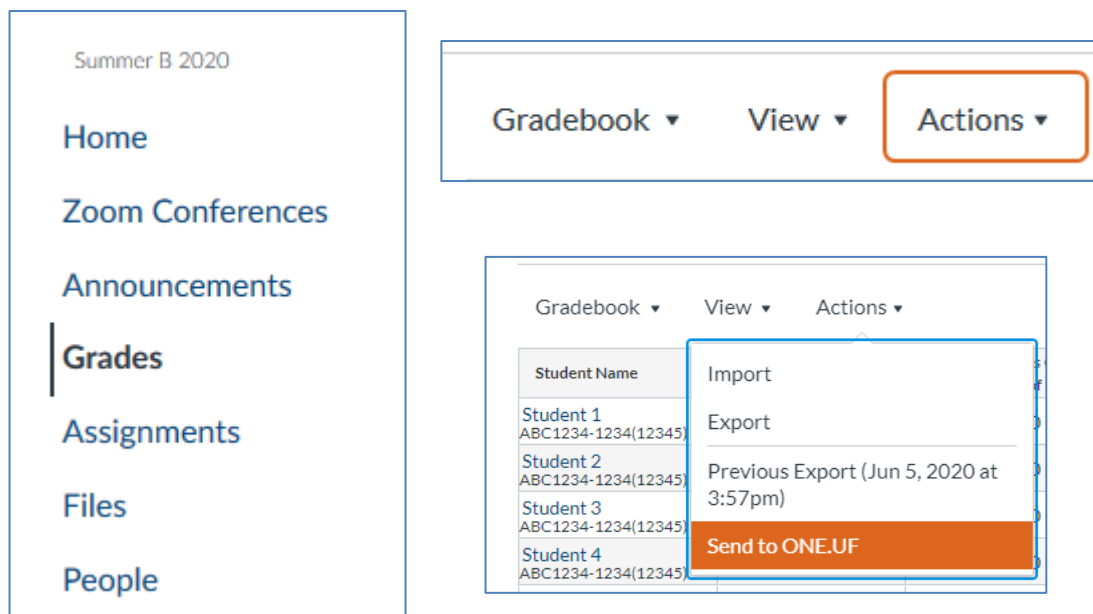
EXPORTING GRADES FROM CANVAS

As an instructor/grader, you may send your grades directly (see [the other guide](#)) or **export grades** (this guide) from your Canvas gradebook to upload them into myUFL for final approval and posting. This guide on [Finalizing your Canvas Gradebook](#) will walk you through the process of preparing your Canvas gradebook to export so that what is displayed in Canvas will *match* what is sent/uploaded into **ONE.UF**. Follow these steps **BEFORE** sending/exporting your gradebook.

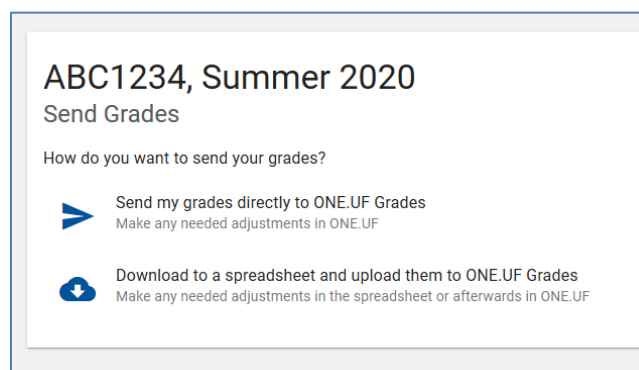
Note: Recently, this new feature was implemented that allows users to download a CSV file from Canvas that can be directly uploaded into ONE.UF Grades. This process bypasses the Conversion Tool. For instructions on how to use the conversion tool, please see <http://training.hr.ufl.edu/instructionguides/grades/canvas-to-myufl-legacy.pdf>

EXPORT THE CANVAS GRADEBOOK

1. Click **Grades**, located in the menu to the left, then **Actions**, then **Send to ONE.UF**.



2. Click **Download to a spreadsheet and upload them to ONE.UF Grades**.



3. The gradebook will load on the screen with all of the sections of the course
4. Click **DOWNLOAD CSV**
 - The filename will be in the format of **ABC1234-Semester Year-FileID.csv**
 - The file will save using your file download settings (usually a “Downloads” or “Documents” folder or the Desktop)
5. Click **GO TO ONE.UF GRADES**

NOTE ABOUT WRITING REQUIREMENT GRADES

If your class awards words to the student, then you may take the following actions. If your class does not award words, then please skip this section.

