

Assignments and Gradebook in Canvas



- [Introduction](#)
- [Creating Assignment Groups](#)
- [Creating Assignments](#)
- [Grades: Viewing Gradebook and Tools](#)
- [Grading In-Class or Assignments Without Submissions](#)
- [Editing Grades and SpeedGrader Basics](#)
- [Drop the Lowest or Highest Score](#)
- [Dealing with Missing Assignments in Grades](#)

Introduction

The Gradebook helps instructors easily view and enter grades for students. Using the gradebook involves two different areas in your course, Grades and Assignments.

Grades is the course gradebook and **Assignments** is where you view all assignments and all categories of assignments in your course.

Two Basic Types of Gradebooks:

Sample 1: Total Points Based

Attendance and Participation	
Attendance	5 points
Attendance Total	5 points
Assignments	
Assignment 1	25 points
Assignment 2	25 points
Assignment 3	25 points
Assignments Total	75 points
Quizzes	
Quiz 1	20 points
Quiz 2	20 points
Quiz 3	20 points
Quiz 4	20 points
Quizzes Total	80 points
Midterm	
Midterm	40 points
Final Exam	
Final Exam	100 points
Course Total	300 Points

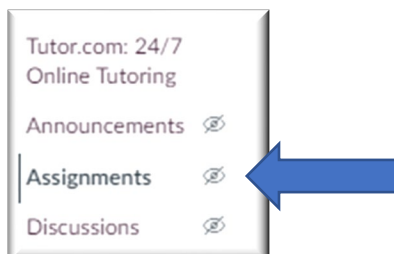
Sample 2: Weighted Gradebook (Weighted/Percent Based)

Attendance and Participation (5%)	
Attendance	5 points
Attendance Total	5 points
Assignments (30%)	
Assignment 1	25 points
Assignment 2	25 points
Assignment 3	25 points
Assignments Total	75 points
Quizzes (15%)	
Quiz 1	20 points
Quiz 2	20 points
Quiz 3	20 points
Quiz 4	20 points
Quizzes Total	80 points
Midterm (20%)	
Midterm	40 points
Final Exam (30%)	
Final Exam	100 points
Course Total	100 %

To get to the Assignments Page:

Log into Canvas and go to your course.

Click on **Assignments** from the course menu to open Assignments.



The Assignments page is where you:

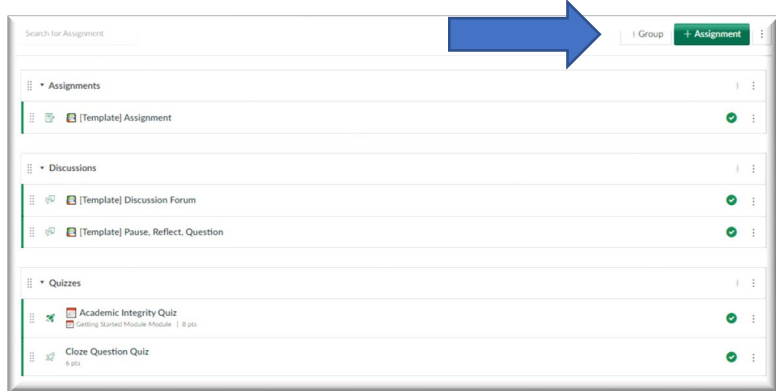
- Set up gradebook categories and individual assignments
- View all assignments in your course

Creating Assignment Groups

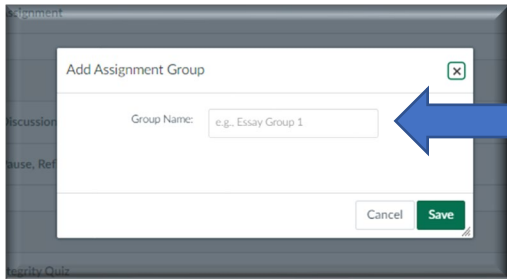
The first assignment group (or category) – **Assignments** is already created for you. The groups **Discussions** and **Quizzes** may also be there. Be sure to change the names of these groups to match your evaluation of performance under your grading policy in your syllabus.

