

Entering Grades in Canvas

How you grade will depend on how students submit their work to you. All the details we know so far are in the topics below.

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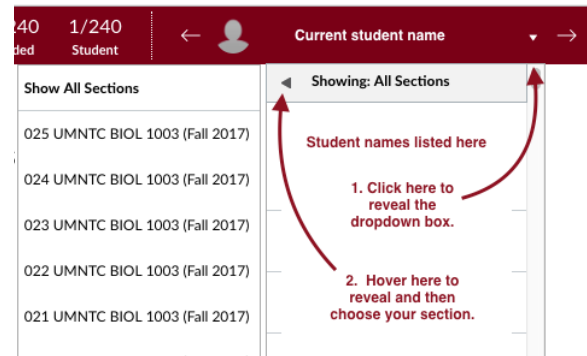
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Grading Assignments/Files Turned in on Canvas

1. Login to Canvas (MyU-Key Links-Canvas) and navigate to your course.
2. From the Course Menu, click on the Assignments
3. Click on the assignment you want to grade.
4. Click SpeedGrader, either to the right or below the assignment information. A new browser tab will open.
5. Click the arrow by the student name to reveal the dropdown box. Then hover over the arrow by “showing all sections” to reveal and choose from the section list.
6. A view of the student assignment shows on the left side, and the right side is where you enter grades and comments. Additional arrows indicate other functions:
 - a. Gradebook icon upper left returns to Canvas grades
 - b. Gear icon upper left has choices for sorting students



Go to Canvas Grades

Sort students by name, submitted date, or submission status (needs grading, not submitted, etc.)

Place comments directly on student submissions using the above tools.

After submitting score/comments, navigate to next student with arrows or dropdown box.

Enter Grade

Enter Comments

Speak comments to text!

Record a comment, and save video or just audio!

Submit

Students submissions show here.

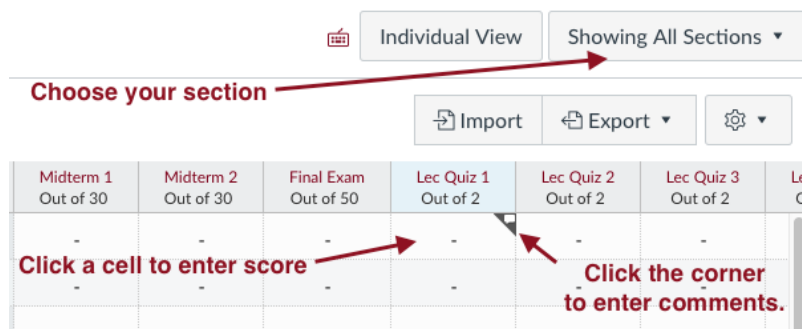
Remember if students did not submit an assignment, you should enter a zero.

Blank scores generally do not count against a student.

- c. Toolbar above student submission allows you to place comments directly on student submissions
 - d. Dropdown arrow to right of student name lets you navigate between students
 - e. Box labeled grade is for entering the grade. Click outside or enter to save grade before changing students.
 - f. If no submission shows on right side, students did not submit an assignment; you should enter a zero. Blank scores generally do not account against a student.
 - g. Enter text comments inbox in lower right, or choose play icon for recording a video comments and speaker icon for recording audio comments
 - h. Lower right submit button saves the comments.
7. Important notes
- a. [Students can always resubmit assignments](#). There will be a Submission to Review dropdown box in the upper right to choose among all submissions.
 - b. Use the gear icon to sort students by submission status.
 - c. Add comments to the student document using the annotation tools if desired.
 - d. Enter score in the grade box to the right.
 - e. For students that did not turn in assignments, we recommend you enter zeros.
 - f. Enter feedback comments if desired (by typing, speech to text (in chrome only), or recording).
8. Click Submit button to save feedback , comments, and grade.
 9. Change to the next the student using the arrows or dropdown box in the upper right corner.
 10. Close this tab to return to the Canvas site (in a previous tab).

