

How do I import grades in the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status, comments, or grade posting policies.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
- All changes made to non-read-only columns are included in the upload. However, read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments names containing the text Current Score, Current Points, Current Grade, Final Score, Final Points, Final Grade, Override Score, Override Grade, Override Status.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.
- CSV file uploads ignore reserved column names as well as hidden and deleted custom columns. Reserved column names include Student, ID, SIS User ID, SIS Login ID, Section,

Integration ID, and Root Account.

- Grade changes to Classic Quiz submissions may display as fudge points in SpeedGrader.

Create CSV File

[View Example CSV File](#)

For new files, save the file as Grades-Course_Name.csv.

Required columns and order

- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)

Notes:

- If you don't want to create a new CSV file, you can always [download the CSV](#) from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.
- If Discussion Checkpoints are enabled in your course, the CSV will show additional columns.
 - Graded Discussion with Checkpoints (if applicable)
 - Graded Discussion with Checkpoints Reply to Topic (if applicable)
 - Graded Discussion with Checkpoints Replies Required (if applicable)

Open Gradebook

Open Gradebook

In Course Navigation, click the **Grades** link.

Upload Scores

[Upload Scores](#)

Click the **Import** button.

Choose File

Choose File

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

Open File

Open File

Locate the CSV file [1] then click the **Open** button [2].

Upload Data

Upload Data

Click the **Upload Data** button.

Upload New Data

[Upload New Data](#)

If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the **A new assignment** option [1]. Then assign the number of points possible [2]. Click the **Continue** button [3].

Notes:

- When multiple grading periods is enabled, CSV file uploads cannot create new assignments.
- New assignments created via a CSV file upload are automatically published and maintain the course posting policy.

Save Changes

[Save Changes](#)

Review the changes made to your Gradebook [1]. Any changes that will result in a lower grade than the previous version are highlighted in red [2].

If you upload assignments with no grade changes, they will be hidden from the upload [3].

Click the **Save Changes** button [4].

View Updated Gradebook

View Updated Gradebook

View the updated data in the Gradebook.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-grades-in-the-Gradebook/ta-p/807>]

Revision #1

Created 2025-05-27 14:51:01 UTC by Brandy Brickey

Updated 2025-05-27 14:52:19 UTC by Brandy Brickey