

## Grades

## How do I use the Gradebook?

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Individual Gradebook. However, the Individual Gradebook currently does not support all settings and options from the Gradebook.

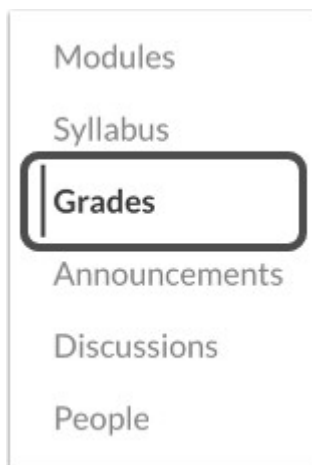
The following keyboard shortcuts are supported in the Gradebook:

- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

[Learn more about the Gradebook.](#)

**Note:** If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

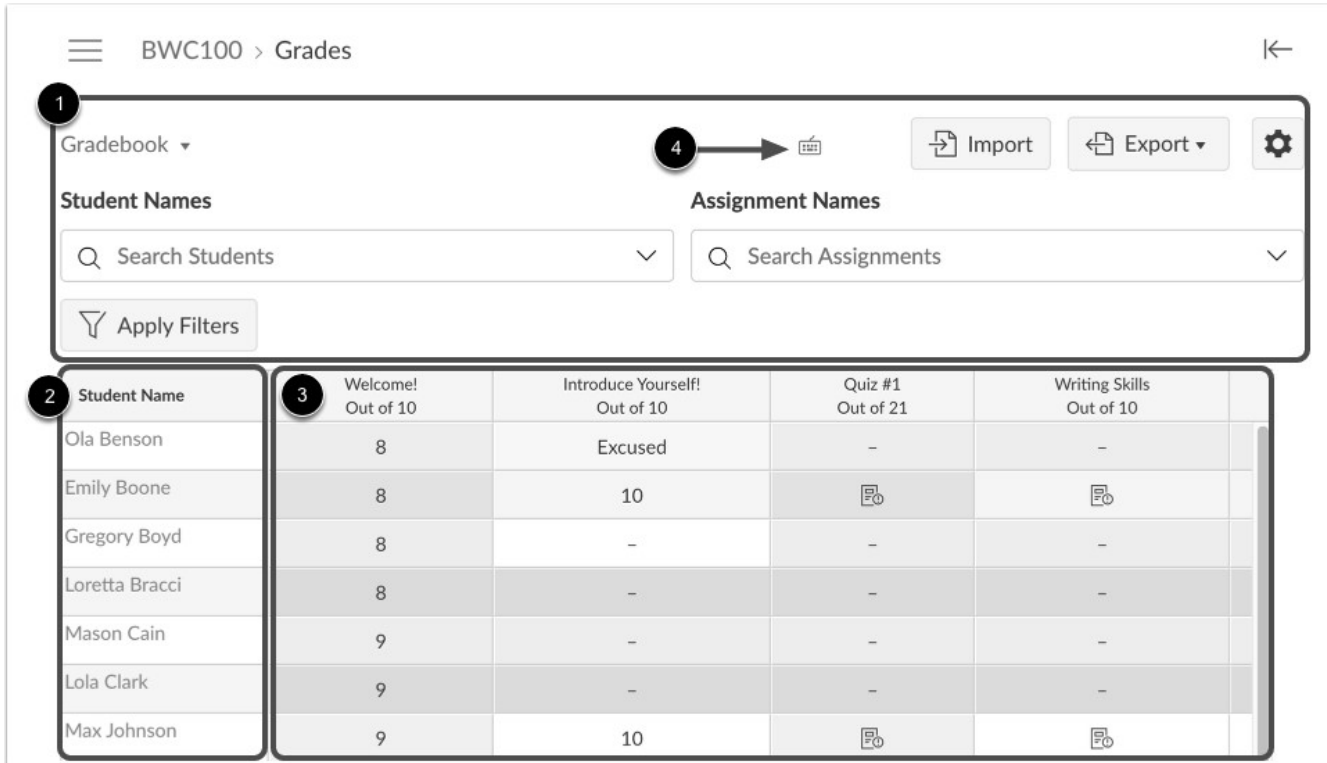
## Open Grades





In Course Navigation, click the **Grades** link.

## View Gradebook



The screenshot shows the Canvas Gradebook interface for course BWC100. The interface includes a header with a menu icon, the course name, and a back arrow. Below the header is a toolbar with a 'Gradebook' dropdown (callout 1), a 'Keyboard' icon (callout 4), 'Import' and 'Export' buttons, and a settings gear icon. The main area is divided into two sections: 'Student Names' with a search bar (callout 2) and 'Assignment Names' with a search bar. An 'Apply Filters' button is located below the search bars. The gradebook table (callout 3) has columns for 'Student Name' and several assignments: 'Welcome! Out of 10', 'Introduce Yourself! Out of 10', 'Quiz #1 Out of 21', and 'Writing Skills Out of 10'. The table contains data for seven students, with some cells showing scores, some showing 'Excused', and some showing a PDF icon.

Student Name	Welcome! Out of 10	Introduce Yourself! Out of 10	Quiz #1 Out of 21	Writing Skills Out of 10
Ola Benson	8	Excused	-	-
Emily Boone	8	10		
Gregory Boyd	8	-	-	-
Loretta Bracci	8	-	-	-
Mason Cain	9	-	-	-
Lola Clark	9	-	-	-
Max Johnson	9	10		

The Gradebook includes global sorting options and settings you can use to organize your gradebook [1], student data [2] and assignment data [3].

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon [4] or press the Shift+Question Mark keys simultaneously.

## Change Gradebook View

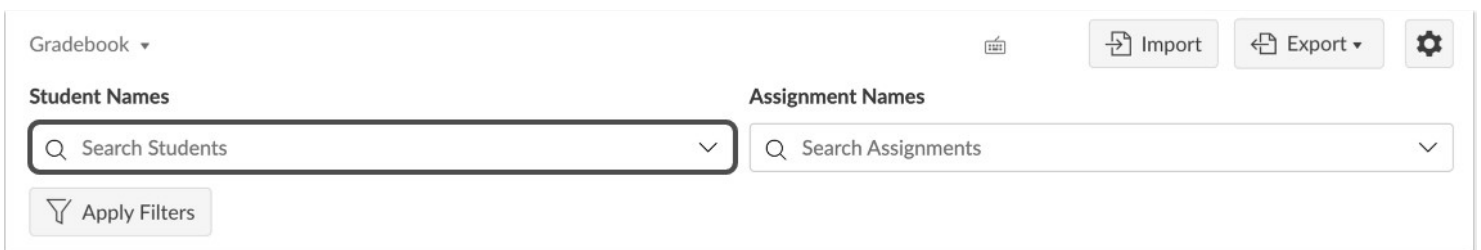


You can switch between gradebook view options, if they are available. To select a different gradebook view, click the current gradebook view [1]. Then, in the Change Gradebook view menu, select one of the following options:

- **Traditional Gradebook** [2]: Displays all students, assignments, and grades. This gradebook is the most common default and is also known as just Gradebook.
- **Learning Mastery Gradebook** [3]: Displays the [Learning Mastery Gradebook](#), which assesses outcome standards being used in Canvas courses. This gradebook is a course-level feature option.
- **Individual Gradebook** [4]: Allows you to [assess one student and one assignment at a time](#) and is fully accessible for screen readers. Individual View currently does not support settings and options from the Gradebook.
- **Gradebook History** [5]: Displays the [Gradebook History page](#), which logs recent grade changes in the course according to student, grader, assignment, and date.

You can switch between gradebooks at any time.

## Search Students



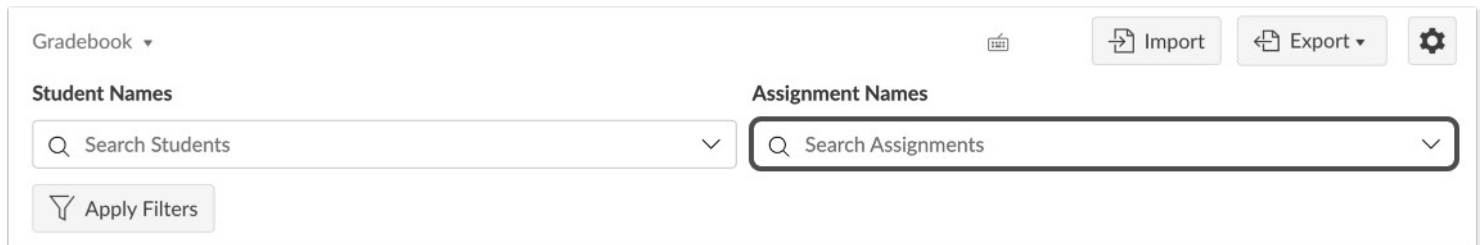
By default, the Gradebook shows all active students. To search for students by name or SIS ID, enter your search query in the **Search Students** field. The Gradebook automatically filters results as you type.

The Search Students field allows multiple student names to be filtered at the same time.

The Search Students field also respects Concluded and Inactive Enrollment options. If the Concluded Enrollment or Inactive Enrollment options are selected as filters, no Concluded or Inactive enrollments display in the Gradebook.

**Note:** Student name search results displays secondary information if more than one student has the same name in the course.

## Search Assignments

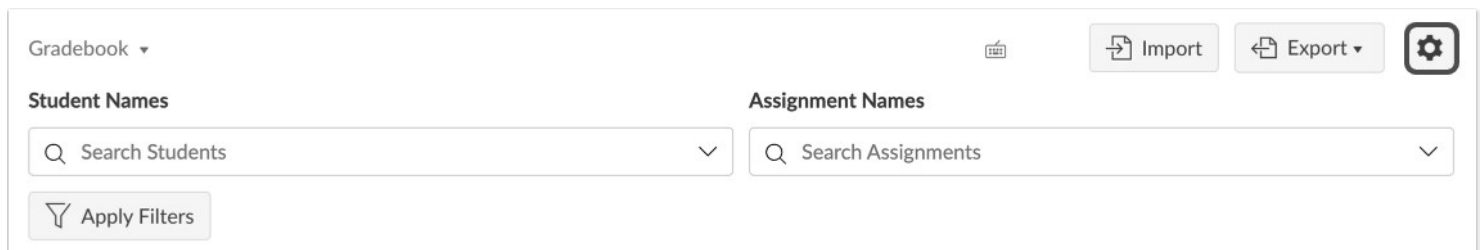

 The screenshot shows the top of the Canvas Gradebook interface. At the top left is a 'Gradebook' dropdown menu. To its right are icons for a calendar, 'Import', 'Export', and a settings gear. Below these are two search fields: 'Student Names' with a 'Search Students' input and a dropdown arrow, and 'Assignment Names' with a 'Search Assignments' input and a dropdown arrow. The 'Search Assignments' field is highlighted with a red border. Below the search fields is an 'Apply Filters' button with a funnel icon.

By default, the Gradebook shows all assignments. To search for assignments, enter an assignment name in the **Search Assignments** field. The Gradebook automatically filters results as you type.

The Search Assignments field allows multiple assignment names to be filtered at the same time.

Selecting an assignment displays the assignment in a column closest to the student name. If multiple assignments are selected, the assignment columns display in the reverse order they are selected.

## View Gradebook Settings


 This screenshot is identical to the one above, showing the top of the Canvas Gradebook interface. The 'Search Assignments' field is highlighted with a red border. In this version, the settings gear icon in the top right corner is highlighted with a red square.

The Gradebook Settings allow you to apply Late Policies, a Grade Posting Policy, a Final Grade Override, and View Options in your course gradebook.

## View Late Policies

**Gradebook Settings**
×

Late Policies   Grade Posting Policy   Advanced   View Options

1 ☒ Automatically apply grade for missing submissions

Grade for missing submissions  
 %

! Changing the late policy will affect previously graded submissions. ×

2 ☐ Automatically apply deduction to late submissions

Late submission deduction	Deduction interval
<input type="text" value="0"/> %	<input type="text" value="Day"/> ▾

Lowest possible grade  
 %

Cancel   Apply Settings

The Late Policies tab allows you to apply late policies in your course.

The [Missing Submission policy](#) allows you to automatically apply a grade for submissions labeled as Missing [1]. A submission is labeled Missing when the due date has passed and the assignment has not been submitted.

The [Late Submission policy](#) allows you to automatically apply a defined penalty to submissions with a status of Late [2]. A submission is labeled Late when it is submitted past the due date. Additionally, you can define a threshold under which a student will not be scored, regardless of how late the submission is when submitted.

## View Grade Posting Policy

### Gradebook Settings

Late Policies   **Grade Posting Policy**   Advanced   View Options

1

☐ **Automatically Post Grades**  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

2

☒ **Manually Post Grades**  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.  
  
While the grades for an assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students.

Cancel

Apply Settings

The Grade Posting Policy tab allows you to [change grade posting policies for your course](#).

To automatically post grades and make them visible to students as soon as they are entered, select the **Automatically Post Grades** option [1]. The posting policy is set to Automatically Post Grades by default.

To hide grades by default and manually choose when to post grades and make them visible to students, select the **Manually Post Grades** option [2].

**Note:** Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.

## View Advanced Settings

Gradebook Settings

Late Policies

Grade Posting Policy

Advanced

View Options

☐ Allow final grade override

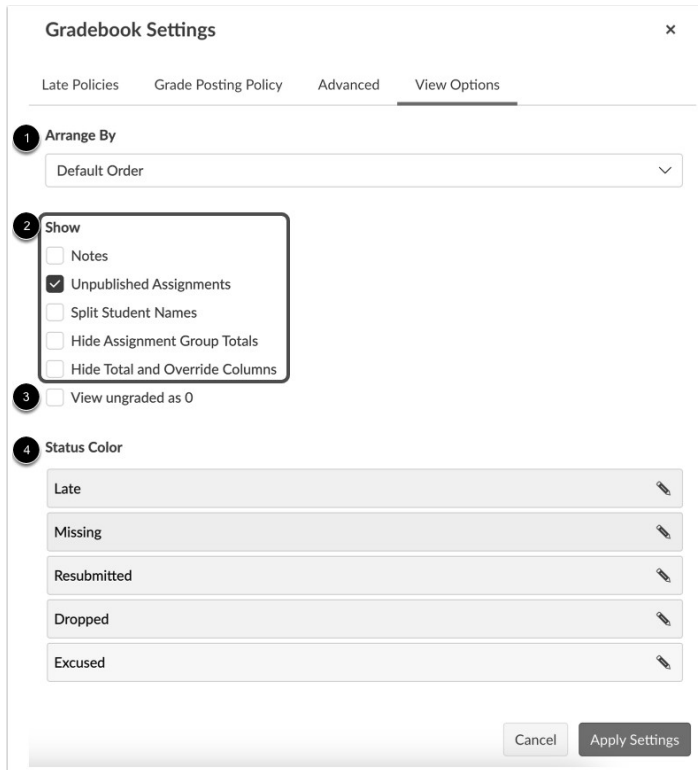
Cancel

Apply Settings

Total	Override
98.71%	99%
92.4%	93%
98.71%	99%
98.79%	99%
99.39%	-
99.39%	-
94.16%	-
92.04%	-

The Advanced tab allows you to apply a [Final Grade Override](#) in your course. If enabled, you can enter an override grade for a student that is different from the grade automatically calculated by Canvas.

## View Gradebook View Options



**Gradebook Settings** [X]

Late Policies   Grade Posting Policy   Advanced   **View Options**

**1 Arrange By**  
 Default Order [v]

**2 Show**  
☐ Notes  
☒ Unpublished Assignments  
☐ Split Student Names  
☐ Hide Assignment Group Totals  
☐ Hide Total and Override Columns

**3** ☐ View ungraded as 0

**4 Status Color**  
 Late [color picker]  
 Missing [color picker]  
 Resubmitted [color picker]  
 Dropped [color picker]  
 Excused [color picker]

Cancel   Apply Settings

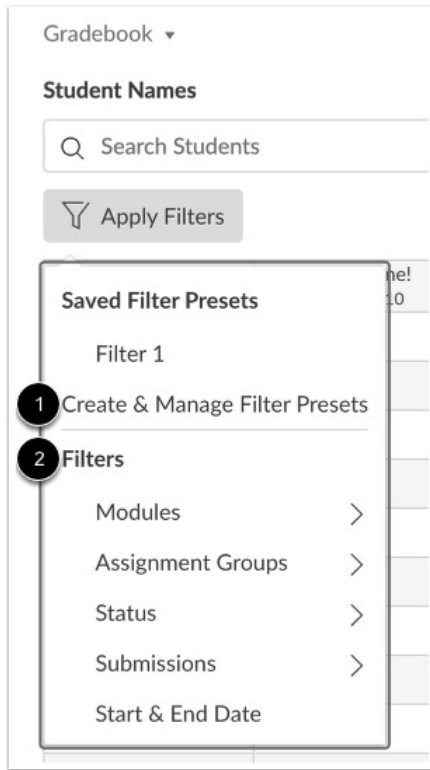
The View Options tab allows you to filter and sort the Gradebook according to several viewing options:

- **Arrange By** [1]: [arrange columns](#) by default, assignment name, due date, points, or module.
- **Show** [2]: show or hide the [notes column](#), the [unpublished assignments column](#), the [split student names column](#), hide assignment group totals, and hide total and [override columns](#).
- **View Ungraded as Zero** [3]: temporarily change the Gradebook view so that grades display as if [all ungraded assignments were given a score of zero](#). This setting is a visual change only and does not affect grades for students or other users of the Gradebook.
- **Status Color** [4]: view and [change the color for a grading status](#) (late, missing, resubmitted, dropped, and excused).

### Notes:

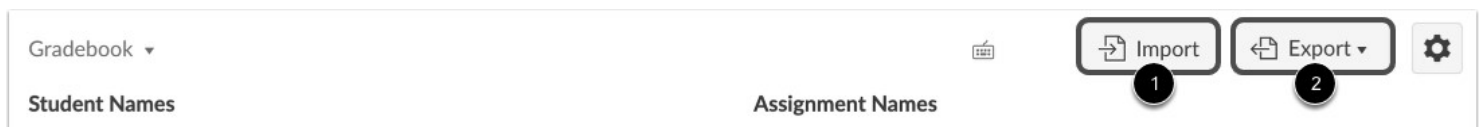
- If the View Ungraded as 0 and Split Student Names options do not display in your Gradebook, these options have not been enabled by your institution.
- When the [Final Grade Override](#) feature option is [enabled for the course](#), the text in the Show section displays Hide Total Column and Override Columns. If the Final Grade Override feature option is disabled, the text in the Show section displays Hide Total Column.
- To restrict students from viewing total scores, learn about [hiding totals in student grade summaries](#).

## View Gradebook Filters



In the Apply Filters menu, you can [create and manage filter presets](#) [1] or [filter columns by type](#) [2] (assignment group, section, modules, student groups, and grading period, if applicable).

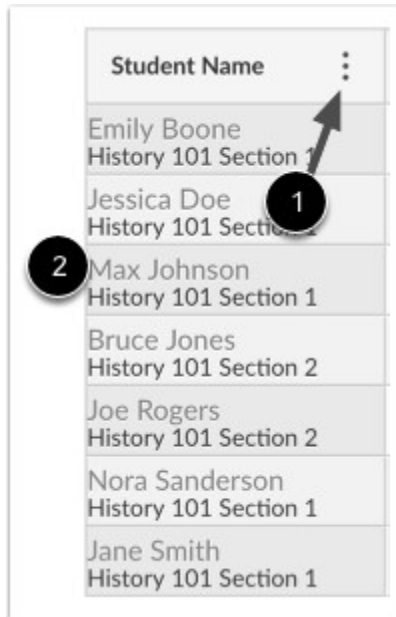
## View Import and Export Options



To bulk manage student grades in the Gradebook, you can also [import grades](#) [1] and [export grades](#) [2].



## View Student Name Column

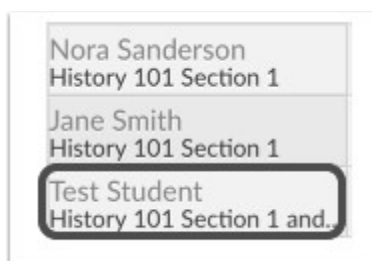


The Student Name column displays each student's name and may also include a student's secondary ID, if enabled. You can hover over the column header and view the Student Name menu [1], which allows the following options:

- [Sort and display student data](#)
- [Show inactive and concluded enrollments](#)

To [view a student's Grades page](#), click the student's name [2].





## View Test Student



If you have [viewed a course as a test student](#), the Test Student displays at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.

If you want to remove the test student completely, you must [remove the test student from your section enrollments in Course Settings](#).

## View Assignment Column

History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10
	-	✓
	35	✓
	30	✓
-	28	✗
	32	✗
-	29	✓
-	35	✓

Each column in the Gradebook represents a published assignment in the Assignments page. Each column displays the assignment title, total points, and each student's grade.

To view the assignment, click the name of the assignment [1].

To manage an assignment, hover over the column header and click the **Options** icon [2]. Then perform any of the following:

- [Sort assignments](#) by grade or status (missing or late)
- Open [SpeedGrader](#)
- [Message students](#) who fit within specific assignment criteria
- [Curve grades](#)
- [Set default grade](#)
- [Hide or post grades](#) for the assignment
- [Enter grades as a specific value](#): points, percentage, or grading scheme (this option is only for grading convenience and does not affect the actual grade; not available for complete/incomplete assignment types)
- [Download submissions](#) and [re-upload submissions](#) (supported in file uploads only)
- [Select a grade posting policy for an assignment](#)

[Icons and colors](#) represent assignments and submission statuses within Canvas, including differentiated assignments, grading periods, and Mastery Paths.

## Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

You can manually add a column as part of [importing grades to the Gradebook](#). However, assignments imported in the CSV file are automatically published.

If you need to create a column in the Gradebook to use for manual grading, you can [create a No Submission or On Paper assignment](#).

## Enter Grades

Gradebook ▾

📄 Import

📄 Export ▾

⚙️

Student Names

Assignment Names

🔍 Apply Filters

Student Name	Welcome! Out of 10	Course Introductions Out of 10	Quiz #1 Out of 21	Writing Skills Out of 10	Assignment #2 - P... Out of 10
Ola Benson	8	Excused	-	-	-
Emily Boone	8	10 /10	📄	📄	📄
Gregory Boyd	8	-	-	-	-


When you are entering grades, the Gradebook displays crosshairs and highlighting across the row and column for improved orientation.

To enter grades, type the grade as supported by assignment type directly in the Gradebook cell [1].


You can also enter grades and change the submission status by clicking the **Grade Detail Tray** icon [2].

## View Grade Detail Tray

×

  
Emily Boone

Course Introductions

 SpeedGrader

**1** Grade out of 10

10

**2** Status

☒ None

☐ Late

☐ Missing

☐ Excused

**3** Comments

Leave a comment

The Grade Detail Tray allows you to enter or edit grades [1], [change the status of a submission](#) [2], and [leave comments](#) for the student [3].

## View Assignment Groups and Total Column

Weekly Assignments 15% of grade	1 Laboratory Assignments 20% of grade	Projects 20% of grade	Discussions 5% of grade	Extra Credit 0% of grade	3 Total 4
100%	90%	70%	84.5%	-	77.7% C+
100%	70%	76.67%	91.5%	-	86.05% B
100%	100%	79.68%	100%	-	84.89% B
100%	70%	78.67%	96.5%	-	79.41% C+
100%	100%	100%	100%	-	94.55% A
100%	80%	80%	84.5%	-	81.89% B-
70%	70%	70%	46.67%	-	67.91% D+

The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page [1].

If your assignment groups are weighted, the weighted grade displays below the group title [2]. Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight.

Grade totals from assignment groups are calculated in the Total column of the Gradebook [3]. You can hover over the column header to view the [Total column menu](#) [4], which allows you to sort by grade and move the total column to the front of the Gradebook. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.

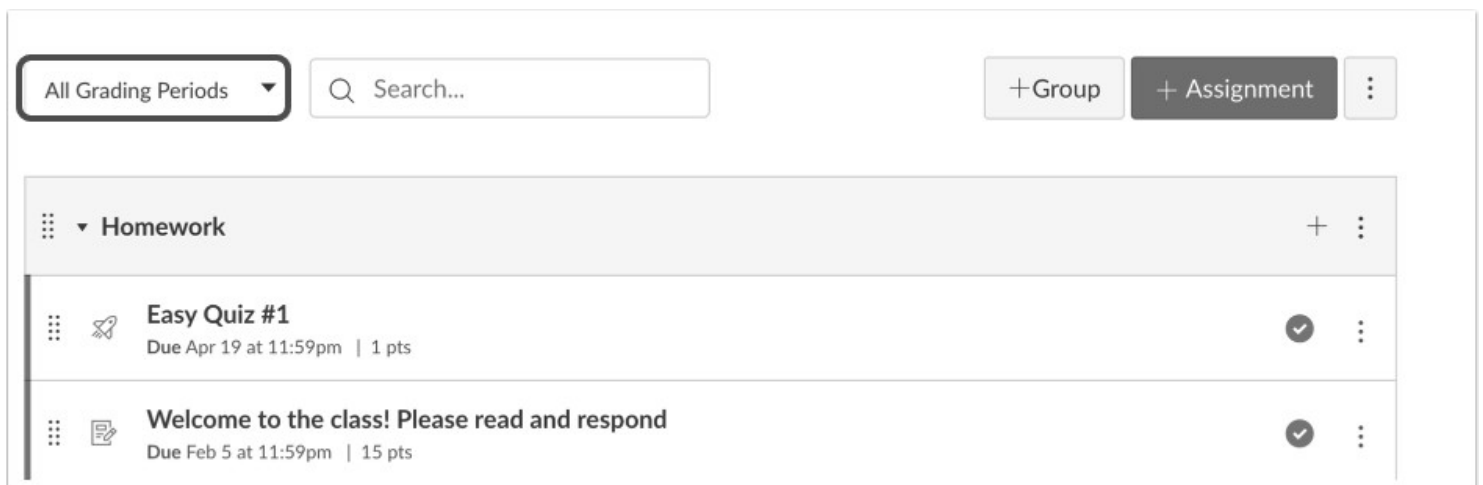
## How do I use grading periods in a course?

If your course includes Multiple Grading Periods, grading periods created at the account level automatically display in your course and can be filtered in the [Assignments Index Page](#), the [Gradebook](#), and the [student Grades](#) page.

Grading periods consist of a specific date range that define the grading period. Grading periods also include a close date as to when you can no longer edit grades in a grading period. Grading periods can also be weighted. To view grading period date ranges and any weighted grading periods, you can view grading periods in a course.

At the course level, Canvas validates all assignments against closed grading periods in Canvas. For an overview of the Multiple Grading Periods feature and current limitations associated with Close Dates, please view the [How do I add grading periods in an account?](#) guide.

## View Assignments by Grading Periods Filter



The screenshot shows the top of the Canvas Assignments Index page. At the top left, there is a dropdown menu labeled "All Grading Periods" with a downward arrow. To its right is a search bar with a magnifying glass icon and the text "Search...". Further right are two buttons: "+ Group" and "+ Assignment", followed by a three-dot menu icon. Below these elements is a list of assignments. The first assignment is under a "Homework" category, indicated by a downward arrow and the word "Homework". The assignment is titled "Easy Quiz #1" with a rocket icon, due on "Apr 19 at 11:59pm", and worth "1 pts". It has a checkmark icon and a three-dot menu icon to its right. The second assignment is titled "Welcome to the class! Please read and respond" with a document icon, due on "Feb 5 at 11:59pm", and worth "15 pts". It also has a checkmark icon and a three-dot menu icon to its right.

When multiple grading periods are enabled in a course, you can sort and filter the Assignments Index page by grading period.

Assignments and assignment groups are validated against assignments in closed grading periods.

## View Assignments

Assign

Assign to

Emily Boone X

Due

Aug 23, 2023, 11:59 PM

Local: Wed, Aug 23, 2023, 11:59 PM

Course: Wed, Aug 23, 2023, 10:59 PM

Available from

Aug 1, 2023, 12:00 AM

Tue, Aug 1, 2023

Until

Aug 31, 2023, 11:59 PM

Local: Thu, Aug 31, 2023, 11:59 PM

Course: Thu, Aug 31, 2023, 10:59 PM

+ Add

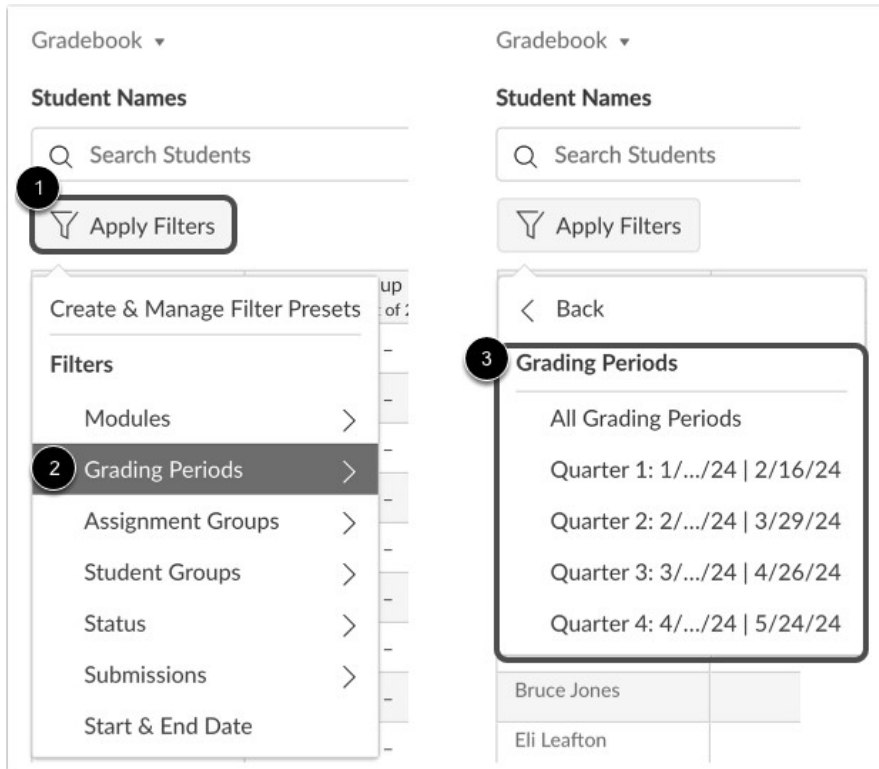
When you create an assignment, by default each assignment is assigned to everyone. However, the assignment can be differentiated among course sections, course groups, or individual students.

When grading periods are enabled, the due date of the assignment determines the grading period where the assignment appears in the Gradebook. If no due date is set, the assignment defaults to the last grading period available for the course.

When grading periods are weighted, assignments outside of grading periods do not count toward the final grade.

**Note:** The **Assign** field cannot be edited for anyone if the due date is in a closed grading period. However, you can add additional differentiated assignments with due dates outside the closed grading period. Assignments with due dates in open grading periods cannot be edited from an open grading period to a date in a closed grading period, but the due date can be edited to any date within an open grading period. These restrictions do not apply to availability dates, which can be set to overlap a grading period.

## View Gradebook



To view the Grading Period filter, click the **Apply Filters** button [1]. Then in the Filters section, click the **Grading Periods** option [2].

The **Grading Periods** filter lists grading periods for the course [3]. By default, the Gradebook displays the current grading period. However, you can view and filter assignments by all, previous, or future grading periods.

Assignments are grouped in the grading period according to the published assignment due date (unpublished assignments never appear in the Gradebook). If there is no due date for the published assignment, the assignment defaults to the latest grading period. *Grading periods cannot be selected within an individual assignment.*

You can only edit grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.



## View Differentiated Assignments

Student Name	Constitution Assign... Out of 50
Emily Boone History 101 and History 101 MWF	Pass
Max Johnson History 101 T-Th	Pass
Bruce Jones History 101	Fail
Joe Rogers History 101	Pass
Nora Sanderson History 101 T-Th	Pass
Jane Smith History 101 MWF	
Test Student History 101, History 101 MWF, and Hist...	-

Assignments cannot overlap grading periods except with [differentiated assignments](#). When differentiated assignment dates overlap grading periods, the assignment appears in each appropriate grading period.

- If a student is not part of an assignment in the specific grading period, the assignment is grayed out.
- If a student is part of a differentiated assignment with no due date, the assignment appears in the last available grading period.
- If a student is part of multiple differentiated assignments, the grading period shows the assignment in the grading period of the latest date.

## Display Total Grades for All Grading Periods

When using multiple grading periods, you may be able to view total grades in the **All Grading Periods** view. This grades view also includes displaying assignment group totals. Viewing total grades in a course is managed by your Canvas administrator.

By default, viewing total grades in the **All Grading Periods** view is disabled in a course and affects the global Grades view, courses Grades view, and the instructor Gradebook.

## View Global Grades

### Courses I'm Taking

Basic Written Communications	no grade
Biology 201 - Intermediate Biology	no grade

Select a Grading Period...

- Term 1
- Term 2
- ✓ Term 3

### Courses I'm Taking

Basic Written Communications	97.06%
Biology 201 - Intermediate Biology	no grade

All Grading Periods

- ✓ Term 1
- Term 2
- Term 3

Students have one of two options from the [global Grades page accessed from the Dashboard](#). When viewing total grades is disabled [1], students do not have the option to view **All Grading Periods**. They can only view the grade for a specific grading period in the course.

When viewing total grades is enabled [2], students can select the **All Grading Periods** option and can view the appropriate grade.

# Grades for Emily Boone

January Grades

▼

History 101

▼

Arrange By

Due Date

▼

Apply

Name	Due	Status	Score	Out of
Articles of Confederation vs. Constitution Topic Discussion	Aug 22, 2019 by 11:59pm	MISSING	-	25
Course Introductions	Aug 23, 2019 by 11:59pm		9	10
Position Paper	Aug 26, 2019 by 11pm	MISSING	22	25
Sample Assignment			14	15

Assignments

Discussions

Quizzes

Extra Credit

Summaries

Print Grades

Calculation of totals has been disabled

Show All Details

Course assignments are not weighted.

☒ Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

When viewing total grades is enabled, students can still view the total grade for All Grading Periods and any assignment group calculations.

## Hide Grades in Individual Grading Periods

### Courses I'm Taking



Basic Written Communications
 

no grade
 

Term 2

When viewing total grades is disabled, students can still view total grades for an individual grading period unless you [hide student totals](#) in Course Settings. When this setting is enabled, students will not be able to view any totals in their global grades page or course grades page.




## View Closed Grading Periods





Emily Boone


Course Introductions  
 Due: Jan 5 at 11:59pm - US History

6/7 Graded
 6.67 / 10 (67%) Average
 1/7 Student




 Emily Boone


 Notice: The grading period is closed for this student

Constitution Assignment
 { } SpeedGrader


 This submission is in a closed grading period

**Letter Grade**

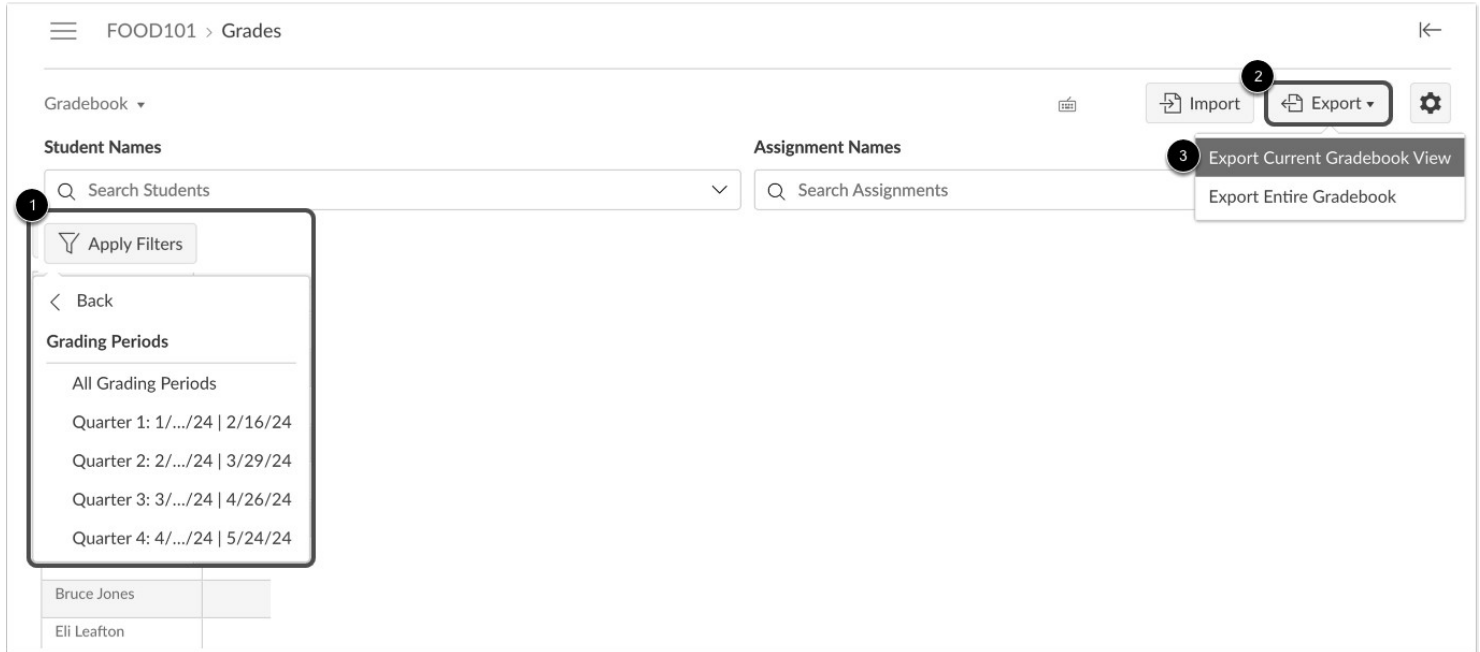
Pass

At the course level, Canvas validates all assignments against closed grading periods in Canvas. You cannot edit assignments in closed grading periods. If an assignment is in a closed grading period, the assignment shows that the submission is in a closed grading period. Learn how to [view the date range of a course grading period](#).

Students are not affected by closed grading periods in their Grades page.

**Note:** For current limitations associated with the close date feature, please view the [Close Dates for Grading Periods](#) document.

## Export Gradebook



When you [download scores from the Gradebook](#), you can export assignment scores and total grades for all grading periods or specific grading periods.

To export Gradebook scores for assignments associated with a specific grading period, click the **Apply Filters** button and select the grading period from the **Grading Periods** section [1]. Then click the **Export** drop-down menu [2] and select the **Export Current Gradebook View** option [3].

### Notes:

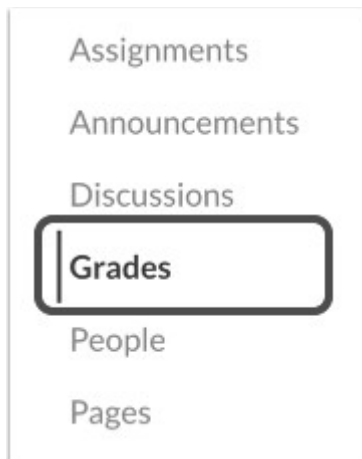
- The CSV includes any selected grading period information; however, assignment group totals in the CSV are calculated based on all grading periods.
- The CSV file displays a total grade for the specific grading period being viewed. However, if the instructor exports the All Grading Periods Gradebook view, the CSV honors whether or not total grades can be viewed.

## How do I arrange columns in the Gradebook?

You can arrange any column in the Gradebook according to your preference. You can use a preset arrangement by assignment name, due date, points, or module, or you can manually arrange columns. You can also manually increase and decrease the width of any column.

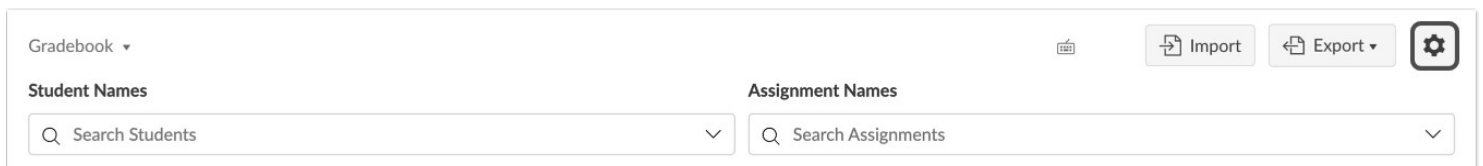
The option to arrange columns affects all the columns in the Gradebook. To only view specific columns, you can also [filter columns by type](#).

## Open Grades




In Course Navigation, click the **Grades** link.

## Open Gradebook Settings



Click the **Settings** icon.

## Arrange Columns



**Gradebook Settings** ×

Late Policies   Grade Posting Policy   Advanced   **1 View Options**

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**Arrange By**

**2** Default Order ▼

Click the **View Options** tab [1], then click the **Arrange By** drop-down menu [2]. The default order is the order set in the Assignments page.

## Arrange by Assignment Name

### Gradebook Settings

Late PoliciesGrade Posting PolicyAdvancedView Options

Arrange By

Default Order

Default Order

Assignment Name - A-Z

Assignment Name - Z-A

Due Date - Oldest to Newest

Due Date - Newest to Oldest

Points - Lowest to Highest

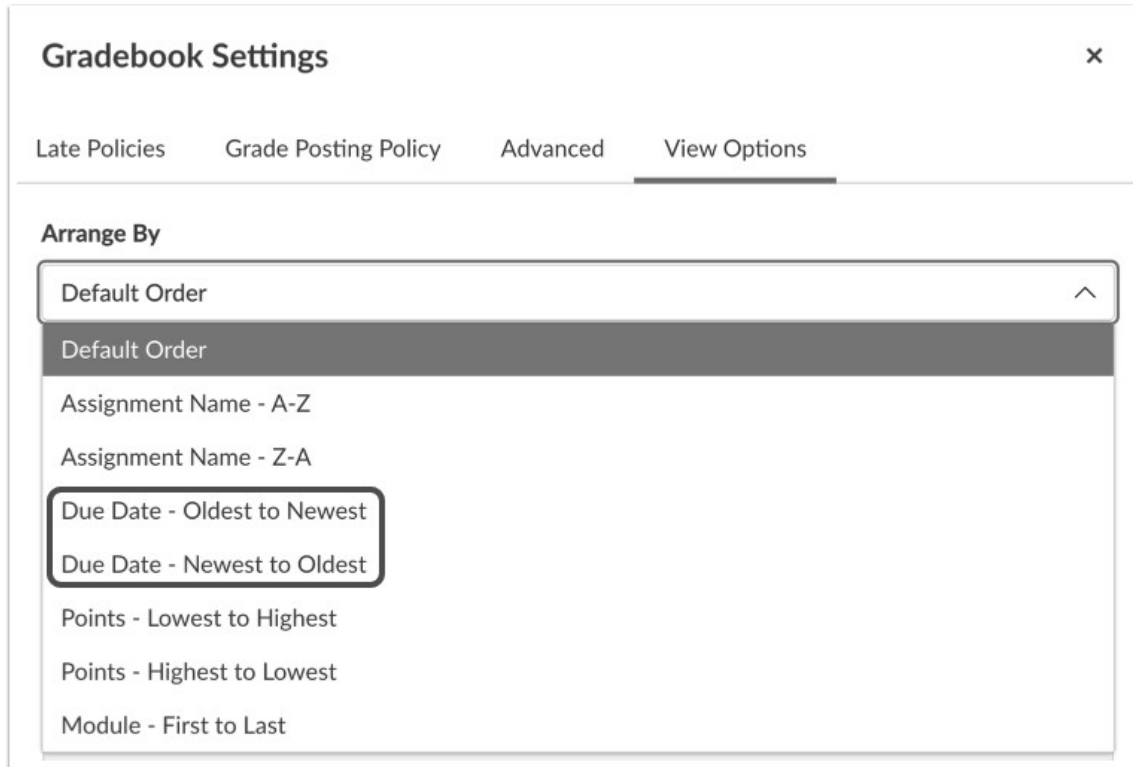
Points - Highest to Lowest

Module - First to Last

To arrange columns by assignment name, select the **Assignment Name - A-Z** option or **Assignment Name - Z-A** option.



## Arrange by Due Date



**Gradebook Settings** [X]

Late Policies   Grade Posting Policy   Advanced   View Options

**Arrange By**

Default Order ^

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

To arrange columns by due date, select the **Due Date - Oldest to Newest** option or **Due Date - Newest to Oldest** option.

Assignments without due dates are considered to be new assignments.

### Notes:

- Differentiated assignments with one or more due dates that aren't assigned to everyone can only be sorted alphabetically.
- If you arrange a gradebook with differentiated assignments by due date, the sort order will reset when you refresh the page.

## Arrange by Points

### Gradebook Settings

Late PoliciesGrade Posting PolicyAdvancedView Options

Arrange By

Default Order

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

To arrange columns by point value, select the **Points - Lowest to Highest** option or **Points - Highest to Lowest** option.

## Arrange by Module

**Gradebook Settings** ×

Late Policies   Grade Posting Policy   Advanced   View Options

**Arrange By**

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

To arrange columns by module, select the **Module - First to Last** option or **Module - Last to First** option.

Modules are arranged according to the order in the Modules page.

## Apply Settings

Cancel

**Apply Settings**

To apply the column settings, click the **Apply Settings** button.

## Manually Arrange Columns

Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
-	✓	A
35	✓	A-
30	✓	B
28	✗	B-
32	✗	B+
29	✓	A-
35	✓	C
-	-	-

You can also manually arrange columns. To manually arrange an assignment column, click the column heading and drag the heading to your desired location. Manual placement is persistent in the Gradebook until the column is reordered.

### Notes:

- When columns have been manually reordered, any new assignment added to the Gradebook displays at the end of the Gradebook. To place the assignment in its intended location, either manually arrange the new assignment, or reset your Gradebook order by arranging your columns with one of the options in the View menu.
- If the Total column is visible in your course, you can also [move the Total column to the front](#) of the Gradebook. The Total column can be manually arranged among the Student Name and Notes column only.

## Resize Columns

Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10		Road to Revolution: Patr... Out of 10
-	✓	⋮	A
35	✓	⋮	A-
30	✓	⋮	B
28	✗	⋮	B-
32	✗	⋮	B+
29	✓	⋮	A-
35	✓	⋮	C
-	-	⋮	-

You can manually increase or decrease the size of any individual assignment column in the Gradebook. Hover over the assignment header. When the cross-hairs icon appears, drag the assignment column to the desired width. Column width is persistent in the Gradebook until the column is resized.

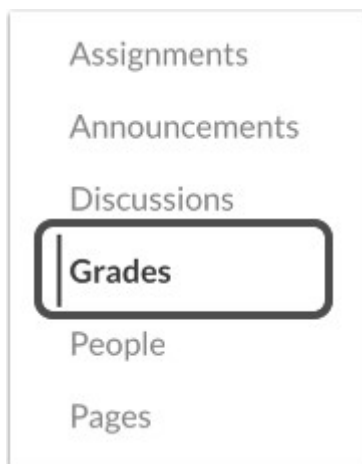
## How do I filter columns and rows in the Gradebook?

The Filter menu allows the Gradebook to be filtered by assignment group, section, modules, student groups, assignment status, submission type, grading period (if applicable), and assignment due dates.

When a filter option is selected, the filter displays at the top of the Gradebook. Multiple filters can be used at the same time.

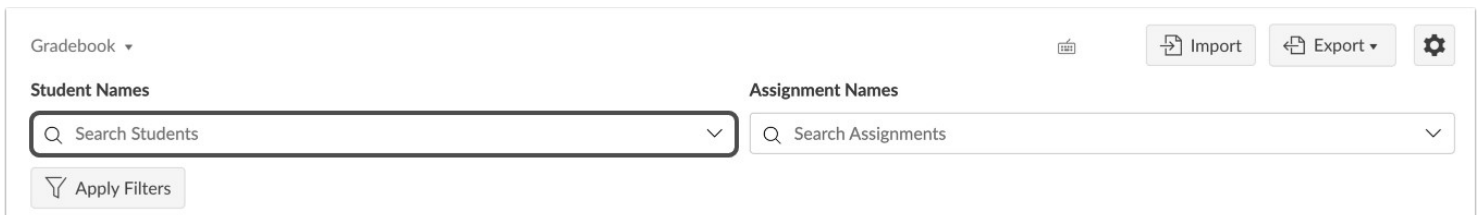
Filter options will apply to either Gradebook rows or columns. The option to filter columns affects all assignments within the filter. The options to filter rows affects all students within the filter. You can also [arrange columns](#) within filter results.

## Open Grades



In Course Navigation, click the **Grades** link.

## Search Students



Gradebook ▾

Student Names

Assignment Names

Search Students

Search Assignments

Apply Filters

Import

Export ▾

Settings

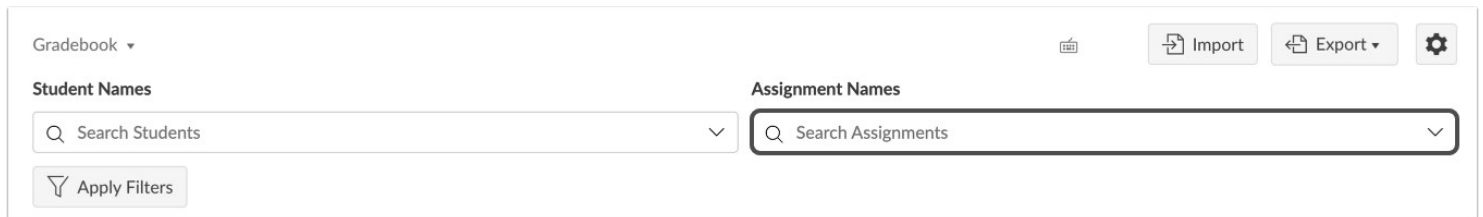
By default, the Gradebook shows all active students. To search for students by name or SIS ID, enter your search query in the **Search Students** field.

The Search Students field allows multiple student names to be filtered at the same time. Selecting a student filters the Gradebook to display only that student's row. If multiple students are selected, rows display for all selected students. Likewise, deselecting a student removes the student's row from the Gradebook view.

The Search Students field also respects Concluded and Inactive Enrollment options. If the Concluded Enrollment or Inactive Enrollment options are selected as filters, no Concluded or Inactive enrollments display in the Gradebook.

**Note:** Student name search results displays secondary information if more than one student has the same name in the course.

## Search Assignments

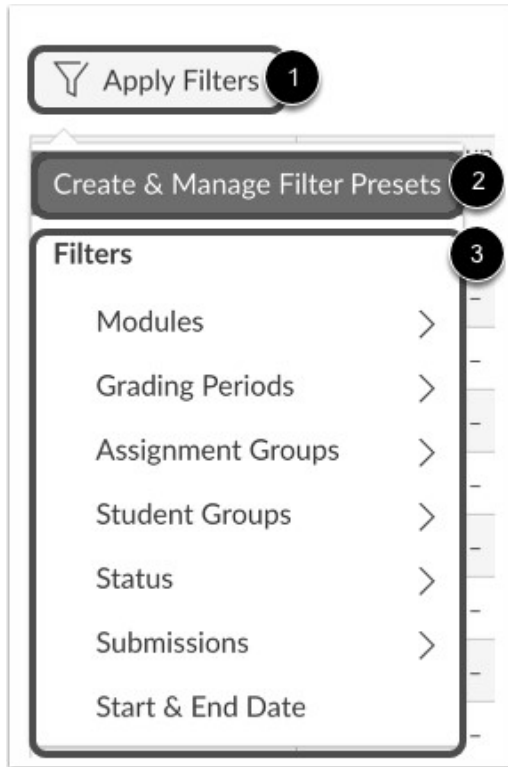
The screenshot shows the top of the Canvas Gradebook interface. At the top left, there is a 'Gradebook' dropdown menu. To the right of this are three buttons: a small icon, an 'Import' button with a plus icon, and an 'Export' button with a minus icon and a dropdown arrow. Below these, there are two search fields. The first is labeled 'Student Names' and contains a search bar with a magnifying glass icon and a dropdown arrow, with the text 'Search Students' inside. Below this search bar is an 'Apply Filters' button with a funnel icon. The second search field is labeled 'Assignment Names' and also contains a search bar with a magnifying glass icon and a dropdown arrow, with the text 'Search Assignments' inside.

By default, the Gradebook shows all assignments. To search for assignments, enter an assignment name in the **Search Assignments** field.

