

# CANVAS GRADEBOOK TIPS

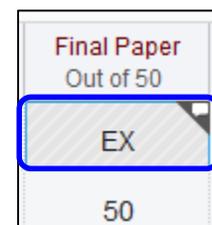
## UNGRADED ITEMS SKEW TOTAL SCORES - DON'T LET THIS HAPPEN

Look at the following screen shot. Notice that both students show a course total of 100%, even though the first student is missing a grade on at least one assignment. Canvas ignores ungraded assignments when calculating course and group totals.

Student Name	Se...	Total	Week 1: ... Out of 10	Final Paper Out of 50	Turnitin Assignm...	Canvas Tour ... Out of 1
TestOne, Sarah Section 02	segna	100% A	10	-	10	1
Student, Test Example F2F, Section 0	f0ca44	100% A	10	50	10	1

Therefore it is very important that you stay up-to-date with the grading of assignments, and educate your students about how the Canvas gradebook works. Here are some suggestions:

- Let your students know that they should not only look at the course total, but also look at assignment scores. If any assignment is not yet graded, they should understand that the course total does not include that assignment. You should let students know the expected turn-around time for when you will have assignments graded, and keep them updated if you are running late.
- If you are excusing a student from submitting an assignment, you can easily make an adjustment in the gradebook to reflect this. Just click in the cell for the assignment, and type **EX** and press the **Enter** key. The gradebook will ignore that assignment when calculating that student's total.
- If you are finished grading all assignments that have been submitted and you are no longer accepting assignment submissions, you can quickly enter zeros for all assignments that have no score. Here are the steps ([This video](#) shows how to do it.):



- Hover over the column heading for the assignment, and click the blue arrow.

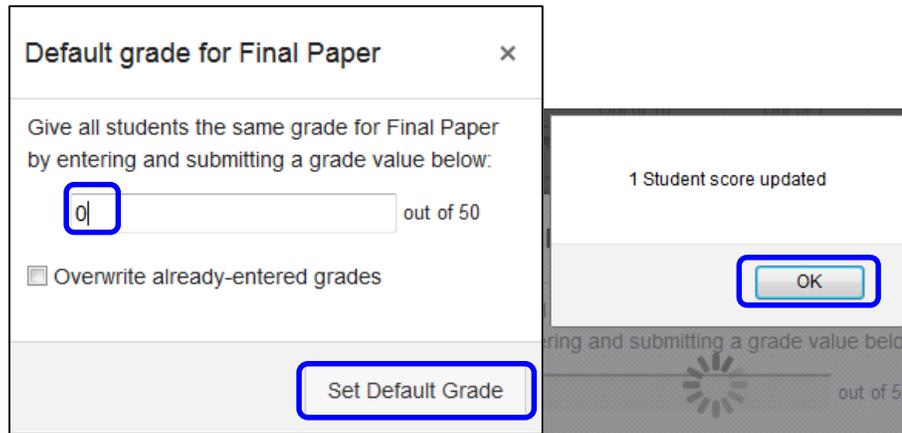
	Week 1: ... Out of 10	Final Paper Out of 50	Turnitin Assig Out of
A	10	-	10
A	10	50	10

- Click "Set Default Grade"

Student Name	Se...	Total	Week 1: ... Out of 10	Final Paper Out of 50	Turnitin Assig Out of 10
TestOne, Sarah Section 02	segna	100% A	10		
Student, Test Example F2F, Section 0	f0ca44	100% A	10		

- Assignment Details
- SpeedGrader
- Message Students Who...
- Set Default Grade**
- Curve Grades
- Mute Assignment

- c. Enter zero for the grade value. DO NOT check the box to overwrite grades. Click the “Set Default Grade” button. You will see a message telling you how many student scores were updated. Click OK



- d. As you can see from our earlier example and this new screen shot, the course total now correctly reflects that the student did not earn points on the assignment.

Student Name	Se...	Total	Week 1: ... Out of 10	Final Paper Out of 50	Turnitin Assi Out of 1
TestOne, Sarah Section 02	segna	34.21% F	10	0	10
Student, Test Example F2F, Section 0	f0ca44	100% A	10	50	10

## ASSIGNMENTS, WITH POINTS POSSIBLE SET TO ZERO, SKEW THE TOTAL SCORE

For total scores to be calculated correctly, assignments that are part of the total course grade must have an accurate maximum possible point value assigned to them.

