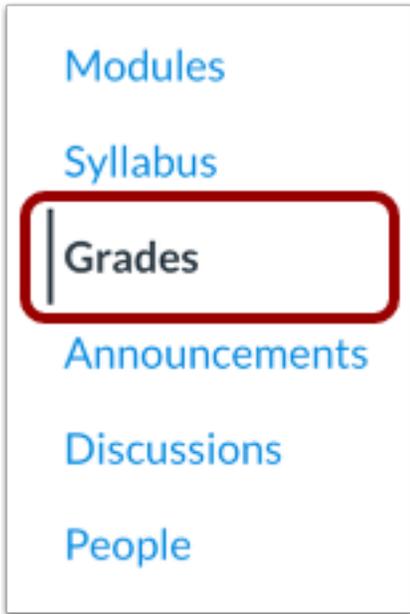




## How To: Use the Canvas Gradebook.

### 1.1 Open Grades



In Course Navigation, click the **Grades** link.

### 1.2 View Gradebook

History 101 > Grades

Gradebook ▾ View ▾ Actions ▾ 4 → 🔍 Search... ⚙️

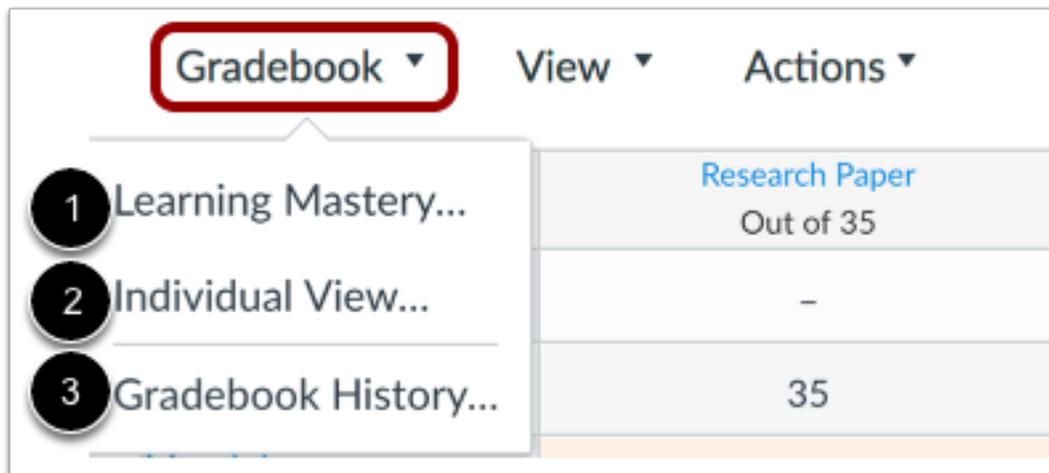
2 Student Name	3 History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1	📄	-	✓	A
Jessica Doe History 101 Section 1	📄	35	✓	A-
Max Johnson History 101 Section 1	📄	30	✓	B
Bruce Jones History 101 Section 2	-	28	✗	B-
Joe Rogers History 101 Section 2	📄	32	✗	B+
Nora Sanderson History 101 Section 1	-	29	✓	A-
Jane Smith History 101 Section 1	-	35	✓	C

The top of the Gradebook includes global sorting options and settings you can use to organize your gradebook [1], which will populate the selected student data [2] and assignment data [3].



The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the **Keyboard** icon [4] or press the Comma key.

