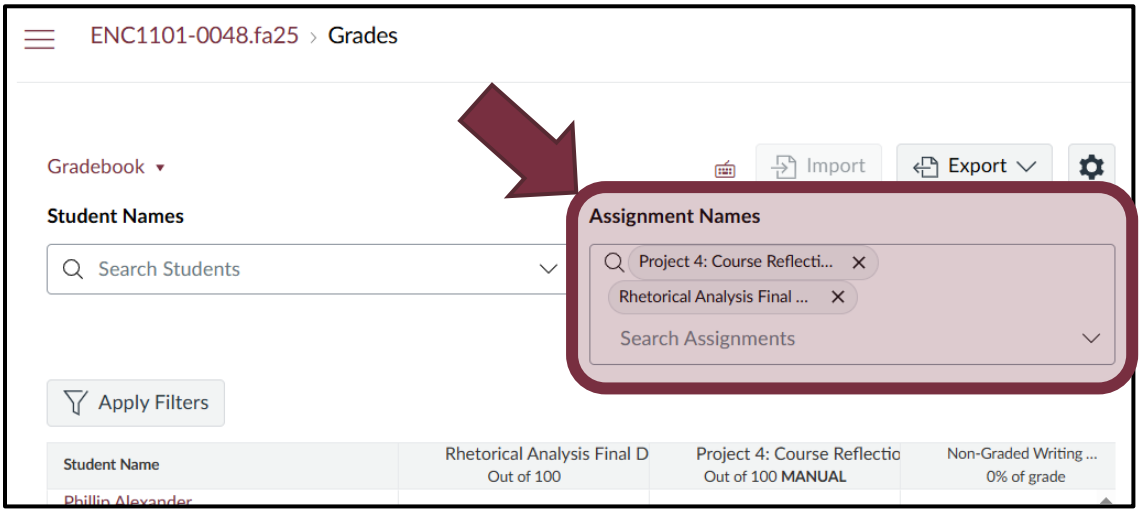
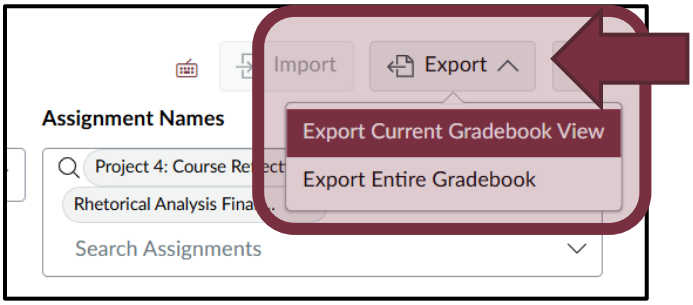
Locating the Canvas ID for an Assessment Instrument

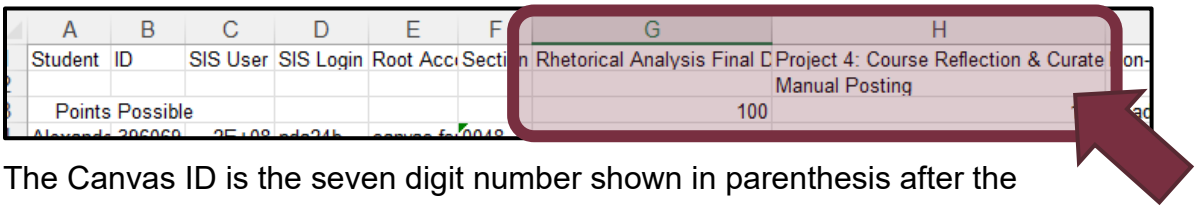
1. Go to the **Grades** tab in the Canvas site where the assessment instrument will be administered and student scores will be recorded.
2. Use the **Assignment Names** filter to search for the assessment instrument(s) for which the Canvas ID is needed.



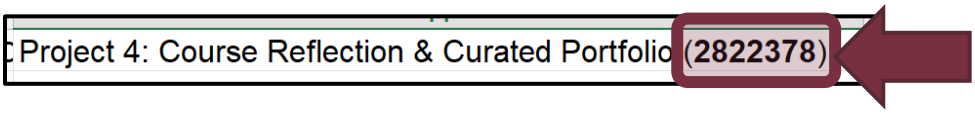
3. Click the **Export** icon in the upper right corner and select *Export Current Gradebook View*.



4. Once the file has downloaded, open it in Excel and locate the relevant columns.



5. The Canvas ID is the seven digit number shown in parenthesis after the Assessment Instrument Name.



If you have any questions or would like additional assistance, please contact ipa@fsu.edu.