


Canvas Assignment Menu Index and Gradebook

Assignment Menu Index

Important: The “Assignment” Index contains all graded activities tied to the Grade Book – including assignments, quizzes, discussions, and manually created columns. To “add a column” to your gradebook, you must create and add to the Assignment Index. You can create assignments that are of type “no submission” or “on paper” to handle assignments such as class participation or in-class graded activities where the student does not directly submit something in Canvas for grading. Listing in Index will be in the same order under Grades but you can re-order.

- Content may be organized into Groups (may see “Imported Content” from copied course materials).
- If grading using Total Points – do not have to create groups.
- If using weighted average – make sure activities are in correct group with correct percentage.
- Any groups not contributing to the final score can be weighted to zero.
- Can create/add Manual Columns. Late Policies deductions does not apply to manual columns.
- Can use options under group to drop lowest score, etc.

(A) Each **assignment group** in your course is listed, and can be re-ordered by dragging its handle () to its left, or collapses/expanded in your own personal view by clicking the arrow before the name.

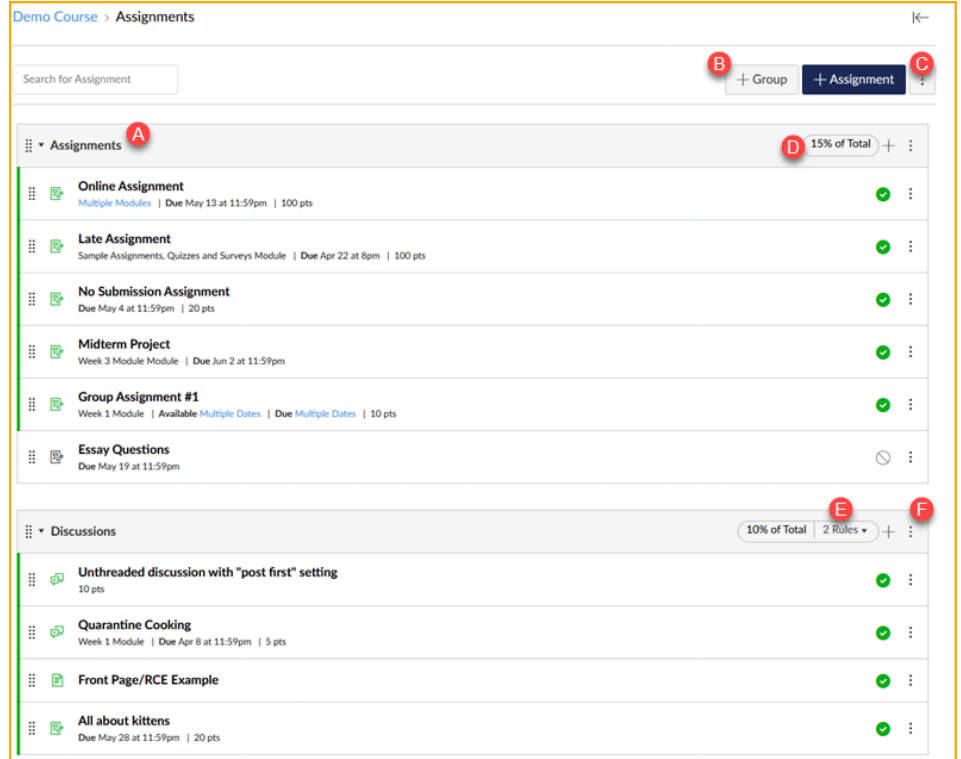
(B) Create **new assignment groups** with the +Group button.

(C) **Options** for your assignments page overall are behind the top-right most button.

