

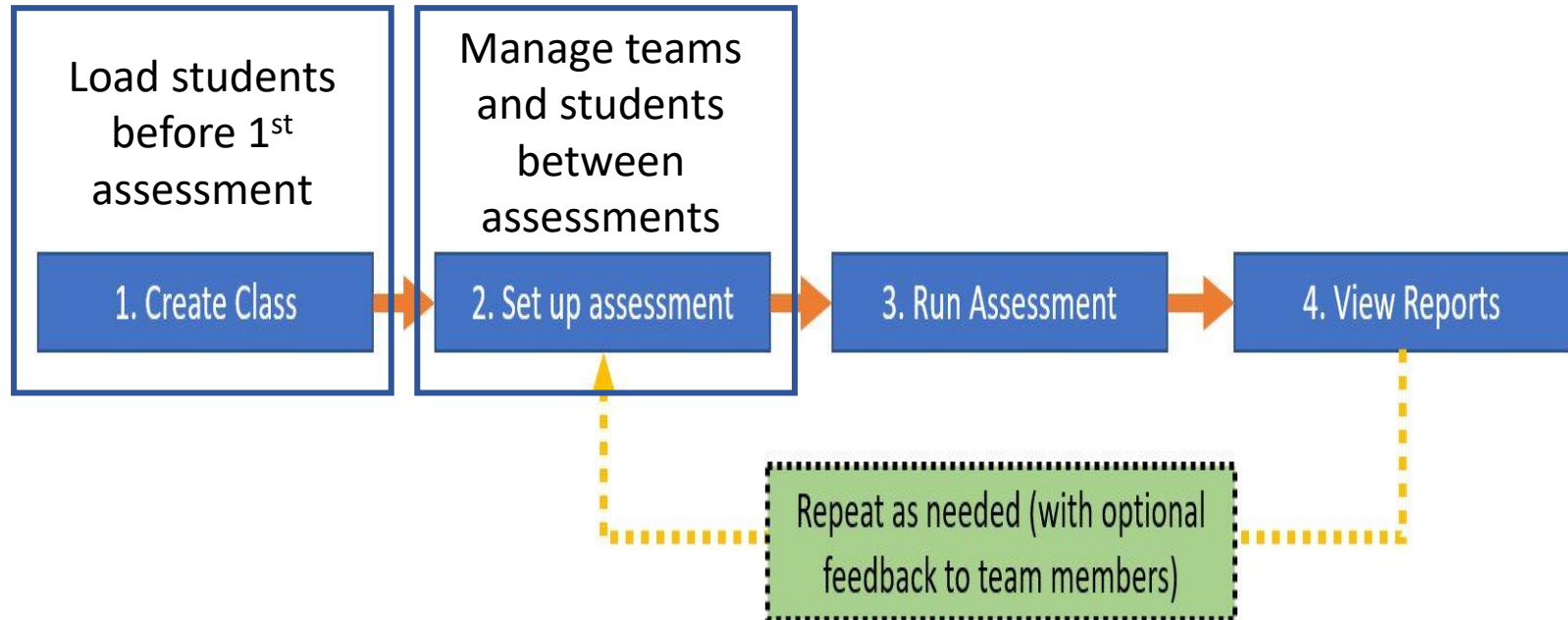
# Quick-Load from Canvas Gradebook:

- \* Loading Student Information from Canvas Gradebook Export
- \* Managing Students Using the Manage Teams Feature

Part 1 will walk you through the **Canvas Gradebook method**.

Part 2 shows you how to use the Manage Teams and Students feature after loading the file.

Part 3 includes trouble shooting information if you have issues with Canvas loading



# Steps to Load Students

## 1. Export Gradebook

In your Canvas Gradebook, press **Export** to create the file. You should quickly check it by opening the file if it is your first time using this Quickload feature.

## 2. Create Class

In PeerAssessment.Com, press **Create Class** then fill in the information. Press **Save** to start importing the students.

## 3. Import Students

On the Class Details page, open **Import Data File**. Select the import type and data file name then **Submit**. You can review the data as it is before confirming the import.