The Search Assignments field allows multiple assignment names to be filtered at the same time.

Selecting an assignment displays the assignment in a column closest to the student name. If multiple assignments are selected, the assignment columns display in the reverse order they are selected.

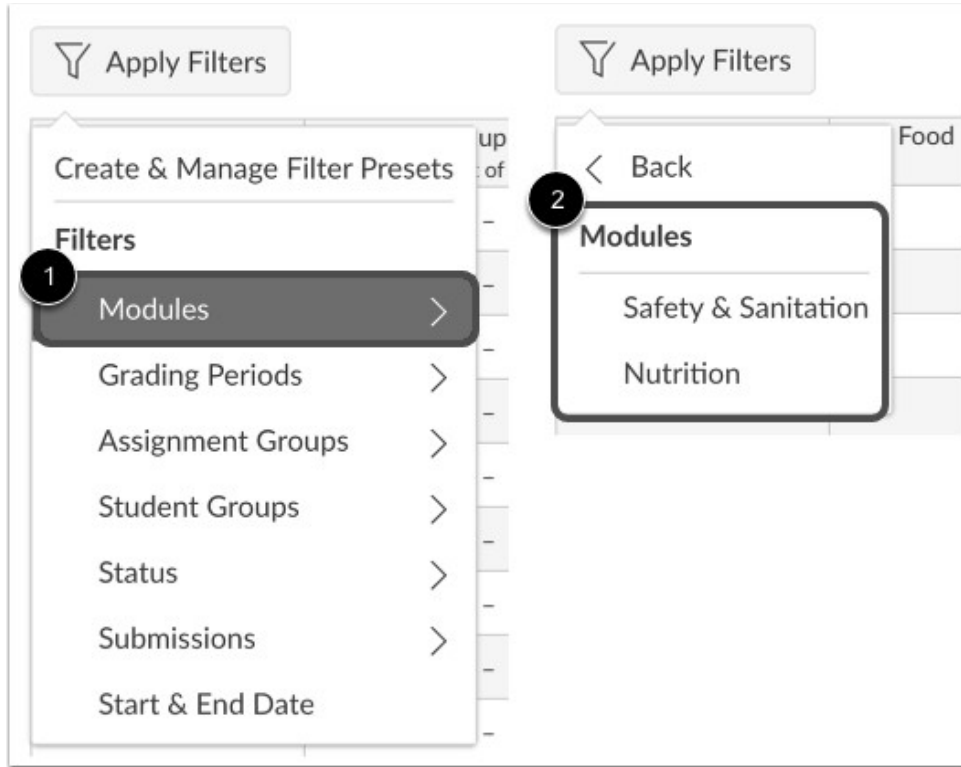
## Filter Gradebook



Click the **Apply Filters** button [1]. Then you can either [create and manage filter presets](#) [2] or use the gradebook filters [3]. More than one filter can be applied at any time.

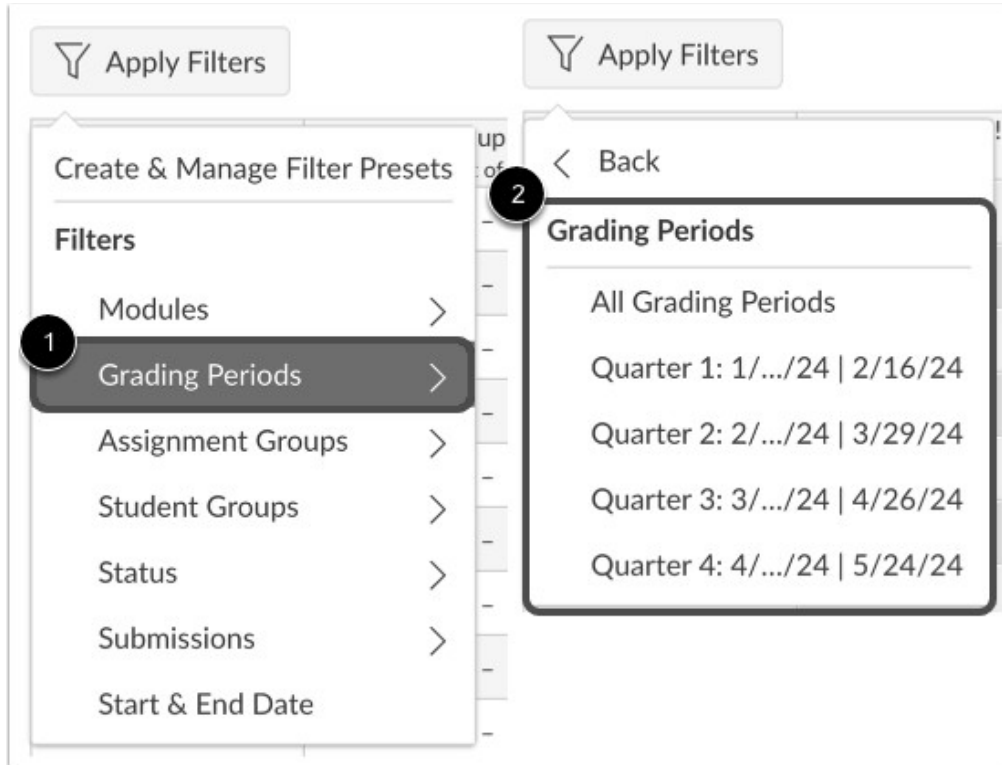


## View Modules



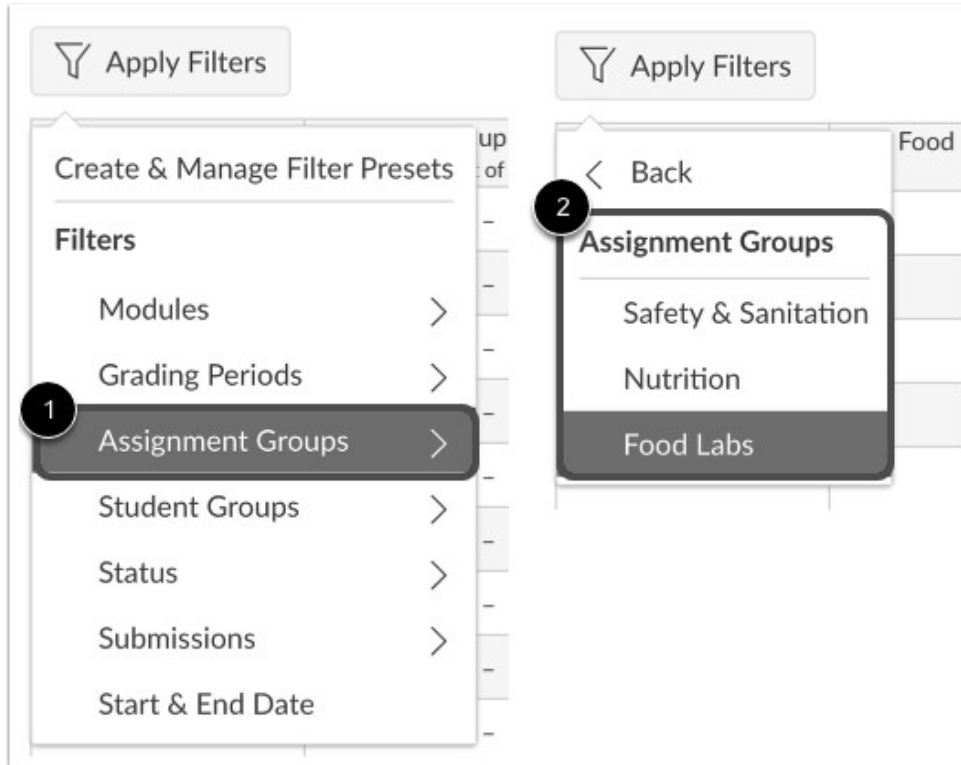
To filter by modules, click the **Modules** option [1]. Then select the module you want to display [2].

## View Grading Periods



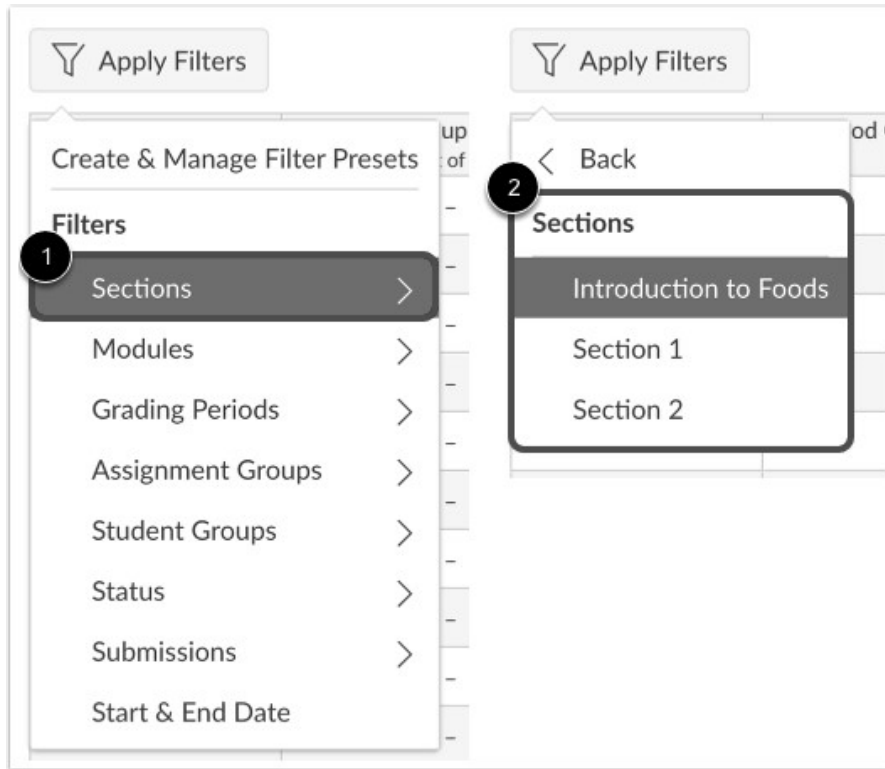
When Multiple Grading Periods are enabled in a course, you can filter the Gradebook by grading period. To filter by grading period, click the **Grading Periods** option [1]. Then select the grading period you want to display [2].

## View Assignment Groups



To filter by assignment group, click the **Assignment Groups** option [1]. Then select the assignment group you want to display [2].

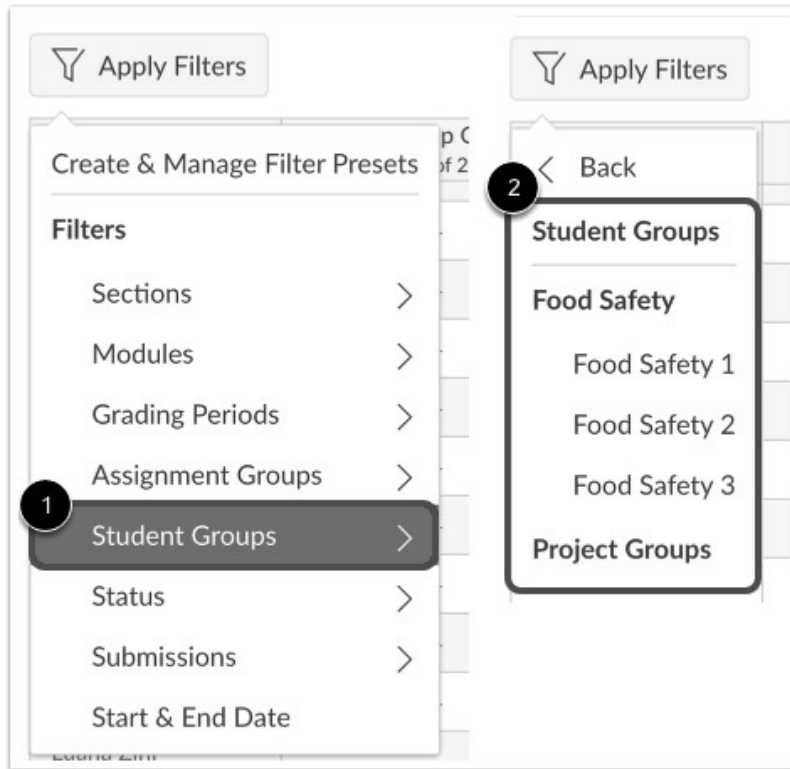
## View Sections



To filter by section, click the **Sections** option [1]. Then select the section you want to display [2]. Course sections are displayed alphabetically.

**Note:** When a section filter is applied in the Gradebook, SpeedGrader also displays assignment submissions for the same section.

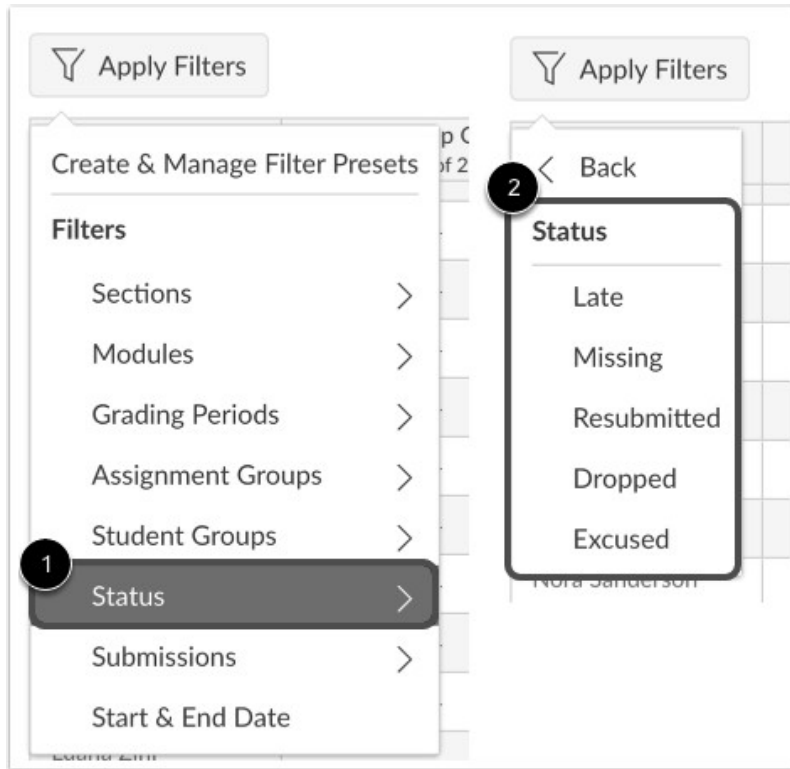
## View Student Groups



To filter by student groups, click the **Student Groups** option [1]. Then select the student group you want to display [2].

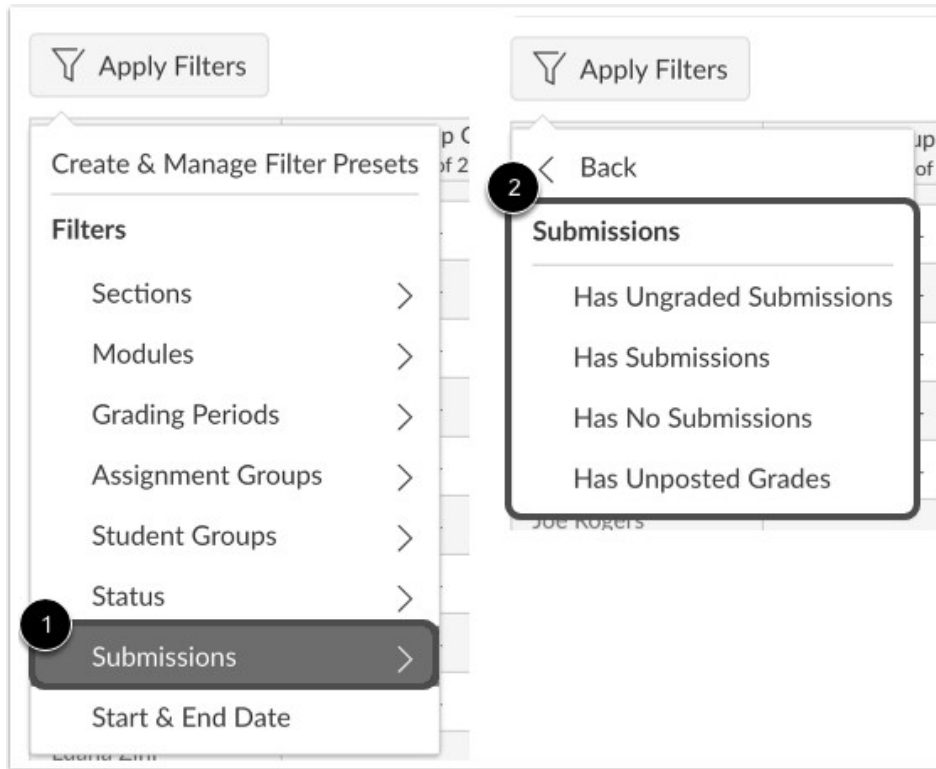
**Note:** If your course does not include student groups, the Student Groups option is not displayed.

## View Status



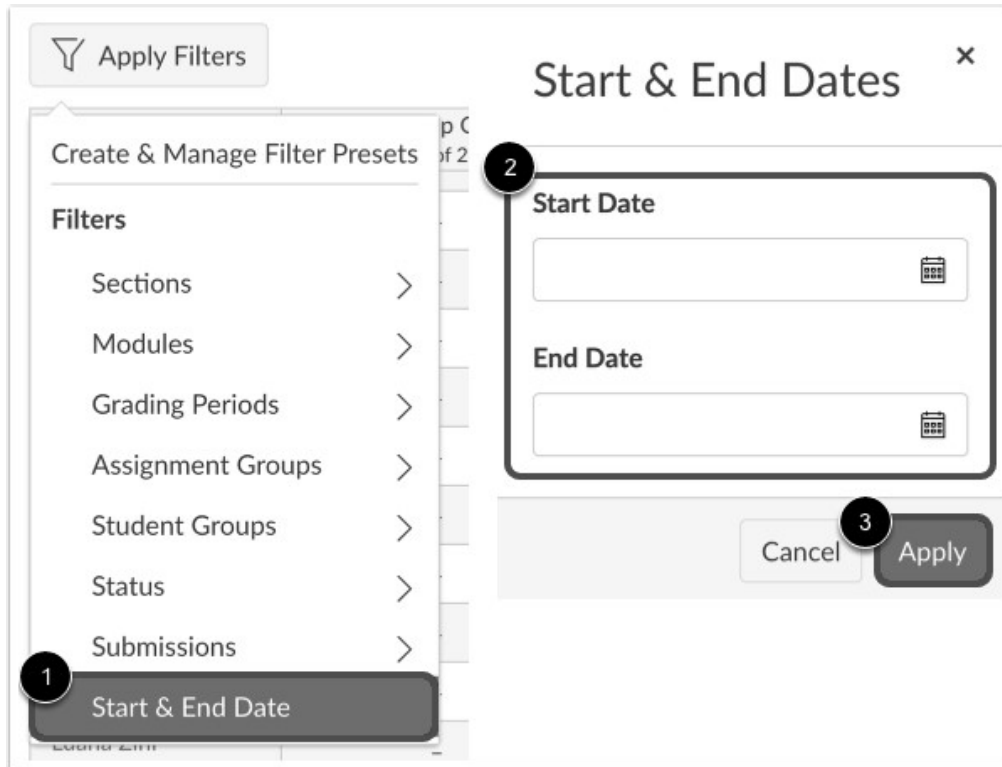
To filter by status, click the **Status** option [1]. Then select the status you want to display [2].

## View Submissions



To filter by submissions, click the **Submissions** option [1]. Then select the type of submissions you want to display [2].

## View Start and End Date



To filter by start and end date, click the **Start & End Date** option [1]. Then click in the **Start Date** and/or **End Date** fields and select dates [2]. Click the **Apply** button [3]. The Gradebook displays only assignments that have a due date at or beyond the start date and/or at or before the end date.



## View Filters

**Student Names**

Modules (2) ▾

Has submissions ▾

Safety & Sanitation ▾

**Assignment Names**

Student Name	Kitchen Safety Out of 10	Preventing Burns & Scalds Out of 10	Preventing Knife Cuts Out of 10	Preventing Slips & Falls Out of 10
Emily Boone	10	10	10	
Max Johnson	10	10	10	
Bruce Jones	10	10	10	
Nora Sanderson	10	10	10	
Jane Smith	10	10		

View the selected filters [1].

You can manage selections directly from the filter option by clicking the **filter option** drop-down menu [2].

## Remove Filters

**Student Names**

Modules (2) ▾

Assignment Groups (2) ▾

Has submissions ▾

**Assignment Names**

Student Name	Kitchen Safety Out of 10	Preventing Slips & Falls Out of 10	Knife Cuts Out of 10	Preventing Slips & Falls Out of 10
Emily Boone	10			
Max Johnson	10			
Bruce Jones	10			
Nora Sanderson	10			
Jane Smith	10			

2

×

Remove Filter

Has Ungraded Submissions

✓ Has Submissions

Has No Submissions

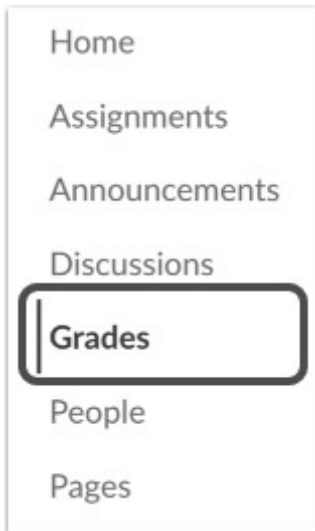
Has Unposted Grades

To remove a filter, click the **filter option** drop-down menu [1] and click the **Remove Filter** option [2].

## How do I create and manage filters in the Gradebook?

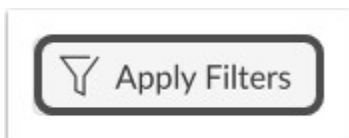
You can create and apply specific gradebook filters that may be used once or saved for future use.

### Open Grades



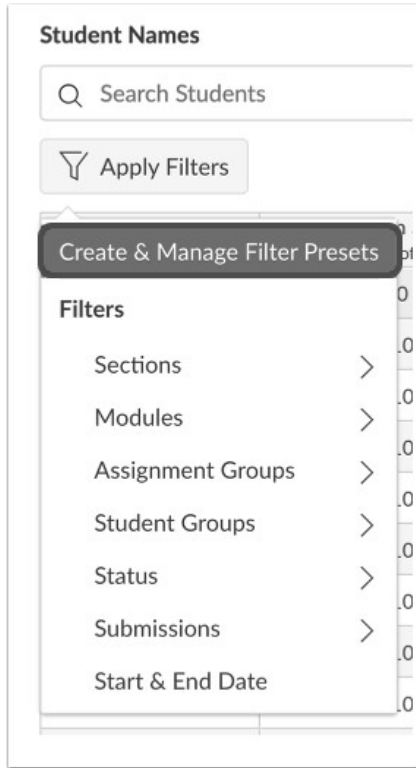
In Course Navigation, click the **Grades** link.

### Open Filters



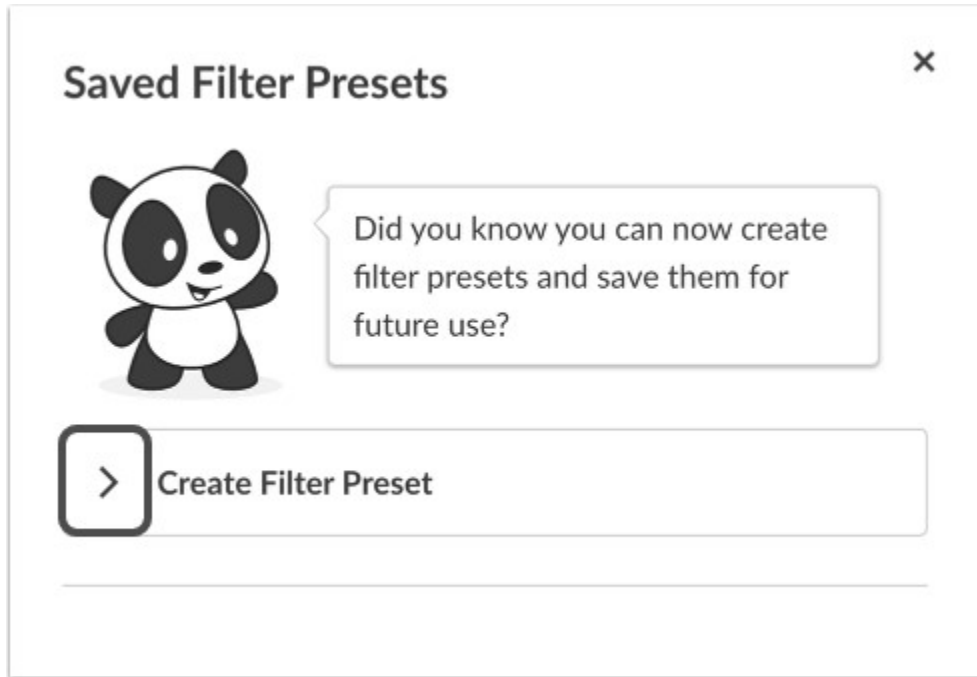
To view or manage gradebook filters, click the **Apply Filters** button.

## Open Filter Presets



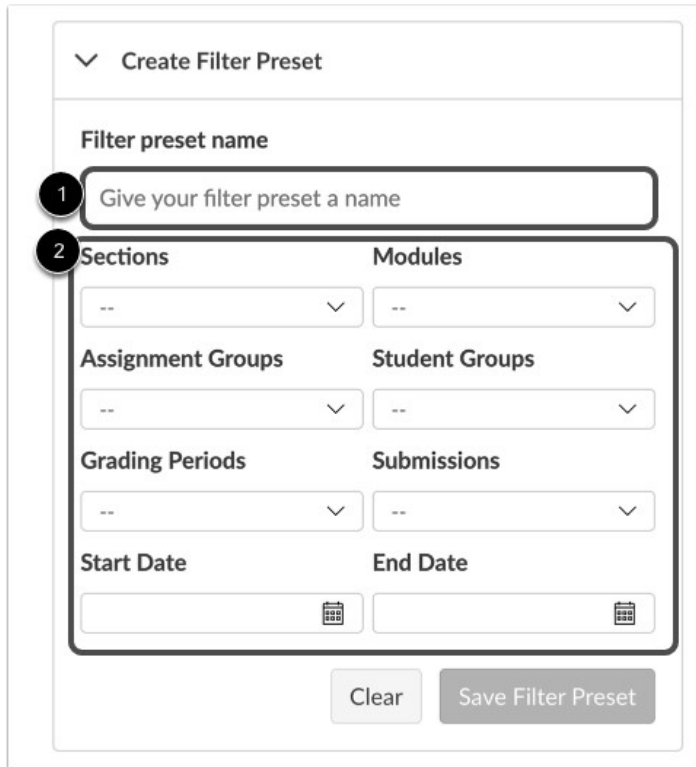
Click the **Create & Manager Filter Presets** link.

## Create New Filter



To create a new filter, click the **Create Filter Preset** expand arrow icon.

## Add Filter Details





▼ Create Filter Preset

Filter preset name

1 Give your filter preset a name

2

Sections	Modules
-- ▼	-- ▼
Assignment Groups	Student Groups
-- ▼	-- ▼
Grading Periods	Submissions
-- ▼	-- ▼
Start Date	End Date
<input type="text"/> 	<input type="text"/> 

Clear Save Filter Preset

To save the filter for future use, enter a filter name in the **Filter preset name** field [1].

To add a filter type, click a filter type drop-down menu [2].

Depending on how your course is setup, you can filter gradebook content by assignment groups, grading periods, modules, sections, student groups, submissions, start dates, and end dates.

## Select Filter Type

▼ Create Filter Preset

**Filter preset name**

**Sections**  

--
 ^

--  
History 101  
History 101 - A  
History 101 - B

**Modules**  

--

**Student Groups**  

--

**Submissions**  

--

**Start Date**

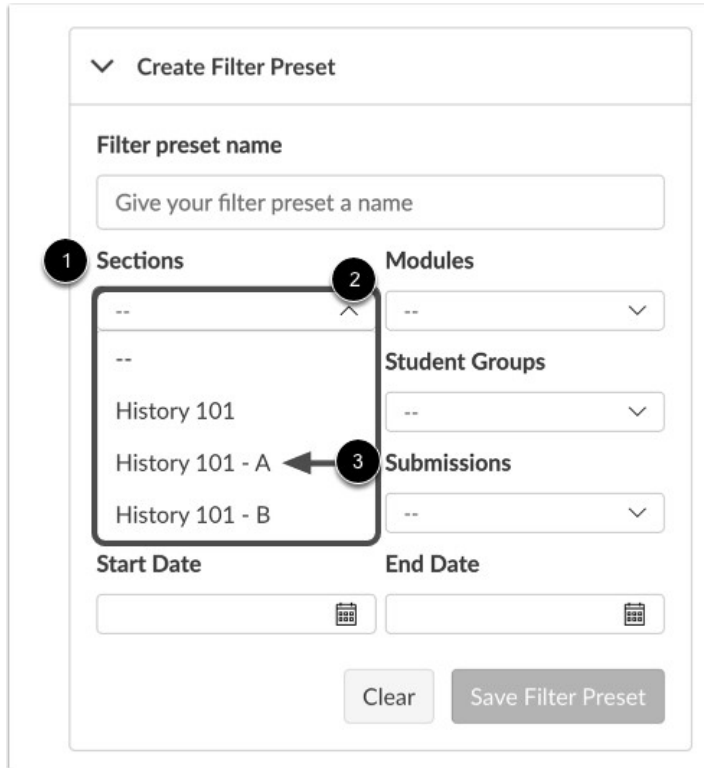
**End Date**

Clear

Save Filter Preset

You can select a specific filter type in which to filter gradebook content. The filter type field format and listed options vary depending on the selected filter type.

## View Sections Filter



▼ Create Filter Preset

Filter preset name

Give your filter preset a name

1 Sections

2 Modules

3 History 101 - A

History 101

History 101 - B

Student Groups

Submissions

Start Date

End Date

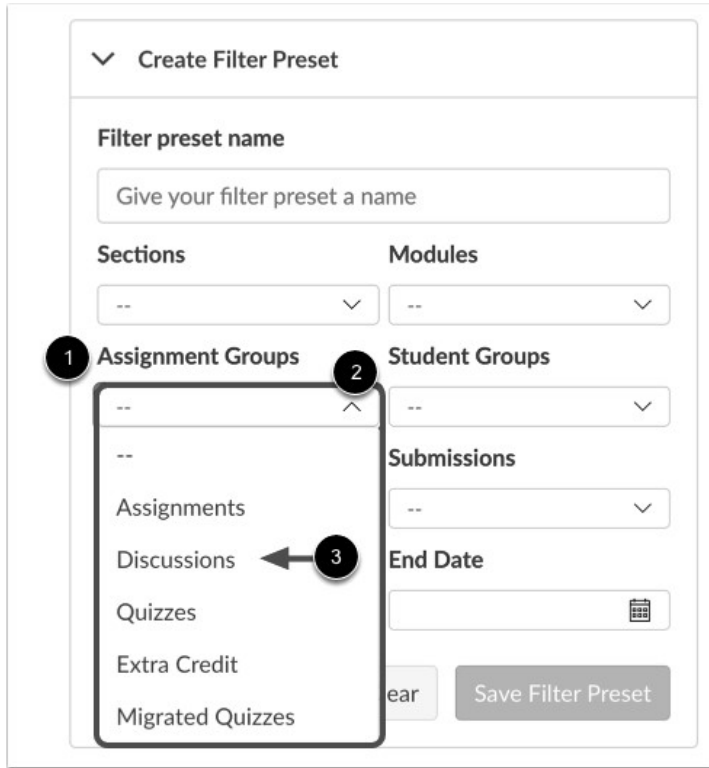
Clear Save Filter Preset

If you selected the **Sections** filter type [1], course sections display in the **Sections** drop-down menu [2].

To view content for a specific section, click the section name [3].



## View Assignment Group Filter



▼ Create Filter Preset

Filter preset name

Give your filter preset a name

Sections Modules

-- --

1 Assignment Groups 2 Student Groups

-- --

Submissions

-- --

End Date

ear Save Filter Preset

Assignments

Discussions

Quizzes

Extra Credit

Migrated Quizzes

If you selected the **Assignment Group** filter type [1], course assignment groups display in the **Assignment Groups** drop-down menu [2].

To view content for a specific assignment group, click the assignment group name [3].

## View Module Filter

▼ Create Filter Preset

**Filter preset name**

Give your filter preset a name

**Sections** 1 Modules

--

**Assignment Groups**

--

**Grading Periods**

--

**Start Date**

--

Class Information

Bill of Rights

Revolution 3

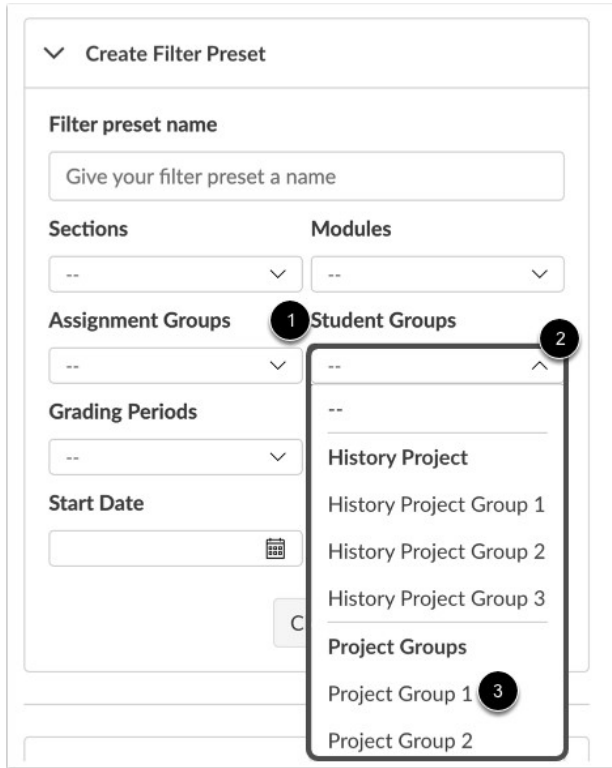
Articles of Confederation and the Constitution

Declaration of Independence

If you selected the **Module** filter type [1], course modules display in the **Modules** drop-down menu[2].

To view content for a specific module, click the module name [3].

## View Student Groups Filter



The screenshot shows the 'Create Filter Preset' form. The 'Filter preset name' field is empty. The 'Sections' and 'Modules' dropdowns are set to '--'. The 'Assignment Groups' dropdown is set to '--'. The 'Student Groups' dropdown is open, showing a list of student groups: 'History Project', 'History Project Group 1', 'History Project Group 2', 'History Project Group 3', 'Project Groups', 'Project Group 1', and 'Project Group 2'. The 'Grading Periods' dropdown is set to '--'. The 'Start Date' field is empty. The 'Student Groups' dropdown is highlighted with a red box and a red circle [2]. The 'Student Groups' label is highlighted with a red circle [1]. The 'Project Group 1' option is highlighted with a red circle [3].

If you selected the **Student Group** filter type [1], course student groups display in the **Student Groups** drop-down menu [2].

To view content for a specific student group, click the student group name [3].

**Note:** If your course does not include student groups, the Student Groups option is not displayed.

## View Grading Periods

▼

Create Filter Preset

Filter preset name

Give your filter preset a name

Sections

--

▼

Modules

--

▼

Assignment Groups

--

▼

Student Groups

--

▼

1 Grading Periods

--

^

Submissions

--

▼

2 All Grading Periods

End Date

📅

3 Semester 1

clear

Save Filter Preset

Semester 2

If you selected the **Grading Periods** filter type [1], you can view all grading periods [2] or a specific grading period [3].

## View Submissions Filter

Create Filter Preset

Filter preset name

Give your filter preset a name

Sections

--

Modules

--

Assignment Groups

--

Student Groups

--

Grading Periods

--

Submissions

--

Start Date

Cl

--

> Discussions - Sections

2 Filters

Has ungraded submissions

Has submissions

2

Has no submissions

Has unposted grades

Late

Missing

If you selected the **Submissions** filter type [1], you can select a specific submission type [2].

## View Start and End Date Filter

▼ Create Filter Preset

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

1 2

Clear Save Filter Preset

If you selected the **Start Date** or **End Date** filter type [1], you can view assignments with a start date or end date on or after a specific date.

To view assignments with a start or end date on or after a specific date, add the date in the **Date** field [2].

## Save Filter Preset

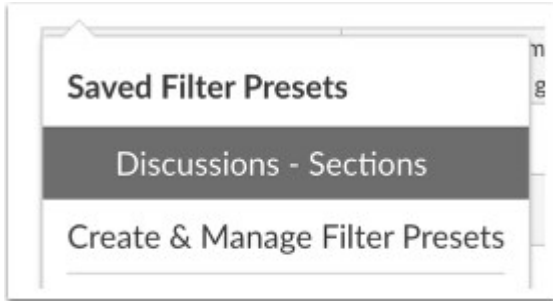
2 1

Clear Save Filter Preset

To save the filter preset, click the **Save Filter Preset** button [1].

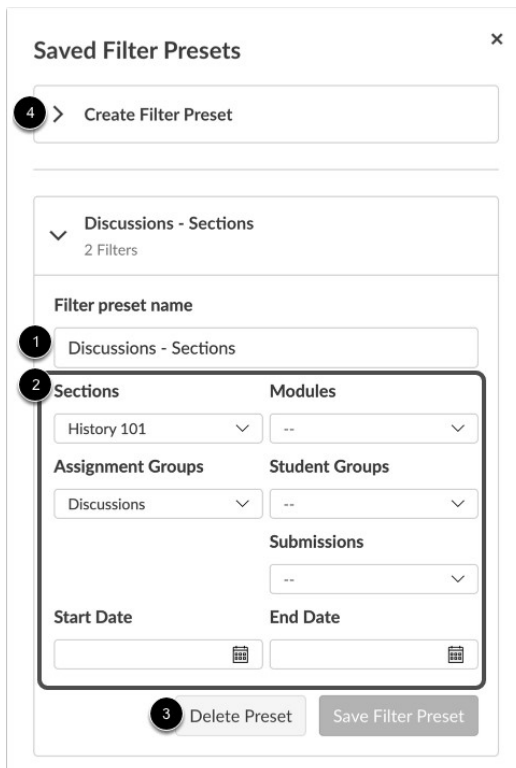
To clear the filter presets, click the **Clear** button [2].

## View Filter Preset



In the Apply Filters menu, view the saved filter preset.

## Manage Gradebook Filters



In the Saved Filters Preset sidebar, existing filters display.

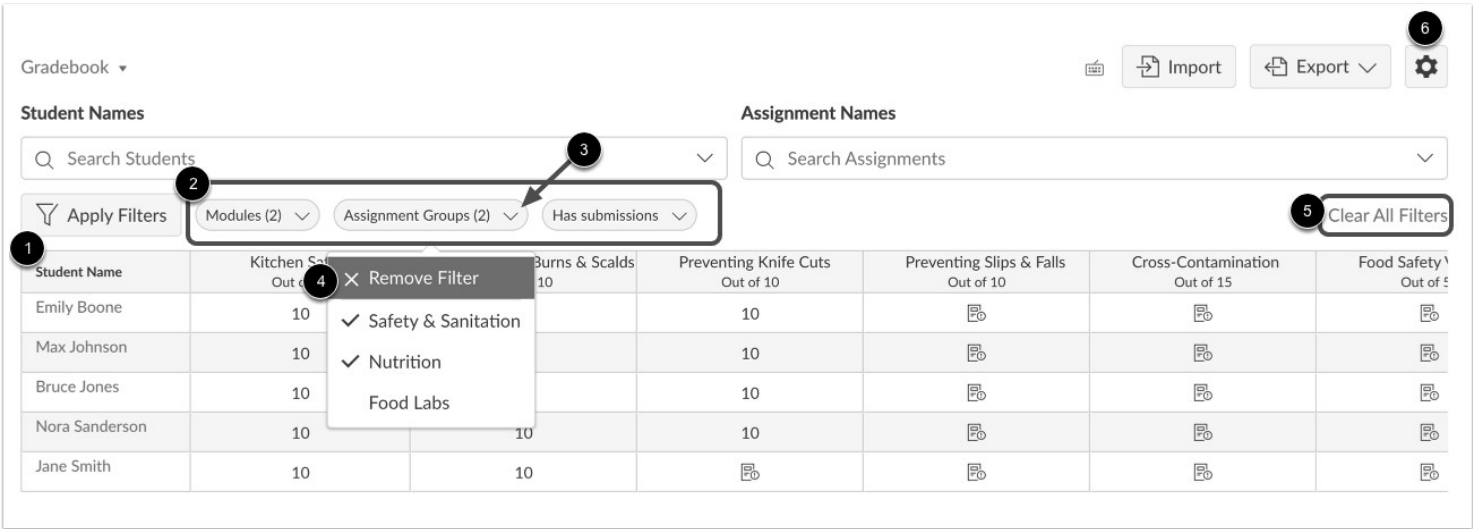
To rename a filter, enter a new name in the **Filter preset name** field [1].

To manage a filter preset's filter type, click a **Filter Type** drop-down menu [2].

To delete the filter, click the **Delete Preset** button [3].

To create a new filter, click the **Create Filter Preset** expand arrow icon [4].

## View Applied Filters



The screenshot shows the Canvas Gradebook interface. At the top, there's a 'Gradebook' dropdown and buttons for 'Import', 'Export', and 'Settings' (labeled 6). Below these are search bars for 'Student Names' and 'Assignment Names'. The 'Apply Filters' section (labeled 1) shows three active filters: 'Modules (2)' (labeled 2), 'Assignment Groups (2)' (labeled 3), and 'Has submissions'. A 'Clear All Filters' button (labeled 5) is also present. A table displays student names and their scores for various assignments. A dropdown menu (labeled 4) is open for the 'Assignment Groups (2)' filter, showing options: 'Remove Filter', 'Safety & Sanitation', 'Nutrition', and 'Food Labs'.

Student Name	Kitchen Safety Out of 10	Burns & Scalds Out of 10	Preventing Knife Cuts Out of 10	Preventing Slips & Falls Out of 10	Cross-Contamination Out of 15	Food Safety Out of 5
Emily Boone	10		10			
Max Johnson	10		10			
Bruce Jones	10		10			
Nora Sanderson	10	10	10			
Jane Smith	10	10				

View the filtered gradebook content [1].

Applied filter names display in the **Applied Filters** section [2].

To remove a filter, click the **filter option** drop-down menu [3] and click the **Remove Filter** option [4].

To remove all filters, click the **Clear All Filters** link [5].

To view gradebook settings, click the **Settings** icon [6].



## How do I view total scores in the Gradebook as if all ungraded assignments were given zero grades?

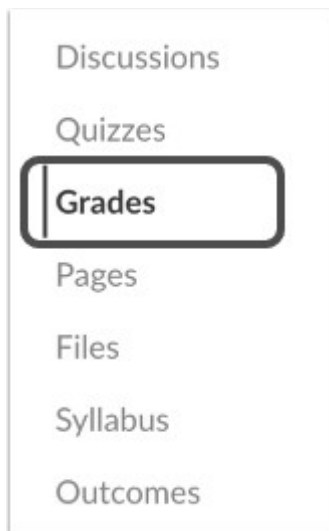
If enabled by your institution, you can temporarily change the Gradebook view so that grades display as if all ungraded assignments were given a score of zero. **This setting is a visual change only and does not affect grades for students or other users of the Gradebook.**

When this setting is enabled, Canvas will not populate zeros in the Gradebook for student submissions within individual assignments. Only the assignment groups and total columns will visually factor scores of zero into the overall percentages for each student. Actual student grades are not affected.

### Notes:

- If the View Ungraded as 0 option does not display in your Gradebook, this option has not been enabled by your institution.
- The View Ungraded as 0 option also applies to CSV exports. The CSV file displays columns for the Current and Final scores: the Current score reflects the total while ignoring unsubmitted assignments and the Final score counts unsubmitted assignments as zero.

## Open Grades



In Course Navigation, click the **Grades** link.

## Open Gradebook Settings

Gradebook ▾
 📄
📄 Import
📄 Export ▾
⚙️

**Student Names**

**Assignment Names**

Click the **Settings** icon.

## View Ungraded as Zero

**Gradebook Settings**
×

Late Policies
 Grade Posting Policy
 Advanced
 **View Options**

**Arrange By**

**Show**

☐ Notes
 ☐ Unpublished Assignments
 ☐ Hide Assignment Group Totals
 ☐ Hide Total and Override Columns
 ☒ **View ungraded as 0**

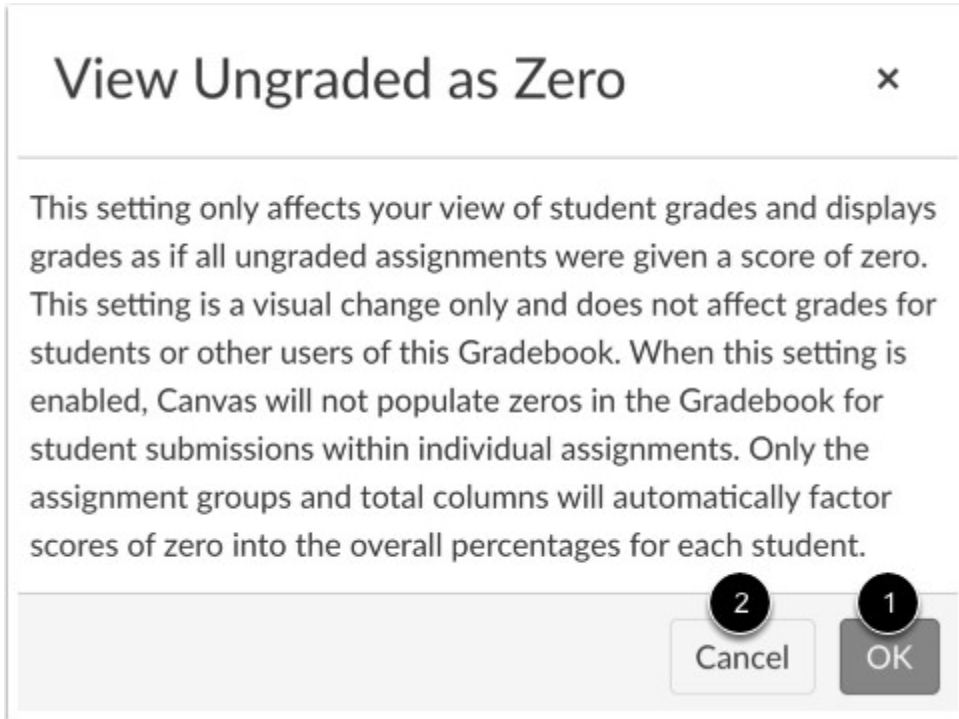
**Status Color**

Cancel
Apply Settings

In the **View Options** tab [1], click the **View Ungraded as 0** checkbox [2].

**Note:** If the View Ungraded as 0 option does not display in your Gradebook, this option has not been enabled by your institution.

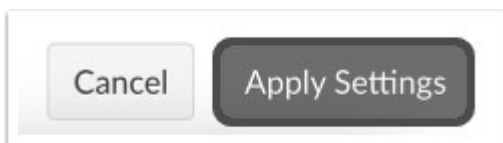
## View Warning Message



A warning displays to inform you that this setting is a visual change only and does not affect grades for students or other users of this Gradebook.

To proceed and view ungraded assignments with zero grades, click the **OK** button [1]. To return to the Gradebook, click the **Cancel** button [2].

## Apply Settings



Click the **Apply Settings** button.

## View Gradebook

Gradebook

Import

Export

Student Names

Assignment Names

Search Students

Search Assignments

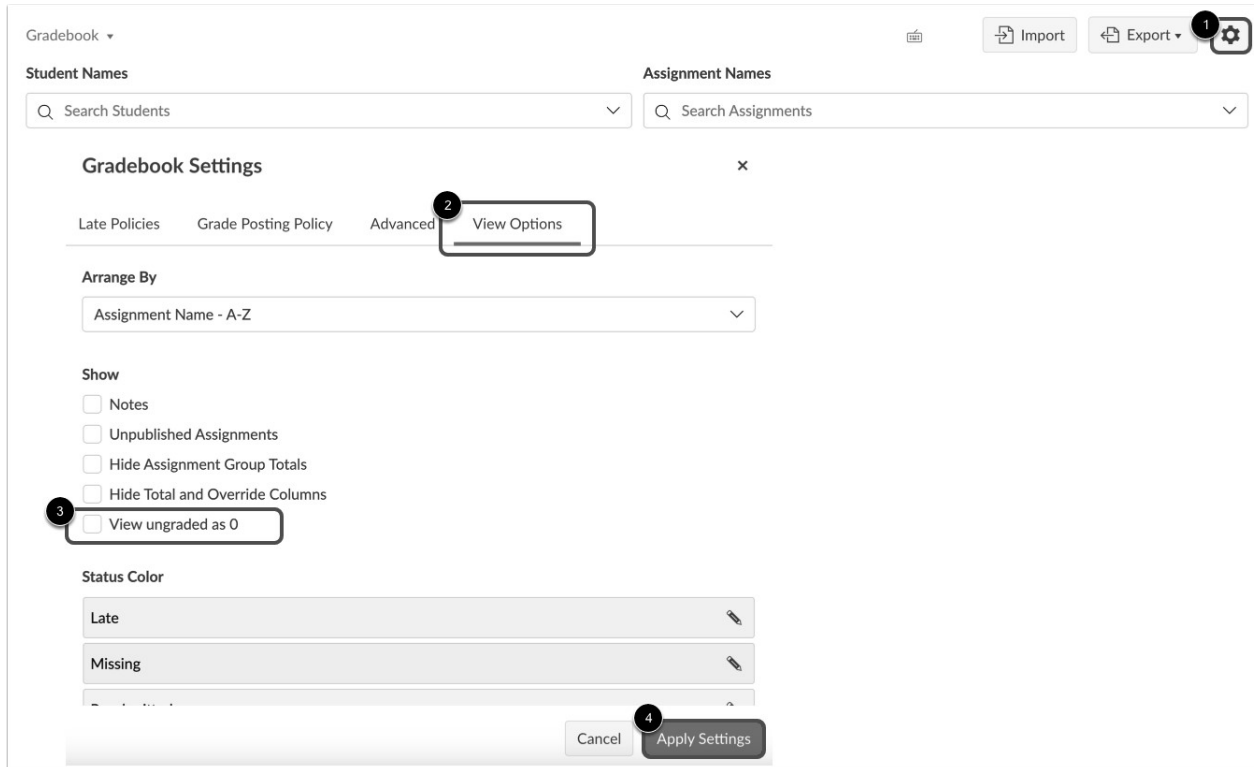
Apply Filters

Student Name	Assignments UNGRADED AS 0	Discussions UNGRADED AS 0	Quizzes UNGRADED AS 0	Migrated Quizzes UNGRADED AS 0	Total UNGRADED AS 0
Emily Boone History 101 and History 101 MWF	54.24%	19.29%	6.59%	-	40.8% Fail
Max Johnson History 101 T-Th	41.47%	8.57%	0%	-	30.52% Fail
Bruce Jones History 101 and History 101 T-Th	48.06%	0%	0%	-	34.9% Fail
Joe Rogers History 101	48.63%	10.53%	0%	-	35.76% Fail
Nora Sanderson History 101 T-Th	47.52%	5%	0%	-	34.36% Fail

The View Ungraded as 0 option displays as a heading in all assignment group columns [1] and the Total column [2] to indicate this feature is turned on in the Gradebook. This indicates that gradebook and assignment group totals display visually as if all ungraded assignments were graded with zero points. Actual student grades are not affected.

**Note:** The View Ungraded as 0 option will not populate zeros in the Gradebook for student submissions within individual assignments. Only the assignment groups and total columns will visually factor scores of zero into the overall percentages for each student.

## Turn Off View Ungraded as Zero



To turn off the View Ungraded as 0 option, click the **Settings** icon [2]. Then click the **View Options** tab [2], and deselect the **View Ungraded as 0** checkbox [3].

To save your changes, click the **Apply Settings** button [4].

