



## Uploading C4ELink Grades into the Canvas Gradebook

This document provides detailed instructions to guide you through the process of exporting student grades from the C4ELink course site and importing them into your Canvas Gradebook.

If your course is integrated into your school's Canvas learning platform using simple LTI integration, it is important to understand that this integration will only allow students' **grade totals** to be updated in the Canvas gradebook as coursework is completed. If you wish to transfer the grades for individual coursework items from C4ELink into Canvas, you can utilize these steps outlined below to export the data from C4ELink and import it into Canvas.

**Please note:** The C4ELink gradebook is typically configured using weighted categories. To prevent any discrepancies and ensure gradebook weights and course totals are accurate, please ensure that the structure of your Canvas gradebook mirrors the C4ELink gradebook. If you have any questions, please contact Technical Support.

### *Export Grades from C4ELink Course Site*

1. Access the 'Gradebook' option from your course menu bar.
2. From the dropdown menu options, select 'Export' > 'Excel spreadsheet.'
3. You will be presented with a list of graded items to export. Uncheck any items that you do not wish to include in your export.

**Note:** You can choose to export grade category totals and/or specific quizzes, exams, or assignments.

4. Click the 'Download' button when you are ready to export the data.
5. Save the file on your device as a .csv file type (i.e. Grades-Course\_Name.csv).

### *Prepare the .csv File for Import*

The .csv file that you import into Canvas must meet very specific formatting requirements for import into Canvas. The required columns and order are as follows:

- Student Name (this column must contain the student's first and last name combined)
- Student ID (this column can be left blank, but the column heading must be present)
- SIS User ID (this column can be left blank, but the column heading must be present)
- SIS Login ID (this column can be left blank, but the column heading must be present)
- Section (this column must contain the name of the Canvas course section that the student is assigned to in Canvas; it is possible that the section will be the same for all students)



- Assignment (this column will list the name of the assignment and the grades that the student received for the assignment; The column can be for an existing canvas assignment or a new assignment)

To prepare the file that you exported from C4elink, you will need to do the following:

1. Add a new Column to the right of the Last name column. This can be done by highlighting the column to the right of the Last name, right clicking, and then selecting 'Insert.' Label this column 'Student Name.' In the first student row of this column, type the first name of the first student followed by the last name of that student. In the next row of the Student Name column begin typing the first name of the next student. You will see that Excel will quickly pick up on the formula and will make a suggestion to 'Flash Fill' the remaining cells in that column. Simply click 'Enter' to accept the 'Flash Fill' for the column. This process should populate the entire Student Name column with the full names (first and last) of all students.
2. Once the Student Name column is created, populated and the data has been confirmed, you can delete the First name and Last Name Columns from the spreadsheet. This should result in the Student Name column being column #1 on the spreadsheet.
3. Rename the 'ID number' column to 'Student ID.' This should be column #2 on the spreadsheet. These columns can remain empty.
4. Add 2 new columns for 'SIS User ID' and 'SIS Login ID' to the right of the Student ID column. These columns should be #3 and #4 on the spreadsheet. These columns can remain empty.
5. Create a column on the spreadsheet for your Canvas course section name. The heading for this column should be 'Section.' (It may be easiest to rename the Department column as Section.) In the Section column, enter the name of your Canvas course section name into the first student row of the new Section column and copy/paste it into the all student cells in that column. The Canvas course Section associated with each student can be found if you click on the 'People' tab within your Canvas course.
6. Delete the 'Institution', 'Email address', and 'Last downloaded from this course' columns from the Spreadsheet. The 'Last downloaded from this course' column will be the last column on the spreadsheet. The 'Section' column should end up being column #5 on the spreadsheet.
7. Delete any other columns that you do not wish to consider for the import.
8. Once your changes are complete, save your .csv file.

The finalized .csv file should look similar to the following sample:

	A	B	C	D	E	F	G
1	Student Name	Student ID	SIS User ID	SIS Login ID	Section	Lesson 1 Quiz	Lesson 2 Quiz
2	Jane Doe				MUS.100.1.SU18	89.27	93.75
3	John Doe				MUS.100.1.SU18	95.61	98.75
4	Sam Smith				MUS.100.1.SU18	88.54	92.5
5	Paul Johnson				MUS.100.1.SU18	97.8	100

### *Export a Copy of Your Canvas Gradebook*

As a precaution, it is always recommended that you export a copy of your current Canvas gradebook prior to making any major changes (i.e. grade import).

1. In Course Navigation, click the 'Grades' link.
2. Select 'Export' > 'CSV File' to export your course grades.
3. Save the file on your device.

