# ENTERING AND VIEWING GRADES IN THE CANVAS GRADEBOOK

The **Grades** index page in Canvas can be arranged and viewed in a variety of ways based on the needs of the instructor. The Grades page also provides instructors with some settings that determine how and when students can view grades.

Below are quick links to specific information in this document:

Hint: By default, the Canvas Grades page does not display the course navigation menu. Instructors can open the course navigation menu by clicking on the "hamburger icon" at the top. Another option is to click on the course name/CRN in the crumb trail, which will return users to the course homepage.
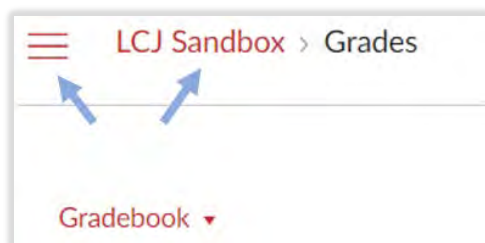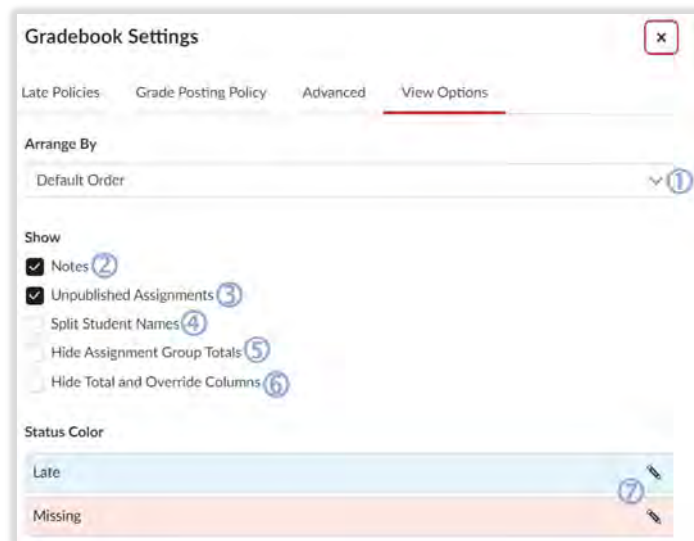

Overall Display Settings in the Gradebook
Canvas provides instructors with the ability to organize and display grades as works best for them.

To set overall display settings, click on the gear icon in the upper-right of the **Grades** page. Then, select the **View Options** tab. From this dialogue box, instructors can determine several display settings.

1. By default, the order of the gradebook items matches the order on the **Assignments** index page. Using the **Arrange By** dropdown menu, instructors can arrange the list of grades other ways.
2. Ticking the **Notes** box adds a column, directly to the right of student names, where instructors can add personal notes relevant to each student. These notes are only viewable by the instructor.
3. Canvas will display all graded items or only those that have been published. Tick the **Unpublished Assignments** box to display all possible graded items.
4. Tick the **Split Student Names** box to have students' first and last names appear in separate columns.
5. So that Canvas will not display the totals for each weighted Group, tick the **Hide Assignment Group Totals** box.
6. So that Canvas will not display the overall total grade, tick the **Hide Total and Override Columns.**
7. Instructors can adjust the colors applied to an item's submission **Status** by clicking on the pencil icon for that status.

When done, remember to click the **Apply Settings** button.

Display Adjustments in Canvas Gradebook

Canvas allows instructors to alter the grades display on an ad hoc basis to facilitate their work flow. In general, it's possible to click on the header in a grade column and move it to wherever the user wishes in the gradebook. For the **Total** column, it's possible to click on the three-dots menu and move the column to the front or end of the list (depending on its current location).
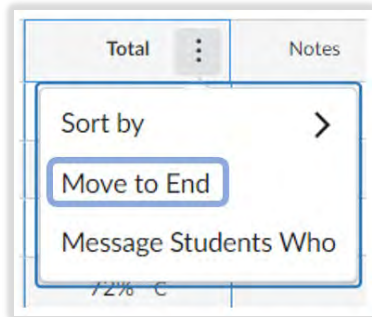
Searching for Students and Assignments