## How do I use the Total column in the Gradebook?

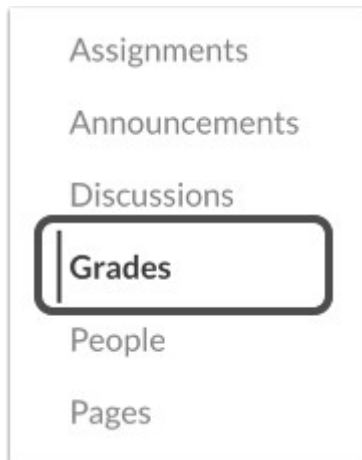
The Total column in the Gradebook displays a running total of all graded assignments in the course, including assignments with hidden grades.

You can customize the Total column in your Gradebook. The Total column can be moved to the front of the Gradebook or sorted to display grades in an ascending or descending order. You can switch your students' total grades from a percentage to a point value in the Gradebook. By default, total grades are shown as a percentage with two decimal places.

### Notes:

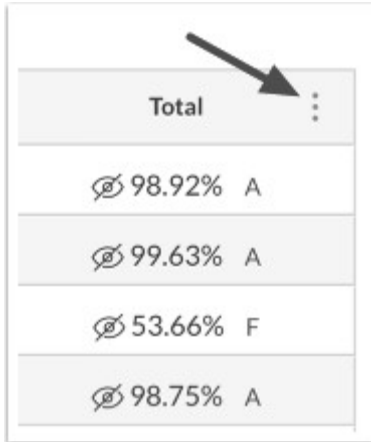
- Viewing total grades as a point value is available only if you use unweighted assignment groups in your course. When assignment groups are weighted, points cannot be displayed for the total grade.
- Viewing the Total column in the Gradebook may be restricted when multiple grading periods are enabled. This feature also limits viewing the total grade in the student Grades page.
- When Multiple Grading Periods are enabled in a course and grading periods are weighted, points cannot be displayed for the total grade.
- If you do not see the Total column, it may be hidden. Learn more about [view options in the Gradebook](#).

## Open Grades



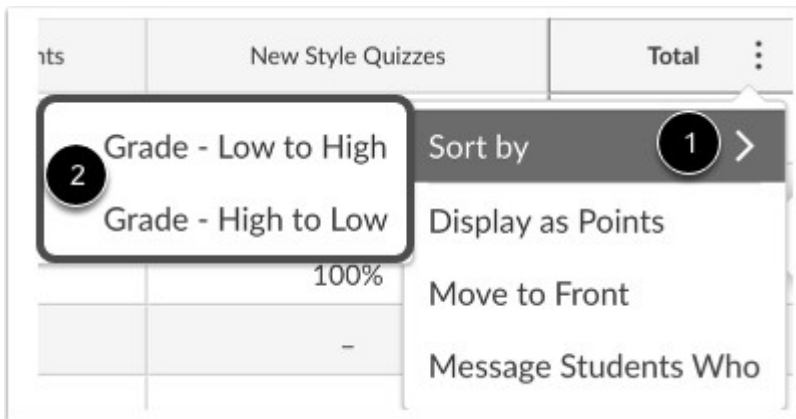
In Course Navigation, click the **Grades** link.

## Open Total Column Menu



Hover over the Total column header and click the **More Options** menu.

## Sort Total Column



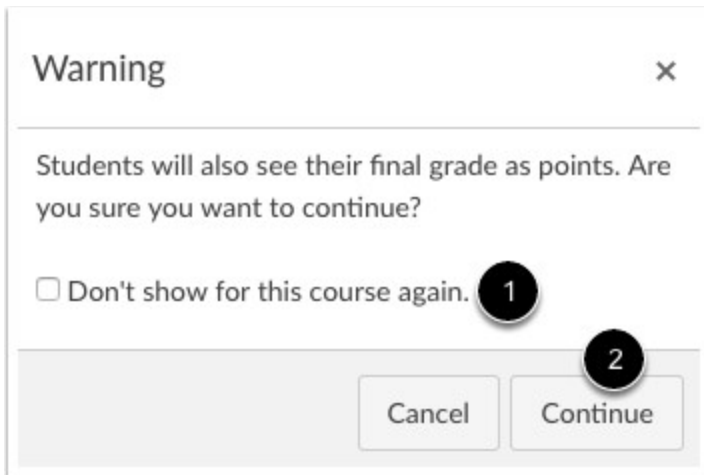
To sort the Gradebook by ascending or descending total grades, click the **Sort by** link [1], then select the **Grade - Low to High** or **Grade - High to Low** option [2].

## Switch to Points



By default, total grades are shown as a percentage with two decimal places.

If your course uses unweighted assignment groups, you can view your students' total grades as points. Click the **Display as Points** link.



Canvas confirms you want to switch the total grade view. If you do not want to see this warning message for your course again, click the **Don't show...** checkbox [1].

Click the **Continue** button [2].



## Switch to Percentages



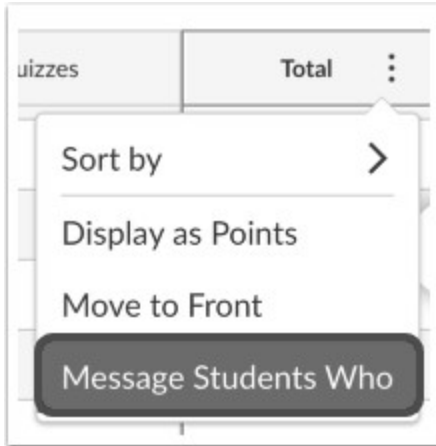
You can switch back to percentages by clicking the Total menu icon and selecting **Display as Percentage**.

## Move Total Column



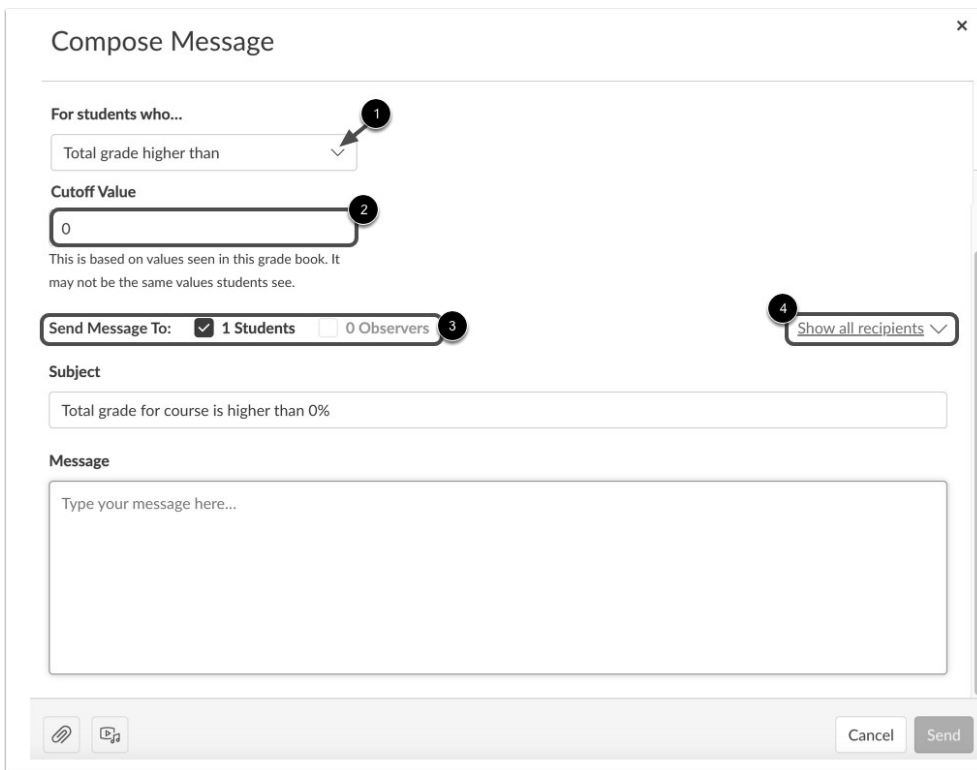
To move the Total column to the front of the Gradebook, click the **Move to Front** link.

## Message Students Who



To send a message to a group of students based on their grades, click the **Message Students Who** link.

## Select Message Recipients



A screenshot of the 'Compose Message' dialog box in Canvas. The dialog has a title bar with a close button (X). The main content area includes:

- For students who...**: A dropdown menu showing 'Total grade higher than' with a checkmark. A circled '1' points to this dropdown.
- Cutoff Value**: A text input field containing '0'. A circled '2' points to this field. Below it, a note states: 'This is based on values seen in this grade book. It may not be the same values students see.'
- Send Message To:**: Two radio buttons. The first is checked and labeled '1 Students'. The second is labeled '0 Observers'. A circled '3' points to the '0 Observers' option.
- Show all recipients**: A link with a dropdown arrow. A circled '4' points to this link.
- Subject**: A text input field containing 'Total grade for course is higher than 0%'.
- Message**: A large text area with the placeholder text 'Type your message here...'.

At the bottom of the dialog, there are icons for attaching files and a 'Send' button. A 'Cancel' button is also present.

Select a group of users to receive the message. By default, the message is for students who have a **Total grade higher than the Cutoff Value**.

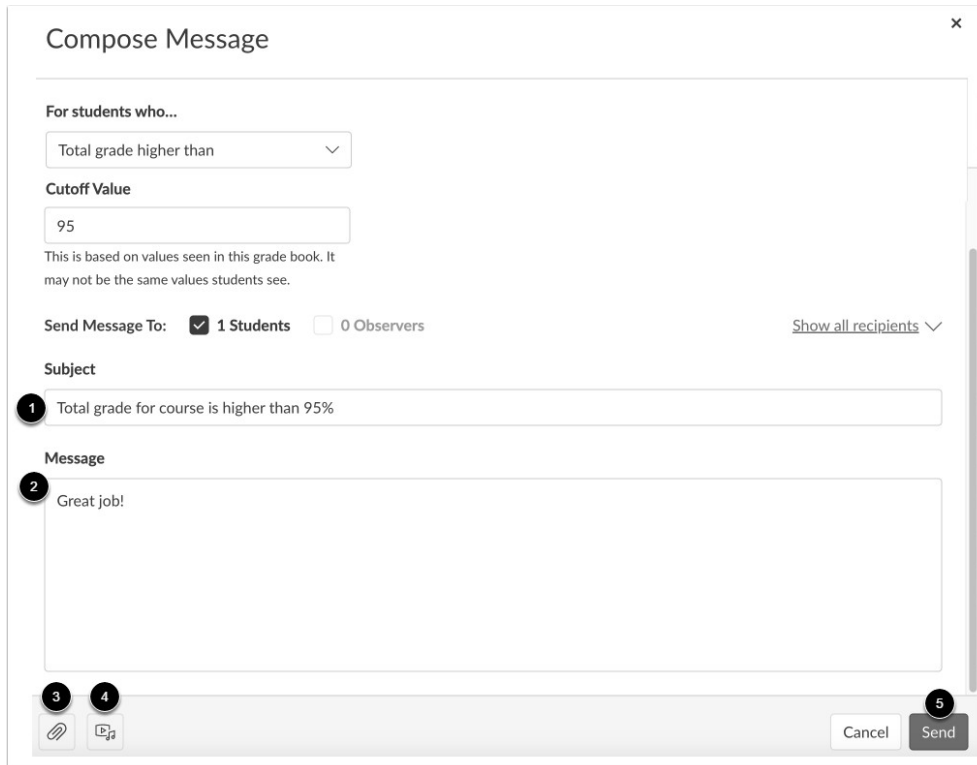
To send the message to students whose total grade is lower than a number, click the **For students who** drop-down menu [1], and select the **Total grade lower than** option.

Enter a percentage grade in the **Cutoff Value** field [2].

To select or deselect users with a given role, click the checkboxes in the **Send Message To** field [3].

To view, add, or remove specific users, click the **Show all recipients** link [4].

## Enter Message Content



By default, the subject is a message based on your selections. To edit the subject, enter a different subject in the **Subject** field [1].

Type a message to the students in the **Message** field [2].

To attach a file to the message, click the **Attach** button [3].

To create a media recording or upload a media file, click the **Media** icon [4].

To send the message, click the **Send** button [5].

**Notes:**

- Although one message most likely will be sent to multiple students at the same time, each student receives an individual message.
- You can also message students by individual gradebook assignments.

## How do I sort and display student data in the Gradebook?

The Student Name column displays the students in your course. You can view options to sort names by first or last name, SIS ID, Integration ID, and Login ID and display names by either first or last name. You can also choose to view concluded and inactive enrollments.

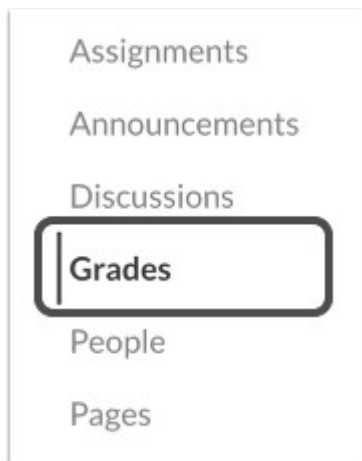
Additionally, the Secondary Info menu allows secondary information to display below the student's name. Options include the student's section, SIS ID, Integration ID, Login ID, Group, or no display. Only one secondary information option can be displayed at one time.

The following keyboard shortcuts are supported in the Gradebook:

- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

**Note:** Student names display according to the Sortable Name listed in a user's personal account settings.

## Open Grades



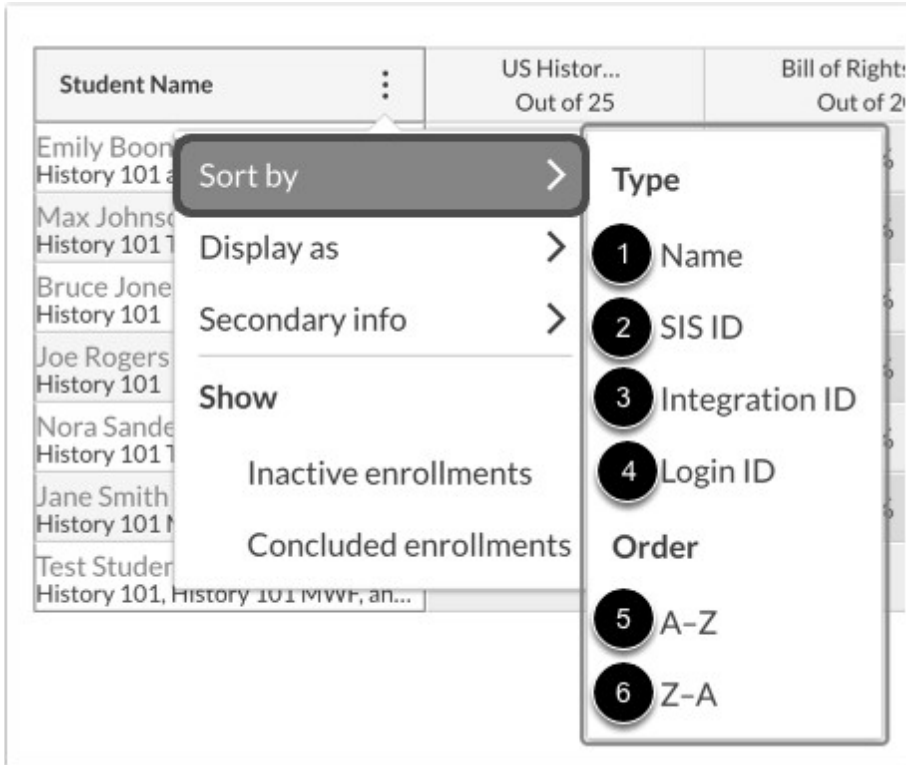
In Course Navigation, click the **Grades** link.

## Open Student Name Menu

Student Name
Emily Boone History 101 Section 1
Jessica Doe History 101 Section 1
Max Johnson History 101 Section 1
Bruce Jones History 101 Section 2
Joe Rogers History 101 Section 2
Nora Sanderson History 101 Section 1
Jane Smith History 101 Section 1
Test Student History 101 Section 1 and...

Hover over the Student Name column header and select the **Options** icon.

## Sort Student Names



To sort students by last name, select the **Sort by** link. By default, names are sorted alphabetically by last name from A-Z [1].

To sort students by SIS ID, click the **SIS ID** option [2].

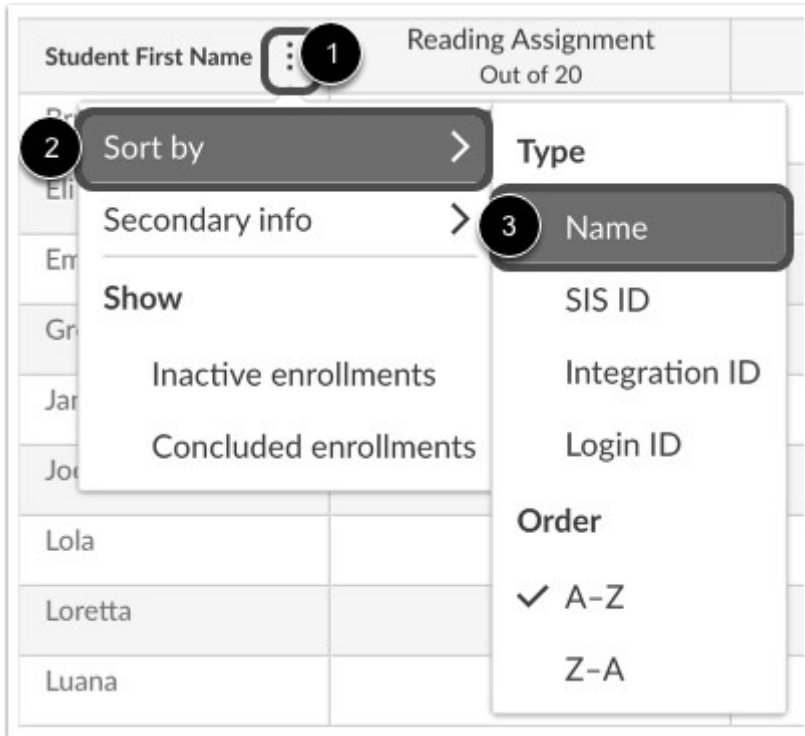
To sort students by Integration ID, click the **Integration ID** option [3].

To sort students by Login ID, click the **Login ID** option [4].

To order students in ascending order, click the **A-Z** option [5].

To order students in descending order, click the **Z-A** option [6].

## Sort Student First Names



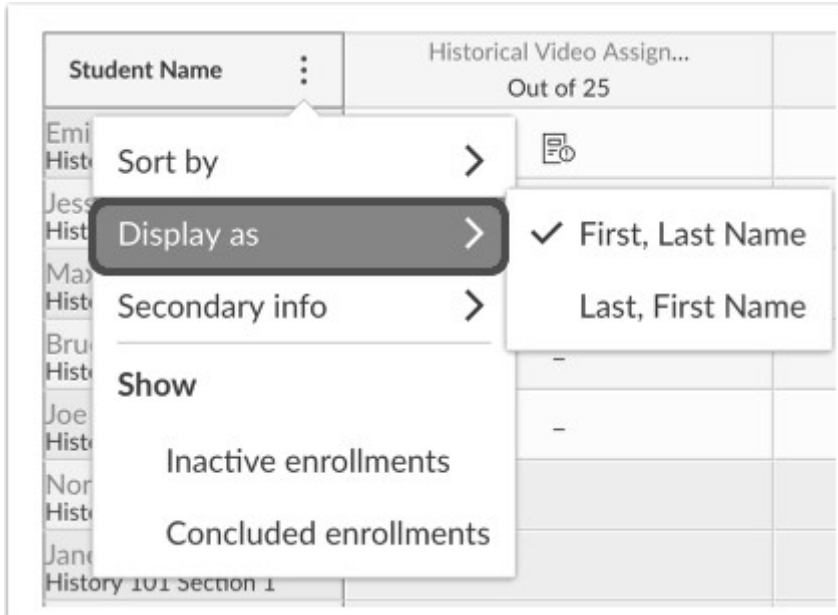
When the Allow gradebook users to view and export student first and last names in separate columns account setting is enabled, you can sort students by first name.

To sort by first name, click the **Student First Name** option icon [1]. Then select the **Sort by** link [2] and select the **Name** option [3]. By default, first names are sorted alphabetically A-Z.

**Note:** Sorting students by last name continues to be available.

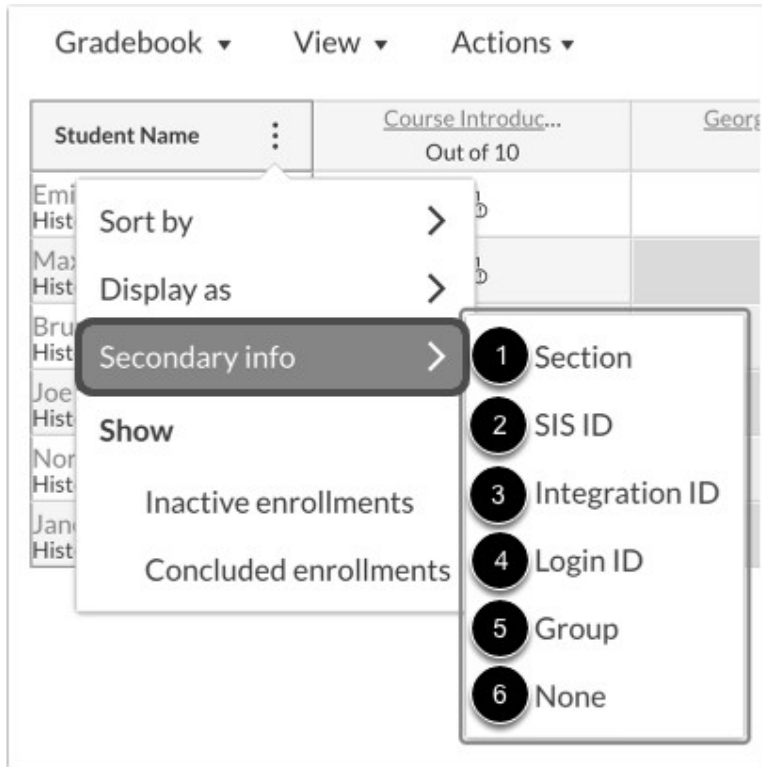


## Display Name Order



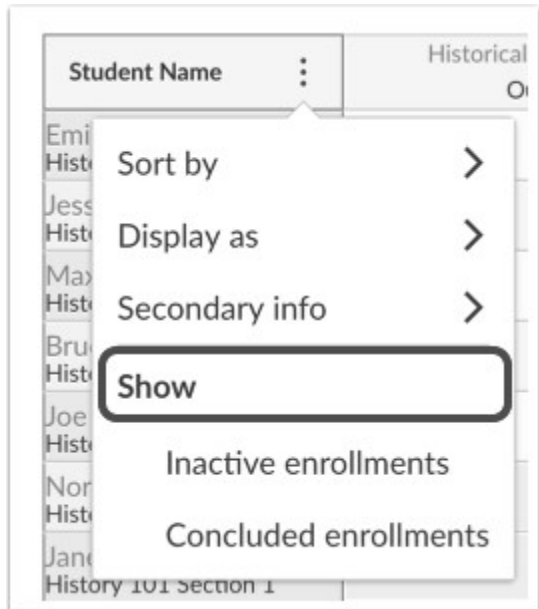
To display names in a specific name order, select the **Display as** link. By default, names display as first name, last name. To sort in descending order, click the **Last, First Name** option.

## View Secondary Info



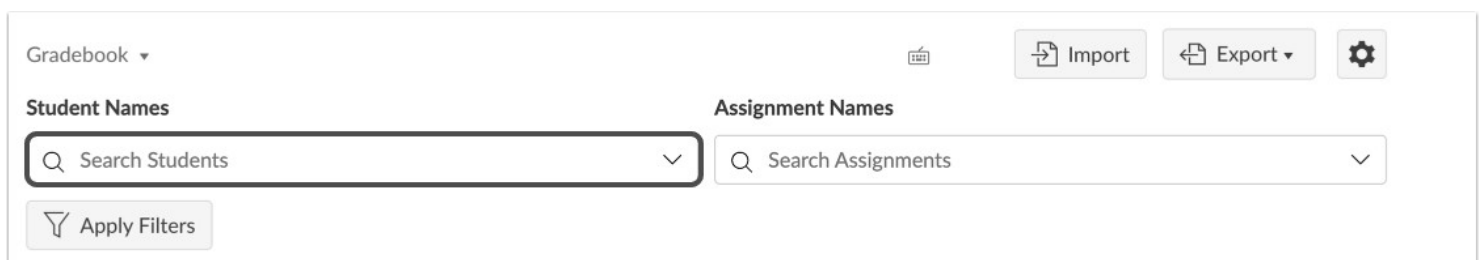
To view secondary information for students, select the **Secondary info** link. You can have the Student Name column display each student's section [1], SIS ID [2], Integration ID [3], Login ID [4], or Group [5]. You can also choose to have the column display no secondary information [6].

## Show Enrollments



To [view grades for inactive or concluded enrollments](#), view the Show section and select the **Inactive enrollments** or **Concluded enrollments** link. You can view both enrollment types at the same time in the Gradebook.

## Search Students



By default, the Gradebook shows all active students. To search for students by name or SIS ID, enter your search query in the **Search Students** field. The Gradebook automatically filters results as you type.

The Search Students field allows multiple student names to be filtered at the same time.

The Search Students field also respects Concluded and Inactive Enrollment options. If the Concluded Enrollment or Inactive Enrollment options are selected as filters, no Concluded or Inactive enrollments display in the Gradebook.

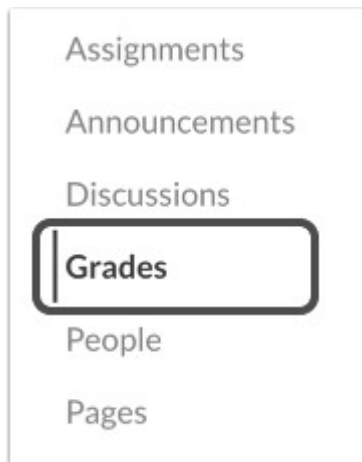
## How do I view assignments or students individually in the Gradebook?

The Gradebook Individual View allows instructors to assess one student and one assignment at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and assignment and contains many of the same settings that are [available in the Gradebook](#). Late policies, posting policies, and some sorting and filtering options are not currently supported in Individual View.

Like all Gradebook tabs, Individual View is persistent. Once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to another view.

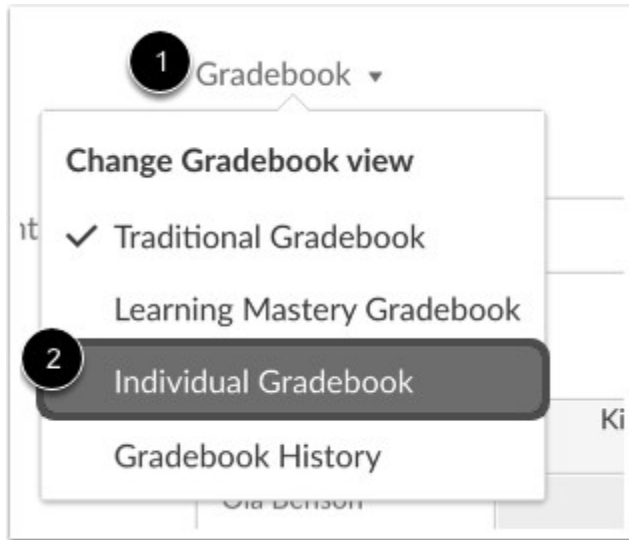
**Note:** If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or SpeedGrader.

## Open Gradebook



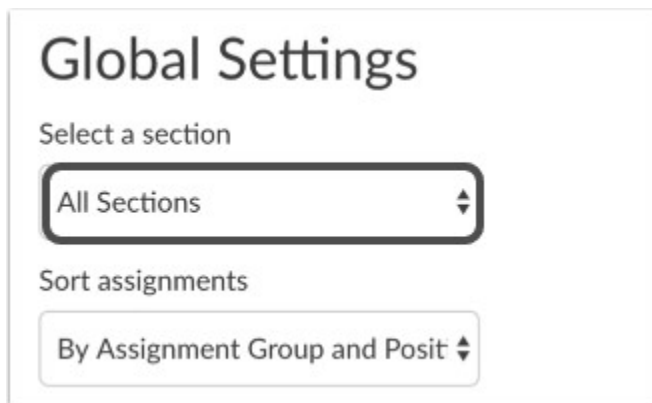
In Course Navigation, click the **Grades** link.

## Switch to Individual Gradebook



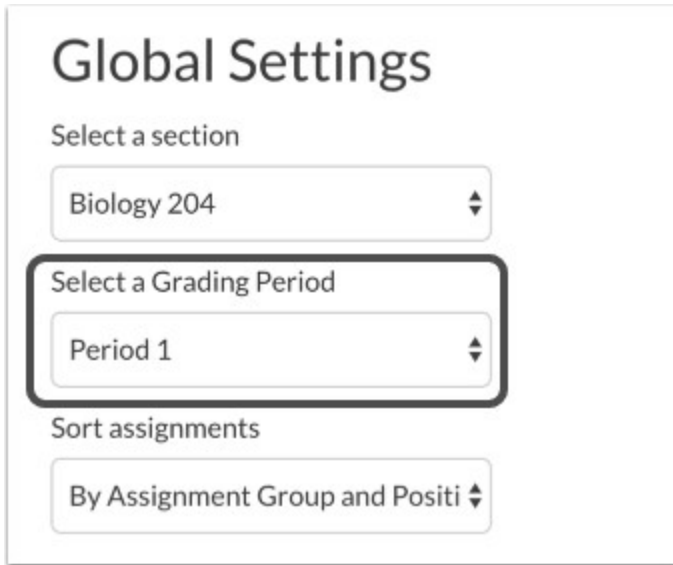
Click the **Gradebook** menu [1], then click the **Individual Gradebook** link [2].

## Select Section



In the **Select a section** drop-down menu, select the section you want to view.

## Select Grading Period



**Global Settings**

Select a section

Biology 204

**Select a Grading Period**

Period 1

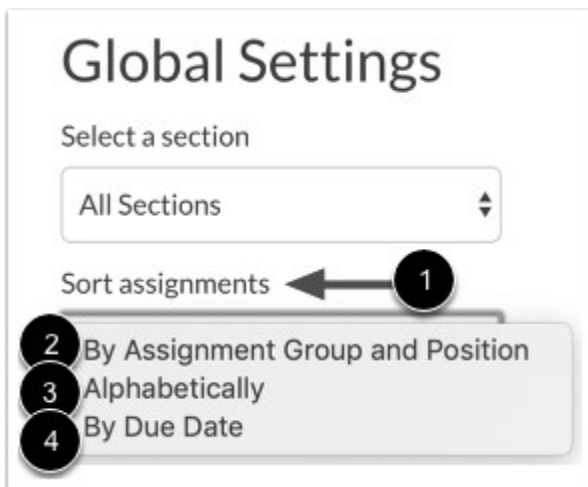
Sort assignments

By Assignment Group and Position

When [Multiple Grading Periods](#) are enabled in a course, select the grading period you want to view in the **Select a Grading Period** drop-down menu.

**Note:** You can only manage grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.

## Sort Assignments



**Global Settings**

Select a section

All Sections

Sort assignments

1

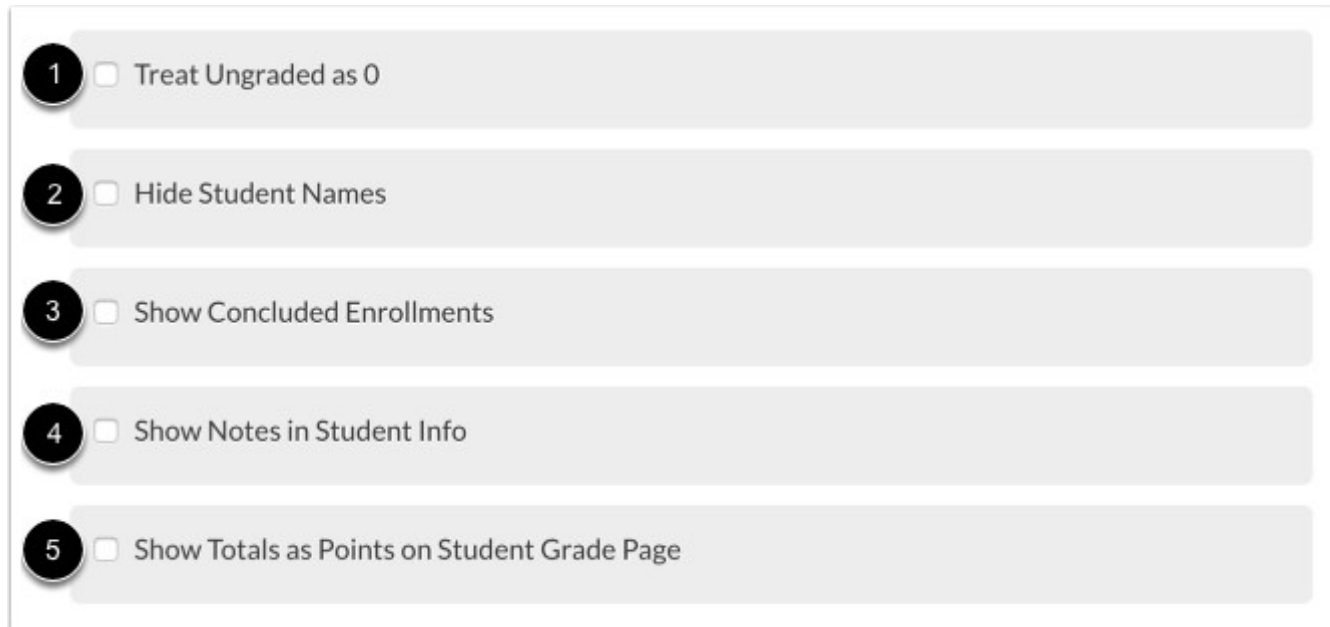
2 By Assignment Group and Position

3 Alphabetically

4 By Due Date

In the **Sort assignments** drop-down menu [1], select how to sort assignments. You can sort by assignment group and position [2], alphabetically [3], or by due date [4].

## Select Gradebook Settings



1 ☐ Treat Ungraded as 0

2 ☐ Hide Student Names

3 ☐ Show Concluded Enrollments

4 ☐ Show Notes in Student Info

5 ☐ Show Totals as Points on Student Grade Page

Select any settings you want to display in the Gradebook Individual View.

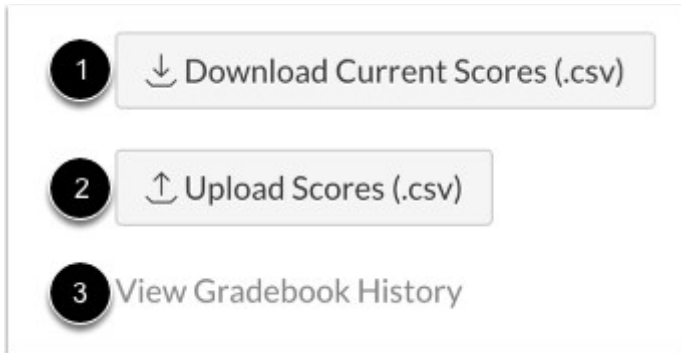
To give ungraded assignments a zero grade, click the **Treat Ungraded Assignments as 0** checkbox [1].

To hide student names, click the **Hide Student Names** checkbox [2]. To [display concluded enrollments](#), click the **Show Concluded Enrollments** checkbox [3].

To display the [Notes Column](#) in the Student Information section, click the **Show Notes in Student Info** checkbox [4]. To show totals as [points instead of percentage](#), click the **Show Totals as Points on Student Grade Page** checkbox [5].

### Notes:

- The Treat Ungraded Assignments as 0 option may be restricted when multiple grading periods are enabled
- The Show Totals as Points on Student Grade Page option is only available if you are using unweighted [assignment groups](#) in your course



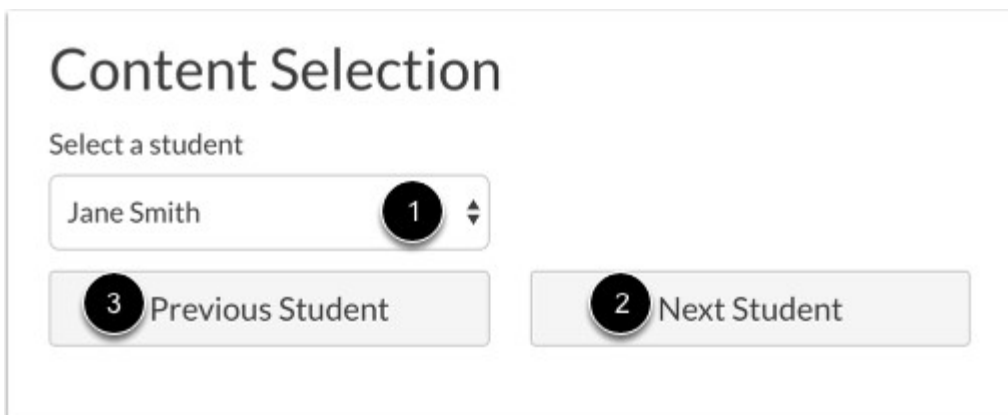
You can also select additional Gradebook settings by clicking the corresponding button:

To [download scores in a CSV file](#), click the **Download Current Scores** button [1].

To [upload scores in a CSV file](#), click the **Upload Scores** button [2].

To [view the history of grading changes](#), click the **View Gradebook History** link [3].

## Select Student



In the **Select a student** drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2]. To return to the previous student, click the **Previous Student** button [3].

Student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.



## Select Assignment

### Content Selection

Select a student

Jane Smith

Previous Student

Next Student

Select an assignment

Historical Video Assignment

1

3 Previous Assignment

2 Next Assignment

In the **Select an assignment** drop-down menu [1], select the student's assignment you want to view. If you want to view the first assignment in your course, click the **Next Assignment** button [2]. To view the previous assignment, click the **Previous Assignment** button [3].

Assignments will be displayed according to your sorting preference in the Global Settings drop-down menu.

## View Gradebook Information

### Grading

Grade for: Revolution Review

1

(out of 30)

2

☐ Excuse This Assignment for the Selected Student

3

Submission Details

Once you select a student and an assignment, the Grading, Student Information, and Assignment Information sections will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

In the Grading section, you can manage the grade for the selected student and assignment.

To [change a student's grade](#), enter the grade in the **Grade** field [1]. To [excuse the assignment](#), click the **Excuse This Assignment for the Selected Student** checkbox [2].

To view submission details, click the **Submission Details** button [3].

## View Submission Details

Emily Boone
×

### Revolution Review

Grade:  out of 30 1
5 Update Grade

More details in the SpeedGrader 4

Submitted: Aug 18, 2019 at 7:27pm 2

Submitted files:

History Report.docx 3

Add a comment

Great work on this assignment! 6

7 Post Comment

The Submission Details page displays the assignment grade [1], submission date and time [2], and any submitted files [3]. To view more details, click the **More details in the SpeedGrader** link [4].

To change the grade, enter the grade in the Grade field and click the **Update Grade** button [5].

To add a comment for the student, enter the comment in the **Add a comment** field [6] and click the **Post Comment** button [7].

## View Student Information

### Student Information

- Emily Boone
- Secondary ID: emily.boone.canvas@gmail.com
- Sections: History 101, History 101 MWF
- Notes

- | Assignment Group | Grade              | Letter Grade | % of Grade |
|------------------|--------------------|--------------|------------|
| Assignments      | 91.71% (376 / 410) | Pass         | -          |
| Discussions      | 90% (18 / 20)      | Pass         | -          |
| Quizzes          | -                  | -            | -          |
| Extra Credit     | -                  | -            | -          |
| Summaries        | -                  | -            | -          |
- Final Grade: 91.63% (394 / 430 points) - Pass

The Student Information section displays the student's name [1], secondary ID [2], and course sections [3]. To open the student's Grades page, click the name of the student.

If the Show Notes in Student Info option has been selected in Global Settings, Student Information section will also display the **Notes** field [4].

In the Grades table [5], you can view grades for each assignment group. When grading periods are weighted and the All Grading Periods options is selected, the Grades section displays the weight of each grading period.

The Grades table also displays the student's final grade [6]. The final grade may not be available when multiple grading periods are enabled.

## View Assignment Information

### Assignment Information

Revolution Review 1  
 See this assignment in speedgrader 2

3 Download all submissions

4 Submission types: Online text entry, Online URL, Media recording, Online upload

5 Graded submissions: 6

<span>6</span> Points possible	<span>7</span> Average Score	<span>8</span> High Score	<span>9</span> Low Score
30	24.5	30	19

10 Message students who...

11 Set default grade

12 Curve Grades

The Assignment Information section allows you manage settings and view information for the entire assignment.

To open the assignment details page, click the name of the assignment [1]. To open the assignment in SpeedGrader, click the **See this assignment in SpeedGrader** link [2].

To download all submissions, click the **Download all submissions** button [3].

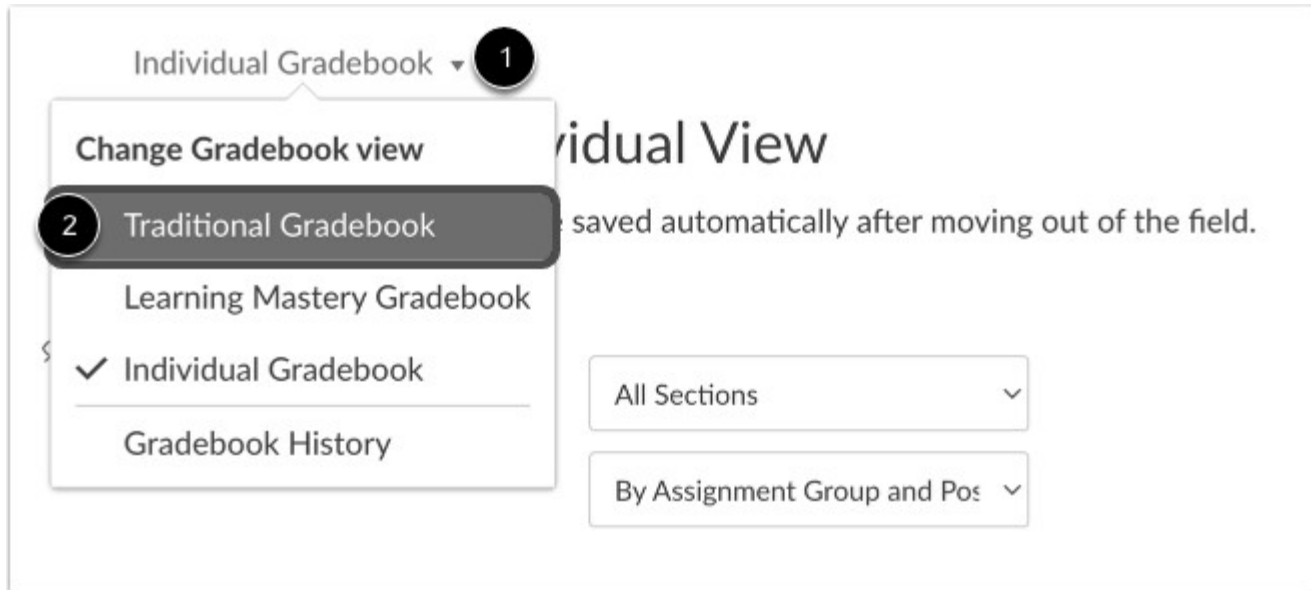
You can also view the submission types enabled for the assignment [4], the number of graded submissions [5], the number of points possible [6], average score [7], high score [8], and low score [9].

To send a message to students who meet specific criteria, click the **Message Students who** button [10].

To set a default grade for the assignment, click the **Set default grade** button [11]. To curve grades for the assignment, click the **Curve Grades** button [12].

**Note:** The Message students who button will not display if you are viewing an anonymous assignment.

## Switch to Traditional Gradebook



To switch to the Traditional Gradebook, click the **Gradebook** drop-down menu [1] and select the **Traditional Gradebook** option [2].

## How do I view grades for inactive or concluded student enrollments in the Gradebook?

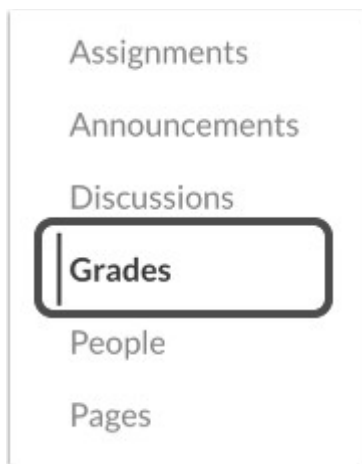
You can view the grades for inactive and concluded student enrollments in the Gradebook. However, depending on the enrollment type, you may not be able to perform certain actions. Learn more about enrollments types in the [Canvas Enrollment Status Comparison resource document](#).

For concluded student enrollments, all content in the Gradebook is read only and cannot be changed. Grades can also be viewed when viewing concluded enrollments in the People page.

For inactive student enrollments, grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback.

**Note:** Inactive and concluded enrollments also show in [downloaded CSV files](#) and SpeedGrader assignment submissions.

## Open Grades



In Course Navigation, click the **Grades** link.

## Open Student Name Menu

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35

Hover over the Student Name column header and click the **Options** icon.

## Show Inactive Enrollments

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35

- Sort by >
- Display as >
- Secondary info >
- Show
  - Inactive enrollments
  - Concluded enrollments



To view inactive enrollments, select the **Inactive enrollments** link.

## View Inactive Enrollments

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Bruce Jones <b>inactive</b>	28
Nora Sanderson	29
Jane Smith	35
Test Student	-

View the inactive student in the Gradebook. You will be able to edit the grades. However, the student will not be able to access the course to view the grades or any submission comments or feedback.

## Show Concluded Enrollments

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Bruce Sanderson	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35

Sort by >  
 Display as >  
 Secondary info >  
 Show  
 Inactive enrollments  
**Concluded enrollments**

To view concluded enrollments, select the **Concluded enrollments** link.

## View Concluded Enrollments

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Joe Rogers <b>concluded</b>	32
Nora Sanderson	29
Jane Smith	35
Test Student	-

View the concluded student in the Gradebook. You will not be able to edit the grades.

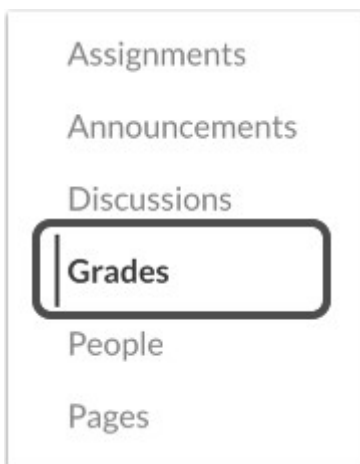
## How do I use the Notes column in the Gradebook?

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as extra student information or general notes. The Notes column is not visible to students.

### Notes:

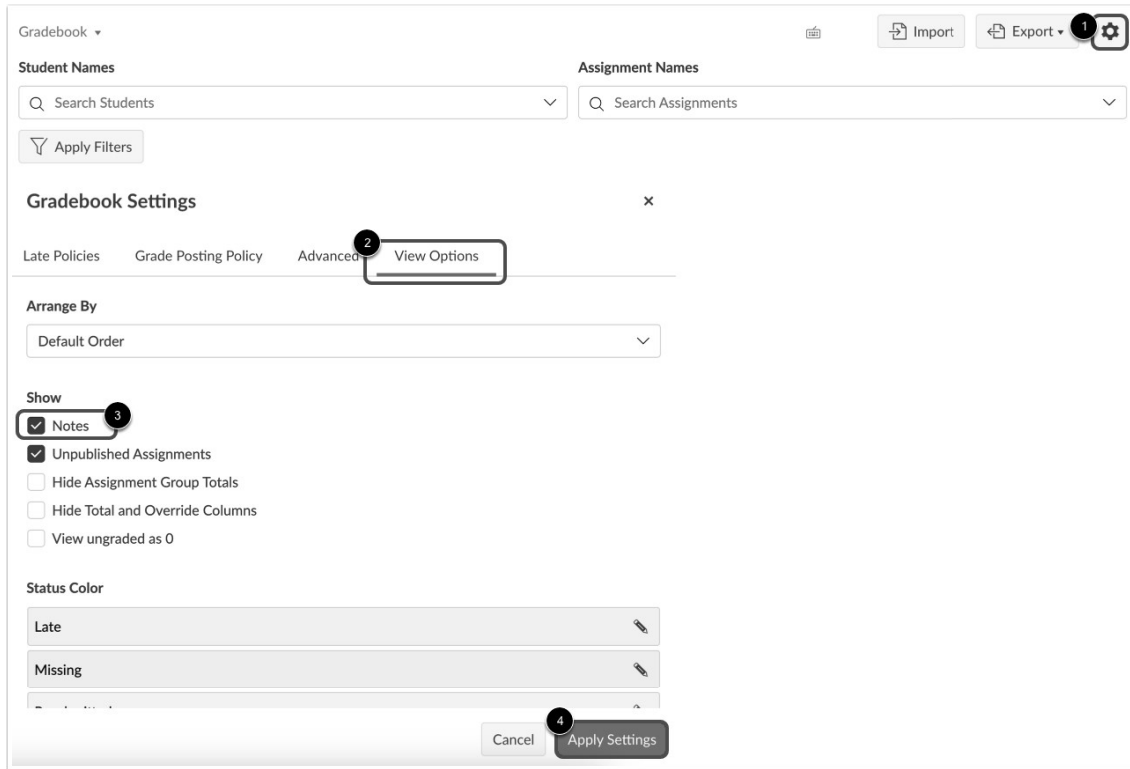
- Instructors can only show and hide the Notes column. Admins can use the API to create additional columns, but they cannot be hidden.
- The Notes column is included in the gradebook export CSV file, and you can add notes via CSV import.

## Open Grades



In Course Navigation, click the **Grades** link.

## Show Notes Column



Gradebook ▾

Student Names

Search Students ▾

Assignment Names

Search Assignments ▾

Apply Filters

Gradebook Settings

Late Policies Grade Posting Policy Advanced **View Options**

Arrange By

Default Order ▾

Show

☒ Notes

☒ Unpublished Assignments

☐ Hide Assignment Group Totals

☐ Hide Total and Override Columns

☐ View ungraded as 0

Status Color

Late

Missing

Cancel Apply Settings

Click the **Settings** icon [1].

To show the Notes column, click the **View Options** tab [2] and click the **Notes** checkbox [3]. Click the **Apply Settings** button [4].

## Insert Comments

Student Name	Notes	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10
Emily Boone		-	✓
Jessica Doe	<div>1</div>	35	✓
Max Johnson		30	✓
Bruce Jones		28	✗
Joe Rogers		32	✗
Nora Sanderson		29	✓
Jane Smith		35	✓

Student Name	Notes	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10
Emily Boone	<div>2</div>	-	✓
Jessica Doe			✓
Max Johnson			✓
Bruce Jones			✗
Joe Rogers			✗
Nora Sanderson		29	✓
Jane Smith		35	✓

3

Save

Cancel

To make a comment, click the note field for the appropriate student [1] and enter your note in the text field [2]. The note field allows up to 255 characters. To save your comment, click the **Save** button [3].

