GRADING IN CANVAS

Presented by the Office for Academic Innovation

TEXAS A&M UNIVERSITY
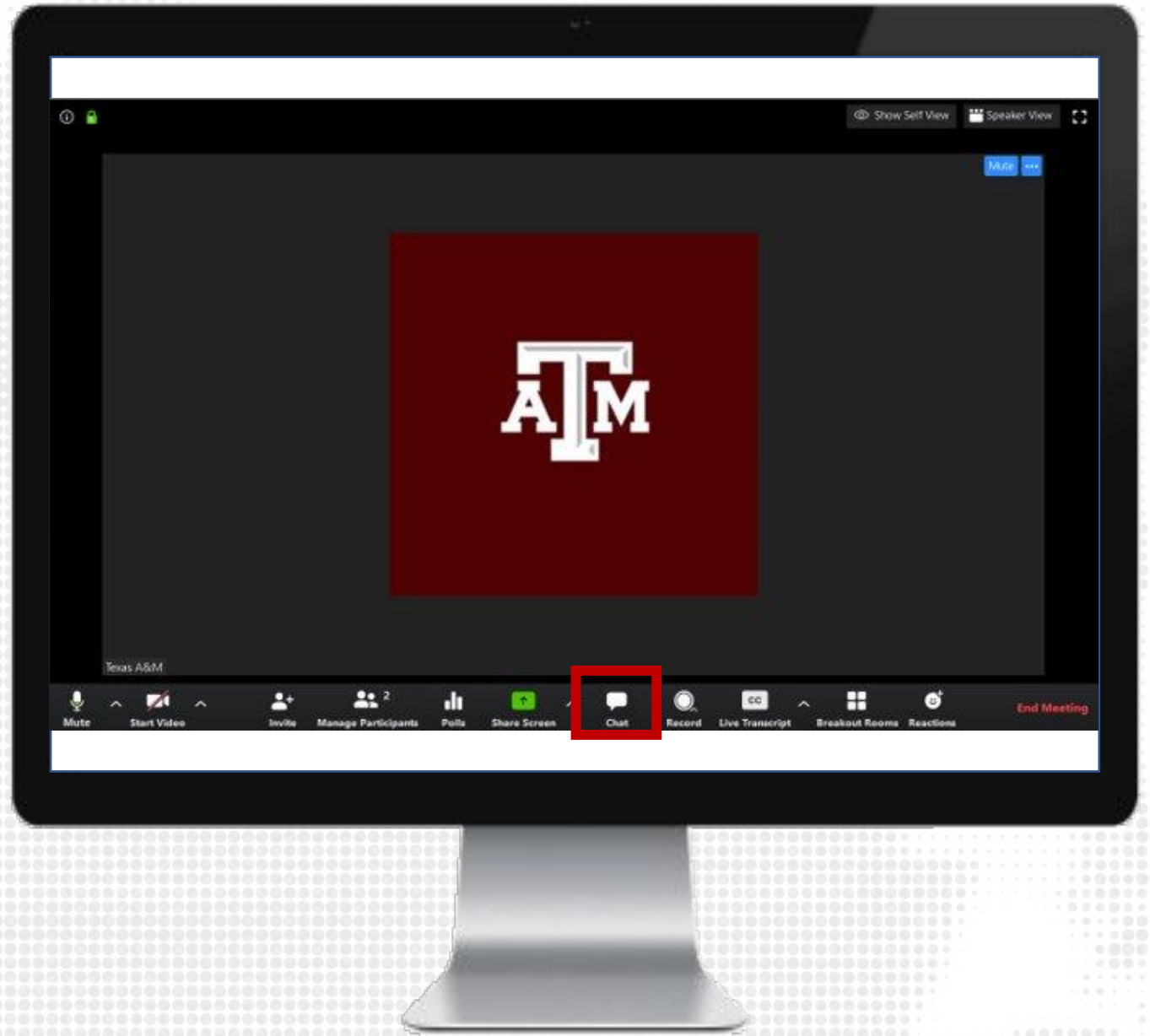Office for Academic Innovation