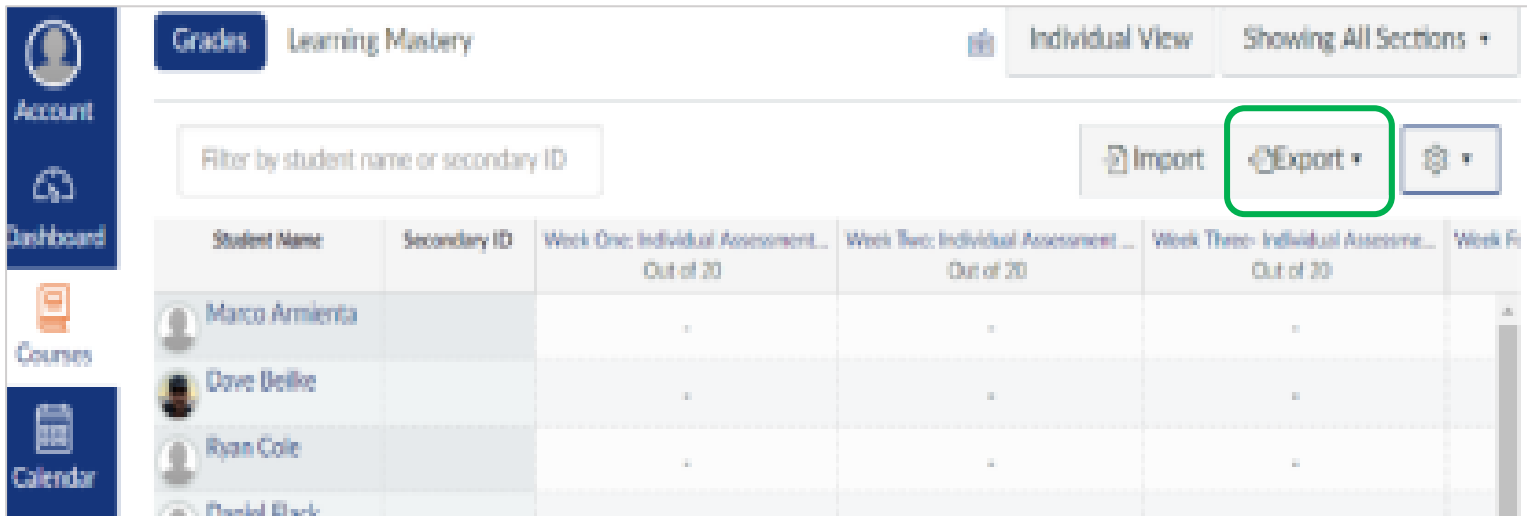
## 4. Assign Teams

Finally, open **Manage Teams** to assign students to teams. If needed, reassign students to teams for each assessment, or add and remove students from the class.

## 1. Export Gradebook

Step 1a. Open your **Gradebook** within Canvas  
 Step 1b. Press the **Export** Button  
*(Note: Please note where you saved this file!)*

**About**  
 Exporting your Canvas Gradebook file will create a CSV type spreadsheet file on your local drive. PeerAssessment.Com will read the name and email data from the file to load your students into PA. It will completely disregard the grade information.