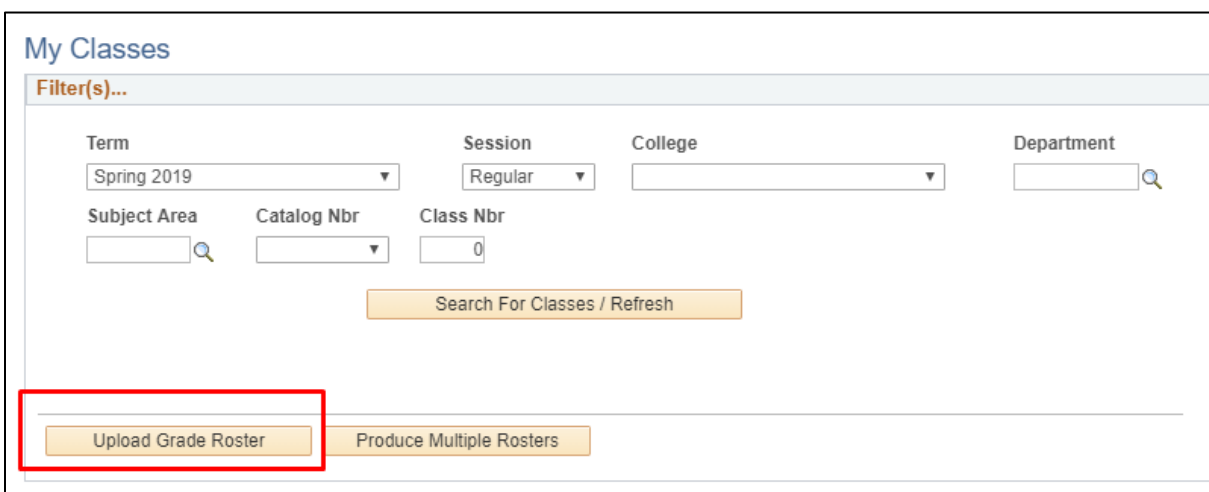
You may open the CSV file and enter the Writing Requirement Grade for all students on the file or wait until they have been loaded into ONE.UF and enter the grades there manually. If you choose the former option, you will need to take the steps to recover the “Leading Zeros” on students’ UFIDs ([instructions here](#)).

Note: Grades for the UF Writing Requirement:

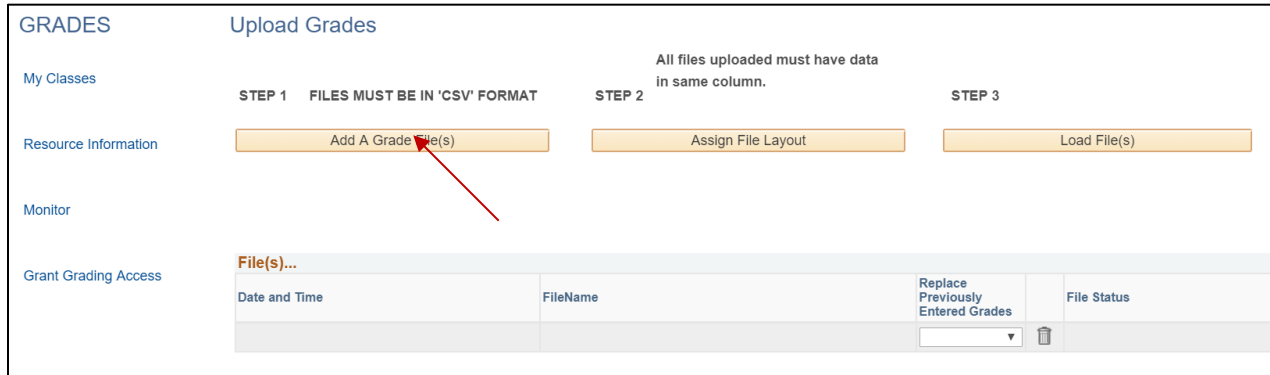
- “S” if the student has Satisfied the Writing Requirement
- “N” if the student has Not Satisfied the Writing Requirement