In the first screenshot, below, notice that the first assignment is set to “Out of 0”, which means that the gradebook assumes the highest possible score for that assignment is zero. When you enter a score higher than zero for that assignment, the total score becomes inflated (Note: Making an assignment worth zero is one way to assign extra credit points.).

Student Name	S...	Total	Week 1: H... Out of 0	Class introductions Out of 5	Turnitin Assignment Out of 50
Example F2F		84.11% B	8	5	42
TestOne, Sarah Section 02	segna	98.68% A	10	5	50
Student, Test Example F2F, Sect	f0ca4	88.41% B	10	5	48

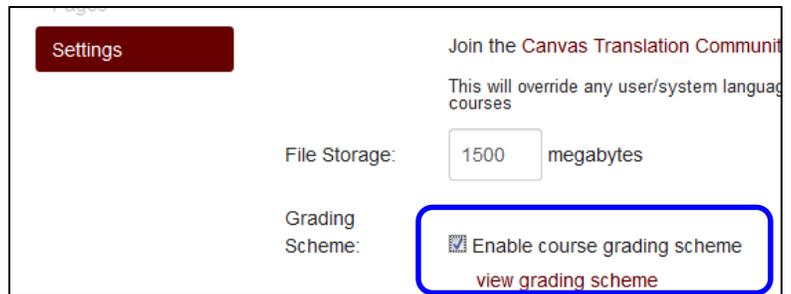
Because of this, any assignment required of everyone that counts toward the course total needs to have the correct maximum points possible assigned to it. Here is the same gradebook section, but the first assignment now has a maximum possible point value of 10 instead of 0, resulting in an accurate total grade calculation.

Student Name	S...	Total	Week 1: H... Out of 10	Class introductions Out of 5	Turnitin Assignment E Out of 50
 Example F2F		78.88% C	8	5	42
 TestOne, Sarah Section 02	segna	92.55% A	10	5	50
 Student, Test Example F2F, Section 01	f0ca4	82.92% B	10	5	48

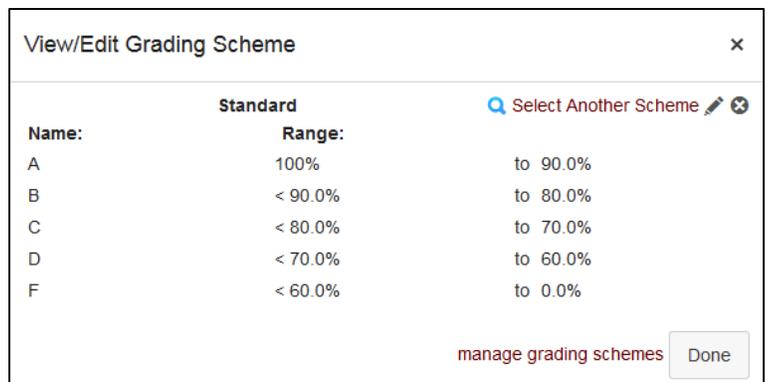
## DISPLAY A LETTER GRADE IN COURSE TOTAL

If you want to display a letter grade alongside the course total in the gradebook, here is what you need to do:

1. Click on “Settings” from within your course.
2. Check the box next to “Enable course grading scheme.”
3. Click the “View grading scheme” link.



4. If the grading scheme that is displayed is what you want, then click “Done.”
5. If you want a different grading scheme click “Select another scheme.”
6. If none of the existing schemes is appropriate, click “Cancel”



Name:	Standard	Range:
A		100% to 90.0%
B		< 90.0% to 80.0%
C		< 80.0% to 70.0%
D		< 70.0% to 60.0%
F		< 60.0% to 0.0%

7. Then click “Manage grading schemes.”
8. Click the “+Add grading scheme” button.
9. Be sure and “Save” your grading scheme when finished.
10. Once you’re back on the Course Details page, be sure and scroll to the bottom and click the “Update Course Details” button.

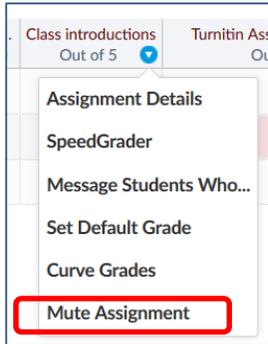
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## HIDE ASSIGNMENT SCORES WHILE GRADING