### *Import Grades into Canvas Gradebook*

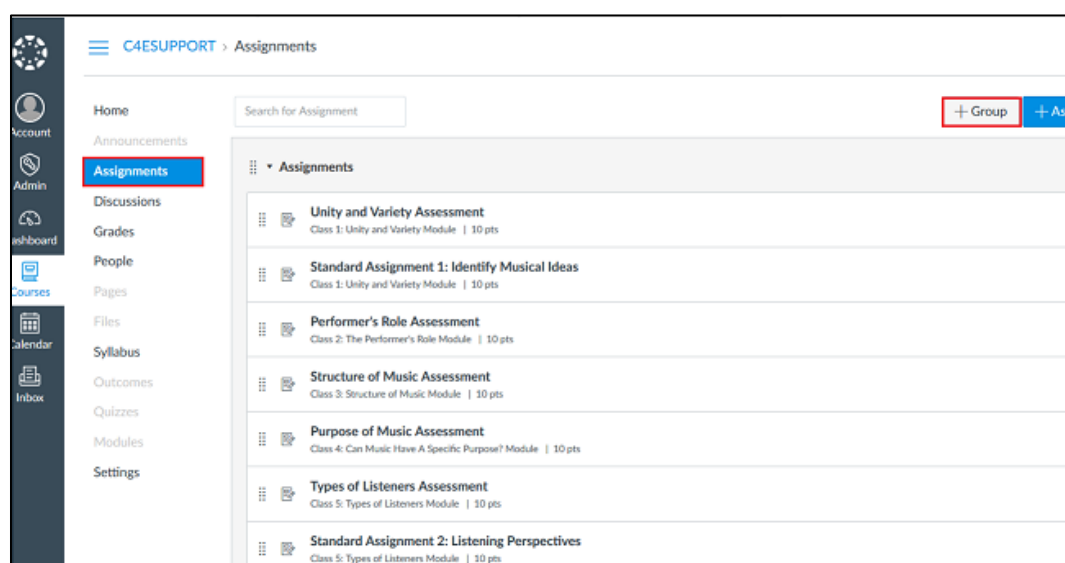
1. In Course Navigation, click the 'Grades' link.
2. Click the 'Import' button.
3. Click 'Browse' to choose the file you would like to import. Locate the .csv file you saved on your device then click the 'Open' button. Be sure to select the modified version of the file that meets the required file specifications noted above.
4. Click the 'Upload Data' button.
5. Canvas will then present you with a screen on which you may need to clarify any data that it could not automatically 'connect' for the import.
  - Match up any students that could not be matched with the corresponding student in your Canvas system. To do so, select the corresponding Canvas student name from the drop down menu next to each student name from the spreadsheet that could not be matched. If there are any students for whom you do not wish to import their data, simply select the 'Not in my class, ignore this row.' option from the dropdown menu.
  - Match up any assignments that could not be matched with the corresponding assignment in your Canvas system. To do so, select the corresponding Canvas assignment name from the drop down menu next to assignment name from the spreadsheet that could not be matched. If the assignment that you are importing has not yet been created in Canvas, you can select 'A new assignment' from the drop down menu. For any new assignments, you will need to define the total possible points for the assignment in the 'Points Possible' field. If there are any assignments for which you do not wish to import the data, simply select the 'Bogus, ignore it' option from the dropdown menu.
6. When finished, click the 'Continue' button.

7. Canvas will then present you with a screen that displays what will be imported. If satisfied, click 'Save Changes.' If you need to make any changes, click 'Cancel.'
8. The import will be performed and all grades will be imported as indicated.

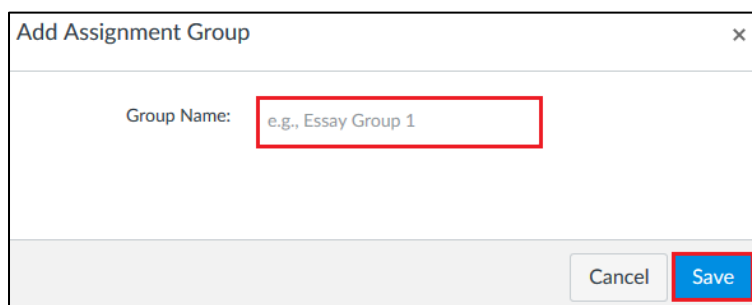
## Gradebook Adjustments

Any new gradebook columns created by the import process will be listed under a generic 'Assignments' group in the Canvas gradebook. The C4ELink gradebook is typically configured using weighted categories. To ensure the accuracy and consistency of gradebook totals, you will need to setup your Canvas gradebook to mirror the weights/values of the Connect For Education gradebook. *Please note that this process may vary if your Connect For Education gradebook is set to a flat gradebook, and does not feature any weighted categories.*