## 2. Create Class

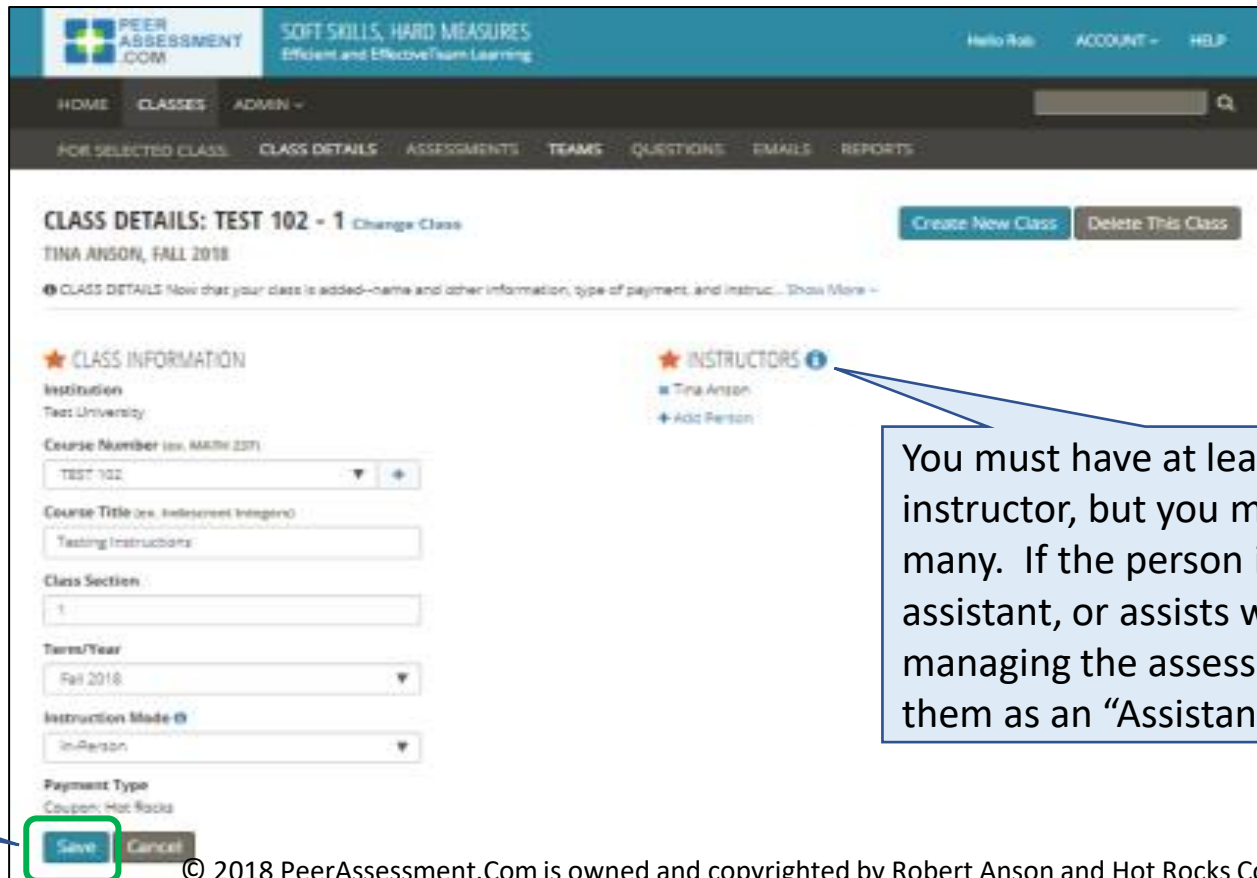
2a. Press **Create Class**

2b. Fill in the class information and any co-instructors or TA's

2c. Press **Save**

### About

The class will hold your students.



PEER ASSESSMENT .COM SOFT SKILLS, HARD MEASURES Efficient and Effective Team Learning Hello Rob ACCOUNT HELP

HOME CLASSES ADMIN

FOR SELECTED CLASS CLASS DETAILS ASSESSMENTS TEAMS QUESTIONS EMAILS REPORTS

CLASS DETAILS: TEST 102 - 1 [Change Class](#) [Create New Class](#) [Delete This Class](#)

TINA ANSON, FALL 2018

CLASS DETAILS Now that your class is added--name and other information, type of payment, and instruc... [Show More](#)

★ CLASS INFORMATION

Institution  
Test University

Course Number (ex. MATH 201)  
TEST 102

Course Title (ex. Indiscrete Integrals)  
Testing Instructions

Class Section  
1

Term/Year  
Fall 2018

Instruction Mode  
In-Person

Payment Type  
Coupon Hot Rock

[Save](#) [Cancel](#)

★ INSTRUCTORS [+](#)

- Tina Anson
- [Add Person](#)

Press Save to next import the students.

