



Canvas Course Analytics | Quick Guide for Teachers

What You Can Do

From Course Analytics, instructors can quickly download:

- Student names and Helena College emails
- Student IDs
- Class section information
- Participation and grades reports

Steps: Download Class Roster CSV

1. Open your Canvas course
2. Click **Course Analytics** in the side course navigation menu
3. Click the **Reports** tab
4. Select **Class Roster**
5. Click **Run Report**
6. A CSV file will download to your device

What's in the File

Column	Description
Student Name	First and last name
Email	Helena College student email
Student SIS ID	770#
Section Name	Section enrollment
Student ID	Internal Canvas ID

To Email Students from Outlook

- Open the CSV
- Copy the **Email** column
- Paste into the BCC field in Outlook

Other Reports You Can Run

From the same Reports tab:

- Missing Assignments
- Late Assignments
- Excused Assignments
- Course Activity

Spring 2026

Home

Microsoft Education

Syllabus

Modules

Announcements

Grades

People

Course Analytics

IgniteAI Search

Library Resources

Assignments

Discussions

Course Analytics

Settings

Course Grade Weekly Online Activity Students Reports Online Attendance

Run a report as CSV. Average data latency is about 8 hours.

Missing Assignments ⓘ

Run Report

Late Assignments ⓘ

Run Report

Excused Assignments ⓘ

Run Report

Class Roster ⓘ

Run Report

Course Activity ⓘ

Run Report

FERPA Reminder

Do not share or store student data unnecessarily. Delete CSVs when no longer needed.

Explore More in Course Analytics

Besides the Reports tab, Course Analytics offers several other useful views for instructors:

- **Course Grade:** View average grades, identify struggling students, and compare section performance.
- **Weekly Online Activity:** See which content students viewed or interacted with each week (pages, assignments, discussions).
- **Students:** Hone in on each student's grade trends, participation, and late/missing work.
- **Online Attendance:** Monitor student login activity and time spent in Canvas (if enabled).

These tools help you spot patterns, track engagement, and support student success.

Want to learn more?

For screenshots, walkthroughs, and short video clips on how to use each of these features, visit the official [Canvas LMS Instructor Guide: How do I view Course Analytics in a course as an instructor?](#)

Need Help?

For Canvas support (24/7): Use the **Help** menu in Canvas.

For Helena College-specific help: Email eLearning@HelenaCollege.edu