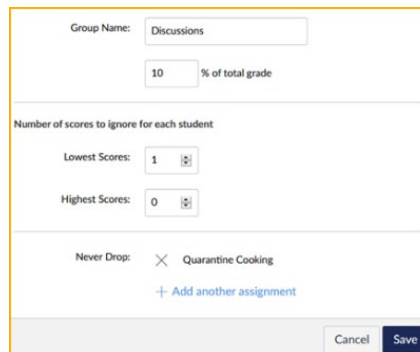
(D) If your course has **weighted scoring** enabled, you can easily see the value for each assignment group.

(E) If any assignment **group rules** apply, you can see them like shown here. Pointing at this for a moment will remind you which rules are applied.

(F) This button give you options for the given assignment group.



Note: Can create or set “drop the lowest score.”



How to Add Manual Columns:

Note: Create groups (categories).

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 shows the LMS interface for adding a manual column grade. At the top, there is a search bar and navigation buttons: 'Collapse All', '+Group', and '+ Assignment'. The 'Assignments' menu is highlighted in red. Below it, the 'Manual Column Grade' section is visible, showing '10 pts'. A dropdown menu for 'Assignment Group' is open, with 'Quizzes' selected. The 'Save & Publish' button is highlighted in red. Below this, the 'Add Assignment to Quizzes' dialog box is shown, with fields for 'Type' (set to 'Assignment'), 'Name', 'Due', and 'Points' (set to '0'). The 'Save & Publish' button in the dialog is also highlighted in red.

Once you have added item to the assignment index - go to Grades link on Course Menu. Add Grades in columns.
Note: Does not automatically add deduction for manually added columns based on Late Policy.

The screenshot shows the 'Gradebook' section of the LMS. A 'Manual Column Grade' is displayed, with 'Out of 10' points. The grade is currently blank, and the '10' is shown next to it. A blue box highlights the grade input area.

Extra Points in Total Points or Weighted Average

Create Assignment item.

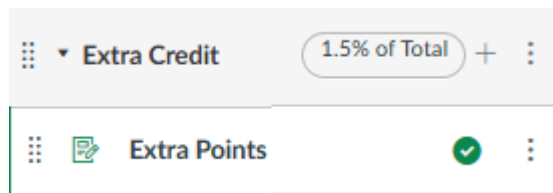
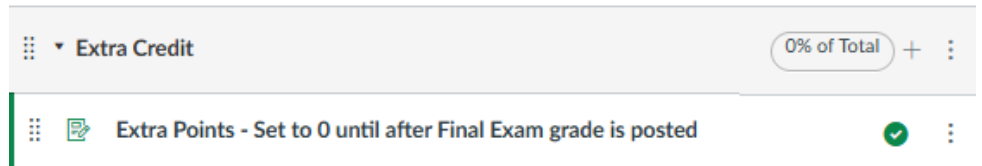
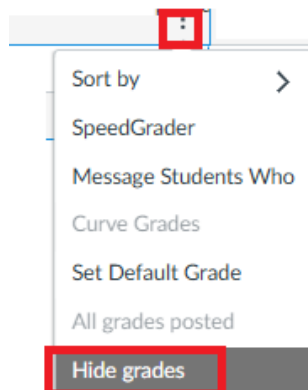
Total Points:

Set total points to 0 (zero) so it does not add to total points. Manually enter points to apply to grade.

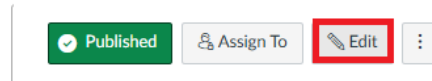
Weighted:

So that Canvas can factor the grade for the extra credit assignment into the final grade automatically - use a weighted assignment group scheme in which the required assignments in the course add up to 100%; then create an additional assignment group, worth 0%, called "Extra Credit: Participation," and place a single assignment in that assignment group. You can make the assignment itself worth any number of points that makes sense for the requirements of the assignment and the grading rubric you plan to use. You can hide the assignment column to grade it behind the scenes. After Final Exam – change from 0 to points in the Gradebook. Update weighted percentage in the Assignment Menu Index.

