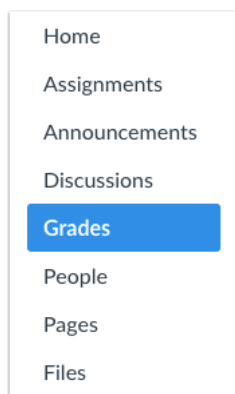# Downloading and Uploading Attendance Grades in Canvas

You can download your Gradebook from your course (export), copy data from another file into Attendance column, and then upload the Gradebook file with the new data to your course (import) following the simple steps below.

Download Your Gradebook

1. In Course Navigation, click the Grades link.

2. Export your Gradebook by clicking the Export button [1] first and then the CSV File link [2].
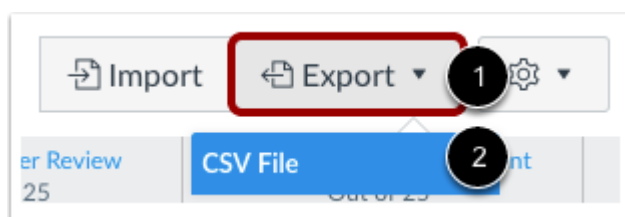
3. Canvas will download the CSV file automatically to your computer when the export is completed.
4. Go to your Downloads folder to find and open the CSV file.
5. The CSV (Comma Separated Value) file format is native to Excel, so if you double-click on the file link, your Gradebook file will open automatically in Excel.

6. Your downloaded Gradebook will look like this

	A	B	C	D	E	F	G	H	
1	Student	ID	SIS User ID	SIS Login I	Section	Attendance (534	Mid-Semester Grade (534!	Assignments Current	Assignme
2	Points Possible					100	100	(read only)	(read onl
3	Boone, Emi	7831	6025792	eboone10	1171-FIU01-HIS-1011-SECB51-78828			0	
4	Doe, Jessic₂	7838	1837717	jdoe2000	1171-FIU01-HIS-1011-SECB51-78828			0	
5	Johnson, M	7833	6066882	mjohn000	1171-FIU01-HIS-1011-SECB51-78828			0	

Add Your Attendance Grades to the CSV File

Now you are ready to populate your Attendance column with your students' grades. This grade is to be stated as a percentage, as you can see from the Points Possible = 100 grade column setting.

You may have another Excel spreadsheet where you have recorded and calculated your attendance grades. You can copy these percentage totals directly into your downloaded CSV file in the Attendance Grade Column.

- Before you copy the grades over to the CSV file, make sure your list of students is sorted in the same order in both files. We suggest you sort by SIS User (PantherID) or SIS login (username), as those columns are unique identifiers. (You wouldn't want to sort by last and first name, as you might have several students with the same first and last name).
- Once you are certain the CSV file and the source data are in the same order, simply copy the actual Attendance grades from the column in your source data to the Attendance column in the CSV file. Your CSV file should look like this:

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login I	Section	Attendance (534	Mid-Semester Grade (534!	Assign
2	Points Possible					100	100 (read
3	Boone, Emi	7831	6025792	eboone10	1171-FIU01-HIS-1011-SECB51-78828	90	
4	Doe, Jessica	7838	1837717	jdoe2000	1171-FIU01-HIS-1011-SECB51-78828	100	
5	Johnson, M	7833	6066882	mjohn000	1171-FIU01-HIS-1011-SECB51-78828	80	

Please pay close attention to the instructions below on what NOT to do.

- **Don't** change the names of any columns in the CSV file.
- **Don't** change or remove any of the information in the remaining columns.
- **Don't** change the file name or the file type (.csv) of the CSV file.

All of these "**Don'ts**" are essential so that Canvas will be able to recognize and import your Gradebook file correctly when you upload it to Canvas.
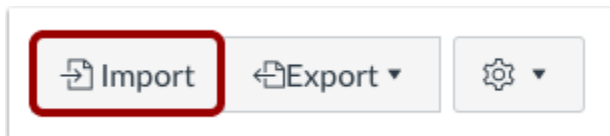
Upload Your Gradebook

Once you see that your CSV file correctly includes your Attendance grades, you are ready to send your Gradebook back to your course. You will now re-upload the same file and the grades you added will appear in Canvas once you re-upload the CSV file.
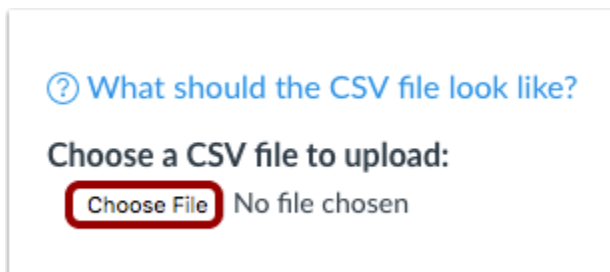
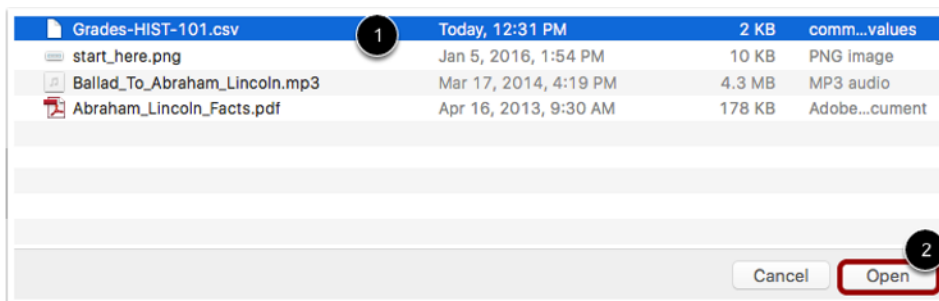1. In Course Navigation, click the Grades link.

   Home
   Assignments
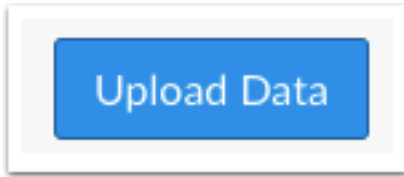   Announcements
   Discussions
   Grades
   People
   Pages
   Files
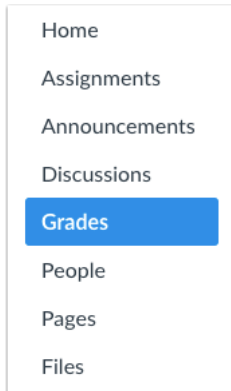
2. Click the Import button.

   ⊕ Import   ⊖ Export ▾   ⚙ ▾

3. Click the Choose File or Browse button (depending on your browser).

   ⓘ What should the CSV file look like?

   Choose a CSV file to upload:
   [Choose File] No file chosen

4. Select the CSV file (1) wherever it is on your computer and then click Open (2).

Grades-HIST-101.csv ①	Today, 12:31 PM	2 KB	comm...values
start_here.png	Jan 5, 2016, 1:54 PM	10 KB	PNG image
Ballad_To_Abraham_Lincoln.mp3	Mar 17, 2014, 4:19 PM	4.3 MB	MP3 audio
Abraham_Lincoln_Facts.pdf	Apr 16, 2013, 9:30 AM	178 KB	Adobe...cument

   Cancel   Open ②

5. Click the Upload Data button

6. Review the changes made to your Gradebook [1], then click the Save Changes button [2].

7. View the updated Gradebook in your course.
8. Mission accomplished!