

## 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.

COURSE MENU

EDUC673\_IT COMS > Grades

Gradebook

View

Actions

Search...

⚙

| Student Name    | Course Requirements...<br>Out of 10 | Advising Guide Ackn...<br>Out of 0 | Discussion Thread: T...<br>Out of 50 |
|-----------------|-------------------------------------|------------------------------------|--------------------------------------|
| Justin Berry    | -                                   | -                                  | -                                    |
| Justin Burchett | -                                   | -                                  | -                                    |
| Lindsay Coleman | -                                   | -                                  | -                                    |
| Mark Connors    | 10                                  | 0                                  | -                                    |
| Jacen Garriss   | -                                   | -                                  | -                                    |
| Mark Johnson    | -                                   | 0                                  | 50                                   |
| David Markovich | -                                   | -                                  | -                                    |
| Nawona Nhekairo | -                                   | -                                  | -                                    |

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

COURSE MENU

EDUC673\_IT COMS > Grades

Gradebook

View

Actions

Student Name

Justin B

Justin B

Lindsay

Mark Co

Jacen G

Mark Johnson

David Markovich

Nawona Nhekairo

Carolyn Beck

Arrange By

Filters

Statuses...

Columns

Notes

Unpublished Assignments

✓ Default Order

Assignment Name - A-Z

Assignment Name - Z-A

Due Date - Oldest to Newest

Due Date - Newest to Oldest

Points - Lowest to Highest

Points - Highest to Lowest

Module - First to Last

Module - Last to First

### Search Bar



Type Student Name and Press Enter

Search...

⚙

Nathan

| Journal Critique: Ass...<br>Out of 50 | Journal Critique: Instr...<br>Out of 50 |
|---------------------------------------|---|
| -                                     | -                                       |

Next to the search bar you will see a gear icon.  

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.

Late Policies

Grade Posting Policy

☒ Automatically apply grade for missing submissions

Grade percentage for missing submissions

20

%

Automatic Grade for Missing Assignment

!

Changing the late policy will affect previously graded submissions.

×

☒ Automatically apply deduction to late submissions

Late submission deduction percent

10

%

Late submission deduction interval

Day

▼

←

Lowest possible grade percent


0

%

Once you have entered in your settings you can click “Update”.

Cancel

Update

**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 Name | Differentiation Strate...  |
|--------------|--|
| Justin Berry | <div><div>140</div><div>/150</div><div>→</div></div> <div>← Link to Student Card</div> |

# Student Card Preview

Account

Dashboard

Courses

Groups

Calendar

Inbox

COURSE MENU

EDUC673\_IT COMS > Grades

Gradebook

View

Actions

| Student Name    | Advising Guide Ackn...<br>Out of 0 | Course Requirements...<br>Out of 10 |
|-----------------|------------------------------------|-------------------------------------|
| Justin Berry    | -                                  | -                                   |
| Justin Burchett | -                                  | -                                   |
| Lindsay Coleman | -                                  | -                                   |
| Mark Connors    | 0                                  | 8                                   |
| Jacen Garriss   | -                                  | -                                   |
| Mark Johnson    | 0                                  | -                                   |
| David Markovich | -                                  | -                                   |
| Nawona Nhekairo | -                                  | -                                   |
| Carolyn Peck    | -                                  | -                                   |
| Nathan Russell  | -                                  | -                                   |
| Gabriel Slane   | -                                  | -                                   |
| Test Student    | -                                  | -                                   |

Mark Connors

< Course Requirements Chec... >

SpeedGrader

Grade out of 10

9

Late Penalty: -1

Final Grade: 8

Status

None

Late

1 Day(s)

Missing

Excused

Comments

Please submit on time.

Cancel Submit

Student Name

Quicklink to Speedgrader

Assignment Grade

Status Settings

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 TurnItIn 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

Journal Critique: Neg...  
Out of 50

Grading Icon

TurnItIn Similarity Icon

Journal Critique: Con...  
Out of 50

TurnItIn Similarity Icon

**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**”.

Submission Type

On Paper

▼

Select “On Paper” for Submission Type when creating a new assignment

New Column  
will appear  
in the  
Gradebook

| In-Classroom Quiz<br>Out of 20 | Assignments | Total |
|--------------------------------|-------------|-------|
| –                              | 100%        | 50    |
| –                              | –           | 0     |
| –                              | –           | 0     |
| –                              | 100%        | 10    |
| –                              | –           | 0     |
| –                              | 100%        | 1,010 |

**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**”.



COURSE MENU

Residential Faculty Canvas Training > Grades

Gradebook

View

Actions

| Student Name    |    |   |
|-----------------|----|---|
| Brent Bartlow   |    |   |
| Justin Berry    |    |   |
| Melvin Brown    |    |   |
| Nawona Nhekairo | 10 | – |

2020-04-23T1....csv

Actions Button

Export Link

Exported Gradebook

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 “Upsted 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.

|   | A               | B      |
|---|-----------------|--------|
| 1 | Student         | ID     |
| 2 | Points Possible |        |
| 3 | Brent Bartlow   | 269736 |

Go to Row 2 “Points Possible”

| SUM | ✖           | ✓           | <i>fx</i>            | =SUM(A2:AD2) |
|-----|-------------|-------------|----------------------|--------------|
|     | AC          | AD          | AE                   |              |
| 1   | Unposted Cu | Final Score | Unposted Final Score |              |
| 2   | (read only) | (read only) | =SUM(A2:AD2)         |              |
| 3   |             | 0           | 0                    |              |

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