Canvas provides two search functions, allowing instructors to find specific grades or specific students. The two searches can work in tandem to find a specific grade for a specific student. To search, use the dropdown menus and select students/assignments, or begin typing the name of the student or assignment in the search box. Select the student or assignment to narrow what Canvas displays.
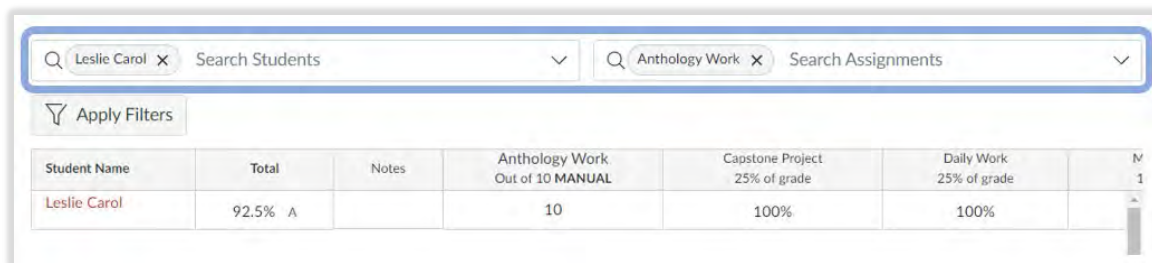
Filtering to Limit What's Displayed

Click the **Apply Filters** button to limit what's displayed in a variety of ways, including Assignment Groups and Submission Status.

1. Select filters then criteria from the menu provided.
2. Applied filters display above the gradebook. Clicking on the dropdown menu for a filter allows users to see the selected criteria as well as add additional criteria.
3. Click **Clear All Filters** to return to the normal display.
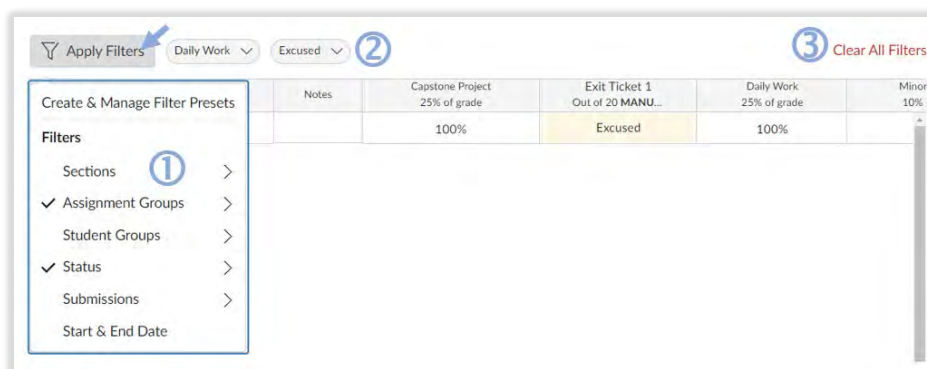
Sorting by Columns in the Gradebook