### 1.3 View Gradebook Menu



The main Gradebook allows you to see all students, assignments, and grades. In the Gradebook menu, you also switch between several options as available:

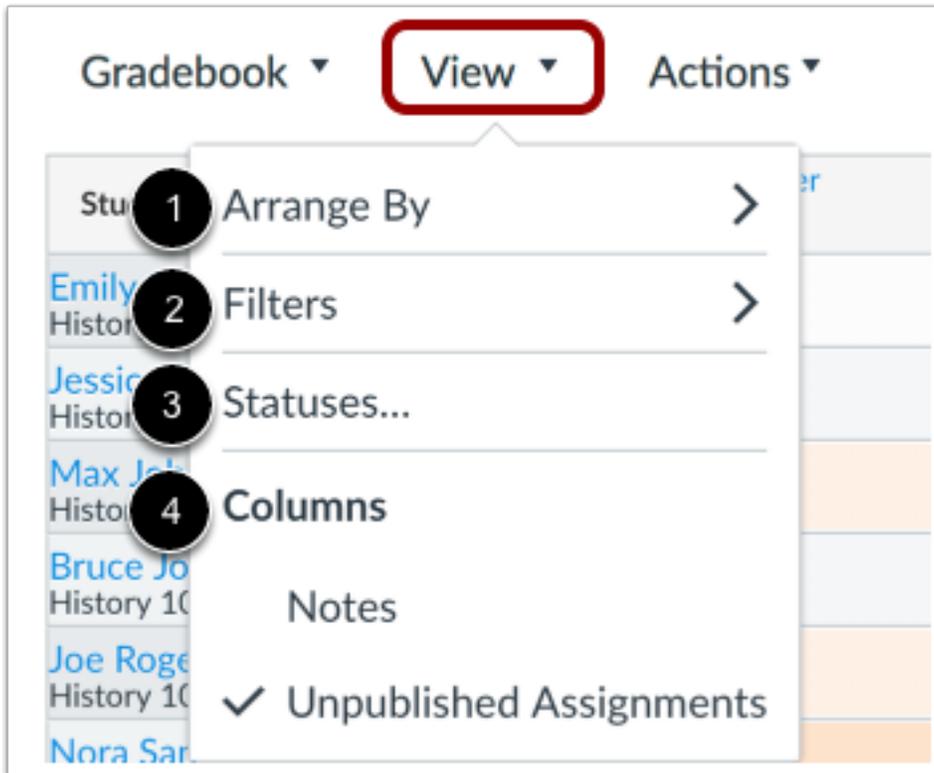
**Learning Mastery** [1] displays the [Learning Mastery Gradebook](#), which assesses outcome standards being used in Canvas courses. *This gradebook is a course-level feature option.*

**Individual View** [2] allows you to assess one student and one assignment at a time and is fully accessible for screen readers. *Individual View currently does not support settings and options from the Gradebook.*

**Gradebook History** [3] displays the [Gradebook History page](#), which logs recent grade changes in the course according to student, grader, assignment, and date.

You can switch between gradebooks at any time.

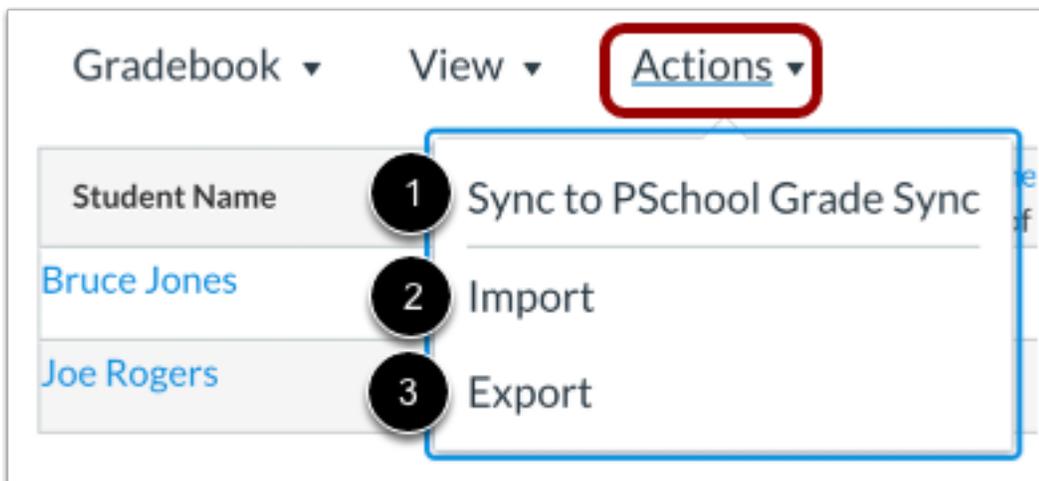
## 1.4 View Gradebook Viewing Options



The View menu allows you to filter and sort the Gradebook according to several viewing options:

