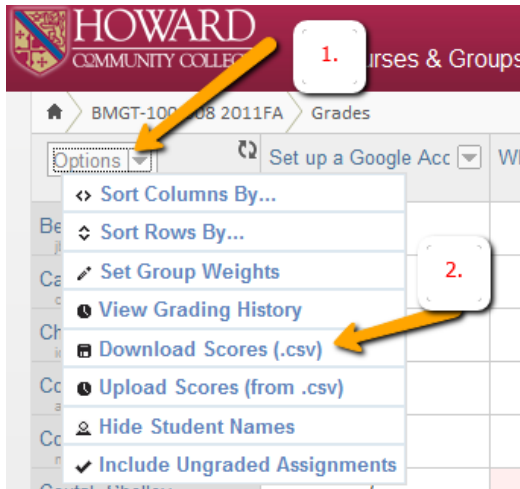
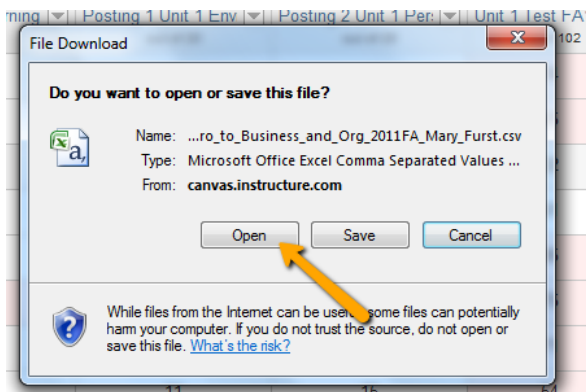


1. Open your Canvas course and go to GRADES. Click on OPTIONS then DOWNLOAD SCORES.



2. A dialog box will appear. Click OPEN.



3. Excel will open and you will have a new spreadsheet with all of the grades for your class shown. This page of the workbook will be indicated by the name of your course. Please do not change the name of the file, but do save it as an Excel file (rather than a .csv). You can clean it up a bit as well by double-clicking on the column borders so that the headings are legible.