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## Canvas Course Manager

ALA225 001 SU 2020

### Gradebook Tools



**Canvas Gradebook**

Trim the gradebook from Canvas



**Third Party Gradebook**

Trim the gradebook from a third party to correct format

### Users



**Add U-M Users**

Add U-M users to your available sections



**Add Non-UM Users**

Enroll non-UM users to your available sections

### Sections



**Merge Sections**

Combine sections taught by yourself or others into the Canvas site for easier management



**Add Sections**

Add sections through csv files into you own course

### Need Help?

Visit

[Canvas Course Manager Feature Page](#)

Contact

[ITS Service Center](#)

Call

734-764-HELP (4357)



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Canvas Course Manager > Convert Canvas Gradebook

## Convert Canvas Gradebook

Upload your csv file

Make sure that the input[type=file] has ariadescribedby="id of explanatory text"



BROWSE FILES

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Canvas Course Manager > Convert Canvas Gradebook

## Convert Canvas Gradebook

Upload your csv file

Make sure that the input[type=file] has ariadescribedby="id of explanatory text"



Your file needs to include  
grade letter (A-E)  
Change your grading scheme in settings

BROWSE FILES AGAIN

Change your setting of  
Apply Grading Scheme

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[more options](#)



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Canvas Course Manager > Convert Canvas Gradebook

## Convert Canvas Gradebook

	uniqname	grade
1	liyuxuan	90
2	siwonc12	56
3	abc	89
4	jw2	30
5	edhq	100



Your file is valid!  
If this is the right file you want to upload  
click confirm

CONFIRM

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Canvas Course Manager > Convert Canvas Gradebook

## Convert Canvas Gradebook



Your gradebook has been successfully converted!

UPLOAD AGAIN

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Canvas Course Manager > Convert a Third Party Gradebook

## Convert a Third Party Gradebook



Select one section for the students < 1 > »

<input type="radio"/>	ALA 225 Summer 2020 Section 105	252 users
<input type="radio"/>	ALA 225 Summer 2020 Section 106	34 users
<input type="radio"/>	ALA 521 Summer 2020 Section 003	246 users
<input type="radio"/>	Biology 588 Summer 2020 Section 004	56 users

Select

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Canvas Course Manager > Convert a Third Party Gradebook

## Convert a Third Party Gradebook



Select one section for the students < 1 > »

<input type="radio"/>	ALA 225 Summer 2020 Section 105	252 users
<input type="radio"/>	ALA 225 Summer 2020 Section 106	34 users
<input checked="" type="radio"/>	ALA 521 Summer 2020 Section 003	246 users
<input type="radio"/>	Biology 588 Summer 2020 Section 004	56 users

Select

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Canvas Course Manager > Convert a Third Party Gradebook

## Convert a Third Party Gradebook



Upload your csv file



[csv file example](#)

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Canvas Course Manager > Convert a Third Party Gradebook

## Convert a Third Party Gradebook



Upload your csv file

[csv file example](#)

Your file should include  
username, assignments and grades

BROWSE FILES AGAIN

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## Convert a Third Party Gradebook



Upload your csv file

[csv file example](#)

	username	section	assignment a	assignment b	x
1	liyuxuan		98	95	
	the username of enrolled user	this should be blank	point of this assignment	point of this assignment	

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Canvas Course Manager > Convert a Third Party Gradebook

## Convert a Third Party Gradebook

select

upload

validation

confirmation



	username	grade
1	liyuxuan	90
2	siwonc12	56
3	abc	89
4	jw2	30
5	edhq	100

[csv file example](#)



Your file is valid!  
If this is the right file you want to upload  
click confirm

CONFIRM

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Canvas Course Manager > Convert a Third Party Gradebook

## Convert a Third Party Gradebook



The trimmed file has been downloaded to your computer!

TRIM AGAIN

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