If you are not using weighted groups and are using Straight Points, you can skip the remainder of this page and go to [Creating Assignments in a Point Based gradebook](#).

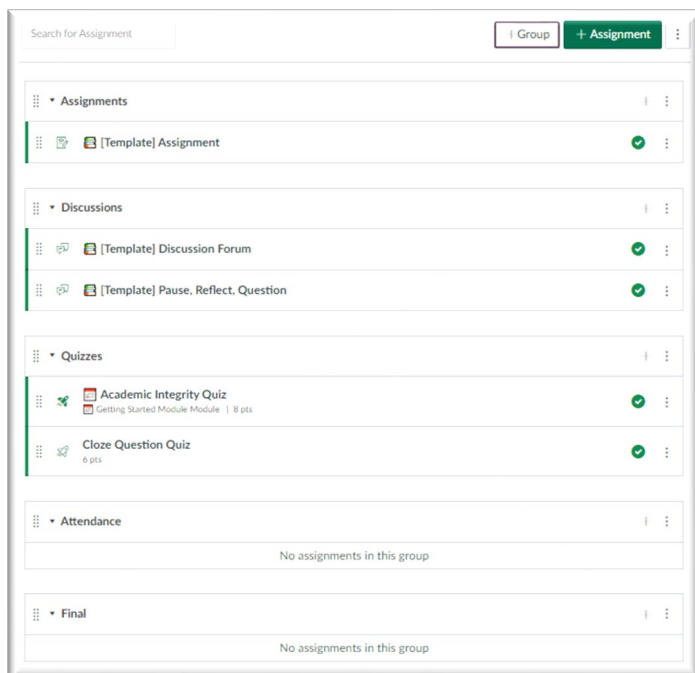
To create more Assignment Groups, click on **+Group** button at the top of the page.



Name your group and **Save**.



Continue adding more groups until you create all of the ones you will use.



Your Assignment Page should look something like this.

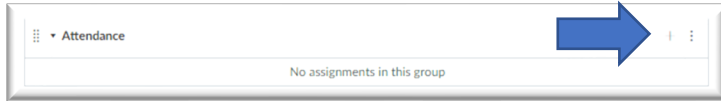
Each instructor's categories may be different.

You can move any group to any position by dragging the dots in front of the group name to a different position on Assignments page.

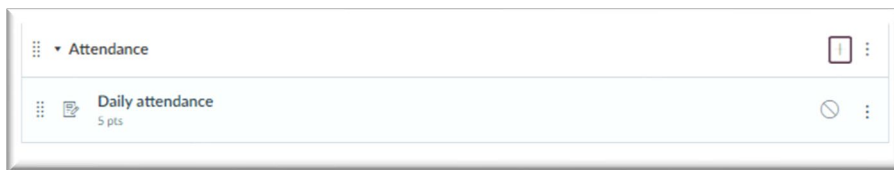
To Create Assignments to build a Points Based Gradebook

A simple way to add new assignments (there are other ways):

Click on the + sign in the category, then give it a **Name** and add the **Points** value total for your category.



Make sure to **Save**.



You have made an assignment, and you will go into the assignment to edit it and add details.

NOTE: Using this method, you will build your gradebook, however you will need to edit your assignments to add details such as due dates.

Repeat the previous step to add all your assignments.