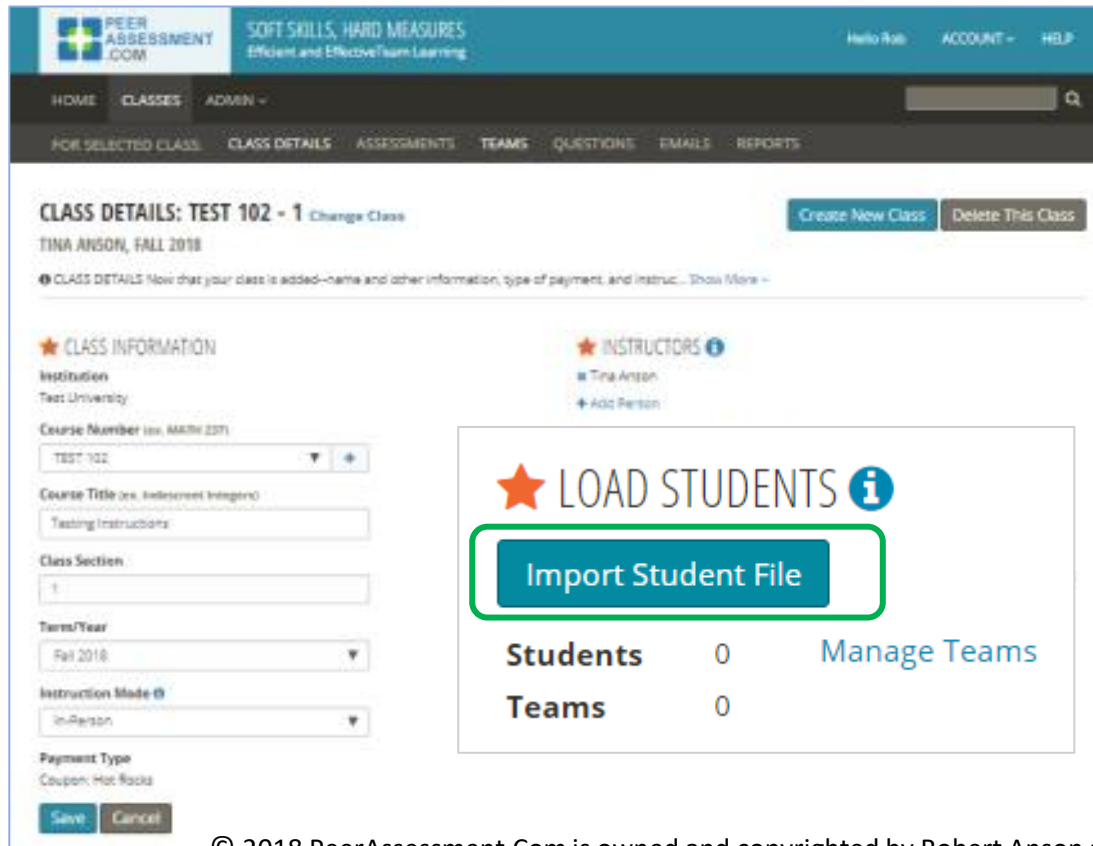
You must have at least one instructor, but you may have many. If the person is a teaching assistant, or assists with managing the assessments, mark them as an "Assistant".

## 3. Import Students

### 3a. Press *Import Data File*

#### About

The class will hold your students. Students only need to be loaded once into the class.  
*Note: If your students are not all enrolled yet, you may skip this step for now to set up your assessments. You must load your students, however, before the first assessment starts.*



**CLASS DETAILS: TEST 102 - 1** [Change Class](#) [Create New Class](#) [Delete This Class](#)

TINA ANSON, FALL 2018

CLASS DETAILS: Now that your class is added—name and other information, type of payment, and instruc... [Show More](#)

★ CLASS INFORMATION

Institution: Test University

Course Number (ex. MATH 201): TEST 102

Course Title (ex. Interest Integrs): Testing Instructions

Class Section: 1

Term/Year: Fall 2018

Instruction Mode: In-Person

Payment Type: Coupon; Hot Rocks

[Save](#) [Cancel](#)