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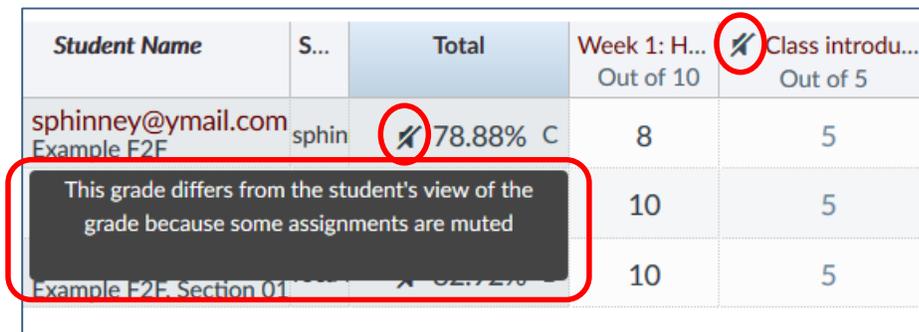
For certain assignments, you might want to hide the scores as you are entering them into the gradebook, until you have them all entered and are ready to display them to students. To do this, you “Mute” the assignment.

In the gradebook, hover over the assignment title and click on the arrow that appears next to the assignment’s name. The last option in the drop-down menu is “Mute assignment”, as in the following screenshot.



When an assignment is muted, students will not see a score or comments for that assignment, and their view of the gradebook will tell them you are working on grading for that assignment. In addition, they will not receive notifications of the graded assignment until you unmute it.

Your own gradebook view will also change (see screenshot below). There will be a muted icon on the assignment column heading that you muted, and the total score column will also have the mute icon. If you hover over the total column it will tell you that the grade you see does not match what the students sees while the assignment is muted. The total score you see will include the grade you enter for the muted assignment, whereas students will see a total score that ignores the muted assignment.

A screenshot of a gradebook table. The table has columns: "Student Name", "S...", "Total", "Week 1: H... Out of 10", and "Class introdu... Out of 5". The "Class introdu..." column heading has a muted icon (a crossed-out pencil) circled in red. The "Total" column heading also has a muted icon circled in red. A tooltip is displayed over the "Total" column for the first student, stating: "This grade differs from the student's view of the grade because some assignments are muted". The tooltip is also circled in red. The table data shows a student with email "sphinney@ymail.com" and name "Example E2F" has a total score of 78.88% C. The "Week 1: H..." column shows a score of 8, and the "Class introdu..." column shows a score of 5. Below this row, there are two more rows with scores of 10 and 10 in the "Week 1: H..." column, and 5 in the "Class introdu..." column.

Student Name	S...	Total	Week 1: H... Out of 10	Class introdu... Out of 5
sphinney@ymail.com Example E2F	sphin	 78.88% C	8	5
		This grade differs from the student's view of the grade because some assignments are muted		
Example E2F, Section 01			10	5
			10	5

When you are ready to show the scores and comments to students, repeat the process you used to mute the assignment, except from the drop-down menu you will choose “Unmute Assignment”.

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## COURSE TOTAL AS PERCENTAGE OR POINTS

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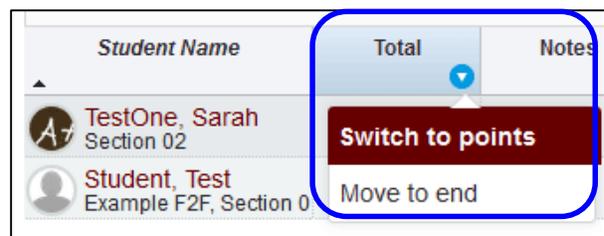
By default, the course total (and group totals) is displayed in a percentage. If you have enabled a grading scheme for the course, there will also be a letter-grade alongside the percentage. If you want to display the total points instead of a percentage, and you don't use weighted assignment groups, here is what you need to do (Note: If using weighted assignment groups, totals can only be displayed in percentage.):

1. Go to the "Grades" area of your course. Point to the top of the "Total" column until you see the arrow button.



Student Name	Total
[Redacted]	81.6% B
TestOne, Sarah	34.27% F
TestTwo, Sarah	66% D

2. Choose "Switch to points". A warning will appear telling you that students will see their grade total as points. Click "Continue". You can switch back to percentage by repeating these steps.



