

Gradebook Overview (Instructors) Video Script

In this video you will learn how to use the Gradebook in Canvas. The Gradebook allows instructors to easily input, manage, and release grades to students. To get started, click the Grades link in Course Navigation.

When you first open the Grades page, the course Gradebook view displays by default. The course Gradebook view displays a list of all students and assignments in your course. At the top of the Gradebook you can also access global sorting options, open the keyboard shortcuts menu, utilize the search function, and open gradebook settings.

Before students submit assignments in your course, you should configure your course grading policies. You can set automatic grading policies for late and missing assignments, select a course-wide grade posting policy, and enable advanced grading options in Gradebook Settings.

To open Gradebook Settings, click the Settings icon. From the Late Policies tab you can ask Canvas to automatically deduct points for missing and late submissions. To automatically apply a grade for missing submissions, click the Automatically apply grade for missing submissions checkbox and enter the grade in the Grade Percentage for missing submissions field. To automatically deduct points for late submissions, click the Automatically apply deduction to late submissions checkbox. Enter a deduction percentage, an interval, and a lowest possible grade percent. From the Grade Posting Policy tab you can specify a course-wide grade posting policy. When you select an automatic posting policy for the course, assignment scores and instructor comments are visible to students upon entry. When you select a manual posting policy for the course, any assignment score or comment remains hidden from student view until you manually post grades for each assignment. From the Advanced tab, you can enable final grade overrides. To award a student a different grade from the calculated total grade, click the Allow final grade override checkbox. To apply your settings, click the Update button.

By default, the Student Name list displays all students alphabetically by last name in descending order. You can manage the list display in the Student Name options menu. The Sort by options allow you to display students by data type. Available sortable data type options include student name, SIS ID, Integration ID, or Login Id. You can also order the student list to display student names in ascending or descending order based on the selected data type. The Display as options allow you to view student names by firstname lastname or lastname firstname. The display option does not affect your selected Sort by options. The Secondary info options allow you to manage the secondary student information that displays below student names in the Student Names list. You can also choose to remove secondary information by clicking the None option. In the Student Name Options menu you can also choose to view inactive and concluded student enrollments in the student list.

The course Gradebook assignments list displays your course assignments in the same order that they appear on the Assignments page. However, you can manage the displayed assignments list in the View menu. The Arrange by options allow you to display assignments alphabetically, or by due date, points possible, or module. The Filters options allow you to enable assignment display filters. You can enable group, module, section, student group, and, if applicable, grading period filters. Enabled filters display above the assignments columns in your gradebook. To filter assignments, click the filter drop-down menu and select an option. Multiple filters can be applied to offer more precise views of your gradebook data. To reset the filters, select the All option in the filter drop-down menu, or disable the filter in the View menu. In the View menu, you can also customize the displayed status color for assignment submissions. Click the Statuses option. Customize the status color options for late, missing, resubmitted, dropped, and excused assignments. Click the assignment status Options menu, select a new color, and click the Apply button. To close the Statuses menu, click the Done button. The View menu also allows you to enable a Notes column, and you can choose to view unpublished assignments in the assignments list.

The gradebook assignments columns scroll horizontally while the Student Name column remains static. When you create a new course assignment, an assignment column is automatically added to the Gradebook. You can resize a column or drag-and-drop an assignment column to a new location in the Gradebook. To view options for an assignment, click the assignment Options menu. In the menu, you can sort the gradebook to display by grade or status. You can also message students, curve grades, set a default grade, post hidden grades, hide grades that have been posted,

enter the grade as another grading option, and download student assignment submissions. You can also set a grade posting policy for an individual assignment. In the Grade Posting Policy Sidebar, you can select to post grades for the assignment automatically. Selecting an automatic posting policy allows students to view their assignment score and instructor comments upon entry in the gradebook or SpeedGrader. Alternatively, you can select to manually post grades for the assignment. Selecting a manual posting policy hides all student grades and instructor comments from student view until you manually post grades from the assignment Options menu.

The different icons and colors in the gradebook cells represent assignment and submission statuses within Canvas. To enter or edit scores in the Gradebook, click the cell for the assignment and student that you want to change. Enter the score according to the assignment grading option. To view additional details about a submission, click the Grade Detail Tray icon in the assignment cell. The tray displays the student's name, the name of the assignment, a link to view the submission in SpeedGrader, grading information, submission status options, and a comment field. The gradebook also displays a total column for each assignment group and for the total grade for each student in the course. If you have enabled the final grade override, the Override column displays next to the Total column in the Gradebook.

You can import and export gradebook data from the Actions menu. To export a CSV file of your gradebook, click the Export link. To import changes to your gradebook, click the Import link and select the CSV file with your changes.

In the Gradebook menu, you can switch to the Gradebook Individual View. This view allows you to assess individual students and individual assignments one at a time. In Global Settings, select your preferred Gradebook settings. In Content Selection, select individual students and assignments using the Select a drop-down menus. You can also use the Previous and Next buttons to quickly navigate to new students or assignments. The Grading section displays the selected content. You can view additional information in the Student Information and Assignment Information sections. To return to the course Gradebook View, click the Gradebook drop-down menu and select Gradebook.

In the Gradebook menu you can also switch to the Gradebook History page. Gradebook History displays a log of grading changes in your course. Use the gradebook history filter options to view gradebook history by student, grader, assignment, and date.