

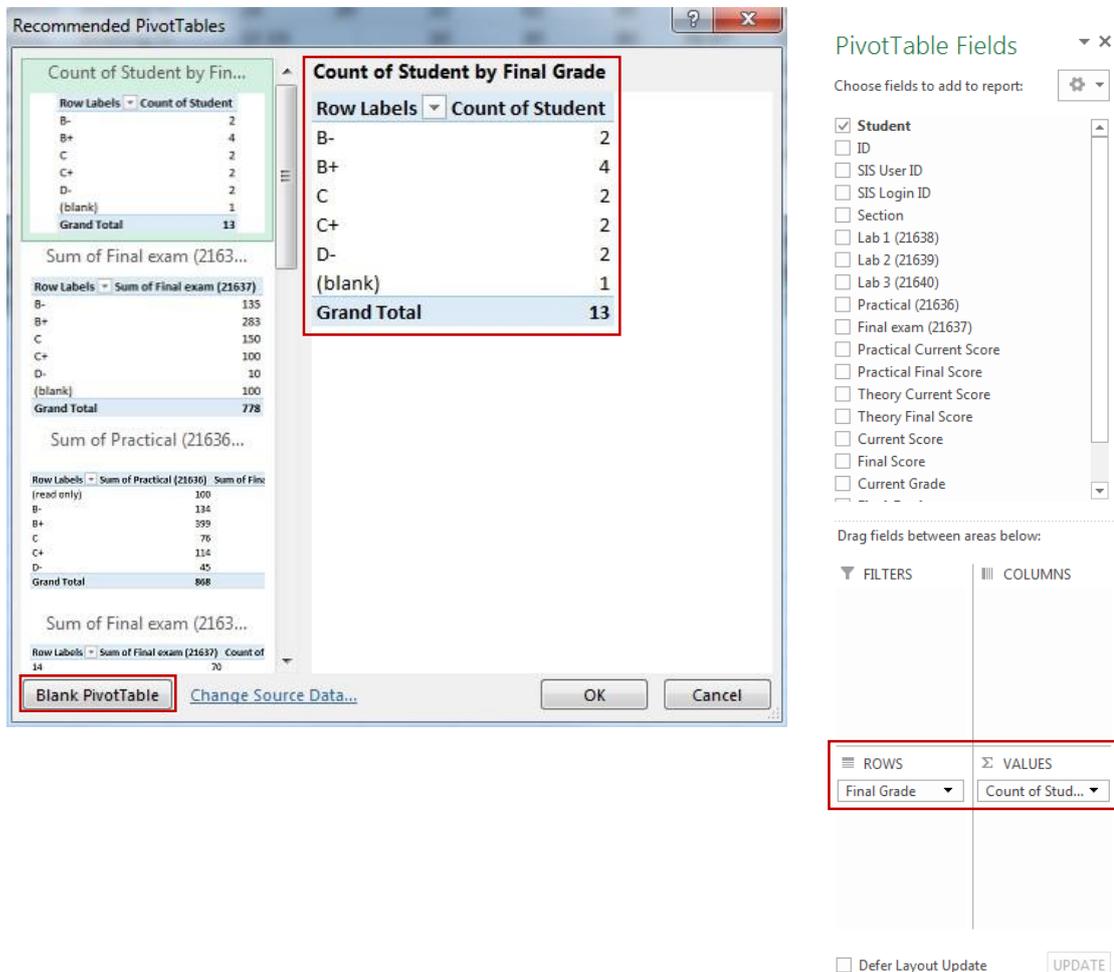
# Create a grade distribution graph in Excel

## Export gradebook

Export your Canvas gradebook as a CSV file.

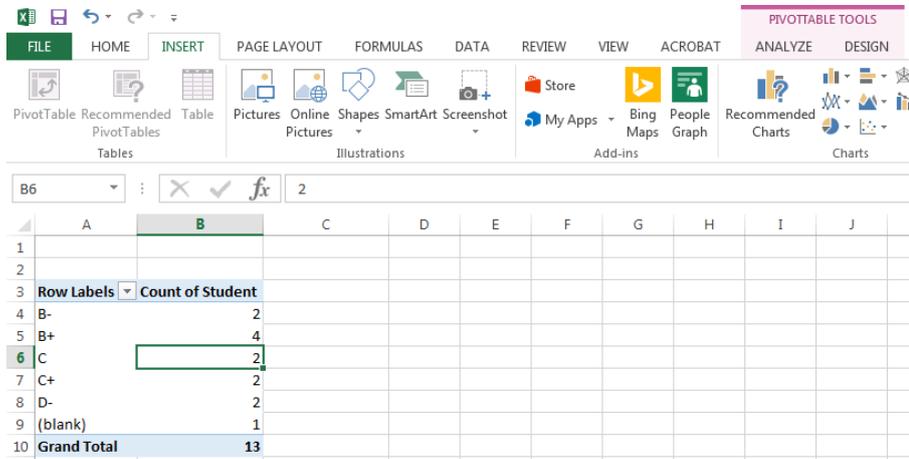
## Create grade distribution graph

1. Open the file in Excel.
2. Select the whole spreadsheet.
3. On the Menu Task Bar, select Insert > Recommended PivotTables.
4. Select the table that offers "Final Grades as Row" and "Count of Students" as values. Note: If Excel doesn't give you this option automatically, you can choose any of the other options or Blank PivotTable and modify the table.



The image shows two screenshots from Microsoft Excel. The left screenshot is the 'Recommended PivotTables' dialog box, which lists several pivot table options. The option 'Count of Student by Final Grade' is highlighted with a red box. Below the dialog, a small preview of this pivot table is shown, with its 'Grand Total' value of 13 also highlighted in red. The right screenshot shows the 'PivotTable Fields' task pane. The 'Student' field is checked and listed in the 'VALUES' area. The 'Final Grade' field is listed in the 'ROWS' area. Both the 'ROWS' and 'VALUES' areas are highlighted with a red box. At the bottom of the task pane, there are checkboxes for 'Defer Layout Update' and an 'UPDATE' button.

5. This will generate a table similar to the one below.



Row Labels	Count of Student
B-	2
B+	4
C	2
C+	2
D-	2
(blank)	1
<b>Grand Total</b>	<b>13</b>

6. Once the table has been generated, select the table and then “2-D Column chart” to create a chart similar to the one below.