Creating an Assignment in Assignments

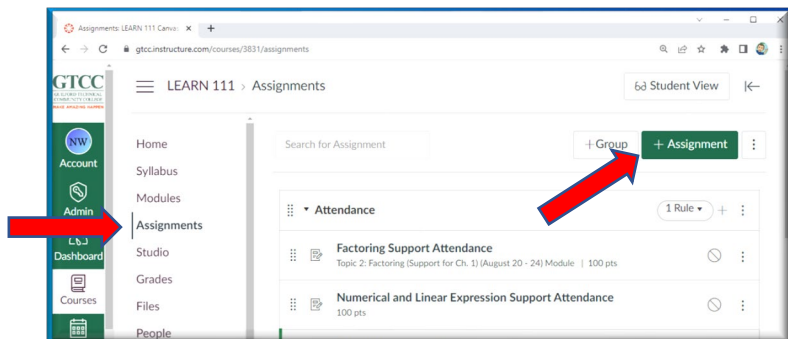
You can also create assignments from the Assignments link in the course navigation Menu. Assignments can be set to display grades as points, a percentage, complete/incomplete, GPA scale, or letter grade. After creating and publishing a graded assignment, it will appear in the Canvas Gradebook.

Go to the **Course** you want to work in from the Dashboard

Go to **Assignments** in Course Navigation.

Click **+Assignment**.

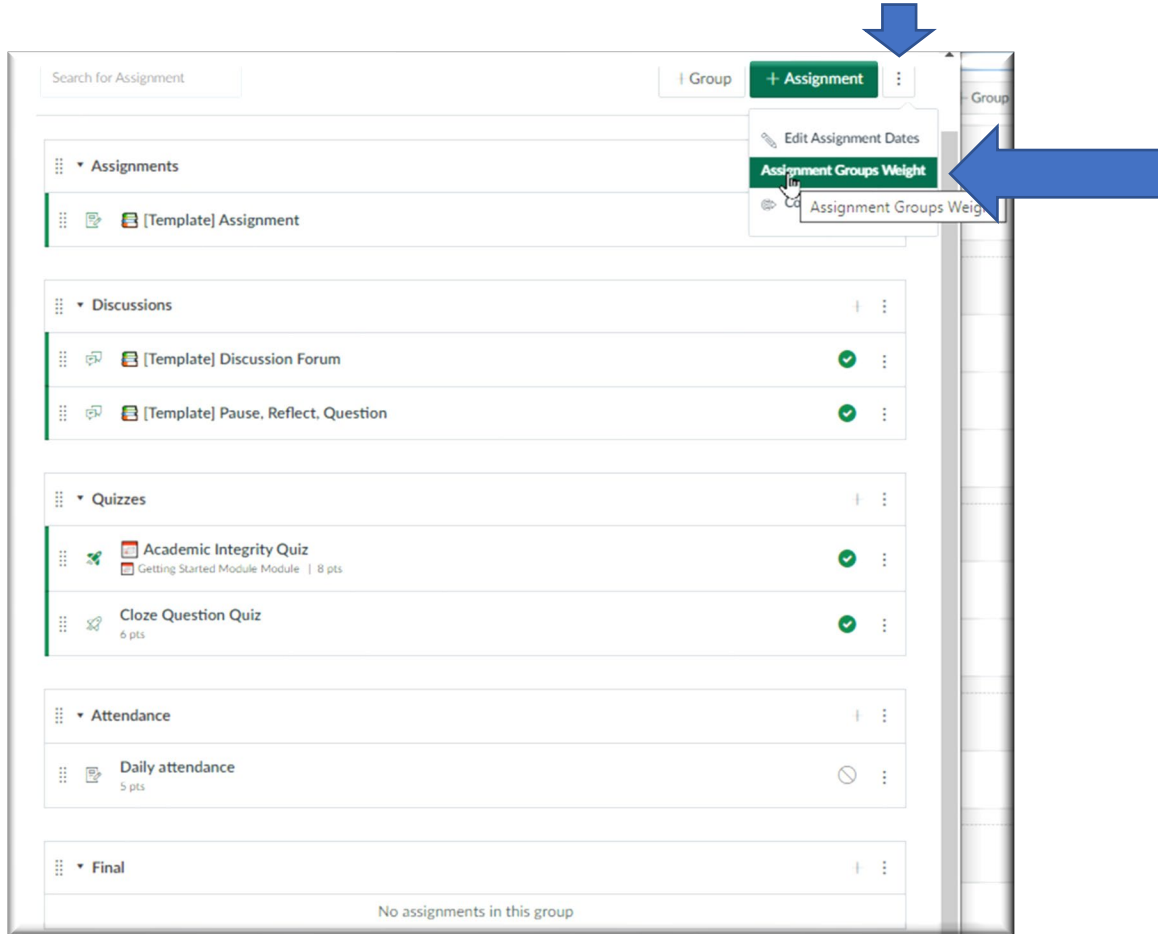
Add Details.



