

Grading Tips

1. Assignments = Gradebook Columns.

You add columns to the gradebook by adding assignments. The assignment can be as simple as just a name, a due date and point score or it can include instructions, open and close dates and submission can be Online, on paper or no-submission. See how in this video, [Adding Gradebook Items](#)

2. All assignments must eventually have a grade.

Students who are missing an assignment should have a 0 until their late work is graded. Use the “Set Default Grade” option on the grade book columns after you have graded an assignment to set Un-submitted grades to 0. See how in this video, [Using a Default Grade](#)

3. All required assignments must specify total points possible.

In assignment settings, you must set a point total in order for Canvas to accurately determine the total points possible for the course and, therefore, calculate an accurate total percentage. Carefully check your total scores column to make sure grades are what you think they should be. See how in this video, [Specify Total Points](#)

4. Weighted grade calculations are managed in Assignments.

Create assignment groups with grading rules to drop lowest or highest scores. Check the “Weight the final score” box to set up weighting by assignment groups. See how in this video, [Weighted Grades in Canvas](#)

5. For letter grades, set up a grading scheme.

If you want to enter your grades as a letter grade or Pass Fail - Go to Settings > Course Details Tab. Click Edit Course Details and check “Enable Course Grading Scheme” followed by “Set Course Grading Scheme.” See: [What are course level grading schemes](#)

Current Score vs. Final Score

Current score omits all empty cells from the calculation.

Points Earned / Points Possible of Assignments Graded = Current Score (as Percentage)

Final score includes empty cells in calculation

Points Earned / Total Points Possible for All Assignments = Final Score (as Percentage)

Common mistakes when setting up assignments and grading

- Failing to change an assignment type from the default “No Submission” format
Results in students not being able to submit their assignments online.
- Failing to specify a total points possible when setting up a required assignment.
Results in assignment functioning as extra credit
- Failing to assign students who have not turned in an assignment a zero once the assignment due date has passed.
Results in students seeing a better grade than they are actually receiving
- Putting assignments that don't belong into an assignment group with a grading rule
Results in the grading rule dropping assignments that should not be dropped
- Putting an assignment rule on an assignment group containing assignments having different numbers of points possible
Results in assignments already worth less than the others being dropped
- When using weighting for extra credit, putting more than one extra credit assignment in an extra credit assignment group
Results in students receiving more extra credit than they deserve or believing they are receiving a worse grade for turning in extra credit before grades are finalized
- Failing to download the gradebook as CSV file and compare final scores with those shown to students in the gradebook
May result in uncaught discrepancies

Providing Extra Credit

In Canvas you can give students extra credit using several options that range from just putting in extra points to setting up special assignments with 0 points. Here are some of the options available:

Create a New Assignment with No Submission and Zero Points

Add Extra Points to an Existing Assignment

Add Fudge Points to a Quiz

Create Extra Credit within a Rubric

Add Extra Credit Groups and Assignments

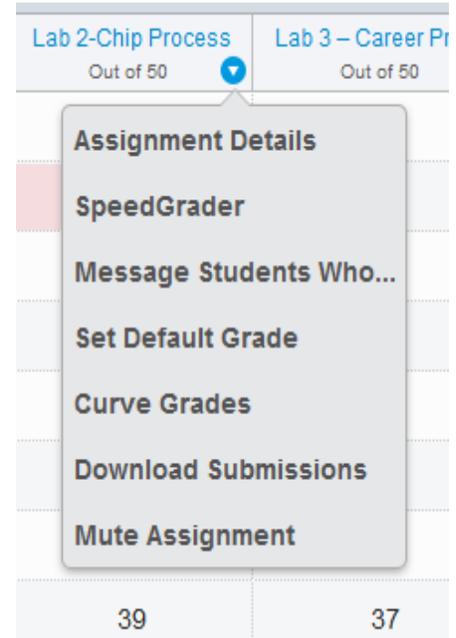
Please review the following Canvas Guide to find out more: [Canvas Extra Credit](#)

