# Download your Canvas Gradebook

It is always a good idea to have a copy of your gradebook at the end of the semester.\*

## Step 1

Log into your course and click Grades from the course menu.



## Step 2

At the top of your gradebook, click the dropdown menu next to Actions and choose Export.



## Step 3

At the top of your browser window you will see a confirmation message that the gradebook export has started.



## Step 4

A new window will appear and ask where you would like to save your export. Click the Save button and save your gradebook to a safe location.

\*[According to the VA State Library Records Retention and Disposition Schedule 101069](https://www.lva.virginia.gov/agencies/records/sched_state/GS-111.pdf), Academic Departments: Class Rolls and Grade Sheets should be disposed of via confidential destruction 3 years after the end of the semester.