Create a Weighted Gradebook (Weighted/Percent-Based)

Once your assignments are created, we will add weights (percentages) to each category (assignment groups).

Click on **three dots** (more options) and then on **Assignment Groups Weight**.

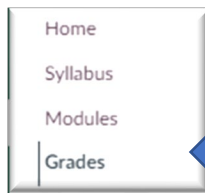


Check **Weight final grade based on assignment groups** check box.

The screenshot shows the 'Assignment Groups Weight' dialog box. A blue arrow points to the checked checkbox 'Weight final grade based on assignment groups'. The dialog lists categories and their weights: Assignments (20%), Discussions (1%), Quizzes (0%), Attendance (5%), Final (0%), and Total (25%). A blue arrow points to the '1' in the Discussions weight field. Another blue arrow points to the 'Save' button. Text annotations provide instructions: 'Then fill in weights for each group (category).', 'Make sure the percentages match what is in your syllabus.', 'The total should be 100% when you are done.', and 'Click on Save.'

Category	Weight (%)
Assignments	20
Discussions	1
Quizzes	0
Attendance	5
Final	0
Total	25

Viewing your Gradebook in Grades.



When your assignments are created, you can view them in **Grades**.

Go to **Grades** from the Course navigation menu.

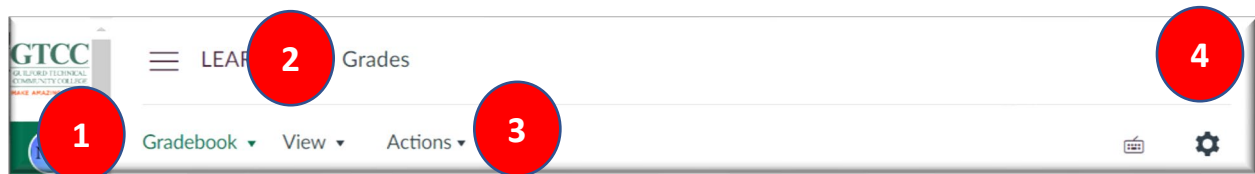
All Assignment and Assignments Groups are Displayed.

The screenshot shows the top of the Gradebook interface. It includes a 'Gradebook' dropdown, 'View' and 'Actions' dropdowns, and two search bars: 'Search Students' and 'Search Assignments'. Below these is a table with columns for 'Student Name' and various assignments.

Student Name	[Template] Assignment Out of 0	[Template] Discussion Foru Out of 0	[Template] Pause, Reflect, C Out of 0	Academic Integrity Quiz Out of 8	Cloze Question Quiz Out of 6
Test Student	-	-	-	-	0.67

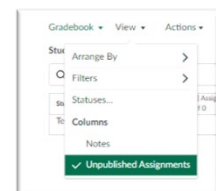
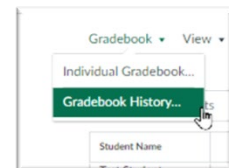
Use the Scroll bar at the bottom of the screen to move left to right.

Gradebook Tools



Gradebook Tools maximize your productivity when using the Gradebook. They also make grading in bulk much more straightforward. These tools are found on the top of the student roster.