★ INSTRUCTORS [i](#)

- Tina Anson
- [+ Add Person](#)

★ LOAD STUDENTS [i](#)

[Import Student File](#)

Students	0	<a href="#">Manage Teams</a>
Teams	0	

3. Import Students

3b. Enter the required information

3c. Press *Import Data File*

Select **Canvas Gradebook Export**

Select the correct email domain for your students (after the @)

Select if appropriate \*

Select file exported from Canvas

*\*Optional feature (rarely used). If you enter student team names in the Canvas gradebook Notes column, the upload will also assign students to their teams. Usually, it is easier to assign teams using the **Manage Teams** feature.*

## IMPORT STUDENTS DATA FILE ✕

You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.

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**File Source Type**

Canvas Gradebook Export ▾

**Email Domain**

University.edu ▾

Notes column contains the team names ℹ

**File**

Canvasexportfile.csv Browse

Import Data File

Press to start import

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**INSTRUCTIONS FOR EACH FILE SOURCE TYPE**

- ▶ [Excel Spreadsheet--CSV \(Comma Delimited\)](#)
- ▶ [Blackboard Gradebook Export File](#)
- ▶ [Blackboard Groups Export File](#)
- ▶ [Canvas Gradebook Export File](#)

## 3. Import Students

- 3d. Carefully review the imported information to make sure it is correct.
- 3e. Press **Confirm & Import**
- 3f. The number of students and teams is displayed on the Class Details page.

**What do I need to check?**

Very carefully, first check the Email addresses to the left and right of the @. Make sure these are correct for your institution and check some individual students: Is the first/last names format in the address correct? Beware of preferred firstnames, multi-part lastnames, or added numbers to differentiate duplicate names.

**What if there is a problem?**

Some institutions format their Canvas export files differently. So please let me know if there is an error, being as specific as possible. *See end of this document for repairs you can make if you need if fixed in under a couple days.*

**TEST 102 - 1: CONFIRM STUDENT IMPORT**  
TINA ANSON, FALL 2018

Team	Email	First Name	Last Name	School Id
	BillSmith@boisestate.edu	Bill	Smith	12345
	SusanJones@boisestate.edu	Susan	Jones	23456
	KimSteele@boisestate.edu	Kim	Steele	34567
	JaneAnders@boisestate.edu	Jane	Anders	45678
	LiamHill@boisestate.edu	Liam	Hill	67890

Team will be blank

School ID is optional

Class Details Page

★ LOAD STUDENTS ⓘ

Import Student File

Students	5	Manage Teams
Teams	2	

# Managing Teams and Students after Loading the File

Use Manage Teams to adjust your Teams & Students

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

## Assessments Page

DASHBOARD CLASSES ADMIN

ART 100 - 001 (TEST, SPRING 2022) CLASS ASSESSMENTS REPORTS

### ASSESSMENTS

Back

ASSESSMENTS Here build each assessment to run in your class. Your assessments can all be exactly the... Show More

Assessment 1 + New Assessment

ASSESSMENT STATUS: NO SCHEDULE SET

STUDENT RESPONSES: 0/6

★ ASSESSMENT SCHEDULE

Start Date 06 : 30 am

Reminder Date 1 06 : 30 am

Reminder Date 2 05 : 00 am

End Date 11 : 55 am

ASSESSMENT OPTIONS

Manage Questions

Manage Email Messages

Report Distribution:

Automatically distribute

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: Unassigned

Stazz7 Anson

Stazz8 Anson

Team: Test Team 1 Assessment Completed

Stazz1 Anson

Stazz2 Anson

Stazz3 Anson

Team: Test Team 2 Assessment Completed

Stazz4 Anson

Stazz5 Anson

Stazz6 Anson

In this example, Assessment 1 includes 8 students, placed in 2 teams, with 2 students Unassigned.



