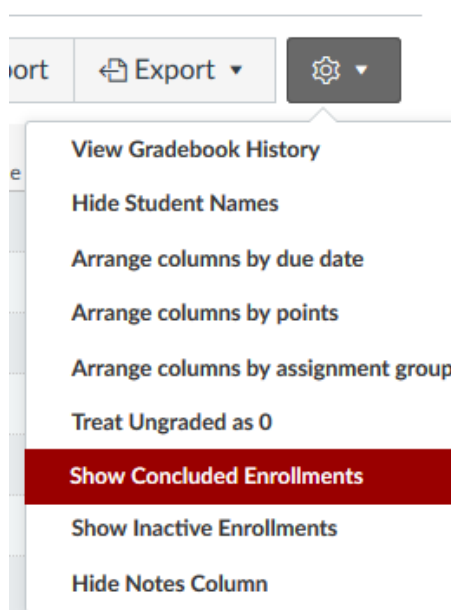


ACCESS GRADEBOOK AFTER TERM ENDS & DOWNLOAD GRADEBOOK

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

Accessing Gradebook – In Canvas, after the term ends, instructors have 9 days to access their Gradebook. After 9 days, the term will have a concluded status. If instructors want to access their Gradebook, they would have to go in the gradebook and click on “Show Concluded Enrollments” in the setting menu.



Download Gradebook to Excel

The Gradebook can be downloaded to a CSV file that can be opened in Excel. From the Gradebook, click on “Export” on the toolbar. Select “CSV Files” from the menu. The file will automatically download from Canvas. The file can be used to submit to Admissions & Records as supporting documentation.

