

Canvas Gradebook Training Key Takeaways

- Determine Grading – points or weighted.
- Create Groups/Categories in Assignment Index.
- Add manual columns if needed.
- Assignment groups will show in Student View.
- Check totals in Student View (default setting for students shows calculated “graded” items).
- Using Total Points - can “hover/click” in student total column see at-a-glance possible points possible.
- Can set up drop lowest score in Assignment group.
- Can move “Total” column to beginning of list next to Student Name.
- Can “drag” columns in the Gradebook.
- Set Late Policy Deductions (only applies to Assignments, Quizzes, Discussions not manually created columns).
- Set Late Policy at the beginning – is not retroactive.
- View Options - change colors by using <https://htmlcolorcodes.com/>.
- Colors options apply to all courses.
- Excused assignments are not calculated as part of a student's total grade.
- If score is added to item after late policy deduction is highlighted – removes highlighted color.
- Use Bulk Grading – Select “Default Grade” under column to automatically add zero (0). **Do not check to override other student grades. [Can view Grade History]**
- Extra Points – set to 0 (zero) as points.
- Extra Points weighted – apply point value and percentage after Final Exam.
- Assignment(s) set as “does not count toward final grade” will show item but doesn’t calculate.
- “Hidden” grade columns will show in Student View but without a grade.
- Non-graded Survey – column does not shown in Gradebook. Can view students (anonymous) feedback.
- Attendance – default points = 100. Make sure to change to 0 before using Attendance Roll Call feature. Use A#@alabama.edu to send report (Excel file) to email.
- Publisher – set up on Publisher site to LMS sync.
- Enable **Grading Scheme** to add Grade Letter.
- Use Export option to download Gradebook to Excel. Can use exported Gradebook Excel file in <https://canvas.mattlibera.dev/> to create web version of all student grades to print or save as PDF.