

## How to Export Your Canvas Gradebook

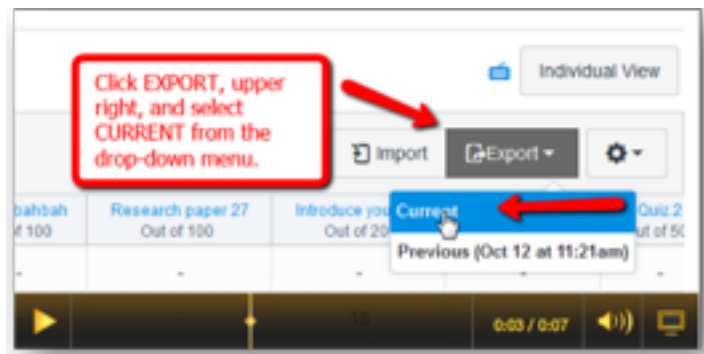
The Center for Teaching, Learning, and Technology highly recommends downloading your Canvas course gradebook twice each semester, at midterm, and once all the grades are in. The process is very easy in Canvas.

Log into your course, then

1.



2.



The resulting window will allow you to either save the file or open it in MS Excel.

For assistance, please email [ghoffman@su.edu](mailto:ghoffman@su.edu).