Entering Scores in Canvas for Offline Assignments

1. Login to Canvas (MyU-Key Links-Canvas) and navigate to your course.
2. Click Grades in the Course Menu.
3. Click on View > Filters and choose sections. Then choose your section from the dropdown box.
4. Click on a box to enter a grade. Hit enter or return to save it.
5. Remember to enter zeros for students that did not turn in assignments. Blank scores generally do not count against a student.
6. Hover over a box and click the corner to enter comments.
7. You can use enter to move down to the next cell or arrows to move around.



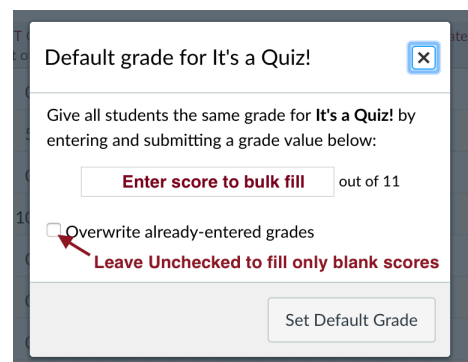
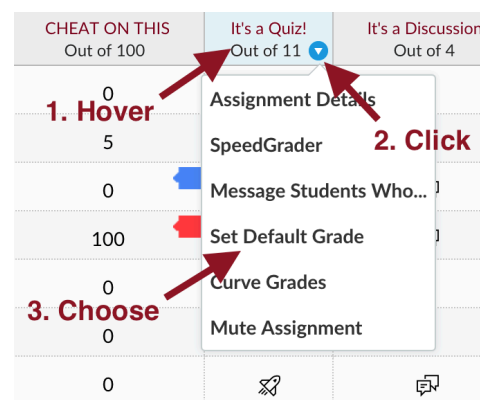
ENTER GRADES CAREFULLY! YOU CAN MAKE MISTAKES VERY EASILY.

Always double check that you have the right cell. The gear in the upper right has grade history, which may help you find any lost grades.

Bulk Fill Blank Scores

Regardless of which way you have entered scores, you can bulk fill all blank scores. We recommend filling blank scores with zeros after the due date has passed.

1. Login to Canvas (MyU-Key Links-Canvas) and navigate to your course.
2. Click Grades in the Course Menu.
3. Hover over an assignment in the heading of a column.
4. Click on the small arrow to open up the dropdown box.
5. Choose set Default grade.
6. Put in the score you want as a default score
7. Do NOT check the checkbox, and that will fill in all blank scores with that grade.
8. Click Set Default Grade



Grading Group Assignments

Groups assignments are those that one person turns in for the group. Grades are typically assigned to the entire group, but scores are changed for absences or poor participation.

1. Group assignments must be set up correctly, requiring your course to have a [group set with groups](#) and the Group Assignment box Checked and the “Assign Grades to Each Student Individually” should be unchecked. Think of the box unchecked as Group grading mode.
 - a. Make sure that each group in the group set has students in it (this causes loads of grief if students aren't assigned to a group)
 - b. Make sure every student is assigned to a group unless they are working individually, and then I would just add them to a group of their own. This makes grading easier when in Speedgrader.
 - c. You can use Speedgrader even for offline submissions as you don't have to figure out which students to assign a grade to, the groups just show up in the list.
2. Grading group work
 - a. For offline submissions: Click on grades and enter a score for one member in the group. It will be copied to the other group members.
 - b. For Files submitted on Canvas: Click on the assignment, and click on Speedgrader.
 - i. Score the submitted assignments changing between groups with the arrows by the group name (where students names show for individual assignments)
 - ii. NOTE: Students not in a group will also appear in the group list.
 - iii. Submit the scores as you complete them.
3. Click on the assignment and Edit the settings.
4. Check the box for “Assign Grades to Each Student Individually” and Save. Think of the box checked as individual grading mode. **Doing this locks the grades to each individual, in case you need to adjust groups later.**
5. Click on Grades in the Course Menu.
6. Adjust the scores for individuals in the group.

Group Assignment

This is a Group Assignment ☒

Assign Grades to Each Student Individually ☐

Group Set

Group Evaluations

Group Assignment

This is a Group Assignment ☒

Assign Grades to Each Student Individually ☒

Group Set

Group Evaluations

NOTE: You can toggle the box for “Assign Grades to Each Student Individually” and the individually assigned scores will be retained, even if you go back to group grading. However if you change a group score while grading groups where one person had an individual score, then that individual score will be overwritten. You would need to return to assigning grades to each student individually to re-enter that individual score.

