

Canvas Gradebook

<https://goo.gl/Aicfd3>



Learning Objectives

By the end of the workshop, participants will be able to do the following in Canvas:

- Create assignment groups and weight assignment groups for grading (if desired)
 - Drop the lowest score(s) in an assignment group if desired
- Create gradebook columns for all gradable items within a course (assignments, quizzes, manually entered scores)
- Add a grading scheme (letter grade) to the gradebook
- Use the Gradebook settings to do the following:
 - View grading history
 - Hide/show student names
 - Arrange columns by due date or points
 - Treat ungraded as zero
 - Show concluded or inactive students
 - Show the notes column
- Enter scores directly into the gradebook
- Sort the gradebook by any column
- Filter by student name or D#
- Display the total score as points or a percentage
- Move the total column to the front
- Use keyboard shortcuts
- Use the gradebook column drop-down menu to do the following:
 - Set a default grade for all students missing a score
 - Use “Message Students Who...” to send targeted messages to students based on gradebook scores
 - Download submissions
 - Mute/unmute an assignment
- Switch to Individual View
- Export and import grades from the gradebook
- Use the attendance tool to record class attendance

Resources

- [Canvas Guides Gradebook Topics](#)
- [How do I add an assignment group in a course?](#)
- [How do I weight the final course grade based on assignment groups?](#)
- [How do I create rules for an assignment group?](#)
- [How do I use grading schemes in a course?](#)
- [Icons and colors in the gradebook](#)
- [How do I excuse an assignment for a student in the gradebook?](#)
- [Canvas Attendance tool](#)
- [The New Canvas Gradebook](#) (from InstructureCon 2017 - phased roll-out)

Practice Exercise (Optional)

If you would like to practice what you've learned today, here are some things you may want to try in a test course.

Log in to Canvas and do the following (Contact Jared Johnson if you don't have a test course to work with).

1. Create assignment groups for each category of assignments you use in a course (example: Homework Assignments, Quizzes, Exams, Final Project, Attendance)
 - a. (Optional) Assign weights to each of these assignment groups, if desired
 - b. For one of your assignment groups, create a rule to drop the lowest score.
2. Create assignments/quizzes for each of the gradable items you use in a course and put them in the appropriate assignment groups. If an assignment is not submitted through Canvas, create a placeholder assignment for it and set the assignment type to "No submission" or "On Paper." Be sure to publish your assignments so you can see them in the gradebook.
3. Set up a grading scale (letter grades based on percentages) for your course.
4. Go to your gradebook and enter scores for the Test Student.
 - a. To see what the scores look like to the student, go to Student View (on Settings menu) and look at Grades.
 - b. Exit student view.
5. In your gradebook settings (click the gear icon), do the following:
 - a. View the grading history
 - b. Hide/show student names
 - c. Arrange columns by points
 - d. Toggle "Treat ungraded as 0" on and off
 - e. Show the notes column and enter a note about the Test Student
6. Sort the gradebook by columns by clicking on the column title (If you only have the test student, you won't see any change).

7. For the Total column in the gradebook, use the column menu to:
 - a. Display the total score as points or a percentage
 - b. Move the total column to the front
8. Filter by student name or D# (you will need a course with real students enrolled for this to work)
9. Click the keyboard icon () and experiment with using keyboard shortcuts in the gradebook.
10. For one of your gradebook columns, use the gradebook column drop-down menu to do the following:
 - a. Set a default grade for all students missing a score (may only be the Test student)
 - b. Use “Message Students Who...” to send targeted messages to students based on gradebook scores
 - c. Mute/unmute an assignment
11. Export your scores from the gradebook and open in Excel.
 - a. Add a new column. If you have students in this course, you can also enter some scores for the new column.
 - b. Save your file.
 - c. Import the file you modified back into the gradebook to create a new column.
Don't do this if this is a course with real students!
12. Enable the attendance tool (Settings, Navigation tab) and enter attendance for one day (if you have students)

Contact Scott Allen at 435-652-7936 or scott.allen@dixie.edu if you have any questions!