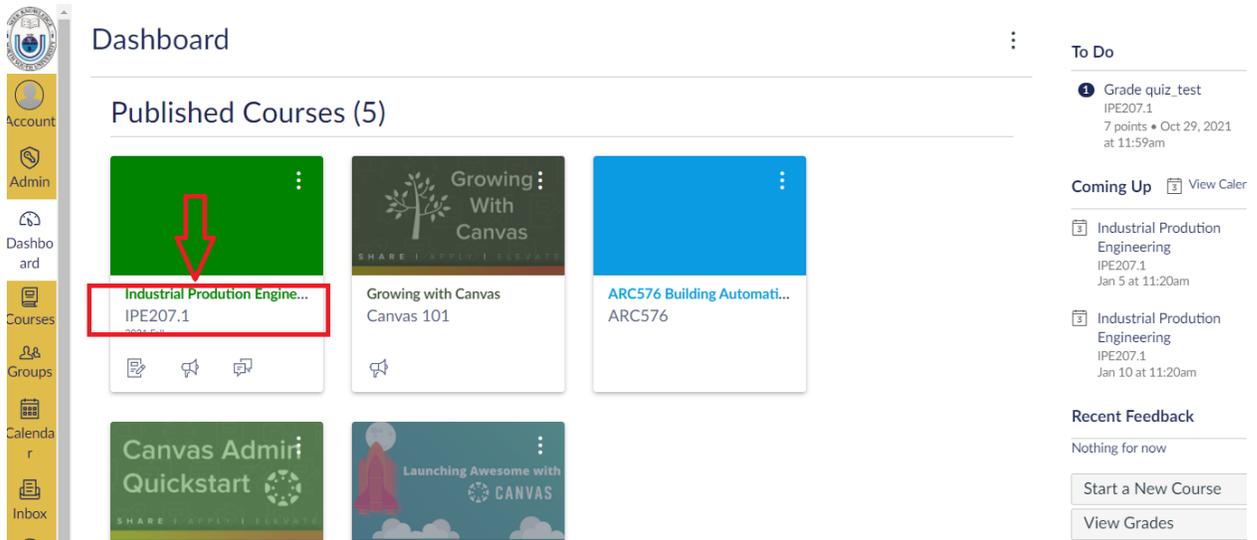


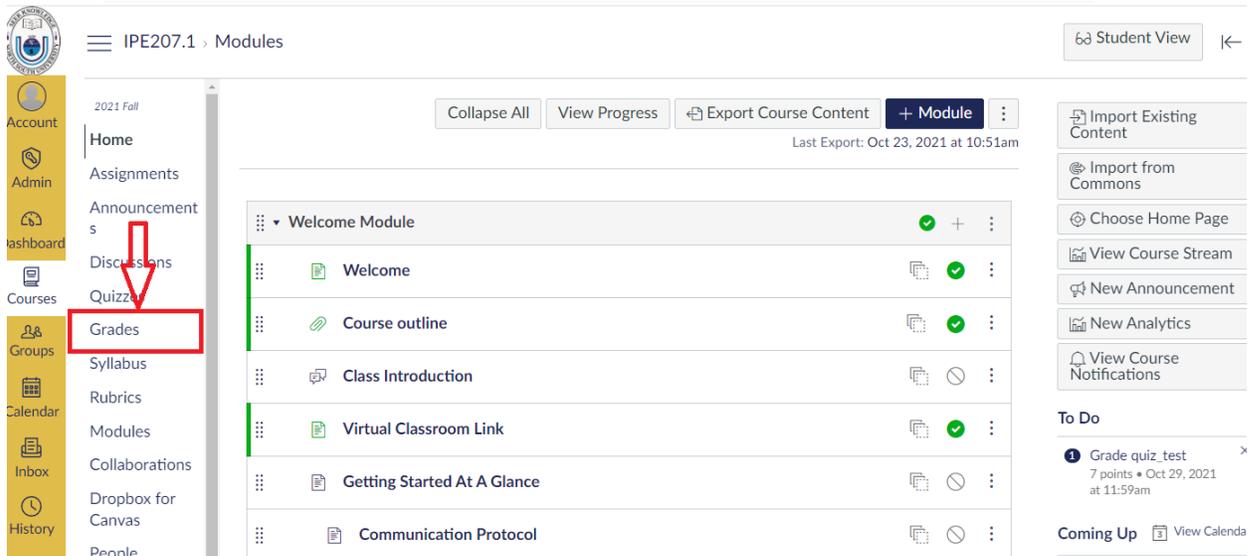
Downloading Grades from Canvas

1. Login to Canvas: <https://northsouth.instructure.com/login/google>
2. Click on the Course in the Dashboard



The screenshot shows the Canvas Dashboard interface. On the left is a vertical navigation menu with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, and Inbox. The main area is titled 'Dashboard' and 'Published Courses (5)'. There are five course cards: 'Industrial Production Engineering IPE207.1' (highlighted with a red box and a red arrow), 'Growing with Canvas Canvas 101', 'ARC576 Building Automati... ARC576', 'Canvas Admin Quickstart', and 'Launching Awesome with CANVAS'. On the right side, there are sections for 'To Do' (Grade quiz_test), 'Coming Up' (Industrial Production Engineering IPE207.1), and 'Recent Feedback' (Nothing for now). At the bottom right, there are buttons for 'Start a New Course' and 'View Grades'.

