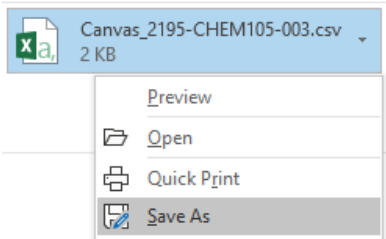


You can easily import LTS scanned quizzes or tests into Canvas.

Import Grades

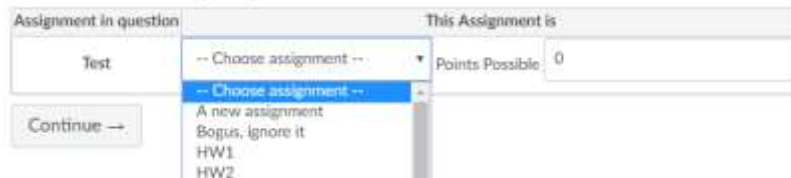
1. Open the email from *LTS Operations & Scanning* and save the Canvas file to your computer.



2. Open the Canvas course and click the **Grades** tab.
3. Click **Import** on the upper right side of the screen.
4. Click **Choose File** or **Browse** and navigate to the folder where you saved the file.
5. Click the name of the file, click **Open**, and **Upload Data**.
6. Select the applicable options if you have unknown students:



7. Select the applicable grade item or create a new one, click **Continue**, click **Save Changes**, and click **OK**:



HINT: You will be redirected back to the *Grades* tab before all of the scores have finished uploading. Refresh the page to see the new scores. This may take several minutes for large classes.