

New Features in Canvas Gradebook

Spring 2020

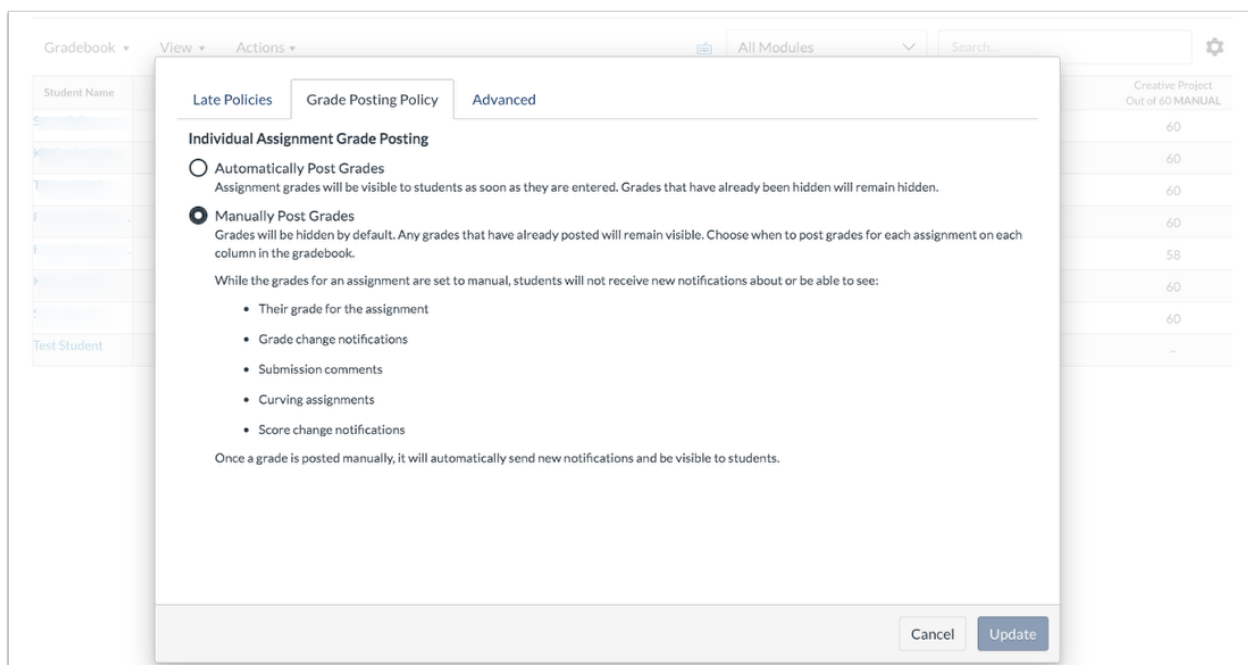
Grade Posting Policy	2
Global Grade Posting Policy:	2
Assignment-Specific Grade Posting Policy	2
Posting Grades	3
View Gradebook	4
Troubleshooting	6
Hiding Grades	6
Gradebook History	7
Additional Gradebook Functions	10
Late Assignment Policy	10
Final Grade Override	10
Grade Detail Tray	11

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).

The screenshot shows a gradebook interface with a table of student grades. The table has columns for 'Student Name', 'Close Re... Out of 4...', 'Close Reading 1 Anno... Out of 10', 'Close Reading 1.1 An... UNPUBLISHED', 'Close Reading 2 Out of 40 MANUAL', 'Close Reading 2 Anno... Out of 10 MANUAL', and 'Creative Project Out of 60 MANUAL'. A red circle labeled '1' points to the options icon (three dots) in the header of the 'Close Reading 2' column. A dropdown menu is open, showing options like 'Sort by', 'Message Students Who', 'Curve Grades', 'Set Default Grade', 'No grades to post', 'No grades to hide', 'Enter Grades as', and 'Grade Posting Policy'. A red circle labeled '2' points to the 'Grade Posting Policy' option.

✕

Grade Posting Policy: Close Reading 2

Post Grades

Automatically
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

Manually
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for this assignment in the gradebook.