**Note:** To sort the Notes column, press the "s" key on your keyboard.

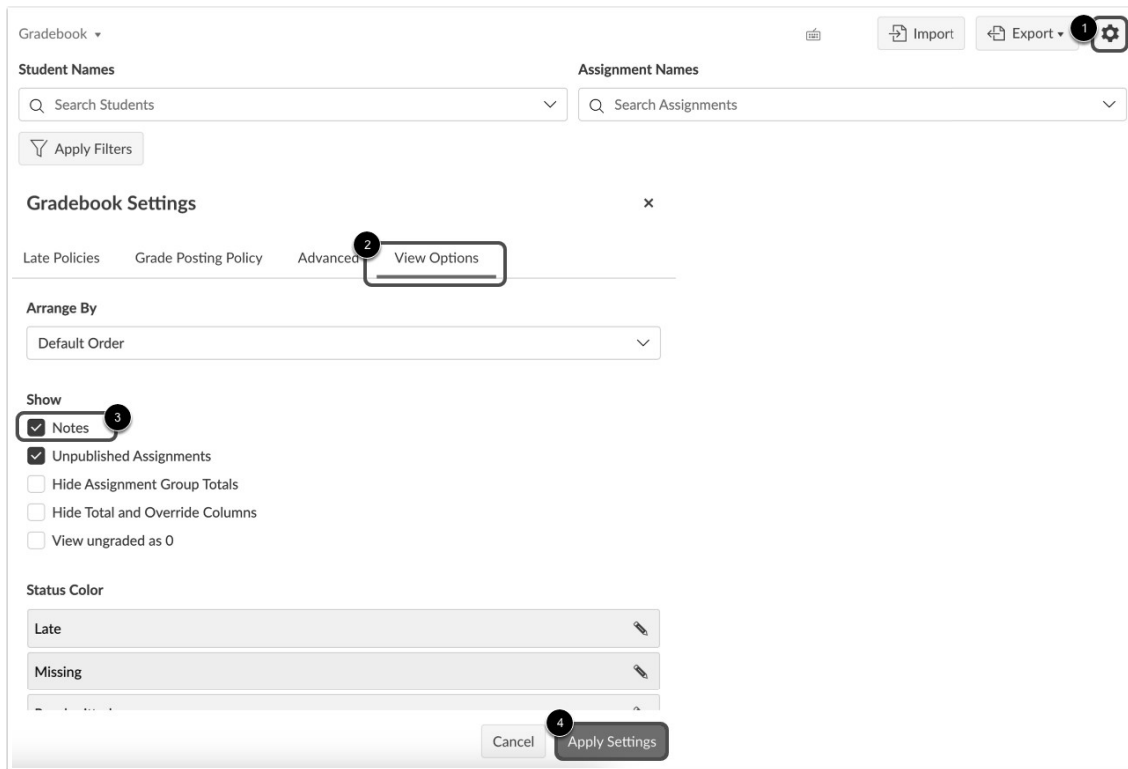
## View Comments

Student Name	Notes	Research Paper Out of 35
Emily Boone		-
Jessica Doe	Needs to participate.	35
Max Johnson		30
Bruce Jones		28
Joe Rogers		32
Nora Sanderson		29
Jane Smith		35

View your comments in the Notes column. You can view the full comment by resizing the column or re-clicking the notes text field.

**Note:** When you navigate away from the Gradebook, any changes to the size of the columns will be lost.

## Hide Notes Column



Click the **Settings** icon [1].

To hide the Notes column, click the **View Options** tab [2] and deselect the **Notes** checkbox [3]. Click the **Apply Settings** button [4].

**Note:** Hiding the Notes column does not lose any changes.



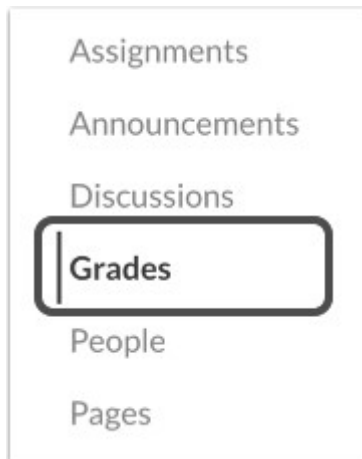
## How do I view the Unpublished Assignments column in the Gradebook?

By default, you can view unpublished assignments in the Gradebook. This setting can be turned off at any time.

When unpublished assignments are visible in the Gradebook, unpublished assignments display with a gray background. Unpublished assignment columns do not include a dash indicating that grades cannot be entered. Additionally, assignment menu options are not available until the assignment is published.

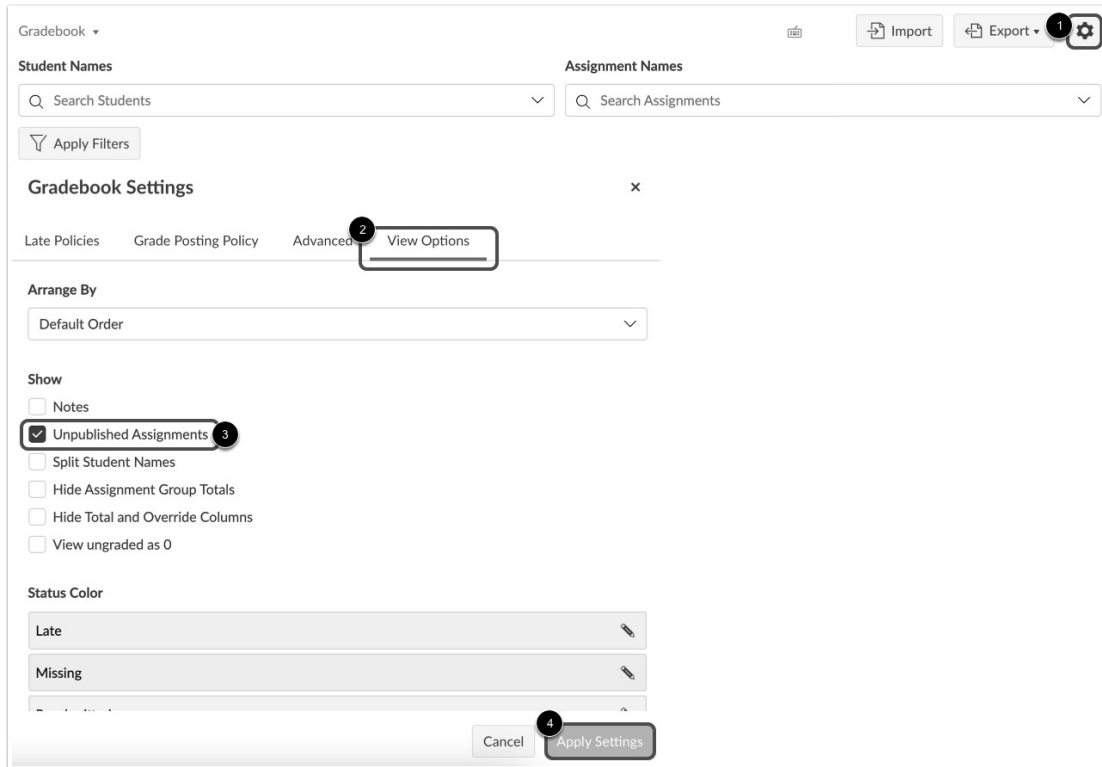
Unpublished assignments are not visible to students.

## Open Grades



In Course Navigation, click the **Grades** link.

## Show Unpublished Assignments



Gradebook ▾

Student Names

Q Search Students ▾

Assignment Names

Q Search Assignments ▾

Apply Filters

Gradebook Settings

Late Policies Grade Posting Policy Advanced **View Options**

Arrange By

Default Order ▾

Show

☐ Notes

☒ Unpublished Assignments

☐ Split Student Names

☐ Hide Assignment Group Totals

☐ Hide Total and Override Columns

☐ View ungraded as 0

Status Color

Late

Missing

Cancel Apply Settings

Click the **Settings** icon [1].

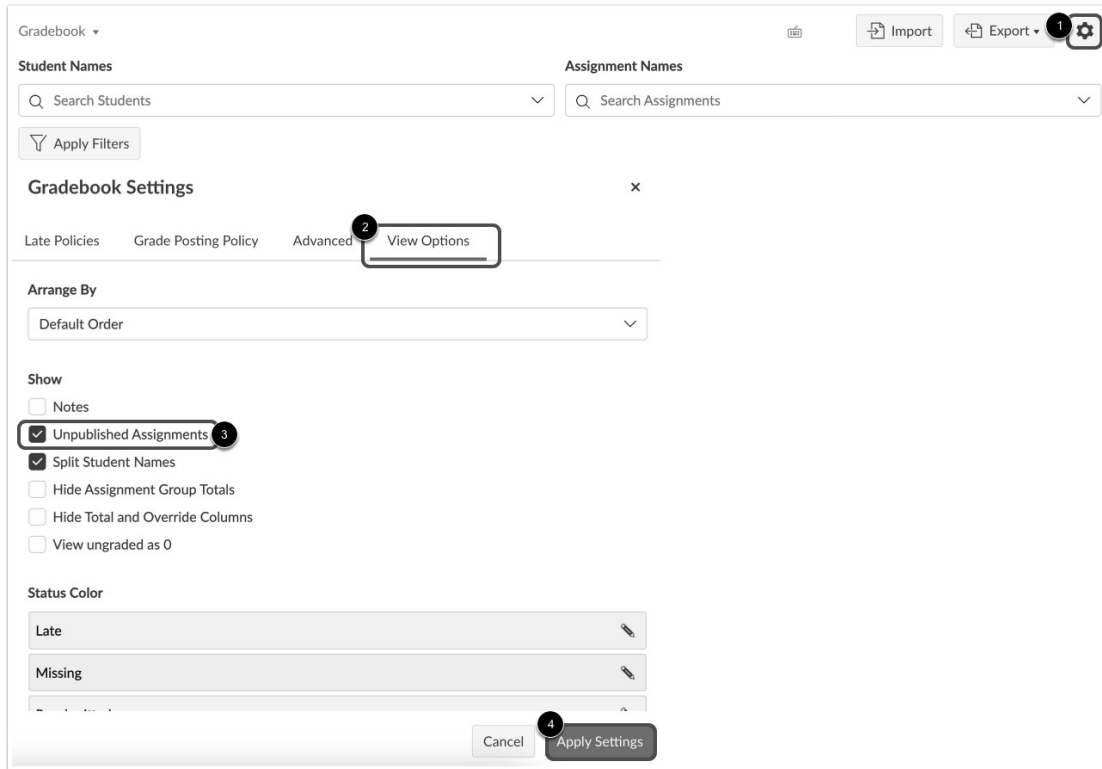
To show the unpublished assignments column, click the **View Options** tab [2] and click the **Unpublished Assignments** checkbox [3]. Click the **Apply Settings** button [4].

## View Unpublished Assignment

Gradebook ▾		View ▾	Actions ▾
Student Name	Pre-Colonial Assignment UNPUBLISHED		
Emily Boone			
Jessica Doe			
Max Johnson			
Bruce Jones			
Joe Rogers			
Nora Sanderson			
Jane Smith			

View the unpublished assignment column. You can view the assignment name, but the cells are grayed out and are not editable until the assignment is published.

## Hide Unpublished Assignments



Gradebook ▾

Student Names

Search Students ▾

Apply Filters

Assignment Names

Search Assignments ▾

Gradebook Settings

Late Policies Grade Posting Policy Advanced **View Options**

Arrange By

Default Order ▾

Show

☐ Notes

☒ Unpublished Assignments

☒ Split Student Names

☐ Hide Assignment Group Totals

☐ Hide Total and Override Columns

☐ View ungraded as 0

Status Color

Late

Missing

Cancel Apply Settings

Click the **Settings** icon [1].

To hide the unpublished assignments column, click the **View Options** tab [2] and click the **Unpublished Assignments** checkbox [3]. Click the **Apply Settings** button [4].

## How do I view the Split Student Names column in the Gradebook?

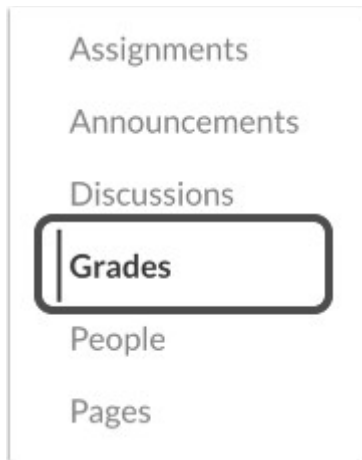
If enabled by your institution, the Gradebook View menu in individual courses displays the Split Student Names option, which displays student names as last name first.

If a user has a preferred name that is different from their legal name, the legal name is displayed.

When student names are split, the Last Name column can still be sorted by type and order and supports secondary information.

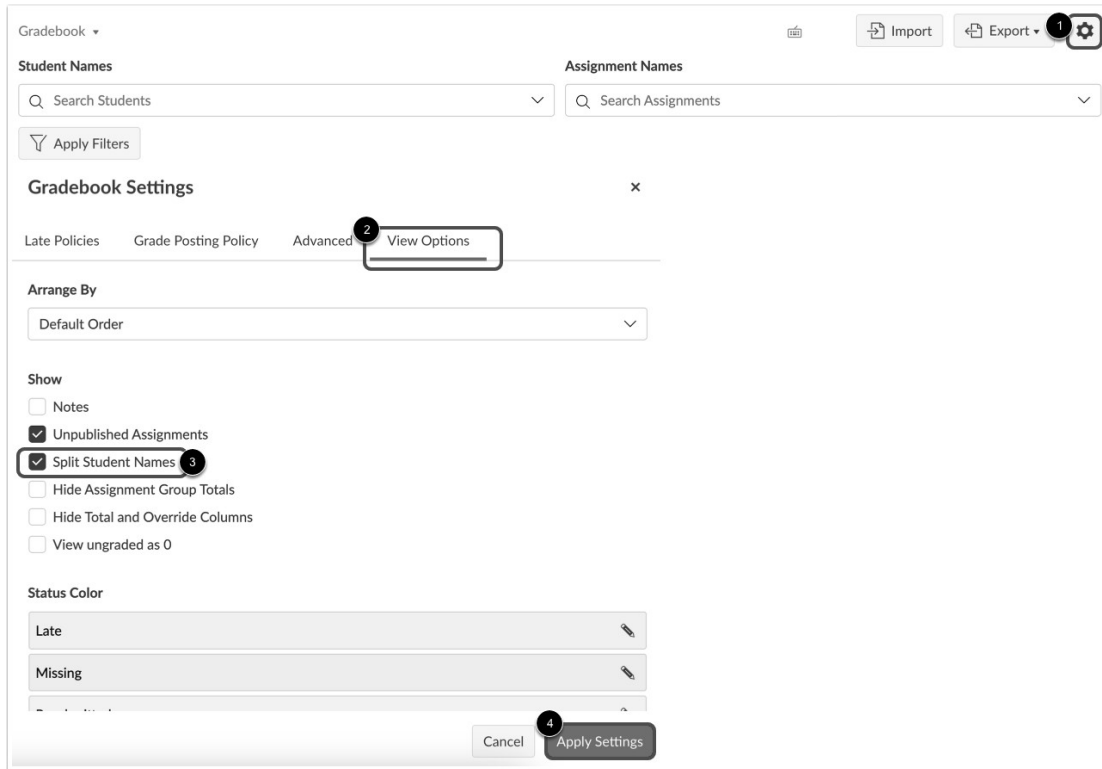
Split names are respected and displayed in the Gradebook CSV export.

## Open Grades



In Course Navigation, click the **Grades** link.

## Split Student Names



Gradebook ▾

Student Names Assignment Names

Q Search Students ▾ Q Search Assignments ▾

Apply Filters

Gradebook Settings ×

Late Policies Grade Posting Policy Advanced **View Options**

Arrange By

Default Order ▾

Show

- ☐ Notes
- ☒ Unpublished Assignments
- ☒ **Split Student Names**
- ☐ Hide Assignment Group Totals
- ☐ Hide Total and Override Columns
- ☐ View ungraded as 0

Status Color

Late

Missing

Cancel Apply Settings

Click the **Settings** icon [1].

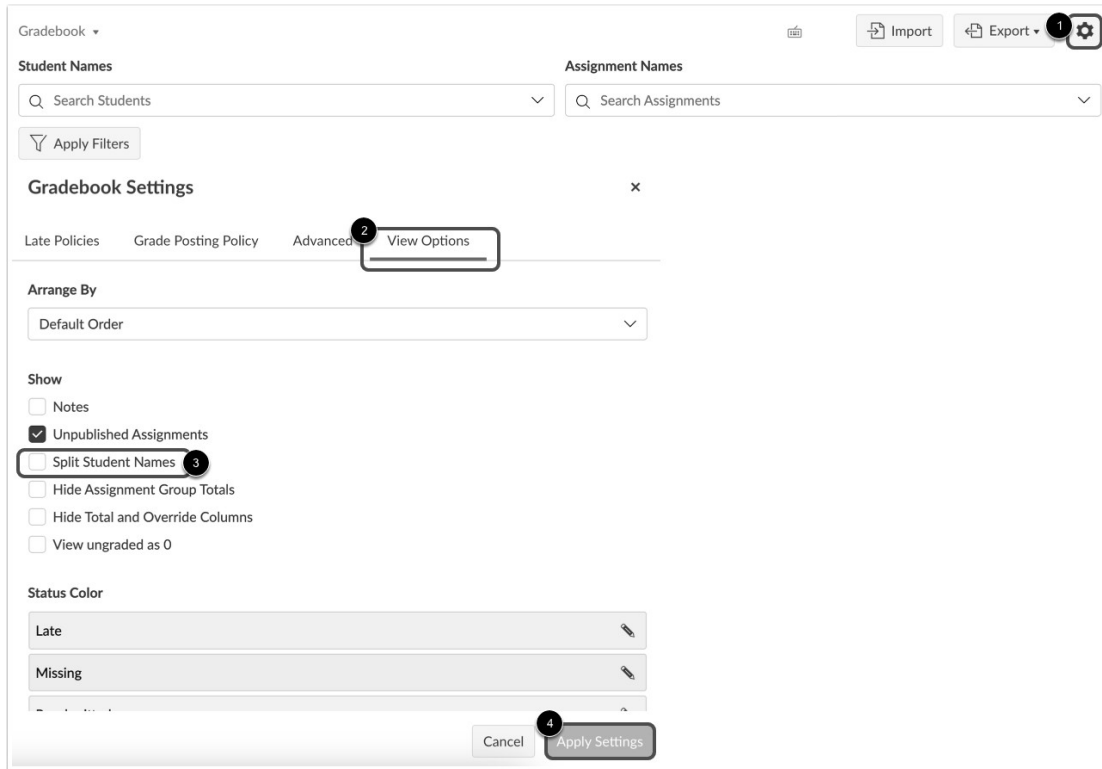
To separate the names, click the **View Options** tab [2] and click the **Split Student Names** checkbox [3]. Click the **Apply Settings** button [4].

## View Split Student Names

Student Names	
<input type="text" value="Search Students"/>	
Student Last Name	Student First Name
Benson	Ola
Boone	Emily
Boone	Emily
Bracci	Loretta
Cain	Mason
Clark	Lola
Johnson	Max
Jones	Bruce

View the separated last and first student names.

## Combine Separated Names



Gradebook ▾

Student Names

Q Search Students ▾

Assignment Names

Q Search Assignments ▾

Apply Filters

Gradebook Settings ×

Late Policies Grade Posting Policy Advanced **View Options**

Arrange By

Default Order ▾

Show

☐ Notes

☒ Unpublished Assignments

☒ Split Student Names

☐ Hide Assignment Group Totals

☐ Hide Total and Override Columns

☐ View ungraded as 0

Status Color

Late

Missing

Cancel Apply Settings

Click the **Settings** icon [1].

To combine the separated columns, click the **View Options** tab [2] and deselect the **Split Student Names** checkbox [3]. Click the **Apply Settings** button [4].



## How do I create assignment columns for non-submission assignments in the Gradebook?

Columns in the [Gradebook](#) are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment submission type.

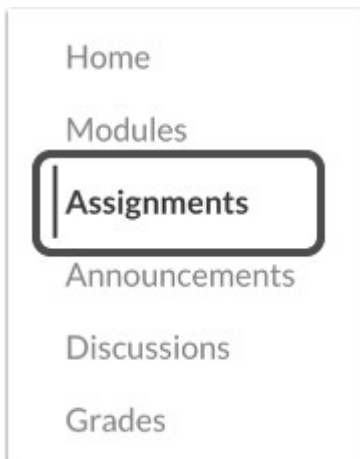
- *No Submission* assignments are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give extra credit.
- *On Paper* assignments are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When students view the assignment, they see that the assignment will be submitted on paper.

To create multiple columns at once, you can [upload changes to the Gradebook](#).

### Notes:

- The Gradebook will display unpublished assignments, but you cannot enter grades for unpublished assignments.
- Not Graded assignment types will not appear in the Gradebook.
- For a zero point assignment to factor into a student's grade, you must add at least one additional graded assignment with a positive point value. This additional assignment can be in any assignment group.

## Open Assignments



In Course Navigation, click the **Assignments** link.

## Add Assignment

All Grading Periods ▾

Search for Assignment

+ Group

+ Assignment

⚙ ▾

Click the **Add Assignment** button.

## Enter Assignment Details






ⓘ Not Published ⋮

1





Assignment Name

Assignment Name

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U A ▾ P ▾ T<sup>2</sup> ▾ |  ▾  ▾  ▾  ▾  ▾ | ⋮

2

p   | 0 words |   ⋮

3

Points 0

Assignment Group Homework ▾

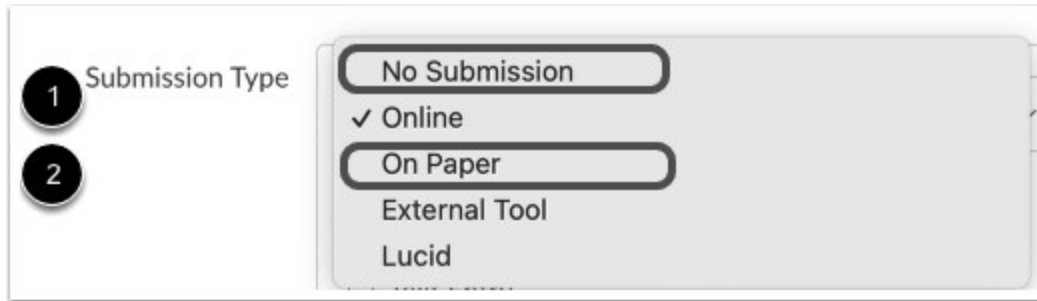
Display Grade as Points ▾

☐ Do not count this assignment towards the final grade

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].


**Note:** No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

## Set Submission Type



In the Submission Type drop-down menu, select the **No Submission** option [1] or **On Paper** option [2].

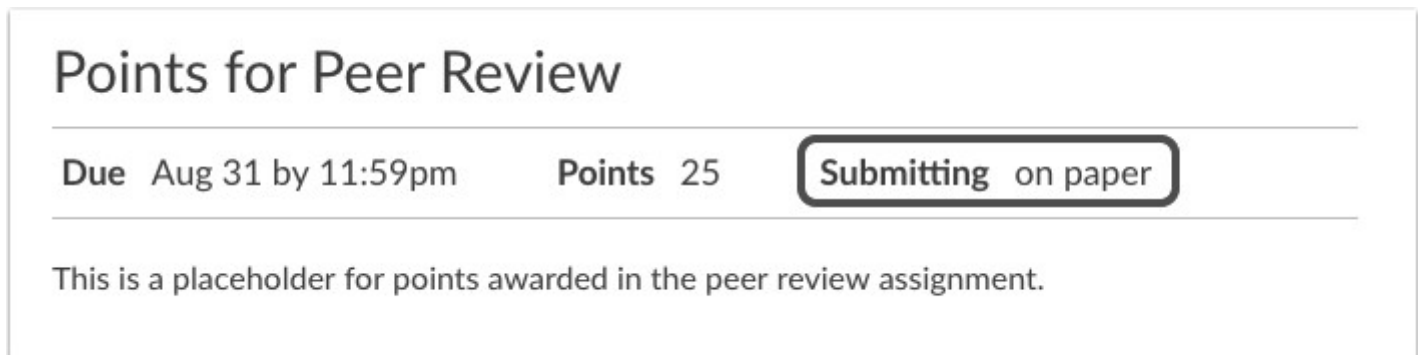
## Save and Publish



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

**Note:** Along with published assignments, the Gradebook will display unpublished assignments by default, but you can not enter grades for unpublished assignments.

## Student View






When students view a no submission or on-paper assignment, they will not see the **Submit Assignment** button. They can view the details and point value for the assignment. The Submitting section will indicate whether the submission is on-paper or if no submission is required.

## How do I use the icons and colors in the Gradebook?

The Gradebook includes several icons and colors that may display in the assignment columns, assignment groups, and Total column.

Icons and colors are simply gradebook indicators to assist you with course grading. All published assignments count toward a student's total grade unless they are excused assignments.

### Submission Type Icons

Student Name	A Closer Look: The United ... Out of 20	 The Declaration of Indepe... Out of 50	A Closer Look: Response 2 Out of 25
Emily Boone History 101 and History 101 MWF	 1	A	22
Max Johnson History 101 T-Th	95%	2 C	21
Bruce Jones History 101		A	25
Joe Rogers History 101	–	Excused	19

The Gradebook displays one **Assignment Icon** [1], regardless of assignment type, to note a submission that needs to be graded. A submission is noted as needing to be graded in the following conditions:

- A submission has been received but has not been graded
- A submission was graded but the grade was removed by the instructor
- An assignment or quiz was resubmitted
- A quiz was submitted in Classic Quizzes, but is not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve

An [assignment with grades hidden from students](#) is indicated by the **Visibility** icon [2]. Additional situations apply:

- When weighted assignment groups are not enabled, the total column also includes a warning icon notifying you that the grade you see differs from the grade the students see because student grades on one or more graded assignments are hidden.
- If an assignment column displays the visibility icon and all cells are grayed out, the assignment is moderated.

**Note:** The Assignment icon does not display for resubmitted discussions.








## Grading Types

Student Name	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10	Articles of Confederatio... Out of 10	To Sign or Not to Sign Di... Out of 10
Emily Boone	- <b>1</b>	✓	A	93%	3.7
Jessica Doe	35 <b>2</b>	✓	A-	85%	4
Max Johnson	30	<b>3</b> ✓	<b>5</b> B	<b>6</b> 70%	<b>7</b> 3.3
Bruce Jones	28	<b>4</b> ✗	B-	60%	2.7
Joe Rogers	32	✗	B+	100%	3.3
Nora Sanderson	29	✓	A-	90%	<b>8</b> Excused
Jane Smith	35	✓	C	-	4
Test Student	-	-	-	-	-



Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:

- **Dash [1]:** No submission
- **Number [2]:** Points grade
- **Check Icon [3]:** Complete grade
- **X Icon [4]:** Incomplete grade
- **Letter [5]:** Letter grade
- **Percentage [6]:** Percentage grade
- **GPA [7]:** GPA scale
- **Excused [8]:** Excused assignment

## Column Warning Icons

Student Name	Total
Emily Boone	 88.01% B+
Jessica Doe	 84.56% B
Max Johnson	 77.33% C+
Bruce Jones	 59.03% F
Joe Rogers	 73.75% C-
Jane Smith	 79.64% C+
Test Student	 -

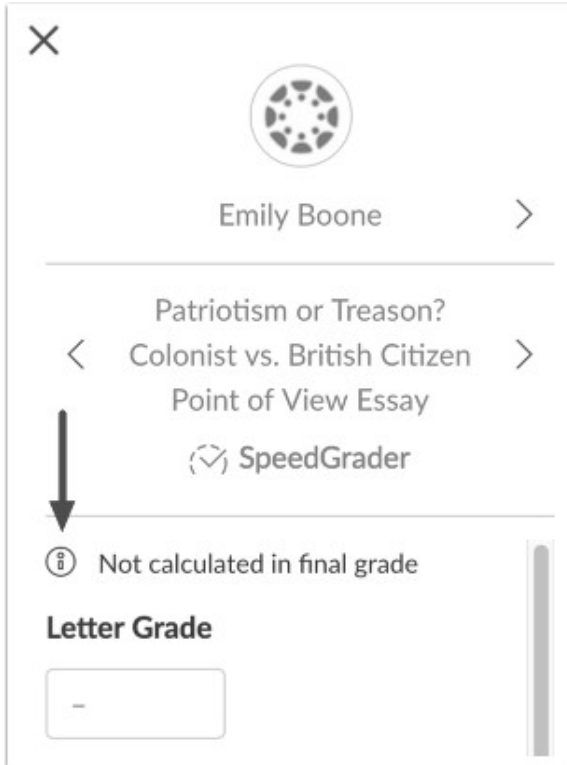
Student Name	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1	 A+
Jessica Doe History 101 Section 1	A-
Max Johnson History 101 Section 1	B
Bruce Jones History 101 Section 2	 B-
Joe Rogers History 101 Section 2	B+
Nora Sanderson History 101 Section 1	A-
Jane Smith History 101 Section 1	C
Test Student History 101 Section 1 and...	-

The **Black Warning Icon** [1] notifies you that the final score does not include one of the assignment groups because the group has zero points possible (the warning will tell you which assignment group is affected). This icon only displays in the total column related to assignment group errors.

You can correct the assignment group warnings by making sure a weighted assignment group has an assignment worth more than zero points, or, if an assignment is supposed to have zero points, adding another assignment with more than zero points to the assignment group.

The **Red Warning Icon** [2] notifies you that the entered grade is not supported in the grading scheme. Canvas will also display an invalid grade warning message when an invalid grade is entered.

## Grade Detail Tray Warning Icon









The **Grade Detail Tray Warning Icon** displays a warning icon for assignments that are not calculated as part of the final grade. This icon displays if the **Do not count this assignment towards the final grade** option is selected, or if the assignment is in a weighted assignment group with no weighted percentage.

The Grade Detail Tray also reflects if assignment grades are hidden.



## Visibility Icons

Student Name	"Identifying Symbols" Group ... Out of 5 <b>MANUAL</b>	 Perspective Analysis - Module 1 R... Out of 50	Total
Emily Boone	-		93.33%
Jessica Doe	-	50	 100%
Max Johnson	-	44	 86.25%
Bruce Jones	-	38	 75%
Joe Rogers	-	49	 98.75%

If you have applied a [manual posting policy in a course](#) or in an [individual assignment](#), the Manual label will display in the Gradebook.

The **Manual** label [1] indicates that a manual posting policy is currently in place and future grades are hidden from student view or that a manual posting policy was previously used to hide grades in an assignment. If you have selected a manual posting policy for a course, all assignments that have hidden grades will display the Visibility icon.

The **Visibility** icon [2] indicates that there are grades within the assignment that [must be posted](#) before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3] to indicate that the total grade in the Gradebook differs from the total grade viewed by the student.

## Colors

Student Name	The Declaration of Indep... Out of 50	History Overview Out of 11
Emily Boone		
Jessica Doe		
Max Johnson	 1	
Bruce Jones	- 2	-
Joe Rogers	 3	
Nora Sanderson	F 4	-
Jane Smith	Excused 5	-
Test Student	-	-

The Gradebook includes a default set of colors that indicate various statuses for assignments:

- Blue [1]: Late submission
- Red [2]: Missing submission
- Green [3]: Resubmitted assignment or quiz
- Orange [4]: Dropped grade
- Yellow [5]: Excused assignment







Status colors in your Gradebook may vary, as you can [change the status colors](#) for each status in the Gradebook. However, you cannot change the status names.

Gradebook rows alternate white and gray shading, so some colors may seem darker if they display in a row with gray shading.

### Notes:

- Depending on your institution, you may be able to apply custom gradebook statuses.
- The resubmitted assignment color does not apply to resubmitted discussions.

## Differentiated Assignments

Student Name	Historical Video Assign... Out of 25	A Closer Look: Response 2 Out of 25
Emily Boone		23
Jessica Doe		
Max Johnson	25	
Bruce Jones	-	-
Joe Rogers	-	
Nora Sanderson		
Jane Smith		
Test Student		

When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment and do not include a dash. Grades cannot be assigned to students who are not part of the assignment; those assignments are not factored into overall grades.

In the student grades page, students can only view assignments that have been assigned to them.







Differentiated assignments are also used in MasteryPaths.

## Closed Grading Periods

Student Name	Reading Assignment Out of 20 <b>MANUAL</b>
Emily Boone Biology 101 - B	20
Jessica Doemann Biology 101 - B	15
Max Johnson Biology 101 - B	20
Bruce Jones Biology 101	19
Joe Rogers Biology 101	18
Nora Sanderson Biology 101 - B	20
Jane Smith Biology 101 - B	-

If your course uses multiple grading periods, submission cells for an entire assignment in a closed grading period are grayed out in the Gradebook. Assignments in a closed grading period cannot be edited.

## Disabled Columns







Student Name	A Closer Look: Response 2 Out of 25	Articles of Confede... <b>UNPUBLISHED</b>	 Historical Video Assig... <b>ANONYMOUS</b>
Emily Boone			
Max Johnson	20		
Bruce Jones	19		
Joe Rogers	20		
Nora Sanderson	22		
Jane Smith	23		

Some columns are completely disabled until the status of the assignment is changed. Disabled columns do not include dashes in the Gradebook cells, which indicates that grades cannot be entered, and display a gray background.

Disabled columns are labeled for unpublished assignments [1] and anonymous assignments [2]. Grades cannot be entered for unpublished assignments until the assignment is published. For anonymous assignments, grade cells do not display any content, including the Needs Grading icons, until assignment grades are unhidden.

**Note:** Assignments that are both anonymous and moderated display as anonymous, though the Grade Detail Tray displays the assignments as being hidden. Moderated hidden assignments can be updated in the Gradebook, but any entered grades will be overwritten once final grades are posted.

## Turnitin Icons

Student Name	Turnitin Assignment 3 Out of 10	Turnitin Assignment 2 Out of 25
Emily Boone	8 	23 
Jessica Doe	- 	- 
Max Johnson	- 	22 
Bruce Jones	-	-

If you create a Turnitin assignment, the Gradebook displays Turnitin score icons in the Gradebook. To view details of the score, click the icon and view more details in SpeedGrader:

- **Gray icon** [1]: Similarity Report has not been generated yet
- **Color icon** [2]: Similarity Report has returned a score; the color is based on the Similarity Report percentage score
- A Clock icon indicates the Similarity Report is still being generated
- An Exclamation icon indicates there was an error when generating the Similarity Report

[Learn more about the Turnitin Similarity Report.](#)

## How do I sort an individual assignment column in the Gradebook?

Each individual assignment column includes options to sort by grade and assignment status. By default, the Gradebook is sorted by student last name in ascending order.

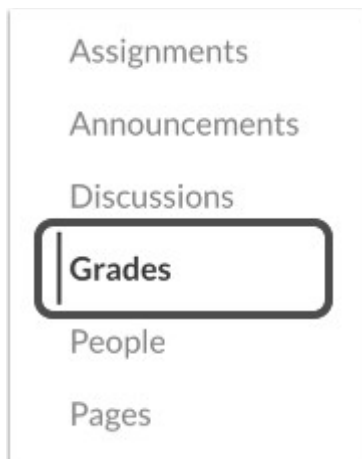
When sorting by status, each grade only displays one status. Sorting may affect any assignments that have been dropped according to a drop rule in the assignments page. The dominant status is always shown, so if an assignment is missing or late but is also a dropped grade, the dropped grade status will be shown. However, you can view the Grade Detail Tray to view additional details about the grade.

The following keyboard shortcuts are supported in the Gradebook:

- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

**Note:** Sorting is not available for anonymous assignments.

## Open Grades



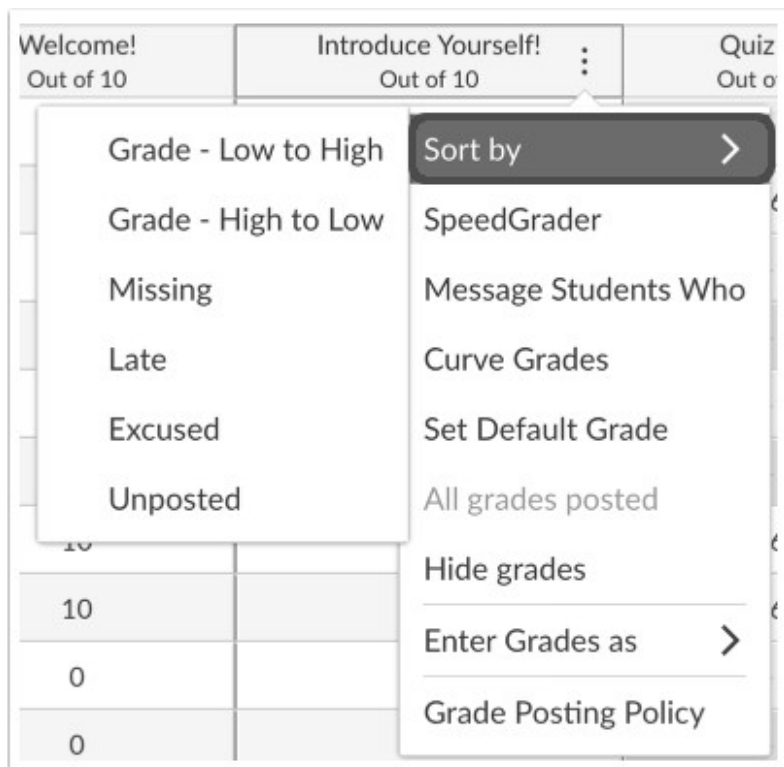
In Course Navigation, click the **Grades** link.

## Open Assignment Menu

Main Idea Analysis - Reading Assign... Out of 30	
	
30	
25	
22	
30	
28	
-	

Hover over the assignment column header and click the **Options** icon.

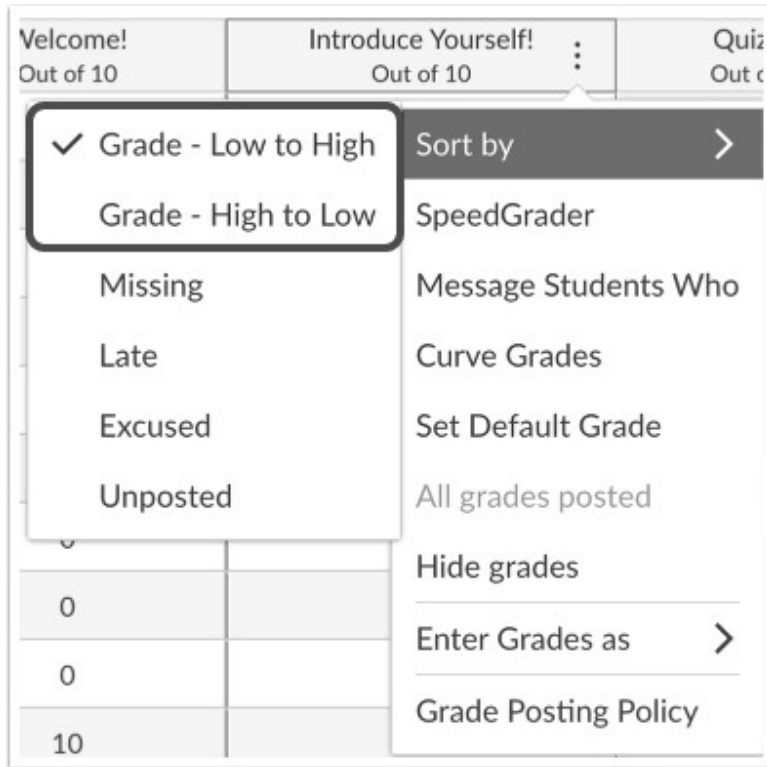
## Sort Column



Click the **Sort by** link, then select the option how you want to sort the column.

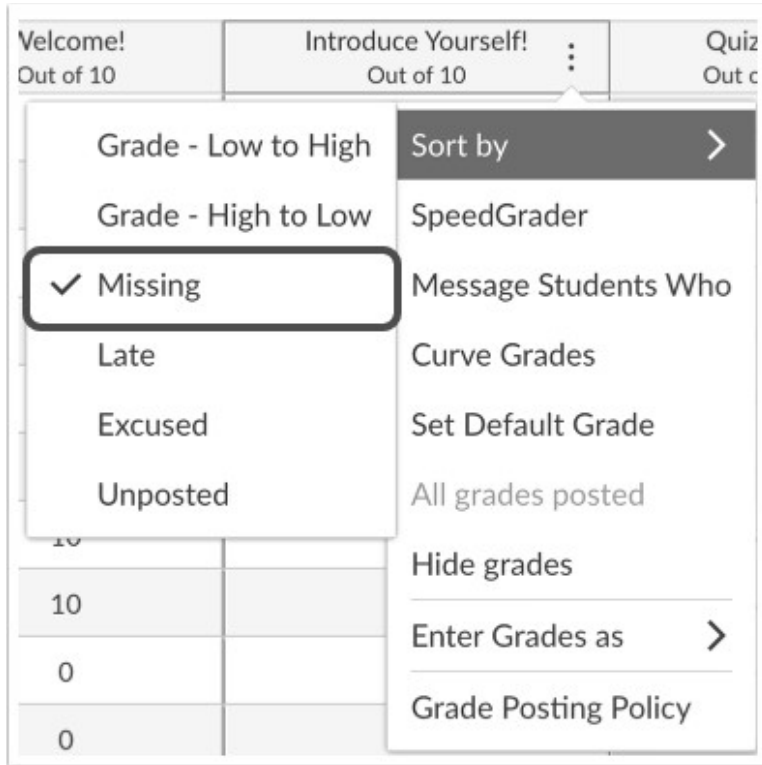


## Sort by Grade



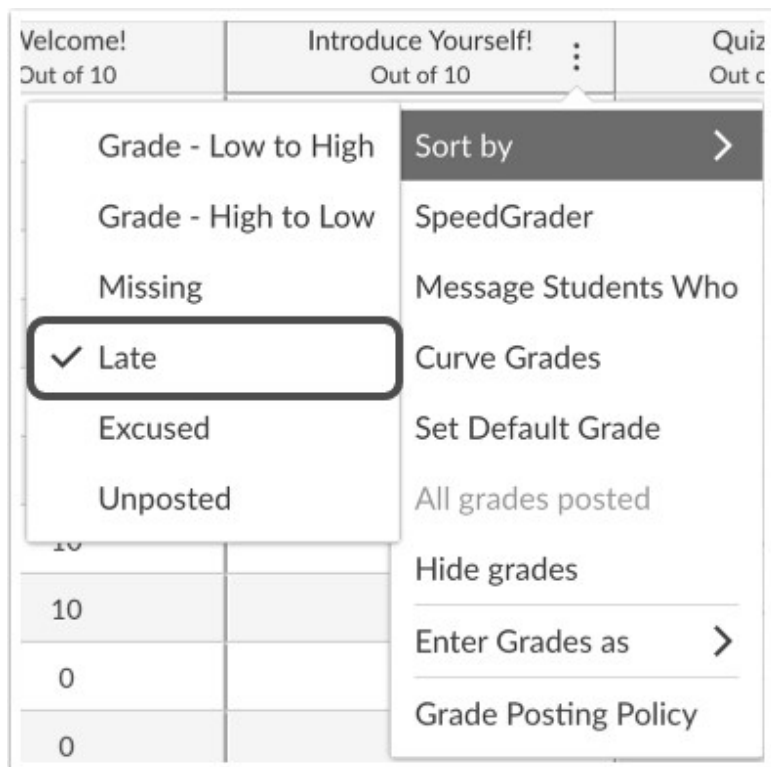
To sort by grade, select the **Grade - Low to High** or **Grade - High to Low** option.

## Sort by Missing



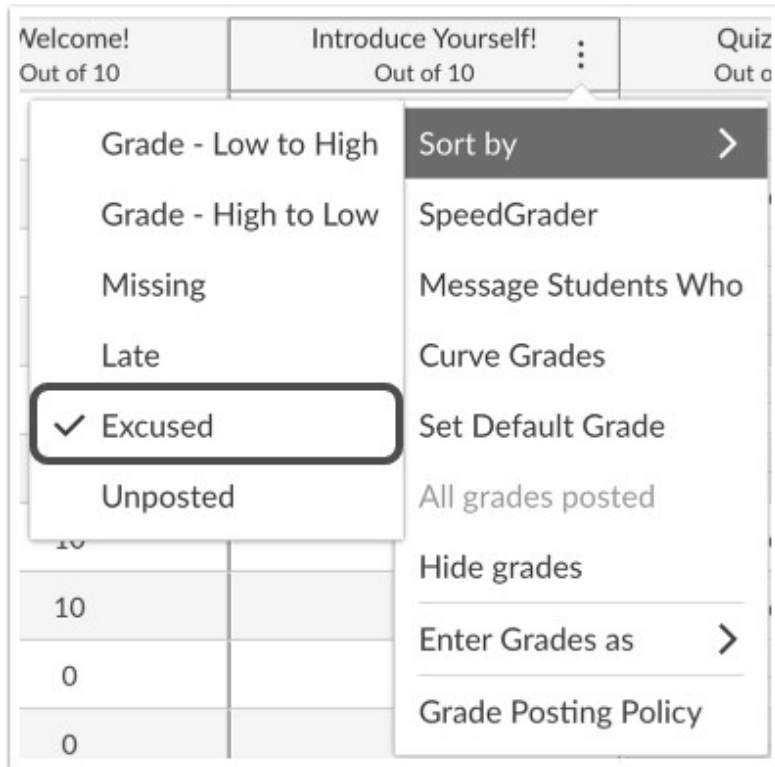
To sort by missing status, select the **Missing** option.

## Sort by Late



To sort by late status, select the **Late** option.

## Sort by Excused

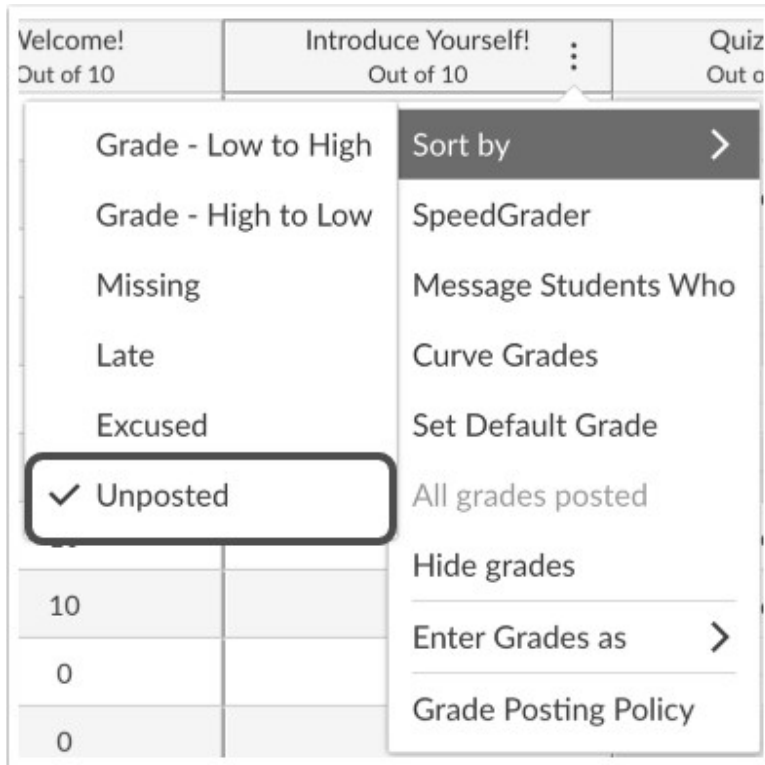


The screenshot shows the Canvas LMS interface with a table of student grades. The table has columns for student names and grades. The 'Sort by' dropdown menu is open, showing options like 'Grade - Low to High', 'Grade - High to Low', 'Missing', 'Late', 'Excused' (selected), and 'Unposted'. The 'Excused' option is highlighted with a checkmark and a red box. The table shows the following data:

Student Name	Grade
Welcome!	Out of 10
Introduce Yourself!	Out of 10
Quiz	Out of 10
Grade - Low to High	
Grade - High to Low	
Missing	
Late	
✓ Excused	
Unposted	
10	
10	
0	
0	

To sort by excused status, select the **Excused** option.

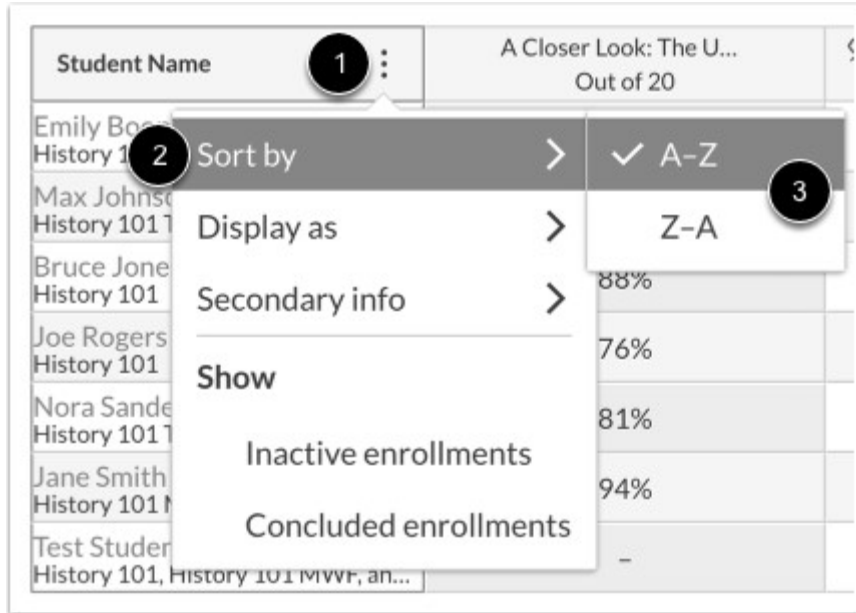
## Sort by Unposted



To sort by unposted status, select the **Unposted** option.

**Note:** You can only filter by the unposted status when the grade posting policy is set to manually post grades.

## Sort by Student Name



To remove individual assignment column sorting options, sort by student name.

Click the **Options** icon in the Student Name column [1], then select the **Sort by** option [2] and select a sorting option [3].

## How do I change the color for a grading status in the Gradebook?

The Status option allows you to change the default colors in the Gradebook. Each color is a default associated with a Gradebook status: late (blue), missing (red), resubmitted (green), dropped (orange), or excused (yellow). Colors can be adjusted by selecting a default color or using a supported hex code.

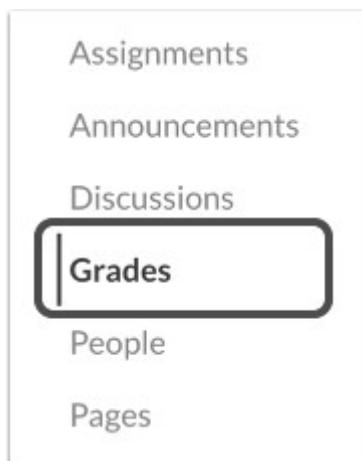
Colors are a per-user setting. Colors set in your course apply to any of your other courses that use the Gradebook, however, they do not apply to any other user who may view the Gradebook. Additionally, status names cannot be changed.

Some assignments may have multiple statuses applied (for example, dropped and resubmitted). In this case, some status colors may override other status colors.

### Notes:

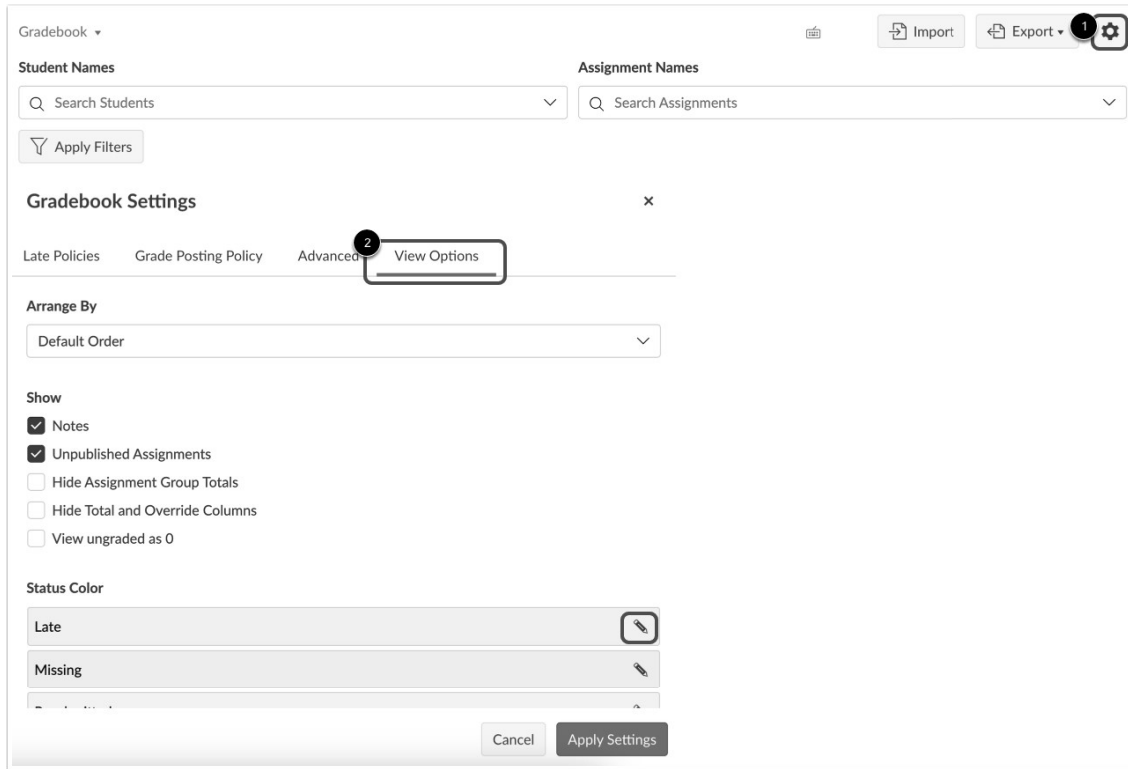
- Some colors may seem darker if they display in a Gradebook row that has an alternating gray background.
- Depending on your institution, custom gradebook statuses may display. You cannot make changes to the custom statuses.

