

How to use the Gradebook

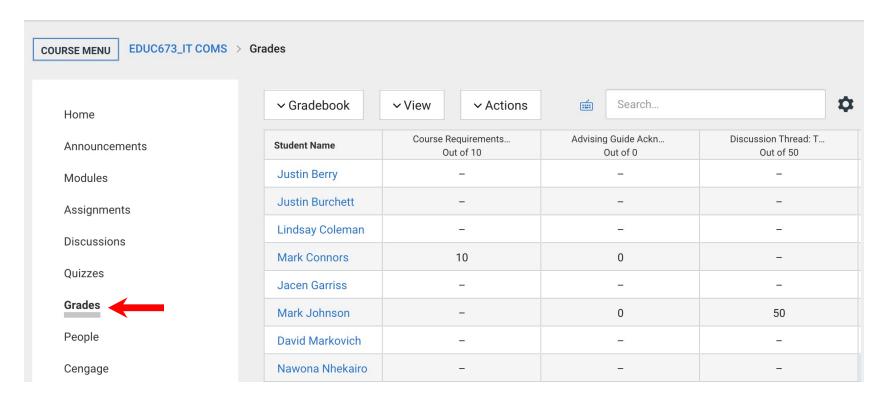
Introduction



The following document will show you how to located and use the Gradebook to view, edit and post grades.

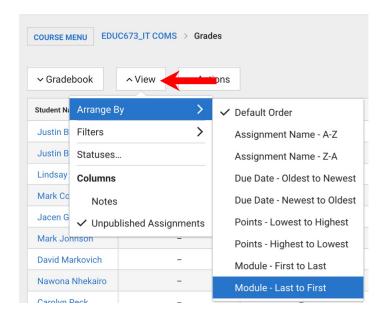
Step 1: Navigate to your course and then click "Grades" under the "Course Menu."

The Gradebook will show column for each assignment and a row for each student. You will see all assignments and grades that have been posted.



To change how information is displayed click "**View**", then click "**Arrange By**" and select how you want the information ordered. On the right hand side of the page you can also use the **search bar** to search for a specific student.