While the grades for this assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

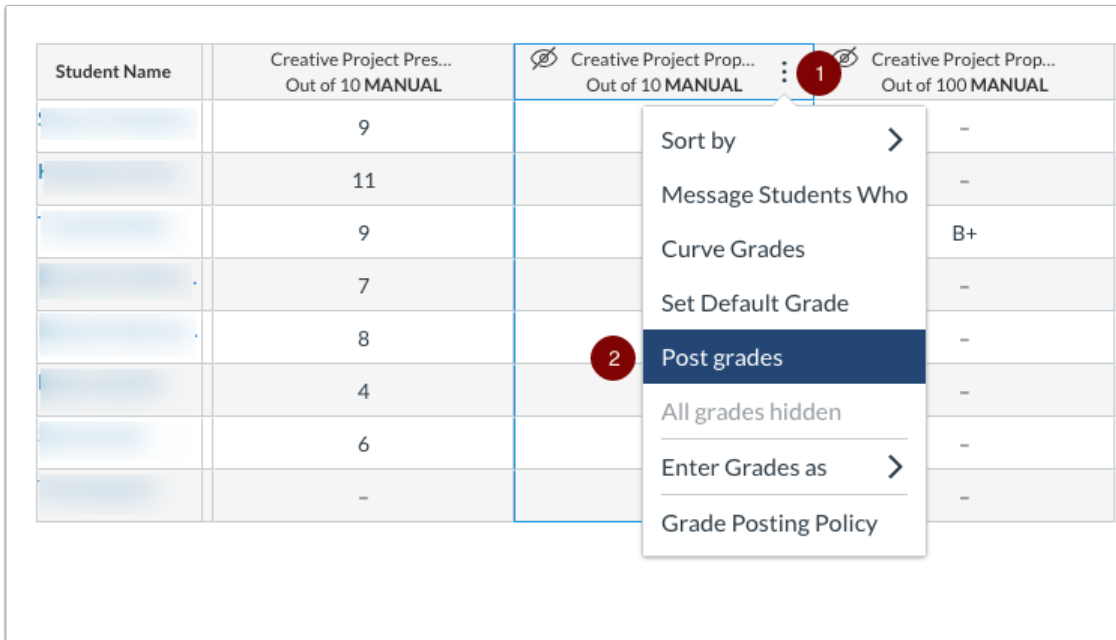
Once a grade is posted manually, it will automatically send new notifications and be visible to students. Future grade changes for posted grades will not need to be manually posted.

Cancel
Save

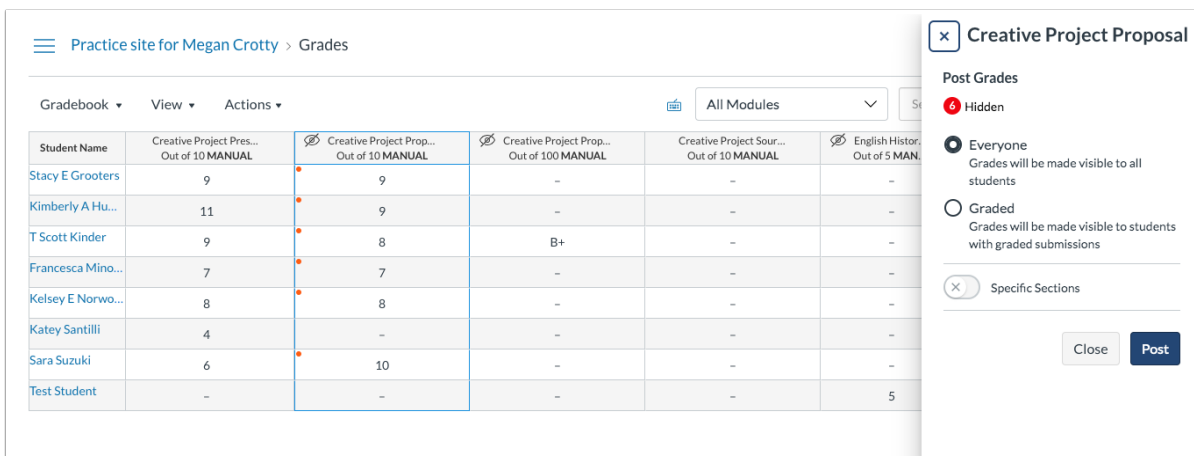
This will bring up the Post Grades Tray, which offers a more detailed set of options. From here, you can adjust the assignment settings and choose to either manually or automatically post grades for the assignment.