Canvas facilitates sorting the order of gradebook rows, based on the information available in a column. For instance, instructors can sort by student name in alphabetical or reverse alphabetical order. To sort, click on the three-dots menu in a gradebook column and select the sorting method.
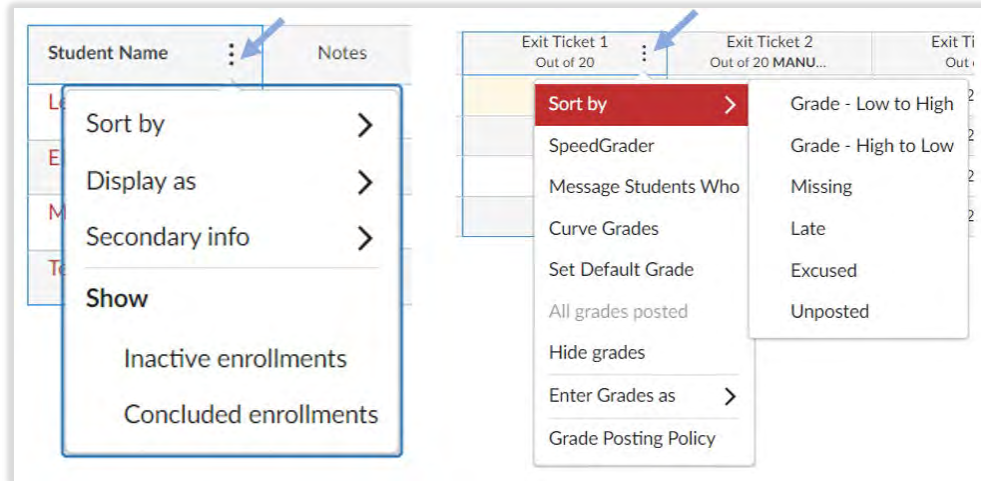

Note: Using the **Display as** options for the **Student Name** column will allow instructors to list students by their first or last names.

Viewing Information about Individual Students

In the gradebook, click on a student's name to view information about that student.

1. Canvas displays a summary of the student's progress.
2. To view the gradebook as this student will see it, click on the **Grades** button.
3. You can message the student directly, by clicking on the mail icon.
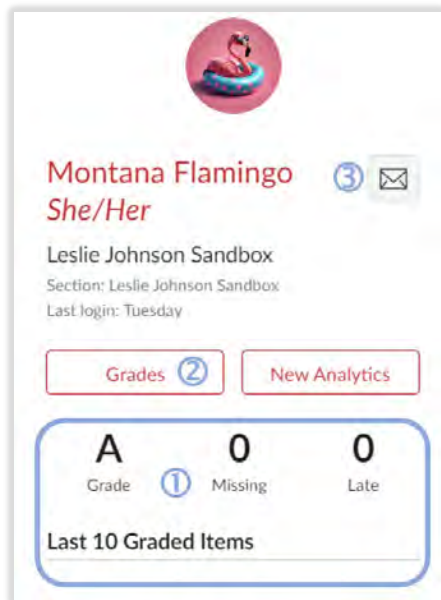
Changing the Type of Grades Displayed

Canvas has several types of grade displays:

- Points
- Percentage
- Complete/Incomplete
- Letter Grade (must enable a grading scheme)
- GPA Scale (a 4.0 scale, not recommended at UMW)
- Not graded (use carefully because this will block online submissions)

All of these options are available when creating or editing an assignment, discussion, or quiz using the **Display Grade as** dropdown menu.
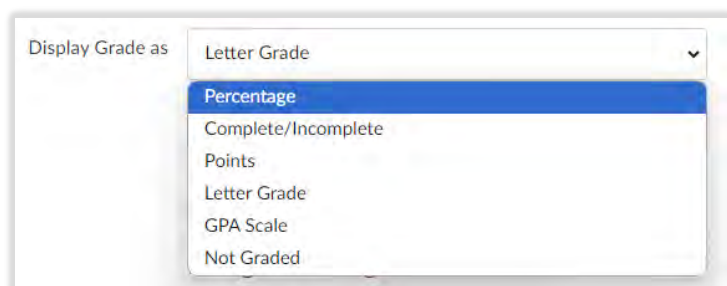
Instructors can also change the display type on the Grades page by clicking the three-dots menu and selecting **Enter grades as**. However, **Points** and **Percentage** are generally only available when changing this setting in the gradebook. If you are in the gradebook and wish to use another grade display option, return to the assignment, quiz, or discussion and change the settings there.

