

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.



Gradebook Assign	nments Rej	ports Logs						
🕘 Download ⊘ E	dit Grades		Jump to chap	pter	▼ Search students Q			
Students: 12 Assignments: 13	4				— Late 🕚 Co	mpiete 🥚 instructor Modified	::	
Name	Total	Data Activity 1.1	Video Activity 1.1	KC 1.1	KC 1.2	Video Activity 1.2		
Paula Adams	11/637	٠	•	٠	-	-	Î	
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	•	•	•	•	•		
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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**.

Gradebook Assignr	ments Reg	oorts Logs				
🕘 Download 🥥 Ed	It Grades		Jump to chi	apter	×	
Students: 12 Assignments: 134				Assignment Types		
Name	Total	Data Activity 1.1	Video Activity 1.1	KC 1.1	Chapter Tests	Knowledge Checks
Paula Adams	11/637	٠	٠	٠	Future Due	P 83.000
Matthew Anderson	30 / 637	•	•	•	Show grades in	
Michael Garcia	56 / 637	•	•	•	Show grades in	
Anna Hernandez	17 / 637	•	•	•	Percent 🗹	Points
James Johnston	17/637	•	•	•	Groups	
Patricia Kim	30/637	•	•	•	+ NEW GR	OUP
Elizabeth Lee	30/637	•	•	•		ADDEV
Joseph Miller	17 / 637	•	•	•		Anti
L	<					, [*]

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



Gradebook Assignr	ments Re	ports Logs					
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Students: 12 Assignments: 13					— Late 🕚 Cong	plete 🥚 instructor Mo	olfed 🔛
Students: 12 Assignments: 13	Total	CT 1	CT 2	стз	- Late Comp	piene 🥚 instructor Mo	offed 🔃
Students: 12 Assignments: 13 Name Paula Adams	Total 07180	CT 1	CT 2	стэ	- Lite Cons	cinte 🥚 instructor Mo	ooffed (;;)
Students: 12 Assignments: 13 Name Paula Adams Matthew Anderson	Total 0 / 150 0 / 150	CT 1 /15	CT 2	CT S	CT 4	cts	offed ())

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

Gradebook	Assignme	nts Re	ports I	Logs						
i Download	└ Download all grades for this course (.csv) └ Download only grades currently filtered in gradebook (.csv)									
L Download	\bigcup Download grades and completion dates for this course (.csv)									
Name		Total	CT 1							
Paula Adams		0 / 180								

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.



Gradebook 🔻	View • Actions •	
Student Name	Import	SAGE
Paula Adams	Export	
Matthew Anderson	New Export (Jan 27, 2020 at	
Michael Garcia	12:18pm)	
Anna Hernandez	-	

Combine Your Grades

Open both your Vantage and Canvas export files.

Your Vantage export file will show:

A	1		A	∫x Stu	ident First	Neo	R					,	
1	A 4	- B-		D 🦽		F	<u> </u>	н	1.1	J.	к	L.	м
1	Student F	Student L	Student G	CT 1 (15)	CT 2 (15)	CT 3 (15)	CT4(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	Hernande	2										
6	James	Johnston			`								
7	Patricia	Kim											
8	Elizabeth	Lee											
9	Joseph	Miller											
10	Elena	Nolan											
11	Christina	Spencer											
12	Patty	Thomson					C						
13	David	Wilson					\sim						
14							_						
15													

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

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

SAGE vantage[™]

0	ipboard G	et.		.6	Alignee	int	6	Number	- 19		Styles		0		Eating
A)	· · · /	A	fr Sti	dent									В		
4	A 1	-	D	E	F	G	н	1.1.1	1	к	-	м		0	P
E	Student ID	SIS User IC	SIS Login	Section	SAGE vant	SAGE vant	SAGE van	t SAGE vant!	SAGE vant	Assignme	Assignme	Assignme	Assignme A	ssignme	Assig
2	Pouse Possible				0	15	15	5 100	100	(read on)	(read only	(read onl	(read only (read only	(read
1	Paula Ada 24326812		melissajs	SAGE van	tage Peak In	troductio	n to Crimi	inal Justice 3	le Sales De		0 0			0	
L	Matthew ; 24326813		melissajs	SAGE van	tage Peak In	troductio	n to Crimi	nal Justice 3	le Sales De) 0			0	
5	Michael G 24326814		melissajs	SAGE van	tage Peak In	troduction	n to Crimi	inal Justice 3	ie Sales De		0 0			0	
5	Anna Herr 24326815		melissajs	SAGE van	tage Peak In	troductio	n to Crimi	nal Justice 3	le Sales De) 0			0	
	James Joh 24326816		melissajs	SAGE Var	tage Peak In	troductio	n to Crimi	inal Justice 3	le Sales De		00			0	
1	Patricia Ki 24326819		melissajs	SAGE van	tage Peak In	troduction	n to Crimi	nal Justice 3	le Sales De		0			0	
	Elizabeth 24326818		melissajs	SAGE van	tage Peak In	troductio	n to Crimi	inal Justice 3	le Sales De			-		0	
0	Joseph Mi 24326820		melissajs	SAGE van	tage Peak In	troductio	n to Crimi	inal Justice 3	le Sales De		0		100 C	0	
1	Elena Nol. 24326821		melissajs	SAGE van	tage Peak In	troductio	n to Crimi	inal Justice 3	le Sales De) 0			0	
z	Christina ! 24326822		melissa)s	SAGE van	tage Peak In	troductio	n to Crimi	nal Justice 3	le Sales De	1	0 0			-	
3	Patty Thor 24326823		melissajs	SAGE van	tage Peak In	troductio	n to Criimi	nal Justice 3	le Sales De) 0		-		
4	David Will 24326824		melissa)s	SAGE var	tage Peak In	troductio	n to Crimi	inal Justice 3	le Sales De		0 0				
5	100 100 100 100 100 100 100 100 100 100		1000		1.000										

- 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	
 ⑦ What should the CSV file look like? ₽ Choose a CSV file to upload: Choose File No file chosen 	
Upload Data	