Extra Points - Set to 0 until after Final Exam grade is posted
Out of 0



Extra Points



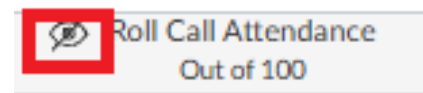
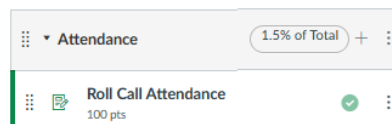
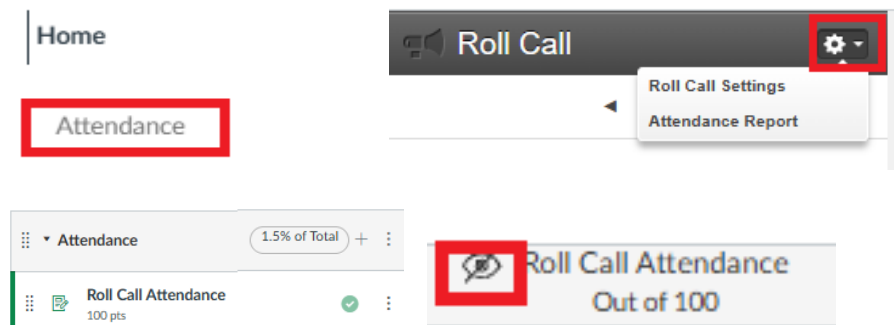
Points ~~0~~ 5

Attendance (Roll Call)

Add to Navigation Course Menu.

Default – 100 points. Change points **PRIOR** to taking attendance.

- **Roll Call Settings:** Can select do not count toward final grade
- **Attendance Report:** Use A#@alabama.edu to email report.
- **Assignment Index/Grades:** Can hide score from student; Can add percentage under Assignment Index.



Gradebook Features


The screenshot shows the Canvas Gradebook interface for a course named 'Canvas Workshop Demo Course'. At the top, there is a hamburger menu (A), a 'Gradebook' view selector (H), and buttons for 'Import' (I) and 'Export' (I). Below these are search boxes for 'Student Names' (J) and 'Assignment Names' (J). A 'Filters' button (F) is also present. The main area is a table with columns for 'Student Name', 'Notes', 'Top Hat Out of 100 ...', 'Online Assignment Out of 100 MANUAL', 'W. W. Norton test link Out of 10 MANUAL', and 'Li Out'. The table contains several rows of student data with grades. A horizontal scroll bar (C) is at the bottom. Callout letters B, D, and E point to specific elements in the table: B points to the student name column, D points to a grade cell, and E points to the options menu for a column header.

A) The hamburger button shows or hides the **course navigation menu**. When you go to the gradebook, Canvas defaults to hiding this menu. Click on this to reveal it so you can return to other parts of your course.

(B) The **table** in the center of the gradebook is the main part of content. Each row represents a student in your course, and each column an assignment. (Some columns represent calculated subtotals for assignment groups, or the final score for the course.)

(C) Notice the **horizontal scroll bar** at the bottom of the page. The gradebook often gets quite wide as assignments are added.

(D) Each **cell**, representing a student’s grade for an assignment, in the gradebook has a number (or icon), and color. You can find an icon reference under the Instructor Help tab. You can learn or change the color reference under view options within gradebook settings. Simply click in a cell to be able to type a grade. A “-” grade means the assignment is currently exempted and is the default grade. If an unsubmitted assignment should count against a student’s grades, make sure to enter a score of “0”. See the common tasks below for bulk filling blank. **Note:** A dark gray cell indicates that the assignment was not assigned to that student. A column with a lot of dark gray entries indicates either that the assignment was not published, or that there might be an issue with the Assign To box on that assignment’s settings.

(E) The **options button**  for each column appears when you point at its header. Click on this to see options and tools available for each column, such as hiding grades or messaging students. Some column types (like student name or totals) have different options. The **column header** also conveys additional information, including: its point value, whether or not the assignment grades are hidden (an eyeball in the left corner), if the assignment is unpublished, or that assignment’s grade posting policy. Clicking on the title in a column header takes you to that assignment.

