



## 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
<b>Student Name</b>	First and last name
<b>Email</b>	Helena College student email
<b>Student SIS ID</b>	770#
<b>Section Name</b>	Section enrollment
<b>Student ID</b>	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

## Course Analytics

 Settings

Home  
 Microsoft Education  
 Syllabus  
 Modules  
 Announcements  
 Grades  
 People  
**Course Analytics**  
 IgniteAI Search  
 Library Resources  
 Assignments   
 Discussions 

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](mailto:eLearning@HelenaCollege.edu)