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.

Manual Posting Policy	Automatic Posting Policy	Unpublished Assignment	Moderated Assignment	Anonymous Assignment
Main Idea Analysis - ... Out of 30 MANUAL	Perspective Analysis - ... Out of 50	"Identifying Symbols"... UNPUBLISHED	Read All Quiet on the... Out of 50 MANUAL	Reading Assignm... ANONYMOUS
-	-		-	
-	-		-	
-	-		-	

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.

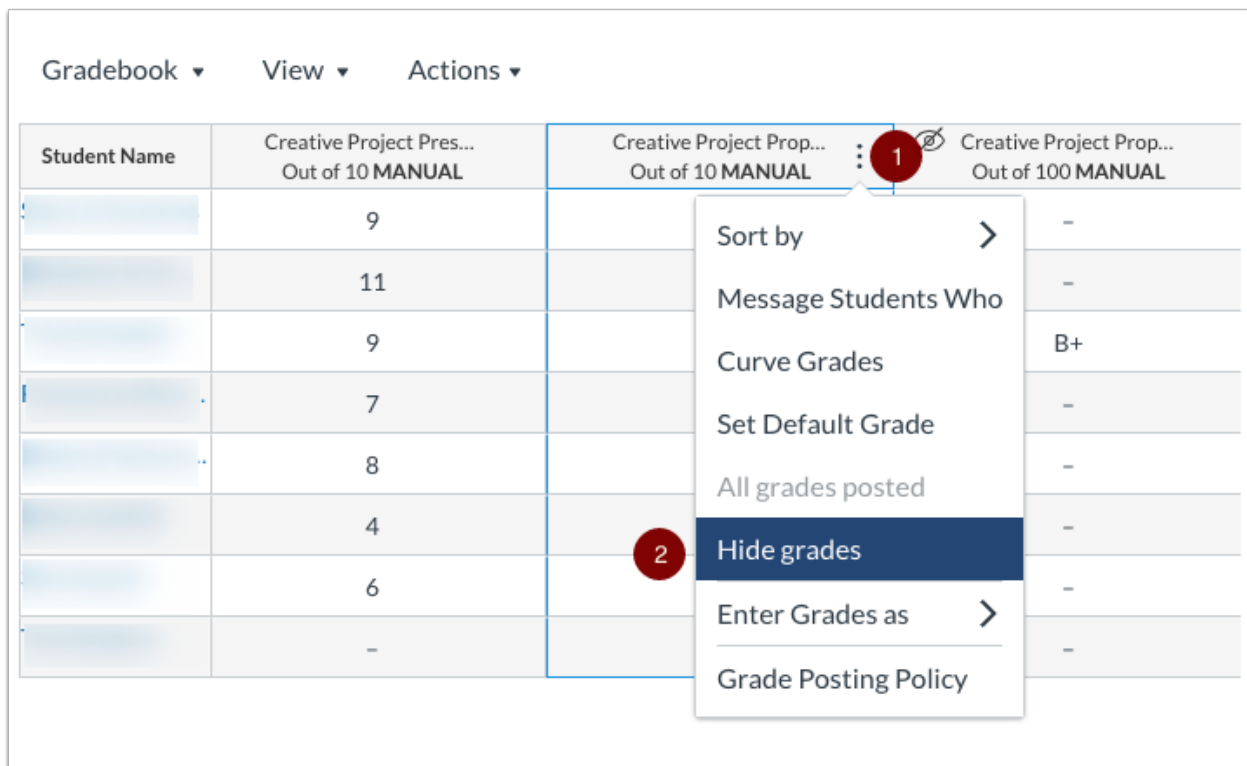
Graded and Posted	Not Graded	Graded but not Posted
Creative Project Out of 60 MANUAL ⋮	Creative Project Final... Out of 10 MANUAL	 Creative Project Pres... Out of 10 MANUAL
60	-	9
60	-	11
60	-	9
60	-	7
58	-	8
60	-	4
60	-	6
-	-	-

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.

× **Creative Project Proposal**

Hide Grades

× Specific Sections

While the grades for this assignment are hidden, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that the grades for this assignment are hidden.