- **Arrange By** [1]: [arrange columns](#) by default, assignment name, due date, points, or module
- **Filters** [2]: [filter columns by type](#) (assignment group, section, modules, student groups, and grading period, if applicable)
- **Statuses** [3]: view and [change the color for a grading status](#) (late, missing, resubmitted, dropped, and excused)
- **Columns** [4]: show or hide the [notes column](#) and the [unpublished assignments column](#)

## 1.5 View Actions Menu





The Actions menu allows you to sync grades to your institution's student information system (SIS), if applicable [1].

To bulk manage student grades in the Gradebook, you can also [import grades](#) [2] and [export grades](#) [3].

**Note:** Currently the Gradebook Export CSV file data includes all Gradebook data regardless of filtered or sorting options.

### 1.6 Search Students



By default, your course shows all active students. In the Search field, you can search for an individual student by name or by SIS ID.

### 1.7 View Gradebook Settings



The Gradebook Settings allow you to apply Late Policies or a Final Grade Override in your course.

#### 1.7.1 View Late Policies

Late Policies [Grade Posting Policy](#) [Advanced](#)

Automatically apply grade for missing submissions

1 Grade percentage for missing submissions

20 %

---

Automatically apply deduction to late submissions

2

Late submission deduction percent      Late submission deduction interval

10 %      Day

Lowest possible grade percent

60 %

Cancel      Update



The Late Policies tab allows you to apply late policies in your course.

The [Missing Submission policy](#) allows you to automatically apply a grade for submissions labeled as Missing [1]. A submission is labeled Missing when the due date has passed and the assignment has not been submitted.

The [Late Submission policy](#) allows you to automatically apply a defined penalty to submissions with a status of Late [2]. A submission is labeled Late when it is submitted past the due date. Additionally, you can define a threshold under which a student will not be scored, regardless of how late the submission is when submitted.

### 1.7.2 View Grade Posting Policy

The screenshot shows the 'Grade Posting Policy' tab selected. Under the heading 'Individual Assignment Grade Posting', there are two radio button options:

- 1**  **Automatically Post Grades**  
Assignment grades will be visible to students as soon as they are entered.
- 2**  **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.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Update'.

The Grade Posting Policy tab allows you to [change grade posting policies for your course](#).

To automatically post grades and make them visible to students as soon as they are entered, select the **Automatically Post Grades** option [1]. The posting policy is set to Automatically Post Grades by default.

To hide grades by default and manually choose when to post grades and make them visible to students, select the **Manually Post Grades** option [2].



**Note:** Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.

### 1.7.3 View Advanced Settings

Late Policies    Grade Posting Policy    **Advanced**

Allow final grade override **1**

Cancel    Update

Search...

Total	Override <b>2</b>
43.33% F	C+
23.33% F	C-
74.14% C	B
-	-
-	-
-	-
52.63% F	-

The Advanced tab allows you to apply a [Final Grade Override](#) in your course [1]. If enabled, you can enter an override grade for a student that is different from the grade automatically calculated by Canvas [2].

### 1.8 View Student Name Column

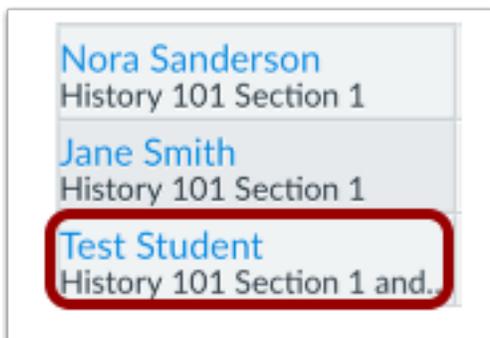


The Student Name column displays each student's name and may also include a student's secondary ID, if enabled. You can hover over the column header and view the Student Name menu [1], which allows the following options:

- [Sort and display student data](#)
- [Show inactive and concluded enrollments](#)

To [view a student's Grades page](#), click the student's name [2].

