

# Quick Reference – Setting Up Grades

## Create an Assignment (Grades Column)

Creating an Assignment creates a Grades column. An Assignment can be only a Grades column (No Submission) or can allow students to submit work online (Online Submission).

### Create an Assignment

- Access the Assignments tool.
- Create a new Assignment, type in the Assignment Name.
- Provide instructions or use the “Insert Content” pane to add file attachments.
- Enter the Points.
- Select the default Assignments Group or create a new Assignment Group.
- Change the Submission type to No Submission if the student will NOT be submitting the assignment online.
- Specify the type(s) of submission (Text Entry, Website URL, Media Recording, File Uploads) and restrict file types if desired.
- Add a Due Date (this will still allow students to submit assignments late), use **11:59pm** when possible instead of 12:00am to avoid confusion.
- Publish the Assignment.

**Note:** Supply an Available From and/or Available Until date to restrict submissions. These dates will not hide the Assignment but will prevent submission early and/or late and prevent the students from seeing the instructions.

## Create an Assignment Group (Grading Category)

Create Assignment Groups to create subtotal columns and/or use weighted grades,

### Create an Assignment Group

- Access the Assignments tool.
- Create a new Group, type in the Group Name.
- Save.

## Set Up Weighted Grades

To weight grades based on Assignment Groups, enable weighted grades.

- Access the Assignments Tool.
- Choose the Gear symbol, checkmark the option to **Weight final grade based on assignment groups**.

Enter the percentage for each Assignment Group.

Assignment Group	Percentage
Assignments	25%
Tests	25%
Essays	25%
Papers	25%
<b>Total</b>	<b>100%</b>

## Enable the Letter Grade

By default, a Letter Grade will not appear to students but the instructor can enable and modify the letter scheme in a course.

- Access Settings.
- Under the Course Details tab, select Edit Course Details.
- Checkmark **Enable course grading scheme**.
- Select **set grading scheme**.
- Use the Default scheme or modify it by clicking the Pencil icon to edit.

Name:	Range:	
A	100%	to 94.0%
A-	< 94.0%	to 90.0%
B+	< 90.0%	to 87.0%
B	< 87.0%	to 84.0%
B-	< 84.0%	to 80.0%
C+	< 80.0%	to 77.0%
C	< 77.0%	to 74.0%
C-	< 74.0%	to 70.0%
D+	< 70.0%	to 67.0%
D	< 67.0%	to 64.0%
D-	< 64.0%	to 61.0%
F	< 61.0%	to 0.0%

## Hide Total Percentage (or Point) Display

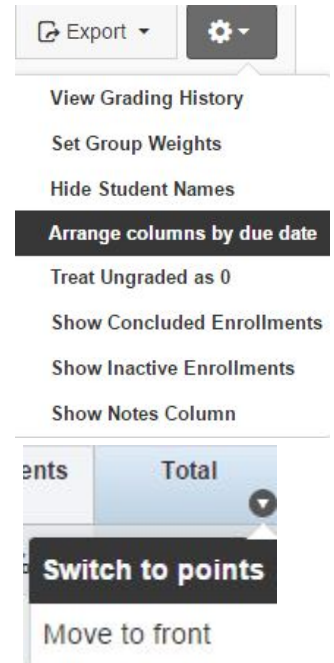
By default, Canvas displays the Final Grade to students as a Percentage. Instructors have the option to the change this default to Points. This option is not available when weighted grades are used in a course.

- Access Settings
- Under the Course Details tab, select Edit Course Details, click on **More Options**
- Checkmark **Hide totals in student grades summary**

## Reorder Grade Columns

Grade columns in Canvas are displayed to the student either in Due Date order or in Assignment Group order (and then by Due Date order within each Assignment Group, and then alphabetically). The instructor cannot customize the order of grade columns except by choosing one of these ordering options and/or changing Due Date.

- Access Grades.
- Under the Gear option in the Grades tool, select **Arrange columns by due date** or **Arrange columns by assignment group** (the option will toggle).



## Changing the Grade Default from Percentage to Points

By default, Canvas displays the Final Grade to students as a Percentage. Instructors have the option to change this default to Points. This option is not available when weighted grades are used in a course.

- Access Grades.
- Highlight over the Total column.
- Select Switch to Points.

## Proof the Grades using Student View

Instructors can preview the Grades by accessing the Student View option in a course.

- Access Settings.
- Click on Student View at the right.

## What if Grading

Students in Canvas can hypothesize about their Grades by entering in “What If” values. These values will not be saved but they can allow students to make predictions such as “What If” I earn 100% on my Final Exam, what impact will this have on my final grade?

Name	Due	Score	Out of
Add a Content Page		-	2
Asana Fun! Assignments		1	1
Build a Canvas Sandbox Site		-	1

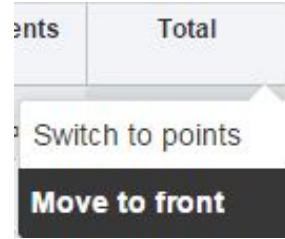
## Custom Gradebook Options – Instructor ONLY

These options are more advanced and only available for modifying the Instructor View of the Grades tool.

### Total Points – Move to the Front

To make the Total Points/Percentage more visible, the instructor can choose to move this column to the front.

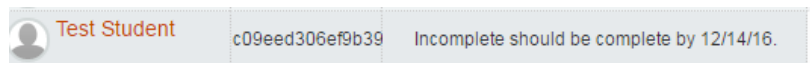
- Access Grades
- Highlight over the Total column
- Select **Move to front**



### Show Notes

If the instructor needs to make a note for a student and have it visible in the gradebook (perhaps identifying some characteristic of the student, a reminder, etc.), there is a Notes field in the Grades that students do not see.

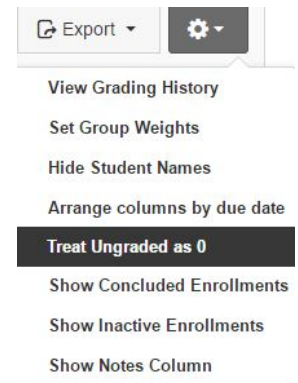
- Access Grades
- Select the Gear symbol
- Select **Show Notes Column**



### Treat Ungraded as 0

The Total grade will appear as a running total throughout the course. The instructor has the option of toggling to a “Treat Ungraded as 0” view to see what the student’s Total would be if all the missing assignments were 0. This does not change the student view so it is recommended to enter a 0 for any student that has missed an assignment so the student grades are accurate.

- Access Grades.
- Select the Gear symbol.
- Select **Treat Ungraded as 0**.



### Custom Gradebook Column order

- The instructor can modify the order of the Grades columns within the instructor view by dragging and dropping columns. However, this will not affect the display of the columns to students.



## Resources

For more information, visit these pages on [how to create an assignment](#), [how to change the weight of an assignment grade](#), and [entering and editing scores in the Gradebook](#).