Getting Started with Canvas Gradebook

Div of IT Learning Technologies
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Introduction to Canvas Gradebook

Gradebook is a central repository for assessment data, and student information. Instructors can use Canvas Gradebook to record data, monitor student progress, and communicate information to students.

Gradebook can be accessed from the “Grades” link on the left navigation menu in a Canvas space.

Columns in Gradebook

- **Assignments = Gradebook columns**
  Gradebook columns are created and controlled by items in Assignments.
- All GRADED items in Assignments have corresponding columns in Gradebook.
- An ungraded item in Assignments does not have a column in Gradebook.

Adding/Removing a Column

Columns in Gradebook are added by adding graded items via the “Assignments” link. Columns in Gradebook are removed by deleting items via the “Assignments” link.

- Select the “Assignments” link on the left navigation.
- Click the “Add Assignment” plus sign to add a graded assignment to an Assignment Group which will automatically add a column in Gradebook.
To remove a Gradebook column, click the “Trash” icon on the right side of an Assignment item.

**Arranging and Reordering Columns**

There are two ways to reorder columns in Gradebook.

1. You can reorder the Gradebook columns by reordering the items in Assignments.
2. You can reorder columns by just clicking and holding on a Gradebook column title area, and then drag and drop the column header to the location you want.

You can also arrange columns by due date;

1. Click on the Gear Option icon in Gradebook.

2. Select “Arrange columns by due date” to arrange the columns in the Gradebook by due dates.

You can also sort the column by clicking on a column title.

For example:
Click on the Secondary ID column title to sort students in ascending or descending order by the student’s secondary ID.

Click on the total grade percentage column title to sort students in ascending or descending order by grade percentages.

**Column Options**

Column options enable instructors to perform different functions for a column in Gradebook.
Clicking the drop-down arrow atop any column will show the column options drop down menu.

“Assignment Details” shows you the average score, and the total number of submissions, etc...

“SpeedGrader” takes you directly to SpeedGrader interface to grade/view each student submission right on the screen.

You can also email students, curve grades and batch download submissions from the drop down menu.

“Mute Assignment”: In some cases, you may want to delay the release of grades to students until you’ve graded all of the submissions. The “Mute Assignment” feature enables you to hide student grades temporarily. A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted.

Managing Grades in Gradebook

Entering scores

To manually enter grades directly into the Gradebook:

1. Move the cursor over the appropriate cell in Gradebook, and click.
2. Type the value of the score.
3. Hit “Enter” from your keyboard.

(You can also upload grades from Excel. The instructions on how to download and upload grades from a spreadsheet are given later in this handout.)

Total Grade

Here are three key things you need to know about the Total Grade in Canvas Gradebook.

- Total grade calculation only includes graded columns. It omits all empty (ungraded) columns from the total calculation.

  Total Score (as Percentage) = Points Earned/Points Possible of Graded Columns
- When it’s time to display Final Total grade, click on the Gear icon and choose “Treat Ungraded as 0's” so that the Final Total reflects student true grade at the end of the term.

- You can hide the “Total” column in Gradebook from students before Final.
  1. Go to “Settings” on the left navigation, and then click “Edit Course Details” button.
  2. Then you will see small blue text "more options" near the bottom. Click "more options".
  3. Check "Hide totals in student grades summary ". This will hide the total grade based on all Assignment Groups. Students will still see the totals for each assignment group.

**Letter Grade**

You can set up a letter grading scheme for the Final Letter grade.

You can also choose to display a letter grade for any column in the Gradebook.

**Setting Up Final Letter Grade**

  1. Select “Settings” from the left navigation.
2. On “Course Details” tab, click the “Edit Course Details” button.

3. Check “Enable course grading scheme”.
4. Click “View grading scheme”.

5. To edit the grading scheme, click the pencil icon.

6. Edit the scheme and save.
7. Go back to the Gradebook and you will see the “Total” column reflects the current grading scheme in letter grade.

**Note:** if you want to use any existing grading scheme, click on the blue glass button to see all existing grading schemes. Then you can replace the default grading scheme.

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**Setting up a Letter Grade Display for a Graded Column in Gradebook**

To set up a letter grade display option for a graded column (such as assignment or a discussion assignment column) in Gradebook, you need to go to “Assignments”.

**Note:** Quiz column doesn’t have the letter grade display option.

1. Select “Assignments” link.
2. Click the title for the column (assignment) for which the letter grade needs to be set up.
3. Click the “Edit Assignment” button.
4. Click “more options” to display more options on the page.
5. From the “Grading By” drop down menu, select “Letter Grade”.

6. Then click “View Grading Levels”.
7. Click on the “pencil” icon to edit the grading scheme for this assignment.

If you want to reuse an existing grading scheme, select the blue button on the left side of the “pencil” icon.

8. After you are done, save the scheme.

9. The grades in the Gradebook for that column are displayed both in letter and in points.

### Weighting Final Grade

In Canvas, grade weighting is done via the “Assignment Groups”. Establishing the percentage weight for Assignment Groups is done via the “Assignments” link or the “Options” menu in Gradebook.
Grade weighting can also be done via “Assignments”.

1. Go to “Assignments” via the left navigation.
2. Select the “Weight the final grade based on assignment groups” checkbox.

3. Enter the percentage weight for each of the Assignment Groups on the right. Canvas uses the percentage weights you specify here to calculate the final grade as percentages. Weights are equal 100%, but can exceed 100% for extra credit.

**Dropping the lowest/highest scores**

Dropping the lowest/ highest X number of scores is done via “Assignments”.

1. Select the “Assignments” link.
2. Click the pencil icon on an Assignment group header area to edit the Assignment group.
3. Click “add grading rule” link.
4. Then you can drop lowest or highest numbers of scores.

![Assignments](Image)

**Downloading/uploading Grades**

Sometimes, you may prefer saving your grades or just want to perform some calculations or edit grades in a spreadsheet program (e.g., Excel). You can download your Gradebook as a .CSV file. Downloaded files can then be saved on a local computer drive, modified, and then uploaded back into the Canvas Gradebook.

**Downloading Grades**

1. Click the “Grades” to access the Gradebook.
2. Click the Gear Option icon and then select “Download Scores (.csv)” from the drop down menu.

![Download Scores](Image)

3. Click “Open” to open it in a spreadsheet program, such as Excel. Save the file as .csv in Excel using the exact the same file name. Do not change the file name.

![Open File](Image)

4. Modify the file in Excel. Perform the desired changes in Excel. Then save the modified file as a .CSV file using the same file name.
Uploading Grades to Canvas

You can only upload a .CSV file to Canvas Gradebook

**Note:** It is highly recommended that instructors planning on uploading the Gradebook data from an external spreadsheet program always download the Gradebook from Canvas first in order to ensure a right format for uploading.

1. To upload grades to Canvas, go to Canvas Grades to access the Gradebook.
2. Click the Gear icon and select “Upload Scores (from.csv)”.

3. “Browse” to the .CSV file to upload Data. If you are not sure what the CSV file should look like, click on the “What should the CSV file look like?” link.

4. Click “Upload Data”.

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![Image of Canvas Gradebook settings with steps highlighted](image-url)