### 1.8.1 View Test Student



If you have enabled Student View in Course Settings, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.

If you want to remove the test student completely, you must remove the test student from your section enrollments in Course Settings.



## 1.9 View Assignment Column

History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10
1	-	2
	35	
	30	
-	28	
	32	
-	29	
-	35	

Each column in the Gradebook represents a published assignment in the Assignments page. Each column displays the assignment title, total points, and each student's grade.

To view the assignment, click the name of the assignment [1].

For each assignment, you can hover over the column header and view the Assignment menu [2], which allows the following options:

- [Sort assignments](#) by grade or status (missing or late)
- [Message students](#) who fit within specific assignment criteria
- [Curve grades](#)
- [Set default grade](#)
- [Hide](#) or [post grades](#) for the assignment
- [Enter grades as a specific value](#): point, percentage, or grading scheme (this option is only for grading convenience and does not affect the actual grade; not available for complete/incomplete assignment types)
- [Download submissions](#) and [re-upload submissions](#) (supported in file uploads only)

[Icons and colors](#) represent assignments and submission statuses within Canvas, including differentiated assignments, grading periods, and MasteryPaths.

### 1.9.1 Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

You can manually add a column as part of [importing grades to the Gradebook](#). However, assignments imported in the CSV file are automatically published.



You can also [create non-submission or on-paper assignments](#) to add to the Gradebook for manual grading.

### 1.10 Enter Grades

Student Name	History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1		-	✓	A
Jessica Doe History 101 Section 1		35	✓	A-
Max Johnson History 101 Section 1		30	✓	B
Bruce Jones History 101 Section 2	-	28 / 35	✗	B-
Joe Rogers History 101 Section 2		32	✗	B+
Nora Sanderson History 101 Section 1	-	29	✓	A-
Jane Smith History 101 Section 1	-	35	✓	C

When entering grades, the Gradebook displays crosshairs and highlighting across the row and column for improved orientation.

To [enter grades](#), type the grade as supported by assignment type directly in the Gradebook cell [1].

You can also enter grades and change the submission status by clicking the **Grade Detail Tray** icon [2].

#### 1.10.1 View Grade Detail Tray

×

<
Bruce Jones
>

<
Research Paper
>

<
SpeedGrader
>

**1** Grade out of 35

**2** Status

None

Late

Missing

Excused

**3** Comments



The Grade Detail Tray allows you to enter or edit grades [1], [change the status of a submission](#) [2], and [leave comments](#) for the student [3].

### 1.11 View Assignment Groups and Total Column

Weekly Assignments 15% of grade	Laboratory Assignments 20% of grade	Projects 20% of grade	Discussions 5% of grade	Extra Credit 0% of grade	Total
100%	90%	70%	84.5%	-	77.7% C+
100%	70%	76.67%	91.5%	-	86.05% B
100%	100%	79.68%	100%	-	84.89% B
100%	70%	78.67%	96.5%	-	79.41% C+
100%	100%	100%	100%	-	94.55% A
100%	80%	80%	84.5%	-	81.89% B-
70%	70%	70%	46.67%	-	67.91% D+

The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page [1].

If your assignment groups are weighted, the weighted grade displays below the group title [2]. Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight.

Grade totals from assignment groups are calculated in the Total column of the Gradebook [3]. You can hover over the column header to view the [Total column menu](#) [4], which allows you to sort by grade and move the total column to the front of the Gradebook. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.

### 1.12 Additional Links

- <https://community.canvaslms.com/docs/DOC-16554-4152813659>

### 1.13 Primary Contacts

- CSUB Faculty Teaching and Learning
- 661 654 HELP(4357)
- [Org-servicecenter@csub.edu](mailto:Org-servicecenter@csub.edu)