

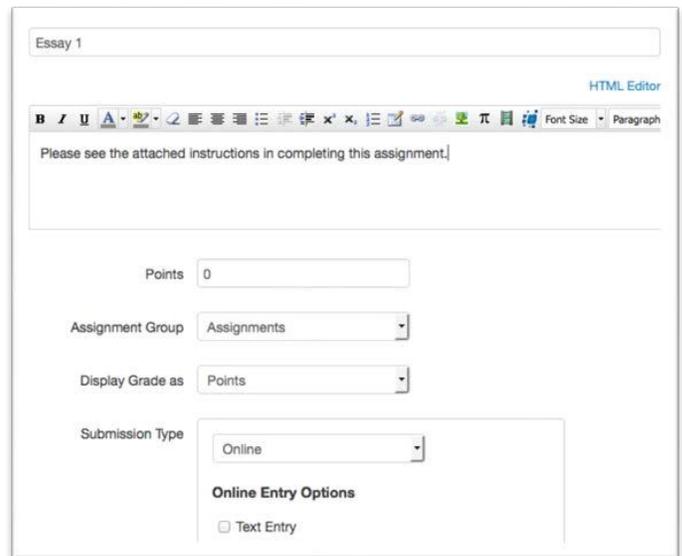
Quick Reference – Setting Up Grades

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 (*not recommended*, use Text Entry to have students upload Media, 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.



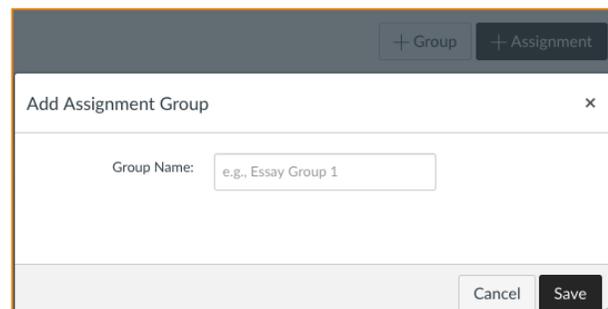
Note: Supply an Available From and/or Available Until date to restrict submissions. These dates will not hide the Assignment but will prevent submission early and/or late and prevent the students from seeing the instructions.

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.

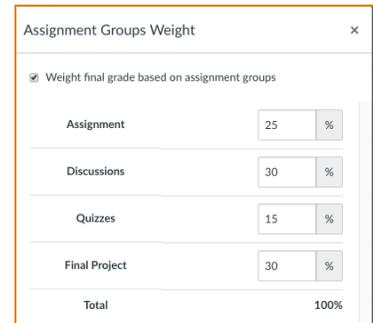



Set Up Weighted Grades

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

- Access the Assignments Tool.
- Choose the Gear symbol, select "Assignment Groups Weight".

Enter the percentage for each Assignment Group.

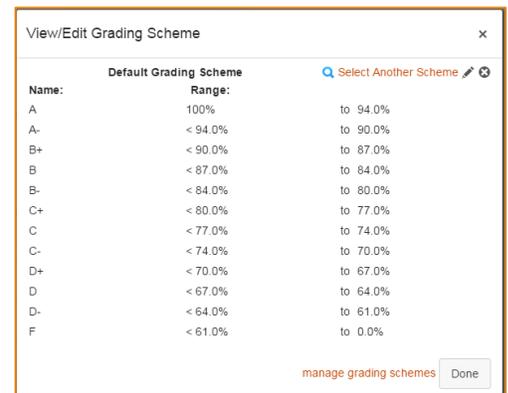


Assignment	Percentage
Assignment	25 %
Discussions	30 %
Quizzes	15 %
Final Project	30 %
Total	100%

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, 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

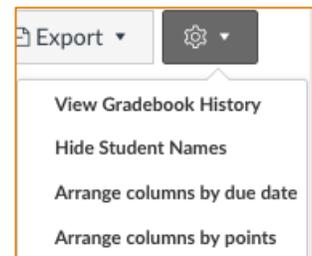
By default, Canvas displays the Final Grade to students as a Percentage. Instructors have the option to change this default to Points. This option is not available when weighted grades are used in a course.

- Access Settings .
- Under the Course Details tab, 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.

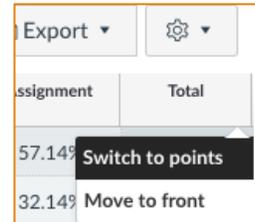
- Under the Gear option in the Grades tool, select **Arrange columns by due date** or **Arrange columns by assignment group** (the option will toggle).




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.

- 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?

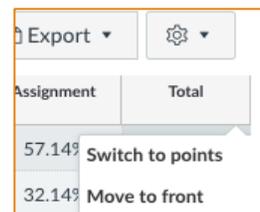
Custom Gradebook Options – Instructor ONLY

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.

- 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*.

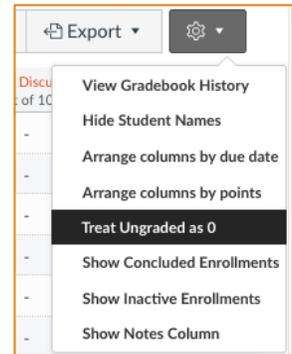
- Select the Gear symbol
- Select Show Notes Column

 Tillamook, Red	102968721877173744392@google.com	Grad Student
 Vitek, Tibor	111256753948842769938@google.com	Incomplete should be complete by 2/15

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.

- 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.

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at <http://learn.oregonstate.edu>.

