Gradebook

Effectively grade assessments and provide feedback to students using advanced assignment and gradebook tools.

1. Grade assessments directly from the Gradebook
2. Create custom weighting options and rules
3. Provide grade comments
4. Mute grades until ready to publish
5. Notify students based on assignment status

Grades

In Canvas, the Gradebook stores all information about student progress in the course. It can record letter grades, points, percentages, and course outcomes. All Gradebook items must have a Canvas activity. Columns are created automatically in the Gradebook when you create and publish assignments, graded discussions, graded quizzes, and surveys.

Gradebook View

As stated in the Assignments handout, "Assignments" refers to any graded student work.

In Course Navigation, click the **Grades** link.

Chat

People

Grades

♀ Tip: To add a column to the gradebook, add an assignment or activity.

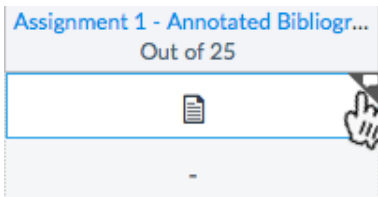♀ Tip: Hiding the Total column is recommended if you are not using

	Filter by student name or secondary ID						Import	Export ▾	✿▾	
Student Name	**Secondary ID**	Assignment 1 - Annotated Bibliogr... Out of 25	Sample Submission Assignment Out of 25	⚠ Attendance Out of 0	Midterm Exam Out of 1	Sample Discussion Question Out of 50	**Assignments** 15.00% of grad	**Discussions** 10.00% of grad	Mi 25.
Bart Simpson Test	test101	📄	-	-	-	-	-	-	
Homer Simpson Te	test104	-	-	-	-	-	-	-	
Lisa Simpson Test	test102	-	-	-	-	-	-	-	
Maggie Simpson Te	test103	-	-	-	-	-	-	-	
Test Student	b52a7a50b1474e3	-	-	-	-	-	-	-	

Assignments Column

Each column displays the assignment title, total points, and the student's grade. Columns can be sorted, expanded, and reordered.

Entering Grades

1. When the student has submitted the assignment, a paper icon will appear in the field.

2. To enter grades directly in the Gradebook, simply click the field in the row of the student's name, type the score, and press enter. Scores are saved immediately.

3. Alternatively, click the comment bubble in the top right corner of the field to view Assignment submission details for the student. Assignment details allow faculty to quickly review submission files and add comments.

4. In the pop-up window, enter grades and comments for each student.

Assignment Gradebook Options

1. **Sort by**
   Change view of Gradebook.
2. **Curve grades**
   Enter the average grade to curve the score.
3. **Set default grade**
   Give all students the same grade for an assignment.
4. **Mute Assignment**
   Instructor comments and scoring are held until the assignment is unmuted to release grades all at the same time.
5. **Enter Grades as**
   Grades can be entered as percentages or points.
6. **Download Submissions**
   Submissions for the assignment will be downloaded into a zip file.

✏ For more details on gradebook options, see https://community.canvaslms.com/docs/DOC-2785

💡 Tip: Grade curving cannot be undone.

Gradebook Calculations

There are two ways you can have Canvas calculate student grades: points or percent/weighted.

Points-based Gradebook

The gradebook is set to the Standard Grading Formula by default. Grades are calculated based on the average of the assignment point value and the student score.

(Points Earned / Total Points Possible)*100 = Total Score (as percentage)

Weighted/Percentage-based Gradebook

Grades are calculated according to the weighted assignment groups. Each assignment group follows the Standard Grading Formula, then that total score is converted to a percentage of the total grade based on the assignment group weight.

Adding weights to final grades based on Assignment groups.

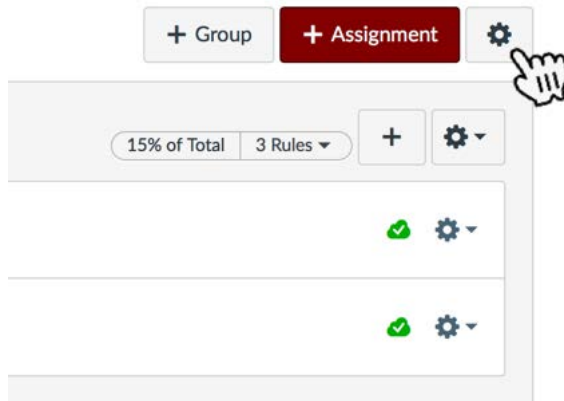1) Click **Assignments** link in the Course Navigation tool bar.