UPLOAD GRADES – MY GRADING / ONE.UF GRADES

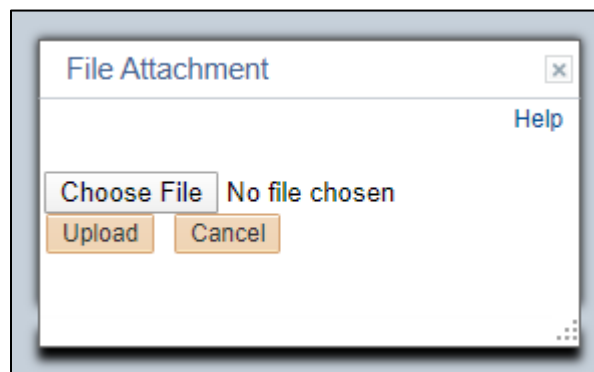
1. On the new page that opens, click the **My Classes** link on the left.
 - a. **Note:** It is not necessary to search for the particular class section.
2. Click the **Upload Grade Roster** button.
 - a. **Note:** Please note the **File Status**, as that will guide you through the steps
 - b. **Note:** It is not necessary to search for the particular class section.



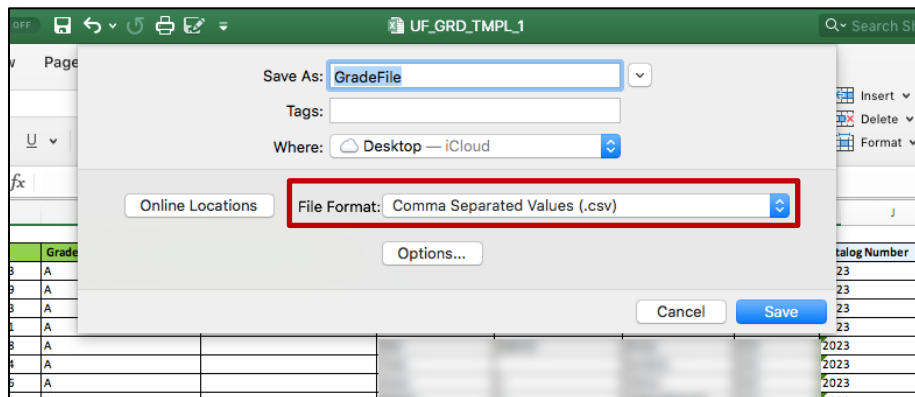
3. Click the **Add a Grade File(s)** button.



4. Click **Choose File** button.



5. Identify the **file to be uploaded**. **IMPORTANT: The file must be a.csv file.**



- a. **Note:** Only if you previously uploaded grades for the class and are attempting to upload *additional* grades, set the **Replace Previously Entered Grades** value to **No**
- b. **Note:** If this is the first time you are entering the grades for the class, leave the **Replace Previously Entered Grades** value to **Yes**.

6. Click the **Upload** button.
7. Click the **Assign File Layout** button.

GRADES Upload Grades

My Classes

Resource Information

Monitor

Grant Grading Access

STEP 1 FILES MUST BE IN 'CSV' FORMAT

STEP 2 Assign File Layout

STEP 3 Load File(s)

All files uploaded must have data in same column.

File(s)...

Date and Time	FileName	Replace Previously Entered Grades	File Status

8. Check the **Use System / Canvas Roster Layout** check box and select the **Term** in the drop-down menu.

File Layouts

Use System / Canvas Roster Layout

1 row(s) before first grade row

Term

Field Names	Column
CLASS NUMBER	
UFID	
GRADE	
REQUIREMENT GRADE	

OK

9. Click **OK**.

10. Back on the Upload Grades page, click the **Load Files** button.

GRADES Upload Grades

My Classes

Resource Information

Monitor

Grant Grading Access

STEP 1 FILES MUST BE IN 'CSV' FORMAT

STEP 2 Assign File Layout

STEP 3 Load File(s)

All files uploaded must have data in same column.

File(s)...

