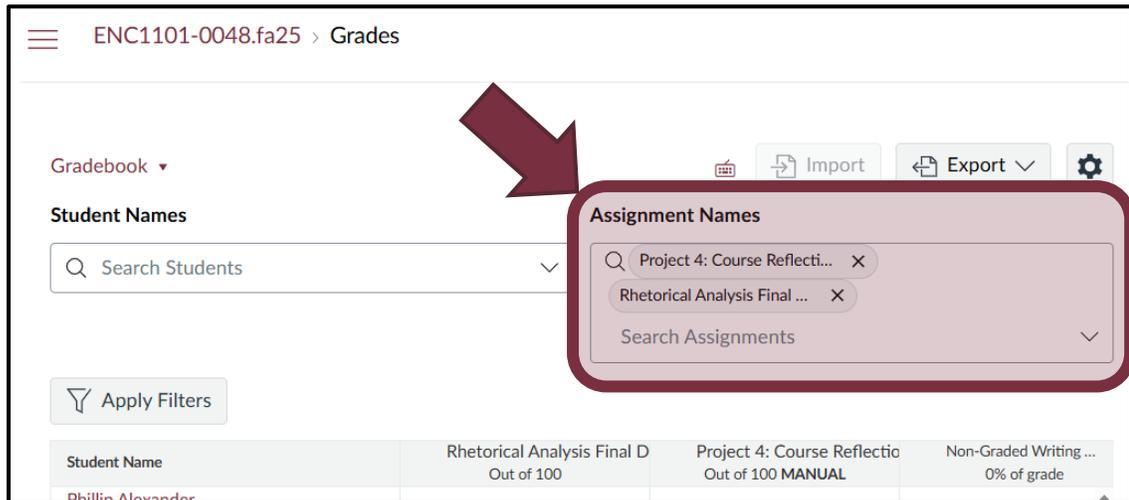


Locating the Canvas ID for an Assessment Instrument

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.



ENC1101-0048.fa25 > Grades

Gradebook ▾

Student Names

Search Students

Apply Filters

Assignment Names

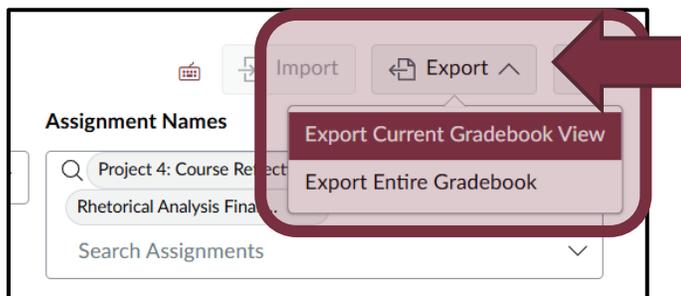
Project 4: Course Reflectio... X

Rhetorical Analysis Final ... X

Search Assignments

Student Name	Rhetorical Analysis Final D Out of 100	Project 4: Course Reflectio Out of 100 MANUAL	Non-Graded Writing ... 0% of grade
Phillin Alexander			

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



Import Export ^

Assignment Names

Project 4: Course Reflectio

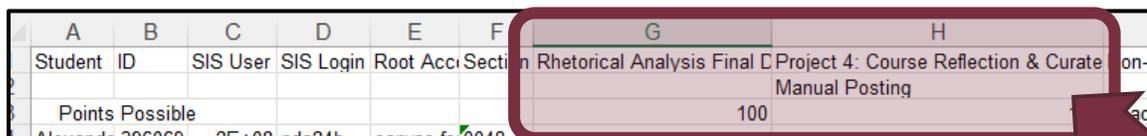
Rhetorical Analysis Final

Search Assignments

Export Current Gradebook View

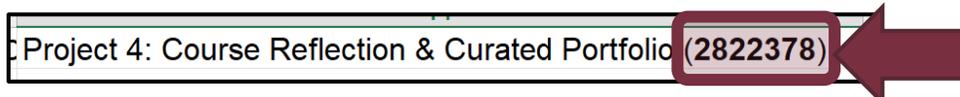
Export Entire Gradebook

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



A	B	C	D	E	F	G	H
Student ID	SIS User	SIS Login	Root Acc	Section	Rhetorical Analysis Final D	Project 4: Course Reflection & Curate	Manual Posting
Points Possible					100		

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



Project 4: Course Reflection & Curated Portfolio (2822378)

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