**Uploading student scores to Canvas Gradebook**

After you review the item analysis, make any adjustments with the Key Editor, and all student scores are as you wish, click on the “sunburst” icon to pull up a .csv file.



Once you have the .csv file up, follow these instructions:

Delete lines 2, 4, and 5 as seen on the annotated screenshot below.



This file will then compare the student list with your official roster, pre-loaded into the Canvas Gradebook.

The software will likely find a few discrepancies, due to various student bubbling errors or omissions, but just confirm that the student is indeed enrolled in your course.

Once it works through all of those, the scores are automatically fed into your Canvas gradebook. If you run into any difficulties, call Missouri Online (or Guy Wilson) for support. You can also contact Missouri Online phone support (855-675-0755) or chat on the Missouri Online portal page <https://tdx.umsystem.edu/TDClient/66/MOOnline/KB/>. Those are staffed 8-5 on weekdays.