

Canvas - How to Add Manual Columns – Handout

How to Add Manual Columns:
Add items (i.e. will be termed Assignments) as columns that will then show under Grades:

Go to the Assignments Menu (Index) link on Course Menu.

Option 1:

1. Click on Assignment button.
2. Add name for column and points.
3. Select Assignment Group (under settings) or create group.
4. Save and Publish.

Option 2:

1. Click on existing group (+ plus sign).
2. Add name, date, points.
3. Save and Publish.

The screenshot illustrates the Canvas LMS interface for adding a manual column grade. It is divided into two main sections. The top section shows the 'Assignments' menu with a '+ Assignment' button highlighted in red. Below this, a 'Manual Column Grade' card is shown with '10 pts' and an 'Assignment Group' dropdown menu. The dropdown menu is open, showing options like 'Quizzes', 'Assignments', and 'Imported Assignments', with 'Quizzes' selected. A 'Save & Publish' button is visible below the dropdown. The bottom section shows a modal window titled 'Add Assignment to Quizzes' with fields for 'Type' (set to 'Assignment'), 'Name', 'Due' (with a calendar icon), and 'Points' (set to '0'). A 'Save & Publish' button is highlighted in red at the bottom of this modal.

Once you have added item to the assignment index - go to Grades link on Course Menu. Add Grades in columns.

The screenshot shows the 'Gradebook' view in Canvas LMS. A column titled 'Manual Column Grade' is visible, with 'Out of 10' points. Below the title, there is a table with a single row containing a text input field with a vertical bar cursor, followed by '/10' and a right-pointing arrow icon.