CANVAS

HOUSEKEEPING

During this session, if you have any questions, please send them via the Google Form (link in the chat).
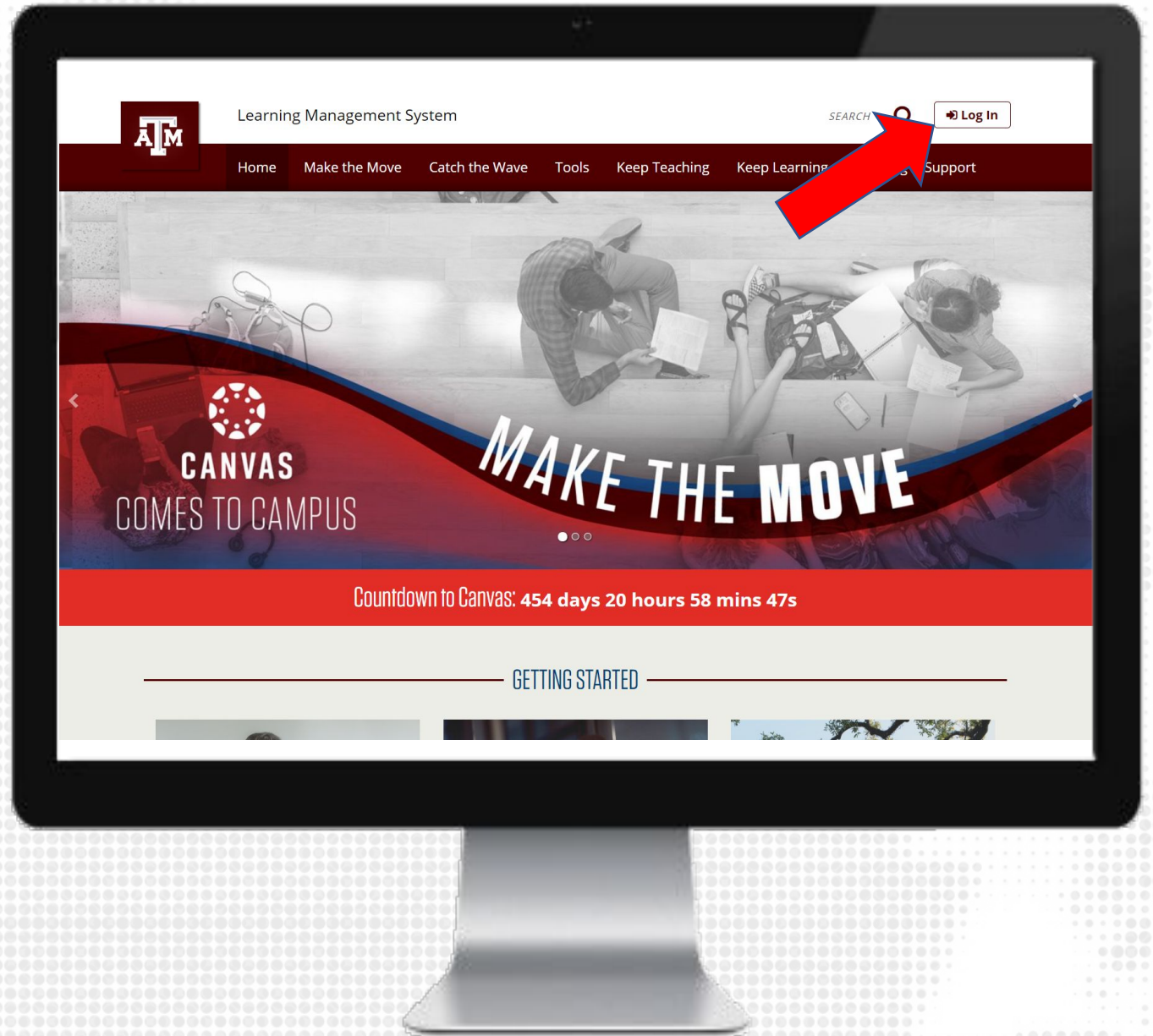
We also ask to keep yourself muted throughout the session.

If we are not able to answer your question during our training, please attend our Virtual Office Hours.

LOG IN

1. Navigate to LMS.TAMU.EDU

2. On the top right-hand corner, click on Log In

3. Login using your TAMU NetID and password

lms.tamu.edu

Prepare for migration, Design, Facilitate, Engage

1 MAKE THE MOVE TO CANVAS

2 ENGAGING WITH ZOOM

3 TRAIN UP

TRAINING OUTCOMES

BY THE END OF THIS SESSION, PARTICIPANTS WILL BE ABLE TO

Identify best practices for delivering exams in Canvas

Identify best practices for setting up Gradebook in Canvas as well as learn to sort assignment columns

Navigate and evaluate student assignments quickly in the Speedgrader

Create rubrics for communicating expectations of quality in assignments and discussions

OVERVIEW

This training session covers:

- How to create quizzes, build question banks and moderating a quiz.

- How to set up your Gradebook along with setting up group weights, grading scheme, and grade posting policies.

