

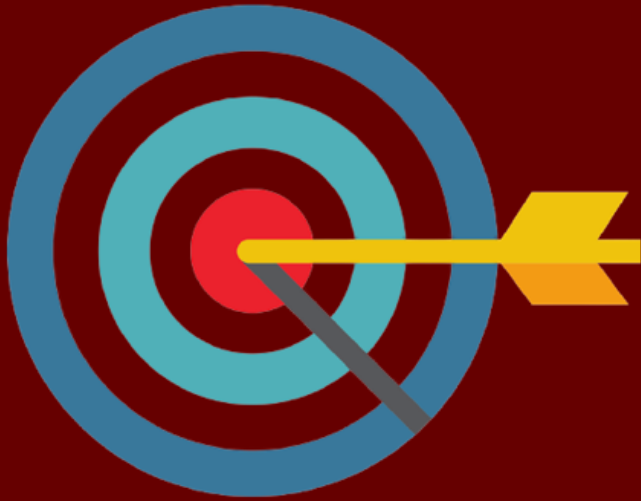
Canvas Gradebook



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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

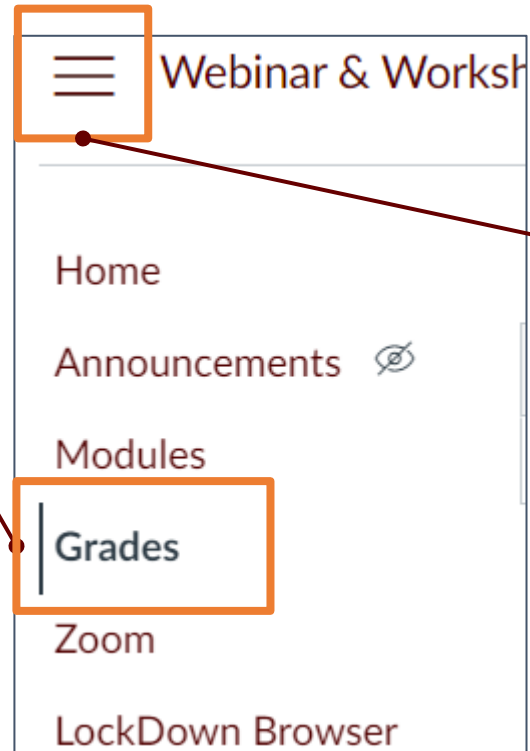


Objective

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

Where can I see grades?

Grade columns are visible in the 'Grades' section of the course navigation menu

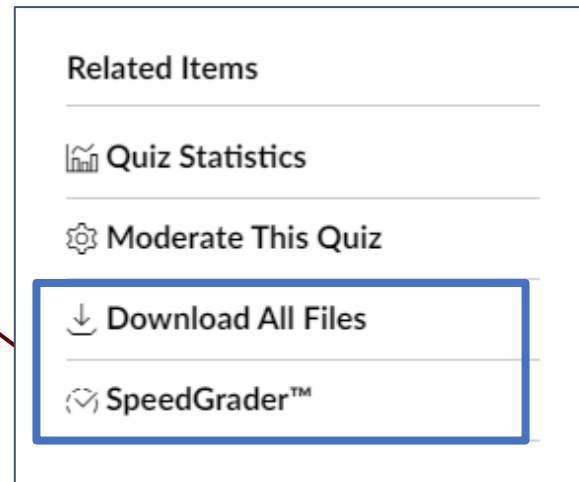


If you do not see the 'Course Navigation Menu' on the far left of the page, look for this three-line symbol to expand the menu.


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.


Or access through the 3-dot menu in the Grade column.




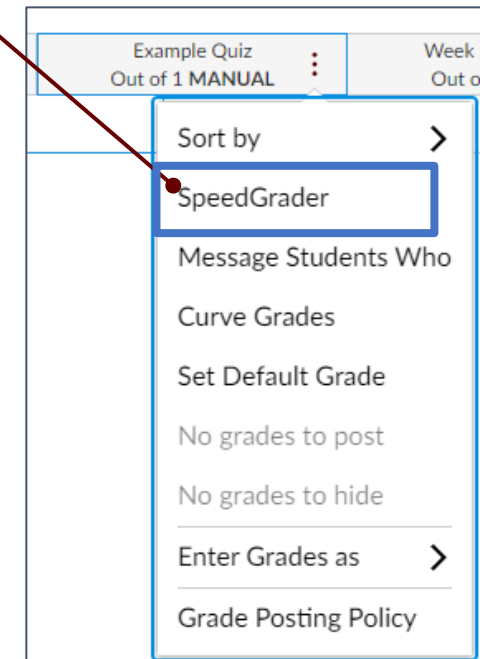
Related Items

 Quiz Statistics

 Moderate This Quiz

 Download All Files

 SpeedGrader™



Example Quiz
Out of 1 MANUAL

Week
Out of

Sort by >

SpeedGrader

Message Students Who

Curve Grades

Set Default Grade

No grades to post

No grades to hide

Enter Grades as >

Grade Posting Policy

What does the grade book look like in Canvas?

