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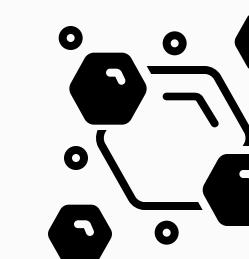
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# Canvas Course Manager

ALA225 001 SU 2020



## Merge Sections

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



## Gradebook Tools

Trim the gradebook from Canvas, or trim the gradebook from a third party to correct format



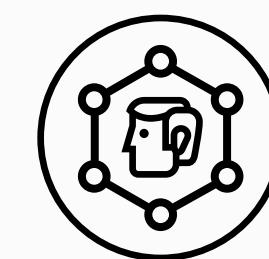
## Add UM Users

Add UM users to your available sections



## Add Non-UM Users

Enroll non-UM users to your available sections



## Add Sections/Groups

Add sections, groups through csv files into your own course.



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Convert a third party gradebook

Upload your csv file



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Convert a third party gradebook

Upload your csv file

Make sure that the input[type=file] has aria-describedby="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





## office hours

## Settings

## Language:

 Not set (user-configurable, defaults to English (US)) 

This will override any user/system language preferences. This is only recommended for foreign language courses

## File Storage:

12000 megabytes

## Large Course:

 Launch SpeedGrader Filtered by Student Group

## Grading Scheme:

 Enable course grading scheme[view grading scheme](#)

## License:

Private (Copyrighted)

## File Copyright:

 Copyright and license information must be provided for files before they are published.

## Visibility:

Course

 Customize Include this course in the public course index

## Format:

Not Set

## Epub Export:

 Organize epub by content type (default is by module).

## Description:

[more options](#)



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Convert a third party gradebook

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



Your file is correct!

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

CONFIRM



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Your gradebook has been successfully converted!

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Convert a third party gradebook

select

upload

validation

confirmation



Once you finished selection, click upload

Select one section for the students < 1 >>

ALA 225 Summer 2020 Section 105

252 users

ALA 225 Summer 2020 Section 106

34 users

ALA 521 Summer 2020 Section 003

246 users

Biology 588 Summer 2020 Section 004

56 users



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Convert Canvas gradebook



Convert a third party gradebook

select

upload

validation

confirmation

1

2

3

4

You have finished the selection, click [upload](#)

Select one section for the students < 1 >>

ALA 225 Summer 2020 Section 105

252 users

ALA 225 Summer 2020 Section 106

34 users

ALA 521 Summer 2020 Section 003

246 users

Biology 588 Summer 2020 Section 004

56 users



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upload

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csv file example



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select

upload

validation

confirmation

1

2

3

4

csv file example



Your file should include  
uniqname, assignments and grades

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select

upload

validation

confirmation

1

2

3

4

csv file example

	uniquename	section	assignment a	assignment b	x
1	liyuxuan		98	95	

the uniquename  
of enrolled user

this should be  
blank

point of  
this assignment

point of  
this assignment





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Convert a third party gradebook

select

upload

validation

confirmation

1

2

3

4



The trimmed file has been downloaded  
to your computer!

TRIM AGAIN