1. From the Course Navigation panel (left-side menu), click the **Assignments** link and select the '+ Group' button:



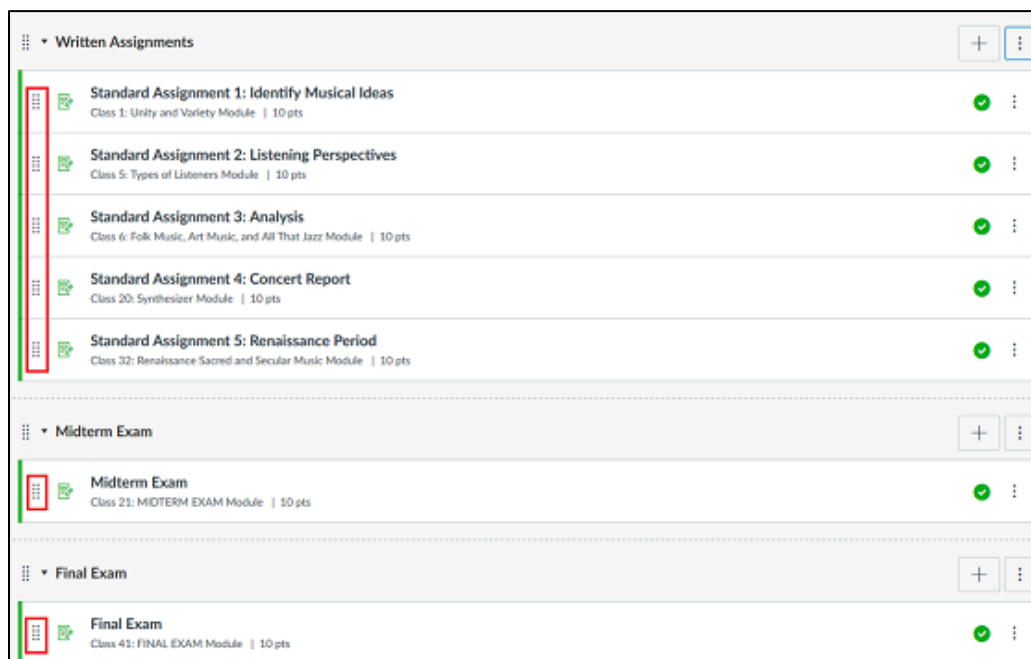
2. Enter the name of the desired group (i.e., Quizzes) and click 'Save':



You will need to repeat this step to create all remaining gradebook groups.

*Tip: if your course contains many quizzes, it might be helpful to rename the original 'Assignments' group to 'Quizzes,' therefore eliminating the need to move each and every quiz into a new group. To rename, simply click the three stacked dots to expand the Additional Options menu, and select 'Edit.'*

- Once your groups have been created, use the **Drag** buttons to the left of each coursework item to drag and drop into the correct assignment groups (i.e., move the Midterm Exam into the corresponding 'Midterm' group):



- After the groups have been arranged, the next step will be adjusting your group weights to match the category weights of the Connect For Education gradebook. Click the three stacked dots to the right of '+ Assignment' to expand the Additional Options menu:



5. Check 'Weight final grade based on assignment groups,' adjust your weights accordingly, and save:

Assignment Groups Weight

☒ Weight final grade based on assignment groups

Quizzes	35	%
Written Assignments	15	%
Midterm Exam	25	%
Final Exam	25	%
Total		100%

Cancel
Save

Percentages will update to the right of each group heading:

Written Assignments	15% of Total	+	⋮
Standard Assignment 1: Identify Musical Ideas			
Class 1: Unity and Variety Module   10 pts			
Standard Assignment 2: Listening Perspectives			
Class 5: Types of Listeners Module   10 pts			
Standard Assignment 3: Analysis			
Class 6: Folk Music, Art Music, and All That Jazz Module   10 pts			
Standard Assignment 4: Concert Report			
Class 20: Synthesizer Module   10 pts			
Standard Assignment 5: Renaissance Period			
Class 32: Renaissance Sacred and Secular Music Module   10 pts			
Midterm Exam	25% of Total	+	⋮
Midterm Exam			
Class 21: MIDTERM EXAM Module   80 pts			
Final Exam	25% of Total	+	⋮
Final Exam			
Class 41: FINAL EXAM Module   Not available until May 10   Due May 12 at 11:59pm   80 pts			