Note: When it comes to the format of the grade (e.g., points or percentages) Canvas does not allow users to set a default method for displaying grades. In other words, users cannot adjust one setting and display all grades as points or a percentage; instead, instructors must determine how each grade will be displayed when setting up the assessment.
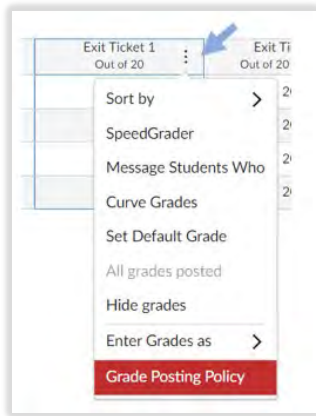
Automatic Grade Policies

In the Gradebook Settings, faculty have the ability to apply global policies to their gradebook.

Grade Posting Policy

This setting determines whether grades are *universally* posted to students automatically when a grade is entered or manually when the instructor releases the grades. To establish this policy on a course level, click on the gear icon in the upper-right and select the **Grade Posting Policy** tab.

1. Ticking **Automatically Post Grades** button means that as soon as an instructor enters a grade, that grade becomes visible to the student. Therefore, in the middle of the grading process one student may be able to see their grade but another will not.
2. Ticking **Manually Post Grades** means that grades will not be visible to students until the instructor releases them. If you do not want any students to view the grades until you've finished all of the grades for an item, select this setting.

Changes to this policy can be made on a case-by-case basis. Click on the three-dots menu for the grade where you want to change how grades are posted. Select **Grade Posting Policy** and indicate your choice in the dialogue box.

If you choose to manually post grades, you will need to do so once you've finished grading.

Missing Submission and Late Policies

Canvas can automatically apply deductions for missing and late work submitted through Canvas. To establish these policies, click on the gear icon in the upper-right and open the **Late Policies** tab.

Missing Submission Policy

If you have set a due date for Assignments, Discussions, or Quizzes, Canvas can automatically lower a grade if a student misses the due date. Tick the **Automatically apply grade for missing submission** box to enable the policy. Then set the percentage of the available points to assign a missing submission; Canvas defaults to 0%, meaning the student will receive a 0 in the gradebook.

Late Submission Policy

If you have set a due date/time for an assessment, Canvas can automatically apply deductions for late work. Tick the **Automatically apply deduction to late submissions** box to enable this policy. Make sure to apply three important settings as desired:

1. Indicate what percentage of the points possible should be deducted for each time interval.
2. Indicate at what interval that percentage should be deducted.
3. Indicate the lowest percentage grade possible for late submission.
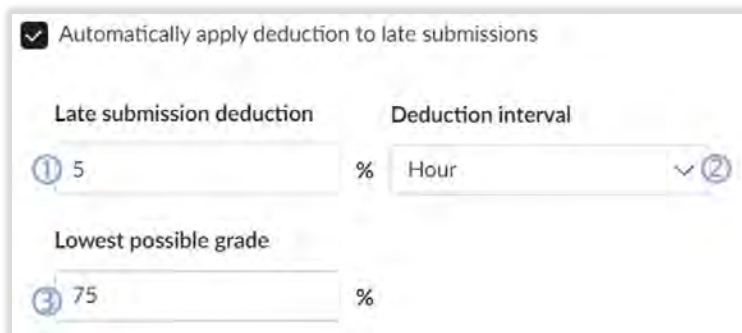
Entering Grades through the Gradebook

Most grades will be entered through SpeedGrader. However, grades can be entered manually through the grade book. To enter grades manually, click on the dash for each student's grade then enter the points received. To provide comments and/or manually set a grade status, click on the open icon next the grade entry box.
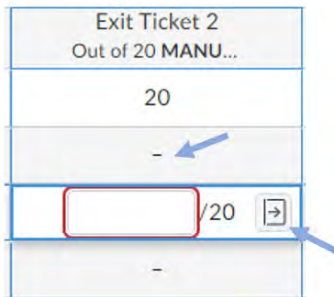

Bulk Grade Entry

Because an instructor may want to assign all or most students full credit, Canvas does allow for bulk grade entry for an item. If an instructor has students who should not be assigned the default grade, those grades must be manually entered first.

