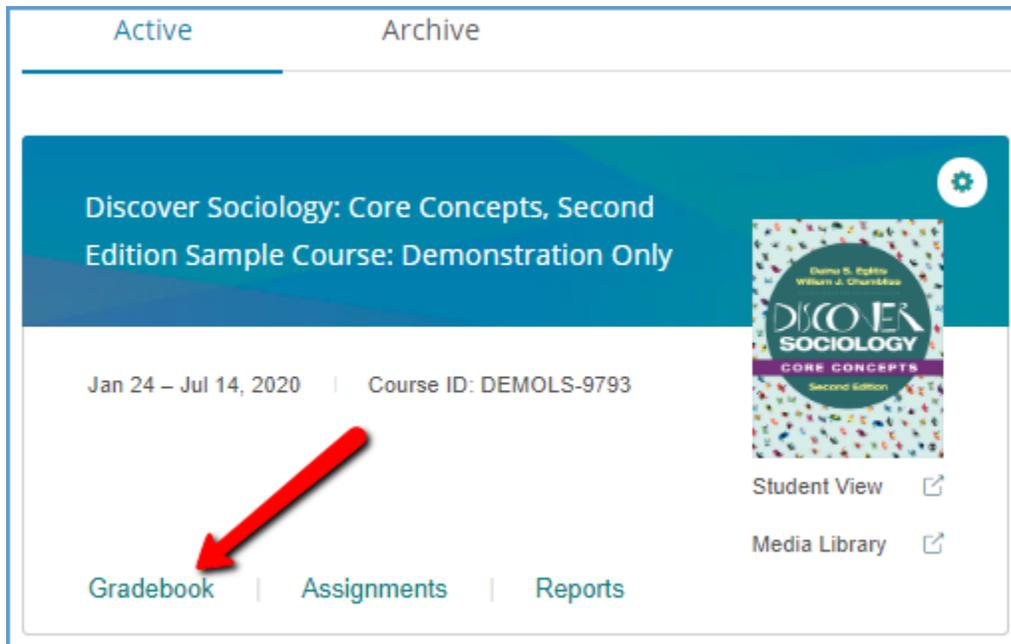


Transferring Grades from Vantage to Canvas

Export Your Vantage Gradebook

Navigate to the Gradebook area in your Vantage course.



You can filter the gradebook to show only the grades you want to transfer to your Canvas course. Start by clicking on the **Filter** button near the top right of the page.

Name	Total	Data Activity 1.1	Video Activity 1.1	KC 1.1	KC 1.2	Video Activity 1.2
Paula Adams	11 / 637	●	●	●	—	—
Matthew Anderson	30 / 637	●	●	●	●	●
Michael Garcia	56 / 637	●	●	●	●	●
Anna Hernandez	17 / 637	●	●	●	●	●
James Johnston	17 / 637	●	●	●	●	●
Patricia Kim	30 / 637	●	●	●	●	●
Elizabeth Lee	30 / 637	●	●	●	●	●
Joseph Miller	17 / 637	●	●	●	●	●

Choose the Assignment Types you want to have grades for in Canvas. Most courses are set up so only the Chapter Tests have grades. Under "Show grades in," tick the checkbox for **Points**, then click **Apply**.

Filters

Assignment Types

- Chapter Tests
- Knowledge Checks
- Multimedia Activities
- Past Due
- Future Due

Show grades in

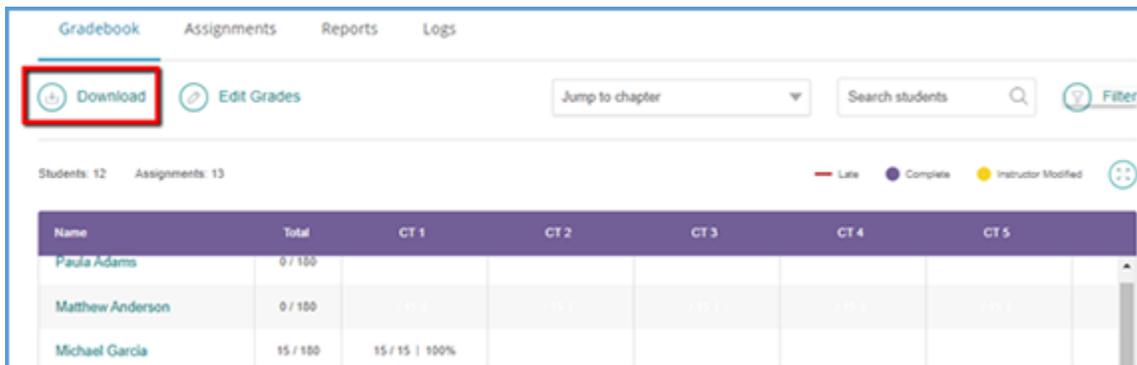
- Percent
- Points

Groups

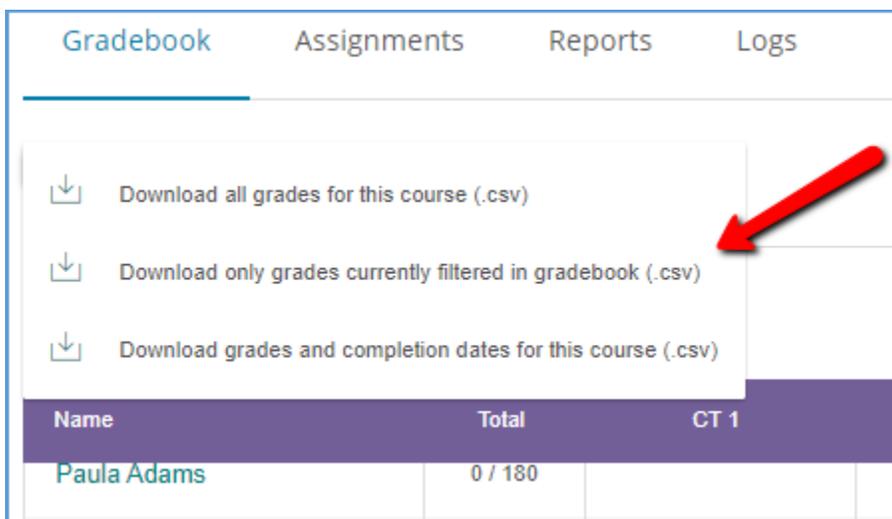
+ NEW GROUP

DEFAULT APPLY

Once the gradebook is filtered to the grades you want to export, click the **Download** button.