- How to grade in SpeedGrader and provide feedback

Training & Support

Office for Academic Innovation Service Desk

If you have any questions or need assistance teaching online with any of the resources, please contact the Office for Academic Innovation Service Desk.

EMAIL: aihelp@tamu.edu   Monday – Friday from 8 a.m. to 9 p.m.
PHONE: (979) 458-3417   Monday – Friday from 8 a.m. to 5 p.m

The Office for Academic Innovation Service Desk will be closed from Noon on Tuesday, December 22nd until 8:00am CT on Monday, January 4th.

Training for the Week of January 4, 2021 - January 8, 2021
Canvas Training led by Kenneth Rogers, January 12th and 14th

| Time	January 4, 2020	January 5, 2020	January 6, 2020	January 7, 2020	January 8, 2020
Morning 10:00 - 11:00 a.m.	Office Hours	Office Hours	Office Hours	Office Hours	
TAMU Spring Template & Learning Modalities					
Special Topics 12:30 - 1:00 p.m.	Using the TAMU Spring 2021 Template in the 5 Different Teaching Modalities	Moving a Canvas course from Fall template to Spring Template	Using the TAMU Spring 2021 Template in the 5 Different Teaching Modalities	Moving a Canvas course from Fall template to Spring Template	
Afternoon 2:00 - 3:00 p.m.	Office Hours	Office Hours	Office Hours	Office Hours	
Office hour sessions will be limited to **15 minute timed breakout room sessions** to ensure we can help all faculty who attend in a timely manner					