3. Click on the “Grades” menu



The screenshot shows the Canvas course page for 'IPE207.1 > Modules'. The left sidebar has a menu with items: Home, Assignments, Announcements, Discussions, Quizzes, Grades (highlighted with a red box and a red arrow), Syllabus, Rubrics, Modules, Collaborations, Dropbox for Canvas, and People. The main content area shows a list of modules: 'Welcome Module' (expanded), 'Welcome', 'Course outline', 'Class Introduction', 'Virtual Classroom Link', 'Getting Started At A Glance', and 'Communication Protocol'. Each module has a status icon (green checkmark or grey circle) and a plus sign. At the top right of the main area, there are buttons for 'Collapse All', 'View Progress', 'Export Course Content', and '+ Module'. Below these buttons, it says 'Last Export: Oct 23, 2021 at 10:51am'. On the right side, there are buttons for 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. At the bottom right, there are sections for 'To Do' (Grade quiz_test) and 'Coming Up' (View Calendar).

- Click on three dots to enable **student ID** in the report. If three dot is not seen in your screen just hover your cursor at the end of “Student name” column and it will appear.

The screenshot shows the Canvas LMS interface for course IPE207.1. The 'Grades' page is displayed, showing a table of student scores. The 'Student Name' column header has a three-dot menu icon highlighted with a red box and a red arrow pointing to it. The table contains the following data:

Student Name	Notes	assignment 1 Out of 40 MAN...	Unnamed Quiz UNPUBLISHED	Quiz 1 Out of 20 MANUAL	Quiz 2 Out of 2...	Quiz randomi... UNPUBLISHED
Test Student 3		30		17	10	
Test Student 6		30		10	15	
Test Student		30		10	15	

- Choose “Secondary Info” and then select “SIS ID” option

The screenshot shows the Canvas LMS interface for course IPE207.1. The 'Grades' page is displayed, showing a table of student scores. A context menu is open over the 'Student Name' column header, with 'Secondary info' selected. A sub-menu is open for 'Secondary info', and 'SIS ID' is highlighted with a red box and a red arrow. A red text annotation points to the 'SIS ID' option, stating 'Student ID will be displayed along with student name'. The table contains the following data:

Student Name	Notes	assignment 1 Out of 40 MAN...	Unnamed Quiz UNPUBLISHED	Quiz 1 Out of 20 MANUAL	Quiz 2 Out of 2...	Quiz randomi... UNPUBLISHED
Test Student 3		30		17	10	
Test Student 6		30		10	15	
Test Student		30		10	15	

6. The Grade Page will look like as follows. Student ID is now being displayed.

The screenshot shows the Canvas interface for course IPE207.1. The 'Grades' section is active, displaying a table with columns for Student Name, Notes, assignment 1, Unnamed Quiz, Quiz 1, Quiz 2, and Quiz random... The table contains three rows of data for 'Test Student 3', 'Test Student 6', and 'Test Student'. A red box highlights the 'Student Name' column, and a red arrow points to the Student ID displayed below the name in the first row. A red text box below the arrow states: 'Student ID is being displayed right beneath the Student name. No worries if the bottom part of the ID is not shown clearly.'