Student Name	Total	Notes
TestOne, Sarah Section 02	[Dropdown Menu]	
Student, Test Example F2F, Section 0		

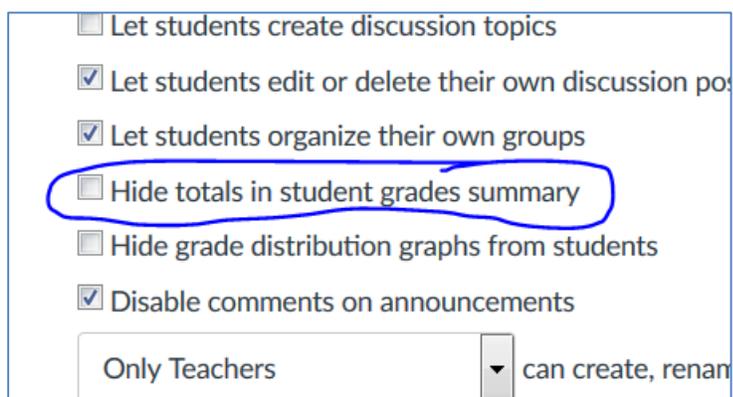
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## HIDE COURSE TOTAL FROM STUDENTS

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If you want to temporarily hide the overall course total as well as assignment group totals from students, you need to do that from the Settings menu.

Click on "Settings" from course navigation. With the "Course Details" tab selected, scroll to the bottom and click "More options". Click the box for "Hide totals in student grades summary" and then click the "Update Course Details" button at the bottom of the page.



- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements

Only Teachers can create, rename, or delete discussion topics

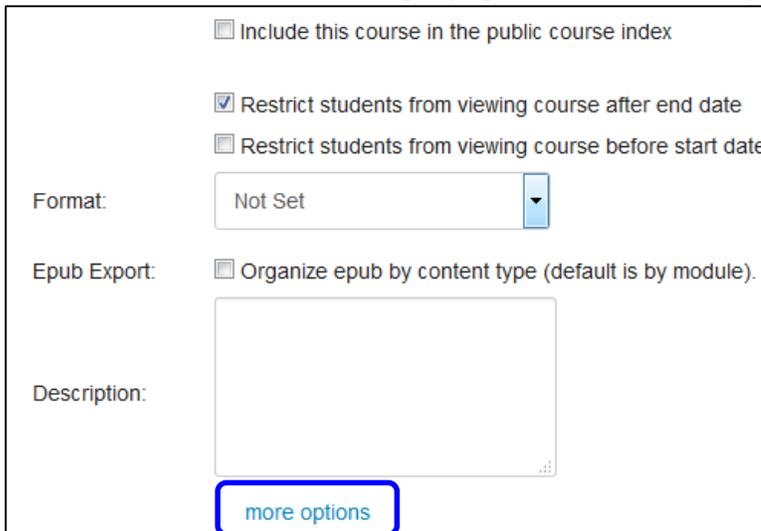
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## HIDE GRADE DISTRIBUTION INFORMATION

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By default, Canvas allows students to see a graph of the grade distribution on assignments. This does NOT divulge which student earned a particular grade. Instead it simply shows the high grade, the low grade, and the mean for the course overall. Also, it will not begin showing this information until at least five students have been graded on the assignment. If you do not want your students to have access to this information here is what you need to do.

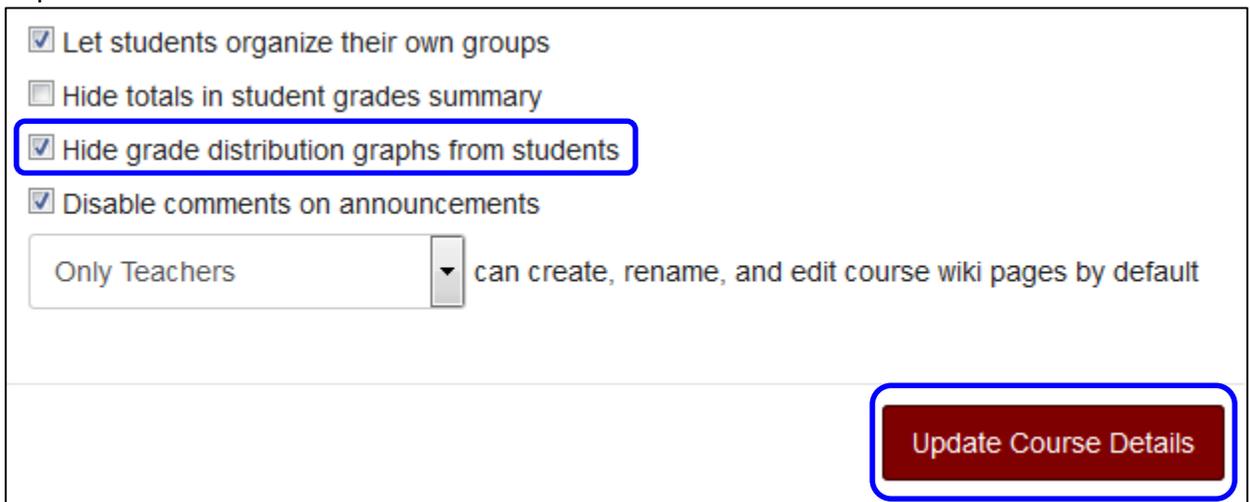
1. From within your course click on the “Settings” link in the course navigation.
2. Near the bottom of the “Settings” page, click the “More options” link.