To bulk enter grades, open an item's three-dots menu and select **Set Default Grade**. In the dialogue window, enter the default grade and click the **Set Default Grade** button.

Manually Posting Grades

If you've selected to manually post grades, you will need to do so from the Grades page. Items that require manual release of grades will display a "not visible" icon in the column. To make the grades visible to students, open the three-dots menu and select **Post grades**.
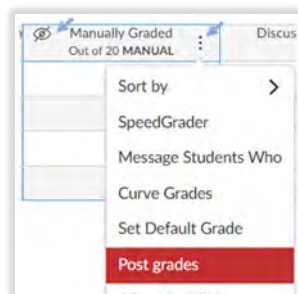
Canvas will open a dialogue box asking whether you wish to post the grades to everyone or only those who have been graded; after making your selection, click **Post**.

Total Grade Options

Canvas provides four options for the display of a student Total grade:

- Points
- Percentage
- Points with a letter grade
- Percentage with a letter grade

By default, Canvas displays Total grades as a percentage. To set Total grade to display points, click on the three-dots menu for the gradebook's **Total** column and select **Display as Points**. Notice that you will receive a warning asking you to verify the change; however, you can switch back at a later time.
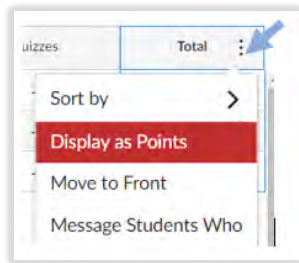

Displaying a Letter Grade

Canvas can display a letter grade along with points or percentages for a Total grade. To do so, instructors must first enable a course grading scheme. Once enabled, instructors will also be able to apply letter grades to other assessments; however, they will only be able to use a letter grade for those assessments because Canvas only shows points/percentages along with a letter grade for the Total grade.

Enabling a Grading Scheme

Click on **Settings** in the course navigation menu. Scroll down and tick the box for **Enable course grading scheme**. Canvas expands the grading scheme menu and selects the systemwide default.

1. Click **View** to check whether or not the default scheme matches your course grading policies.
2. If you need to adjust the grading scheme, click **+New Grading Scheme**.
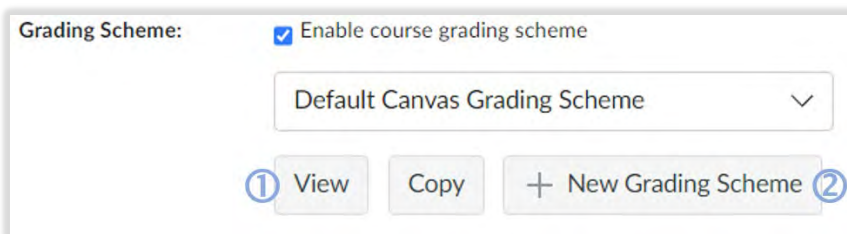
Create and adjust the new scheme accordingly.

1. Give the scheme an appropriate, descriptive name.

2. Select whether the scheme will use percentages or points.
3. Adjust the **Letter Grades** and ranges as needed.
4. Add or delete levels as needed.

Click the **Save** button and select your new grade scheme for use. Click **Update Course Details.**

Override Total Grade

At times, instructors will want to override a student's final grade. For instance, they may want to round up a student's grade to the next highest grade. To do so, click on the gear icon in the upper-right of the Grades page. Open the **Advanced** tab and tick the **Allow final grade override** box. Remember to click the **Apply Settings** button when done.

Canvas creates a column in the gradebook called **Override**. Instructors can then put the student's updated grade in the Override column for that student. While the **Total** column will now show hidden icons next to each student's grade, the final grade will still be displayed to all students. Students whose Total grades have been overridden, will see the new grade in their gradebook view; students without updated grades will see their existing total grade.

