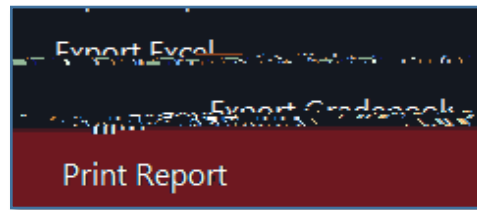


# Canvas: Importing grades from Remark

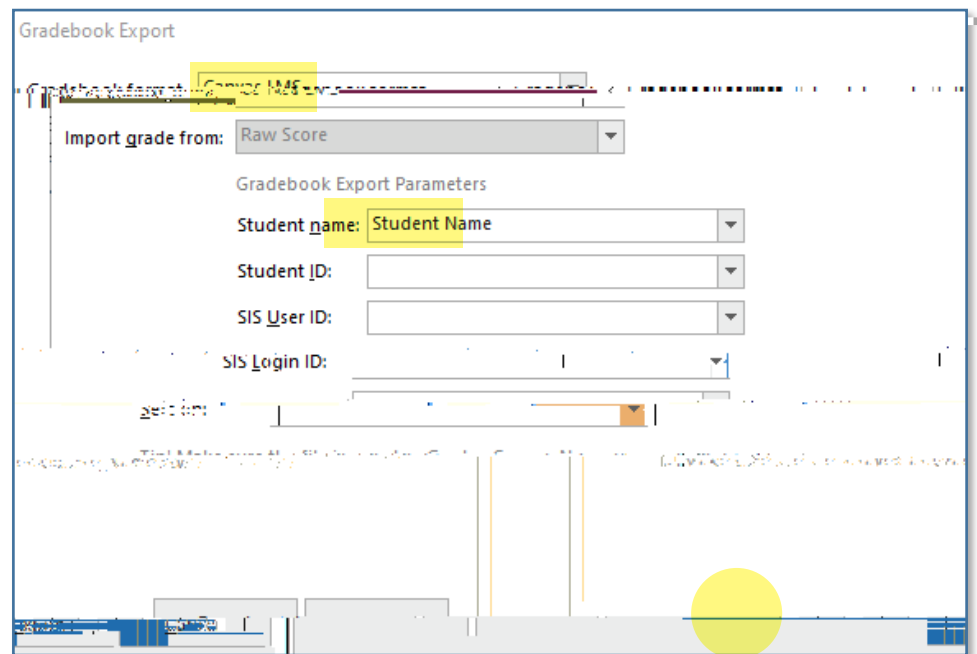
## Exporting grades from Remark

*Note: The ITS operations team who processes your OpScan tests will perform these steps and provide you with the grade file in CSV format.*

1. In Remark, select **Export** > **Export Grades**.



2. In the Gradebook Export popup window, select **Canvas LMS** in the Gradebook format field and **Student Name** in the Student name field. Click **OK**.




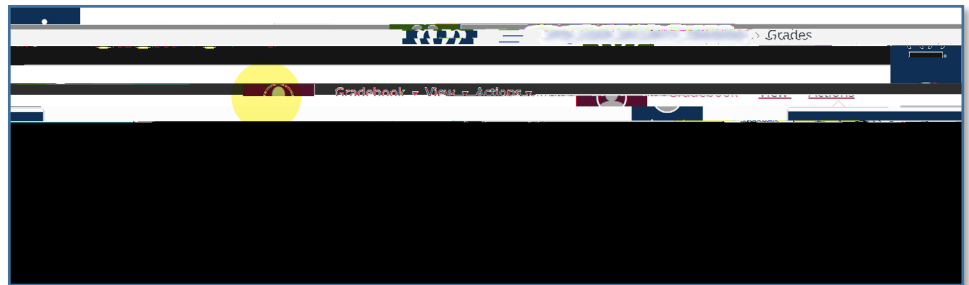
## Importing grades into Canvas



*Note: You will import the \*.csv file you received from ITS. Grades are imported using student names only.*

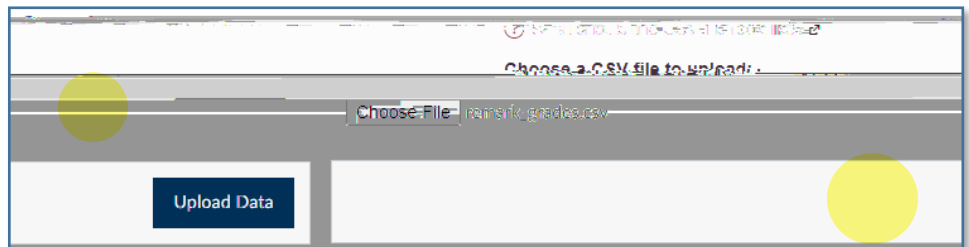
1. In the course menu, click on .



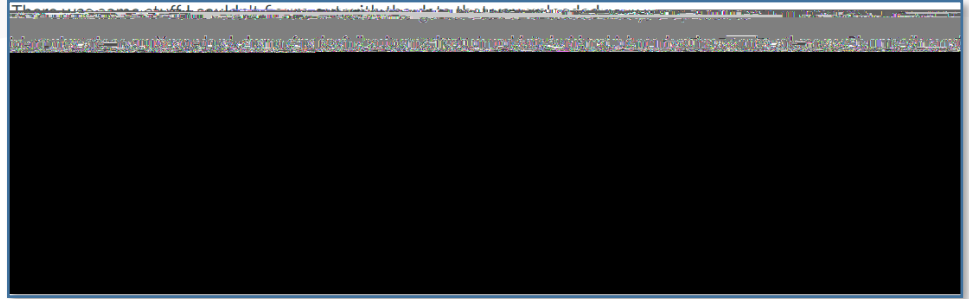
2. In the gradebook, click on , then .



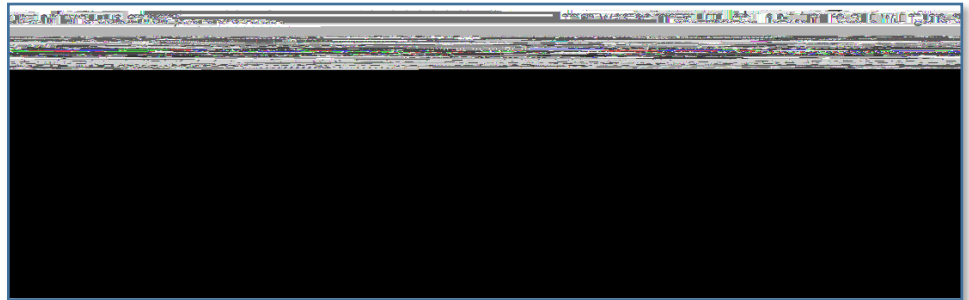
3. Click  and open the \*.csv file exported from Remark. Click .



- If Canvas can't find students or the assignment, you will be prompted to match records to correct students and to create either a new assignment...



...or to choose the existing assignment.



Click **Match**.

- Canvas will provide a preview of the data, including student names and grades. If everything looks correct, click **Import**.

Student	From	To
STUDENT TEST		45

- On the next page, you'll see imported grades under the assignment name.

Student Name	Quiz 1 Part 2 Out of 50
Test Student	45