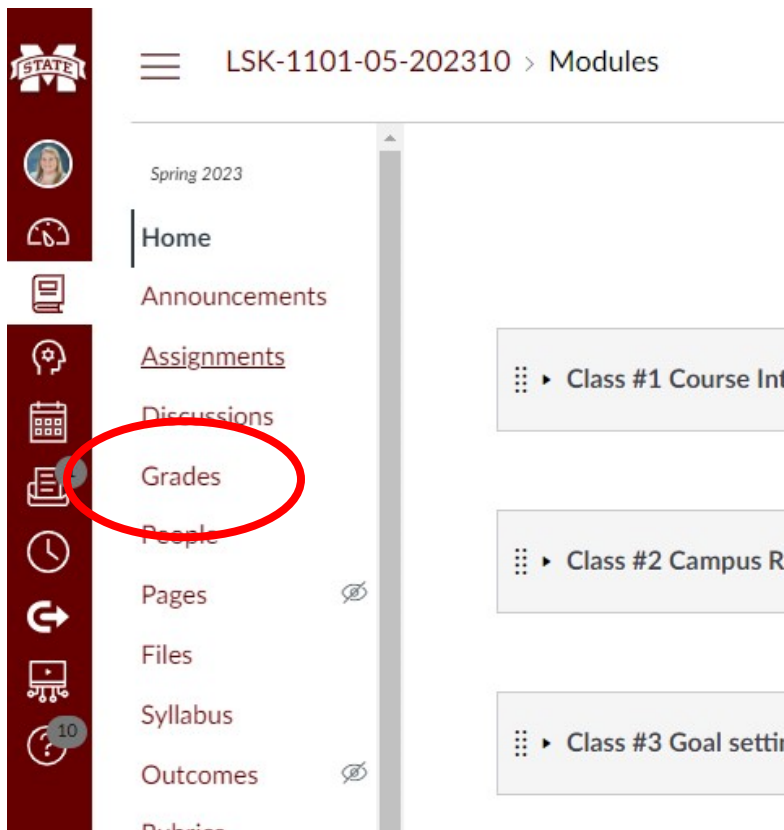# Instructions for Importing Grades into Canvas with Scantron
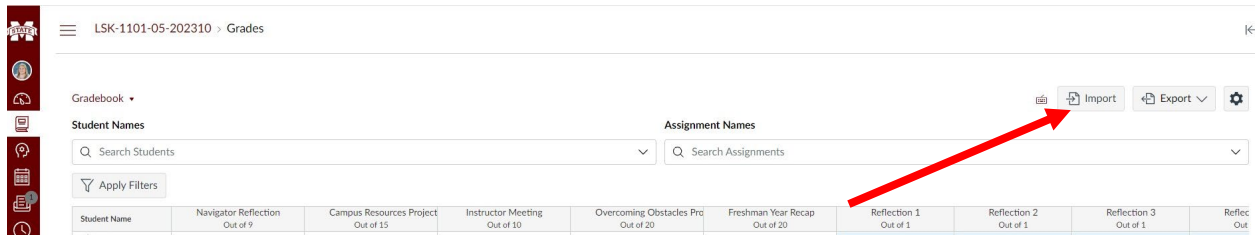
The new Scantron software creates an Excel CSV file that can be uploaded directly into Canvas. Our hope is that this will save you time in entering your grades. In order for the upload to work correctly you will need to have your students make sure they correctly enter their MSU 9-digit ID number on their exam sheet. The Excel CSV, along with new reports which we hope will make it easier to evaluate your exams and your students, will all be provided on the jump drive you bring to testing services.

The Excel CSV file will be named "Grades-(Course Name)", so for the examples below you see it is named Grades-LSK-1101-05. When you bring your exam sheets to testing services you will need to be sure and label your exam key with the correct course name/number as it appears in Canvas.
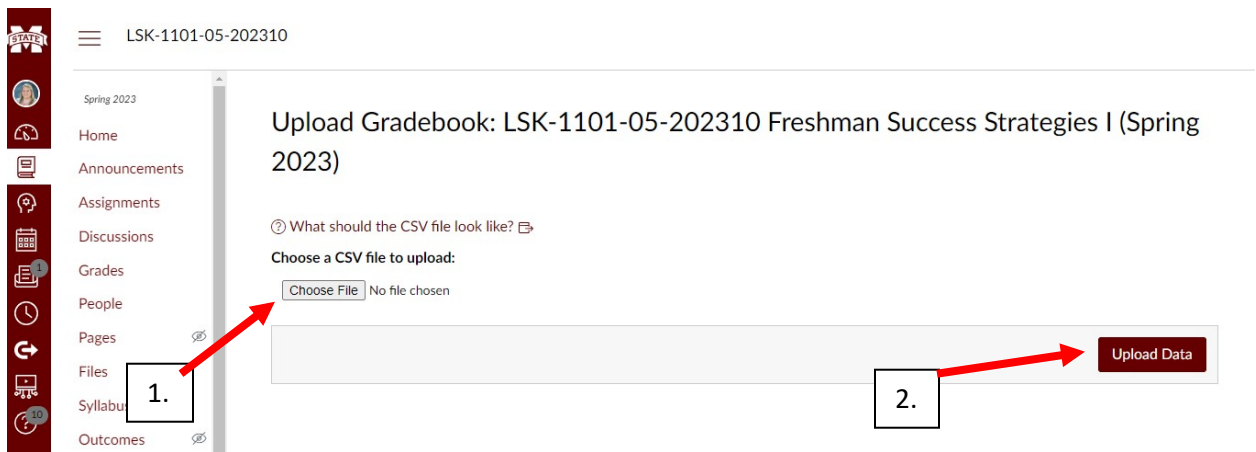
Once your exam has been graded by testing services, you can begin the upload process by logging into Canvas. Then once you have selected the correct course, select grades from the menu to the left.

Now that you have opened the gradebook, click "Import" in the top right.

You will then see this page. Click the "Choose File" (1) button and select the CSV file from your jump drive or wherever you have saved it. If you brought exams for multiple sections, make sure you are selecting the file for the correct section. Once you have selected you file, click "Upload Data" (2).

A new page will then come up asking you to verify some information. From the drop-down list, you will select the assignment in Canvas that you are uploading. If you have not already created the assignment in Canvas, there is an option to create the assignment as part of your upload. Once the assignment has been chosen, click "Continue".

A screen will pop up asking you for final confirmation. If you have reviewed and are satisfied, click "Save Changes". You will then be taken back to the gradebook and your upload is complete!