On May 22, 2019, CSU moved to the new version of the Canvas Grade Book. This document outlines the new features.

The assignment process remains the same: when an assignment is created and published, it will appear as a column in the grade book.

Students’ view of Grades now has a Status column, which indicates if an assignment is Missing or Late. Instructor/TA arranging and filtering columns does not impact on what students see.

SUMMARY
NEW MENUS AND FILTERS

GRADEBOOK MENU
- Individual View
- Gradebook History

ARRANGE BY
- Multiple options to gradebook column order. Unique to each user.

FILTER BY
- Assignment Groups
- Module
- Sections
- Student Groups

STATUSES
Change indicator colors for:
- Late
- Missing
- Resubmitted
- Dropped
- Excused

COLUMNS (NEVER VISIBLE TO STUDENTS)
- Notes
- Unpublished Assignments

ACTIONS
- Import to Grade Book
- Export Grade Book

LATE AND MISSING COURSE GRADING POLICIES
- Set threshold grades for last and missing assignments.

GRADE POSTING POLICIES
- Hide (Mute)
- Post (Unmute)

GRADE DETAIL TRAY
- Access SpeedGrader
- Change student grade status
- Add Comment
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GRADEBOOK MENU

INDIVIDUAL VIEW
Search for and display grade information for an individual student.

GRADEBOOK HISTORY
See which instructor or TA assigned or changed a grade for a student and assignment.

VIEW MENU
Arrange by, Filters, Statuses, Columns
ARRANGE (COLUMNS) BY

The different ways you can arrange the columns in your grade book.
-Each instructor and TA can arrange columns to meet their needs.

FILTERS

Show certain columns in the gradebook by Assignment Groups, Modules, Sections or Student Groups.
For example, if you select Modules, at the top center of the grade book, a drop down menu will appear that allows you to pick a specific module and just display its columns.
To turn off, go back under Filters and uncheck Modules.

STATUSES
Change the color indicator in the grade book for Late, Missing Resubmitted, Dropped and Excused assignments.

-Click on the three dots next to a status to choose a new color. Click Done.

COLUMNS

Tell grade book to display the Notes or Unpublished Assignments columns.

Check mark = visible in gradebook

-Neither items are visible to students when checked.

ACTIONS MENU

IMPORT AND EXPORT copies of the grade book in .csv format.

-To import, we usually recommend that you Export a copy of the grade book which you can then use as a template for an import, formatted correctly to work with Canvas.
FINAL GRADES EXPORT

CSU tool that allows instructors to export a specifically formatted version of their Canvas grades which can be uploaded into ARIESweb. See our final grades export documentation.

COURSE LATE POLICIES AND GRADE POSING POLICIES

In the top right of the grade book, click on the gear icon.

LATE POLICIES – MISSING SUBMISSION
To automatically apply grades for missing assignments, check the box.
- If you use this option, we usually recommend that this value be set to 0.

LATE POLICIES – LATE SUBMISSIONS
To automatically apply deductions for late submissions, check the box.

Set the late submission deduction percent, the late submission deduction interval (Day or Hour) and the lowest possible grade percent you would automatically apply.

At the bottom right click Update.
GRADE POSTING POLICY

When to post/show or hide grades and comments to students in a gradebook column. The default is Automatically: students can see grades and comments right away.

We recommend using the default of Automatically.
- Then if you have the need, follow our instructions on how to hide and then post the grades in an individual column or columns.

Individual Assignment Grade Posting

- Automatically Post Grades
  Assignment grades will be visible to students as soon as they are entered.

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

GRADE DETAILS TRAY

Click in the cell under a column and click on the right arrow.

Access SpeedGrader
Enter grade.
Move to next student.

Enter or change grade.

Change student’s assignment Status

Status

- None
- Late
- Missing
- Excused
In the **grade tray** you can *add assignment comments* for a student.

*Click Submit* to save comments.

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**CANVAS HELP / SUPPORT**

- **Canvas Help Web Site**
  [http://info.canvas.colostate.edu](http://info.canvas.colostate.edu)

- **Canvas Guides**
  [https://community.canvaslms.com/community/answers/guides](https://community.canvaslms.com/community/answers/guides)

- **College Canvas Coordinators**
  [http://info.canvas.colostate.edu/coordinators.aspx](http://info.canvas.colostate.edu/coordinators.aspx)

- **Central Canvas Support**
  [canvashelp@colostate.edu](mailto:canvashelp@colostate.edu)