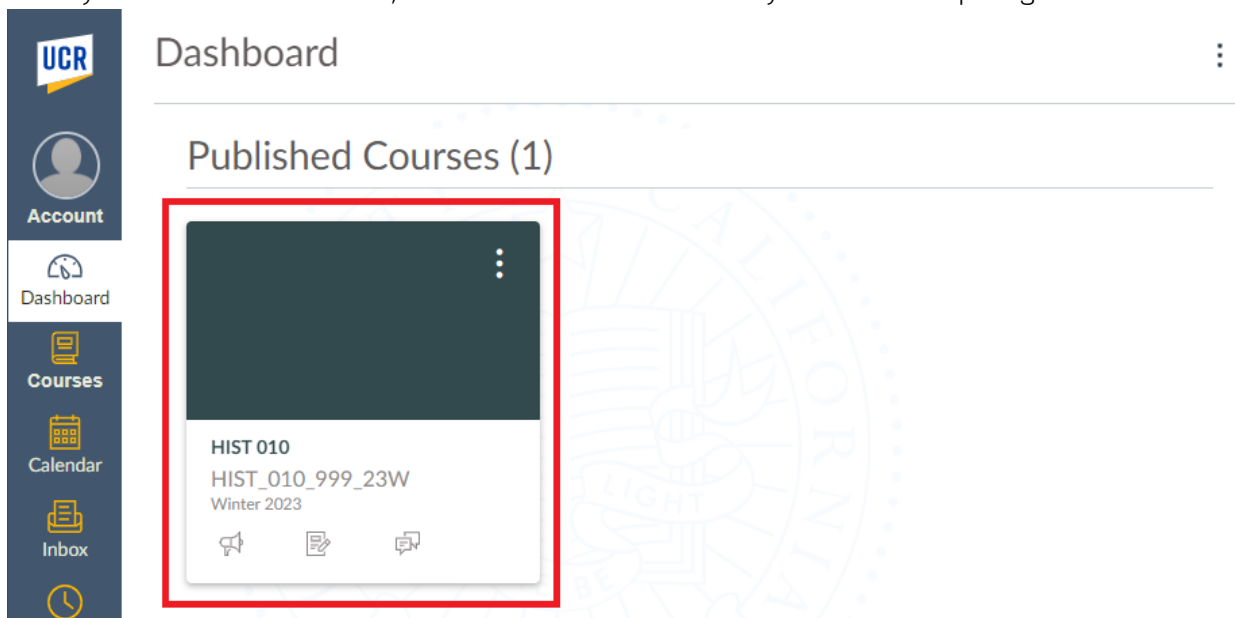


iGrade How-To:

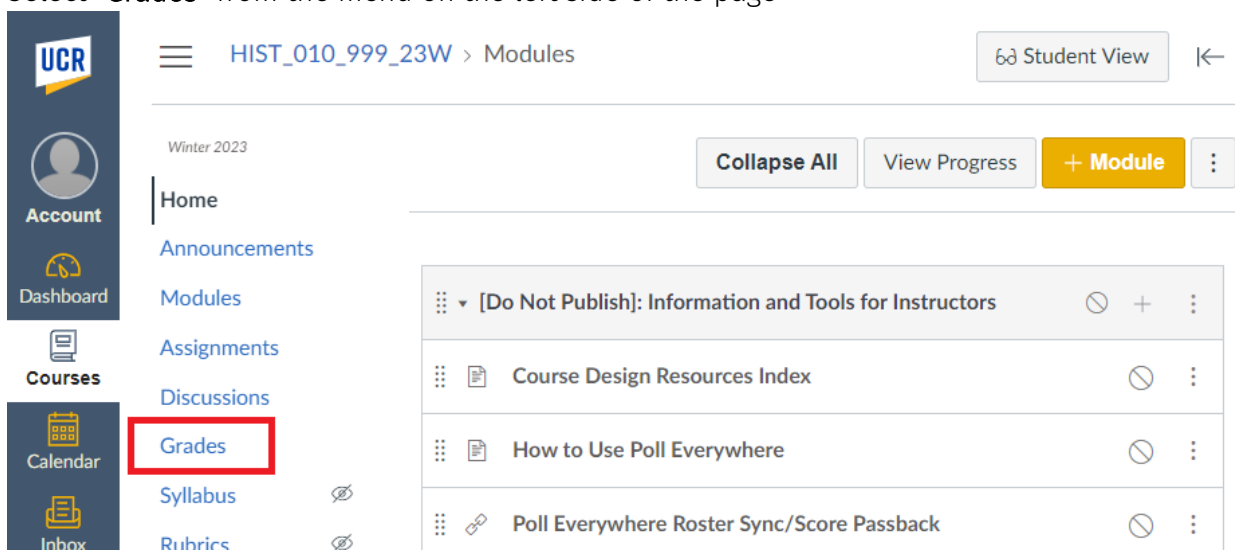
Uploading and Submitting Grades from Canvas

Section 1: Export your grades from Canvas

- 1) From your Canvas dashboard, select the course for which you want to export grades.