Grade columns are automatically created for each assignment & quiz.

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

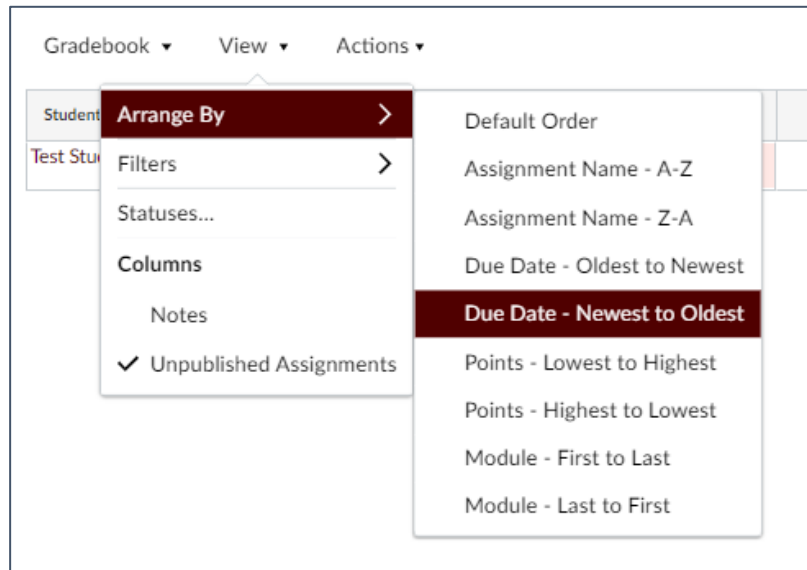
At the far right of the grade columns, you will see assignment group total columns which show students their running total in any assignment category you have created.

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

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

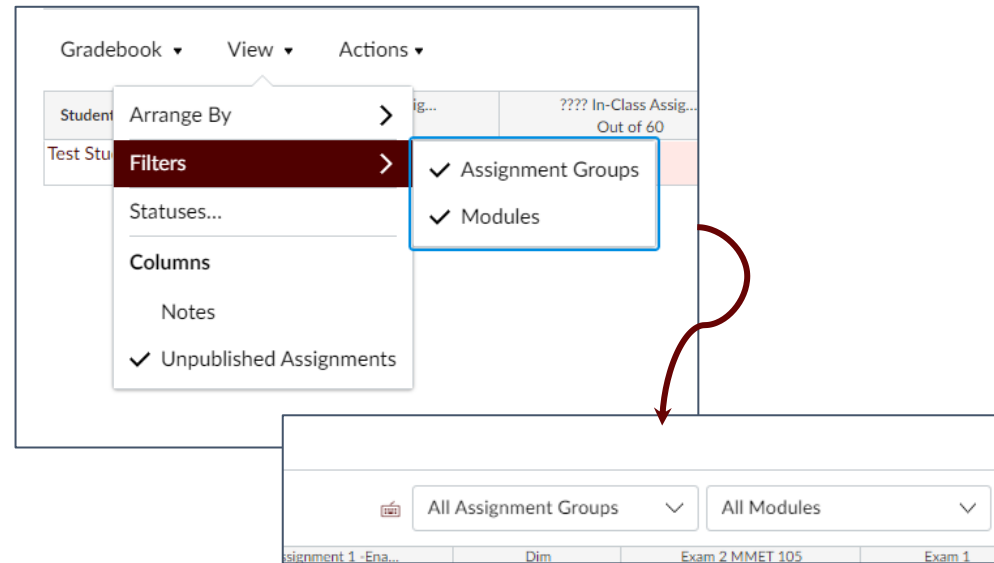
How can I order or filter grade columns?