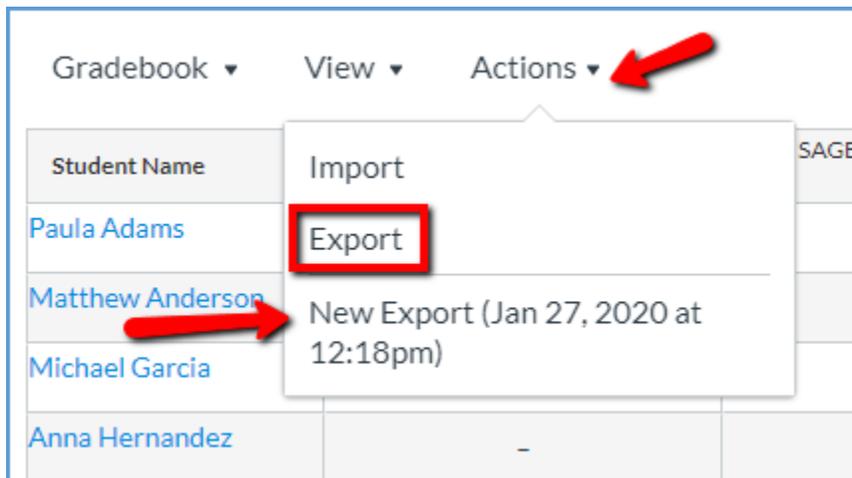
Select the option to **Download only grades filtered in gradebook (.csv)**.



Save the file to your computer.

Export Your Canvas Gradebook

In the left navigation of your course, go to **Grades**. Next click **Actions**, then choose **Export**. Once the export process is complete, the export file will appear in the Actions menu beneath the Export link. Save the file to your computer by clicking on the link.



Combine Your Grades

Open both your Vantage and Canvas export files.

Your Vantage export file will show:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	D	E	F	H	I	J	K	L	M		
1	Student F	Student L	Student G	CT 1 (15)	CT 2 (15)	CT 3 (15)	CT 4 (15)	CT 5 (15)	CT 6 (15)	CT 7 (15)	CT 8 (15)	CT 9 (15)	CT 10 (15)
2	Paula	Adams											
3	Matthew	Anderson											
4	Michael	Garcia	15										
5	Anna	Hernandez											
6	James	Johnston											
7	Patricia	Kim											
8	Elizabeth	Lee											
9	Joseph	Miller											
10	Elena	Nolan											
11	Christina	Spencer											
12	Patty	Thomson											
13	David	Wilson											
14													
15													

Annotations in the image:

- A**: Points to columns A and B.
- B**: Points to column D.
- C**: Points to the grade '15' in cell D4.

- Your list of students in columns A and B
- Your exported Assignments, starting in Column D. The points possible is the number next to the assignment name.
- Student Grades

Next, match up your Vantage Gradebook with what you exported from Canvas.

A1	Student	SIS User ID	SIS Login	Section	SAGE vantage	SAGE vantage	SAGE vantage	SAGE vantage	SAGE vantage	Assignment	Assignment	Assignment	Assignment	Assignment	Assignment
1	Student ID									(read only)					
2	Points Possible				0	15	15	100	100						
3	Paula Ada	24326812		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
4	Matthew	24326813		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
5	Michael G	24326814		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
6	Anna Herr	24326815		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
7	James Joh	24326816		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
8	Patricia Ki	24326819		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
9	Elizabeth	24326818		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
10	Joseph Mi	24326820		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
11	Elena Nol	24326821		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
12	Christina	24326822		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
13	Patty Thor	24326823		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
14	David Wil	24326824		melissajs	SAGE vantage	Peak Introduction to Criminal Justice 3e	Sales Di			0	0				0
15															

- A. Make sure you have the same number of students in both courses. If you have more students in Vantage than in Canvas, you can delete the rows with extra students from the Vantage export file. If you have more students in Canvas than in Vantage, you can add empty rows in the Vantage export to where the extra students are in Canvas.
- B. Grade columns exported from Canvas have metadata attached. If you already have the grade columns you need created in Canvas, then you will copy and paste the grades from the Vantage export into the correct columns in the Canvas export. If you need to add columns to your Canvas gradebook, you can add them by typing or pasting in the name of the grade in row 1, as well as the points possible in row 2. You do not need to worry about adding metadata.
- C. Once you have organized the columns and rows to match between the two spreadsheets, you can copy and paste all the grades from the Vantage export into the Canvas export.

Save your changes.

Upload Your Grades to Canvas

To upload the new grades, in the left navigation of your course, go to **Grades**. Next click **Actions**, then choose **Import**. Click **Choose File** to navigate to your updated file. Once you have selected it, click **Upload Data**.

Upload Gradebook: Sandbox Course

[? What should the CSV file look like?](#) 

Choose a CSV file to upload:

No file chosen