Change the View

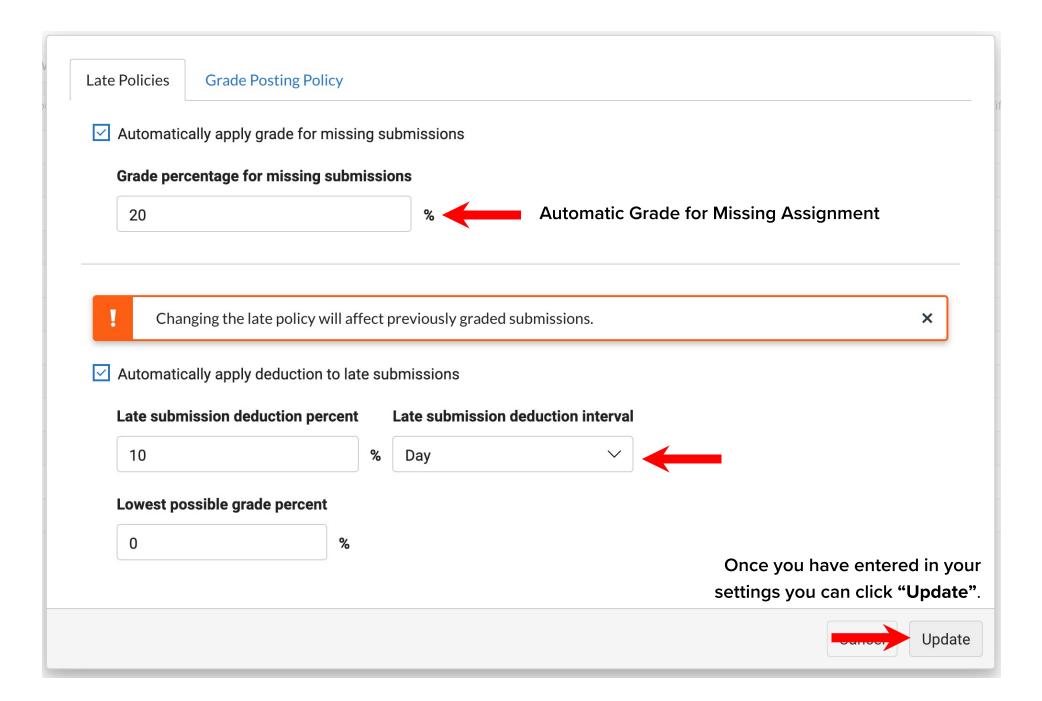


Search Bar Type Student Name and Press Enter





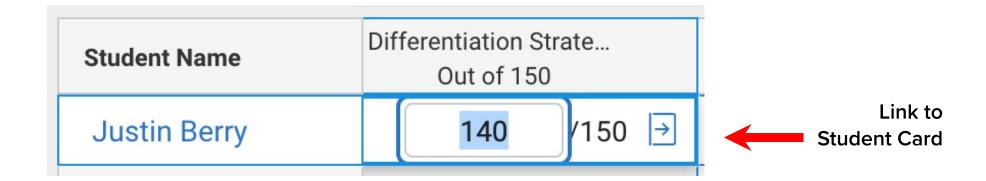
Clicking this icon will take you to "Late Policies" and "Grade Posting Policy". Here you can automatically apply a grade for a missing assignment or a late submission.



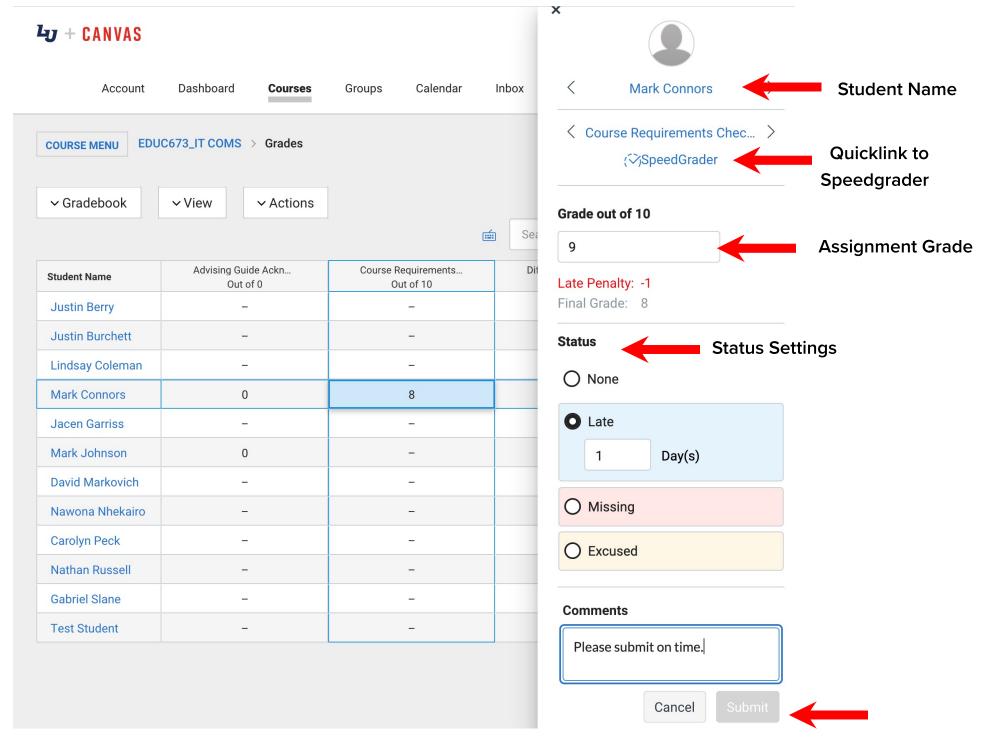
Step 2: To view or update a **Grade**, **Status** or leave a **Comment** click the arrow to the right of the grade.

→

This will open the **Student Card**.