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



A screenshot of a gradebook interface showing the 'Arrange By' menu. The menu is open, displaying options for sorting columns. The 'Due Date - Newest to Oldest' option is highlighted in dark red. Other options include 'Default Order', 'Assignment Name - A-Z', 'Assignment Name - Z-A', 'Due Date - Oldest to Newest', 'Points - Lowest to Highest', 'Points - Highest to Lowest', 'Module - First to Last', and 'Module - Last to First'. The 'Unpublished Assignments' option is checked with a white checkmark.

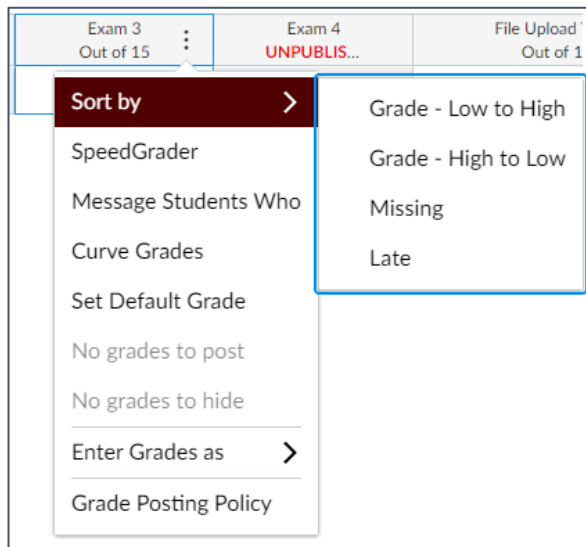
Use filters in the view menu to show dropdown boxes at top of Gradebook, which helps you quickly find a grade column.



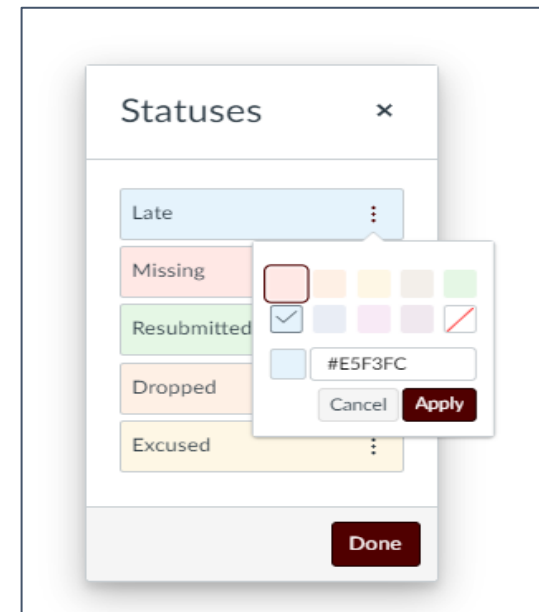
A screenshot of a gradebook interface showing the 'Filters' menu. The menu is open, displaying options for filtering columns. The 'Filters' option is highlighted in dark red. Other options include 'Arrange By', 'Statuses...', 'Columns', 'Notes', and 'Unpublished Assignments'. The 'Unpublished Assignments' option is checked with a white checkmark. A blue box highlights the 'Assignment Groups' and 'Modules' options, which are also checked with white checkmarks. A red arrow points from the 'Filters' menu to a dropdown menu at the top of the gradebook, which shows 'All Assignment Groups' and 'All Modules' with dropdown arrows. The gradebook table below shows columns for 'Assignment 1 - Ena...', 'Dim', 'Exam 2 MMET 105', and 'Exam 1'.

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

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

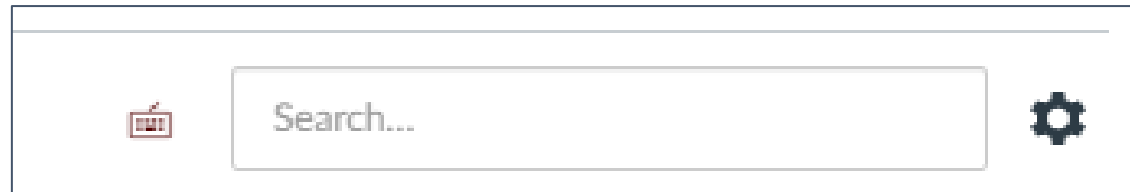


Go to View > Statuses to view or customize color coding of cells.



What does the search bar do?

