Canvas Gradebook

Getting Ready for the End of the Semester
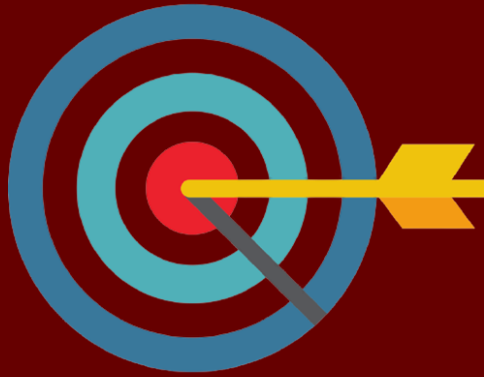
Agenda

Gradebook Features

- Arranging, Sorting, & Filtering
- Color Coding
- Creating Extra Columns
- Grade Posting Policy

End of Semester Checklist

- Grading Scheme
- Assignment Groups vs. Adding Points
- Downloading a copy of the gradebook
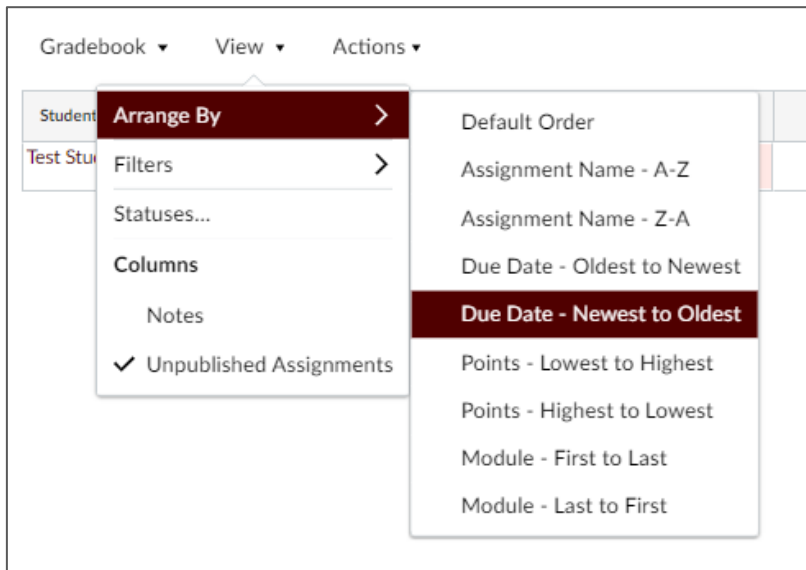- Submit grades to howdy
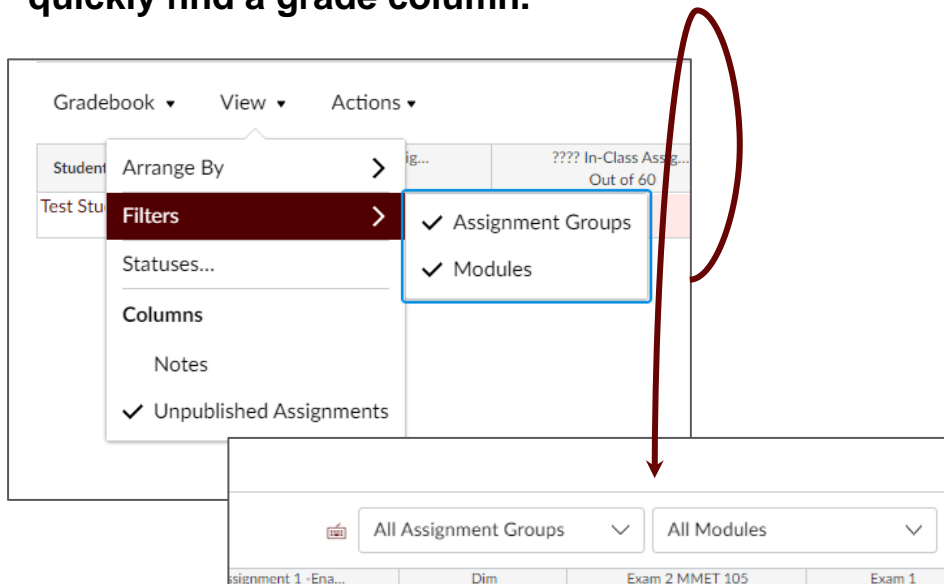- Student access after course conclusion

Objective

Successfully navigate and use Canvas Gradebook features in order to finalize grades.

