

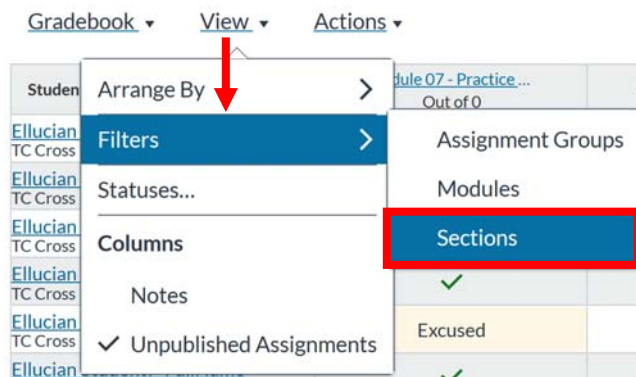
COMBINED COURSES: GRADE VIEW AND DOWNLOAD

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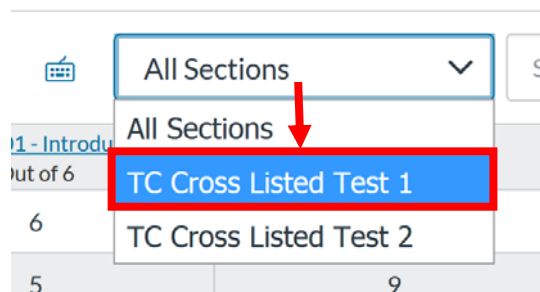
The Gradebook should be downloaded within fifteen (15) days of the end of the course. Grades for individual sections can be viewed in the Gradebook, however, the Gradebook can only be downloaded in its entirety and will contain data from all combined sections.

VIEW INDIVIDUAL SECTION GRADES

Individual section grades can be viewed in the Canvas Gradebook. Access the Gradebook of the primary course. Click the **View** menu, select **Filters**, and finally click on **Sections**. This will add the filter to the Gradebook.



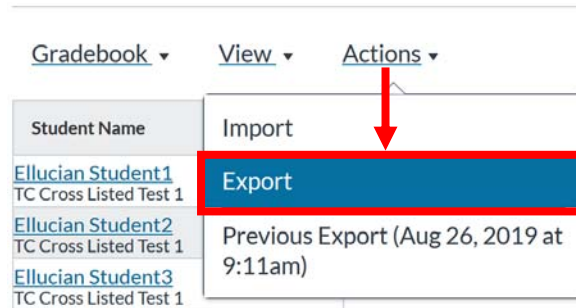
Once the sections filter has been added, click the pull down and select the section to be view.



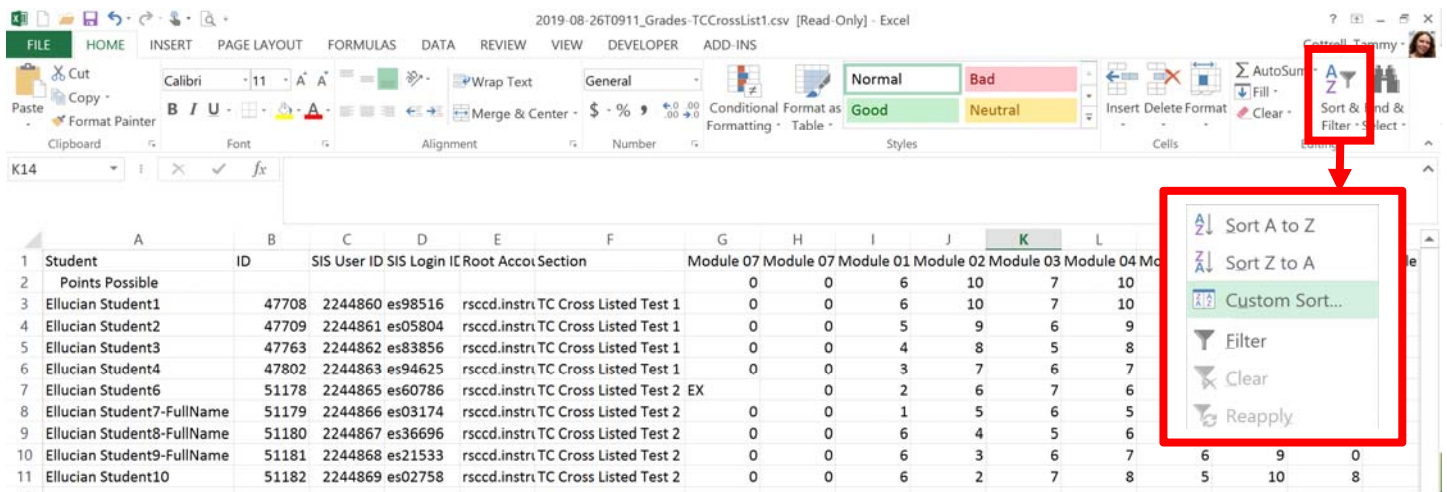
The individual section will be displayed in the Gradebook. To view a different section, repeat the process and select the alternate section. To return to the combined view in the Gradebook, select **All Sections**

DOWNLOAD INDIVIDUAL SECTION GRADES

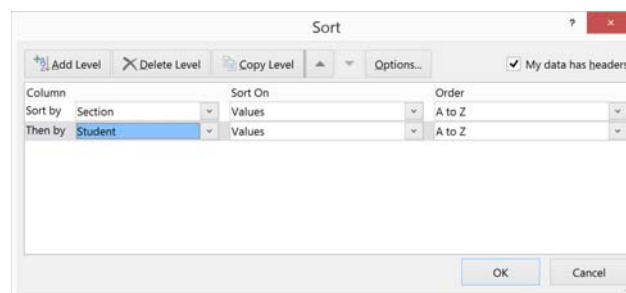
While the individual sections grades can be viewed in the Gradebook, the Gradebook can only be downloaded in its entirety, and will include all combined sections. To download the Gradebook, access the Gradebook of the primary course. Click on **Actions** and select **Export** from the menu.



The Gradebook should automatically be downloaded. Open the Excel download. All sections will be included. The Excel file can be sorted by section. Click the **Sort & Filter** button on the toolbar, then select **Custom Sort** from the menu.



Select the **Section** column as the first sort criteria, and the **Student** name as the second, then click **OK**. The Excel spreadsheet will be sorted by sections.



The Excel spreadsheet will then be sorted by section. Either copy & paste each section's information into a new Excel spreadsheet or delete the "extra" section data out of the original spreadsheet. A spreadsheet for each section will need to be created and sent to Admissions and Records as supporting documentation for grades.