Canvas Assignment & Grade Book Basics
Key Points
Need Help? Remember canvas.colostate.edu

Assignments and the Grade Book
Create **AND** Publish an Assignment, which creates a corresponding column in the grade book.

- That is the only way to create a column in the grade book.
- Create an Assignment for every item for which a student will be graded.
- Can be submitted in Canvas, in class, no submission.
- Assignments automatically appear on course dynamic Syllabus.
- By due date. If no due date, in alpha order.

NEW Grade Book
Click on Grades on left course menu.

- Spreadsheet; row for each student, column for each assignment.
- View: Arrange by columns by due date, points, modules
- Filters: View by Assignment Group or Modules.
- Statuses: set color codes for late, missing, resubmitted, dropped and excused assignments.
- Course automatic missing / late assignment policy.

Assignment Options
- Name, instructions
- How many points is assignment worth
- How display grade to students? Points, percentage, complete, etc.
- Due date. Does not prevent late submissions; marks as late.
- Availability Dates – use to open and close assignment to students; prevent late submissions.
- TurnItIn anti-plagiarism.

Rubrics
- **Can be added to assignments and discussions.**
- **Match to learning objectives.**
- **Criteria, ratings and points.**

Differentiated Assignments
- Can assign different due dates, availability times by section or students.
- Can reopen an assignment for student who needs access.
- Add new date/person; **Don't** remove Everyone from assignment to make an exception.

Enter Grades
- Click on cell for a student for an assignment in grade book.
- Type score.
- Press Enter.

Assignments Submitted in Canvas? Can Use SpeedGrader To:

- View student's paper.
- Make annotated comments.
- Add overall comment and score.

Grade Book Calculations

- Subtotals by Assignment Groups.
- Total score. Points earned divided by Points Possible.
- Running total: "Based on what you've done so far, this would be your grade."

Grade Book Most Accurate When Missing Assignments Entered as 0.

- **Recommend you enter grade of "0" for any missing assignments.**
- Keeps grade book calculations up to date.
- Gets students' attention.
- Can use "Set default grade" to quickly enter 0 for missing items in a column.

Letter Grade Based on Course Grading Scheme is ON by Default

- Default, acceptable CSU grades included in course.
- In Advanced Grade Book will create own grading scheme
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What Do Students See?

- Student clicks on Grades link. Can view by due date, alpha, order with modules.
- See Partial grade "what's been graded so far" **AND** Total based on All possible assignments.
- Student View creates Test Student in grade book; always last row in grade book.
- Give Test Student grades.
- Use Student View to view grades as student.

Can Hide Total Score & Letter Grade From Students

- Course Settings | Course Details. More options. Check "Hide totals ….".
- Click Update Course Details
- Verify with Student View.

Download Copy of Grade Book

- Under Actions select Export.
- Downloads in .csv format. Can open with MS Excel.
- Sensitive data! Keep secure.

Help: https://canvas.colostate.edu/