



## Advanced Grade Book Key Points

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### **New Grade Book Statuses:**

-Can set own color coding for missing, late, resubmitted, dropped, excused assignments.

### **Exclude a Student from an Assignment**

- Type “EX” as their grade in grade book column.
- The assignment will be excluded from that student’s grade calculation.
- Reduces total points available for that student by amount of excluded assignment.

### **Differentiated Assignments**

- Can have different due dates, availability times, by section or student(s)
- Can give assignment to some students but not others.
  - E.g. have grad students in class who need to do additional assignments.
- Add on but don’t remove.
  - e.g. **Don’t remove** “Everyone” when you want to extend the assignment for one student.

### **Assignment Groups**

- Good way to organize your assignments for you and your students.
- Each assignment group gets its own Subtotal column at the far right of the grade book.

### **Drop Lowest / Keep Highest Scores in an Assignment Group**

- Ideal is each item in group is worth same number of points.
- If assignment points differ, Canvas will calculate which item will benefit the student the most based on percentage

### **Weight Assignment Groups**

- 100% scale.
- Can exceed 100%
- Group weighted at 0% will not be included in grade book calculations.

**(OVER)**

### **Create Your Own Grading Scheme**

- 100% scale
- Use CSU approved grades
- Can adjust however you want up to 2 decimal places

### **New Grade Book – Course Missing and Late Grading**

- In grade book, top right, under gear icon.
- Missing Assignments: recommend set grade percentage to 0.
- Late submission deduction percentage: by day or hour.
- Enter your regular grade. Will subtract the appropriate percentage.
- Student will see the deduction information under the assignment's submission details.

### **Extra Credit Assignments**

- Most common way to give extra credit points is to create an assignment worth 0 points.
- Students who do extra credit assignment get points; students who do not are not penalized.
  - Does not change total points available in your grade book.

### **Extra Credit Percentage Group and Assignment**

- Allow students to earn higher than 100% in class.
- Create separate weighted Extra Credit Assignment Group

Current assignment groups add up to 100%

Create an Extra Credit Assignment group worth 2%.  
Total weight in course: 102%

Create an assignment under this group worth 4 points.  
If a student earns 4 points on the extra credit assignment, it would raise their grade by 2%.  
If they earn 2 out of 4 points, would raise their grade by 1%.