How do I exchange the Canvas ID for the UNC Charlotte ID number in Gradescope?

When syncing you Canvas roster to Gradescope the Canvas ID is rolled over as the student ID. You can replace the Canvas ID with the UNCC student ID (800 number) in Gradescope and maintain the ability to sync grades from Gradescope to your Canvas gradebook.

1. If you have not already linked your Canvas course with your Gradescope course, follow the direction on the [Canvas Integration Guide](https://help.gradescope.com/article/y10z941fqs-instructor-canvas) create your course and sync your roster.
2. Perform the following two (3) steps **ONCE** after Add/Drop for each course you are teaching.
   1. Retrieve you roster from you Gradescope course.
      1. Log into [Gradescope](https://www.gradescope.com/) using your NinerNET username and password.
      2. Select the course from the “Your Courses” page.
      3. Go to the **Roster** page and click on the **Download Roster**
      4. The file of the roster will be exported as a CSV file. This file can be opened by Excel.
   2. Download student names and UNC Charlotte ID numbers from [Report Express](https://webfocus.charlotte.edu/welcome/reportexpress.html).
      1. Log into Report Express using your NinerNET username and password
      2. From **Available Reports**, choose **Class List**
      3. **Choose any filter options from the right side of the screen**
         1. Options: term, college, department, subject, course number, section, report output
         2. From the **Report Output** option menu, choose **Excel**
         3. Click **Submit**
      4. Save the Excel file to your computer
3. In the Report express class roster – Insert a new column before ID column
   1. Right click on ID
   2. Select insert
   3. Select entire column
   4. Press OK
4. Paste the UNCC email column in the newly created blank column
   1. Select the entire email column from uncc email to last entry
   2. Right click and select cut
   3. Go to newly created blank column
   4. Right click and select paste
5. In the Gradescope class roster - Insert a new column before SID by:
   1. Right click on SID
   2. Select Insert
   3. Select entire column
   4. Press Ok
6. Paste the email column in in the newly created blank column:
   1. Select entire email column from email to the last entry
   2. Right click and select cut
   3. Go to newly created blank column
   4. Right click and select paste
7. In the Gradescope class roster – Delete all the entries in the SID column from the cell below SID heading to the last entry
8. Insert the following formula in the first cell in the SID column.
   1. First type: **=VLOOKUP(**
   2. Next, click on the first cell under email heading
   3. Now go to report express class roster file and select uncc email and ID entire columns
   4. Finally, type: **2, FALSE)** and then press enter. This will result in the students 800# being copied over from the Report Express file.
   5. Example formula:

**=VLOOKUP(C2,'[Excel Roster from Report Express.xlsx]Sheet1'!$B$10:$C$109,2,FALSE)**

1. Click on cell where you entered the formula.
2. Click on the solid box in the bottom right of the cell and drag down to the last student on the roster and then release.
3. The SID column now contains the students’ 800 Number.
4. Save the changes to the Gradescope roster file.
5. In Gradescope on the Roster page, click the **Add Students or Staff +** tab at the bottom right.
   1. Select
   2. Select the file saved in step c and click next.
   3. Click import.