## Manage Teams page

### MANAGE TEAMS Back

i **TEAMS** This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) v

---

Assessment: 1 v

1. Create Teams

Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Add New Student To Class

Click on Student Name to Edit/Delete Student

Download Team Roster

Displaying 1-8 of 8

Team <span style="font-size: 12px;">v</span>	Student Name <span style="font-size: 12px;">v</span>	Email <span style="font-size: 12px;">v</span>
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com
Test Team 2	Stazz4 Anson	stazz4anson@gmail.com
Test Team 2	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com

View 35 per page v

## Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File**
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

*i. Create Teams* to enter the team names

Assessment: 1 ▾

**1. Create Teams**  
Click on Team Name to Edit/Delete Team

**2. Assign Students To Teams**

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz1 Anson	stazz1anson@gmail.com
Unassigned	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Unassigned	Stazz5 Anson	stazz5anson@gmail.com
Unassigned	Stazz6 Anson	stazz6anson@gmail.com
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com

**ADD TEAM** ✕

**Team Name**

**Notes**

**Save** **Cancel**

*ii. Assign Students* to select each student's team from the dropdown.

*iii. Save Team Assignments*

**REASSIGN TEAMS**

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: 1 ▾

Team	Student	Email
Test Team 1 ▾	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1 ▾	Stazz2 Anson	stazz2anson@gmail.com
Unassigned ▾	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Test Team 1	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com
Test Team 1	Stazz7 Anson	stazz7anson@gmail.com
Unassigned ▾	Stazz8 Anson	stazz8anson@gmail.com

**Save Team Assignments** **Cancel**

## Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change**
- Between Assessments, change the teams and team rosters

### MANAGE TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment

Assessment: 1

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com

**Add New Student To Class**  
 Click on Student Name to Edit/Delete Student



- Select Student** to edit or remove
- Save** or **Remove from Class**

### STUDENT INFORMATION

**Add Student to Class:** Enter information in all fields for this student. Check Active box. Press 'Save'.

**Edit Student:** Click on Student Name in the list, and make changes. Press 'Save'.

**Remove Student From Class:** Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

**Email:**

**First Name:**

**Last Name:**

**Student ID (optional):**

**Notes:**

**Add New Student To Class**  
 Click on Student Name to Edit/Delete Student

- Add New Student to Class**
- Enter information.
- Save**

### ADD STUDENT

**Add Student to Class:** Enter information in all fields for this student. Check Active box. Press 'Save'.

**Edit Student:** Click on Student Name in the list, and make changes. Press 'Save'.

**Remove Student From Class:** Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

**Email:**

**First Name:**

**Last Name:**

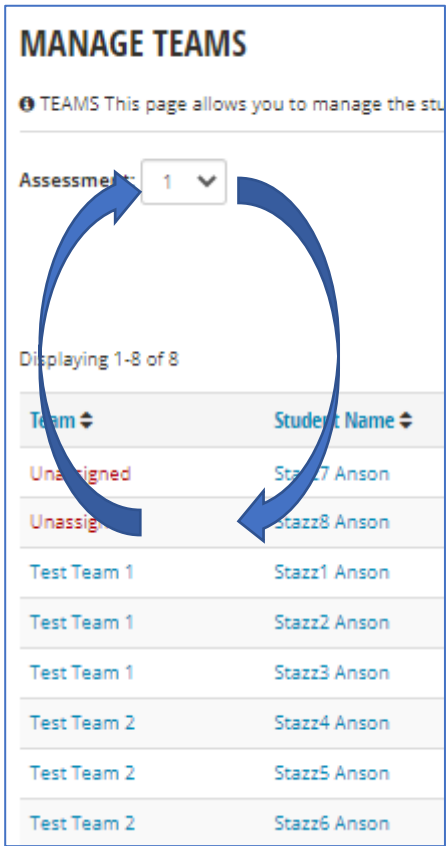
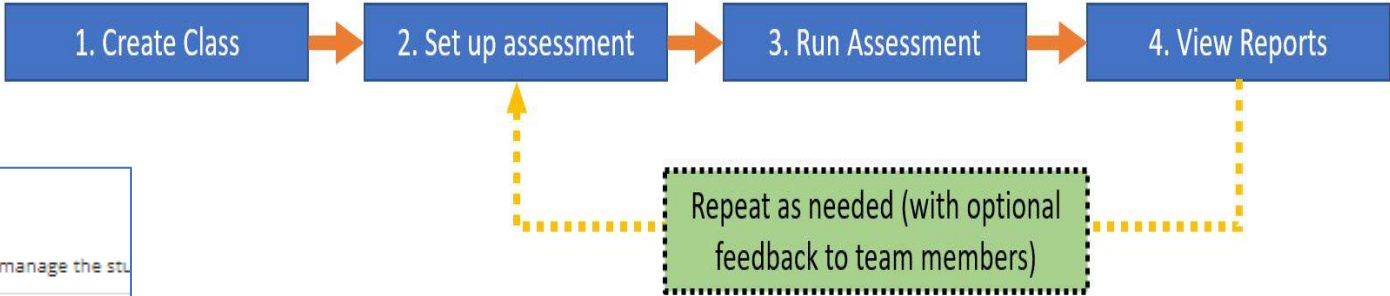
**Student ID (optional):**

