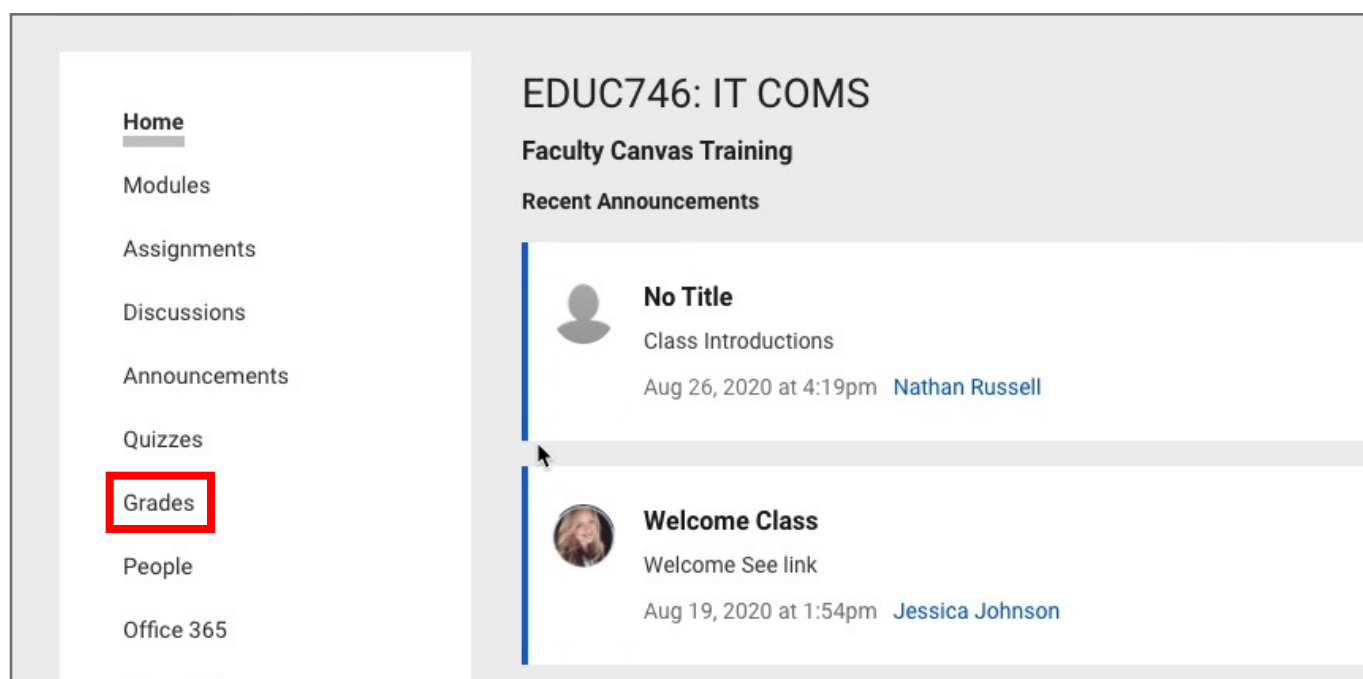


Introduction

One unique feature of Canvas is the instantaneous notifications sent to students. By default, Canvas sends notifications to students as soon as a faculty member grades an assignment. If you are working through an entire assignment for a course, you can delay the notifications sent to students. This feature can be beneficial when you want all students to be notified at once that the assignment has been graded.

How to Delay Grade Posting

Step 1: Click on **Grades** from the course menu on the left.