CREATE QUIZ

1. In the Module, click the + sign

2. Select Quiz in the drop-down menu and click [New Quiz]

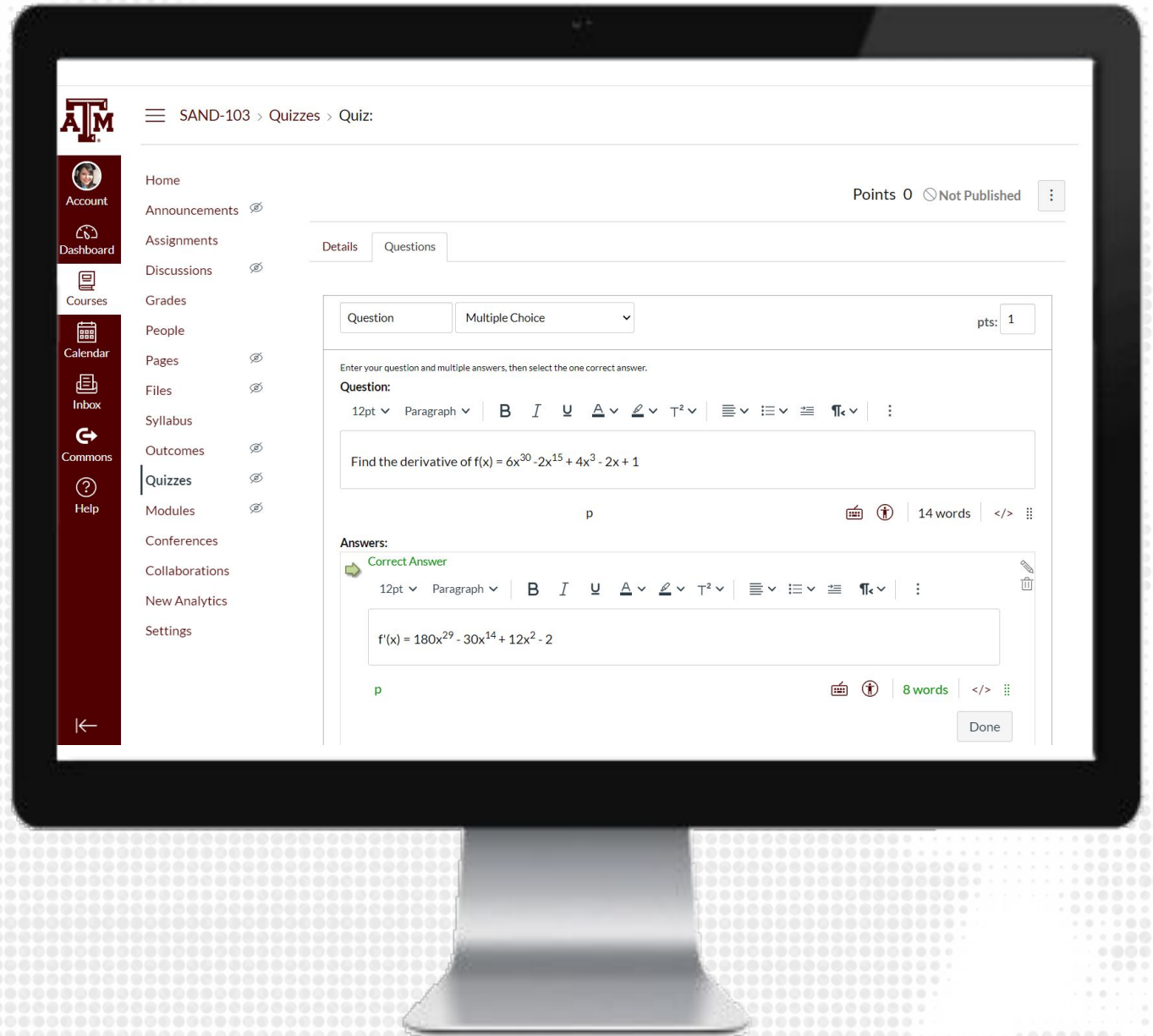3. Enter quiz name

4. Click Add item
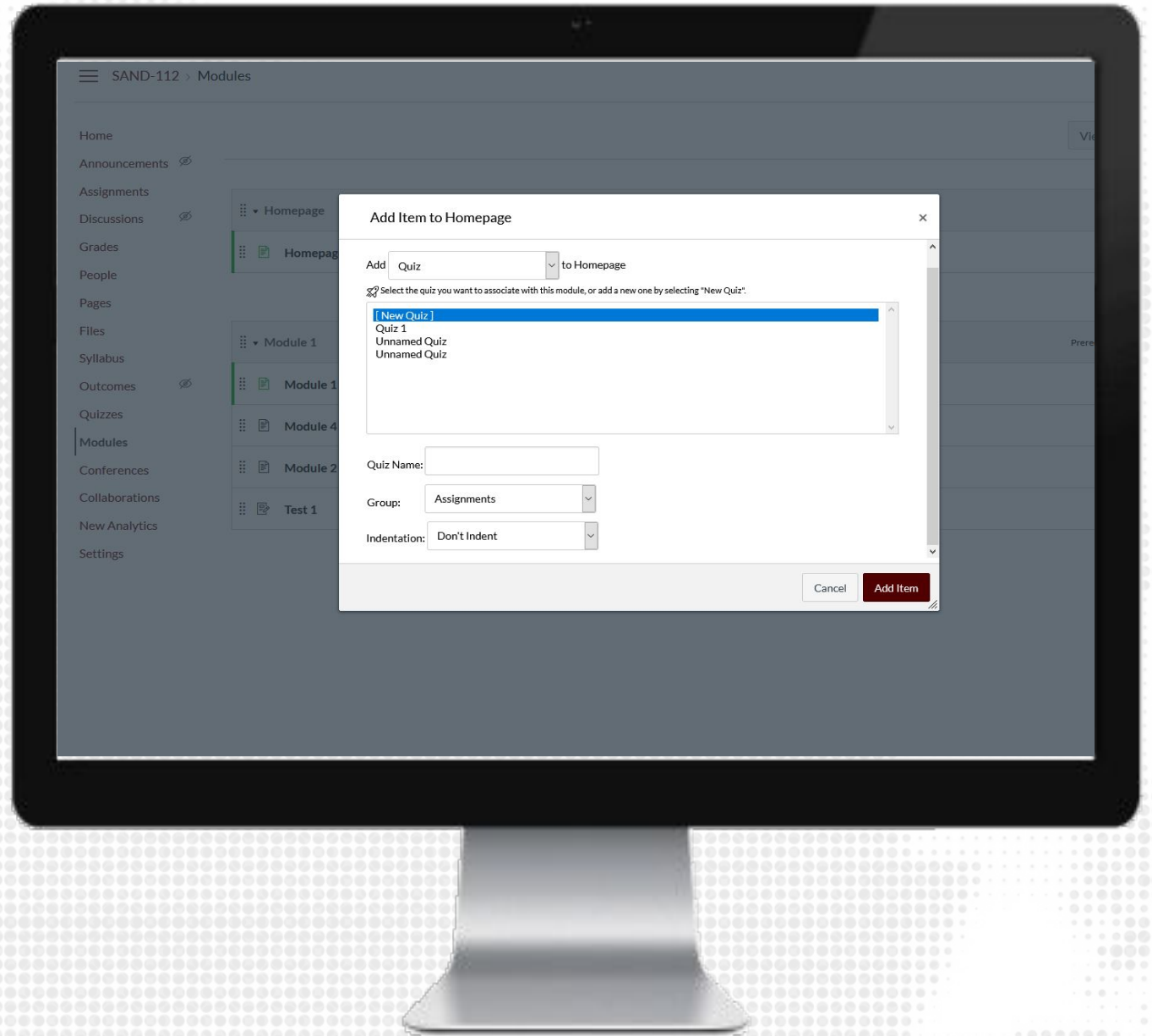
QUIZ DETAILS

1. Click the name of the Quiz you just created in module and then click Edit

2. Under the Details tab, add instructions using the Rich Content Editor

3. Select what type of quiz you would like

4. Review the quiz options and restrictions