1. The **Gradebook** dropdown allows you to switch between three different views:
 - o **Gradebook:** This is the view where you can see all students in the class on the left, and the individual assignments across the top. You can search for student names and assignments in the two search bars.
 - o **Individual:** View grades and points for a single student at a time with customizable settings.
 - o **Gradebook History:** This view can be used to see the dates students submitted assignments. It also can be used to run reports on assignment submissions or student submissions which is strictly a view of the data and cannot be printed.
2. The **View** dropdown allows you to:
 - o **Arrange** or **Filter** students by different categories.
 - o Toggle the visibility for **Notes** and **Unpublished Assignments**.
 - o View the **Statuses'** legend for a color key in the gradebook, along with customizing the colors.
3. The **Actions** dropdown allows you to **Import** or **Export** grades and rosters in the **.csv** file type.
4. The **Gear Icon** provides options for **Late Policies**:
 - o Set a default grade for all missing work.
 - o Set a customized grade deduction for late work.



Grading In-Class or Assignments Without Submissions

Grading of in-class presentations, participation, in-class exams, or assignments submitted as hard copy can be included in your gradebook as non-submission assignments.

Enter the information you would like students to see, this helps if they are wondering where a grade comes from in the gradebook.

Add the **Points** information, Choose the **Assignment Group**, set how you would like students to see the grade in **Display Grade as**.

In **Submission Type**, choose either **No Submission** or **On Paper**. You can then enter grades in the Gradebook, they will update the student's overall grade.

Details | Mastery Paths

Assignment Name
Class Presentation

Edit View Insert Format Tools Table

12pt Paragraph B I U A T²

For this assignment a student may give a in class presentation you would grade with a rubric, we will designate it as **No Submission**. This could also be any type of **On Paper** assignment or an activity with no online submission.

P 41 words

Points: 100

Assignment Group: Classwork

Display Grade as: Points

Do not count this assignment towards the final grade

Submission Type:

- Online
- No Submission**
- Online
- On Paper
- External Tool

Editing Grades

Name	Adding a Rubric Out of 100	Describe Your Favorite I Out of 1
	95	1
	/100	1
		0.7
		1
		Excused

If you have an Assignment created and published, then you will be able to edit the student grades in Canvas.

Simply click inside any cell and enter points for each student.

Once you enter points and move to another cell, the points are automatically saved.

Adding a Rubric Out of 100
95
/100

Assignment Names

Search Assignments

Module 1: Canvas Creation (Out of 100)

Grade out of 10

Status: None, Late, Missing, Excused

Comments: Leave a comment

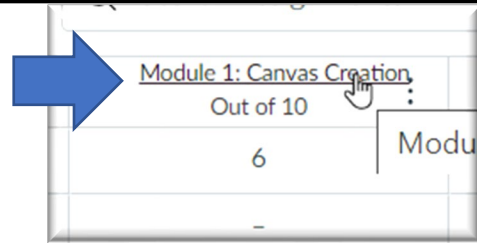
Instructors can click on the **arrow** in the grade box to expand and add more details.

- You can scroll through the **Students** and **Assignments** using the arrows.
- You can enter the score.
- Add a Status.
- Add a Comment.

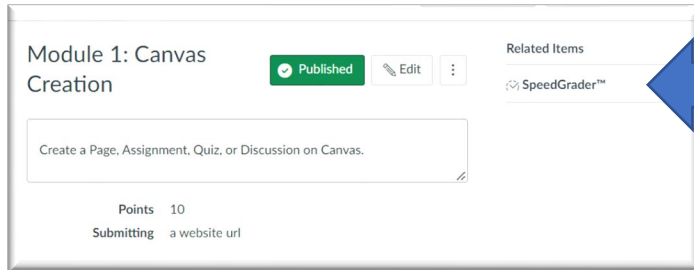
Grades are saved as you enter them and move to the next student.

Using SpeedGrader

You can access SpeedGrader by clicking on the Name of the Assignment in Grades or by going to the Assignment Itself.



SpeedGrader is on the upper right side of the page in the Assignment.

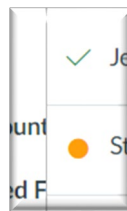


Once in SpeedGrader:

Depending on the Assignment, the student submission will be located in the main part of the page.

If you would like to download the submissions you will have the option.

The student name is on the upper right corner. You can scroll using the arrows or use the dropdown to see the list. Green Check marks means you have entered a grade, an Orange Circles mean it is ungraded.

