Canvas Assignment & Grade Book Basics
Key Points

Need Help? Remember canvas.colostate.edu
https://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.

Grade Book
-Click on Grades on course menu.
-Spreadsheet; row for each student, column for each assignment.

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.

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.

(OVER)
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.

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
- Top right click Export.
- Downloads in .csv format. Can open with MS Excel.
- Sensitive data! Keep secure.