Syllabus
Modules
Assignments
Discussions
Quizzes
Library Reserves

2) Click menu icon on the top right side of the Assignment Groups page.

3) Enable **Weight final grade based on assignment groups**.

4) Assign percentages to Assignment Groups.

5) **Save**

Assignments Settings   ×

☑ Weight final grade based on assignment groups

Assignments	15	%
Discussions	10	%
Midterm Exam	25	%
Final Project	25	%
Final Exam	25	%
Total		**100%**

Cancel   **Save**

Assignment Group Rules for Gradebook

Assignment group rules customize exceptions to grade calculations.
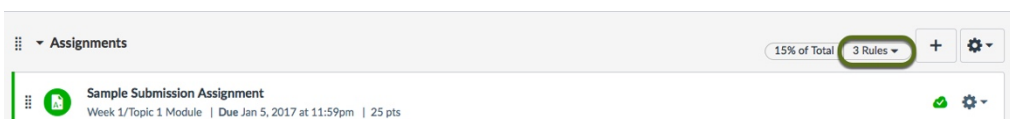
1) To enable grading exceptions, click **Assignments** on the Course Navigation menu.
2) Click the Assignment Group menu icon to edit the Assignment Group settings.

3) In the pop-up window, edit Assignment Group settings.

   1. **Group Name** – Edit Group name.
   2. **% of total grade** – Assign weight to Assignment Group.
   3. **Lowest scores** – Gradebook will ignore the lowest score in the Assignment group calculation.
   4. **Highest scores** – Gradebook will ignore the highest score in the Assignment group calculation.
   5. **Never Drop** – Do not ignore a specific assignment within the assignment group.
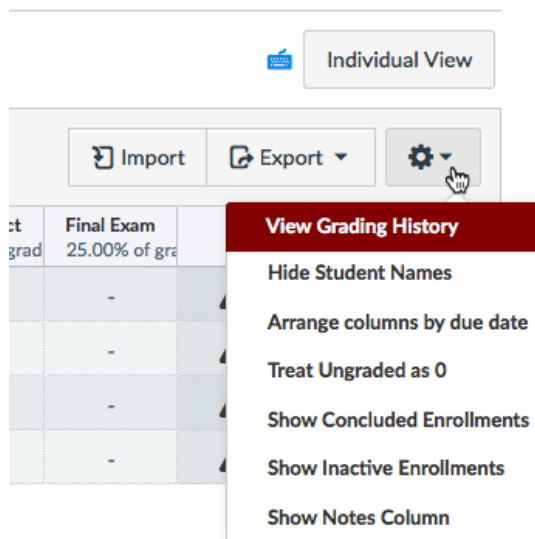   6. **Save**

4) The rules will appear in the Assignment Group toolbar.

Gradebook Features and Settings

Gradebook View Options

1. **View Grading History**
   Faculty can review who graded each assignment.
   https://community.canvaslms.com/docs/DOC-2804

2. **Hide Student Names**
   Enable to create anonymity and eliminate bias during grading.
   https://community.canvaslms.com/docs/DOC-2792

3. **Arrange columns by due date**
   By default the gradebook displays in Assignment Group order, then by due date. Enable to change the order.
   https://community.canvaslms.com/docs/DOC-2831

4. **Treat Ungraded as 0**
   Assignments that do not have a grade will be treated as if a student received a score of zero.
   https://community.canvaslms.com/docs/DOC-2875

5. **Show Concluded Enrollments**
   Filter only active participants in the course.
   https://community.canvaslms.com/docs/DOC-2838

6. **Show Inactive Enrollments**
   Filter to show students who are not actively participating in the course.
   https://community.canvaslms.com/docs/DOC-6607

7. **Show Notes Column**
   Column for private personal notes about students and grades that are not viewable to students.
   https://community.canvaslms.com/docs/DOC-2834