Create a Grade Summary with the Canvas Grade Summary Tool

For PC users

Export Grades

Export the grades from your Canvas course via the grades section:

1. Go to course settings and make sure you have enabled a University of Auckland grading scheme.
2. Go to the grades section of your course.
3. Select the Export button on the top right of the table and select Current.
4. The grades will be saved as a CSV file, e.g. *31_May_11-44_Marks-ANTHRO_221.csv*.

Download Macro

[Canvas Grade Summary Tool V11](#).

Run Macro

1. Open the Canvas Grade Summary Tool in Excel.
2. When you open it, there may be a security warning at the top of the screen saying that macros have been disabled. If that is the case, select Enable content.
3. Select the Analyse grades button.
4. Select the CSV file you exported from Canvas, e.g. *31_May_11-44_Marks-ANTHRO_221*.
5. Your Excel spreadsheet now has a summary of the grade distribution.

Save the Summary

1. To keep the graph the spreadsheet needs to be saved as an XLSX file.
2. Select Save. You will be asked if you want to keep using the CSV format. Select No.
3. Choose the destination folder.
4. Change the Save as type to Excel Workbook.
5. Rename the file as required.
6. Select Save.

For Mac users

Export Grades

Export the grades from your Canvas course via the grades section:

1. Go to the grades section of your course.
2. Select the Export button on the top right of the table and select Current.
3. The grades will be saved as a CSV file, e.g. *31_May_11-44_Marks-ANTHRO_221.csv*.

Download Macro

Canvas Grade Summary Tool V11.

Run Macro

1. Open the Canvas Grade Summary Tool in Excel.
2. A pop-up window will appear asking if you wish to disable Macros. Select Enable Macros.
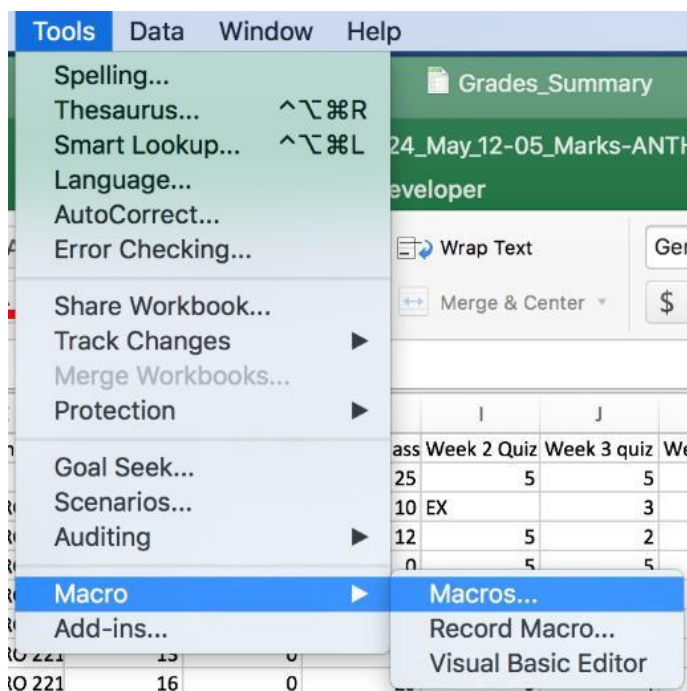
3. Open your CSV file in Excel.
4. On the Menu Bar, select Tools > Macro > Macros.
5. Select Run.
6. To view the Summary you must go back to the grades spreadsheet.
7. Your Excel spreadsheet now has a summary of the grades.

Save the Summary

1. To keep the graph the spreadsheet needs to be saved as an XLSX file.
2. Select Save. You will be asked if you want to keep using the CSV format. Select No.
3. Choose the destination folder.
4. Change the Save as type to Excel Workbook.
5. Rename the file as required.
6. Select Save.