Drag and drop columns to reorder them horizontally, or use "Arrange By."
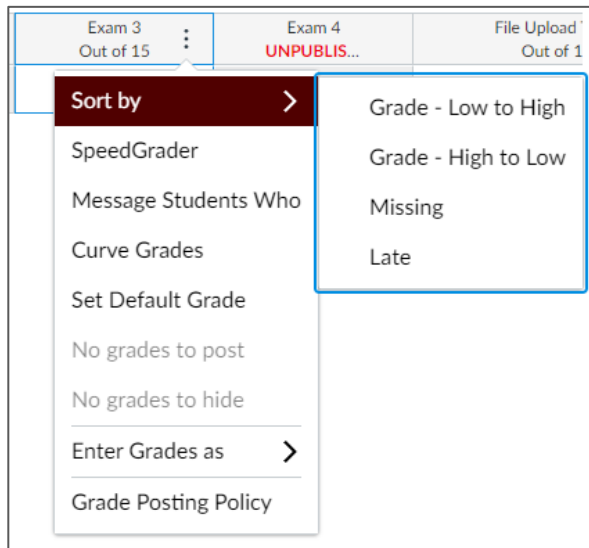

Use filters in the "View" menu to show dropdown boxes at top of Gradebook, which helps to quickly find a grade column.
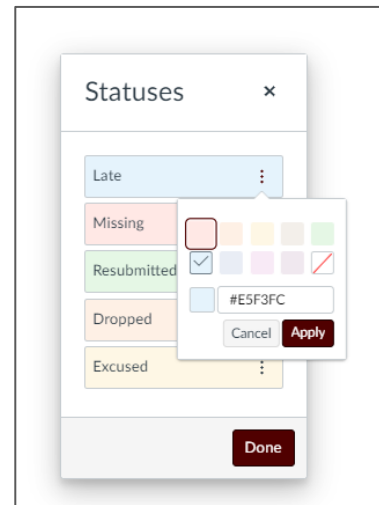
Quick Glance at Gradebook Features – Sorting, Color Coding

Click 3 dots in the column header to sort students grades within a column.

Go to View > Statuses to view or customize color coding of cells.

Gradebook Features – Search and Shortcuts

Keyboard Shortcuts

s : Sort the grid on the current active column

m : Open menu for the active column

esc : Close the currently active menu

g : Go to the current assignment's detail page
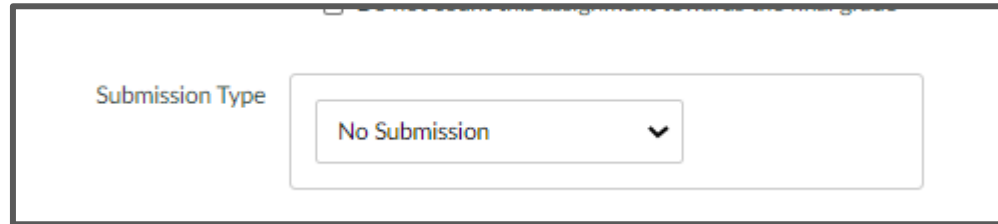
c : Open the grade detail tray

Press the escape key before using keyboard shortcuts when navigating the gradebook grid.

Gradebook Features – Creating Extra Columns

In Canvas, all Gradebook columns are associated with an assignment or quiz.

To create an extra gradebook column for a paper quiz, participation grade, or any other case where you need to manually enter grades, create an assignment and select "no submission" or "on paper."

Submission Type

No Submission ⌄

Grade Posting Policy

Late Policies | Grade Posting Policy | Advanced

☐ Automatically apply grade for missing submissions

Grade percentage for missing submissions

| 100 | % | | Late Policies |

☐ Automatically apply deduction to late submissions

Late submission deduction percent   **Late submission deduction interval**

| 0 | % | | Day ⌄ |

Lowest possible grade percent

| 0 | % |

Cancel   Update

Late Policies | Grade Posting Policy | Advanced

Individual Assignment Grade Posting

◯ **Automatically Post Grades**
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

◉ **Manually Post Grades**
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

While the grades for an assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students.

Cancel   Update

End of Semester Checklist

- ❏ Review Grading Scheme and verify it matches syllabus.

- ❏ If using assignment groups, groups are set up and each assignment is in the correct group.