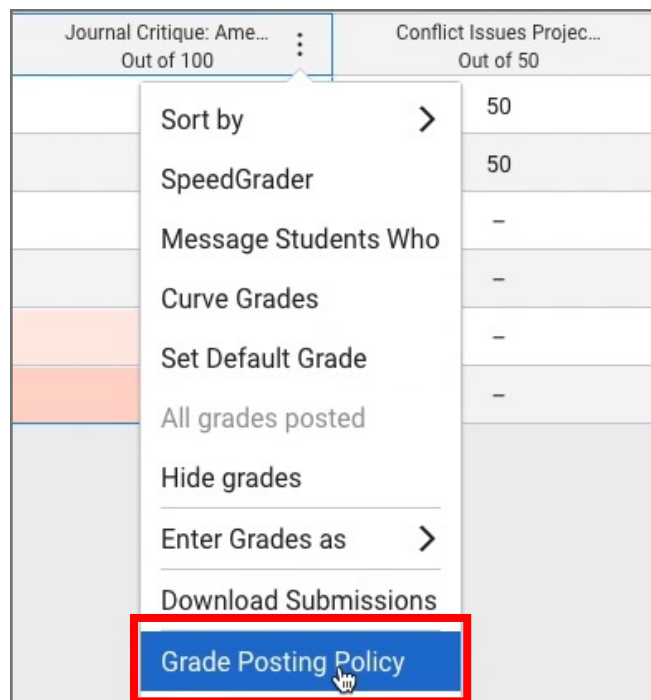


Step 2: Find the assignment title that you want to grade and **click on the three dots** next to the title.

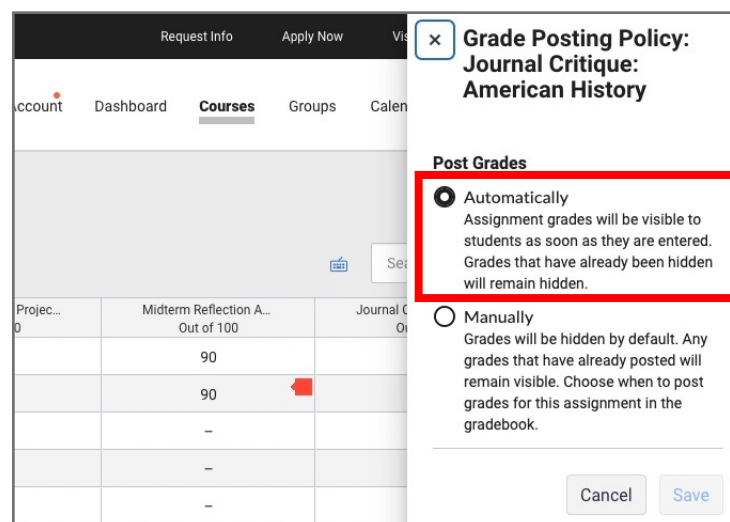
Discussion Thread: N... Out of 50	Journal Critique: Ame... Out of 100	Conflict Issues Projec... Out of 50
50	5	50
50	34	50

How to Delay Grade Posting (continued)

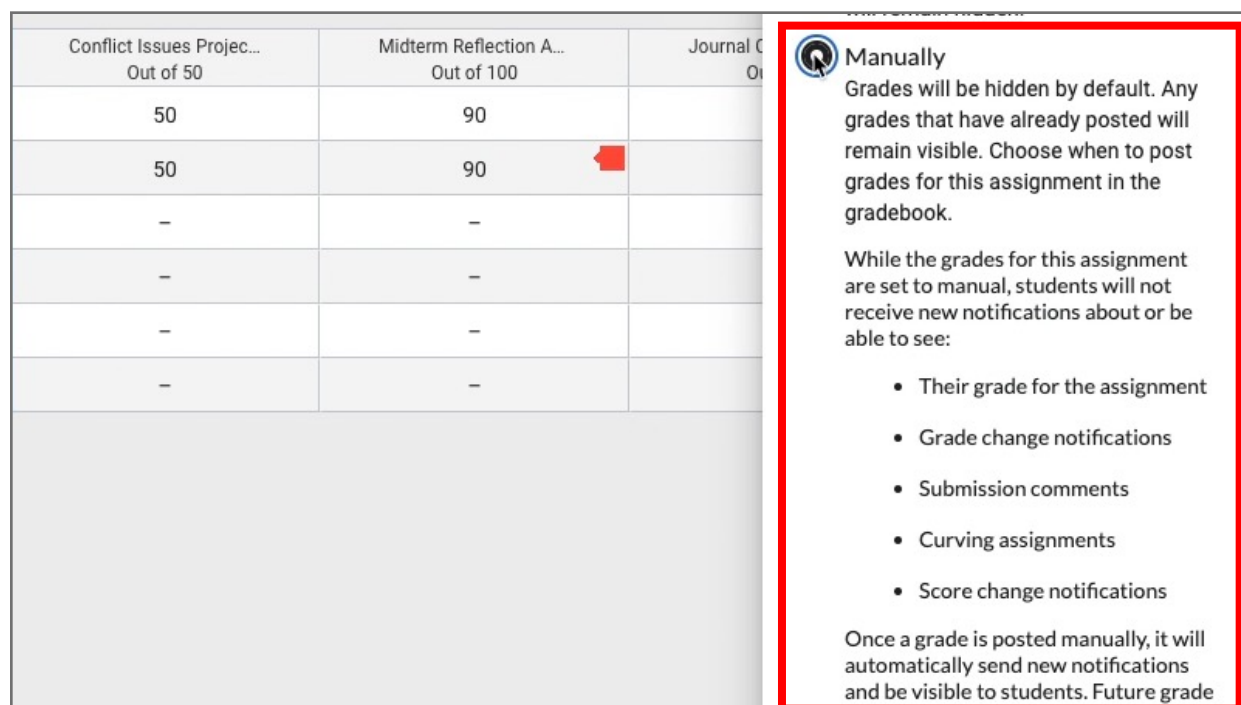
Step 3: Click on Grade Posting Policy.



