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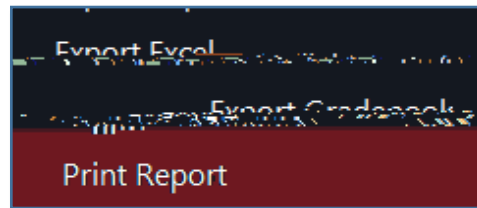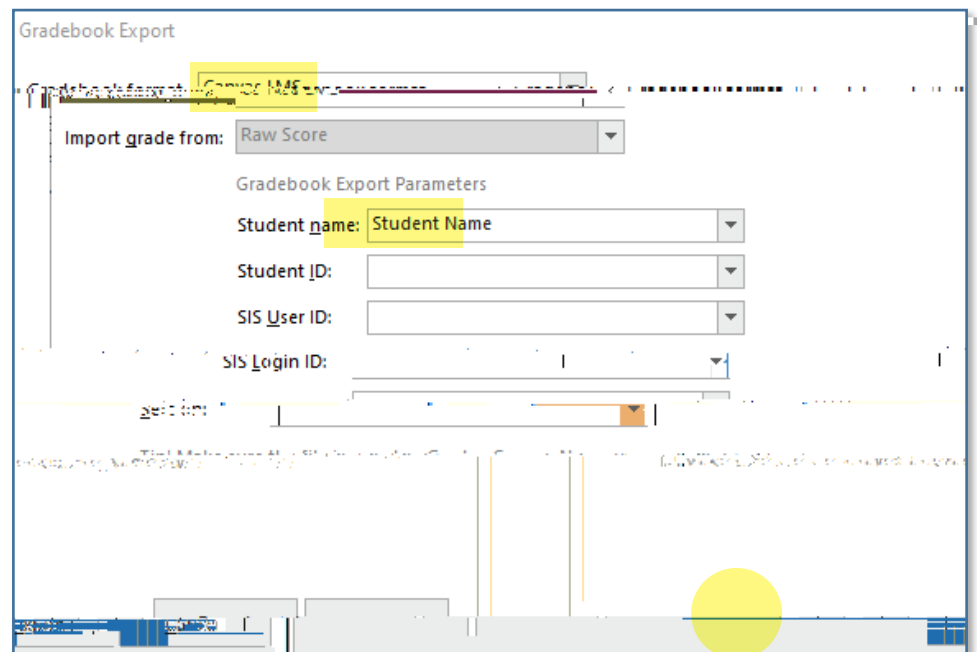
Note: The ITS operations team who processes your OpScan tests will perform these steps and provide you with the grade file in CSV format.

1. In Remark, select ...

2. In the Gradebook Export popup window, select ... in the Gradebook format field and ... in the Student name field. Click ...
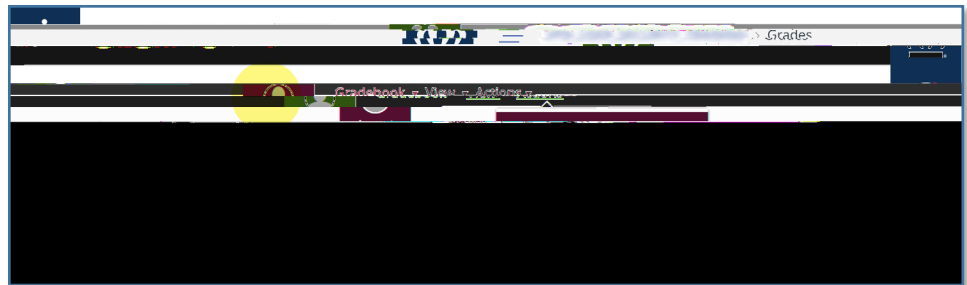
Importing grades into Canvas

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

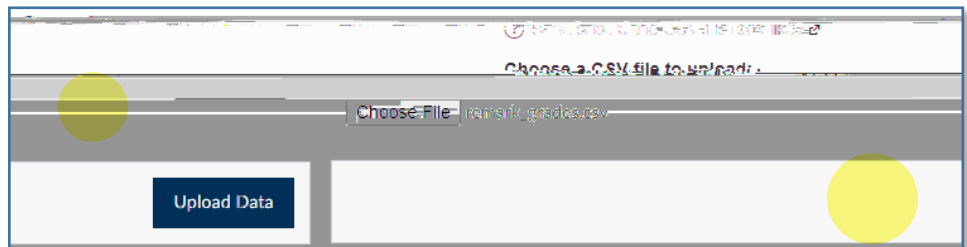1. In the course menu, click on   .
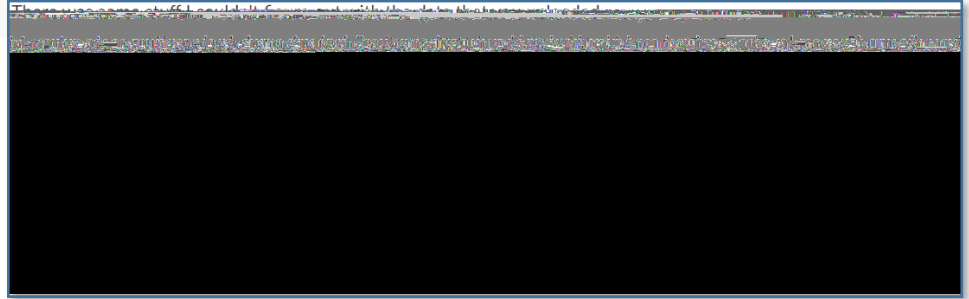

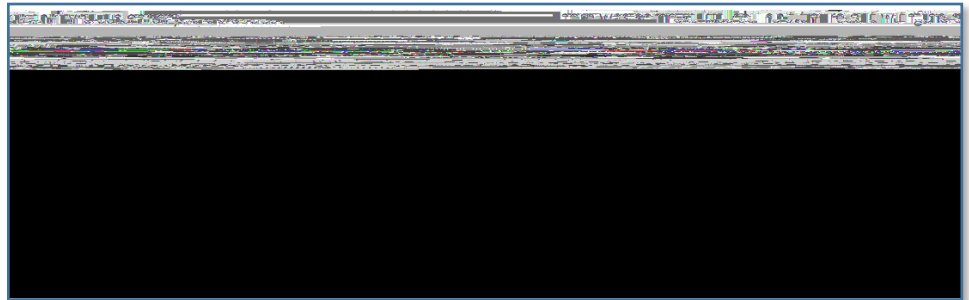2. In the gradebook, click on   , then   .

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

4. 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

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

	null		
Student		From	To
STUDENT TEST			45

6. 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