- ❏ All grades are entered, no grades are blank or missing.

- ❏ All grades are posted and are visible to students.

- ❏ Download a copy of your grades for your records.

- ❏ Set up permissions to limit/allow student access to course after semester.

- ❏ Submit grades to Howdy.

Grading Scheme

View/Edit Grading Scheme ☒

	Course Letter Grade	Q Select Another Scheme ☒
Name:	**Range:**	
A	100 %	to 90.0%
B	< 90.0 %	to 80.0%
C	< 80.0 %	to 70.0%
D	< 70.0 %	to 60.0%
F	< 60.0 %	to 0%

manage grading schemes   Done

Settings > Course Details > Enable course grading scheme > View grading scheme

Keep in mind:

These percentages are not rounded. If a B+ is from exactly 87% to anything less than 90%, then a score of 86.9% would result in a B and a score of 90% would result in an A-

2 Options for Setting up Grade Calculations

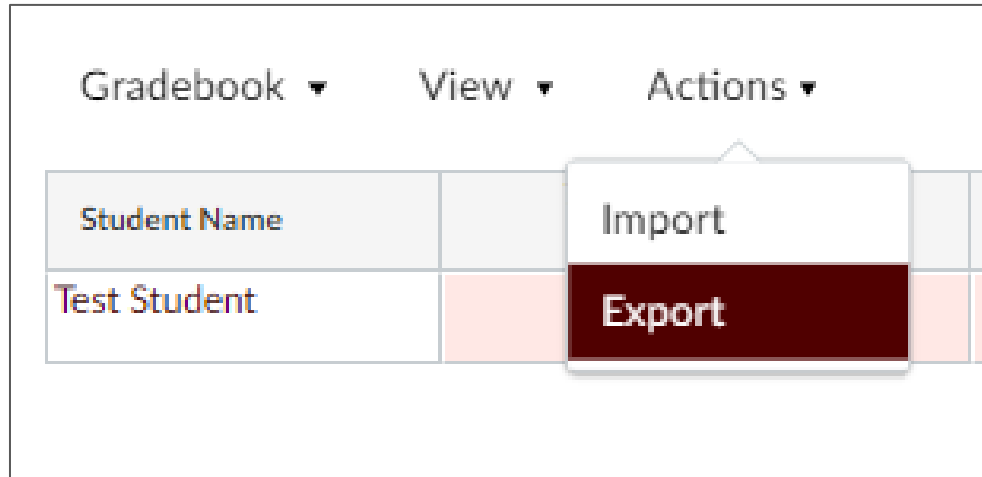**Calculated total via Points**
Assignments are weighted equally and a point is a point. This is the default in Canvas, and total scores will be calculated automatically.

Weighted total via Assignment Groups
All graded assignments are organized into assignment groups, and a weighted percentage is assigned to each group.

Downloading a CSV of the Gradebook

After you have reviewed and entered all of your grades, we recommend exporting your gradebook to review the column that will be sent to Howdy from Canvas. Review the **Unposted Current Grade column** for **Midterm Grade Submission** and **Unposted Final Grade** for **Final Grade Submission**.

Concluding your Course

Changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates.

Starts:

Jul 1, 2020 at 9:39am

Wed Jul 1, 2020 9:39am

Ends:

☑ Students can only participate in the course between these dates

When selected, the course is in a read-only state outside these dates.

☐ Restrict students from viewing this course after end date

☐ Restrict students from viewing this course before start date

When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.

Submit Grades to Howdy

1. In Howdy, click the **Faculty/Teaching** tab.

2. On the **Faculty/Teaching** tab, in the **Instructor Class Management** or **Associate Self Service** section, click **Class Roster and Syllabus,** locate the course**,** and then **click View.**

3. To proceed to grade submission, click the **Enter** link in any student's **Midterm/Final** column. If there are existing grades, click the grade instead.

4. To import grades, click the **Import Midterm/Final Grades from Canvas** button. Wait until the process is complete and moves to the status page.

5. Review the import errors and confirm grades appear successfully. This process will override grades each time that it is run, even manual updates.

6. After the process is complete, users can manually add or change grades if needed before submitting.

More Information on lms.tamu.edu

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Resources

Check the Instructor Guide or search in Community!

Canvas Instructor Guide Table of Contents

- Introduction
- Analytics
- New Analytics
- Announcements
- Assignments
- Attendance (Roll Call)
- Calendar