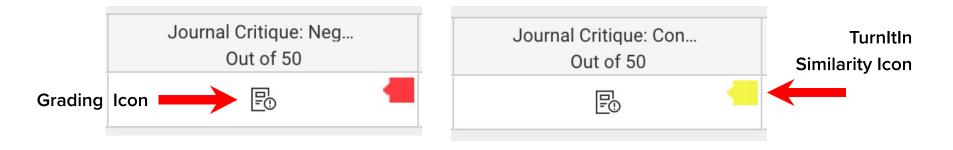
Student Card Preview



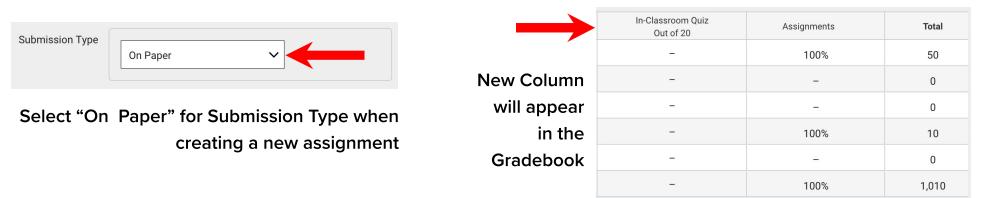
Press "Submit" once you have made your changes

Note: If you see a "**Grading Icon**" that means an assignment has been submitted and needs to be graded. Assignments submitted with TurnItln with have colored similarity icons. **Similarity icons** note the originality of the assignment and will display in four colors. **The closer to red an icon is the higher potential for plagiarism.**

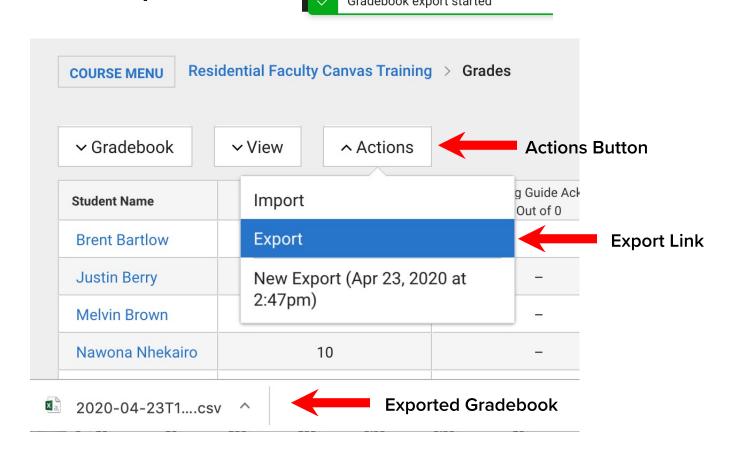
Blue Icon = No words match outside sources Green Icon = Very few words match outside sources Red Icon = Majority of words match outside sources



Step 3: To create a column in the Canvas Gradebook for an assignment, test, or quiz that will be given in class create an Assignment with a Submission type of "**No Submission**" or "**On Paper**".

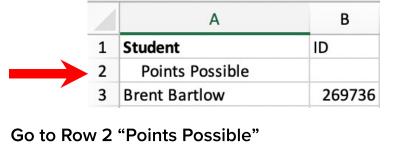


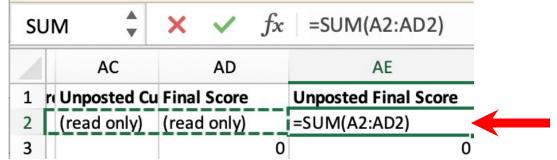
Step 4: To make sure assignments equals a thousand points, click "Actions" and then click "Export". You will see a notification at the top of the page say, "Gradebook export started".



This will export your Gradebook to a .csv file. Double click the file to **open in Excel**.

In the document go to the very end on the "Points possible" column under the "Uposted Final Score" and enter in SUM formulate to count all values in the row. This will give you the total points for assignments in your course.





Enter = SUM formula to count all cells from A2 to AD2