## Open Grades



In Course Navigation, click the **Grades** link.

## View Status Colors



Gradebook ▾

Student Names Assignment Names

Search Students ▾ Search Assignments ▾

Apply Filters

**Gradebook Settings** ×

Late Policies Grade Posting Policy Advanced **View Options**

**Arrange By**

Default Order ▾

**Show**

☒ Notes


☒ Unpublished Assignments


☐ Hide Assignment Group Totals

☐ Hide Total and Override Columns

☐ View ungraded as 0

**Status Color**

Late 

Missing 

Cancel Apply Settings

Click the **Settings** icon [1].

To change the status colors, click the **View Options** tab [2] and click the **Edit** icon [4].



## Change Color Status



**Status Color**

Late

Missing

Resubmitted

Dropped

Excused

#E5F3FC

Cancel Apply

Cancel Apply Settings

Select the new color for the status. The check mark indicates the selected color [1], and the hex color code displays in the text field [2].

If you want to use a color not shown in the window, you can enter the color's hex code directly in the text field. The hex field will display a warning icon if the hex code is not valid.

Click the **Apply** button [3].

## Apply Settings

**Status Color**

Late	
Missing	
Resubmitted	
Dropped	
Excused	

CancelApply Settings

Click the **Apply Settings** button.

## How do I use posting policies in a course?

You can use posting policies in the Gradebook to manage assignment grade visibility for students. Posted grades are visible to students in your course. Hidden grades are visible to you in the course gradebook, but students cannot see them.

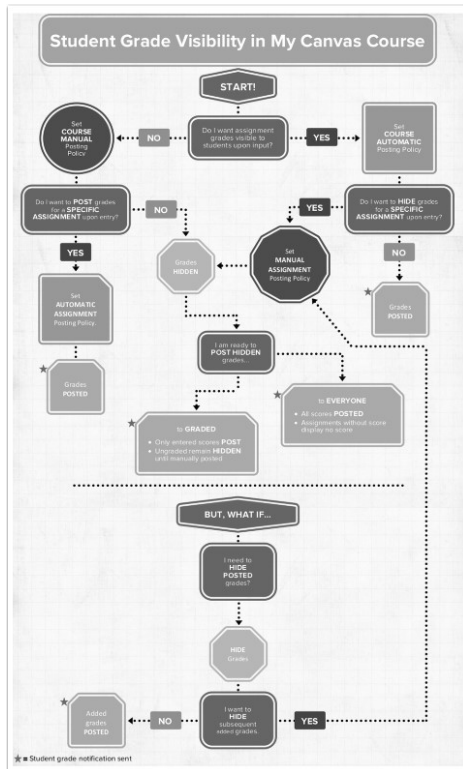
Posting policies can be set for an entire course and/or individual assignments. Assignment-level posting policies will override the course-level posting policy for that assignment. When a posting policy is set to automatic, grades are automatically posted to students when they are entered. When a posting policy is set to manual, grades must be manually posted to students using the Post grades option before they can be viewed.

Posted grades can also be hidden using the Hide grades option. The Hide grades option only hides grades that are currently visible to students. In order to ensure all future assignment grades are hidden, you will need to use a manual posting policy for the assignment or course.

### Notes:

- It is recommended that you set course and assignment posting policies before entering grades.
- In Classic Quizzes, students will not be able to see their quiz responses while quiz grades are hidden.
- In New Quizzes, hiding grades does not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the [quiz settings menu](#).

## View Posting Policies Flowchart



This flowchart outlines how posting policies work for instructors in their courses. You should select a course posting policy based on your general grade posting preference. You can then set posting policies for individual assignments as needed.

You can also hide previously posted grades, especially if you need to fix errors or if grades were posted erroneously.

When students have set grade notification settings, they will receive notifications when grades are posted, as indicated in the flowchart.

You can also [view this flowchart as an interactive PDF](#).

## Set a Course Posting Policy

### Gradebook Settings

Late Policies   **Grade Posting Policy**   Advanced   View Options

1

☒ **Automatically Post Grades**  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

2

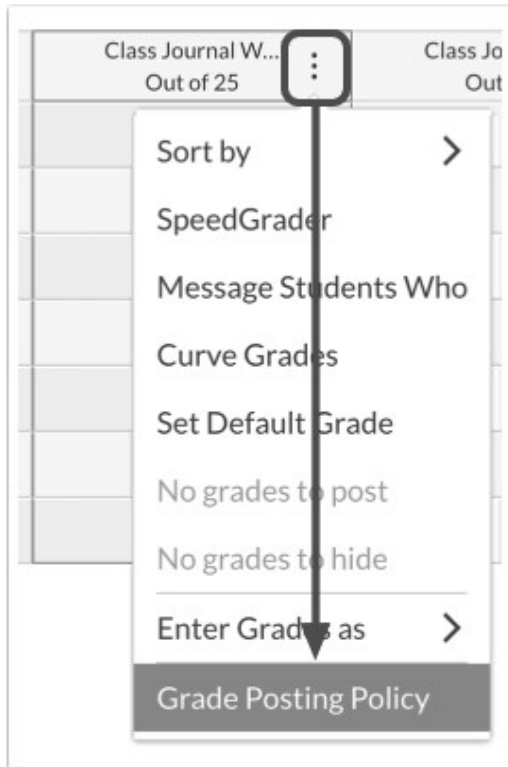
☐ **Manually Post Grades**  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

By default, Canvas courses have an **Automatic** posting policy [1]. Assignment grades, grading comments and submission annotations are visible to students as soon as grades are entered in the Gradebook or submitted in SpeedGrader.

Alternatively, you can select a **Manual** posting policy for your course [2]. Assignment grades, grading comments and submission annotations are hidden from students until manually posted. Submission Annotations alone will not trigger the option to post grades; a grade or grading comment would need to be entered. Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.

Learn how to [select a course posting policy](#).

## Set an Assignment Posting Policy



You can also select grade posting policies for individual assignments. When you set an individual assignment posting policy, the course posting policy is overridden for that assignment.

For example, if you use an Automatic course posting policy, you may wish to hide assignment grades for a specific assignment until all submissions are graded. You can set a Manual posting policy for the assignment, and grades will remain hidden from student view until you manually post them in your course.

Learn how to [select an assignment posting policy](#).

## Post Hidden Grades

×
**Main Idea Analysis - Reading Assignment 1**

**Post Grades**

6 Hidden

1 ☒ **Everyone**  
 All students will be able to see their grade and/or submission comments.

2 ☐ **Graded**  
 Students who have received a grade or a submission comment will be able to see their grade and/or submission comments.

× ☐ Specific Sections

Close Post

When you are ready to make grades visible to students, you can post grades and/or submission comments for a specific assignment. You can post grades for everyone in the course [1], or you can post only grades for graded submissions [2].

When you post grades for everyone, ungraded submissions display no grade.


When you post grades for graded submissions and/or submission comments, any ungraded assignment grades that are updated later will remain hidden until manually posted.

If you make updates to posted grades, students can view these updates and, depending on their notification settings, may receive a grade-change notification.

Learn about [posting grades for an assignment](#). Learn about [posting grades for an assignment from SpeedGrader](#).

## Hide Posted Grades

**Hide Grades**

 Specific Sections

---

While the grades for this assignment are hidden, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that the grades for this assignment are hidden.

You can begin sending notifications again by clicking the Post Grades link.

Close

Hide

If you need to hide grades that have already posted for students to view, you can Hide Grades in the gradebook. Hiding grades only affects grades that were previously entered.









Learn about [hiding assignment grades](#). Learn about [hiding grades for an assignment from SpeedGrader](#).

### Notes:

- When you hide grades, the assignment retains its posting policy. If you add assignment grades for additional students to an assignment with an automatic posting policy, those grades display for students.
- After hiding grades, if you want to hide additional student grades for the assignment, set the assignment posting policy to Manual.




## View Gradebook Posting Policy Icons

Student Name	Plant Genetics Paper Out of 60 <b>MANUAL</b>	2  Areas of Re... Out of 75 ...	Total
Emily Boone Biology 101 - B	C+ 		 83.64% B-
Jessica Doe Biology 101 - B	A- 	75  	 94.06% A
Max Johnson Biology 101 - B	-	-	100% A
Bruce Jones Biology 101	-	-	95% A
Joe Rogers Biology 101	-	-	90% A-
Nora Sanderson Biology 101 - B	-	-	100% A
Jane Smith Biology 101 - B	-	-	0% F

Assignments with a manual posting policy display a **Manual** label [1]. When you enter grades for manual posting policy assignments, the gradebook displays a **Visibility** icon [2]. Students cannot see their assignment grade until you post them. Additionally, when an assignment grade is hidden for a student, the Total column displays a **Visibility** icon [3].

## Student View

Articles of Confederation vs. Constitution Topic Discussion Copy Discussions	Feb 13 by 11:59pm		25
---	-------------------	---	----

When assignment grades are hidden, the student grades page displays a **Visibility** icon. Posted grades display in place of the icon.

## How do I select a grade posting policy for a course in the Gradebook?

In the Gradebook, you can select a default automatic or manual grade posting policy for all course assignments. Posting policies determine grade visibility for students.

By default, Canvas courses use an automatic course posting policy. All assignment grades are visible to students as soon as they are entered in the gradebook. Grades for anonymous and moderated assignments do not post automatically.

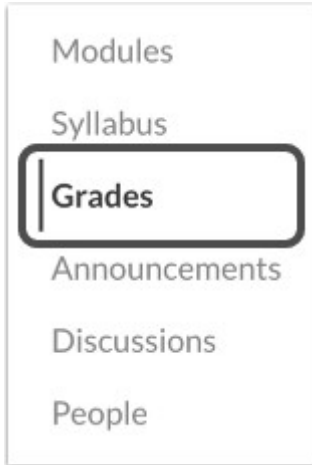
If you select a manual course posting policy, all assignment grades remain hidden from student view by default until you post grades for each assignment. If you select a manual course posting policy after assignment grades have already been entered, the policy will not apply retroactively and any posted grades will remain visible. You can hide posted grades from the assignment's Options menu. Additionally, when assignment grades are hidden, students cannot see their assignment grade, instructor comments, or grade change notifications. However, instructors can post comments to students before grades are entered.

Course post policies apply to all course assignments by default. You can also select a grade posting policy for an individual assignment. Learn more about using posting policies in your course and view the interactive Student Grade Visibility Flowchart.

### Notes:

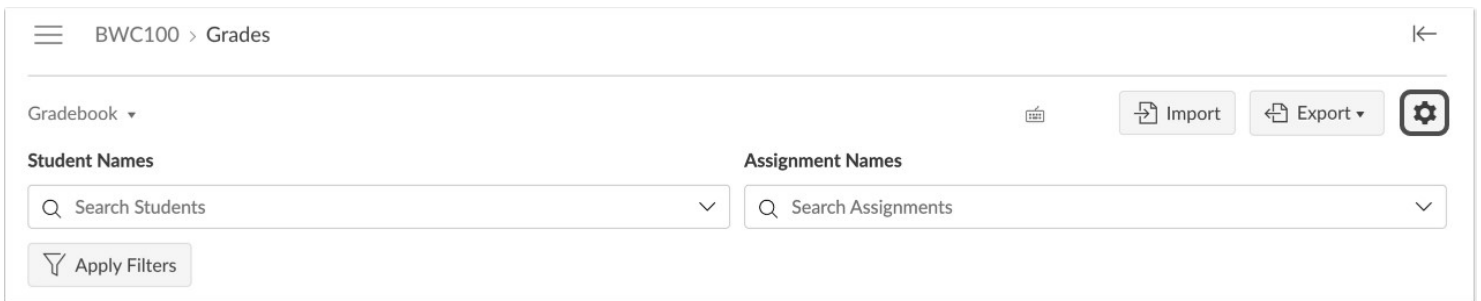
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses while quiz grades are hidden.
- In New Quizzes, enabling a posting policy will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the quiz settings menu.
- If you copy a course into a new course shell or import course content and include course settings as part of the import, the course posting policy from the original course will be copied into the new course. This will override any grade posting policy settings you have in the new course. Additionally, imported assignments will retain their assignment posting policy from the original course.

## Open Grades



In Course Navigation, click the **Grades** link.

## Open Gradebook Settings



Click the **Settings** icon.

## View Grade Posting Policy

### Gradebook Settings

[Late Policies](#)[Grade Posting Policy](#)[Advanced](#)[View Options](#)

Click the **Grade Posting Policy** tab.

## Post Grades Automatically

### Gradebook Settings

[Late Policies](#)[Grade Posting Policy](#)[Advanced](#)[View Options](#)

☒ **Automatically Post Grades**  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

☐ **Manually Post Grades**  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

To post grades automatically, select the **Automatically Post Grades** option. When grades are posted automatically, students can view assignment grades as soon as they are entered.

**Note:** If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

## Post Grades Manually

### Gradebook Settings

Late Policies
Grade Posting Policy
Advanced
View Options

☐ **Automatically Post Grades**  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

☒ **Manually Post Grades**  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.  
While the grades for an assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students.

To manually post grades for students to view, select the **Manually Post Grades** option. When the Manually Post Grades option is selected, grades are hidden from student view by default and must be posted to be viewed by students.

## Update Policy

Cancel
Apply Settings

To apply changes to the grade posting policy, click the **Apply Settings** button.

Gradebook ▾

Import Export ▾

**Student Names**

Search Students ▾

Apply Filters

**Assignment Names**

Search Assignments ▾

Student Name	"Identifying Symbols" Group ... Out of 5 MANUAL	Perspective Analysis - Module 1 R... Out of 50	Total
Emily Boone	-		93.33%
Jessica Doe	-	50	100%
Max Johnson	-	44	86.25%
Bruce Jones	-	38	75%
Joe Rogers	-	49	98.75%

To manage the posting policy for an assignment, click the **Options** icon [4].

## How do I select a grade posting policy for an assignment in the Gradebook?

In the Gradebook, you can select an automatic or manual grade posting policy for an individual assignment. Posting policies determine grade visibility for students. You should select an assignment posting policy before entering grades.

If you select an automatic posting policy, students can see assignment grades as soon as they are entered in the gradebook. Anonymous and moderated assignments cannot be set to post grades automatically.

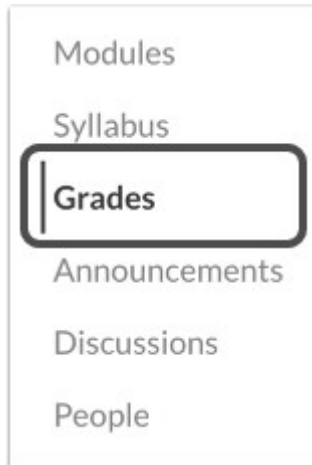
If you select a manual posting policy, assignment grades remain hidden from student view by default until you post grades for the assignment. If you select a manual course posting policy after assignment grades have already been entered, the policy will not apply retroactively and any posted grades will remain visible. You can [hide posted grades from the assignment's Options menu](#). Additionally, when assignment grades are hidden, students cannot see their assignment grade, instructor comments, or grade change notifications. However, instructors can post comments to students before grades are entered.

You can also [set a grade posting policy for a course](#). Assignment-level posting policies override course-level policies for that assignment. Learn more about [using posting policies in your course](#) and view the [interactive Student Grade Visibility Flowchart](#).

### Notes:


- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses in Quizzes while quiz grades are hidden.
- In New Quizzes, enabling a posting policy will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the [quiz settings menu](#).

## Open Gradebook



In Course Navigation, click the **Grades** link.

## Open Assignment Menu

Student Name	Main Idea Analysis - R... Out of 30	"Identifying Symbols" ... Out of 5	⋮
Emily Boone	28	-	
Jessica Doe	30	-	
Max Johnson	25	-	
Bruce Jones	30	-	
Joe Rogers	30	-	

Hover over the assignment column header and click the **Options** icon.



## Open Posting Policy

Student Name	Main Idea Analysis - R... Out of 30	"Identifying Symbols" ... Out of 5	Read Al
Emily Boone	28		
Jessica Doe	30		
Max Johnson	25		
Bruce Jones	30		
Joe Rogers	30		
Nora Sanderson	-		
Jane Smith	-		

Sort by >  
 SpeedGrader  
 Message Students Who  
 Curve Grades  
 Set Default Grade  
 No grades to post  
 No grades to hide  
 Enter Grades as >  
**Grade Posting Policy**

Click the **Grade Posting Policy** link.

## Post Grades Automatically

× **Grade Posting Policy:  
Main Idea Analysis -  
Reading Assignment 1**

**Post Grades**

☒ **Automatically**  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

☐ **Manually**  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for this assignment in the gradebook.

Cancel Save

To post grades automatically, select the **Automatically** option. When the Automatically option is selected, students can view assignment grades as soon as they are entered.

### Notes:

- Anonymous and moderated assignments cannot be set to post grades automatically.
- If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

## Post Grades Manually

x

Grade Posting Policy:  
Main Idea Analysis -  
Reading Assignment 1

Post Grades

☐ Automatically  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

☒ **Manually**  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for this assignment in the gradebook.

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

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

 Once a grade is posted manually, it will automatically send new notifications and be visible to students. Future grade changes for posted grades will not need to be manually posted.

Cancel Save

To post grades manually, select the **Manually** option. When the Manually option is selected, grades are hidden by default and must be posted to be viewed by students.

## Update Policy

Cancel Save

To apply changes to the grade posting policy, click the **Save** button.

## View Gradebook

Gradebook ▾

 Import
 Export ▾
 4

### Student Names

Apply Filters

### Assignment Names

Student Name	Constitution Review Out of 10	George Washingto... Out of 30 MANUAL	George Washingto... Out of 40	Total
Emily Boone <small>History 101 and History 101 MWF</small>	✓	-	40	🔗 53.23% F
Max Johnson <small>History 101 T-Th</small>	✕	32	31	🔗 46.91% F
Bruce Jones <small>History 101 and History 101 T-Th</small>	✓	31	31	🔗 76.58% C
Nora Sanderson <small>History 101 T-Th</small>	-	37	28	🔗 93.53% A-
Jane Smith <small>History 101 MWF</small>	-	34	25	🔗 74.98% C
Test Student <small>History 101, History 101 MWF, an...</small>	-	-	-	! -

*Note: In the original image, red circles with numbers 1, 2, and 3 are placed over the cells containing '-', 32, and 40 respectively, with arrows pointing to them.*

When a manual posting policy has been applied to an assignment, the assignment header displays the **Manual** label [1]. This label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

Once a submission has been graded, the assignment header displays the **Visibility** icon [2]. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3]. This indicates that the total grade in the Gradebook differs from the total grade viewed by the student.

To manage the default posting policy for a course, click the **Settings** icon [4].

## How do I post grades for an assignment in the Gradebook?

You can manually post grades or submission comments for an assignment where student grades have been hidden. Student grades can be hidden in one of three ways: selecting a [manual grade posting policy for an assignment](#), selecting a [manual grading posting policy for a course](#), or [hiding scores from an assignment's Options menu](#). Manual posting policies automatically hide grades for students and should be set before you enter any grades. The option to hide grades from the assignment's Options menu is only available once grades have been entered.

Grades or comments can be posted to everyone or only to students with graded submissions or submissions with comments. When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page. When grades are only posted to students with graded submissions, students with ungraded submissions and no submission comments will see an icon on their grades page that indicates grades are still being worked on. However, students with ungraded submissions that have submission comments will be able to view submission comments.

If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.

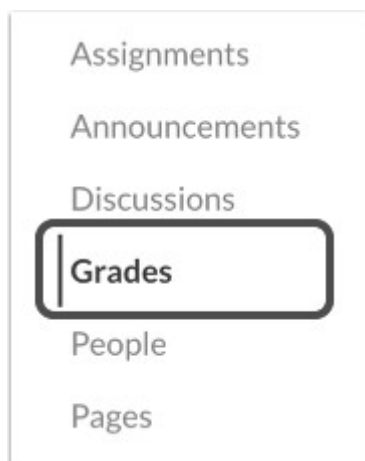
Submission comments can be posted even if no grade is entered. Students will be able to see posted comments before grades are posted.

Learn more about [managing grade visibility in your course](#) and view the [interactive Student Grade Visibility Flowchart](#).

### Notes:


- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous and moderated assignments are hidden by default. Moderated assignments grades and submission comments cannot be unhidden until final grades have been posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses while quiz grades are hidden.
- In New Quizzes, hiding grades will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the [quiz settings menu](#).
- If your institution uses an SIS, posting grades does not automatically sync grades to your SIS. You must first post grades and then sync them to your SIS.

## Open Gradebook



In Course Navigation, click the **Grades** link.


## Open Assignment Menu

Student Name	<span>1</span>  Main Idea Analysis - R... Out of 30	"Identifying Symbols" ... Out of 5
Emily Boone	28	-
Jessica Doe	30	-
Max Johnson	25	-
Bruce Jones	30	-
Joe Rogers	30	-

Any assignment with hidden grades is indicated by the **Visibility** icon [1].

Hover over the assignment column header and click the **Options** icon [2].

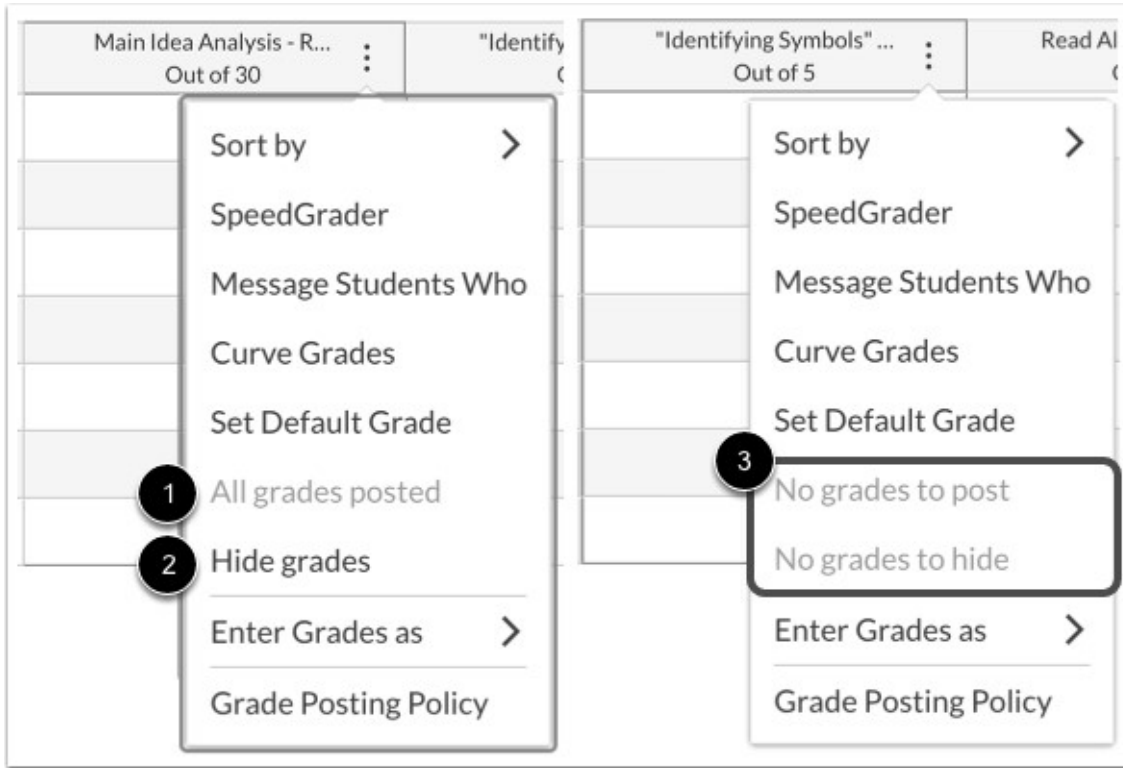
## Open Post Grades Tray

Student Name	 Main Idea Analysis - R... Out of 30	"Identifying Symbols" ... Out of 5
Emily Boone		-
Jessica Doe		-
Max Johnson		-
Bruce Jones		-
Joe Rogers		-
Nora Sanderson		-
Jane Smith		-

Sort by >  
 SpeedGrader  
 Message Students Who  
 Curve Grades  
 Set Default Grade  
**Post grades**  
 All grades hidden  
 Enter Grades as >  
 Grade Posting Policy

Click the **Post grades** link.

## View Other Messages



If student grades are already posted, the Options menu displays that all grades are posted [1]. To [hide student grades](#), click the **Hide grades** link [2].

If there are no grades or comments on the assignment, the Options menu will display that there are no grades to hide or post [3].



## View Hidden Grades

Gradebook ▾

Student Names

Assignment Names

Student Name	Main Idea Analysis - R... Out of 30 MANUAL	Perspective Analysis -... Out of 50	
Emily Boone	<div> <div>3</div> <div> </div> </div>	45	
Jessica Doe	-	-	
Max Johnson	-	-	
Bruce Jones	15	-	
Joe Rogers	28	-	
Nora Sanderson	29	-	
Jane Smith	-	-	

Main Idea Analysis - Reading Assignment 1

Post Grades

☒ Hidden
 

1

☐ Everyone
 

All students will be able to see their grade and/or submission comments.

☐ Graded
 

Students who have received a grade or a submission comment will be able to see their grade and/or submission comments.

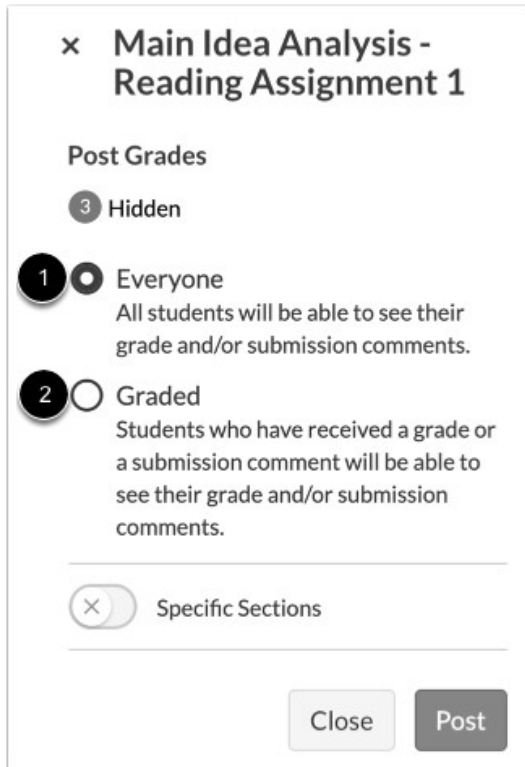
☐ Specific Sections

The Post Grades tray includes a numbered indicator that displays the total number of hidden grades for the assignment [1].

When the Post Grades tray is open, hidden grades are indicated by a **Dot** icon [2].

Ungraded submissions with submission comments do not display the Dot icon unless the grades were previously manually hidden [3]. However, comments will still post to students.

## Select Posting Option



The screenshot shows a dialog box titled "Main Idea Analysis - Reading Assignment 1" with a close button (x) in the top left. Under the heading "Post Grades", there are three radio button options: "Hidden" (with a "3" icon), "Everyone" (with a "1" icon and selected), and "Graded" (with a "2" icon). Each option has a descriptive text below it. At the bottom, there is a toggle switch for "Specific Sections" which is currently turned off. At the very bottom are "Close" and "Post" buttons.

**x Main Idea Analysis - Reading Assignment 1**

**Post Grades**

**3 Hidden**

**1 Everyone**  
All students will be able to see their grade and/or submission comments.

**2 Graded**  
Students who have received a grade or a submission comment will be able to see their grade and/or submission comments.

**x Specific Sections**

**Close Post**

To post grades and submission comments to all students, click the **Everyone** option [1]. When the Everyone option is selected, the Visibility icon will be removed from the grades page for all students, including students with ungraded submissions. An assignment notification will also be sent to all students.

To post grades to students with graded submissions or submissions with comments, click the **Graded** option [2]. When the Graded option is selected, the Visibility icon will only be removed from the grades page for students with graded submissions or submissions with comments. Assignment notifications will only be sent to students with graded submissions.

### Notes:

- Grades can only be posted to everyone in anonymous assignments.
- If grades are posted to everyone in an assignment with a manual posting policy, the manual posting policy will become inactive and future grades will be posted automatically.

## Select Sections

×
**Main Idea Analysis - Reading Assignment 1**

Post Grades

☒ Hidden

☒ Everyone  
 All students will be able to see their grade and/or submission comments.

☐ Graded  
 Students who have received a grade or a submission comment will be able to see their grade and/or submission comments.

---

1 ☒ Specific Sections

2 ☐ Classic Literature

☒ Section 1 - Morning

☐ Section 2 - Afternoon

Close
Post

To post grades or comments for specific sections, click the **Specific Section** button [1]. Then select the sections where you want to post grades [2].

**Note:** You cannot post grades for specific sections in anonymous assignments.

## Post Grades

Close
Post

To post grades or submission comments, click the **Post** button.

Gradebook ▾

📄 Import

📄 Export ▾

⚙️

Student Names

Assignment Names

🔍 Search Students ▾

🔍 Search Assignments ▾

🔼 Apply Filters

Student Name	Main Idea Analysis - R... Out of 30 <b>MANUAL</b>	"Identifying Symbols" ... Out of 5	🔍 Read All Quiet on the ... Out of 50 <b>MANUAL</b>	🔍 Read ... Out
Emily Boone	28	-	50	
Jessica Doe	30	-	45	
Max Johnson	25	-	26	
Bruce Jones	30	-	-	
Joe Rogers	30	-	-	
Nora Sanderson	-	-	-	
Jane Smith	-	-	-	

Assignments with an automatic posting policy do not display a Manual label in the assignment header [3]. Any future graded submissions will display to students.

## How do I hide grades that were previously posted in the Gradebook?

The Hide Grades feature only affects previously posted grades for an assignment. Best practice suggests that instructors should use this feature sparingly (i.e. to hide grades posted in error). To hide all grades upon entry until you are ready to post them for student view, please [set a manual posting policy](#) for your assignment.

If you need to hide grades or submission comments that have already posted for students to view, you can hide grades and/or comments in the gradebook or [in SpeedGrader](#). This lesson explains how to hide grades for an assignment that has already been graded and is currently displaying grades to students.

The Hide Grades feature only affects previously entered grades and submission comments. If you want newly-entered grades to be hidden from students, you can [set a manual posting policy for an assignment](#) or [set a manual posting policy for a course](#). Assignment-level posting policies override course-level policies for that assignment.

When you hide assignment grades and submission comments, the student grades page displays a visibility icon so students know the assignment grade is hidden. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved grades for the assignment, until the assignment grades are posted. Additionally, students will not receive grade or instructor comment notifications until the assignment grades are posted. In Gradebook exports and reports, hidden grades are part of unposted grades.

The Hide Grades feature should only be used to temporarily hide grades and comments from student view while grading is in progress. It should not be used to conceal grades for longer than reasonably necessary.

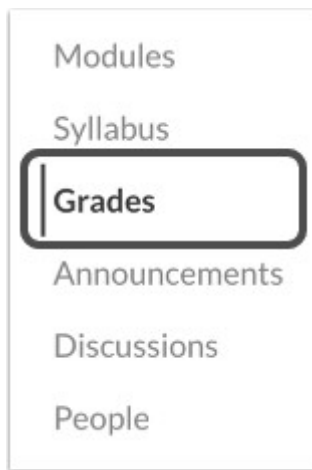
If you do not want students to be able to view their total grade, you can [hide the total grade from students](#). Learn more about [managing grade visibility in your course](#) and view the [interactive Student Grade Visibility Flowchart](#).

### Notes:

- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments are hidden by default. Moderated assignments cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses in Quizzes while quiz grades are hidden.
- In New Quizzes, hiding grades will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the [quiz settings menu](#).



- If you have set an automatic post policy for an assignment or for your course, manually hiding grades only hides assignment scores already in the gradebook. Any scores added to the gradebook after manually hiding grades follow the selected post policy and are visible to students.

## Open Grades



In Course Navigation, click the **Grades** link.

## Open Assignment Menu

Student Name	Main Idea Analysis - R... Out of 30 <b>MANUAL</b>	 Perspective Analysis -... Out of 50
Emily Boone Classic Literature		45
Jessica Doe Classic Literature	-	-
Max Johnson Classic Literature	-	-
Bruce Jones Classic Literature	15	-
Joe Rogers Classic Literature	28	-
Nora Sanderson Classic Literature	29	-
Jane Smith Classic Literature	-	-

Hover over the assignment column header and click the **Options** icon.

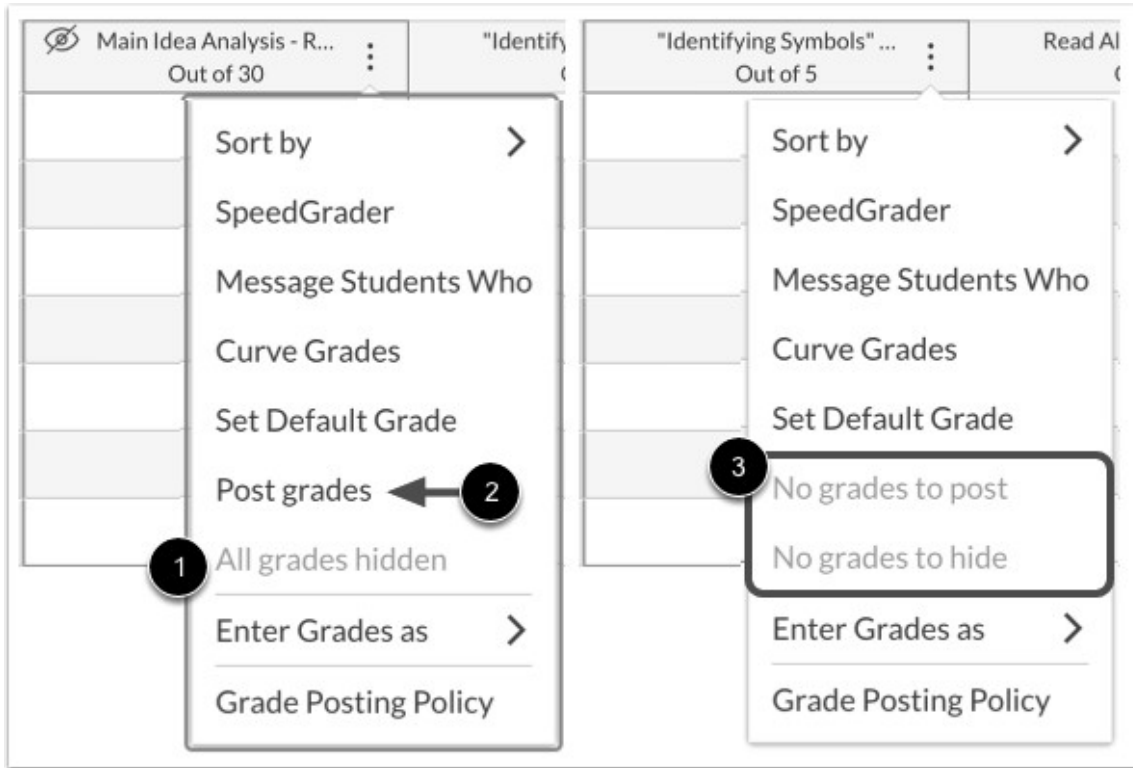
## Open Hide Grades Tray

Student Name	Main Idea Analysis - R... Out of 30 <b>MANUAL</b>	
Emily Boone Classic Literature		<div> <div>Sort by &gt;</div> <div>SpeedGrader</div> <div>Message Students Who</div> <div>Curve Grades</div> <div>Set Default Grade</div> <div>All grades posted</div> <div><b>Hide grades</b></div> <div>Enter Grades as &gt;</div> <div>Download Submissions</div> <div>Grade Posting Policy</div> </div>
Jessica Doe Classic Literature		
Max Johnson Classic Literature		
Bruce Jones Classic Literature		
Joe Rogers Classic Literature		
Nora Sanderson Classic Literature		
Jane Smith Classic Literature		

Click the **Hide grades** link.



## View Other Messages



If student grades and submission comments are already hidden, the Options menu displays that all grades are hidden [1]. To [post student grades](#), click the **Post grades** link [2].

If there are no grades on the assignment, the Options menu will display that there are no grades to hide or post [3].

## Select Sections

× **Main Idea Analysis -  
Reading Assignment 1**

Hide Grades

1 ☒ Specific Sections

2 ☐ Classic Literature

☒ Section 1 - Morning

☐ Section 2 - Afternoon

While the grades for this assignment are hidden, students will not receive new notifications about or be able to see:

To hide grades for specific sections, click the **Specific Sections** button [1]. Then select the sections where you want to hide grades [2].

**Note:** You cannot hide grades for specific sections in anonymous assignments.

## Hide Grades

× **Main Idea Analysis -  
Reading Assignment 1**

Hide Grades

× ☐ Specific Sections

---

While the grades for this assignment are hidden, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that the grades for this assignment are hidden.

You can begin sending notifications again by clicking the Post Grades link.

---

Close Hide

Click the **Hide** button.

## View Gradebook

Gradebook ▾
📄
📁 Import
📄 Export ▾
⚙️

Student Names

Assignment Names

Student Name	<span>👁️</span> Main Idea Analysis - R... Out of 30	Lincoln Test Out of 25	Self Starters	Total
Emily Boone	28	0	-	<span>👁️</span> 93.33%
Jessica Doe	30	0	-	<span>👁️</span> 100%
Max Johnson	25	-	-	<span>👁️</span> 83.33%
Bruce Jones	19	-	-	<span>👁️</span> 63.33%
Joe Rogers	27	-	-	<span>👁️</span> 90%

Assignments with hidden grades display the **Visibility** icon [1].

A Visibility icon also displays in the students' Total column [2]. This indicates that the final grade differs from the final grade that students can view in their Grades page.

To [post assignment grades](#), click the assignment's **Options** icon [3].

### Notes:

- The Total column only displays graded assignments that have been hidden. Assignments that are set as Not Graded are not affected.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.

## How do I change the status of a submission in the Gradebook?

As needed, you can use the Grade Detail Tray to change the status for an assignment, discussion, or quiz submission. Available statuses include late, missing, excused, or none (no status). You can also change the status for a group assignment. Assignments with a late or missing status will display a label on the student's grades page indicating the status. If you do not want status labels displayed on a student's grades page, set the assignment status to None.

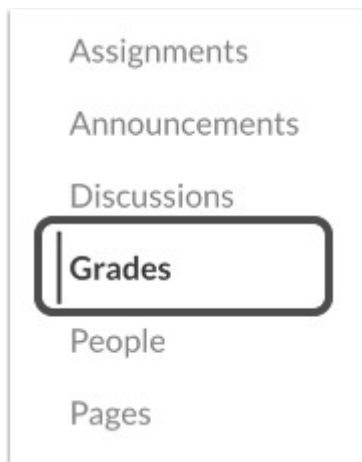
Excused assignments are not calculated as part of a student's total grade. Currently, points are not automatically deducted for assignments with a late status.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

When a missing label is manually applied, the missing label is removed by a new submission or manual removal. Entering a score does not remove a manually-applied missing label.


**Note:** You can [change the status colors](#) for each status in the Gradebook; however, you cannot change the status names. You can also [change the status of submissions in the SpeedGrader](#).

## Open Grades



In Course Navigation, click the **Grades** link.


## Open Grade Detail Tray

Student Name	To Sign or Not to Sign Di... Out of 10
Emily Boone	3.7 / 10 
Jessica Doe	4
Max Johnson	3.3
Bruce Jones	2.7
Joe Rogers	3.3
Nora Sanderson	Excused
Jane Smith	4
Test Student	-

Locate the student name and assignment where you want to change the status. Click the Gradebook cell and click the **Grade Detail Tray** icon.

## View Assignment Status

×



Emily Boone

>

<

To Sign or Not to Sign Discussion

>

SpeedGrader

Grade out of 10

3.7

Status

☒ None

☐ Late

☐ Missing

☐ Excused

Comments

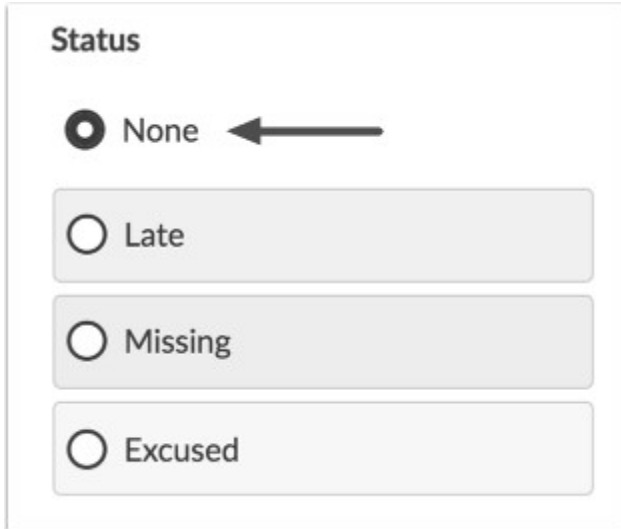
Leave a comment

The Status section of the Grade Detail Tray displays available status options. Any selected status is applied immediately. Depending on the assignment's settings and student submissions, a status may already be selected for you.

### Notes:

- Color status is only visible in the Gradebook and does not affect the student Grades page.
- Depending on your institution, custom gradebook statuses may display.

## Select No Status



**Status**

☒ None ←

☐ Late

☐ Missing

☐ Excused

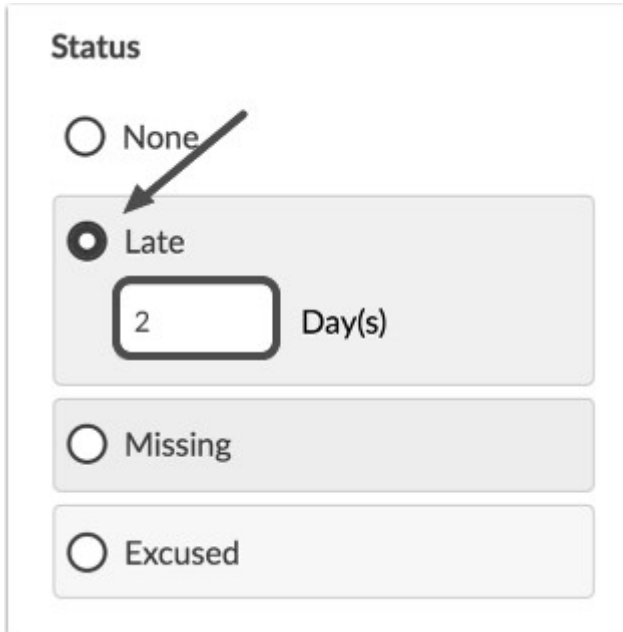
To select no status, click the **None** radio button.

The None status indicates that no status exists, or that the assignment was turned in before the due date.

When a grade is added to an assignment with a missing status, the missing label is automatically removed. You can also update any late or missing assignment to have no status if you do not want a label displayed in the student's grades page.



## Select Late Status



**Status**

☐ None

☒ Late

Day(s)

☐ Missing

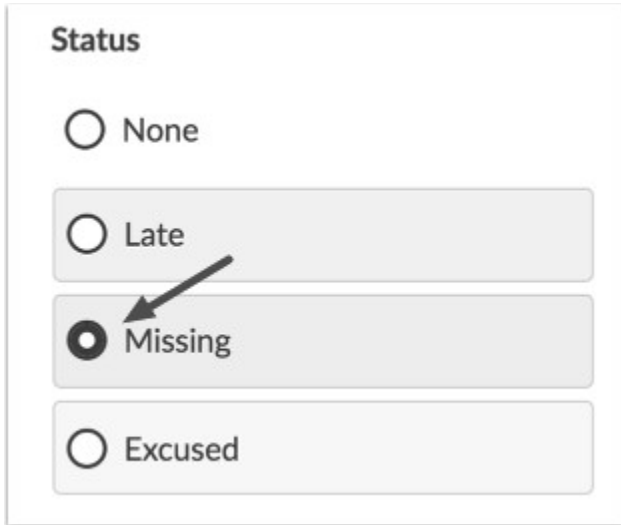
☐ Excused

To select a Late status, click the **Late** radio button.

The Late status indicates an assignment that was submitted after the due date. You can enter a number of how many days late the student submitted the assignment.

**Note:** Currently, the Late field is for reference only and has no effect on the student's grade.

## Select Missing Status



**Status**

☐ None

☐ Late

☒ **Missing**

☐ Excused

To select a Missing status, click the **Missing** radio button.

The Missing status indicates an online assignment that has not been submitted and is past the due date.

When a missing label is manually applied, the missing label is removed by a new submission or manual removal. Entering a score does not remove a manually-applied missing label.

**Note:** When the Automatically apply grade for missing submissions setting is enabled, entering MI or mi in the assignment cell applies the missing status to an assignment.

## Select Excused Status

**Status**  
☐ None  
☐ Late  
☐ Missing  
☒ Excused

To select an Excused status, click the **Excused** radio button.

The Excused status indicates that the student has been excused from making a submission. Students are not able to submit excused assignments, and excused assignments are not calculated in the student's total grade. You can also excuse an assignment by typing EX in the assignment cell.

## Select Custom Status

**Status**  
☐ None  
☐ Late  
☐ Missing  
☐ Excused  
☐ Absent  
☒ In Review

Depending on your institution, you may be able to view and select a custom status.





To select an custom status, click the custom status radio button. You cannot make changes to the custom statuses.

## View Assignment Status in Gradebook

Student Name	To Sign or Not to Sign Di... Out of 10
Emily Boone	-
Jessica Doe	4
Max Johnson	3.3
Bruce Jones	2.7
Joe Rogers	3.3
Nora Sanderson	Excused
Jane Smith	4
Test Student	-

Assignment cells in the Gradebook will display the color assigned to the corresponding status.

## Student View Assignment Status

Name	Due	Status	Score	Out of
Historical Video Assignment	Oct 17 by 11:59pm			25
The Bill of Rights Quiz	Oct 25 by 3pm	LATE <b>1</b>	8	10 
Bill of Rights Topic Discussion	Oct 27 by 6:59pm	MISSING <b>2</b>	-	10
Road to Revolution: Patriotism or Treason	Oct 31 by 11:59pm	<b>4</b>	EX <b>3</b>	10 ×  

The student grades page will display a label corresponding to the status setting in the Gradebook. Labels will display for late assignments [1] or missing assignments [2]. Excused assignments are noted by EX in the points column. Students who submit assignments that are marked EX can still see their scores when viewing their own grades.

Assignments with no status (none) [4] do not display a label in the Status column of the student grades page.

## How do I send a message to students from the Gradebook?

You can use the Gradebook to send messages to your students. This lesson describes how to message students using the Message Students Who option.

You can also message students individually from the Gradebook by using the [student context card](#).

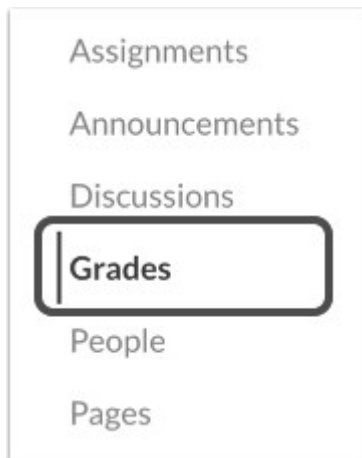
Message recipients are filtered based on specific assignment categories:

- **Have submitted**—students who have submitted the assignment, even if they have a grade or not.
- **Have not yet submitted**—students who haven't submitted the assignment, even if they have been manually awarded a grade.
- **Have not been graded**—students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored less than [point value]**—students who earned a grade on their assignment less than X number of points.
- **Scored more than [point value]**—students who earned a grade on their assignment more than X number of points.
- **Reassigned**—students who have submitted an assignment and [you have reassigned it](#) to them.

Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.

**Note:** You can also [message students through the total column](#).

## Open Gradebook



In Course Navigation, click the **Grades** link.

## Open Assignment Menu

Articles of Confederation Re...	⋮
Out of 10	
93%	
	
70%	
60%	
100%	
90%	

Hover the cursor over the assignment or assignment group column header and click the **Options** icon.



## Message Students

Student Name	Articles of Confederation... Out of 10	Bill of R O
Emily Boone History 101 and History 101 MWF		
Max Johnson History 101 T-Th		
Bruce Jones History 101		
Joe Rogers History 101		
Nora Sanderson History 101 T-Th		
Jane Smith History 101 MWF		

Sort by >

SpeedGrader

**Message Students Who**

Curve Grades

Set Default Grade

All grades posted

Hide grades

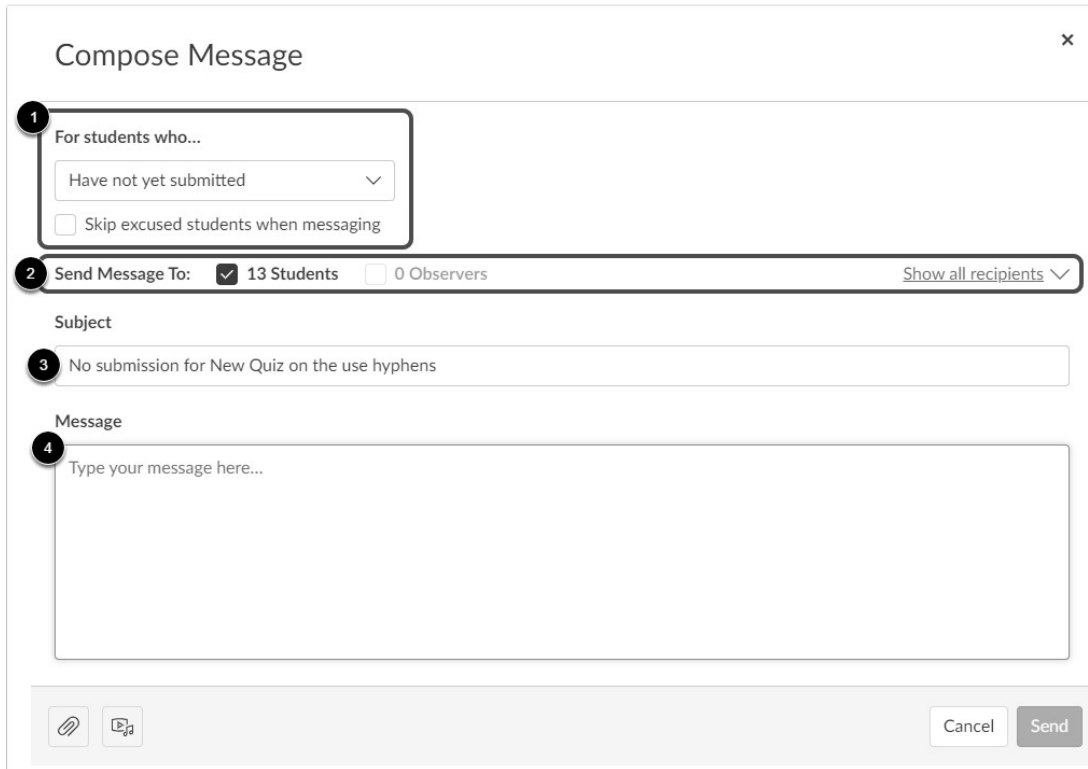
---

Enter Grades as >

Grade Posting Policy

Click the **Message Students Who** link.