A screenshot of the 'More options' settings panel in Canvas. The panel contains several settings:

- Include this course in the public course index
- Restrict students from viewing course after end date
- Restrict students from viewing course before start date
- Format:
- Epub Export:  Organize epub by content type (default is by module).
- Description:
- [more options](#)

3. Check the box next to “Hide grade distribution graph from students.” Then click the “Update Course Details” button.



A screenshot of the 'Update Course Details' settings panel in Canvas. The panel contains several settings:

- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements
- can create, rename, and edit course wiki pages by default
- [Update Course Details](#)

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## USING WEIGHTED GRADES AND DROPPING SCORES

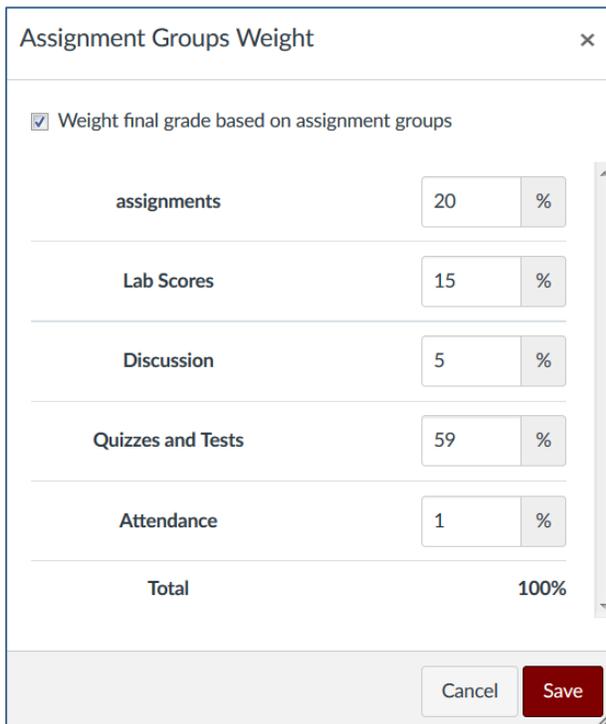
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If your grading scheme takes advantage of weighted calculations and dropping a set number of the lowest or highest scores, you're in luck. You can accomplish these things on the Assignments list page. Remember that you'll find all scored activities on this page – graded assignments, graded quizzes, and graded discussions.

Click "Assignments" from the course navigation. To set the weighting, click on the "Assignment Settings" button in the upper right of the page. It looks like a cog and is circled in the image below.



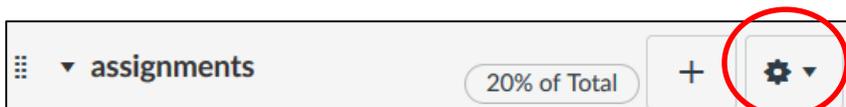
Assuming you have already created the assignment groups that you use for weighting, you simply enter the percentage that each group represents for the overall grade. The total should add up to 100% as in the example below.



Category	Weight (%)
assignments	20
Lab Scores	15
Discussion	5
Quizzes and Tests	59
Attendance	1
<b>Total</b>	<b>100%</b>

The dialog box is titled "Assignment Groups Weight" and has a close button (X) in the top right corner. It contains a checked checkbox labeled "Weight final grade based on assignment groups". At the bottom, there are "Cancel" and "Save" buttons.

To have Canvas automatically ignore (drop) the lowest or highest grade(s), from this same Assignments list page click on the group settings button to the right of the title for the group. This button looks like a cog and is circled in the image below.



Click on “Edit” from the menu items, and you’ll see your drop options. You can determine the number of items to drop from the highest or lowest scores in that group, and you can designate one or more assignments to never be dropped. Below is a screenshot of the drop dialog box.

Group Name:	<input type="text" value="Assignments"/>
<b>Number of scores to ignore for each student</b>	
Lowest Scores:	<input type="text" value="0"/> 
Highest Scores:	<input type="text" value="0"/> 
Never Drop:	 <a href="#">Add an assignment</a>