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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 your 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

This CSV file will be formatted by trimming out nonessential columns.

**Requirement needed:** [Grading Scheme in settings](#) needs to be check marked for letter grade to appear in the CSV file.



Drag and drop or [browse your files](#)

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734-764-HELP (4357)

University of Michigan - Calenc

Slack | covid-19-time-capsule-

Course Details: 5/6 test





+







umich.instructure.com/courses/401218/settings


office hours

Settings

M







☐ Restrict students from viewing this course after end date

☐ Restrict students from viewing this course before start date

When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.

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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**Requirement needed:** [Grading Scheme in settings](#) needs to be check marked for letter grade to appear in the CSV file.

**Error: Grades do not match. Correct the file first and try again.**



Drag and drop or [browse your files](#)

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## Convert Canvas Gradebook

CSV file: NAME\_OF\_GRADEBOOK

	uniqname	grade
1	liyuxuan	90
2	siwonc	56
3	abctay	89
4	jwsmith	30
5	edhq	100

< 1 > >>

### Review your CSV file



Your NAME\_OF\_GRADEBOOK file is valid!  
If this is the right file you want to upload  
click Submit File

Cancel

Submit File

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## Convert Canvas Gradebook



Your gradebook has been successfully converted!

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