Canvas Gradebook



Helpful Links

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Agenda

- Where can I see grades?
- Where can I see student submissions?
- What does the gradebook look like in Canvas?
- How can I order or filter grade columns?
- How can I sort student results & status within a column?
- What does the search bar do?
- How can I add a column to the gradebook?
- How can I hide all grades from students?
- How can I hide specific grades from students?
- How can I export a CSV file of the gradebook?
- How can I group or organize my grades?
- What do I need to do at the End of Semester: Checklist

Objective

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

Where can I see grades?



Where can I see student submissions?

Click on the published assignment or quiz title anywhere in the course to navigate to the details page. In the sidebar menu on the right side of the page, click "SpeedGrader" for inline grading, or "Download Submissions" to download a ZIP file with all file submissions.



What does the grade book look like in Canvas?

Grade columns are automatically created for each assignment & quiz.

Student Name	Week 1: Individual	Week 1: Quiz [Titl	Week 1: Discussio
	Out of 0 MANUAL	Out of 1 MANUAL	Out of 0 MANUAL
Test Student	_	_	_

At the far right of the grade columns, you will see assignment group total columns which show students their running total in any assignment category you have created.

These "total" columns can be hidden or shown in "Advanced Settings" in the Settings menu, but not selectively (it's all or none).

Assignments	Homework	Midterm Exam
65% of grade	20% of grade	15% of grade
-	_	_

How can I order or filter grade columns?

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 you quickly find a grade column.





How can I sort student results & status within a column?

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.



What does the search bar do?

Search by student name to quickly isolate the grades and submissions for a single student.

1	Search	\$

How can I add a column to the gradebook?

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 a new assignment and select submission type "No Submission" or "On Paper."

("On Paper" simply allows you to add an assignment due date reminding students to turn in a paper-based assignment)

Points	10	
Assignment Group	Assignments 🗸	
Display Grade as	Points 🗸	
Submission Type	 Do not count this assignment toward Online No Submission Online On Paper External Tool 	ards the final grade

How can I hide all grades from students?



How can I hide specific grades from students?



Change grade posting policy and grade visibility for an individual column in the 3-dot menu in the column header.

Hide/Post options are only available after one grade has been entered.

To change visibility before, set the grade posting policy for that column.

How can I export a CSV file of the gradebook?



Export a CSV file through the menu on the top-left of the gradebook. Select Actions, then Import or Export.

How can I group or organize my grades?

Assignment Groups Features



How can I weight grades to match my syllabus?

Use Assignment Groups in Canvas to create weighted categories to match your syllabus.

Search for Assignment	+Group + Assignment :
∷	(40% of Total) + :
∷ → Labs	(10% of Total) + :
∷ → Quizzes	(10% of Total) + :
∷ > Homework	(10% of Total) + :
∷ > Midterm Exam	(15% of Total) + :
⋮ ► Final Exam	(15% of Total) + :

Assigning Group Weights

	Assignment Groups Weight	$\overline{\mathbf{x}}$	+Group + Assignment
∷ ► Assignments	Weight final grade based on assignments	40 %	 Edit Assignment Dates Assignment Groups Weight Commons Equation
∰ ► Labs	Labs	10 %	(10% of Total) + :
∰ ► Quizzes	Homework	10 %	10% of Total + :
∷ → Homework	Final Exam	15 %	(10% of Total) + :
	Iotal	Cancel Save	(15% of Total)
			15% of total + :

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.

Task	Solution
Drop or ignore lowest scores?	Go to the Assignment Group settings menu (3 dots on left side of each group).
Quickly give all students the same grade or input 0 for all missing grades?	In the Gradebook Column 3-dot menu, click "Default Grade."
See when a grade change happened?	View Gradebook History in Gradebook menu on top-left of Gradebook.
Hide Totals for students?	Settings > Course Details > More Options > Hide Totals

Are there any keyboard shortcuts for grading?

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.

 (\times)

These keyboard shortcuts for grading are right next to the search bar if you would like to use them.

What do I need to do at the End of the 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.
- \hfill All grades are entered; no grades are blank or missing.
- $\hfill \square$ All grades are posted and are visible to students.
- $\hfill\square$ Download a copy of your grades for your records.
- Set up permissions to limit/allow student access to course after the semester.
- $\hfill\square$ Submit grades to Howdy.

How can I check or change the grading scheme of my course?

View/Edit Grading Scheme		
Name:	Course Letter Grade Range:	🔍 Select Another Scheme 🗙
А	100 %	to 90.0%
В	< 90.0 %	to 80.0%
С	< 80.0 %	to 70.0%
D	< 70.0 %	to 60.0%
F	< 60.0 %	to 0%
		manage grading schemes Done

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-.

Find Grading Scheme within the Settings menu, then select Course Details, then Enable Course Grading Scheme, then View Grading Scheme.

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.

Concluding your course is also within the Settings menu and allows you to restrict student viewing of the course before and after the course goes live.

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.

Common Mistakes

- Putting assignments that don't belong into an assignment group with a grading rule. Results in the grading rule dropping assignments that should not be dropped
- Putting an assignment rule on an assignment group containing assignments having different numbers of points possible. Drops by lowest percentage rather than points, but unpredictably affects the total score
- When using weighting for extra credit, putting more than one extra credit assignment in an extra credit assignment group. Results in students receiving more extra credit than they deserve or believing they are receiving a worse grade for turning in extra credit before grades are finalized

Common Mistakes (cont'd)

- Failing to assign students who have not turned in an assignment a zero once the assignment due date has passed. Results in students seeing a better grade than they are actually receiving
- Failing to specify a total points possible when setting up a required assignment. Results in assignment functioning as extra credit
- Failing to set and/or edit a custom grading scheme.
 Results in no letter-grade calculation or an inaccurate letter-grade calculation

End of Semester Checklist

- □ Review Grading Scheme and verify it matches syllabus.
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- \hfill All grades are entered, no grades are blank or missing.
- \hfill All grades are posted and are visible to students.
- \Box Download a copy of your grades for your records.
- Set up permissions to limit/allow student access to course after semester.
- $\hfill\square$ Submit grades to Howdy.

Resources

Check the Instructor Guide or search in the Community!

COMMUNITY KNOWLEDGE * PRODUCT * GROUP HUB * EVENTS * Knowledge base * Q Search all content

Home > Knowledge > Guides > Canvas > Instructor Guide

Canvas Instructor Guide Table of Contents

- Introduction
- Analytics
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