Step 4: By default, the Grade Posting Policy is set to Automatically.



Switch the Grade Posting Policy from Automatically to **Manually** and **Click Save**.



By selecting Manually, the grades will be hidden by default and you will have to choose when to post the grades for the assignment.

How to Delay Grade Posting (continued)

Tips for Success!


While grades for the assignments are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment.
- Grade change notifications if you update a grade while grading.
- Submission comments.
- Or any score change notifications.

When you select Manual for the Grade Posting Policy, the word **Manual** will appear next to the assignment title to remind you that you will need to manually release the grades and grading comments for the student.

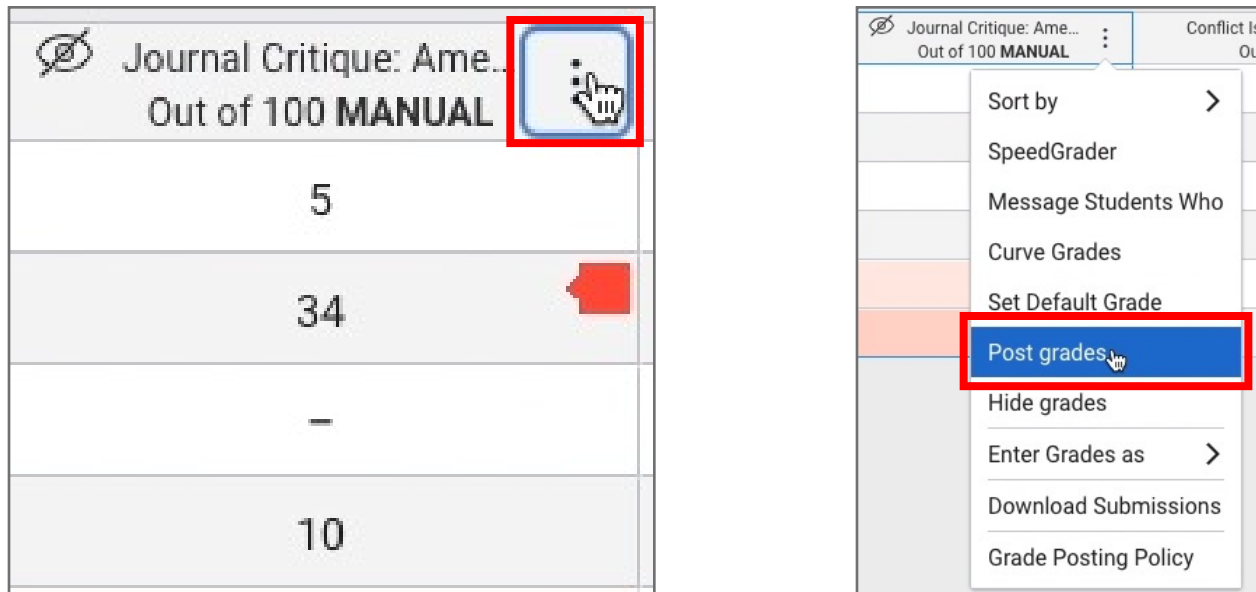
Discussion Thread: N... Out of 50	Journal Critique: Ame... Out of 100 MANUAL	Conflict Issues Projec... Out of 50
50	5	50
50	34	50
-	-	-

Once you have gone into SpeedGrader and graded the assignments, a crossed-out eye will appear next to the assignment title letting you know that one or more of the grades for the assignment are hidden from students.