**Team (optional):**

**Notes:**

**Use Manage Teams to:**

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters**



With short-term group assignments, you can mix up team membership between assessments.

Or with longer team projects, you can keep teams intact to conduct iterative assessments.

**Tip for Iterative Assessments**

It's easy to create multiple iterative assessments to check-in on teams periodically during a project. These check-ins usually involve the same questions, emails, and teams. The way PA works is, when you create a new assessment, it copies over the questions, emails and teams from the previous assessment.

To create iterative assessments, start by setting-up the first assessment completely—prepare the questions, emails, and teams, plus set report distribution and special instructions. Then click '**+ New Assessment**' for as many more assessments as you will need—each is identical to the prior one. Finally, fill in the dates/times for each and you are done!

## Quick-Load Students from Canvas Gradebook

Trouble-  
shooting

Fixing issues with the Canvas Quickload

The issues below are addressed in the following pages.

#	Issue	Description
1	<b>Error Message: Undefined offset: #</b>	This error prevents the file from importing.
2	<b>Email address Names are Incorrect...</b>	On the <a href="#">Confirm Import Page</a> , the recipient name part of the email addresses is incorrect for some or all students.
Below are two situations than can cause problems with the email domain name (to right of the @), with very different solutions.		
3	<b>If <u>ALL</u> domain names are incorrect...</b>	An incorrect selection on the Import page was made. You can spot this problem on the <a href="#">Confirm Import Page</a> . This is quick to fix.
4	<b>If <u>SOME</u> domain names are incorrect...</b>	Your student emails include multiple domain names. PA, however, only allows you to select a single email domain. You can spot this problem on the <a href="#">Confirm Import Page</a> .

# Quick-Load Students from Canvas Gradebook

Trouble-shooting

## Fixing issues with the Canvas Quickload *(continued)*

1. Error Message: Undefined offset: #
2. Email address Names are Incorrect...

### Problem

#### 1. Error Message: Undefined offset: #

This error prevents the file from importing.

#### 2. Email address Names are Incorrect...

On the [Confirm Import Page](#), the recipient name part of the email addresses is incorrect for some or all students.

### Solution

If you receive this message after initiating the import, it means that the Canvas gradebook download file includes some different columns at your institution. We can fix this so it will not reoccur but will need to see a copy of the download file. Please email me at [robanson@peerassessment.com](mailto:robanson@peerassessment.com)

Canvas does not include the full email address in the gradebook download file; instead, the login ID is included. Most institutions use the login ID as the recipient name portion of the email addresses. If the Recipient name is different, however, you will need to update the email addresses yourself in the Excel file before importing.

To fix this issue, open the [Canvas Download File in Excel](#). In the column labeled “**SIS Login ID**” are the recipient names that form the first part of the email addresses. You will need to correct the recipient name for each student so it matches their correct email address to the left of the @ sign.

Finally, resave the file and rerun the import process. You will now be good to go.