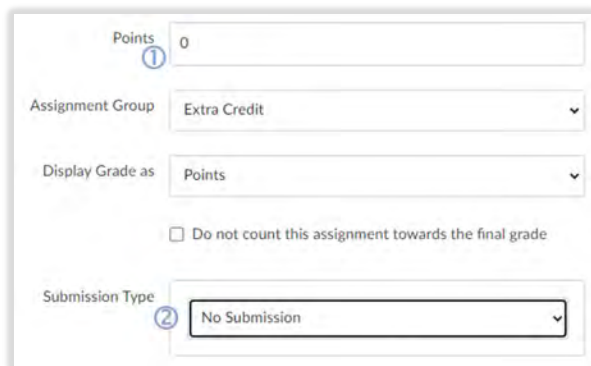| Override	Total
–	👁 91.33%
91%	👁 89.58%
–	👁 91.88%
–	👁 84.22%

Applying Extra Credit

In general, Canvas does not have a direct means of adding extra credit to a student's grade. However, there are some workarounds. If you're using a points-based grading system, these methods will work well. If you're using a percentage-based system, it's best to wait until the end of the block or semester to add in extra credit; at that point, you can also use the override final grade functionality to factor in extra credit.

Adding an Extra Credit Assignment Grade

In the course navigation menu, click on **Assignments** then click the **+Assignment** button. Make sure to use two very important settings:

1. Set the **Points** to 0.
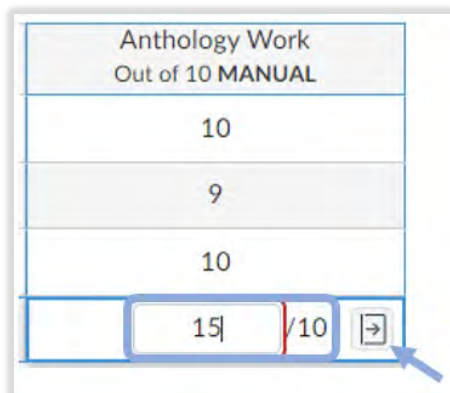2. Set the **Submission Type** to **No Submission.**

Manually enter the extra credit earned through the gradebook.

Adding Extra Credit to an Existing Grade

Canvas allows instructors to simply exceed the points available for grade items. From the gradebook, just enter the new points total in the appropriate column. If desired, open the more options drawer and add a note about the extra credit.

Exporting a Canvas Gradebook

Canvas easily facilitates the export of the gradebook into a .csv file, which can be opened as an Excel spreadsheet. In the gradebook, click on the **Export** button in the upper-right; then, select your download option.

1. Download a file with any searches or filters applied to the gradebook.
2. Download the entire current gradebook.
3. Download the most recent .csv export.
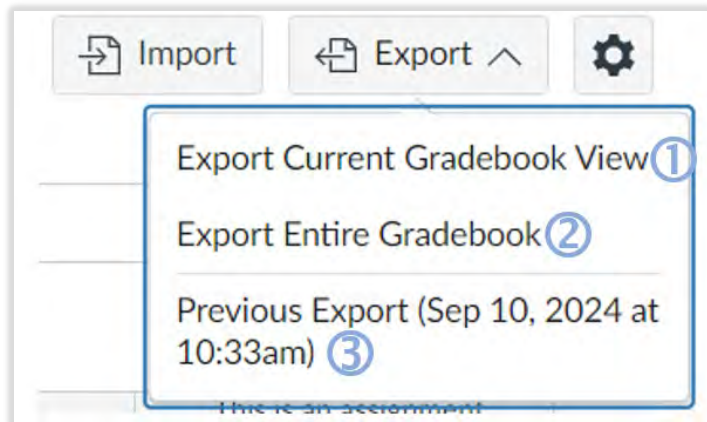
Once an option is clicked, Canvas will prompt you to determine where you would like to save the file.

If you need assistance, please contact eLearning at elearning@umwestern.edu.