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



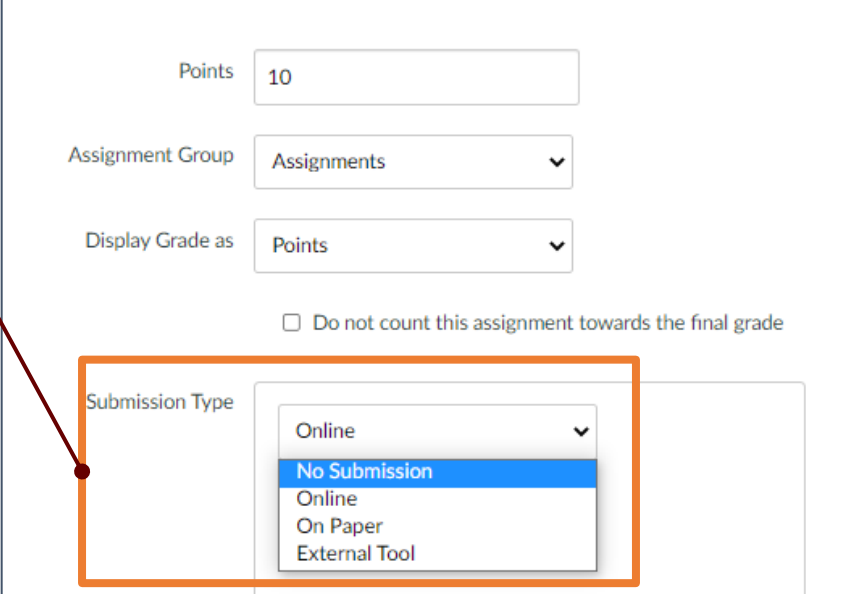
The image shows a search bar interface. On the left side of the bar is a small icon of a clipboard with a document. In the center is a text input field with the placeholder text "Search...". On the right side of the bar is a gear icon, which typically represents settings or options.

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

Do not count this assignment towards the final grade

Submission Type

- Online
- No Submission
- On Paper
- External Tool

How can I hide all grades from students?

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

Manually Post Grades
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose w
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:

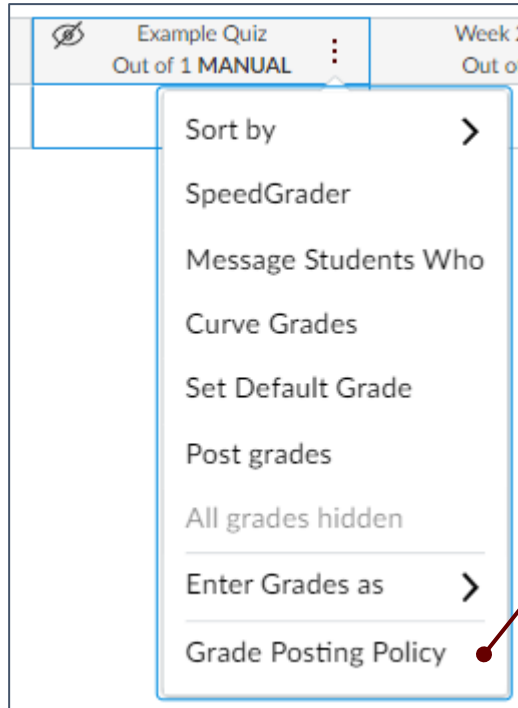
- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

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

Set your grading & late policies for all grade columns by clicking the gear icon in the top right of the gradebook.



How can I hide specific grades from students?

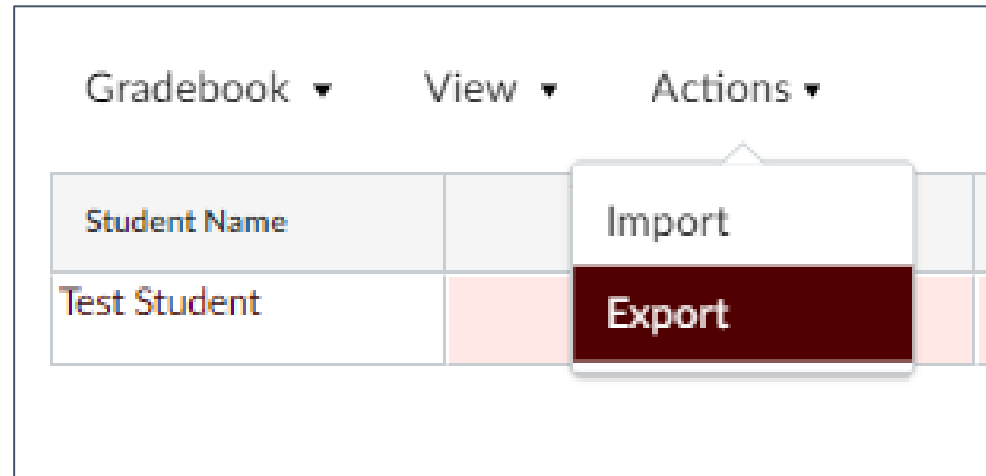


Change grade posting policy and grade visibility for an individual column in the 3-dot menu in the column header.

