



# How to Enter Points After Grading

## Introduction

If a student posts an additional reply to a Discussion after you have graded the Discussion, you will be notified of the additional activity on the Needs Grading page with the "After Grade" label. This document will show you how to update the student's grade and remove the "After Grade" label.

## Entering Points After Grading

**Step 1:** From the Needs Grading page, **click on the name of the student with the "After Grade" label.**

**Needs Grading**  
View all items that are ready to be graded.

Clear Filters Show Filters

5 total items to grade

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Test Draft Assignment	Sparky Eagle	April 5, 2021, 11:22:44 AM	
Assignment	Test Assignemnt for drafts (not draft)	Sparky Eagle	April 5, 2021, 11:23:06 AM	April 9, 2021
Quiz	Needs Grading Quiz	Sparky Eagle	November 23, 2021, 4:10:48 PM <span>LATE</span>	November 15, 2021
Discussion	Discussion Thread: Conflict Resolution Resources – Reflection	Sparky Eagle (2 posts, 4 replies)	March 31, 2022, 12:38:01 PM <span>AFTER GRADE</span>	May 24, 2021 <span>Dismiss</span>
Discussion	Discussion Thread: Conflict Resolution Resources – Influencers	<b>Sparky Eagle (1 post, 2 replies)</b>	April 5, 2022, 3:04:27 PM <span>AFTER GRADE</span>	May 4, 2022 <span>Dismiss</span>

**Step 2:** If the student's additional activity warrants a change in the grade, **go through the rubric and grade it normally.**

Grading

Discussion Grading Rubric Download

Criteria	Ratings				Pts
Thread Content <a href="#">view longer description</a>	<b>21 to &gt;20 pts</b> <b>Advanced</b> All key components of the Discussion prompt are answered in the thread. The thread has a clear, logical flow. Major points are stated clearly. Major points are supported by good examples or thoughtful analysis.	<b>20 to &gt;18 pts</b> <b>Proficient</b> Most of the components of the Discussion prompt are answered in the thread. The thread has a logical flow. Major points are stated reasonably well. Major points are supported by good examples or thoughtful analysis.	<b>18 to &gt;0 pts</b> <b>Developing</b> The Discussion prompt is addressed minimally. The thread lacks flow or content. Major points are unclear or confusing. Major points are not supported by examples or thoughtful analysis.	<b>0 pts</b> <b>Not Present</b> Not present.	21 / 21 pts
	<b>14 to &gt;13 pts</b> <b>Advanced</b> Each reply focuses on a meaningful point made in another candidate's thread. Each reply provides substantive additional	<b>13 to &gt;12 pts</b> <b>Proficient</b> Most replies focus on a meaningful point made in another student's thread. Most replies provide substantive additional	<b>12 to &gt;0 pts</b> <b>Developing</b> Some replies focus on a point made in another student's thread. Replies could be more substantive regarding the thread. Replies	<b>0 pts</b> <b>Not Present</b> Not present.	

# Entering Points After Grading (continued)

**Step 3:** Once you've updated the rubric, **click Save.**

Word Count and Citation Requirements <a href="#">view longer description</a>	<b>7 to &gt;6 pts Advanced</b> The thread minimum word count of 500 words is met, but not exceeded by more than 100 words. At least 2 replies are present, and a minimum word count of 200 words is met but not exceeded by more than 100 words. Thread and replies include the required number of citations.	<b>6 to &gt;5 pts Proficient</b> The thread word count is 400–499 words. At least 2 replies are present, or the word count is 175–199 words. Thread and replies do not include the required number of citations.	<b>5 to &gt;0 pts Developing</b> The thread word count is 300–399 words. At least 1 reply is present, or a minimum word count of 1–174 words is met. Thread and replies do not include citations.	<b>0 pts Not Present</b> Not present.	<input type="text" value="7"/> / 7 pts 
	Total Points: 50 out of 50				

**SAVE**

The grade will be updated and the After Grade submission will be removed from the Needs Grading page.

5 total items to grade

Category	Item Name	User Attempt	Date Submitted	Due Date	
Assignment	Test Draft Assignment	Sparky Eagle	April 5, 2021, 11:22:44 AM		
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4 total items to grade

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## Entering Points After Grading (continued)

If the student's activity does not warrant a grade change, updating the rubric will not remove the submission from the Needs Grading page. In this case, there are two ways to update the grade to remove the submission from the Needs Grading page.

**Step 4:** The first way is to **click on the box with the student's current grade and add .0** to the end of the earned grade. For instance, if the grade was 50, click in the text box and enter 50.0. **Then click out of the text box.**



Assessment  
Grade out of 50  
50.0  
VIEW RUBRIC

The grade will be updated and the After Grade submission will be removed from the Needs Grading page.

5 total items to grade

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**Note:** If you attempt to assign the student the same grade using the rubric, or without adding the .0, Canvas will not recognize it as a new grade and the submission will remain on the Needs Grading page.

## Entering Points After Grading (continued)

**Step 5:** The second way to update the student's grade is to **navigate back to Needs Grading and click Dismiss next to the After Grade label.**

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This will assign the same grade to the student for the assignment and remove that item from the Needs Grading page.

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To learn more about Canvas, visit [www.Liberty.edu/Canvas](http://www.Liberty.edu/Canvas).