Canvas Grades and Assignments

Things you may not have noticed about the gradebook

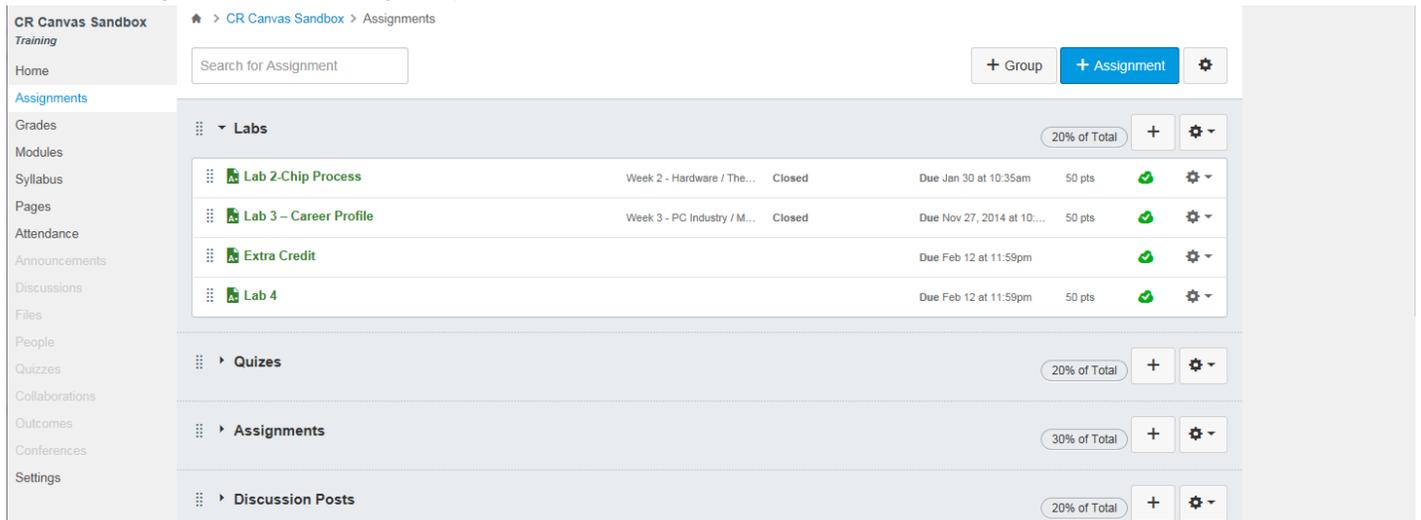
You can go directly to the speed grader or download all assignments, use tabs for less clicking, message students and rearrange your rows and columns.

- Message Students Who option lets you send messages to students who haven't submitted assignments or have scored more or less than a given number of points.
- You can mute assignments to prevent students from seeing their scores until you release them.
- Set all un-submitted assignments to 0 using Set Default Grade.
- You can keyboard navigate (tab, enter, and arrow keys to change cells).
- You can click on the Student or grade column header to sort by that column's values.
- You can sort columns by assignment group or due date.
- You can toggle between current score and final score.
- You can move the total column to the beginning of the grade book.
- You can view statistics and curve grades.



Assignments

The Assignments tab is arguably the most central to Canvas's operation.



- It controls the columns in the gradebook and gradebook calculations.
- It displays all things gradable, including assignments (Online and on paper), gradable discussions, and quizzes. All of these can be created in Assignments link.

Canvas Grades and Assignments

- Dates used in Assignments automatically update the syllabus and calendar
- You can Drag and drop assignments and assignment groups to desired locations

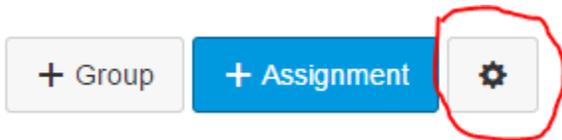
Use assignment groups to achieve:

Assignment categorization and grading rules

- Drop lowest scores
- Drop highest scores
- Never drop x
- Weighting of Grades

Add or Delete Assignments or Assignment Groups

Weights should typically equal 100, but can exceed 100 for extra credit if desired.

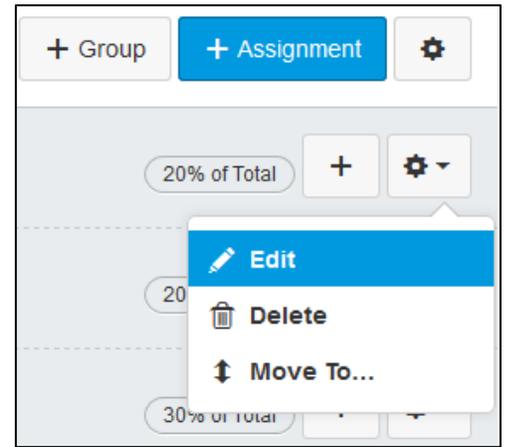


Assignments Settings

Weight final grade based on assignment groups

Assignments	0	%
Quizzes	0	%
Labs	0	%
Total		0%

Cancel Save



Group Name: Labs

20 % of total grade

Number of scores to ignore for each student

Lowest Scores: 0

Highest Scores: 0

Never Drop: [+ Add an assignment](#)

Implementing almost any grading scenario

If you want to do your own grade calculations outside of canvas you can download the gradebook calculate the grades and upload your calculated grades back into the Canvas gradebook as follows:

1. Create at least two assignment groups and check the option to weight the final grade by assignment group.
2. Set the weight for one group at 0% and the other at 100%
3. Place all of your assignments in the group that is weighted at 0%
4. Create a no-submission assignment for the custom final grade in the group weighted at 100%
5. Download the gradebook as a CSV file and use Excel to calculate your own unique grading scenario with the final grade appearing in a column that will match with the custom final grade column you created in Canvas.
6. Import the spreadsheet into Canvas to populate the custom column.

For steps 5 and 6 you can also use some other method to calculate grades and either import a spreadsheet or type the grades in by hand. Either way, because the custom final grade column is all by itself in an assignment group weighted at 100% of the grade, Canvas's final score column will pull its score directly from it as an exact match. All you need to do now is customize your grading scheme in your course settings to reflect your own letter-grade breakdown, and you have successfully posted grades calculated by your own algorithm.