(F) You can build filters with the **filters button**. Clicking the filters button will open a menu on the right to build and save filters for your gradebook. You can add conditions, name the filter set, and save it. In the future, just click the Apply Conditions switch to turn on or off all filters in that filter set at once. Only one filter set can be enabled at a time. An example of what you can do with filters would be “show me all the quizzes for students in my Tuesday section”.

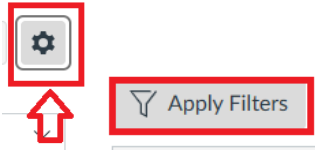
(G) The **settings gear** in the top right of the gradebook allows you to set grade policies for your course, such as late grade policies. You can also change view settings here, including changing the colors of the gradebook or disabling subtotal columns from appearing for you.

(H) The **gradebook view selection** above the gradebook table allows you to choose which gradebook you want to view. Options include the standard gradebook, an individual view, or the gradebook history for your course where you can audit changes over time. Depending on some course options enabled, you may have additional options enabled here.

(I) Use the **Import and Export buttons** to download or upload data from/to Canvas. Exporting your gradebook will create a CSV file for you to download. Import will request a CSV file to upload. When working with CSV files (such as in Excel), please make sure you do not sort the header columns or rows that Canvas provided.

(J) Use the **quick search boxes** to filter your gradebook quickly to find a particular student or assignment. Just click into the box and start typing.

Customize your gradebook using the available settings (gear icon) and filters



Set Late Policy settings to match the policy of your course.

Late Policies



The “grade for missing submissions” setting allows you to apply a grade to assignments marked as missing. To count a missing assignment as zero, check this and fill in 0.

Note that assignments without a due date are never missing unless you manually mark them as such.

The “deduction for late submissions” allows you to deduct a percentage from the grade per hour or day the assignment is late and allows you to set a minimum grade (effectively a maximum late deduction).

Note: Does not automatically add deduction for manually added columns based on Late Policy.

Important: Set late policy at the beginning of term. If checked after graded items submission dates – will not retroactively apply deduction to Gradebook.

Gradebook Settings

Late Policies | Grade Posting Policy | Advanced | View Options

Automatically apply grade for missing submissions

Grade for missing submissions
 %

Automatically apply deduction to late submissions

Late submission deduction: % Deduction interval:

Lowest possible grade
 %

1_Individual Assignment: Week 1 Assignments	missing
2_Individual Assignment Week 2 Assignments	missing
3_Assignment Submission with Rubric Assignments	missing
4_Participation Quiz Quizzes	missing
5_Week 1 Quiz Quizzes	missing
8_Discussion_Introductions Discussions	missing

4_Participation Quiz Out of 10	5_Week 1 Quiz Out of 10
0	0

Grade Posting Policy

On the Grade Posting Policy tab, you choose whether grades for assignments are set to be posted manually, or automatically. The default of automatic is that as soon as you enter a grade for a student, they can see it. You can override this on a per-assignment basis by clicking on that options button in that assignment from its column header. For any assignments that are set to a manual posting policy, students do not see any grades or feedback until you post them by clicking on the options button for that assignment. Additional information about this, including a useful flow chart, can be found on the Instructor Help tab.

Note: Comments can still be visible to the student before this, so be cautious what you enter as a comment in SpeedGrader or the Grade Detail Tray. Also, assignments created before setting this policy may not toggle. If you change this after you have already created assignments, verify individual assignments say manual in their column header.

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.

View Options

To hide totals or subtotals from *your view* change to View Options and check the boxes to hide Totals or Subtotals. Click Apply at the bottom right. To hide totals and subtotals from *your students' views*, go to Course Settings, and, at the bottom of Course Details, click More Options. Check or uncheck "Hide totals in student grades summary" and click Update Course Settings.

Suggestion: Change colors by using <https://htmlcolorcodes.com/>.