### Confirm Import Page

TEST 102 - 1: CONFIRM STUDENT IMPORT [Change Class](#)

TINA ANSON, FALL 2018

Should be: bill.smith@

Team	Email	First Name	Last Name
Team-A	BRON4156@myschool.edu	Dustin	Bronte
Team-A	BLAN9134@myschool.edu	Dick	Blank
Team-A	CARL1189@myschool.edu	Clem	Carlisle

### Canvas Download File in Excel

	A	B	C	D	E	F	
1	Student	ID	SIS User ID	SIS Login ID	Section	Notes	Test
2	Points Possible						
3	Dustin Bronte	1111	144497	BRON4156	dustin.bronte		
4	Dick Blank	1112	134753	BLAN9134	richard.blank		
5	Clem Carlisle	1113	142641	CARL1189	clemente.carlisle		

# Quick-Load Students from Canvas Gradebook

Trouble-shooting

## Fixing issues with the Canvas Quickload (*continued*)

3. If ALL domain names are incorrect...

### Problem

#### 3. If ALL domain names are incorrect...

An incorrect selection on the Import page was made. You can spot this problem on the [Confirm Import Page](#). This is quick to fix.

### Solution

You will simply need to rerun the import process with the correct domain name.

1. Return to the [Class Details page](#), and press [Import Student File](#).
2. On the [Import page](#), under [Email Domain](#), press the down arrow to view your choices. Make sure you select the correct student email domain from the list. \*
3. Finally press [Import Data File](#) then review and confirm the import.

\* If you have students with email domains that are not found on the pulldown list, please contact me (robanson@peerassessment.com) immediately with a list of the missing email domains.

### Confirm Import Page

#### TEST 102 - 1: CONFIRM STUDENT IMPORT

TINA ANSON, FALL 2018

Team	Email	First Name	Last Name
Team-A	BRON4156@ <b>teacherdomain.edu</b>	Dustin	Bronte
Team-A	BLAN9134@ <b>teacherdomain.edu</b>	Dick	Blank
Team-A	CARL1189@ <b>teacherdomain.edu</b>	Clem	Carlisle

Should be:  
**@studentdomain.edu**

### Import Page

#### IMPORT STUDENTS DATA FILE

You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.

**File Source Type**  
Canvas Gradebook Export File

**Email Domain**  
-Select Email Domain

Notes column contains the team names ⓘ

**File**

# Quick-Load Students from Canvas Gradebook

Trouble-  
shooting

## Fixing issues with the Canvas Quickload (*continued*)

4. If some domain names are incorrect...

### Problem

#### 4. If some domain names are incorrect...

Your student emails include multiple domain names. PA, however, only allows you to select a single email domain. You can spot this problem on the [Confirm Import Page](#).

### Confirm Import Page

TEST 102 - 1: CONFIRM STUDENT IMPORT

TINA ANSON, FALL 2018

Team	Email	First Name	Last Name
Team-A	BRON4156@ <b>firstdomain.edu</b>	Dustin	Bronte
Team-A	BLAN9134@ <b>firstdomain.edu</b>	Dick	Blank
Team-A	CARL1189@ <b>firstdomain.edu</b>	Clem	Carlisle

Should be:  
**@seconddomain.edu**

### Solution

The best way to fix this problem is to:

1. On the [Import page](#), select the [Email Domain](#) used by most students in your class. Finally complete and confirm the import.
2. Next, open [Manage Teams](#). For each email address to change, click on the [Student Name](#). Update the domain part of the Email address, and press [Save](#). Continue fixing the other email domain names that need it.

### MANAGE TEAMS

### Manage Teams Page

Back

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#)

Assessment: 3

Download Team Roster

Reassign Teams

Create New Team

Add New Student

Click student name or team name to edit.

Displaying 1-3 of 3

Team	Student	Email
A	Stazz1 Anson	stazz1anson@gmail.com
A	Stazz2 Anson	stazz2anson@gmail.com
A	Robert Anson	stazz15anson@gmail.com

#### STUDENT INFORMATION

Email

stazz1anson@gmail.com

First Name

Stazz1

Last Name