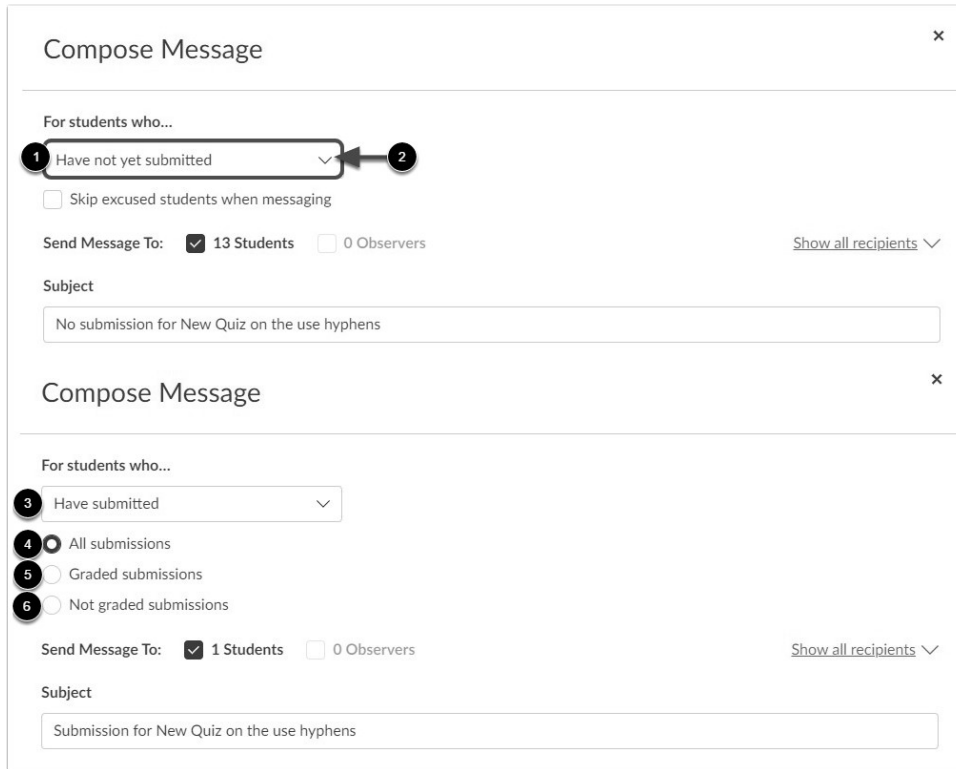
## View Compose Message



The screenshot shows the 'Compose Message' window in Canvas. It includes a title bar with a close button (x). The main content area has four numbered callouts: 1. 'For students who...' dropdown menu with 'Have not yet submitted' selected and a 'Skip excused students when messaging' checkbox. 2. 'Send Message To:' section showing '13 Students' selected and '0 Observers' unselected, with a 'Show all recipients' link. 3. 'Subject' text input field containing 'No submission for New Quiz on the use hyphens'. 4. 'Message' text area with the placeholder 'Type your message here...'. At the bottom, there are icons for attaching files and images, and 'Cancel' and 'Send' buttons.

In the Compose Message window, you can select a category of students to message [1], manage the recipients by role or individually [2], enter a message title [3], and compose a message [4].

## Select Message Category



Choose a category of students to message in the **For students who** drop-down menu. By default, the **Have not yet submitted** message category is selected [1]. To message students who have submitted, click on the drop-down menu [2] and select **Have submitted** [3], then click one of the following radio buttons:

- **All submissions** [4]: Message students who have any submissions.
- **Graded submissions** [5]: Message students who have graded submissions.
- **Not graded submissions** [6]: Message students who have ungraded submissions.

Compose Message

For students who...

Have not yet submitted

Have not yet submitted

Have submitted

Have not been graded

Scored more than

Scored less than

0 Observers

Show all recipients

To message a different category of students, click the **For students who...** drop-down menu [1]. Then select one of the other available categories for assignments [2]:

- **Have not yet submitted:** Students who haven't submitted the assignment, even if they have been manually awarded a grade. You have the option to skip excused students.
- **Have not been graded:** Students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored more than [point value]:** Students who earned a grade on their assignment more than a cutoff value.
- **Scored less than [point value]:** Students who earned a grade on their assignment less than a cutoff value.
- **Reassigned:** Students who have submitted an assignment and you have reassigned it to them.

To message students based on an assignment group or the Total column, select one of the following categories:

- **Total grade higher than [percent value]:** Students whose total grade is more than a cutoff value.
- **Total grade lower than [percent value]:** Students whose total grade is more than a cutoff value.

**Note:** Available categories options vary based on the assignment type or group.

## Enter Cutoff Value

Compose Message

For students who...

Scored more than

1

Cutoff Value

50

This is based on values seen in this grade book. It may not be the same values students see.

If you are messaging students who scored more than or less than a value or whose total score is higher than or lower than a value [1], enter a number of points in the **Cutoff Value** field [2].

**Note:** The cutoff value is based on values in the open gradebook, and those values may be different than the values students see in their Grades.

## Manage Recipients

Compose Message

For students who...

Have submitted

☒ All
 ☐ Graded
 ☐ Not Graded

1

Send Message To: ☒ 1 Students ☐ 1 Observers

2

Show all recipients

Subject

Submission for American Revolution Quiz

Message

Type your message here...

Cancel

Send

To select or deselect users with a given role, click the checkboxes in the **Send Message To** field [1].

To view, add, or remove specific users, click the **Show all recipients** link [2].

Send Message To: ☒ 9 Students ☐ 0 Observers

Hide all recipients

Students

Ola Benson x 1

Gregory Boyd + 2

Loretta Bracci x

Mason Cain x

Lola Clark x

Observers

When you show all recipients, you can manage individual recipients included in a message. To remove a user, click the **Remove** icon [1]. To add a user, click the **Add** icon [2].

## Enter Message Content

By default, the subject is a message based on your selections. To edit the subject, enter a different subject in the **Subject** field [1].

Type a message to the students in the **Message** field [2].

To attach a file to the message, click the **Attach** button [3].

To create a media recording or upload a media file, click the **Media** icon [4].

To send the message, click the **Send** button [5].

### Notes:

- Although one message most likely will be sent to multiple students at the same time, each student receives an individual message.
- You can also message students by Gradebook assignments.

## How do I download all student submissions for an assignment in the Gradebook?

If you want to download all student submissions for an assignment, you can download them from the Gradebook in a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the assignment page.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

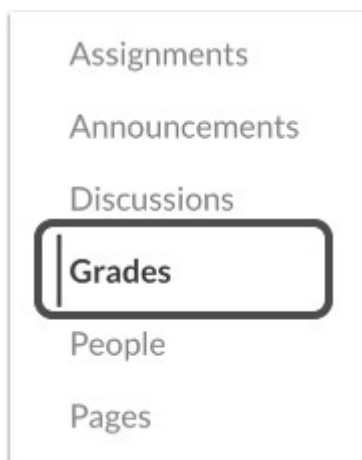
In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

### Notes:

- After downloading student files, you can [re-upload all student submissions](#) in the Gradebook. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.
- Students with concluded enrollments are not included in the submissions download.

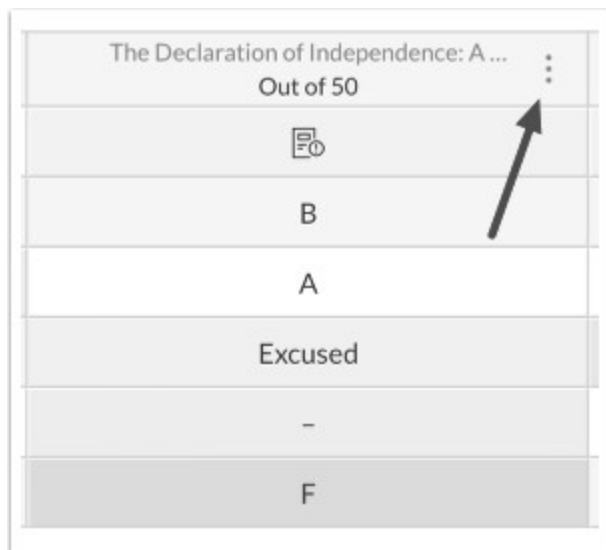
## Open Grades



In Course Navigation, click the **Grades** link.

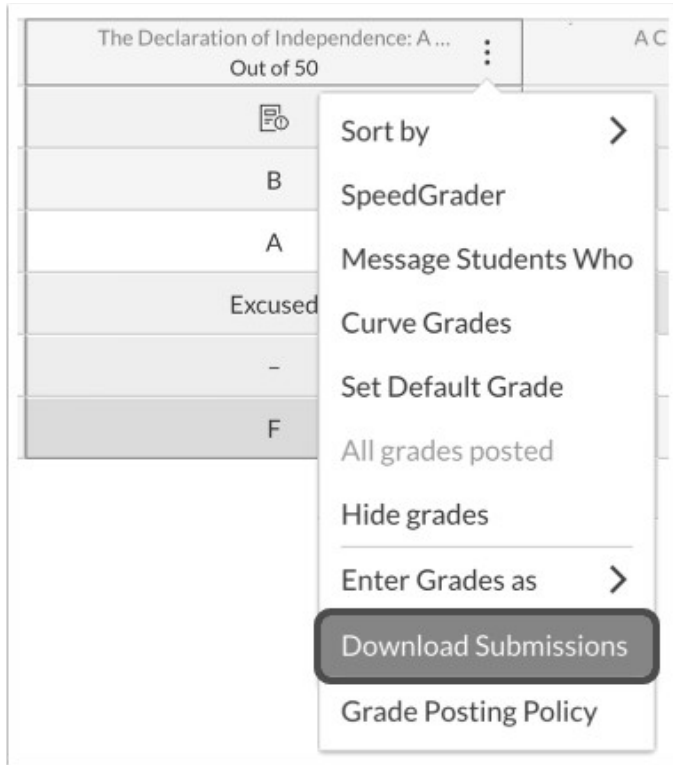


## Open Assignment Menu



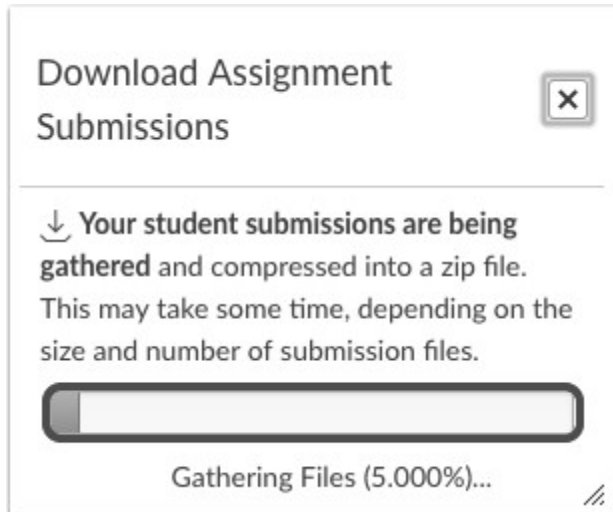
Hover over the assignment column header and click the **Options** icon.

## Download Submissions



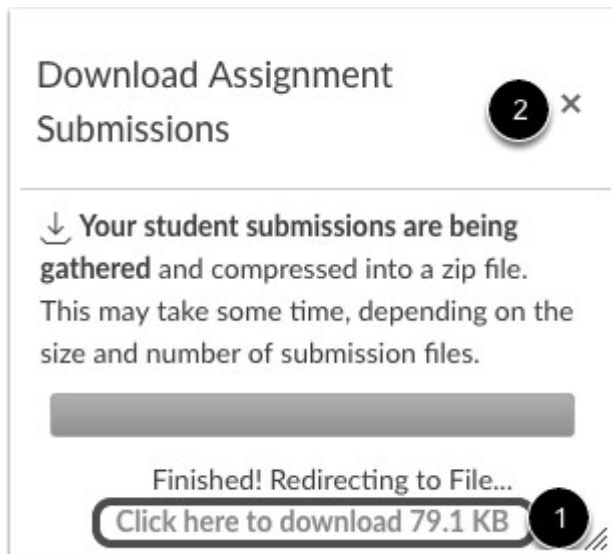
Click the **Download Submissions** link.

## View Progress



View the progress of the file compression by tracking the progress bar.

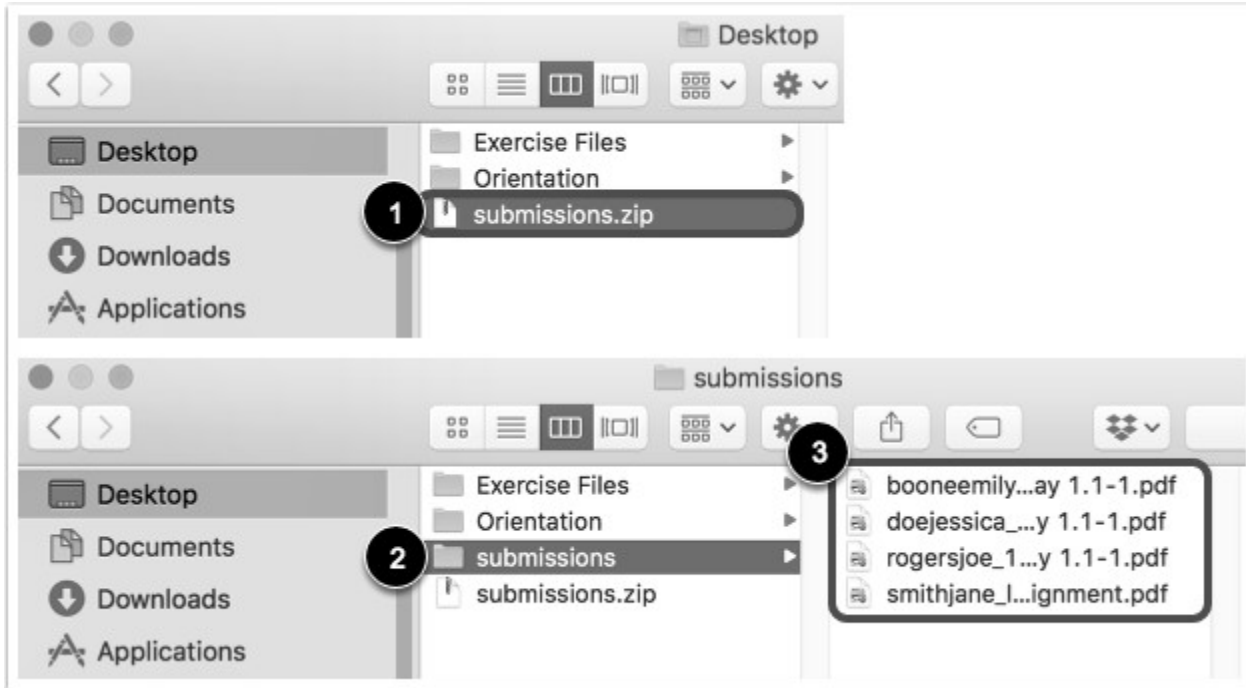
## Download File



When the file is finished processing, download the file by clicking the **Click here to download** link [1]. Canvas will also include the size of the download file as part of the link for your reference.

To close the download window, click the **Close** icon [2].

## Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (Mac users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].

## How do I upload all student submissions for an assignment in the Gradebook?

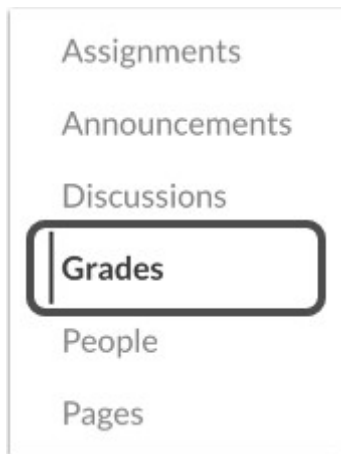
When you [download all student submissions](#) from the Gradebook, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

### Notes:


- Files must be compressed as a ZIP file for upload. If you are not sure how to create a ZIP file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

## Open Grades



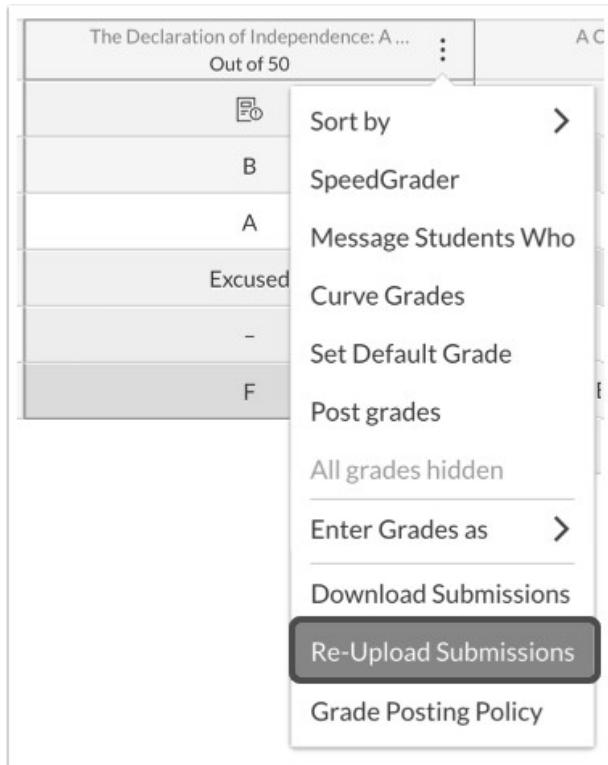
In Course Navigation, click the **Grades** link.

## Open Assignment Menu

The Declaration of Independence: A ... Out of 50	⋮
	
B	
A	
Excused	
-	
F	

Hover over the assignment column header and click the **Options** icon.

## Re-Upload Submissions



Click the **Re-Upload Submissions** link.

## Choose File

Re-Upload Submission Files

×

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don't change the names of the submission files so we can recognize them.*

Choose File

No file chosen

Upload Files

Click the **Choose File** button.



The screenshot shows a file dialog box with a table of files. The first row is highlighted, showing the file 'submissions (2).zip' with a size of 263 KB and a kind of 'ZIP archive'. A red circle with the number 1 points to the file name. At the bottom right, there are 'Cancel' and 'Open' buttons. A red circle with the number 2 points to the 'Open' button.

Name	Date Modified	Size	Kind
submissions (2).zip	Today, 12:07 PM	263 KB	ZIP archive

Buttons: Cancel, Open



## Upload Files

Re-Upload Submission Files

×

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don't change the names of the submission files so we can recognize them.*

Choose File

 submissions (18).zip

Upload Files

Click the **Upload Files** button.

## View Uploaded Submissions

### A Closer Look: The United States Constitution Written Response

#### 1 Submissions Upload

Attached files to the following user submissions

 Emily Boone

 emily\_boone\_assignment.pdf

 Jessica Doe

 Assignment.pdf

Ignored the following files

 johnsonmax\_late\_168\_text.html

 rogersjoe\_167\_text.html

Done! We took the files you uploaded and attached them with a short comment to each user's submission page for this assignment. The students will get a notification that a new comment was added.

There were some files we didn't know what to do with. They have not been added to anyone's submission page. You can see the list to the left.

[← Back to Assignment Page](#)

[← Back to Gradebook](#)

Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

**Note:** Depending on your computer's operating system, your upload may include hidden files with a `._` prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students' original submission.

## How do I enter and edit grades in the Gradebook?

Most likely you will [access SpeedGrader](#) to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit grades in the Gradebook.

Assignments in the Gradebook are always shown with the assignment's point value. However, you can change the assignment to [display grades for a specific grading type](#).

You can also use a CSV file to [import grades](#).

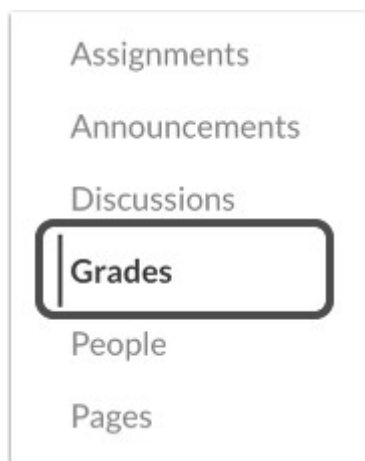
When an assignment score is entered as a letter grade in the Gradebook, the percentage score for the assignment is the upper limit of the range assigned to that letter grade in the grading scheme. If a final grade override is entered as a letter grade, the percentage score for the assignment is the lower limit of the range assigned to that letter grade in the grading scheme.

For example, your course grading scheme may designate a range of 86% to 89% for a B+ letter grade. Entering a B+ for an assignment would assign a percentage of 89% but entering a B+ for a final grade override would assign a percentage of 86%. To ensure students receive a specific percentage for an assignment or final grade, enter the assignment score or grade override as a percentage.

### Notes:





- When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.
- If you unassign a student or section to a differentiated assignment you have previously graded, the grade and submission are removed from the assignment. You can restore the submission by reassigning the assignment to the student.
- When Multiple Grading Periods are enabled in a course, you cannot edit grades for any assignment that has at least one student in a closed grading period.
- Depending on [quiz assignment details](#), quizzes worth zero points may not display in the Gradebook.
- The [Gradebook History page](#) records all grade changes in the Gradebook and can be accessed at any time.

## Open Grades




In Course Navigation, click the **Grades** link.

## Locate Student Assignment

Student Name	The Declaration of Indep... Out of 50
Emily Boone	
Jessica Doe	
Max Johnson	
Bruce Jones	-
Joe Rogers	
Nora Sanderson	F
Jane Smith	Excused
Test Student	-

Locate the student name and assignment where you want to enter a grade.


## Enter Grade

Student Name	Research Paper Out of 35
Emily Boone	33 / 35 
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35
Test Student	-

Grades are entered according to the assignment's Display Grade setting. Grades can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA. You can change the assignment to [display grades for a specific grading type](#).





**Note:** When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.

## Enter Points Grade

Student Name	Research Paper Out of 35
Emily Boone	33 / 35 
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35
Test Student	-

To enter a points grade, enter the number of points in the cell and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

## Enter Complete or Incomplete Grade

Student Name	Bill of Rights Topic Discu... Out of 10
Emily Boone History 101 Section 1	✓  
Jessica Doe History 101 Section 1	
Max Johnson History 101 Section 1	✕
Bruce Jones History 101 Section 2	Ungraded
Joe Rogers History 101 Section 2	Excused
Nora Sanderson History 101 Section 1	
Jane Smith History 101 Section 1	✓
Test Student History 101 Section 1 and...	-

To enter a complete or incomplete grade, click the drop-down menu in the cell and select the desired icon. Grading options include complete, incomplete, ungraded, and excused.



## Enter Letter Grade


Student Name	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1	<input type="text"/> <input type="button" value="v"/> <input type="button" value="→"/>
Jessica Doe History 101 Section 1	A
Max Johnson History 101 Section 1	A-
Bruce Jones History 101 Section 2	B+
Joe Rogers History 101 Section 2	B
Nora Sanderson History 101 Section 1	B-
Jane Smith History 101 Section 1	C+
Test Student History 101 Section 1 and...	C
	C-
	D+
	D
	D-
	F
	Excused

Click the drop-down menu and select a letter grade from the menu.

Student Name	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1	A
Jessica Doe History 101 Section 1	A-
Max Johnson History 101 Section 1	B
Bruce Jones History 101 Section 2	B-
Joe Rogers History 101 Section 2	B+
Nora Sanderson History 101 Section 1	A-
Jane Smith History 101 Section 1	C
Test Student History 101 Section 1 and...	-

You can also manually enter a letter grade. Enter the letter which corresponds to the letter scale defined by the grading scheme and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).



### View Letter Grade Validation Error

Student Name	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1	 <input type="text" value="A+"/>
Jessica Doe History 101 Section 1	A-

This is not a valid grade

If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.

## Enter Percentage Grade

Student Name	Articles of Confederatio... Out of 10
Emily Boone	93% 
Jessica Doe	
Max Johnson	70%
Bruce Jones	60%
Joe Rogers	100%
Nora Sanderson	90%
Jane Smith	-
Test Student	-

To enter a percentage grade, enter the percent in the cell and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

## Enter GPA Grade

Student Name	A Closer Look: Response 2 Out of 25	
Emily Boone History 101 Section 1	<input type="text"/>	<input type="text"/>
Jessica Doe History 101 Section 1		4.0
Max Johnson History 101 Section 1		3.7
Bruce Jones History 101 Section 2		3.3
Joe Rogers History 101 Section 2		3.0
Nora Sanderson History 101 Section 1		2.7
Jane Smith History 101 Section 1		2.3
Test Student History 101 Section 1 and...		2.0
		1.7
		1.3
		1.0
		0
		Excused

To enter a GPA grade, click the drop-down menu and select the desired grade from the menu.

Student Name	A Closer Look: Response 2 Out of 25
Emily Boone History 101 Section 1	3.7 ✓ →
Jessica Doe History 101 Section 1	📄
Max Johnson History 101 Section 1	📄
Bruce Jones History 101 Section 2	-
Joe Rogers History 101 Section 2	📄
Nora Sanderson History 101 Section 1	
Jane Smith History 101 Section 1	
Test Student History 101 Section 1 and...	

You can also enter the number which corresponds to the GPA scale defined by the grading scheme and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).


### View GPA Grade Validation Error

Student Name	A Closer Look: Response 2 Out of 25
Emily Boone History 101 Section 1	⚠️ A ✓ →
Jessica Doe History 101 Section 1	3.7
Max Johnson History 101 Section 1	3.3

This is not a valid grade

If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.

## Edit Grade

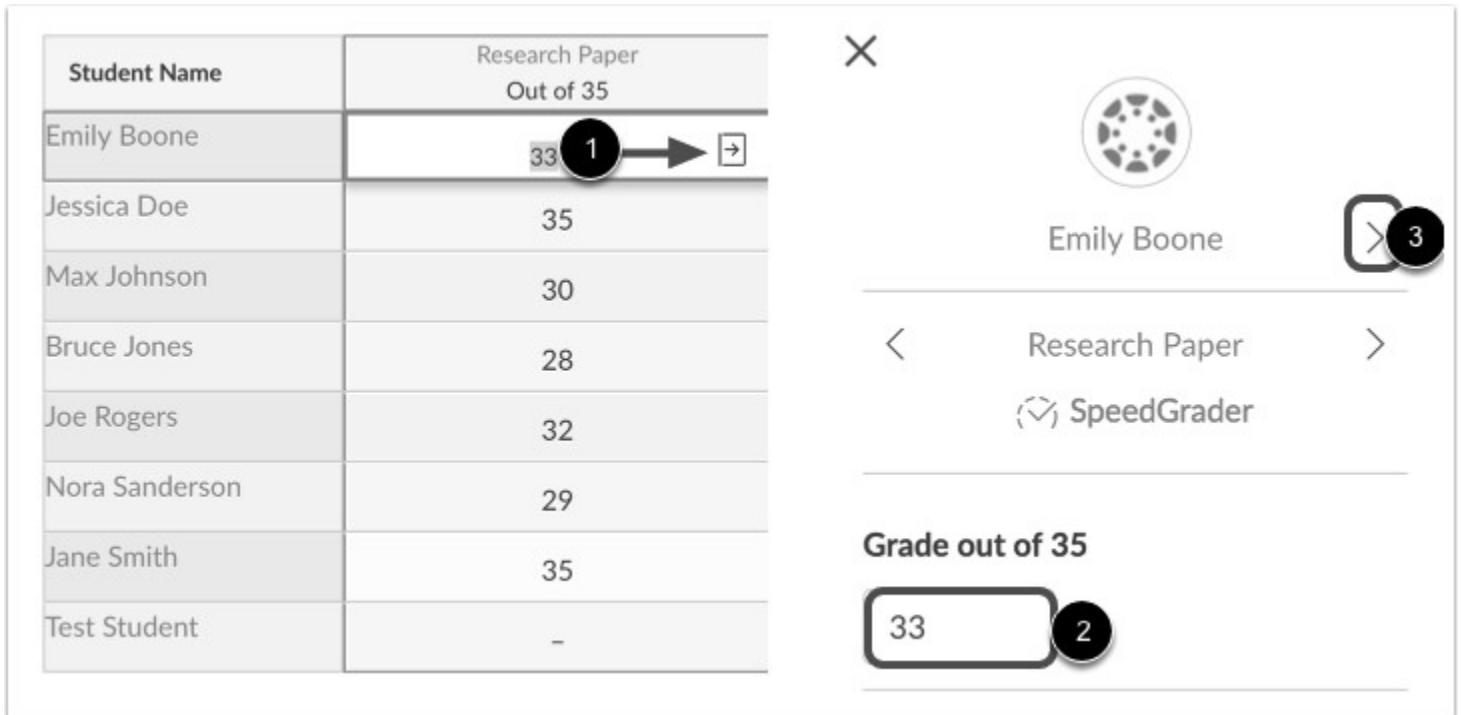
Student Name	Research Paper Out of 35
Emily Boone	<input type="text" value="33"/> / 35 
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35
Test Student	-

To edit an existing grade in the Gradebook, click the assignment cell for the grade.

To assign a new grade, enter the new grade. To delete the grade, click the Delete key.


To apply the edited grade, press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

## Enter Grade via Grade Detail Tray



Student Name	Research Paper Out of 35
Emily Boone	33 <span>1</span> →
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35
Test Student	-


✕



Emily Boone 3

---

< Research Paper >

 SpeedGrader

---


**Grade out of 35**



33 2





Grades can also be entered in the Grade Detail Tray according to the assignment's display grade setting. To open the tray, click an assignment cell for a student and click the **Grade Detail Tray** icon [1]. In the **Grade** field [2], enter the grade for the student.

To advance to the next student, click the arrow icon [3].



## View Excessive Points Alert



 BIO101 > Grades


 This student was just awarded an unusually high grade.
 



Gradebook ▾
 
 Import
  Export ▾
 

**Student Names**

 Search Students
 

 Apply Filters

**Assignment Names**

 Search Assignments
 

Student Name	Biomes Out of 8	Debunking the Par... Out of 60	Lab Notebook - Sc... Out of 25	Current Events Out of 10
Ola Benson	–	80%	240	–

If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- An assignment is given negative points



## How do I enter grades for an individual assignment as a specific grading type in the Gradebook?

Each assignment grade defaults to the point value set in the assignment. However, the **Enter Grades as** menu allows you to view the assignment grade to be viewed by percentage. For Letter Grade or GPA assignments, the grade can also be displayed by the grading scheme set for the assignment.

You can change this option before grading in the Gradebook, or if you've graded an assignment from SpeedGrader, you can change the grades display after they've been assigned. The Grade Detail Tray also displays the assignment grade with the preferred Enter Grades as option.

Viewing or entering grades using the **Enter Grades as** option is for grading convenience only and does not affect the actual grade. In the student Grades page, students will always view the point value and the default grade display set in the assignment.

The following grade entry behavior is supported for each applied option in the Enter Grades menu:

### **Set to Points**—enter grades as points or percentage

- Point entries display as points (e.g. entering 10 for a 10-point assignment displays as 10 points).
- Percentage entries are calculated as a percentage but displayed as the equivalent point value of the percentage (e.g. entering 90% for a 10-point assignment displays as 9 points).
- Grading scheme entries are not supported.

### **Set to Percentage**—enter grades as percentage or grading scheme (if set in the assignment)

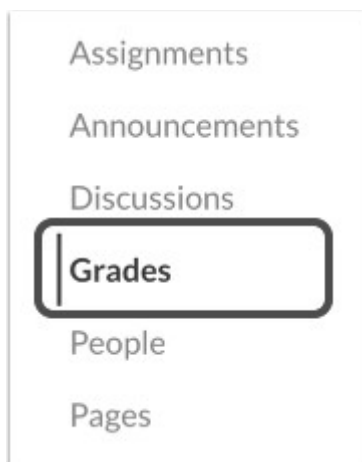
- Point values are not supported. Entries without a percent symbol are always calculated as a percentage (e.g. entering 20 as a point value calculates and displays as 20%).
- Percentage entries display as a percentage (e.g. entering 80% for a 10-point assignment displays as 80%). The percent symbol is not required.
- Grading scheme values calculate according to the assignment's grading scheme and display as the highest percentage for the corresponding range in the grading scheme (e.g. in a grading scheme where B ranges from 84% to 87%, entering a B displays as 87%). Course grading schemes are not supported.

### **Set to Grading Scheme**—enter grades as points, percentage, or grading scheme

- Point entries calculate according to the equivalent grading scheme of the point value (e.g. in a grading scheme where B ranges from 84% to 87%, entering 26 for a 30-point assignment calculates as 86.67% and displays as a B).
- Percentage entries are calculated as percentages but displayed as the equivalent grading scheme for the percentage (e.g. in a grading scheme where A ranges from 94% to 100%, entering 94% displays as an A).
- Grading scheme values display as the grading scheme value according to the assignment's grading scheme (entering an A displays as an A). Course grading schemes are not supported.


**Notes:**

- The Enter Grades as option is not available for complete/incomplete assignment types.
- When an assignment score is entered as a letter grade in the Gradebook, the percentage score for the assignment is the upper limit of the range assigned to that letter grade in the grading scheme. For example, your course grading scheme may designate a range of 86% to 89% for a B+ letter grade. Entering a B+ for an assignment assigns a percentage of 89%. To ensure students receive a specific percentage for an assignment, enter the assignment score as a percentage.

**Open Grades**

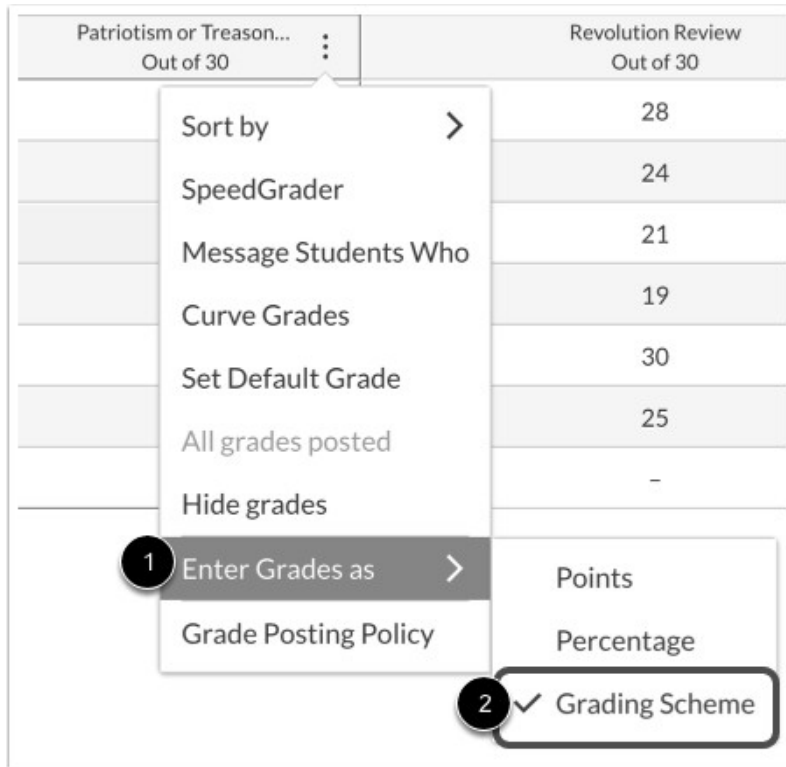
In Course Navigation, click the **Grades** link.

## Open Assignment Menu

Student Name	Patriotism or Treason... Out of 30	
Emily Boone History 101 MWF	B-	
Max Johnson History 101 T-Th	-	
Bruce Jones History 101	-	
Joe Rogers History 101	-	
Nora Sanderson History 101 T-Th	-	
Jane Smith History 101 MWF	-	

Hover over the assignment title and click the **Options** icon.

## View Grade Entry



Patriotism or Treason... Out of 30	Revolution Review Out of 30
28	
24	
21	
19	
30	
25	
-	

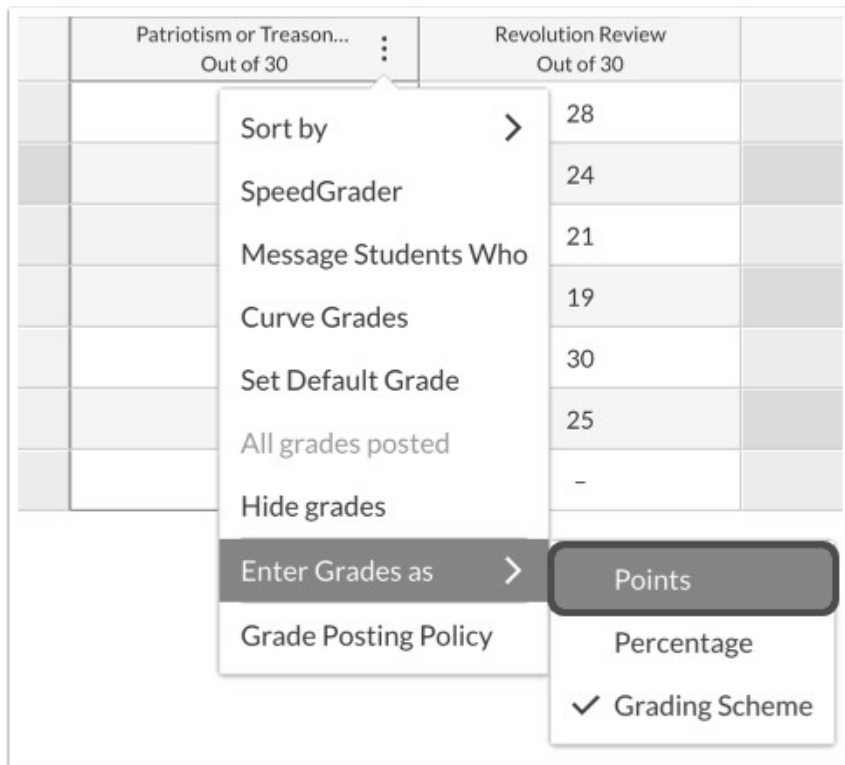
Select the **Enter Grades as** option [1] and view the current grade display option [2]. Unless changed, the assignment defaults to the grade display set in the assignment.

All assignments display the Points and Percentage options.

Additionally, Letter Grade assignments display the grading scheme option.

**Note:** The Enter Grades as option is not available for complete/incomplete assignment types.

## Select Grade Entry



The screenshot shows a gradebook with two columns: 'Patriotism or Treason... Out of 30' and 'Revolution Review Out of 30'. A dropdown menu is open for the first column, showing options: 'Sort by', 'SpeedGrader', 'Message Students Who', 'Curve Grades', 'Set Default Grade', 'All grades posted', 'Hide grades', 'Enter Grades as', and 'Grade Posting Policy'. The 'Enter Grades as' option is selected, and a sub-menu is open showing 'Points' (selected), 'Percentage', and 'Grading Scheme' (checked).

Patriotism or Treason... Out of 30	Revolution Review Out of 30
	28
	24
	21
	19
	30
	25
	-

If you want to enter grades and have them display in the gradebook using a different grading value, select your preferred grading display as supported for the assignment.

## View Grades

Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	-
Bruce Jones History 101	-
Joe Rogers History 101	-
Nora Sanderson History 101 T-Th	-
Jane Smith History 101 MWF	-

In the assignment column, any existing grades will calculate and display according to your grade display preference.

## Enter Grades

Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	80% /30 →
Bruce Jones History 101	-
Joe Rogers History 101	-
Nora Sanderson History 101 T-Th	-
Jane Smith History 101 MWF	-

Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	24
Bruce Jones History 101	-
Joe Rogers History 101	-
Nora Sanderson History 101 T-Th	-
Jane Smith History 101 MWF	-

For new grades, enter a grade value according to your grading preference as supported: points, percentage, or grading scheme.

The entered grade will be calculated appropriately and displayed according to the grade display option.

## View Grade Warning

BIO101 > Gradebook

You have entered an invalid grade for this student. Check the value and the grading type and try again.

×

Gradebook ▾

Import

Export ▾

⚙️

Student Names

Assignment Names

🔍 Search Students

▾

🔍 Search Assignments

▾

🔼 Apply Filters

Student Name	Biomes Out of 8	Debunking the Par... Out of 60	Lab Notebook - Sc... Out of 25	Current Events Out of 10	Major Bion Out of 1
Ola Benson	-	80%	<div>⚠️</div> <div>A+</div> <div>/25</div> <div>➡️</div>	-	-

If you enter a grade that is not validated through the grading scheme, you will see an invalid grade warning message. A warning icon also displays in the cell with the invalid grade.

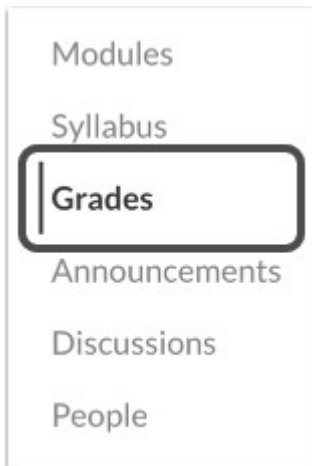
## How do I get to SpeedGrader from the Gradebook?

You can access an assignment in SpeedGrader directly from the Gradebook.

### Notes:

- SpeedGrader displays assignment submissions according to the current [Gradebook settings](#) for inactive enrollments and concluded enrollments.
- When a [section filter](#) is applied in the Gradebook, SpeedGrader also displays assignment submissions for the same section.

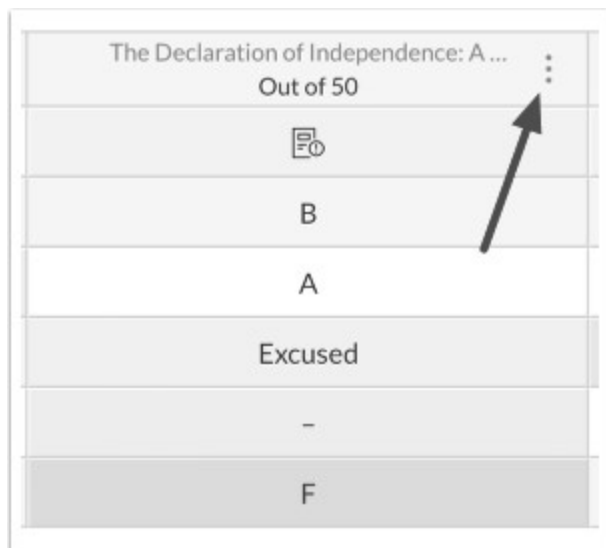
## Open Gradebook



In Course Navigation, click the **Grades** link.

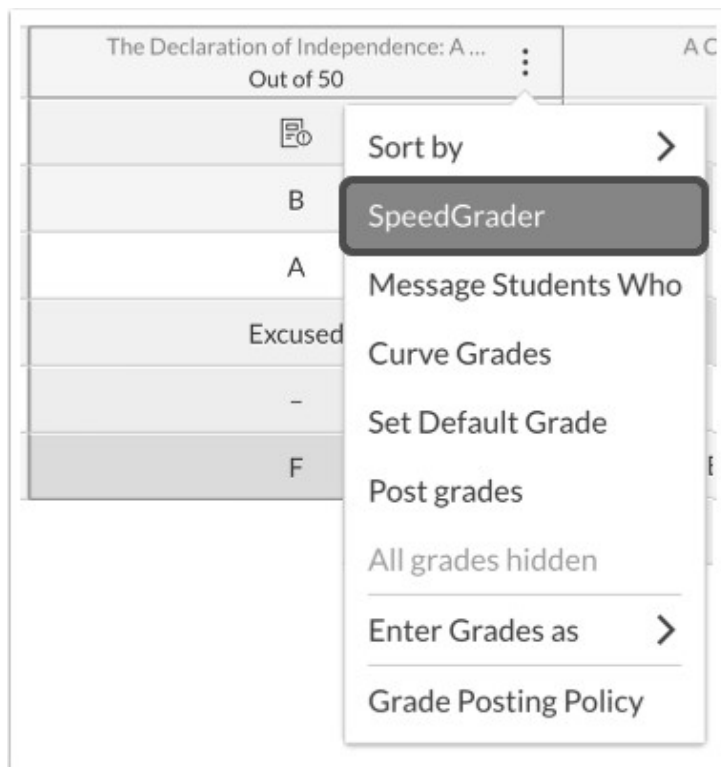


## Open Assignment Menu



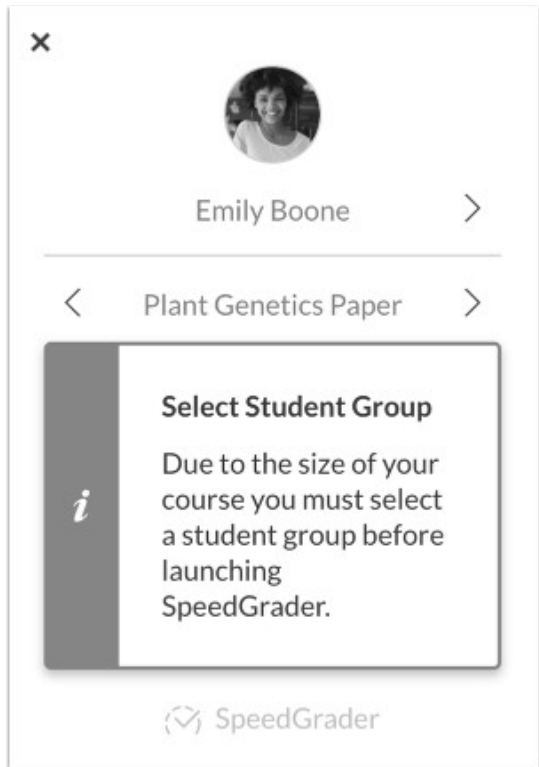
Hover over the assignment column header and click the **Options** icon.

## Open SpeedGrader



Click the **SpeedGrader** link.

## Select Student Group



If you have [enabled the Launch SpeedGrader Filtered by Student Group setting](#), you must select a student group before launching SpeedGrader. To select a student group in the Gradebook, [choose a student group in the Gradebook filters](#).

## How do I curve grades in the Gradebook?

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

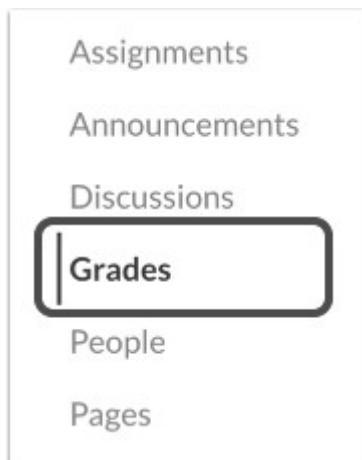
To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Canvas would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. This type of scoring creates a predictable distribution, but it means that students will compete against their classmates for scoring.

To learn more about how curved grades are calculated, view the [Curving Grades in Canvas resource document](#).

### Note:

- Grade curving cannot be undone. Pre-curved [grade histories](#) will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.
- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.
- When Moderated Grading is enabled for an assignment, the Curve Grades option is not available before grades are released.
- Curved grading is available in the [Gradebook Individual View](#).

## Open Gradebook



In Course Navigation, click the **Grades** link.

## Open Assignment Menu

Student Name	Biomes Out of 8	Debunking the Par... Out of 60	Lab Notebook - Sc... Out of 25	
Ola Benson	-	80%	25	⋮
Emily Boone	-	-	23	
Gregory Boyd	-	-	22	
Loretta Bracci	-	-	25	
Mason Cain	-	-	25	
Lola Clark	-	-	25	

Hover over the assignment column header and click the **Options** icon.

## Curve Grades

Student Name	Debunking the Par... Out of 60	Lab Notebook - Sc... Out of 25	⋮	Curri... O...
Ola Benson	80%			
Emily Boone	-			
Gregory Boyd	-			
Loretta Bracci	-			
Mason Cain	-			
Lola Clark	-			
Max Johnson	-			
Bruce Jones	-			
Eli Leafon	-			
Joe Rogers	-			

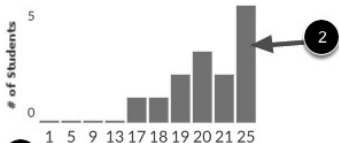
Sort by >  
 SpeedGrader  
 Message Students Who  
**Curve Grades**  
 Set Default Grade  
 All grades posted  
 Hide grades  
 Enter Grades as >  
 Grade Posting Policy

Click the **Curve Grades** link.

## Set Curve Score

Curve Grade for Lab Notebook - Scientific Measures and Scientific Method
 ×

Enter an average grade for the curve for Lab Notebook - Scientific Measures and Scientific Method. The chart shows a best attempt at curving the grades based on current student scores.



[1]
 Average Score
 
 out of 25

☐
 Assign zeroes to unsubmitted students
 [3]

Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.

[4]
 Curve Grades

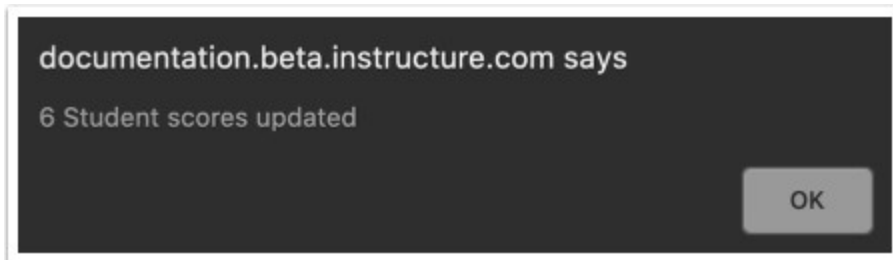
In the **Average Score** field [1], type the average grade for the curve score. The graph above the Average Score field will change depending on what score is entered and give you an approximation of what the new scores would look like [2]. You can adjust the average score as necessary to produce a desired grading outcome.

You can assign zeros to students who did not submit their assignments by clicking the **Assign zeroes to unsubmitted students** checkbox [3]. To curve grades, click the **Curve Grades** button [4].

### Note:

- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores.

## View Updated Scores



Canvas displays how many scores were updated. Click the **OK** button.

## View Curved Grades

Student Name	Lab Notebook - Sc... Out of 25
Ola Benson	25
Emily Boone	20
Gregory Boyd	20
Loretta Bracci	25
Mason Cain	25
Lola Clark	25
Max Johnson	19
Bruce Jones	18
Eli Leafon	17
Joe Rogers	20

View the new grades for the assignment.



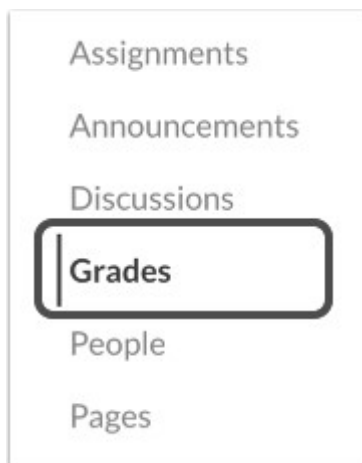
## How do I set a default grade for an assignment in the Gradebook?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. Default grades can either be applied to all students or only students who have not yet received a grade.

### Notes:


- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.
- When Moderated Grading is enabled for an assignment, the Set Default Grade option is not available before grades are released.
- Submission status is not factored into default grade application.

## Open Grades



In Course Navigation, click the **Grades** link.

## Open Assignment Menu

Student Name	Patriotism or Treason... Out of 30	⋮
Emily Boone History 101 MWF	30	
Max Johnson History 101 T-Th	24	
Bruce Jones History 101	-	
Joe Rogers History 101	-	
Nora Sanderson History 101 T-Th	-	
Jane Smith History 101 MWF	-	

Hover over the assignment column header and click the **Options** icon.

## Set Default Grade

Student Name	Patriotism or Treason... Out of 30	Position Out of
Emily Boone History 101 MWF		
Max Johnson History 101 T-Th		
Bruce Jones History 101		
Joe Rogers History 101		
Nora Sanderson History 101 T-Th		
Jane Smith History 101 MWF		

Sort by >

SpeedGrader

Message Students Who

Curve Grades

**Set Default Grade**

All grades posted

Hide grades

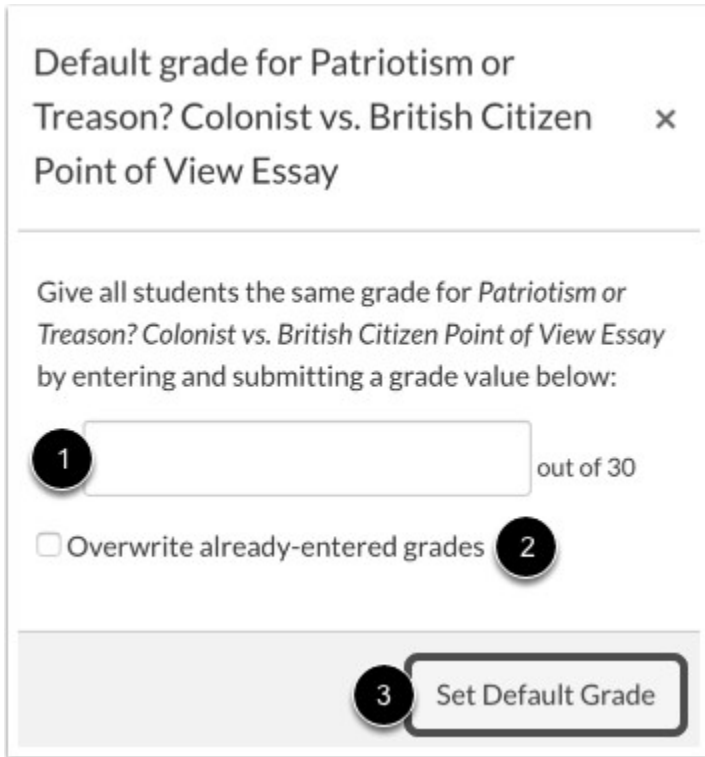
---

Enter Grades as >

Grade Posting Policy

Click the **Set Default Grade** link.