IMPORTANT: Hide Assignment Group Totals does not hide from students in Grades menu link.

Gradebook Settings

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






Arrange By

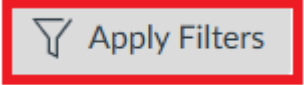

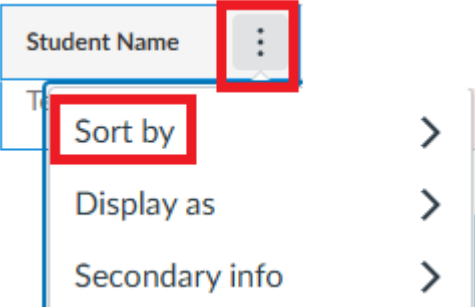
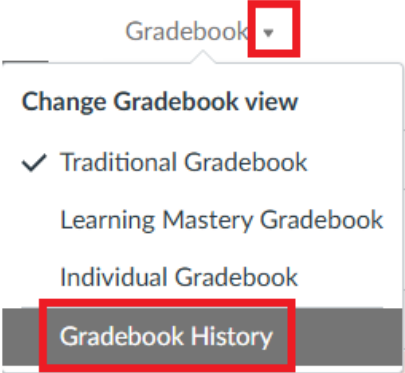
Default Order

Show

- Notes
- Unpublished Assignments
- Hide Assignment Group Totals
- Hide Total and Override Columns
- View ungraded as 0

Status Color

Late	
Missing	
Resubmitted	
Dropped	
Excused	

<p><u>Filter the Gradebook</u></p> <p>To filter your gradebook, click the Filters button and click Create New Filter. Add Condition(s) and values and click the Apply Conditions toggle to use the filter. Only one filter set can be used at a time. You can give the current (new) filter a name and save it for easy use later. Use the trash can icon to remove any conditions or saved filters.</p>	
<p><u>Sort the Gradebook</u></p> <p>Sort the gradebook rows by clicking on any column header options button  and selecting sort. You can click and drag columns to reorder them manually. Or sort the gradebook columns from the View Options menu inside Gradebook Options gear. Note: Arrange by -> default order shows your gradebook columns in the same order as on the assignments page. Manually ordering your assignments (including using assignment groups) there will let you sort you keep your gradebook well-organized so you can easily find the column you need.</p>	
<p><u>Gradebook History</u></p> <p>Select Gradebook History from the Gradebook menu. This will show you a register of every change in your gradebook, including before and after changes to grades, and who made the change. This data is preserved here even if you delete an assignment, or a student is removed from your course. Filter the list with the menus above the chart. To return to your gradebook, just select Grades again from the course navigation menu.</p>	

Gradebook View:

Individual View

Select Individual View from the Gradebook menu. You can use this view to focus on one student at a time, including the checkbox to hide student names as you review grading patterns. Once you select global settings, you select a student in the content selection area to see the breakdown of that student's grades. Or select an assignment to see some statistics about it. (Or both be taken to that submission.) Individual view has links to other functionality discussed elsewhere on this page, such as Message Students Who. Return to the normal gradebook view by selecting Gradebook from the dropdown menu in the top right corner.

As an alternative to the Gradebook Individual View, try the Grades button from the student context card discussed later in this document. That view will show you the grades for each assignment in your course for that student in an easy-to-review format.

The screenshot displays the Gradebook interface. At the top, the 'Gradebook' dropdown menu is highlighted with a red box. Below it, the 'Change Gradebook view' section shows three options: 'Traditional Gradebook' (checked), 'Learning Mastery Gradebook', and 'Individual Gradebook' (highlighted with a red box). A secondary dropdown menu labeled 'Individual Gradebook' is also highlighted with a red box. The main heading is 'Gradebook: Individual View', with a note: 'Note: Grades and notes will be saved automatically after moving out of the field.' Below this, there are two tabs: 'Assignments' and 'Learning Mastery'. The 'Global Settings' section is highlighted with a red box and contains the following options:

- Select a section: Training Sandbox
- Sort Assignments: Alphabetically
- View Ungraded as 0
- Hide Student Names
- Show Concluded Enrollments
- Show Notes in Student Info
- Allow Final Grade Override
- Show Totals as Points on Student Grade Page (highlighted with a red box)

Create and/or Enable Grade Scheme.

