New Features in Canvas Gradebook
Spring 2020

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Grade Posting Policy

The grade posting policy is one of the biggest changes to the new gradebook in Canvas. There are a few ways to set your own posting policies.

Global Grade Posting Policy:

Use the settings icon (this is the gear on the top right of the gradebook) on the upper right hand-side of the screen to open the gradebook settings menu and navigate to the grade-posting policy menu.

This menu will give you the option to automatically post grades, which is the default setting, or to manually post grades for every assignment. If set to automatic, students will be alerted immediately about grade updates and comments. Opting for manual grade posting will hide all assignment grades until they are manually posted or changes to the settings for gradebook are made. We recommend using the global manual posting policy in the gradebook.

Assignment-Specific Grade Posting Policy

You can also set a grade posting policy for each assignment individually. In this case, the default settings will automatically post grades unless the grade posting policy for a specific assignment has been modified. Once grades are posted, whether automatically or manually, students will get an email notification telling them that their grades are available.
Using the options icon (1), bring up the options menu for the assignment and select Grade Posting Policy (2).

This will bring up the Post Grades Tray, which offers a more detailed set of options. From here, you can adjust the assignment settings and choose to either manually or automatically post grades for the assignment.
Posting Grades

For assignments with a manual grade posting policy, you must post grades through the gradebook interface. Once grades are entered, you can press the options icon (1) to bring up the options menu for the assignment and select post grades (2).

This will bring up the Grade Detail Tray on the right-hand-side of the screen, from which you have the option to post all grades, post only those grades that have been entered, or to post grades for a specific section of the course.

Once a selection has been made, you can post changes by clicking on the blue button at the bottom of the menu.
View Gradebook

Once you have set a grade posting policy, you can view it in gradebook.

Assignments with a manual posting policy will always be marked as MANUAL in gradebook. Once grades begin to be entered, the visibility icon will appear (an eye with a slash through it) to indicate that students cannot yet see any grades.

When grades are posted, the visibility icon disappears. The visibility icon is also absent before grading begins. The following image displays the differences in appearance between manual assignments that have been graded and posted, those that have yet to be graded, and those that have grades that have yet to be posted.
Troubleshooting

Hiding Grades

If adjustments need to be made after grades are entered and posted, there is an option to Hide Grades in gradebook. This will allow you to make adjustments to student grades and then repost the entire grade set once those adjustments have been made.

To hide grades, click on the options icon in the assignment column (1) and select hide grades (2).

A menu will appear at the right side of the screen with options to hide grades for the entire class or for specific sections.
When grades are finalized, you must manually post grades as you would for any assignment with a manual posting policy.

It is important to note that Hide Grades only applies to grades that have already been entered. If you would like to add additional grades without making them visible to students, you will need to change the Grade Posting Policy to manual.
Gradebook History

You can review your gradebook history by using the gradebook dropdown menu (1) located above the list of enrolled students and selecting Gradebook History (2).

Gradebook History appears in reverse chronological order, and all entries are dated (2) and labeled with student (3) and grader identifications (4). The assignment name (5) and any grade changes will also be visible (6), and you can use the filtering options (1) to narrow your search.
Additional Gradebook Functions

Late Assignment Policy

You can set a blanket late policy for all assignments in Canvas. This option can be found by navigating to the global settings menu in gradebook, through the settings icon on the right-hand side of the screen.

You can choose to apply an automatic grade for missing submissions (1) and set late submission parameters, including deduction percent for missing assignments (2), deduction percent for late assignments and the deduction interval (3), and the lowest possible grade for a submitted assignment (4).
**Final Grade Override**

There is an option to override the final grade in the new gradebook. It can be found by navigating to the global settings menu in gradebook, through the settings icon on the right-hand side of the screen. The option to add a Final Grade Override is found under Advanced.

This allows you to adjust the final grade total and post it in Canvas Gradebook for your students.
Grade Detail Tray

Another helpful tool is the Grade Detail Tray.

This menu can be accessed by clicking in the cell with the student’s grade in a particular assignment (1). An arrow will appear (2), and when you click on it, the individual student menu will appear.

You can use the Grade Detail Tray to adjust grades (1), change the assignment status(2), or visit speedgrader (3) for a particular student. You can also navigate between assignments and/or students using the arrows (4).