## Create Default Grades



Default grade for Patriotism or Treason? Colonist vs. British Citizen Point of View Essay

Give all students the same grade for *Patriotism or Treason? Colonist vs. British Citizen Point of View Essay* by entering and submitting a grade value below:

1  out of 30

☐ Overwrite already-entered grades 2

3 Set Default Grade

Type the default grade value in the **Grade Value** field [1]. If you would like to overwrite existing grades for the assignment, select the **Overwrite already-entered grades** checkbox [2].

Click the **Set Default Grade** button [3].

### Notes:

- If the Grade Value field is left empty and the Overwrite already-entered grades checkbox is checked, all assignment grades will be removed.
- A default grade will be assigned to students regardless of submission status.
- To have all assignments default grade set as missing type mi into the grade value field.

## Verify Default Grades

7 Student scores updated
 OK

Click the **OK** button.

## View New Grades

Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	30
Max Johnson History 101 T-Th	24
Bruce Jones History 101	<input type="text" value="28"/> /30 <input type="button" value="→"/>
Joe Rogers History 101	28
Nora Sanderson History 101 T-Th	28
Jane Smith History 101 MWF	28

Default grades are automatically entered for all students who do not have a grade. Grades can be changed by clicking the default grade and typing in an updated score.

## How do I apply a Missing Submission policy in the Gradebook?

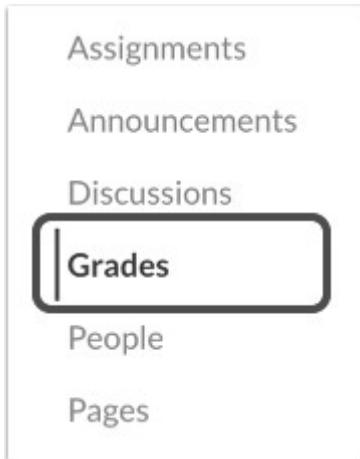
The Missing Submission policy lets you automatically apply a grade for all missing submissions in the Gradebook. A submission is labeled missing when the due date has passed and it has not been submitted. Only submissions with a status of Missing will be affected by the Missing Submission policy. The Missing Submission policy is set per course.

The Missing Submission policy allows you to define a grade that will be granted for missing submissions as a percentage of the total points possible. The percent entered is multiplied by the total points possible on the assignment and the resulting value will be awarded to missing submissions. For example, if the Missing submission grade is set to 20% and the assignment is worth 10 points, all missing submissions for that assignment will be awarded a grade of 2 points (10 points possible  $\times$  20% = 2 points awarded). To award all missing submissions with a grade of 0, the Missing submission grade can be set to 0%.

### Notes:

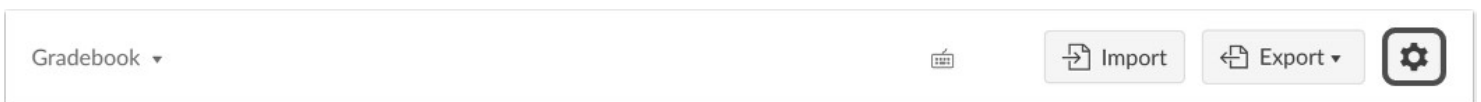
- If a submission is received after the due date, the Missing label will be automatically replaced by the Late label. However, any label can be manually removed in the Grade Detail Tray.
- When a missing assignment is submitted, the new submission must be updated in the gradebook or the grade will not change.
- Setting a Missing Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Missing in the Grade Detail Tray.
- Applying a missing submission policy will not affect previously graded missing submissions. Therefore, the Missing Submission policy should be set up when a course is created prior to creating assignments.
- The Missing Submission policy will not affect submissions in closed grading periods or submissions for concluded enrollments.
- The Missing Submission policy will not be automatically applied to No Submission, On Paper, or External Tool assignments with the exception of New Quizzes quizzes. However, a Missing label can be added in the Grade Detail Tray.
- If a Missing Submission policy is applied in a course, missing submissions for Complete/Incomplete assignments will be awarded an Incomplete grade with a score of 0, regardless of the Missing submission grade value.
- Disabling a course Missing Submission policy does not revert grades that were submitted when the policy was enabled.
- The Missing Submission Policy will not apply to unpublished assignments.

## Open Grades



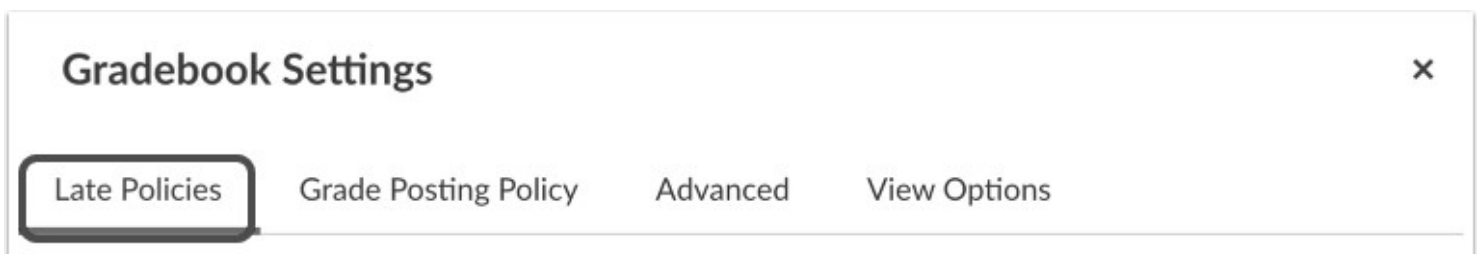
In Course Navigation, click the **Grades** link.

## Open Gradebook Settings



Click the **Settings** icon.

## View Late Policies



In Gradebook Settings, view the **Late Policies** tab.

## Apply Missing Submission Policy

### Gradebook Settings

Late Policies   Grade Posting Policy   Advanced

☒ Automatically apply grade for missing submissions

Grade for missing submissions

%

Click the **Automatically apply grade for missing submissions** checkbox. Selecting this checkbox will automatically apply the grade you set for any missing submissions in the course.

## Set Missing Submission Percentage

### Gradebook Settings

Late Policies   Grade Posting Policy   Advanced

☒ Automatically apply grade for missing submissions

Grade for missing submissions

%

Set a percentage in the **Grade percentage for missing submissions** field.





## Apply Settings

Cancel

Apply Settings


Click the **Apply Settings** button.

## View Grades

Student Name	Historical Video Assign... Out of 25
Emily Boone	
Jessica Doe	
Max Johnson	25
Bruce Jones	5
Joe Rogers	5
Nora Sanderson	
Jane Smith	
Test Student	


View the affected grades in the Gradebook.

## View Grade Detail Tray

×


< Bruce Jones >

Historical Video Assignment >

 SpeedGrader

**Grade out of 25**

**Status**

☐ None

☐ Late

☒ Missing

☐ Excused

In the Grade Detail Tray, you can view details about the submission. When a submission applies to a missing policy, the Grade Detail Tray displays the given grade. To remove the late penalty from a submission, enter a grade in the grade field. Once a grade has been manually assigned, the Missing submission policy no longer applies and the label is automatically removed.

## How do I apply a Late Submission policy in the Gradebook?

The Late Submission policy allows you to automatically deduct points on all late submissions. A submission is labeled late when it has been submitted past the due date. Only assignments with a status of Late will be affected by the Late Submission policy. The late policy will be applied to a submission when it is graded.

Late Submission policies only apply to the course in which they are configured. Late Submission policies will affect previously graded assignments, but do not affect assignments in closed grading periods or submissions for students with concluded enrollments. Disabling a Late Submission policy will not remove late penalties from previously graded assignments.

The Late Submission policy allows you to define a percentage of the total points possible on an assignment that will be deducted for late submissions. Points can be deducted per day or hour the submission is late. For example, if the Deduct field is set to 10%, the interval is selected for Day, and the assignment is worth 10 points, 1 point will be deducted per day. If a submission is 2 days late, and the student is awarded full points, their final grade on the assignment would be 8 points (2 days late x 1 point deduction per day = 2 point Late Penalty).

To calculate a late penalty, Canvas rounds up the day or hour to the next whole number. For example, you may set a 10% per day late submission policy. If a student submits a 10-point assignment 1.3 days late, the late penalty will round 1.3 days up to 2 days. The student's score will reflect a 20% (2 point) late submission deduction.

Additionally, you can define the lowest possible grade threshold for a late policy. The lowest possible grade percentage is the lowest score a student can receive when late policy deductions are applied to grades entered above that percentage. Any grade awarded equal to or below that percentage will not receive late policy deductions.

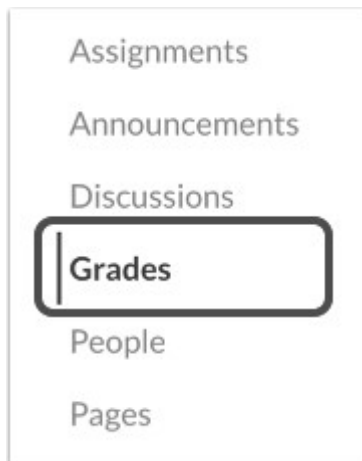
For example, if the Late Submission policy is set to deduct 10% per day for late submissions, and a student submits 8 days late to an assignment worth 10 points, the student's grade would be 2 points if they were awarded full credit on the assignment (8 days late x 1 point deducted per day = 8 point Late Penalty). However, if the Lowest grade possible is set to 60%, the student's grade will be adjusted to 6 points. Any grades awarded that are less than or equal to 6 will not have late policies applied.

### Notes:

- Setting a Late Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Late in the Grade Detail Tray.
- For the calculation of the Late Penalty, days late will be rounded up to the next whole number. For example, if a student submits 1.3 days late, the Late Penalty will treat the student as 2 days late. This behavior also applies for hour durations.
- Applying a deduction to late submissions will automatically affect any previously graded submissions. Therefore, the Late Submission policy should be set up when a course is created prior to creating assignments.
- The Late Submission policy will not affect submissions in closed grading periods or submissions for concluded enrollments.

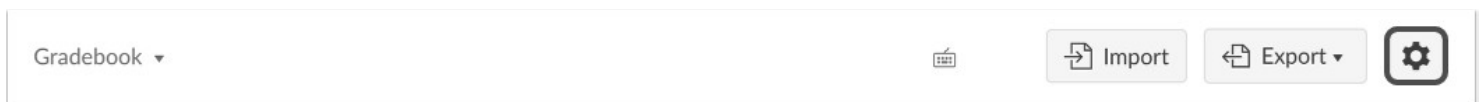
- The Late Submission policy will not be automatically applied to No Submission or On Paper assignments. However, you can [change the status of a submission in the Gradebook](#) and add a Late label to the submission in the Grade Detail tray.
- The Late Submission policy will not affect submissions for Complete/Incomplete assignments.
- The Late Submission policy may not work correctly when applied to a quiz created using the Classic Quizzes tool and when also using a Missing Submission policy. To ensure the late deduction is properly calculated for these quizzes, you must set an Until date and time that occurs after the Due date. If you do not set an Until date for the quiz, you can set the quiz fudge points to 0 in SpeedGrader when grading the quiz.
- When taking a multiple-attempt quiz, a student who makes a new attempt after the due date has passed will receive deductions on all attempts, including attempts made before the due date.
- The Late Submission Policy is not supported when using multiple attempts in New Quizzes.

## Open Grades



In Course Navigation, click the **Grades** link.

## Open Gradebook Settings



Click the **Settings** icon.

## View Late Policies

### Gradebook Settings ×

**Late Policies** Grade Posting Policy Advanced View Options

In Gradebook Settings, view the **Late Policies** tab.

## Apply Late Submission Policy

☒ Automatically apply deduction to late submissions

Late submission deduction

%

Deduction interval

▼

Lowest possible grade

%

Click the **Automatically apply deduction to late submissions** checkbox.

### Notes:

- Selecting this checkbox will automatically apply the deduction you set for any late submissions in the course that have previously been graded as well as apply to future late submissions you grade.
- When taking a multiple-attempt classic quiz, a student who makes a new attempt after the due date has passed will receive deductions on all attempts, including attempts made before the due date.

## Set Deduction

☒ Automatically apply deduction to late submissions

**Late submission deduction**  

1

%

**Deduction interval**  

2

**Lowest possible grade**  

%

To set the percentage you want late submissions to be deducted, set a percentage in the **Late Submission Deduction** field [1]. Then set the interval for which you would like Canvas to deduct points in the **Deduction Interval** drop-down menu [2]. Available interval options are Day or Hour.

## Set Lowest Possible Grade

☒ Automatically apply deduction to late submissions

**Late submission deduction**  


%

**Deduction interval**

**Lowest possible grade**  

%



To manage the lowest possible grade threshold for the late policy, enter a percentage in the **Lowest possible grade** field. The lowest possible grade percentage is the lowest score a student can receive when late policy deductions are applied to grades entered above that percentage. Any grade awarded equal to or below that percentage will not receive late policy deductions.

## Apply Settings

CancelApply Settings

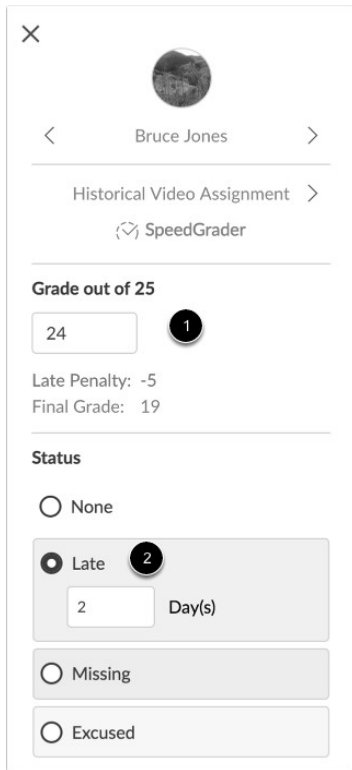
Click the **Apply Settings** button.

## View Grades


Student Name	Historical Video Assign... Out of 25
Emily Boone	
Jessica Doe	
Max Johnson	25
Bruce Jones	18
Joe Rogers	20
Nora Sanderson	
Jane Smith	
Test Student	

View the affected grades in the Gradebook.

## View Grade Detail Tray




✕



< Bruce Jones >

Historical Video Assignment >

 SpeedGrader

---

**Grade out of 25**

24 **1**

Late Penalty: -5  
Final Grade: 19

---

**Status**

☐ None

☒ **Late** **2**

2 Day(s)

☐ Missing

☐ Excused



In the Grade Detail Tray, you can view details about the student's grade and adjust settings on each student's individual submission.

In the **Grade info** section [1], you can view or edit the grade you awarded the student for their submission, the late penalty deduction, and the student's final grade on the assignment.

In the **Status** section [2], you can view how many days late the student submitted the assignment and adjust the amount of days late in the interval field. You can also manually change the submission to a status other than Late, but changing the status will remove any late penalties that had been automatically applied to the student's submission.



## View Late Policy Warning


 Changing the late policy will affect previously graded submissions. 

☒ Automatically apply deduction to late submissions

Late submission deduction

%

Deduction interval



Lowest possible grade

%

If you set a late policy, and then adjust any of the parameters, Canvas will display a warning to notify you that changing the late policy will affect previously graded submissions. To exclude a submission from the late penalty you will have to manually change a submission's status to something other than late in the Grade Detail Tray.

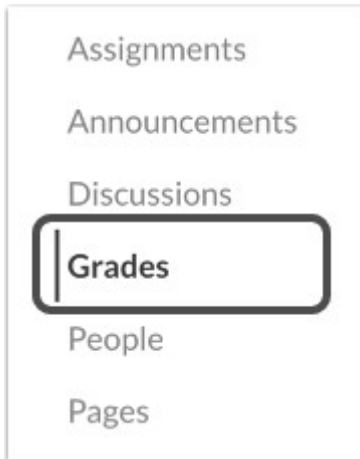
## How do I submit an assignment on behalf of a student as an instructor?

If enabled by your institution, you can submit an assignment on behalf of a student in the Gradebook.

### Notes:


- A File Upload submission type must be allowed to submit an assignment on behalf of a student.
- If you are unable to submit on behalf of a student, your institution has not enabled this permission. Please contact your Canvas admin.

## Open Grades



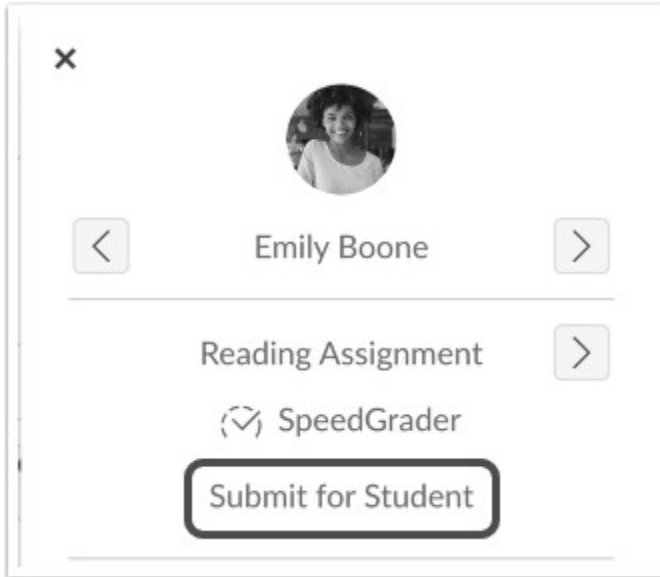
In Course Navigation, click the **Grades** link.

## Open Grade Detail Tray

Student Name	To Sign or Not to Sign Di... Out of 10
Emily Boone	3.7 / 10 
Jessica Doe	4
Max Johnson	3.3
Bruce Jones	2.7
Joe Rogers	3.3
Nora Sanderson	Excused
Jane Smith	4
Test Student	-

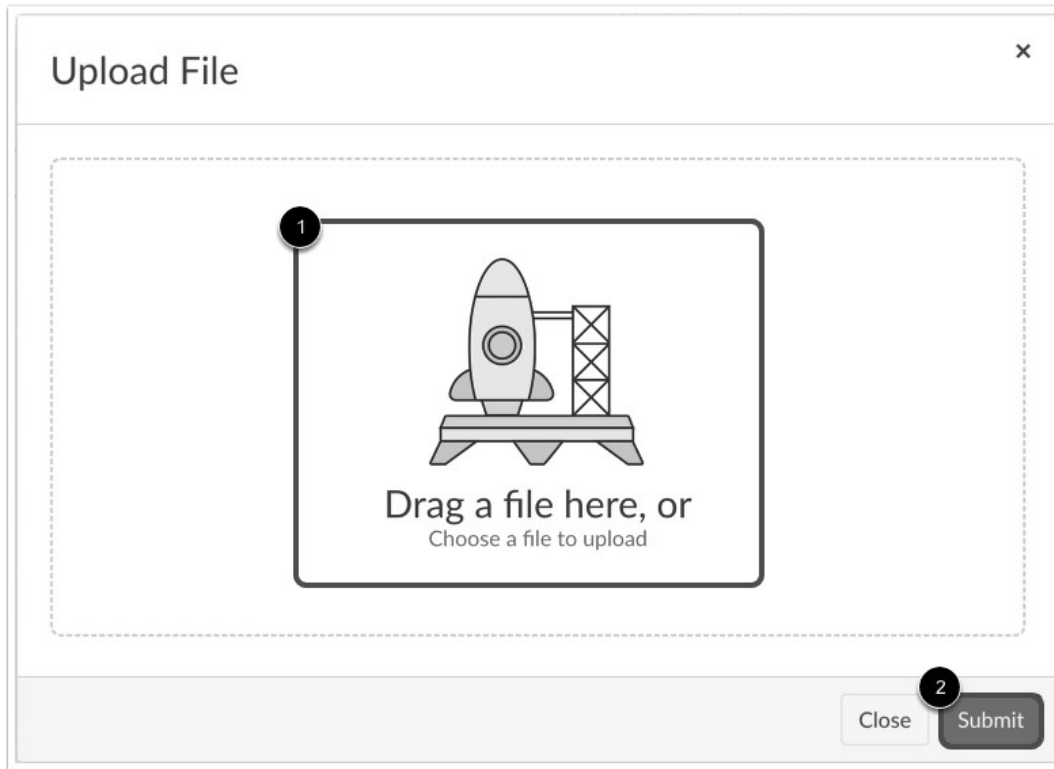
Locate the student name and assignment. Click the Gradebook cell [1] and click the **Grade Detail Tray** icon [2].

## Submit for Student



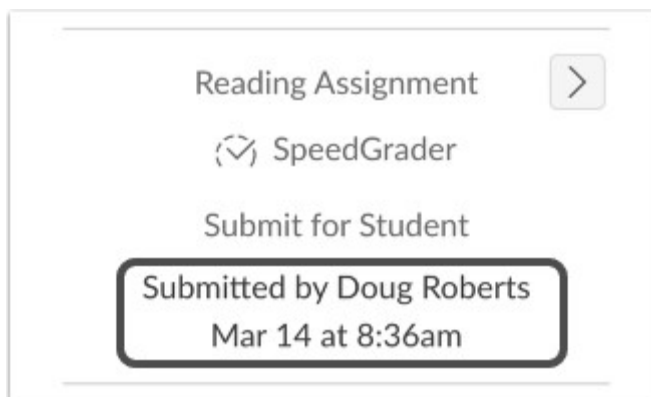
To submit for a student, click the **Submit for Student** link.

## Upload File



To upload a file from your computer, drag and drop a file [1], or browse your computer files by clicking the **Choose a file to upload** link [2]. To submit the file, click the **Submit** button [3].

## View Submission Details



View submission details in the Grade Detail Tray. You can also [view the uploaded file uploaded in Speedgrader](#).

**Note:** Students and Observers can see the submission details when they view the assignment.

## How do I override a student's final grade in the Gradebook?

The Final Grade Override allows you to enter a final grade for students that is different from the grade automatically calculated by Canvas in the Gradebook. You can enter a letter grade or a percentage. A letter grade results in the lower bound of the grading scheme. A percentage is retained as the override score.

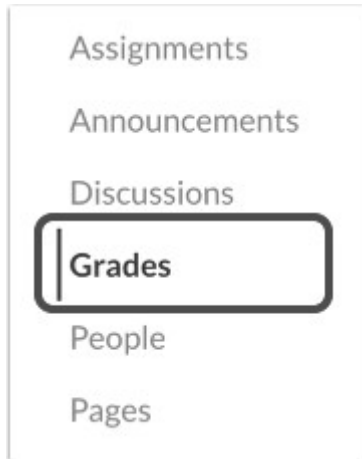
An override can be applied to final grades in grading periods, but the overridden grades from the grading period will not affect the student's total final course grade.

Students can view the overridden grade in their Grades page. However, students will not know the score has been overridden.

### Notes:

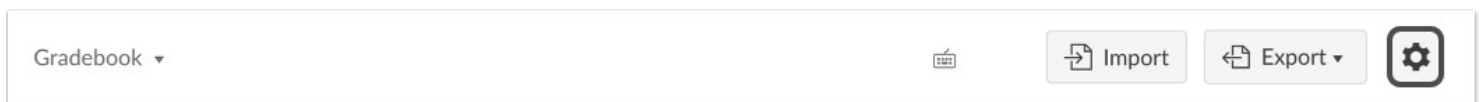
- Final Grade Override is currently a course opt-in feature. To enable the final grade override feature option, learn how to [manage course features](#).
- When a grader, such as an instructor or TA, enables the Final Grade Override option, the Override column displays for all graders in the course. Likewise, the Override column will be hidden if disabled by another grader in the course.
- The override column is included in Gradebook exports and can be changed with a Gradebook import.
- If your SIS accepts final grades through grade passback, any entered override grades are included in SIS syncs in place of the calculated final grade.
- After the final grade override feature option has been enabled in a course, both the Gradebook and Final Grade Override options cannot be disabled.
- Your Canvas admin may need to configure SIS sync settings for final grade overrides to correctly sync to your SIS.
- When a final grade override is entered as a letter grade, the percentage score for the assignment is the lower limit of the range assigned to that letter grade in the grading scheme. For example, your course grading scheme may designate a range of 86% to 89% for a B+ letter grade. Entering a B+ for a final grade override assigns a percentage of 86%. To ensure students receive a specific percentage for their final grade, enter the grade override as a percentage.

## Open Grades



In Course Navigation, click the **Grades** link.

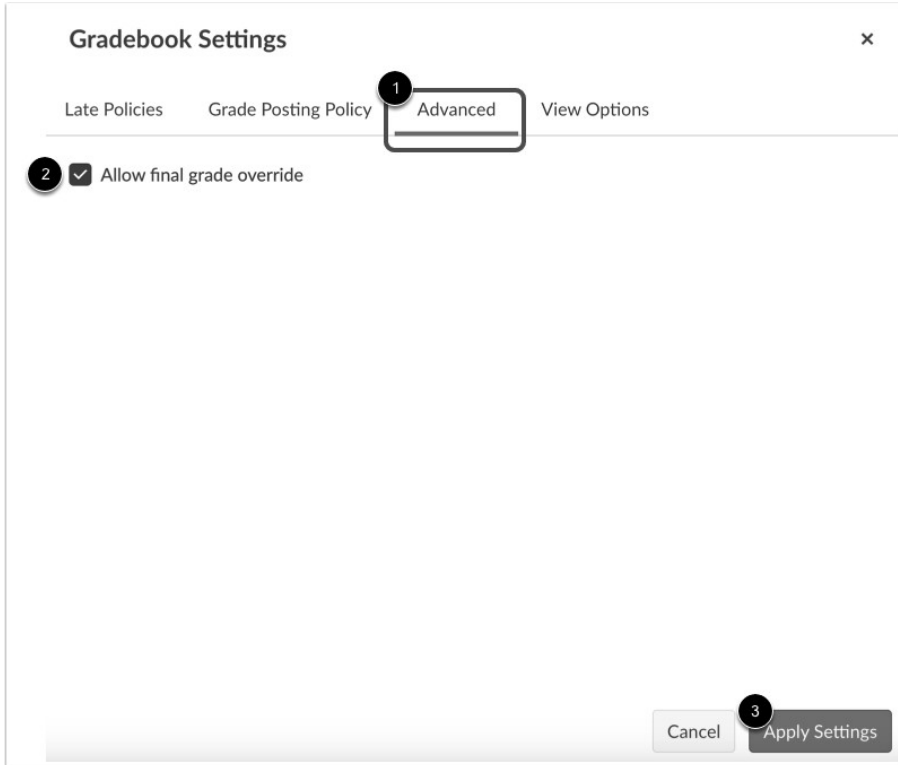
## Open Gradebook Settings



Click the **Settings** icon.



## Select Final Grade Override



**Gradebook Settings** [X]

Late Policies   Grade Posting Policy   **Advanced**   View Options

☒ Allow final grade override

Cancel   **Apply Settings**

In Gradebook Settings, open the **Advanced** tab [1] and then click the **Allow final grade override** checkbox [2]. Click the **Apply Settings** button [3].

## Enter Override Grade

	Total	Override
-	43.33% F	-
-	23.33% F	-
-	74.14% C	78
-	-	-
-	-	-
-	-	-
-	52.63% F	-

The override column displays at the far right of the Gradebook. Locate the student whose grade you want to override and enter a percentage or a letter grade in the Override column.

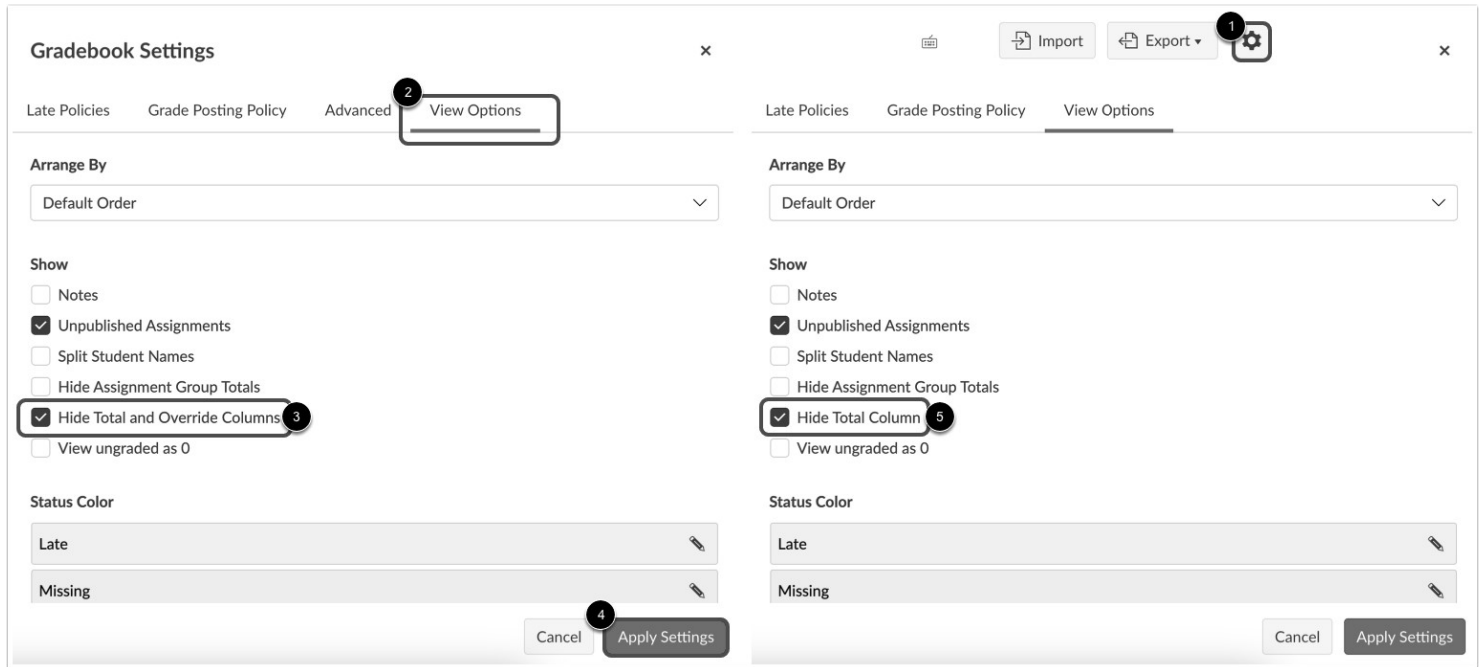
To delete an overridden grade, click the grade cell and click the **Delete** key.

View Override Grade

	Total	Override
-	43.33% F	-
-	23.33% F	-
-	74.14% C	C+
-	-	-
-	-	-
-	-	-
-	52.63% F	-

View the overridden grade.

## Show or Hide Total and Override Columns



The image displays two side-by-side screenshots of the Canvas Gradebook Settings dialog box, illustrating the steps to show or hide total and override columns.

**Left Screenshot:** The dialog box is titled "Gradebook Settings". The "View Options" tab is selected (labeled 2). Under the "Show" section, the "Hide Total and Override Columns" checkbox is checked (labeled 3). The "Apply Settings" button is visible at the bottom right (labeled 4).

**Right Screenshot:** The dialog box is titled "Gradebook Settings". The "View Options" tab is selected. Under the "Show" section, the "Hide Total Column" checkbox is checked (labeled 5). The "Apply Settings" button is visible at the bottom right.

To show or hide the total and override columns, click the **Settings** icon [1] and click the **View Options** tab [2].

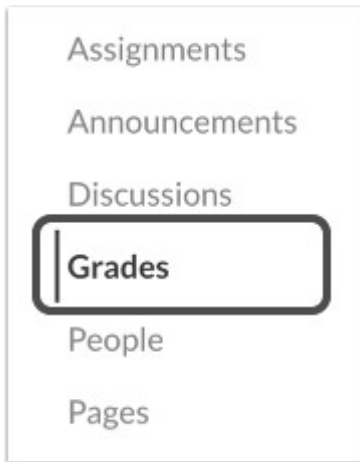
When the Final Grade Override feature option is enabled, click the **Hide Total Column and Override Columns** checkbox [3]. Click the **Apply Settings** button [4].

**Note:** If the Final Grade Override feature option is disabled, the text in the Show section displays Hide Total Column [5].

## How do I leave comments for students in the Gradebook?


If you want to leave simple feedback for your students, you can leave a text comment directly from the Gradebook.

### Open Gradebook



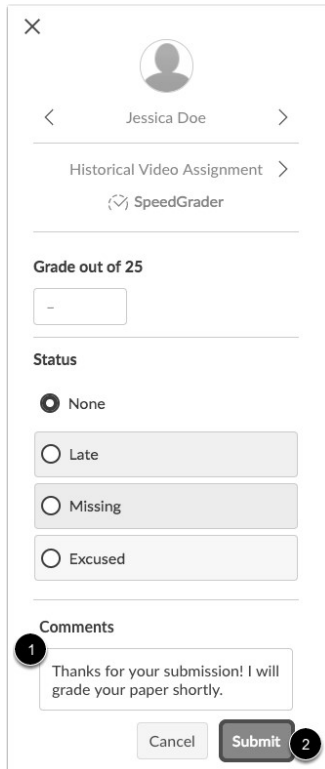
In Course Navigation, click the **Grades** link.

## Open Grade Detail Tray

Student Name	Lab Notebook - Sc... Out of 25
Ola Benson	25
Emily Boone	20 / 25 
Gregory Boyd	20
Loretta Bracci	25
Mason Cain	25
Lola Clark	25

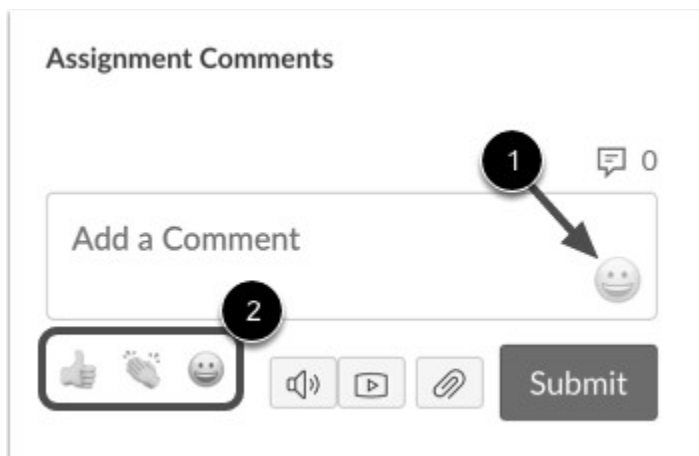
Locate the student name and assignment where you want to leave a comment. Click the Gradebook cell and click the **Grade Detail Tray** icon.

## Add Comment



Type your comment in the **Comments** field [1] and click the **Submit** button [2].

## Add Emoji

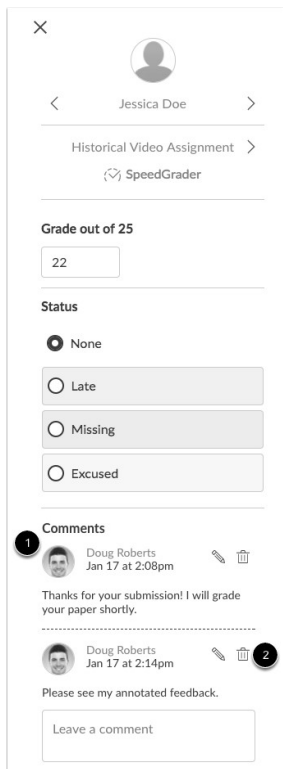


If enabled by your institution, you can add emojis to submission comments.

To select an emoji, click the emoji menu [1].

To use a recently used emoji, click the emoji from the recently used menu [2].

## View Comment



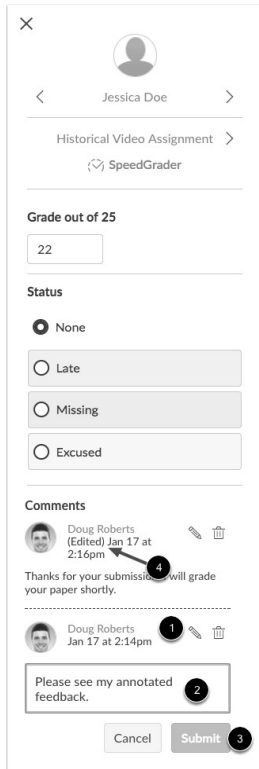
The screenshot shows a mobile interface for viewing a submission comment. At the top, there is a close button (X) and a user profile for Jessica Doe. Below this, the assignment is identified as 'Historical Video Assignment' using 'SpeedGrader'. The 'Grade out of 25' is shown as 22. Under the 'Status' section, 'None' is selected, with options for 'Late', 'Missing', and 'Excused'. The 'Comments' section lists two comments from Doug Roberts: the first from Jan 17 at 2:08pm says 'Thanks for your submission! I will grade your paper shortly.' and the second from Jan 17 at 2:14pm says 'Please see my annotated feedback.' Each comment has edit and delete icons. A 'Leave a comment' text box is at the bottom.

Comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom [1].

To delete your comment, click the **Delete** icon [2].



## Edit Comment



To edit your comment, click the **Edit** icon [1] and make your edits in the comment box [2]. When you have finished editing your comment, click the **Submit** button [3]. The time stamp of the edited comment will indicate the comment has been edited [4].

**Note:** Edits to group assignment comments only apply to the student where the edits are made. Additional edits must be made in the Grade Detail tray for each student.

## How do I import grades in the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

### Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status, comments, or grade posting policies.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
- All changes made to non-read-only columns are included in the upload. However, read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments names containing the text Current Score, Current Points, Final Score, Final Points, or Final Grade.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.
- CSV file uploads ignore reserved column names as well as hidden and deleted custom columns. Reserved column names include Student, ID, SIS User ID, SIS Login ID, Section, Integration ID, and Root Account.
- Grade changes to Classic Quiz submissions may display as fudge points in SpeedGrader.

## Create CSV File

Columns in gray are required.  
 \*SIS columns are only required if your institution uses SIS imports.

Existing assignments include an Assignment ID, which should be left intact to help Canvas identify the assignment. New Assignments do not require an ID when uploading a CSV file.

Student	ID	SIS User ID*	SIS Login ID*	Section	Existing Assignment (ID)	New Assignment	Current Score (entire course)	Final Score (entire course)
Points Possible					50	10		
Smith, John	12345			Section 2	46	8		
King, Ben	12346			Section 3	34	6		
Doe, Jessica	12347			Section 2	38	5		
Boone, Emily	12348			Section 1	40	4		
Wilson, Jack	12349			Section 1	44	7		

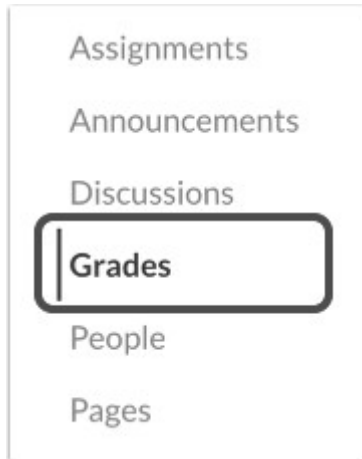
For new files, save the file as Grades-Course\_Name.csv.

### Required columns and order

- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)

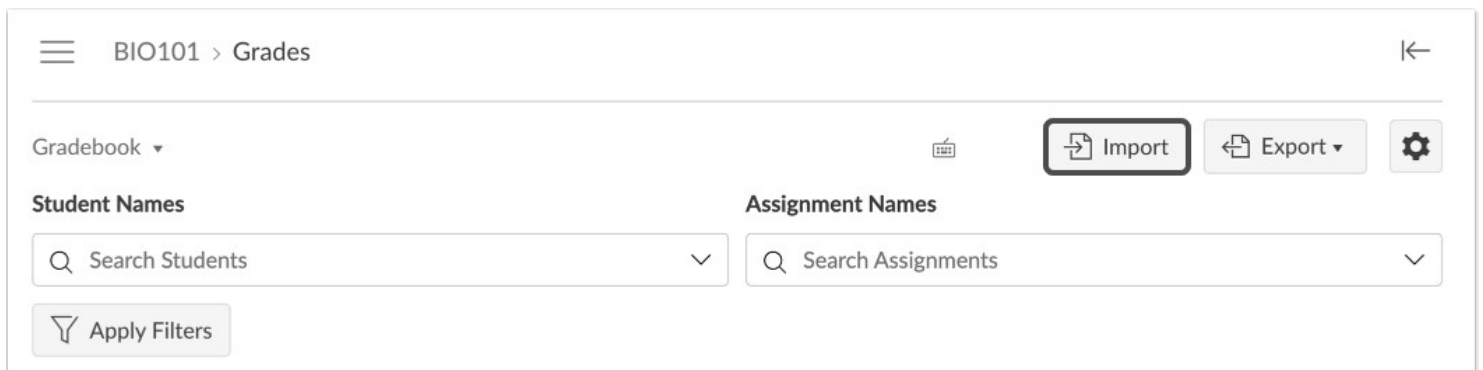
**Note:** If you don't want to create a new CSV file, you can always [download the CSV](#) from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

## Open Gradebook



In Course Navigation, click the **Grades** link.

## Upload Scores



Click the **Import** button.

## Choose File

? What should the CSV file look like?

Choose a CSV file to upload:

Choose File

No file chosen

Upload Data

Click the **Choose File** or Browse button (depending on your browser).

## Open File

	Grades-HIST-101.csv	1	Today, 12:31 PM	2 KB	comm...values
	start_here.png		Jan 5, 2016, 1:54 PM	10 KB	PNG image
	Ballad_To_Abraham_Lincoln.mp3		Mar 17, 2014, 4:19 PM	4.3 MB	MP3 audio
	Abraham_Lincoln_Facts.pdf		Apr 16, 2013, 9:30 AM	178 KB	Adobe...cument
				Cancel	2 Open

Locate the CSV file [1] then click the **Open** button [2].

## Upload Data



Click the **Upload Data** button.

## Upload New Data

### Upload Gradebook: History 101

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

Assignment in question	This Assignment is
<div> Constitution Review <div> <div>1</div> <div>2</div> </div> </div>	<div> <div>10</div> <div>2</div> </div>

Continue →

3

✓ -- Choose assignment --

A new assignment
Bogus, ignore it
Constitution Assignment
Declaration Summary
Research Paper
Moderated Assignment
Class Survey
Class Survey

If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the **A new assignment** option [1]. Then assign the number of points possible [2]. Click the **Continue** button [3].

### Notes:

- When multiple grading periods is enabled, CSV file uploads cannot create new assignments.
- New assignments created via a CSV file upload are automatically published and maintain the course posting policy.

## Save Changes

### Upload Gradebook: History 101

Student	A Closer Look: The United States Con...		The Declaration of Independence: A ...	
	From	To	From	To
Emily Boone		16		
Max Johnson		17		
Bruce Jones		14	46	43
Joe Rogers		20		
Nora Sanderson		12	50	50
Jane Smith		19		
Test Student				

Save Changes
Cancel


Note: You uploaded some assignments that had no grade changes detected. They have been hidden.

Review the changes made to your Gradebook [1]. Any changes that will result in a lower grade than the previous version are highlighted in red [2].

If you upload assignments with no grade changes, they will be hidden from the upload [3].

Click the **Save Changes** button [4].

## View Updated Gradebook

Student Name	A Closer Look: The... Out of 20	 The Declaration of... Out of 50 <b>MANUAL</b>
Emily Boone History 101 and History 101 MWF	16	
Max Johnson History 101 T-Th	17	
Bruce Jones History 101 and History 101 T-Th	14	43
Joe Rogers History 101	20	
Nora Sanderson History 101 T-Th	12	50
Jane Smith History 101 MWF	19	-
Test Student History 101, History 101 MWF, and Hist...	-	

View the updated data in the Gradebook.

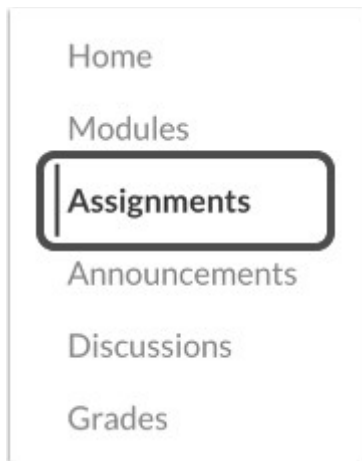


## How do I publish final grades for a moderated assignment?

A moderated assignment supports up to two provisional grades and one moderator grade. However, provisional grades are not included in the Gradebook and are only visible to moderators. Students cannot view any comments or grades until the grade is posted. You can either select grades directly in the Moderate page or you can select grades when reviewing the moderated assignment submission and comments.

**Note:** Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

## Open Assignments



In Course Navigation, click the **Assignments** link.

## Open Assignment

+ Group

+ Assignment

▾ Assignments

30% of Total 1 Rule ▾ +

**Moderated Assignment**

20 pts

✓

**A Closer Look: The United States Constitution Written Response 1**

Articles of Confederation and the Constitution Module | Available until Apr 19 |

Due Feb 5 at 5:29pm | 20 pts

✓

Click the title of the assignment.

## Open Moderate Page

### Moderated Assignment

✓ Published

Edit

Moderate

Write a two-page paper on a historical topic of your choice. Your paper should be 2-3 pages and include an introduction, thesis, supporting evidence, and a conclusion.

**Points** 20

**Submitting** a text entry box, a website url, a media recording, or a file upload

Due	For	Available from	Until
Apr 5	Everyone	-	-

Click the **Moderate** button.

**Note:** Your assignment must be published before you can add students to the moderation set.




## Confirm Final Grades

### Grade Summary

#### Moderated Assignment

Grader	Accept Grades		
Jessica Doe	<button>Accept</button>		
Ranjit Chauhan	<button>Accept</button>	<button>Release Grades</button>	<button>Post to Students</button>

Student	Jessica Doe	Ranjit Chauhan	Final Grade
Nora Sanderson	19	-	- 
Jane Smith	15	-	- 
Bruce Jones	-	15	- 

Confirm all students have received a grade by a grader.

If a student does not yet have a final grade, you can apply a grade by accepting grades for a grader or using the Final Grade drop-down menu to assign a grade.

## View SpeedGrader Submissions

Nora Sanderson	19	-	- 
Jane Smith	15	-	- 
Bruce Jones	-	15	- 

If you want to view a submission in SpeedGrader, click the name of the student.

**Note:** If the assignment is also anonymous, the anonymized student names link to the submission for that specific student.

## Select Final Grades

### Grade Summary

#### Moderated Assignment

**Grader**  
 Jessica Doe  
 Ranjit Chauhan

**Accept Grades**  

Accept 2

Accept

Release Grades

Post to Students

Student	Jessica Doe	Ranjit Chauhan	Final Grade
Nora Sanderson	19	-	- <span>1</span>
Jane Smith	15	-	-
Bruce Jones	-	15	-

To select a final grade for each student, click the **Final Grade** drop-down menu and select the grader's name [1].

To select all the grades as final grades, click the **Accept** button [2]. Once selected, the Grade Summary page confirms the grades have been accepted.

### Notes:

- If the Accept button is grayed out, or if the assignment does not display the Accept button at all, one or more submissions have been graded by multiple graders and includes grading conflicts that you must resolve manually.
- Accepting grades for a grader cannot be undone. However, you can change a final grade assigned to a student by assigning a custom grade, if needed.
- Any annotations and rubrics that were not selected become inaccessible once the grade is released.

## Set Custom Grade

Student	Jessica Doe	Ranjit Chauhan	Final Grade
Nora Sanderson	19	–	20
Jane Smith	15	–	20 (Custom)

To give a student a custom grade, select the text in the drop-down menu and type the custom grade. Press the Enter or Return key on your keyboard to save the custom grade.

## Release Grades

Release Grades

Post to Students

When you are ready to release grades, click the **Release Grades** button.

**Note:** Once a grade is released, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

## Confirm Grades

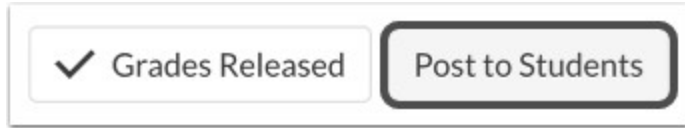
Are you sure you want to do this? It cannot be undone and will override existing grades in the gradebook.

Cancel

OK

Canvas confirms you want to release grades to the Gradebook. To continue, click the **OK** button.

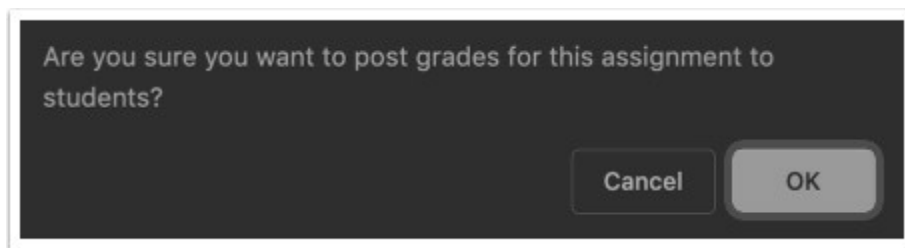
## Post Grades



When you are ready to post grades for the assignment so grades are visible to students, click the **Post to Students** button.

**Note:** Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

## Confirm Grades



Canvas confirms you want to post grades for this assignment to students. To continue, click the **OK** button.

## View Posted Grades

*i* Attention! Grades cannot be modified from this page as they have already been released.

### Grade Summary

#### Moderated Assignment

**Grader**  
 Jessica Doe  
 Ranjit Chauhan

**Accept Grades**  

✓ Accepted

✓ Accepted

✓ Grades Released

✓ Grades Posted to Students

Student	Jessica Doe	Ranjit Chauhan	Final Grade
Nora Sanderson	19	–	19 (Jessica Doe) ▼
Jane Smith	15	–	15 (Jessica Doe) ▼
Bruce Jones	–	15	15 (Ranjit Chaul) ▼
Joe Rogers	18	–	18 (Jessica Doe) ▼
Max Johnson	–	19	19 (Ranjit Chaul) ▼

Canvas confirms grades for the assignment were released to the Gradebook and posted to students. Grades in the Moderate page cannot be changed.



## How do I view the history of all grading changes in the Gradebook?

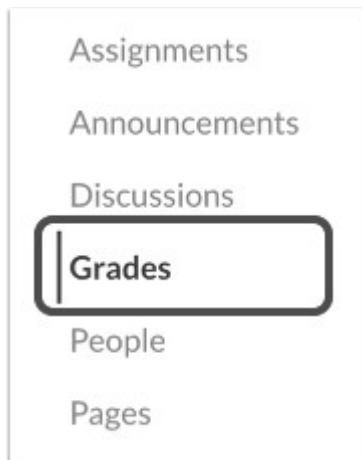
You can view the history of all Gradebook changes in your course using the Gradebook History page. Gradebook History is a read-only log that allows you to see who graded each artifact. Options are available to filter grading history by student, grader, artifact, and date.

For quizzes, you can view historical data for any regraded quizzes.

### Notes:

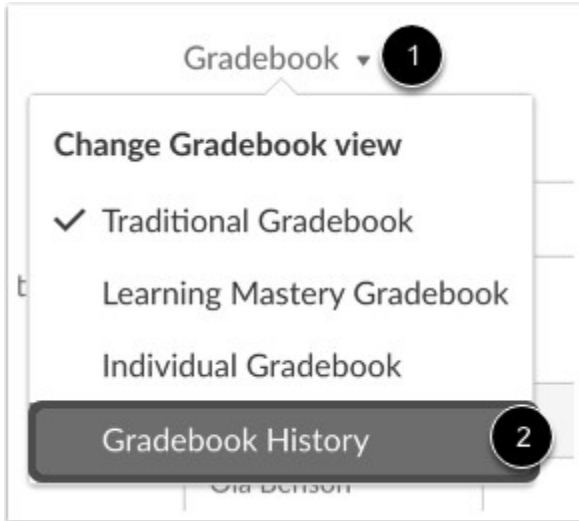
- Gradebook history displays changes made within the last 365 days.
- Gradebook history will reflect any grade changes made to assignments with a manual posting policy, even if grades are not yet visible to students.
- If you have enabled the Final Grade Override feature option, you can filter by the Final Grade Overrides Only option.