- 2) Select "Grades" from the menu on the left side of the page



- 3) Select “Export” at the top of the page, then select “Export Entire Gradebook”

The screenshot shows the Canvas LMS interface for the course HIST_010_999_23W. The 'Export' button is highlighted with a red box. The dropdown menu is open, and the 'Export Entire Gradebook' option is highlighted with a red box. The background shows a gradebook table with columns for Student Name, Quiz 1, Quiz 2, Quiz 3, and Quiz 4. The 'Export' button is highlighted with a red box, and the 'Export Entire Gradebook' option in the dropdown is also highlighted with a red box.

Student Name	Quiz 1, Week 2, 10-3-22 Out of 100 MANUAL	Quiz 2, Week 3, 10-13-22 Out of 100 MANUAL	Quiz 3, Week 4, 10-20-22 Out of 100 MANUAL	Quiz 4 Out of
Jane Applicant	89	95	100	
Joe Applicant	80	90	100	

- 4) When the export is complete, the file will be saved to the downloads location on your computer and a confirmation message display in Canvas.

The screenshot shows the Canvas LMS interface with a confirmation message "Gradebook export has completed" displayed in a green box. Below the message, a progress bar indicates that the export is 100% complete. The background shows the same course page as the previous screenshot, but the 'Export' button is no longer highlighted.

Section 2: Upload your roster in iGrade

- 1) Log into iGrade (<https://igrade.ucr.edu>)
- 2) Click on the link in the “Course Section” column of your course list to open the desired course.

The screenshot shows the iGrade interface with a course list table. The 'Course Section' column is highlighted with a red box. The table has columns for Term, CRN, Course Section, Course Title, Enrollment, Grades First Submitted, and Grades First Submitted By.

Term	CRN	Course Section	Course Title	Enrollment	Grades First Submitted	Grades First Submitted By
Winter 2023	54360	HIST 010 999	WORLD HIST:PREHISTORY TO 1500	3		

- 3) Click on the “Upload Grades” icon at the top of the screen



- 4) Click on the “Choose File” button and select the file you exported from Canvas from your downloads location.

HIST 010 999 (CRN: 54360) - Winter 2023

Grades can be entered into iGrade by uploading a roster in Excel or CSV format. The roster may include some or all of the students in your course. To start your upload, select “Choose File” below and follow in the instructions. Once uploaded, submit your grades from the main course roster.

No file chosen

- 5) You will be prompted to identify two columns from your gradebook:
- For SID/NETID, select the “SIS User ID” column from your gradebook
**For files not from Canvas, select the column with the SID or NETID of the students*
 - For grades, select the final grades column from your gradebook

Please select the column for SID/NetId.

Please select the column containing grades.

- 6) iGrade will show an example of the first several rows of your gradebook, please ensure this data looks correct. If it does not, check that the correct columns are selected before continuing.

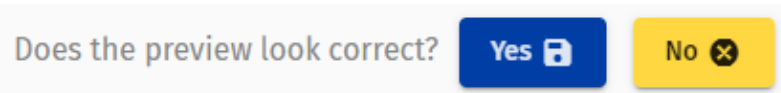
SID/NetID	Grades
Header Row Not Imported	
Header Row Not Imported	(read only)
jappl005	A-
jappl013	B+

- 7) iGrade will then display summary information about your upload. This information can be used to ensure the data is as expected before loading it to your roster.

Validation:

3 student(s) were found in your file.
3 student(s) match your roster.
3 new grade(s) will be uploaded.

- 8) If everything looks correct, click the “**Yes**” button to upload your grades. To make a change, click “**No**” to start over.



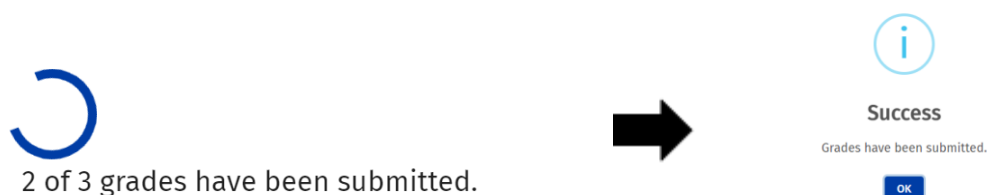
- 9) iGrade will upload the grades from your file and return you to the roster page. If your grades are complete and accurate, click “**Submit Grades**”. Otherwise, make any necessary changes to your roster and click “**Submit Grades**” when ready.



- 10) If you entered an “I” (incomplete) or “GD” (grade delay) grade, iGrade will display messages with information from applicable Senate regulations. To proceed with entering these grades, click “**Continue**”. To enter a different grade, click “**Cancel**” to return to your roster.



- 11) iGrade will validate and load your grades to Banner, the campus’ student information system. This process can take several minutes, especially for a large class. iGrade will provide a status message during the validation and a confirmation when the process is complete.



- 12) If you need to change a student’s grade after submitting your roster, please see the resources for grade changes on the Registrar’s website.