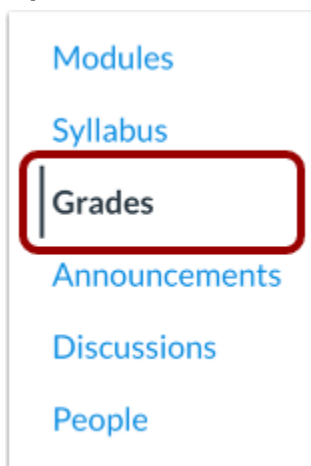


## Exporting Grades from the Canvas Gradebook

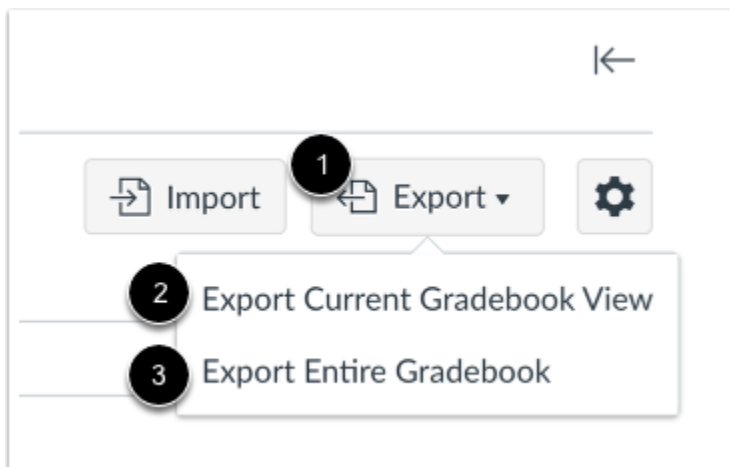
You can export scores from the Gradebook and download them to your computer as a CSV file. The Gradebook CSV assignment columns display in the same order as shown in the Gradebook for an individual user.

### 1. Open Grades



In Course Navigation, click the **Grades** link.

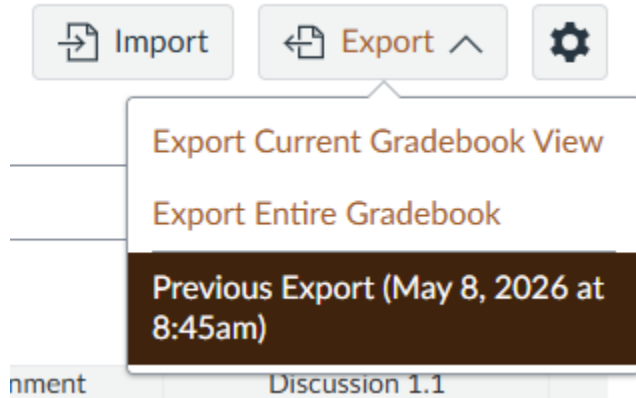
### 2. Export Scores



Click the **Export** button [1], then click the **Export Current Gradebook View** link [2]. If you are using grading periods and want all grading periods included in your CSV file, click the **Export Entire Gradebook** link [3].

3. When the export is completed, Canvas downloads the CSV file automatically to your computer. The file can commonly be found in your *Downloads folder*.

#### 4. View Previously Exported Scores



If you navigate away from the page during the export, the CSV file will appear as a previous download in the Export menu so it can be downloaded again. The Gradebook allows you to view a previous export.

#### Notes:

Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.

#### Final Grade Submission

Final Grades must be submitted through [MyRecords](#).

#### Questions

For more information, please visit the [Instructure Community](#) or reach out to your Instructional Designer.