## Open Grades



In Course Navigation, click the **Grades** link.

## View Grading History



Click the **Gradebook** menu [1] and select the **Gradebook History** link [2].

## View Gradebook History

Gradebook History ▾						
Student	Grader	Artifact	Start Date	End Date		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Date	Student	Grader	Artifact	Before	After	Current
Jan 21, 2021 at 11:16am	Emily Boone	Not available	Naomi 1	-	0/25	0/25
Jan 20, 2021 at 3:54pm	Max Johnson	Doug Roberts	Bill of Rights Review	82%	16.4/20	16.4/20
Jan 20, 2021 at 3:54pm	Emily Boone	Doug Roberts	Bill of Rights Review	78%	15.6/20	15.6/20
Jan 20, 2021 at 3:54pm	Bruce Jones	Doug Roberts	Bill of Rights Review	94%	18.8/20	18.8/20
Jan 20, 2021 at 3:54pm	Joe Rogers	Doug Roberts	Bill of Rights Review	90%	18/20	18/20

The Gradebook History page displays recent grade changes in the course. Each grade change lists the date of the change [1], the student whose grade was changed [2], the grader who changed the grade [3], and the artifact where the grade was changed [4].

Additionally, you can view a summary of the grade before it was changed [5], after it was changed [6], and the current grade for the assignment [7].

**Note:** If you are grading in a course where you can only interact with users in your same section, the Gradebook history page will only display results for users within your same section.

## View Anonymous Assignments in Gradebook History


Gradebook History ▾
 


Student
 Grader
 Artifact
 Start Date
 End Date
 Filter

▾

▾

▾





Date		Student	Grader	Artifact	Before	After	Current
Sep 30, 2020 at 2:10pm	1	Not available; assignment is anonymous	Doug Roberts	Moderated Grades	–	8/10	8/10
Sep 30, 2020 at 2:10pm	🔍	Not available; assignment is anonymous	Doug Roberts	Moderated Grades	–	9/10	9/10
Sep 30, 2020 at 2:10pm	2 🔍	Not available; assignment is anonymous	Doug Roberts	Moderated Grades	–	9/10	9/10
Sep 30, 2020 at 2:10pm	🔍	Not available; assignment is anonymous	Doug Roberts	Moderated Grades	–	9/10	9/10
Sep 30, 2020 at 2:10pm	🔍	Not available; assignment is anonymous	Doug Roberts	Moderated Grades	–	8/10	8/10

Any grade changes related to an anonymously graded assignment do not include student names in the search results [1].

If the anonymous grading option is removed from the assignment at a later time, the Gradebook History page displays an icon showing that the assignment was previously graded anonymously [2].

**Note:** Posting grades for an anonymous assignment will remove anonymity from the assignment.

## View Filters

**Gradebook History**

Student <sup>1</sup>      Grader <sup>2</sup>      Artifact <sup>3</sup>      Start Date <sup>4</sup>      End Date

If you want to locate a specific grade change, you can filter grading history by student [1], grader [2], artifact [3], and start or end date [4].

## Filter by Name

Gradebook History ▾



Student      Grader      Artifact      Start Date      End Date

Date	Student	Grader	Artifact	Before	After	Current
Jan 21, 2021 at 11:16am	Emily Boone	Not available	A Closer Look: The United States Constitution Written Response 1	-	0/25	0/25
Jan 20, 2021 at 3:54pm	Max Johnson	Doug Roberts	Bill of Rights Review	82%	16.4/20	16.4/20

To filter grading history by student, grader, or artifact, start typing the name in the search filter[1]. Canvas will automatically populate matching names. Select the name from the results [2].

## Filter by Date

Gradebook History ▾

Student  ▾
 Grader  ▾
 Artifact  ▾
 Start Date   **1**
End Date  

Date	Student	Grader	Artifact		Before	After	Current
Jan 21, 2021 at 11:16am	Emily Boone	Not available	Naomi 1		-	0/25	0/25
Jan 20, 2021 at 3:54pm	Max Johnson	Doug Roberts	Bill of Righ		82%	16.4/20	16.4/20
Jan 20, 2021 at 3:54pm	Emily Boone	Doug Roberts	Bill of Righ		78%	15.6/20	15.6/20
Jan 20, 2021 at 3:54pm	Bruce Jones	Doug Roberts	Bill of Righ		94%	18.8/20	18.8/20



February 2021

<								>
Su	Mo	Tu	We	Th	Fr	Sa		
31	<b>2</b>	3	4	5	6			
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	<b>23</b>	24	25	26	27		
28	1	2	3	4	5	6		
7	8	9	10	11	12	13		

If you also want to filter grading history by start or end date, click the date field [1] and then select a date from the calendar [2].

## Filter by Final Grade Overrides Only

Gradebook History ▾

Student  ▾
 Grader  ▾
 Artifact  ▾
 Start Date  
End Date  



☐ Show Final Grade Overrides Only

To filter the Gradebook History to display only final grade overrides, click the the **Final Grade Overrides Only** checkbox. The Final Grades Overrides checkbox only displays if you have enabled the Final Grade Override feature option.

By default, the filter displays both assignment grade changes and override grade changes. If you filter by final grade override, you cannot filter by any other filters.

## Apply Filter

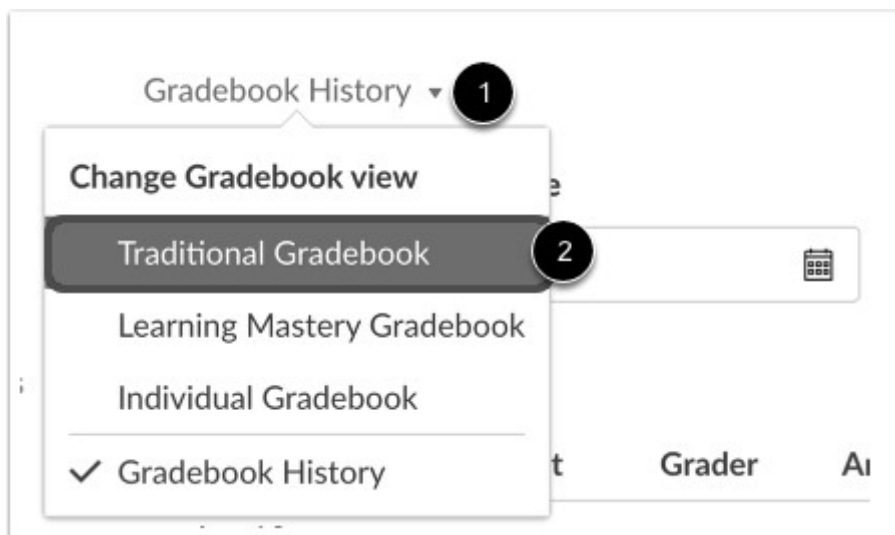
Gradebook History ▾

Student	Grader	Artifact	Start Date	End Date	
<input type="text"/>	<input type="text"/>	A Closer Look: Tl ▾	Wed Feb 17, 2021 	<input type="text"/>	

Filter

To apply your specified filters, click the **Filter** button.

## Return to Traditional Gradebook



To return to the gradebook, click the **Gradebook History** menu [1] and select the **Traditional Gradebook** link [2].

## How do I view a student's Grades page in a course from the Gradebook?

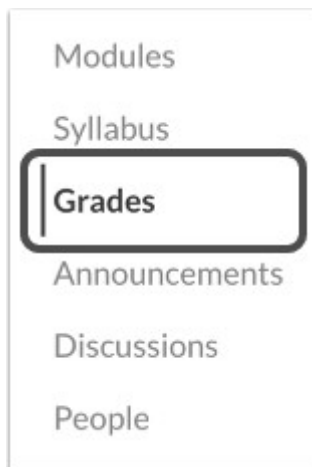
As an instructor, you can access the Grades page for a student in your course. This Grades page shows you how a student views his or her grades in the course and also allows you to add individual comments to group submission assignments. You can choose to restrict options in the grades page to students, such as [hiding grade summary totals](#) and [hiding grade distribution graphs](#).

You can also view the grades page for a generic student in Student View.

### Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by hidden assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- Student Grades can also be viewed from a student's user details page.

## Open Grades



In Course Navigation, click the **Grades** link.

## Access Grades via Context Card

HIST101 > Grades

Gradebook ▾

Student Names

Assignment Names

Student Name	History Reading Assignmen Out of 25	Constitution Review Out of 10	US History Quiz Out of 25	Abraham Lin Out of
Ola Benson	20	✓	25	10
Emily Boone <sup>1</sup>	25	✓	25	10
Gregory Boyd	21	✓	25	10
Loretta Bracci	20	✓	25	9
Mason Cain	20	✓	25	9
Lola Clark	19	✓	25	8
Max Johnson	25	✓	25	10
Bruce Jones	25	✓	25	9
Eli Leafton	20	✓	25	8

Emily Boone

History 101

Section: History 101

Last login: Jul 18, 2023

A

Grade

0

Missing

1

Late

Last 10 Graded Items

25/25

✓

25/25

10/11

10/10

10/10

10/10

31/31

10/10

You can view a student's Grades page from [the context card](#).

To view a student's context card, click the name of the student [1]. Then click the **Grades** button [2].



HIST101 > Grades

Gradebook ▾

Student Names

Student Name	History Reading Assignment Out of 25	Constitution Review Out of 10
Ola Benson	20	✓
Emily Boone	20	✓
Gregory Boyd	21	✓
Loretta Bracci	20	✓
Mason Cain	20	✓
Lola Clark	19	✓
Max Johnson	25	✓
Bruce Jones	25	✓
Eli Leafton	20	✓

Emily Boone

2

History Reading Assignment

SpeedGrader

Grade out of 25

25

Status

None

Late

Missing

Excused



## View Student Grades

### Grades for Emily Boone

Print Grades

Arrange By

Due Date

Apply

1 Name	2 Due	3 Submitted	4 Status	5 Score	
Course Introductions	Sep 8, 2023 by 12:59am	Sep 7, 2023 at 1:13pm		10 / 10	
History Overview	Sep 13, 2023 by 12:59am	Aug 28, 2023 at 4:07pm		16 / 16	6
A Closer Look: The United States Constitution Written Response 1	Sep 20, 2023 by 12:59am	Sep 18, 2023 at 11:57am		95%	7 1
The Declaration of Independence: A Revisionist History	Sep 27, 2023 by 12:59am	Sep 25, 2023 at 10:56am	LATE	42 (B)	8
A Closer Look: Response 2	Oct 21, 2023 by 12:59am	Oct 16, 2023 at 12:23pm			

9

Assignments	95%	19.00 / 20.00
Discussions	100%	10.00 / 10.00
Quizzes	100%	26.00 / 26.00
Total	98.5%	

In the Grades page, you can see how a student views their grades in the course. Students can view the name of the assignment [1], the due date [2], the submission date [3], the assignment status [4], the score or assignment submission type [5], the total number of points for the assignment [6], and any comments [7] and rubrics, if any.

If allowed, the student can view distribution score details and graphs in the assignment scoring details [8]. You will only see scoring details if more than five other students have submitted that assignment in the course. If you do not see the scoring details, then fewer than five students have submitted the assignment. As the instructor, you can [hide grade distribution graphs](#).




Students can also view their assignment group score totals and their total grade for the course at the bottom of the Grades page [9]. As the instructor, you can [hide total scores](#).

### Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by hidden assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.

- When your course includes grading periods, the student Grades sidebar displays assignment groups when an individual grading period is being viewed. However, groups only display if the groups are active as part of the selected grading period. An assignment group displays if the group has at least one assignment due for the student in the selected grading period.
- When grading periods are weighted and the All Grading Periods option is selected, the sidebar displays the weights of each grading period.
- If an assignment allows multiple attempts, the Submitted column only displays the most recent submission date.

## View Assignment Details

A Closer Look: Response 2	Oct 21, 2023 by 12:59am	Oct 16, 2023 at 12:23pm	 / 25
Constitution Assignment	Oct 26, 2023 by 12:59am	Oct 24, 2023 at 11:14am	 / 50 
Patriotism or Treason? Colonist vs. British Citizen Point of View Essay	Nov 10, 2023 by 12:59am	missing	-

You can also view assignment details, preview assignments, and view feedback the same way a student experiences assignments in Canvas. The assignment details page is also where a student views any annotated feedback you may add to an assignment.

To view submission details, click the name of the group assignment.

## View Group Assignment Comments


Submission Details

Grade:  / 10

---

Group Assignment

Emily Boone submitted Jan 18 at 8:52am

 Essay 1.1.pdf 35.7 KB



View Feedback

Good job on the assignment!

Doug Roberts , Jan 16 at 2:45pm

Add a Comment:

Teachers and submitter will be notified of all comments.

 Media Comment
  Attach File

☐ Send Comment to the Whole Group

Save

For group assignments, the submission details page may include individual comments added to a group assignment.

By default, group assignments that award the same grade to all group members do not display any individual comments when grading group assignments in SpeedGrader. Likewise in SpeedGrader, you cannot add comments for an individual user in a group assignment.

However, the assignment details page allows you to leave individual comments for the student in group assignments where all members get the same grade. To reply to the student (and not all group members), do not select the **Send Comment to the Whole Group** checkbox.

Individual comments also appear in the Submission Comments filter in Conversations.

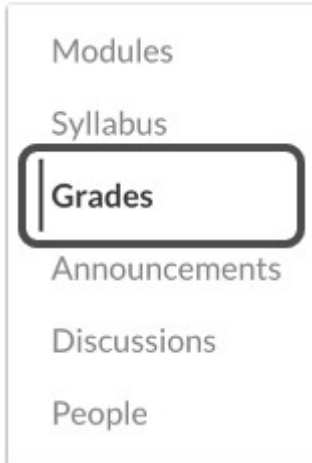
## How do I export grades in the Gradebook?

You can export scores from the Gradebook and download them to your computer as a CSV file. The Gradebook CSV assignment columns display in the same order as shown in the Gradebook for an individual user.

### Notes about CSV files:

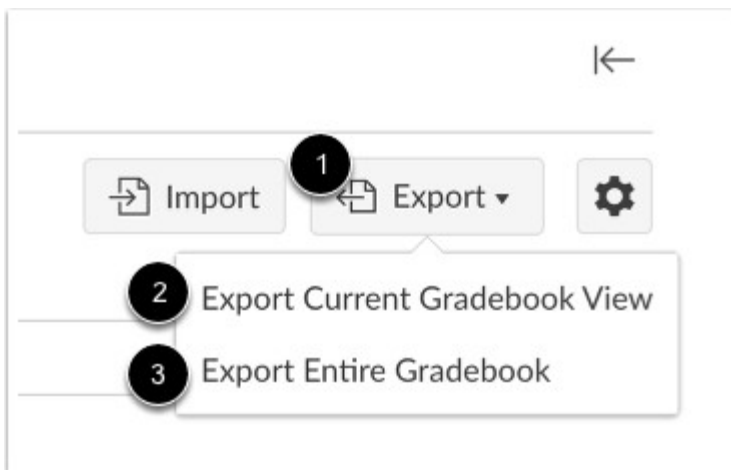
- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- When a grading period filter is applied in the Gradebook, the export displays the filtered grading period results. However, assignment group total columns will display across all grading periods.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- The Total column in the Gradebook displays a running total of all graded assignments in the course, including assignments with hidden grades. The CSV download includes read-only columns for current and final scores. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero. Assignments with hidden scores are unposted grades and shown in separate columns for unposted current score and unposted final score, respectively.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- Concluded and inactive enrollments are not included in the CSV file unless their respective option, [Show Concluded Enrollments or Show Inactive Enrollments](#), is enabled in the Gradebook Settings menu.
- Complete/incomplete assignments are shown as full or no credit (e.g. for a 10-point assignment, 10 or 0).
- If you have the Final Grade Override option enabled in your course, the Gradebook export will include the override grade. Changes to the Final Grade Override display in the import confirmation page.
- Gradebook export files automatically save to your user files in an *Unfiled* folder.
- If you have set manual grade posting policies for specific assignments, those assignments will display the posting policy in the CSV file. However, the grade posting policy cannot be modified via the CSV file.

## Open Grades



In Course Navigation, click the **Grades** link.

## Export Scores

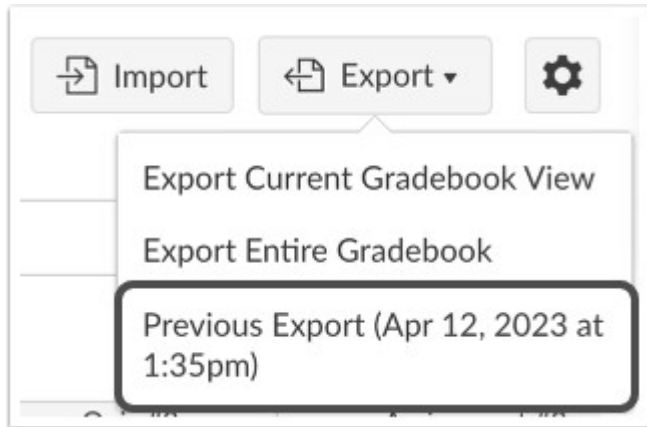


Click the **Export** button [1], then click the **Export Current Gradebook View** link [2].

If you are using grading periods and want all grading periods included in your CSV file, click the **Export Entire Gradebook** link [3].

When the export is completed, Canvas downloads the CSV file automatically to your computer.

## View Exported Scores



If you navigate away from the page during the export, the CSV file will appear as a previous download in the Export menu so it can be downloaded again. The Gradebook allows you to view a previous export.

If you made changes to the Gradebook after exporting a file and want to export a new file, click the Export link again.

### Notes:

- Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.
- Gradebook export files automatically save to your user files in an *Unfiled* folder.

## Edit Scores

	A	B	C	D	E	F	G	H	I	J
1	Student ID	SIS User ID	SIS Login ID	Section	Introduction:	Unit 1 Discus	Unit 2 Discus	Expectations	Unit 1 Assign	
2	Points Possible				15	15	15	15	25	
3	Boone, Emily	76		emily.boone	History 101 - Section B	12		15		
4	Doe, Jessica	172		jessica.doe.c	History 101 - Section B	13	13	10	20	
5	Johnson, Ma	168		max.johnson	History 101 - Section B	12	14	12	21	
6	Jones, Bruce	158		bruce.jones.i	History 101 - Section B	14	15	14	23	
7	Sanderson, N	38		nora.sanders	History 101 - Section B		14	15	24	
8	Smith, Jane	40		jane.smith.c	History 101 -	14	10	15	14	24

Edit the scores in Microsoft Excel. Make sure to save the file as a CSV file type.

Once you have made changes, you can [upload it to your course](#).

## View Read-Only Columns

Student	ID	SIS User ID	SIS Login ID	Section	1 Current Points	2 Final Points	3 Current Score	4 Unposted Current Score	5 Final Score	6 Unposted Final Score	7 Current Grade	8 Unposted Current Grade	9 Final Grade	10 Unposted Final Grade
Points Possible					(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
Emily Boone	350	emilyboone	emily.boone	History 101	560.4	566.73	78.14	82.78	31.18	49.15	C+	B-	F	F
Jessica Doe	172	jessicadoe	jessica.doe.c	History 101	145.8	145.8	88.5	94.06	6.28	12.93	B+	A	F	F
Max Johnson	168	maxjohnson	max.johnson	History 101	20	20	90.91	90.91	1.77	1.77	A-	A-	F	F
Bruce Jones	158	bjones	bruce.jones.j	History 101	19	19	95	95	1.68	1.68	A	A	F	F
Joe Rogers	167	joe.rogers	joe.rogers.ca	History 101	18	18	90	90	1.6	1.6	A-	A-	F	F
Nora Sanders	38	norasanders	nora.sanders	History 101	20	20	100	100	1.77	1.77	A	A	F	F
Jane Smith	40	janesmith	jane.smith.ci	History 101	0	0	0	0	0	0	F	F	F	F

The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

- **Current Points [1]:** Reflects points for graded assignments
- **Final Points [2]:** Reflects points for all assignments
- **Current Score [3]:** Reflects scores for graded, posted assignments
- **Unposted Current Score [4]:** Reflects scores for graded assignments and includes hidden assignments
- **Final Score [5]:** Reflects overall score including unsubmitted assignments as zero but excluding hidden assignments
- **Unposted Final Score [6]:** Reflects total score, including unsubmitted assignments as zero and hidden assignments
- **Current Grade [7]:** Reflects course grade based on graded, posted assignments
- **Unposted Current Grade [8]:** Reflects course grade based on graded assignments, including hidden assignments but excluding unsubmitted assignments
- **Final Grade [9]:** Reflects overall course grade including unsubmitted assignments as zero but excluding hidden assignments
- **Unposted Final Grade [10]:** Reflects overall course grade, including unsubmitted assignments as zero and hidden assignments



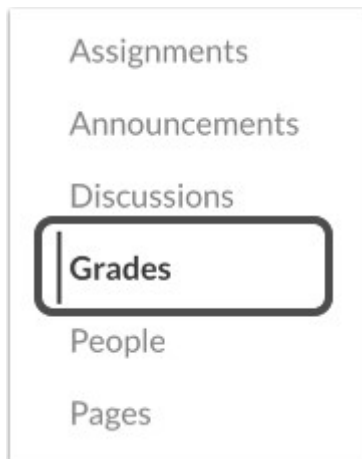
## How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using [Learning Mastery Gradebook Individual View](#).

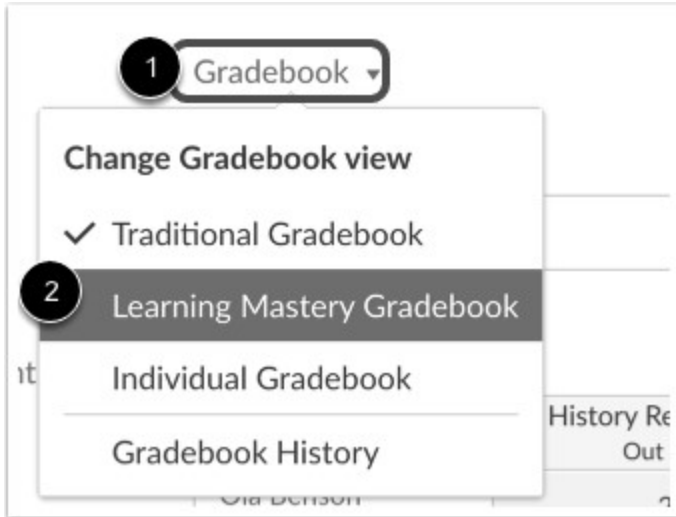
**Note:** The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, visit the Feature Options tab in Course Settings.

### Open Grades



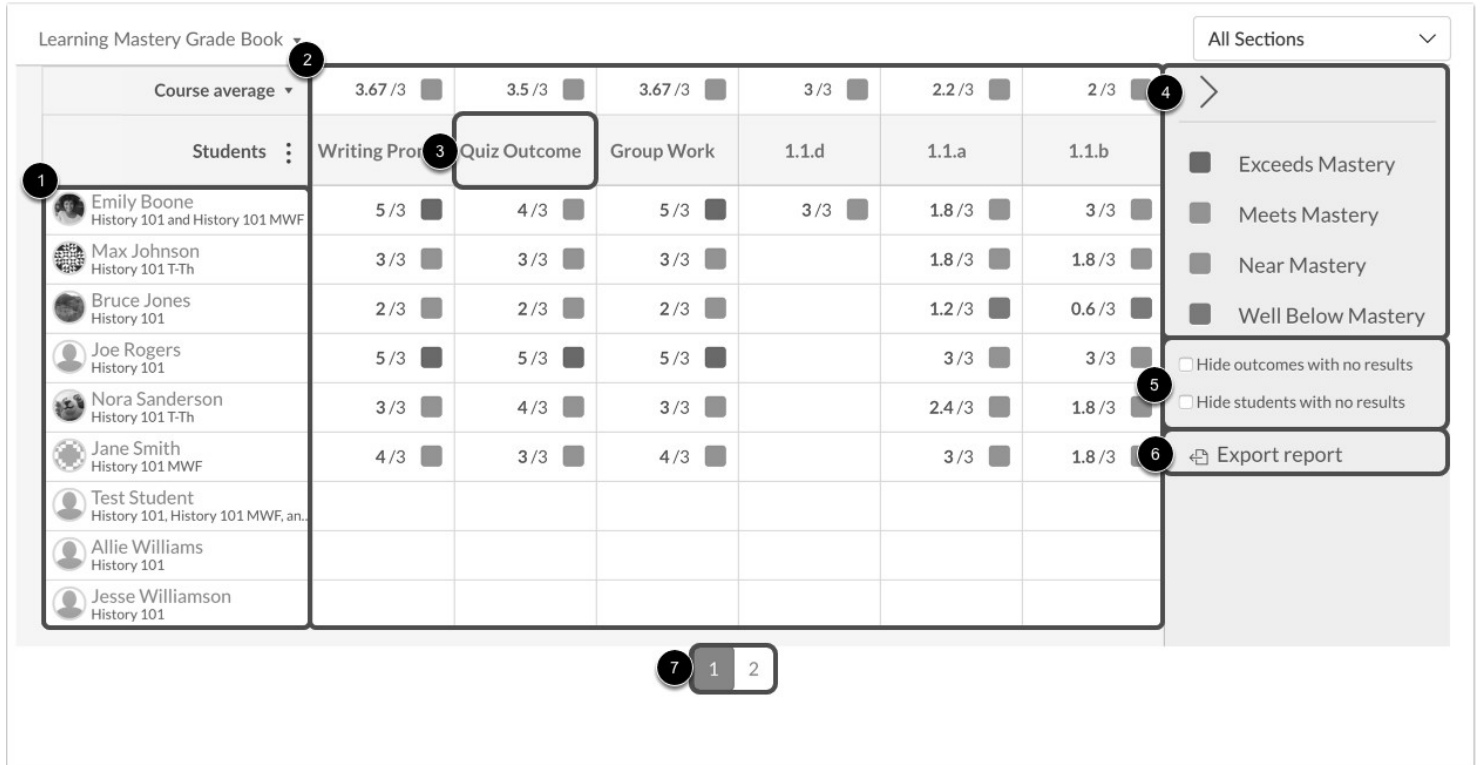
In Course Navigation, click the **Grades** link.

## Open Learning Mastery Gradebook



Click the **Gradebook** menu [1], then click the **Learning Mastery Gradebook** link [2].

## View Learning Mastery Gradebook



The screenshot shows the Learning Mastery Gradebook interface. It features a table with student names and sections on the left, and columns for course outcomes and grades. A sidebar on the right displays outcome levels and filters. Numbered callouts highlight specific features:

- 1: Student list and section names.
- 2: Course average and outcome columns.
- 3: Outcome column heading (Quiz Outcome).
- 4: Outcome level legend (Exceeds Mastery, Meets Mastery, Near Mastery, Well Below Mastery).
- 5: Filter options (Hide outcomes with no results, Hide students with no results).
- 6: Export report button.
- 7: Page navigation buttons (7, 1, 2).

Students	Writing Prof	Quiz Outcome	Group Work	1.1.d	1.1.a	1.1.b
Emily Boone History 101 and History 101 MWF	5 / 3	4 / 3	5 / 3	3 / 3	1.8 / 3	3 / 3
Max Johnson History 101 T-Th	3 / 3	3 / 3	3 / 3		1.8 / 3	1.8 / 3
Bruce Jones History 101	2 / 3	2 / 3	2 / 3		1.2 / 3	0.6 / 3
Joe Rogers History 101	5 / 3	5 / 3	5 / 3		3 / 3	3 / 3
Nora Sanderson History 101 T-Th	3 / 3	4 / 3	3 / 3		2.4 / 3	1.8 / 3
Jane Smith History 101 MWF	4 / 3	3 / 3	4 / 3		3 / 3	1.8 / 3
Test Student History 101, History 101 MWF, an...						
Allie Williams History 101						
Jesse Williamson History 101						

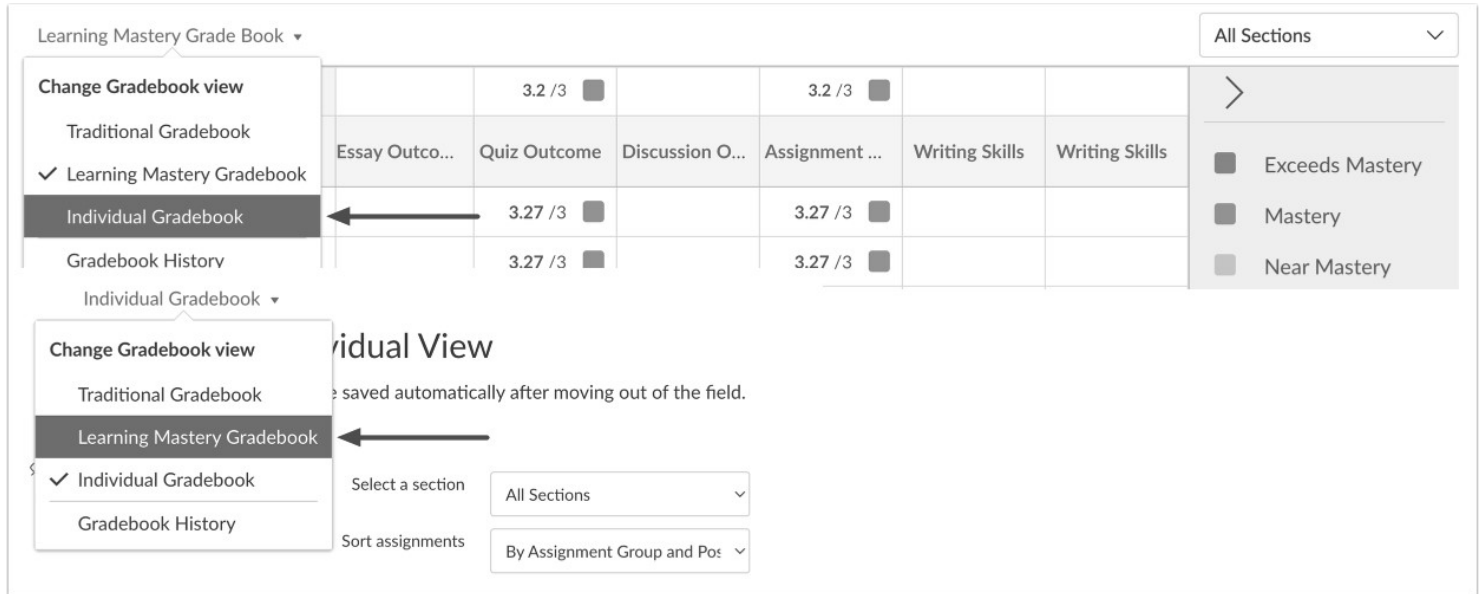
The Learning Mastery Gradebook is organized like the assignments gradebook with the student names and sections on the left [1]. Similar to the assignments gradebook, you can click a student's name to link to their Grades page. Each column consists of a course outcome and the outcome grade for each student [2]. Also like the assignments gradebook, the columns can be sorted, resized, and reordered. Click an outcome column heading to sort the outcome by student name [3].

The Learning Mastery Gradebook also contains a sidebar that shows the outcome levels for the course [4]. The sidebar can be minimized and expanded by toggling the gray arrow icon at the top of the sidebar. You can filter outcomes or students that have no outcome results [5]. You can also export a report of student outcomes [6].

The Learning Mastery Gradebook displays 20 students per page. Use the numbered page navigation buttons to view additional students on other pages [7].

**Note:** The Hide outcomes and Hide students filters persist for the course while using the same web browser.

## Switch to Individual Gradebook







The screenshot shows the Canvas Learning Mastery Gradebook interface. On the left, a dropdown menu titled "Change Gradebook view" is open, showing three options: "Traditional Gradebook", "Learning Mastery Gradebook" (which is checked), and "Individual Gradebook". An arrow points from the "Individual Gradebook" option to the "Individual View" section on the right. The "Individual View" section shows a table with columns for "Essay Outco...", "Quiz Outcome", "Discussion O...", "Assignment ...", and "Writing Skills". The table has three rows, each with a score of 3.27 / 3 and a mastery status icon. To the right of the table, a legend indicates that the dark grey icon represents "Exceeds Mastery", the medium grey icon represents "Mastery", and the light grey icon represents "Near Mastery". Below the table, there are two dropdown menus: "Select a section" (set to "All Sections") and "Sort assignments" (set to "By Assignment Group and Pos").

The Gradebook has two views. The **Learning Mastery Gradebook** allows you to see all students and outcomes at the same time. The **Individual Gradebook** allows instructors to assess one student and one outcome at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the [Learning Mastery Gradebook Individual View](#).

## View Student Scores

Course average ▾				
Students ⋮	Writing Prom...	Quiz Outcome	Group Work	1.1.b
 Emily Boone History 101 and Hist... 1 MWF <div>3</div>	5/3 <input type="checkbox"/>	4/3 <input type="checkbox"/>	5/3 <input type="checkbox"/>	3/3 <input type="checkbox"/>
 Max Johnson History 101 T-Th <div>1</div>	<input type="checkbox"/>	3/3 <input type="checkbox"/>	3/3 <input type="checkbox"/>	1.8/3 <input type="checkbox"/>
 Bruce Jones History 101 <div>2</div>	2/3 <input type="checkbox"/>	2/3 <input type="checkbox"/>	<input type="checkbox"/>	0.6/3 <input type="checkbox"/>
 Joe Rogers History 101 <div>2</div>	5/3 <input type="checkbox"/>	5/3 <input type="checkbox"/>	<input type="checkbox"/>	3/3 <input type="checkbox"/>

Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned. The second number indicates the mastery threshold, which is the minimum the students need to achieve mastery for the outcome. For instance, if a student earns a score of 5/3, the student has earned 2 points above the base mastery threshold of 3 points [1]. If a student achieves a score of 2/3, the student has not achieved enough points to reach the mastery threshold [2].

**Note:** To view scores of inactive or concluded enrollments or unassessed student scores, click the **Options** icon in the Students column [3].

## View Outcome Details

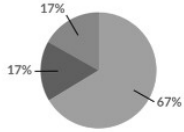
Discussion O...
Essay Outco...
**Quiz Outcome**
Discussion O...
Assignment

**Quiz Outcome**

Shows knowledge of content.

**Friendly Description**

Shows knowledge of content in quizzes.



- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations

**Mastery set at: 3**

Completes quiz questions and receives a passing grade.

**Calculation Meth...**













Example: Mastery score reflects the highest score of a graded assignment or quiz.


1- Item scores: 1, 4, 2, 3





2- Final score: 4

Hover over the outcome title to view a breakdown of a specific outcome. The circle graph shows how the individual student scores were divided into the outcomes criterion ratings.


## View Course Mastery Levels

1.1.b	1.1.a	1.1.d
3/3 	1.8/3 	3/
1.8/3 	1.8/3 	
0.6/3 	1.2/3 	
3/3 	3/3 	
1.8/3 	2.4/3 	
1.8/3 	3/3 	



 Exceeds Mastery  
 Meets Mastery  
 Near Mastery  
 Well Below Mastery

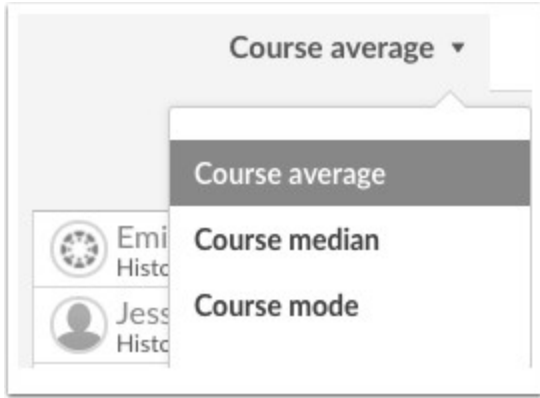
☐ Hide outcomes with no results  
☐ Hide students with no results

 Export report

Scores are color-coded to show outcomes and the level attained by each student: exceeds mastery (dark green) meets mastery (light green), near mastery (yellow), and well below mastery (red). Toggle the boxes in the sidebar to filter scores for a specific level.

Score levels are calculated based on half of the outcome mastery threshold. For example, if the mastery threshold is 3 points, half of 3 is 1.5. Scores between 1.6 and 2.9 are counted near mastery, while scores less than 1.5 are considered remedial. Therefore, a student score of 2/3 would be above 1.5 and count as near mastery.

## View Course Statistics



Outcome statistics for the entire course or a course section can be viewed according to course average, course median, or course mode. Select the preferred statistic from the drop-down menu next to the score indicator for each outcome.

The course average is calculated by adding all the earned scores then dividing the total of the mastery scores. The course mode is calculated by finding the score that occurs most often. The course median is calculated by sorting the scores in ascending order, then finding the middle score. These course statistics also display color-coded level results based on the outcome results.

**Note:** If an outcome is aligned to multiple items, the gradebook statistics will always generate from the student's highest outcome score within that course.



## Export Report

The screenshot shows the Canvas Learning Mastery Gradebook interface. At the top, there is a dropdown menu labeled 'All Sections' with a circled '1' and a downward arrow. Below this, a table displays learning outcomes. The first column lists outcomes like '1.1.a', '1.8/3', '1.2/3', '3/3', '2.4/3', and '3/3'. The second column lists outcomes like '1.1.d' and '3/'. To the right of the table, a sidebar contains a list of mastery levels: 'Exceeds Mastery', 'Meets Mastery', 'Near Mastery', and 'Well Below Mastery'. Below these are two checkboxes: 'Hide outcomes with no results' and 'Hide students with no results'. At the bottom of the sidebar, there is a link labeled 'Export report' with a circled '2' and a download icon.

Click the **All Sections** drop-down menu to view by section [1]. Click the **Export report** link to download a CSV file of the Learning Mastery Gradebook [2].

## View Report

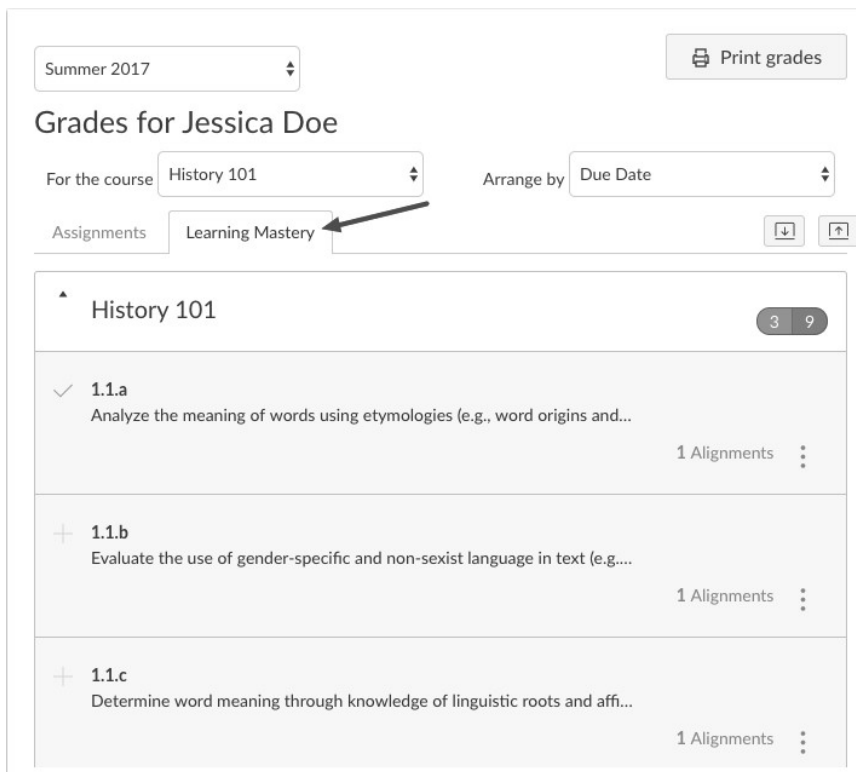
Student name	Student ID	Student SIS ID	Writing Prompt Outcome result	Writing Prompt Outcome mastery points
Max Johnson	21	21142572	3.0	3.0
Bruce Jones	22	21142573	3.0	3.0
Emily Boone	20	21142571	3.0	3.0
Jane Smith	23	21142574	3.0	3.0
Nora Sanderson	24	21142578	3.0	3.0

The student learning outcomes report will include the following columns in the CSV file:

- Student Name
- Student ID
- Student SIS ID
- [Outcome] result
- [Outcome] mastery points

**Note:** All learning outcomes in the Learning Mastery Gradebook will be included in the report.

## Student View



On the Student Grades page, you can choose to let each student see his or her outcome scores by clicking the Learning Mastery tab. Students can view the outcomes and expand them to view individual outcome items.

To show students their outcome scores, visit Course Settings and open the Feature Options tab. Then enable the Student Learning Mastery Gradebook feature option.

**Note:** Outcome names are the same as in the Learning Mastery Gradebook unless you create a custom name for the student view. Learn to create custom Outcome names.

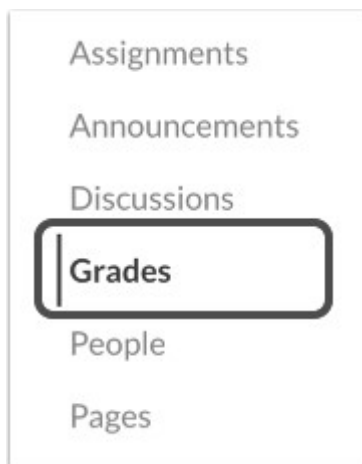
## How do I view outcomes or student results individually in the Learning Mastery Gradebook from the Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the [Learning Mastery Gradebook Default View](#) (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

### Open Gradebook



In Course Navigation, click the **Grades** link.

## Switch to Individual Gradebook

Learning Mastery Grade Book ▾

Change Gradebook view

Traditional Gradebook

✓ Learning Mastery Gradebook

Individual Gradebook

Gradebook History

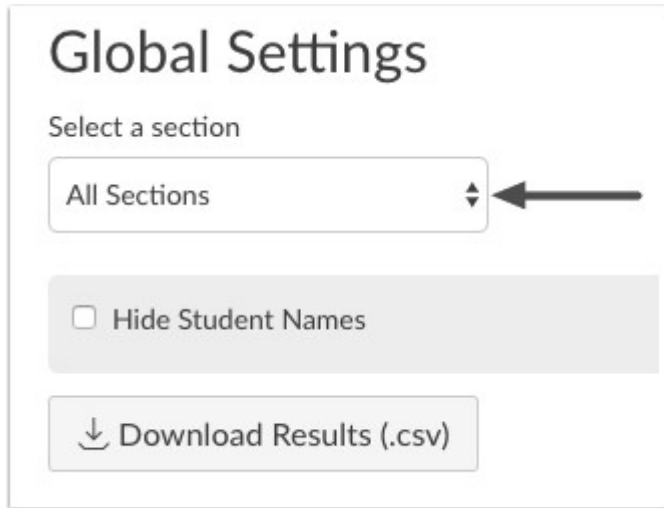
	Writing Prom...	Quiz Outcome	Group Work	1.1.b
Bruce Jones History 101	5 / 3	4 / 3	5 / 3	3 / 3
Joe Rogers History 101	3 / 3	3 / 3	3 / 3	1.8 / 3
Nora Sanderson History 101 T-Th	2 / 3	2 / 3	2 / 3	0.6 / 3
Jane Smith History 101 MWF	5 / 3	5 / 3	5 / 3	3 / 3
Test Student History 101, History 101 MWF, an...	3 / 3	4 / 3	3 / 3	1.8 / 3
Allie Williams History 101	4 / 3	3 / 3	4 / 3	1.8 / 3
Jesse Williamson History 101				

1

2

Click the **Learning Mastery Gradebook** menu [1] and then click the **Individual Gradebook** link [2].

## Select a Section



**Global Settings**

Select a section

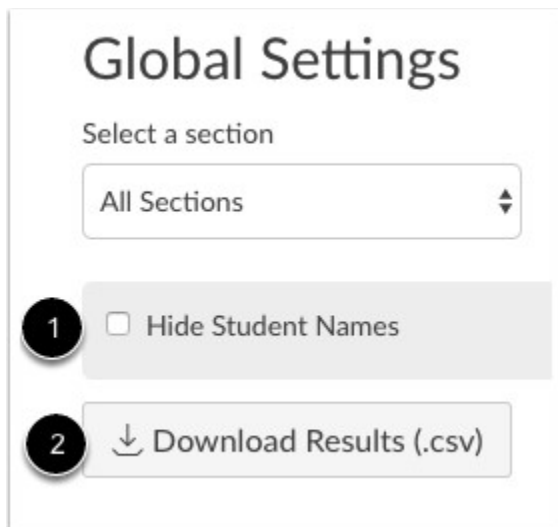
All Sections

☐ Hide Student Names

Download Results (.csv)

In the section drop-down menu, select the section you want to view.

## Hide Student Names



**Global Settings**

Select a section

All Sections

1 ☐ Hide Student Names

2 Download Results (.csv)

To hide student names in the Gradebook Individual View, select the **Hide Student Names** checkbox [1]. To download scores in a CSV file, click the **Download Results** button [2].

## Select Student

### Content Selection

Select a student

No Student Selected

1

Previous Student

Next Student

2

Select an outcome

No Outcome Selected

Previous Outcome

Next Outcome

In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2].

Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

## Select Outcome

### Content Selection

Select a student

No Student Selected

Previous Student

Next Student

Select an outcome

No Outcome Selected

Previous Outcome

Next Outcome

In the Assignment drop-down menu [1], select the outcome you want to view. If you want to view the first outcome in your course, click the **Next Outcome** button [2].

## View Gradebook Information

### Result

Result for: 1.1.c

Current Mastery Score: 1.8 out of 3

### Student Information

Jessica Doe

Secondary ID: jessica.doe.canvas@gmail.com

Sections: History 101, History 101 - TTH

### Outcome Information

1.1.c

Calculation Method: highest

Example: Mastery score reflects the highest score of a graded assignment or quiz.

1- Item scores: 1, 4, 2, 3

2- Final score: 4

Total results: 10

Average Score	High Score	Low Score
1.92	3	0

Once you select a student and an outcome, the Result, Student Information, and Outcome Information will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.



## View Next Student or Outcome

### Content Selection

Select a student

Johnson, Max

Previous Student

Next Student 1

Select an outcome

1.1.d

Previous Outcome

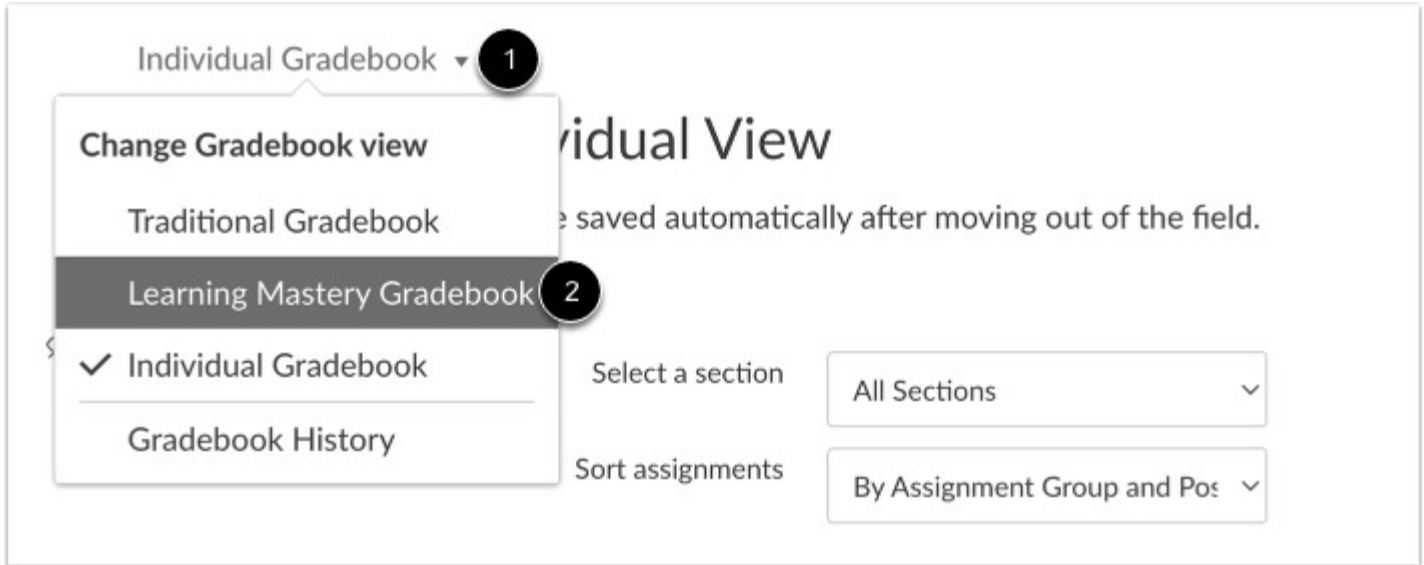
Next Outcome 2

To view the next student, click the **Next Student** button [1].

To view the next outcome, click the **Next Outcome** button [2].

You can always select individual students and/or outcomes by clicking each respective drop-down menu.

## Switch Gradebooks



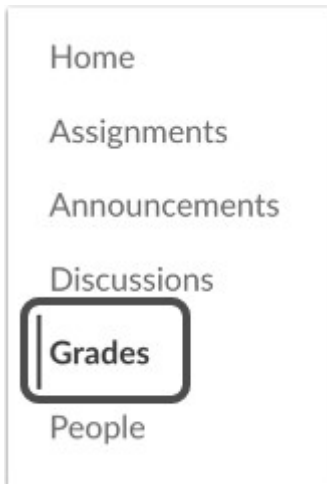
To switch to the Default Learning Mastery Gradebook, click the **Gradebook** drop-down menu [1] and then click the **Learning Mastery Gradebook** link [2].

## How do I apply scores to ungraded assignments as an Instructor?

If enabled by your institution, the Apply Score to Ungraded feature option allows you to apply scores to all ungraded submissions and artifacts from assignment groups and Total column menus.

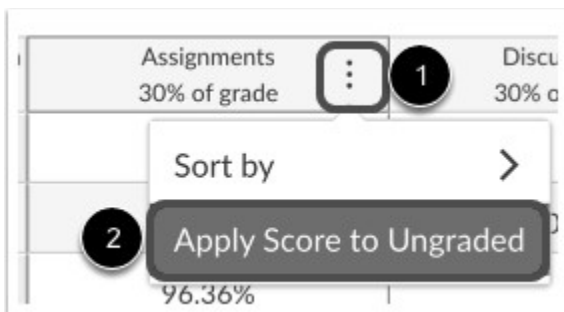
**Note:** The Apply Score to Ungraded feature option does not apply to New Quizzes.

### Open Grades



In Course Navigation, click the **Grades** link.

### Open Apply Score to Ungraded



Hover over the Assignment group column header and click the **Options** icon [1].

To apply a score to ungraded submissions and artifacts, click the **Apply Score to Ungraded** link [2].

## Add Apply Score to Ungraded

Apply Score to Ungraded
 ×

Select the score that you would like to apply to ungraded artifacts in Homework. Once applied, this action cannot be undone.

1 **Grade for ungraded artifacts**

2 ☐ Apply missing status

Apply to:

3 ☒ Only ungraded artifacts that are past due

4 ☐ All ungraded artifacts

Cancel

5 **Apply Score**

To apply a certain grade for ungraded submissions and artifacts, enter the grade percentage in the **Grade for ungraded artifacts** field [1]. If you would like to apply the missing status, click the **Apply missing status** checkbox [2].

You can choose to apply the grade to **Only ungraded artifacts that are past due** [3] or **All ungraded artifacts** [4].

Click the **Apply Score** button [5].

## View Applied Scores

✓

Request successfully sent. Note that applying scores may take a while and changes will not appear until you reload the page.
 ×

Student Name	Course Introductions Out of 10
Ola Benson	Excused
Emily Boone	10
Gregory Boyd	6
Loretta Bracci	6
Mason Cain	6
Lola Clark	6
Max Johnson	10

To view the applied grades, you must reload the page.