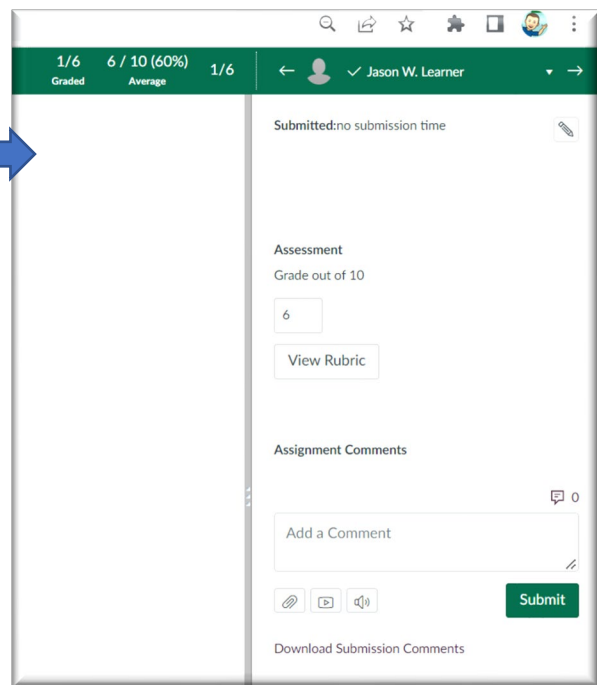


You can enter the score directly.

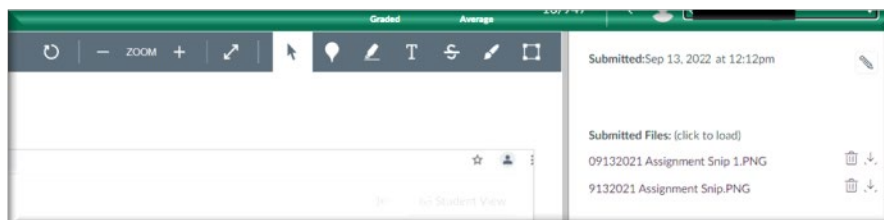
If the Assignment has a Gradable Rubric you can open it and use it to grade.

If you put in student comments remember to click on the Submit button for each student.

You may also add comments for the student in the comment box or on the submission itself.



Below is an image of the full menu of tools in SpeedGrader to annotate submitted files.



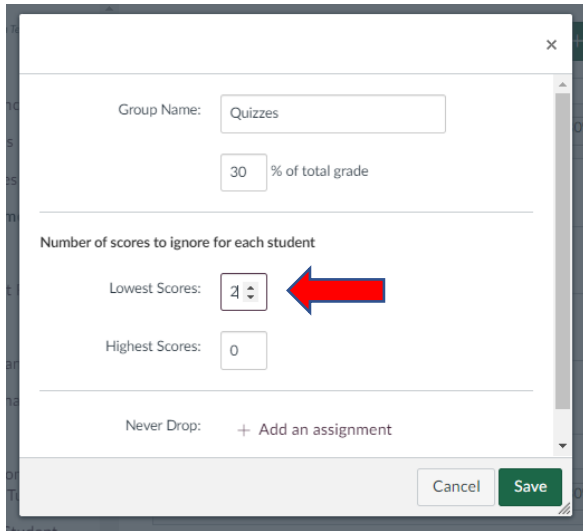
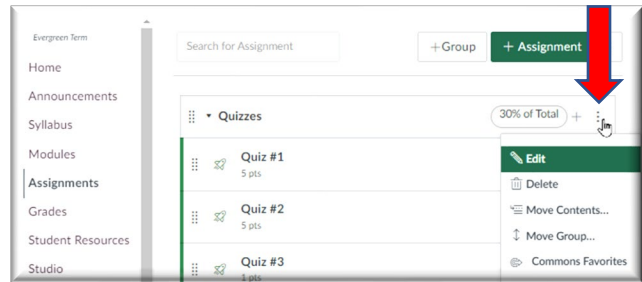
Note: SpeedGrader is also accessible on the home page of your course.