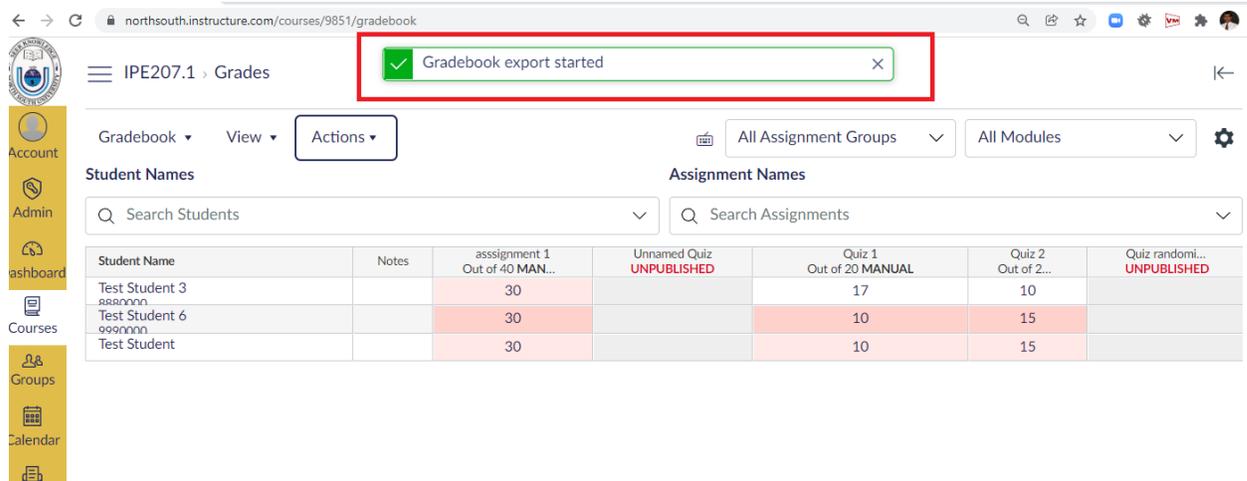
Student Name	Notes	assignment 1 Out of 40 MAN...	Unnamed Quiz UNPUBLISHED	Quiz 1 Out of 20 MANUAL	Quiz 2 Out of 2...	Quiz random... UNPUBLISHED
Test Student 3 88888888		30		17	10	
Test Student 6 99999999		30		10	15	
Test Student		30		10	15	

7. Now, it's time to download the grades. click on "Actions" and select "Export"

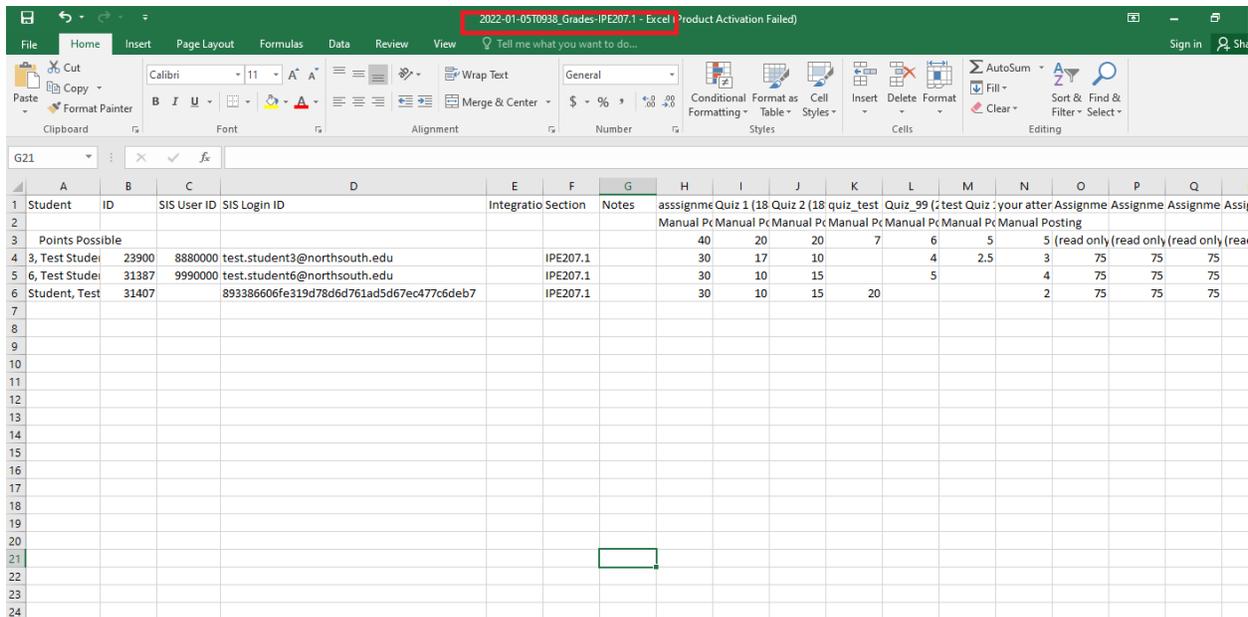
The screenshot shows the same Canvas interface as above, but with the 'Actions' dropdown menu open. The 'Export' option is highlighted with a red box and a red arrow. The 'Import' option is also visible above 'Export'. The table below the menu shows the same student data as in the previous screenshot.

Student Name	Notes	assignment 1 Out of 40 MAN...	Unnamed Quiz UNPUBLISHED	Quiz 1 Out of 20 MANUAL	Quiz 2 Out of 2...	Quiz random... UNPUBLISHED
Test Student 3 88888888		30		17	10	
Test Student 6 99999999		30		10	15	
Test Student		30		10	15	

8. It should display the following message briefly



9. An excel file (.csv format) will be opened and downloaded in the “download” folder in your drive



10. That all. This file can now be changed as per your needs. Chairman would sign it and then upload it to RDS for grade submission process to start as usual