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

Assignment groups are a great way to keep calculations simple. Canvas does not have calculated columns.

TRNG-303 > Assignments

- Home
- Announcements
- Modules
- Grades
- Outcomes
- Assignments**
- Discussions
- Syllabus
- People
- ENGR Mediasite Collection
- ENGR My Mediasite
- New Analytics
- Rubrics
- Pages
- Files
- Collaborations
- Quizzes
- Settings

You can assign group weights so that all assignments in that group are averaged and weighted on the final grade.

+ Group

+ Assignment

40% of Total

Discussions

40% of Total

3.4 | Discussions: Chat About It!

① Sprouting Module | -/10 pts

5.3 | How Might You Use Groups?

② Harvesting Module | -/10 pts

End of Course Assessment

6.2 | Reviewing Key Concepts

③ Completed Growing with Canvas Module | -/10 pts

New Group

10% of Total

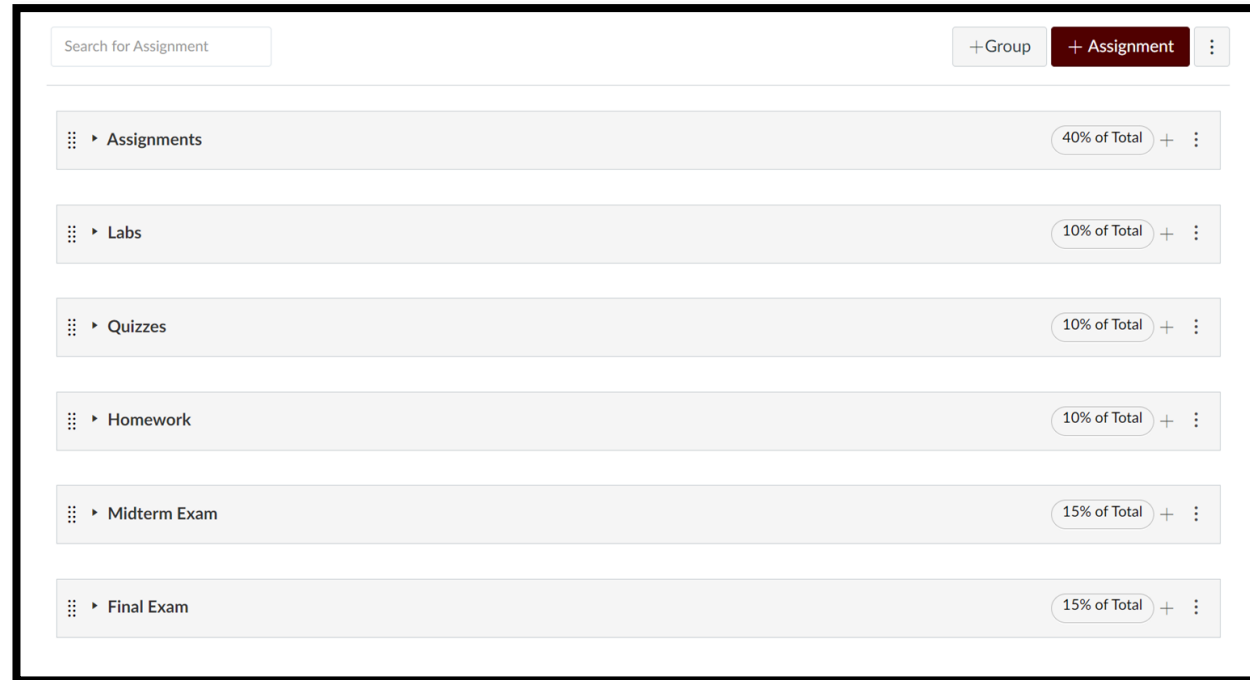
2.7 | Home Page Submission

④ Nurturing Module | -/10 pts

Moving assignments between groups is as simple as dragging and dropping them.

How can I weight grades to match my syllabus?