You can begin sending notifications again by clicking the Post Grades link.

Close Hide

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).

1 Gradebook ▾	View ▾	Actions ▾			
Learning Mastery...	reative Project Pres...	Creative Project Prop...	Creative Project Prop...		
Individual View...	Out of 10 MANUAL	Out of 10 MANUAL	Out of 100 MANUAL		
Gradebook History...	9	9	-		
	11	9	-		
	9	8	B+		
	7	7	-		
	8	8	-		
	4	-	-		
	6	10	-		
	-	-	-		

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.

Gradebook History							
Student	Grader	Assignment	Start Date	End Date			
1							Filter
2 Date	3 Student	4 Grader	5 Assignment	6 Before	After	Current	
Nov 13, 2019 at 4:13pm			Midterm	-	85/100	85/100	
Nov 13, 2019 at 4:13pm			Midterm	-	90/100	90/100	
Nov 8, 2019 at 4:53pm			Week 1 quiz	-	0/28	0/28	
Nov 8, 2019 at 4:53pm			Week 1 quiz	-	0/28	0/28	

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).

Late Policies Grade Posting Policy Advanced

1 Automatically apply grade for missing submissions

Grade percentage for missing submissions

2 %

Automatically apply deduction to late submissions

Late submission deduction percent Late submission deduction interval

3 %

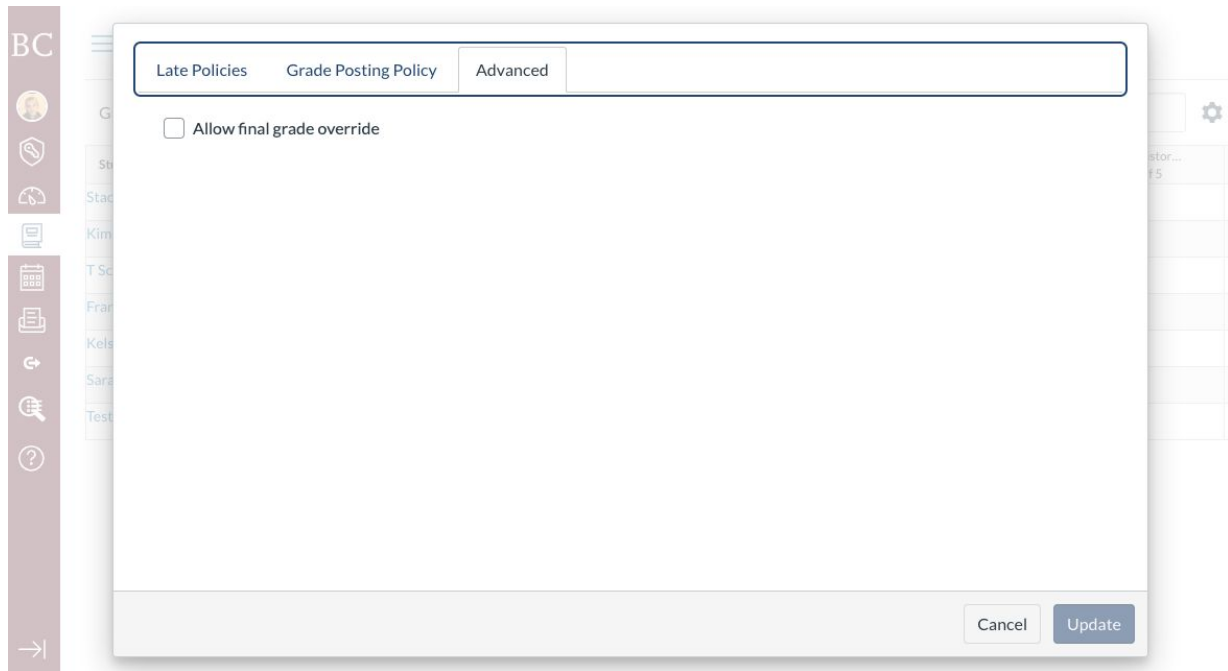
Lowest possible grade percent

4 %

Cancel Update

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.