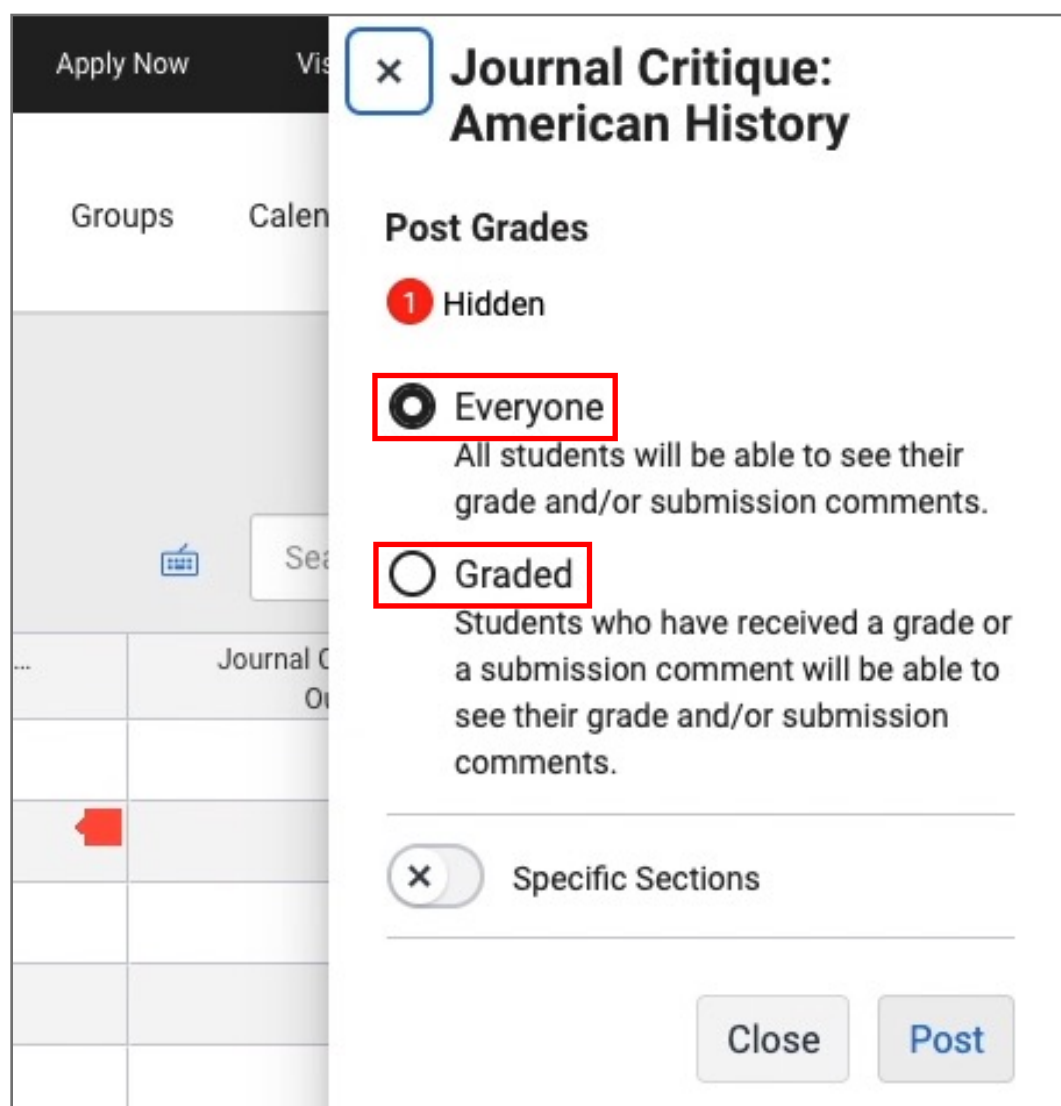
Discussion Thread: N... Out of 50	 Journal Critique: Ame... Out of 100 MANUAL	Conflict Issues Projec... Out of 50
50	5	50
50	34	50
-	-	-

How to Delay Grade Posting (continued)

Step 5: Once you are ready to post the grades and allow students to receive the grade notifications, **click on the three dots** and select **Post grades**.

