



SETTING UP A CANVAS GRADE CALCULATION SYSTEM

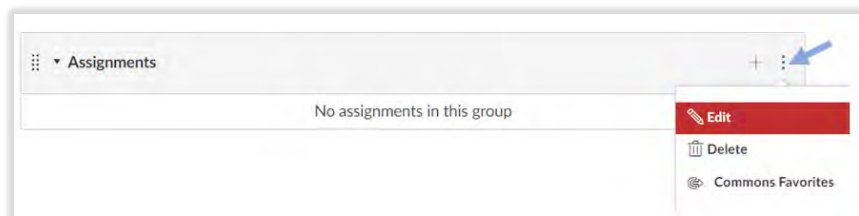
To set up a Canvas Gradebook, instructors need to work both on the **Assignments** index page and the **Grades** page. Both are accessed from the course navigation menu. This document will explain how to set up a grading system in Canvas.

Important Notes about the Canvas Gradebook

1. The most important thing to remember/understand about grades in Canvas is that the calculation method is actually established on the **Assignments** index page.
2. Canvas also only has two methods to calculate grades:
 - a. By a simple total of the points earned out of the points available.
 - b. Weighted by categories, or what Canvas calls “Groups.” Assignments within categories are then weighted by the points available.
3. It is possible to organize a Canvas gradebook into “Groups” while still grading by the total number of points earned.

Adding and Organizing Groups

To organize Canvas grading into Groups, click on **Assignments** in the course navigation menu. *By default, Canvas creates one group named “Assignments.” Instructors can delete or rename that group by opening the three-dots menu associated with that Group.*



Adding Groups

Click on **Assignments** in the course navigation menu. Click on the **+Group** button at the top of the index page.



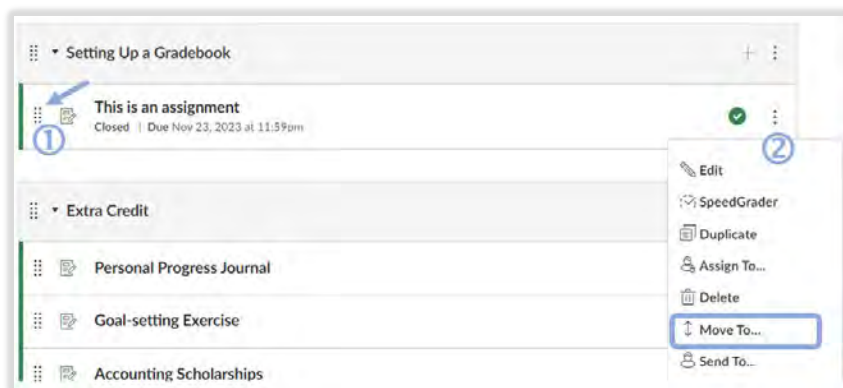
In the dialogue box that opens, give the Group a name and click **Save**.

Organizing Graded Work into Groups

Instructors have two ways that they can arrange actual graded work into Groups. If Groups have already been established, simply select the appropriate Group from the **Assignment Group** dropdown menu when creating or editing an assignment, quiz, or discussion.

Instructors can also work on the Assignments index page to place graded items into their appropriate Group.

1. Grab the item then drag and drop it into the appropriate Group.
2. Open the three-dot menu, select **Move To**, and use the dialogue box to move the item where desired.



Applying Weights to Groups

To establish grading by weighted categories, click on the three-dots menu at the top of the Assignments index page and select **Assignment Groups Weight**.



In the dialogue box that opens, tick the box for **Weight final grade based on assignment groups**. Canvas then expands the dialogue box, providing a list of Assignment Groups. Provide the desired percentage weight for each group. Click **Save** when done.

Important Notes about Weighted Grading in Canvas

1. Instructors can have a Group that does not count toward the final grade. Simply assign that group a 0% weight.
2. If the group weight percentages total over 100%, Canvas will not return an error or warning message; instead, Canvas simply notes the percentage at the bottom of the Assignment Groups

Weight dialogue box. *If the percentages total over 100% and this is not your intention, the grades will appear higher than they should be.*

Assignment Group	Weight (%)
Setting Up a Gradebook	0
Daily Work	25
Discussions	25
Capstone Project	25
Assignments	25
Minor Projects	10
Total	110%

A Note about Organization and Viewing the Grades

The organization of the Assignments index page is the default arrangement for students or faculty when viewing grades in the **Grades** area. However, students and faculty both determine how they wish to view those grades. You may think students will be looking at the grades how you've set them up on the Assignments index, but students have a variety of options for how they wish to view the gradebook. They can choose to order their view of the grades by Due Date, Assignment Group, Name, or Module.

Arrange By

Assignment Group ^ Apply

Assignment Group

Due Date

Module

Name

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