Import scores using a CSV files

First you need to generate a file that has the correct columns, students identified, and student scores.

Option 1: Export a CSV from Canvas and add scores

You can export a spreadsheet of your gradebook and enter scores there.

1. Login to Canvas (MyU-Key Links-Canvas) and navigate to your course.
2. Click Grades in the Course Menu.
3. Click the Export button and follow instructions to export a CSV files.
4. In the spreadsheet, add scores. You can
 - a. Add scores to an existing column
 - b. Rename a column and add scores to make a new assignment
5. You should delete the assignment columns you do not need to upload. Those assignments are still in Canvas.

Option 2: Create your own CSV file

You can make a spreadsheet from scratch and copy scores from another source. You will copy (ctrl-c, cmd-c) the cells from your source spreadsheet and paste (ctrl-v, cmd-v) them into your copy of the upload spreadsheet.

1. Get a spreadsheet from the external tool that has scores and students' identifiers (Source Spreadsheet). Most tools have an Export function.
2. Make your own copy of the [External Score Source Upload Spreadsheet](#) or build the correct columns into your source spreadsheet

Only the SIS User ID or the SIS Login ID column and scores must be filled.

Student	ID	SIS User ID	SIS Login ID	Section	Assignment*
(names)	(numbers)	Student ID Numbers	(full umn.edu email)		(Scores)
Need heading, do not need to fill in.	Need heading, do not need to fill in.	Need heading, Fill in this <u>or</u> SIS Login ID.	Need heading, Fill in this <u>or</u> SIS User ID.	Need heading, do not need to fill in.	Fill in this column*

*Use any name you'd like, add additional assignment columns to upload multiple assignment scores. You will choose when you upload if the scores are a new assignment or should go in an existing Canvas assignment.

3. Do not delete or rearrange any columns and do not change any of the headings in the Upload Spreadsheet.
4. Copy (ctrl-c, cmd-c) the cells with the student identifier from the Source Spreadsheet and paste (ctrl-v, cmd-v) them into the appropriate column on the Upload Spreadsheet.
 - a. SIS User ID = UMN student ID number
 - b. SIS Login ID = full umn.edu email address
 - c. You must fill in one of these columns, and you can leave the other one blank.
5. Copy (ctrl-c, cmd-c) the cells with the scores from the Source Spreadsheet and paste (ctrl-v, cmd-v) them into the Score column on the Upload Spreadsheet.
 - a. You can rename the Score column to be the name of the assignment.

- b. If you want to upload more than one score at the same time, you can add additional score columns, putting in a new name for each column.
 - c. Verify that you have the same number of students and scores and that everything is lined up correctly by randomly checking a student score with the original source spreadsheet.
6. [Fill down the number series](#) in the Student column to the end of your student list (don't go past your last student). You can also put in student names if necessary, but it is not needed for the import.

Import a CSV Spreadsheet with Scores

[Instructions with images for importing scores.](#)

1. Login to Canvas (MyU-Key Links-Canvas) and navigate to your course.
2. Click Grades in the Course Menu.
3. Go to grades from the course menu and click the import button and follow the directions to import the prepared CSV file.
 - a. Any "Student in Question" will be listed. These are students where their SIS User ID doesn't exist in the class. The number we put under student will be listed, you can find that number on your original spreadsheet, and use other information to find name of the student and choose it
 - b. If you have extra things in your original spreadsheet, Canvas will list those items and you will need to choose the ignore option from the dropdown box.
4. Once the import for grades begins, WAIT. It takes time for all the scores to import. Refresh your view of Grades to ensure that all the scores have uploaded.
5. You should then in all empty scores with zeros. (Instructions for [setting a default score](#))

Note for Scantron Scores:

- Please email cbs-rlt@umn.edu if you have the need to import comments.
- If you have multiple sections/courses in one scantron spreadsheet, when you import into one course you will get students that cannot be identified (they are from other course) that you will need to tell the importer to ignore.
- Check in Grades for any empty cells. These are students that did not take the test (enter a zero) or students with incorrect IDs entered on their scantron answer sheets. You should search the scantron sheets for these students to find their score, which you can enter directly into grades.