5. Assign to students with the due date and availability window

6. Click Save to save a draft to the course or click Save & Publish to show
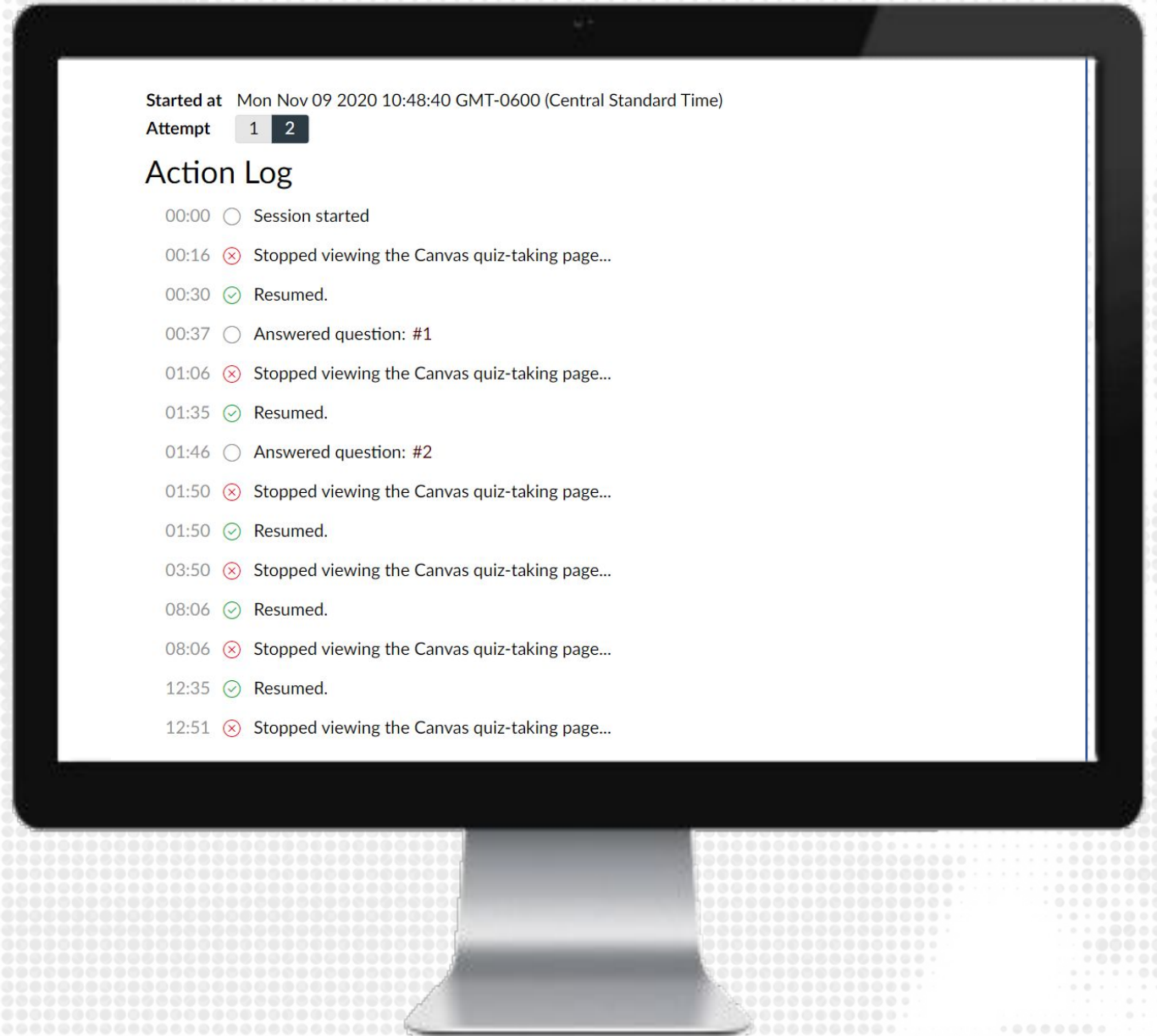to students immediately
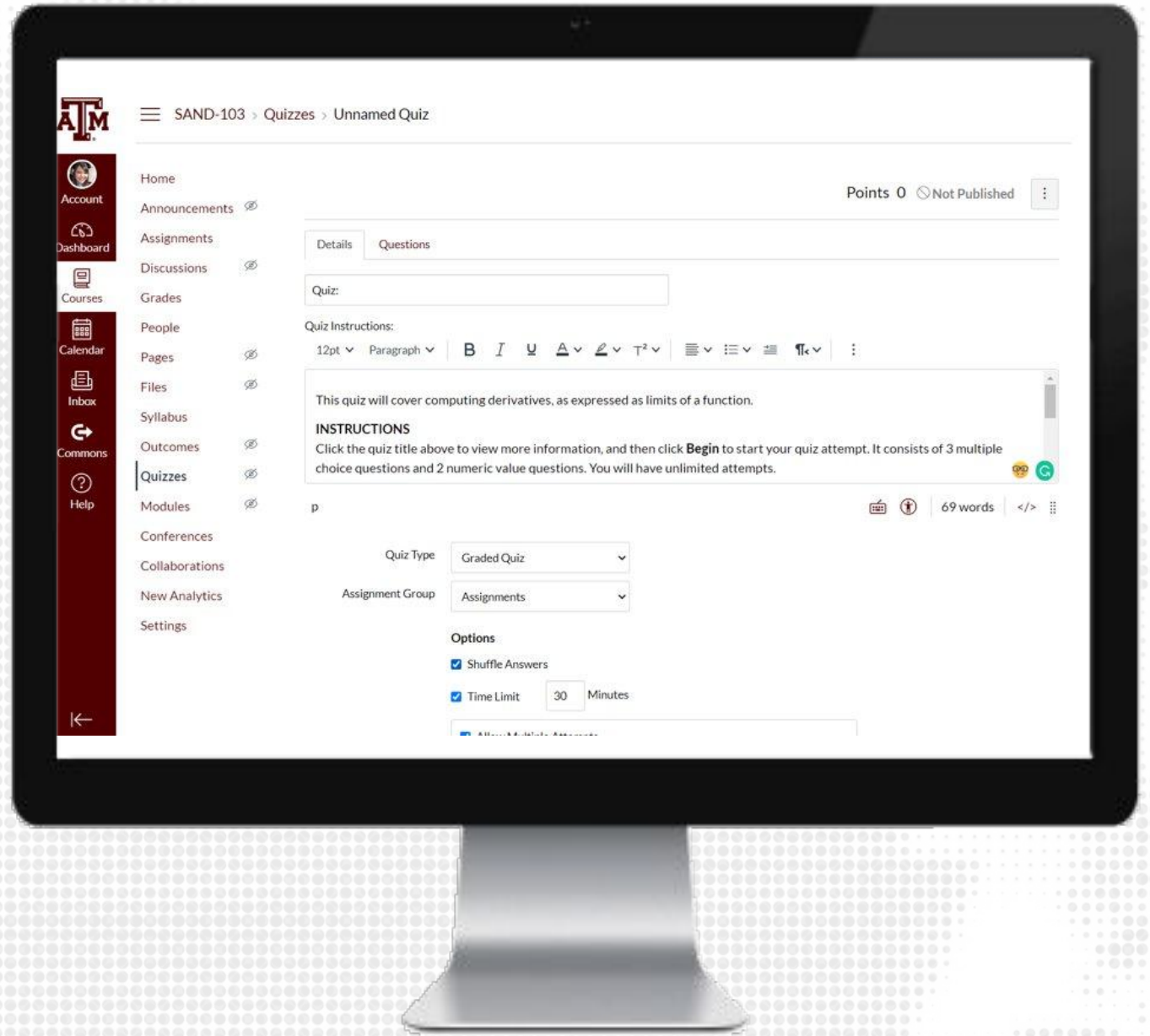
QUIZ QUESTIONS

1. Click the name of the Quiz you just created in module and then click Edit

2. Under the Questions tab, click + New Question

3. Enter a question title and select the type of question

4. Enter question text using the Rich Content Editor

5. Provide answers (if applicable)

6. Click Update Question

7. When complete with adding additional questions, click Save to save a draft to the course or click Save & Publish to show to students immediately

SAND-103 > Quizzes > Quiz:

Account
Dashboard
Courses
Calendar
Inbox
Commons
Help

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
New Analytics
Settings

Points 0   Not Published

Details   Questions

Question   Multiple Choice   pts: 1

Enter your question and multiple answers, then select the one correct answer.