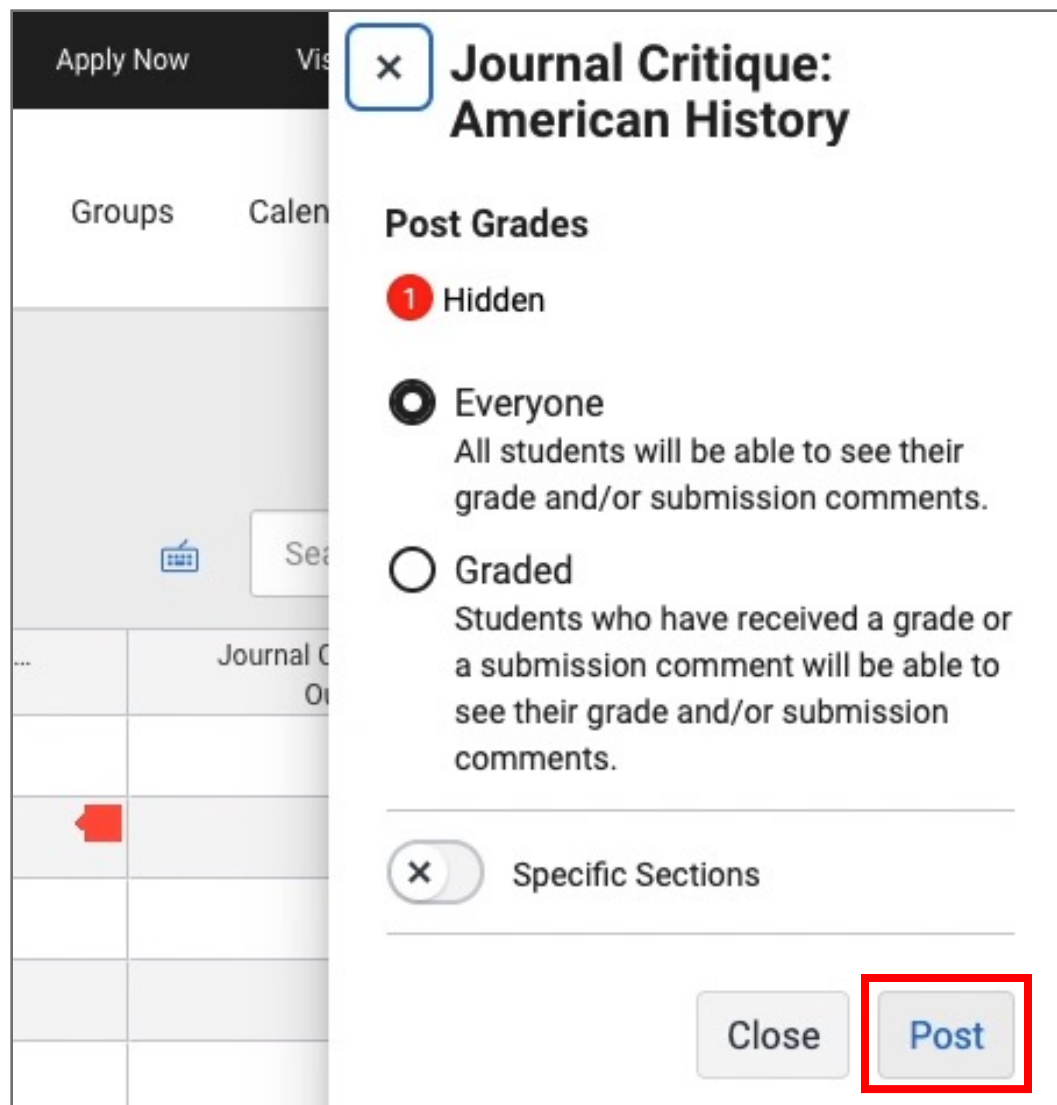


Step 6: Select **Everyone** to post all the grades or **select Graded** to only post the assignments that have been graded.



How to Delay Grade Posting (continued)

Step 6: Click on Post.



The grades have now been posted and students have been notified of the grade and submission comment.

Tips for Success!

After you release the grades, you should set the Grade Posting Policy back to Automatically. This way, when you grade any late assignments, the student's grades will automatically be visible to the student as you grade.