Canvas Grades Export – File Format

This guide provides details about the steps required to prepare a file to transfer grades from Canvas to the SJSU PeopleSoft website. The steps are as follows:

Step 1 – Log into Canvas

Navigate to Canvas using the link: https://sjsu.instructure.com
Step 2 – Select a Course

Select your course using the “Courses” button on the left navigation panel.
Step 3 – Access the Course Gradebook

Navigate to “Grades” using the Grades button on the left course navigation menu.
Step 4 – Grade Export

Export Grades in CSV format using the Export button located on the left side of the gradebook.

Step 5 – Grades in Excel

Open the CSV file using Microsoft Excel
Step 6 – Save the File

Save the file with a different name using not more than 60 characters. Make note of the name of this file.

Step 7 – Edit the File

Remove all columns except “SIS User ID” (represents SJSU ID) and last column “Final Grade”

A. Select columns you want to remove
B. Right click and click on delete.

C. Select ‘Entire Column’
D. Similarly remove all columns except SIS User ID and Final Grade

![Excel screenshot]

Step 8 – Save and Upload

Once saved, the file is now formatted and ready for upload on SJSU PeopleSoft via the Grade Roster.