Question:

12pt   Paragraph   B I U A T²

Find the derivative of $f(x) = 6x^{30} - 2x^{15} + 4x^3 - 2x + 1$

p   14 words

Answers:

Correct Answer

12pt   Paragraph   B I U A T²

$f'(x) = 180x^{29} - 30x^{14} + 12x^2 - 2$

p   8 words

Done

QUIZ QUESTION BANKS

1. From the Course Navigation, click Quizzes

2. Click the vertical dots to the right of + Quiz, then click Manage Question Banks

3. Click Add Question Bank

4. Enter a name for the question bank and click Enter on your keyboard

5. Access the question bank by clicking the title of it

6. After opening the Question Bank, you can:
   - Add a Question
   - Edit Question Bank Details
   - Move Multiple Questions
   - Delete Question Bank

My Training Course > Question Banks > Module 1

Account
Dashboard
Courses
Groups
Calendar
Inbox
Commons
Help

Home
Announcements
Syllabus
Modules
Grades
Assignments
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Google Drive
LockDown Browser
Rubrics
People
Collaborations
Discussions
Quizzes
Files
Pages
Outcomes
Accessibility Report
Settings

Module 1

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

☐ Show Question Details

+ Add a Question
Edit Bank Details
→ Move Multiple Questions
✕ Delete Bank
Already Bookmarked

Aligned Outcomes

Align Outcome

QUIZ LOG

You can view quiz logs to view the status of your student quizzes. This feature is also designed to help you investigate problems that a student may have in the quiz. The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress.

1. In Course Navigation, click the Quizzes link. Then click the name of a quiz

2. Click the Settings menu and click the Show Student Quiz Results option

3. Click the name of a student

4. Click the View Log link

Started at Mon Nov 09 2020 10:48:40 GMT-0600 (Central Standard Time)
Attempt 1 2

Action Log

00:00	○	Session started
00:16	⊗	Stopped viewing the Canvas quiz-taking page...
00:30	⊘	Resumed.
00:37	○	Answered question: #1
01:06	⊗	Stopped viewing the Canvas quiz-taking page...
01:35	⊘	Resumed.
01:46	○	Answered question: #2
01:50	⊗	Stopped viewing the Canvas quiz-taking page...
01:50	⊘	Resumed.
03:50	⊗	Stopped viewing the Canvas quiz-taking page...
08:06	⊘	Resumed.
08:06	⊗	Stopped viewing the Canvas quiz-taking page...
12:35	⊘	Resumed.
12:51	⊗	Stopped viewing the Canvas quiz-taking page...

QUIZ BEST PRACTICES

- The Quiz tool in Canvas can be used for more than just quizzes – use this tool to create other assessments, such as exams, and knowledge checks.

- To maximize quiz integrity, consider creating Question Banks to shuffle questions.

- Preview the quiz before publishing it

SET UP YOUR GRADEBOOK IN CANVAS

GRADEBOOK

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.

The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.

Student Name	Reading Assig... Out of 20 MA...	Plant Genetics ... Out of 60 MAN...	Areas of Re... Out of 75	Class Journal W... Out of 25 MAN...	Class Journa Out of 2
Emily Boone Biology 101 - B	20	C+	60	25	20
Jessica Doe Biology 101 - B	15	A-	75	20	20
Max Johnson Biology 101 - B	20	C+	74	25	25
Bruce Jones Biology 101	19	D+	47	22	24
Joe Rogers Biology 101	18	A	70	–	20
Nora Sanderson Biology 101 - B	20	A	72	17	19
Jane Smith Biology 101 - B	–	B-	61	20	20

Gradebook ▾   View ▾   Actions ▾   All Student Groups   Search...

USING THE GRADEBOOK

1. From the Course Navigation, click on Grades

Settings you can enable:

- Late Policies
- Grade Posting Policy

Student Name	Reading Assig... Out of 20 MA...	Plant Genetics ... Out of 60 MAN...	Areas of Re... Out of 75	Class Journal W... Out of 25 MAN...	Class Journa... Out of 2...
Emily Boone Biology 101 - B	20	C+	60	25	20
Jessica Doe Biology 101 - B	15	A-	75	20	20
Max Johnson Biology 101 - B	20	C+	74	25	25
Bruce Jones Biology 101	19	D+	47	22	24
Joe Rogers Biology 101	18	A	70	-	20
Nora Sanderson Biology 101 - B	20	A	72	17	19
Jane Smith Biology 101 - B	-	B-	61	20	20