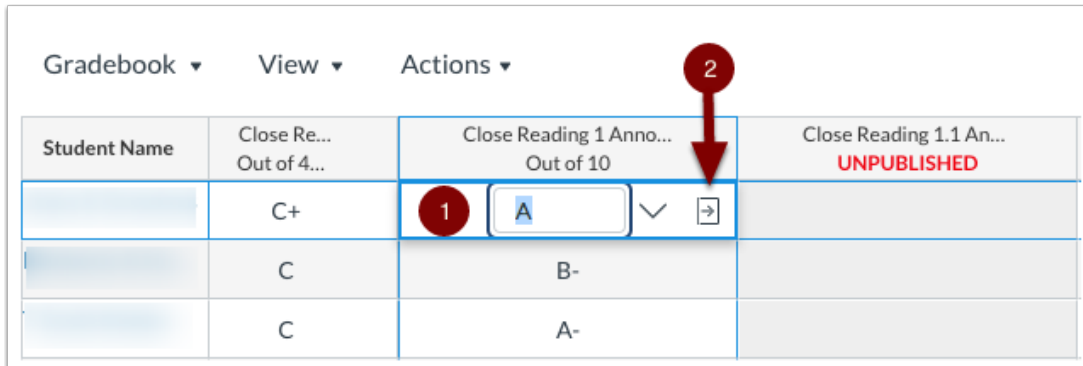
This allows you to adjust the final grade total and post it in Canvas Gradebook for your students.

Total	⋮	Override	Total	⋮	Override
87.46%	B+	-	87.46%	B+	B+
79.63%	C+	-	79.63%	C+	B-
78.57%	C+	-	78.57%	C+	C+
81.08%	B-	-	81.08%	B-	B-
89.45%	B+	-	89.45%	B+	A-
85.09%	B	-	85.09%	B	B
94.55%	A	-	94.55%	A	A

Grade Detail Tray

Another helpful tool is the Grade Detail Tray.

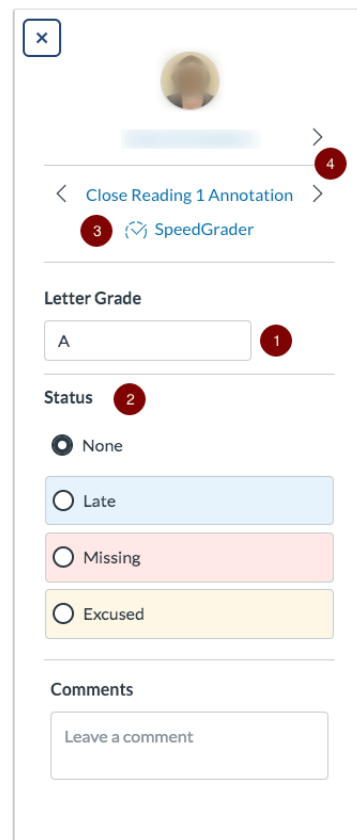
This menu can be accessed by clicking in the cell with the student's grade in a particular assignment (1). An arrow will appear (2), and when you click on it, the individual student menu will appear.



The screenshot shows a gradebook interface with a table. The table has four columns: 'Student Name', 'Close Re... Out of 4...', 'Close Reading 1 Anno... Out of 10', and 'Close Reading 1.1 An... UNPUBLISHED'. The first row shows a grade of 'C+' in the second column and 'A' in the third column. A red circle with the number '1' is placed over the 'A' grade. A red arrow with the number '2' points to a dropdown arrow icon in the third column of the first row. Below the table, there are two more rows with grades 'C' and 'C' in the second column, and 'B-' and 'A-' in the third column.

Student Name	Close Re... Out of 4...	Close Reading 1 Anno... Out of 10	Close Reading 1.1 An... UNPUBLISHED
	C+	A	
	C	B-	
	C	A-	

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).



The screenshot shows the Grade Detail Tray menu. It features a close button (x) in the top left corner. Below it is a student profile picture and a right arrow (4). The menu title is 'Close Reading 1 Annotation' with left and right arrows. Below the title is a 'SpeedGrader' link with a red circle (3) containing the number 3. The 'Letter Grade' section has a dropdown menu with 'A' selected and a red circle (1) containing the number 1. The 'Status' section has a red circle (2) containing the number 2, and four radio button options: 'None' (selected), 'Late', 'Missing', and 'Excused'. The 'Comments' section has a text input field with the placeholder 'Leave a comment'.