The CanvasCommunity page explaining these tools can be found here: [Link](#)

Dropping the Lowest Scores (or Highest Scores) in an Assignment

Within an Assignment Group, choose to **drop the lowest scores** within a series of assignments with the same number of points.

To set up the Drop Lowest Score feature. In **Assignments**, for a group go to the 3 dots and click **Edit**.



Here you can choose the number of **Lowest Scores** or **Highest Scores** to automatically drop.

This will occur in the gradebook, you do not have to choose the assignments or scores. (Here 2 Quizzes will be automatically dropped from the student's average.)

It is possible to **Never Drop** (exclude) and assignment in a group.

Remember to click **Save**.

There is an indication on the group title showing the grading rule has been applied.



Viewing a Student's Grades

You can view an individual student's grades by clicking on their name in the Gradebook.

This will open a window showing the students graded work.

You can click on a grade to edit it.



The screenshot shows the Canvas Gradebook interface. At the top, there's a navigation bar with 'Gradebook', 'View', and 'Actions'. Below that, the user's name 'Jason W. Learner' and course information 'LEARN 111 Canvas Tutorials' are displayed. A search bar for students is present. A table shows student names and their quiz scores. To the right, a bar chart titled 'Last 2 Graded Items' shows two bars representing scores of 80/100 and 1/1.

Missing Assignments in Canvas

In Canvas any missing submissions, or activities or assignments that have not yet been graded by an instructor will appear as a dash (-) in the Canvas gradebook.

A dash (-) in the gradebook is not the same as a zero (0). Canvas will NOT calculate a dash (-) into a student's total grade.

Ways to Change missing submissions (-) to zero (0) grades

1. Replace (-) with 0 as you grade with SpeedGrader or Gradebook

Check your Canvas gradebook for any missing submissions from students. **Manually** change any dashes to zeros so that the gradebook item will count towards their total grade. See the guides below on how to edit grades in Canvas.

2. Use the default grade tool to change all missing submissions to zeros

In the gradebook, click on the 3 dots beside the assignment name, choose **Set Default Grade**. Use this to change all grades for a specific gradebook column.

Note: When using the tool this way, make sure you do NOT select "Overwrite already-entered grades" as this would replace any grades you have already entered.

3. Apply the Missing Submission Policy in the Gradebook

Canvas has a gradebook tool that allows for grading policies.

In **Grades**, click on the Gear Icon for **Gradebook Settings**. This will open a new window where you can set Late Policies.

The missing submissions policy allows an automatic score to apply to missing submissions. The missing label applies to things that are still missing **after the due date**. By clicking on the box you can setting this policy to any % core including 0%, and missing submissions will automatically receive this score. You can always adjust the score down the line by removing the missing label and modifying the score.

You can also set up a **Late submission deduction**, to do this you will need a Due date on the assignment and the Until (Closing date) will need to be after the due date.

Student Name	Quiz #1 Out of 5
Jason W. Learner	3
Jessica M. Learner	5
Lawrence A. Learner	-
Nellie Y. Learner	0
William B. Learner	5

The dialog box is titled 'Default grade for Quiz #1'. It contains a text input field with '0' entered, followed by 'out of 5'. There is a checkbox labeled 'Overwrite already-entered grades' which is currently unchecked. A red arrow points to this checkbox. A 'Set Default Grade' button is at the bottom right.

The 'Gradebook Settings' dialog box has two tabs: 'Late Policies' and 'Grade Posting Policy'. Under 'Late Policies', there are two sections. The first section is 'Automatically apply grade for missing submissions', with a checkbox that is checked. Below it, 'Grade for missing submissions' is set to '100 %'. A warning message states: 'Changing the late policy will affect previously graded submissions'. The second section is 'Automatically apply deduction to late submissions', with a checkbox that is unchecked. Below it, 'Late submission deduction' is set to '0 %' and 'Deduction interval' is set to 'Day'. At the bottom, 'Lowest possible grade' is set to '0 %'.