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



The screenshot displays the Canvas Assignment Groups interface. At the top, there is a search bar labeled "Search for Assignment" and two buttons: "+Group" and "+ Assignment". Below this, a list of assignment groups is shown, each with a weight percentage and a plus sign icon. The groups and their weights are:

Assignment Group	Weight
▸ Assignments	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

Search for Assignment

+Group + Assignment

Assignment Groups Weight

Weight final grade based on assignment groups

Assignments	40	%
Labs	10	%
Quizzes	10	%
Homework	10	%
Midterm Exam	15	%
Final Exam	15	%
Total	100	%

Cancel Save

Edit Assignment Dates

✓ Assignment Groups Weight

Commons Favorites

10% of Total +

10% of Total +

10% of Total +

10% 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.



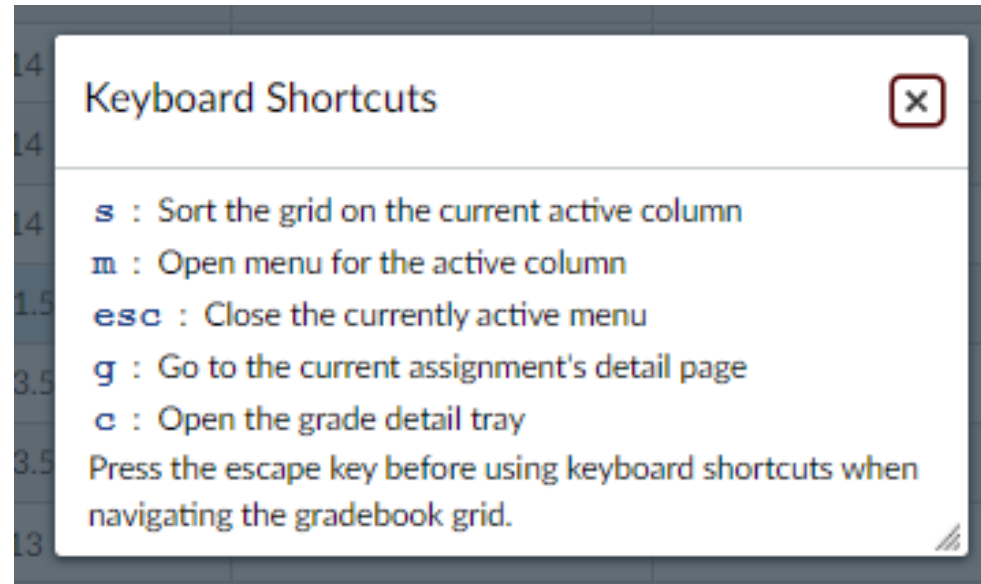
Weighted total via Assignment Groups

All graded assignments are organized into assignment groups and a weighted percentage is assigned to each group.

HOW CAN I...

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?

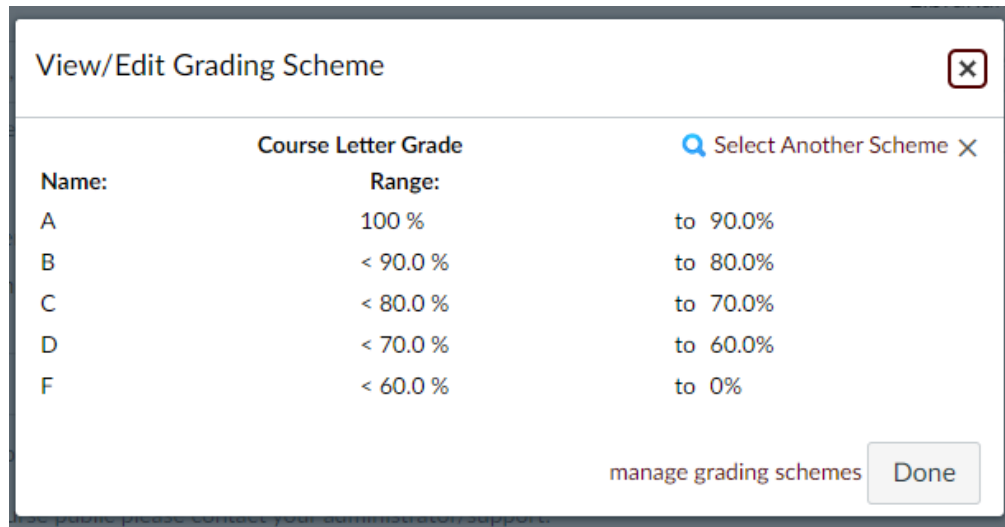


What do I need to do at the End of Semester?

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.

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




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: 
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 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.

From <https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Office-of-the-Registrar-Policies/Grading/Online-Grading-Instructions-for-Howdy#5-HowtoPostFINALGrades>

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

- ❑ 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.
- ❑ 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.
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