Note: Go to Settings on Course Menu. Check box for “Grading Scheme.” JSCC Grading Scheme can be selected under Account Level. Can also create course grading scheme.

Grading Scheme: Enable course grading scheme

Grading Scheme: Enable course grading scheme

Default Canvas Grading Scheme ▼

Course Level

Round Up Grading Scheme

Account Level

✓ JSCC Grading Scheme

Grading Scheme: Enable course grading scheme

+ New Grading Scheme

Manage All Grading Schemes

Total
ⓘ 40% F
ⓘ 94% A

Default Canvas Grading Scheme

Grade By
Percentage

Letter Grade	Range
A	100% to 94%
A-	< 94% to 90%
B+	< 90% to 87%
B	< 87% to 84%
B-	< 84% to 80%
C+	< 80% to 77%
C	< 77% to 74%
C-	< 74% to 70%
D+	< 70% to 67%
D	< 67% to 64%
D-	< 64% to 61%
F	< 61% to 0%

JSCC Grading Scheme

Grade By
Percentage

Letter Grade	Range
A	100% to 90%
B	< 90% to 80%
C	< 80% to 75%
D	< 75% to 60%
F	< 60% to 0%

Round Up Grading Scheme

Grade By
Percentage

Letter Grade	Range
A	100%to89.45%
B	< 89.45%to79.45%
C	< 79.45%to69.45%
D	< 69.45%to59.45%
F	< 59.45%to0%

Bulk Grading (and filling in zeroes) – Set Default Grade

If you have a grading activity (without a grading policy) or a manual column you want to enter a bulk grade for (such as “0” or “everyone gets 5 points for this extra credit assignment”), click on the options button for that column header and choose **set default grade**, type the score and click Set Default Grade. If you do this process with a grade of 0, and **do not check to override**, this will let you easily replace all “-” or missing assignments with a zero.

If you click the options button for the header of the total column at the end of the gradebook, you can choose Apply Score to Ungraded. This will let you tell Canvas to fill in a zero for all missing assignments in the gradebook. You might want to look at Gradebook History after using bulk grading options to verify what changes were made.

The image shows a side-by-side comparison of the Canvas gradebook interface. On the left, a column header 'Extra Points Out of 5' has a dropdown menu open, with the 'Set Default Grade' option highlighted in a red box. Below this is a dialog box titled 'Default grade for Extra Points' with a close button (x). The dialog contains the text: 'Give all students the same grade for Extra Points by entering and submitting a grade value below:'. There is a text input field containing '0' followed by 'out of 5'. Below the input field is a checkbox labeled 'Overwrite already-entered grades' which is currently unchecked. At the bottom of the dialog, there is a red warning: 'Do Not click box to "overwrite" if have active student grades' and a 'Set Default Grade' button. On the right, the same 'Extra Points Out of 5' column header is shown, but the dropdown menu is closed, and the column contains two rows, each with the value '0'.