Date and Time	FileName	Replace Previously Entered Grades	File Status

11. When the upload is complete, **File Uploaded** will display in the File Status column. If there are errors, click on the **(i)** icon to see what they are.

FINALIZE GRADES

1. Click on **My Classes** to return to the page and search for the class.

GRADES Upload Grades

All files uploaded must have data in same column.

My Classes (highlighted)

STEP 1 FILES MUST BE IN 'CSV' FORMAT STEP 2 STEP 3

Resource Information Add A Grade File(s) Assign File Layout Load File(s)

Monitor

Grant Grading Access

File(s)...

Date and Time	FileName	Replace Previously Entered Grades	File Status

2. Select your class and click the **Enter Grades** button.

My Classes

Filter(s)...

Term: Fall 2018 Session: College: Department:

Subject Area: Catalog Nbr: Class Nbr: 12739

Search For Classes...

Upload Grade Roster Produce Roster(s)

Find | View All | <Previous

Download Multiple Rosters	Class #	Enter Grades	Download Single Roster	Class Section	Subject/Catalog Descriptions
<input type="checkbox"/>	12739	Enter Grades (highlighted)	Download	2483	

3. Review the grades and correct any errors (such as missing/invalid grades). Answer any E/U questions.

a. If you see an Invalid Grade, click the Magnifying Glass and select an appropriate grade (in this example, an F is not valid grade)

Grade Input	Official Grade	Grade Roster Status	
F		Inv Grade	Invalid Grade
I*		Pending	
A		Pending	
C+		Pending	

b. You are required to answer follow-up questions if you enter a failing grade and cannot save until all questions are answered.

Grade Input	E/U Question
E	E/U Questions Needed

Yes or No
 Did the student ever attend or participate in academic related activity?

Yes or No
 Did the student stop attending or participating in academic related activity?

Yes or No
 I certify the student completed the class and earned a failing grade.

4. Click the **Finalize Grade Roster** button.
 - **Note:** Once finalized, your **Grade Roster Status** will say **Pending** until the Registrar’s Office posts the grades.

Actions

Save **Finalize Grade Roster**

Student ID	Last Name	First Name	Grade Input	Grade Roster Status
			A <input type="checkbox"/>	Pending
			A <input type="checkbox"/>	Pending
			A <input type="checkbox"/>	Pending

5. Click **OK** to acknowledge the confirmation message.

Message

Finalization Complete! (20000,234)

OK

6. The **Finalized** checkboxes will appear on each grade line to indicate that the roster has been finalized.

ABC1234 -----COURSE TITLE----- (Section: - Class:) Session : Regular Academic Session

Personalize | Find | View All |

Instructor	Name	Email
Instructor UFID	Instructor Name	@ufl.edu

Actions

Save Return to Search **Finalize Grade Roster** Unfinalize Grade Roster

View All | <Previous 1 of 1 Next>

Student ID	Name	Grade Input	Grade Roster Status	Comment	Finalized	Modified By	Name
Student UFID	Student Name	A	Pending		<input checked="" type="checkbox"/>	User UFID	User Name

Message
Finalization Complete! (20000,234)
OK

7. If a grade was entered in error, and the grading period had not ended, you may click the **Unfinalize Grade Roster** button to make the roster editable again.
 - a. Correct the error, and then click **Finalize Grade Roster** again.
8. If you have more sections, return to **Step 1** in this section (Finalize Grades).
9. If you have no other courses, you are now finished! **Congratulations!**
10. After grades post, the Transcript Grade will appear on the roster and will be viewable on a downloadable Archive Roster as well. [HR Toolkit for Archive Rosters](#)

IMPORTANT!

- For up-to-date information, click **Resource Information** for other documentation
- E and U grades require answers to additional questions. Click the **E/U Questions Needed** button to review and provide answers.
- If the class satisfies a writing requirement, the **Writing Requirement (S/N)** column will appear and a grade of **S** (Satisfied) or **N** (Not Satisfied) must be entered.
- If a grade is left blank, the system will automatically populate the **N*** grade.
- If a student has dropped the class or withdrawn from the university, the grade of **W** will pre-populate
- When the grading period ends, OUR will run a process to post the grades to the individual student records, at which time they will be visible to students. Any changes after the grading period ends must be made via the grade change process.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
352-392-1374
registrar.ufl.edu