Checking Totals (Running Percentages of work completed/Running Points if set to view as Points)

Scroll to the rightmost column of the gradebook. The total score is the overall course score, and subtotals are displayed for each assignment group. **Note:** A grade of – (including future assignments) is usually **not counted against a student’s score**. Make sure to fill in grades for a complete gradebook. To hide Assignment Group totals – go to Gradebook Settings/View Options/select “Hide Assignment Group Totals.” **This only hides for the Instructor – still shows to students.**

From Template ... 0% of grade	Exams - Manually Add... 30% of grade	Quizzes 30% of grade	Assignments 30% of grade	Discussions 10% of grade	Extra Credit 0% of grade	Total
-	-	100%	-	-	-	ⓘ 100% A
-	100%	100%	100%	100%	-	ⓘ 100% A

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

<input checked="" type="checkbox"/> Calculate based only on graded assignments			<input type="checkbox"/> Calculate based only on graded assignments		
Quizzes	100%	10.00 / 10.00	Quizzes	33.33%	10.00 / 30.00
Discussions	N/A	0.00 / 0.00	Discussions	0%	0.00 / 10.00

Checking Totals (Actual Points out of Possible Points/Weighted Percentages)

Go to Student View/Select Grades. In right hand side of screen **un-check** the box “Calculate based only on graded assignments.” By default, the box will be checked and will calculate based on completed items. **Note: These views are selected by student or Instructor in Student View. Can not set for all students.**

6d View as Student		Assignments are weighted by group:	
<input type="checkbox"/> Calculate based only on graded assignments		Group	Weight
Extra Credit	0.00 / 0.00	Assignments	30%
Assignments	0.00 / 30.00	Quizzes	30%
Quizzes	0.00 / 30.00	Discussions	10%
Discussions	0.00 / 10.00	Exams - Manually Added Columns	30%
Exams - Manually Added Columns	0.00 / 30.00	Imported Assignments	0%
From Template or Imported Assignments - Unpublished	0.00 / 0.00	Total	100%

100 pts

View ungraded as 0

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

This setting only affects your view of student grades and displays grades 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 this 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 automatically factor scores of zero into the overall percentages for each student.

Total
UNGRADED AS 0
① 10% F
① 90% A

View as Student

Review gradebook setup from “View as Student.”

View as Student

Home	Name	Score	Group	Weight
Simple Search	0 Assignment Column - Does not count towards the final grade Assignments	5 / 5	Extra Credit	1.5%
Assignments	1 Individual Assignment: Week 1 Assignments	10 / 10	Assignments	30%
Grades	2 Canvas Practice Assignment Assignments	10 / 10	Quizzes	30%
JSCC Submit Grades to Banner	3 Assignment Submission with Rubric Assignments	10 / 10	Discussions	10%
Discussions	4 Participation Quiz Quizzes	10 / 10	Exams - Manually Added Columns	30%
Modules	5 Canvas Practice Module Quiz 1 Quizzes	10 / 10	From Template or Imported Assignments - Unpublished	0%
	6 Quiz Manual Added Column 1 Quizzes	5 / 5	Total	101.5%
	7 Quiz Manual Added Column 2 Quizzes	5 / 5	<input checked="" type="checkbox"/> 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.	
	8 Discussion Introductions Discussions	10 / 10		
	10 Final Exam Manual Column with Due Date (20 pts) Exams - Manually Added Columns	20 / 20		
	9 Mid Term No Due Date Manual Column (10 pts) Exams - Manually Added Columns	10 / 10		
	Extra Points - Set to 0 until after Final Exam grade is posted Extra Credit	5 / 5		
	Extra Credit	100%	5.00 / 5.00	
	Assignments	100%	30.00 / 30.00	
	Quizzes	100%	30.00 / 30.00	
	Discussions	100%	10.00 / 10.00	
	Exams - Manually Added Columns	100%	30.00 / 30.00	
	From Template or Imported Assignments - Unpublished	N/A	0.00 / 0.00	
	Total	101.5%		

JSCC to Banner (TBD)

Home

JSCC Submit Grades to Banner

Simple Search

MIDTERM **FINAL** LAST ATTENDED DATE

Announcements

Modules

Discussions

Grades

JSCC Submit Grades to Banner

Final

There are 25 students with unsubmitted grades.

Student Name ↑	Current Grade	Submitted	Final	Extension Date	Last Attended Date
Student A	84.71% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student B	91.90% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student C	89.38% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student D	80.83% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>