ARRANGE ASSIGNMENT COLUMNS

1. From the Course Navigation, click on Grades

2. On the top of the grade book, click on View

3. Click on Arrange by and select your preferred arrangement
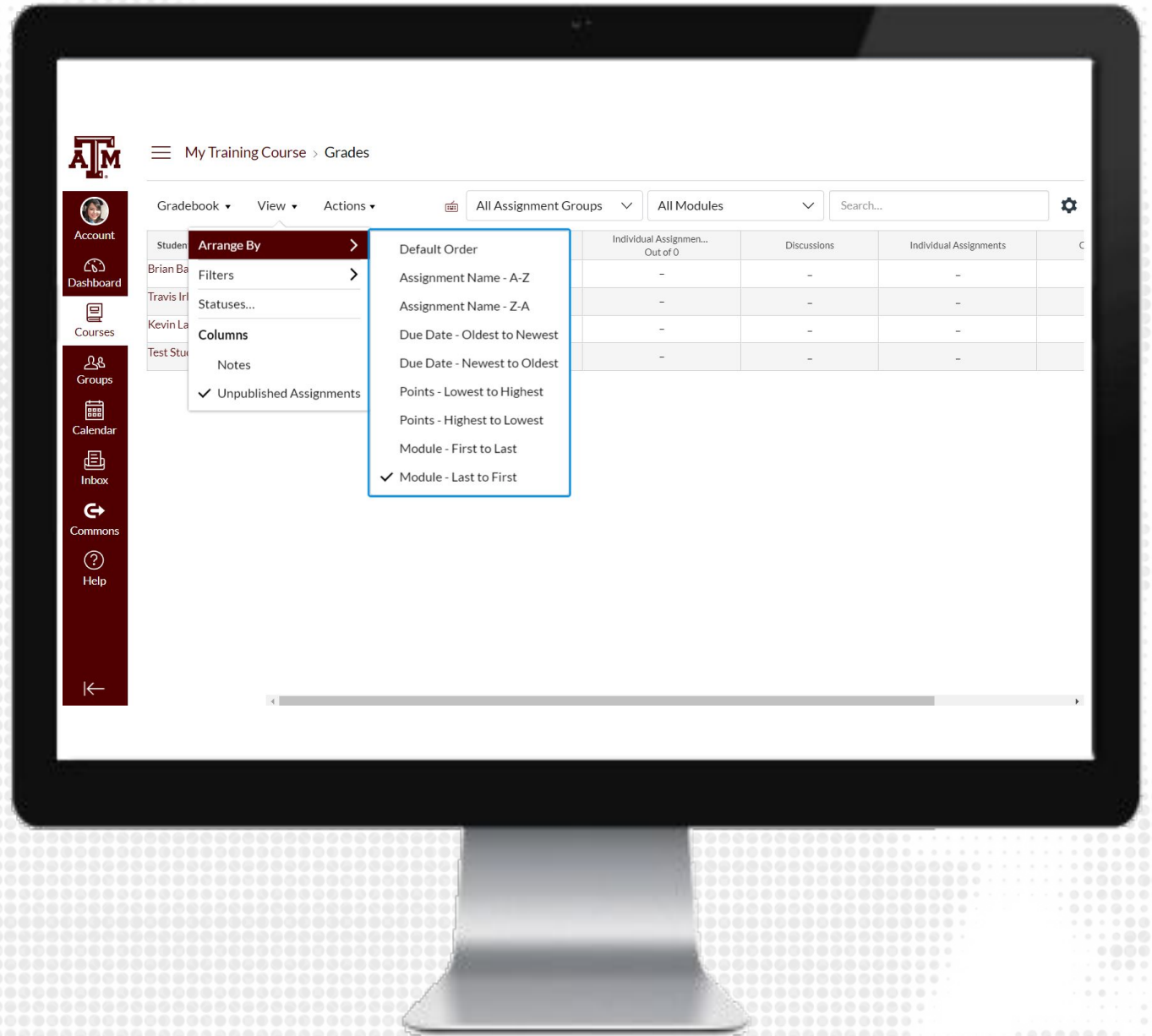
ASSIGNMENT COLUMN OPTIONS

1. From the Course Navigation, click on **Grades**

2. Click on the three vertical dots next to the assignment column

Sort by   >

SpeedGrader

Message Students Who

Curve Grades

Set Default Grade

All grades posted

Hide grades

Enter Grades as   >

Download Submissions

Grade Posting Policy
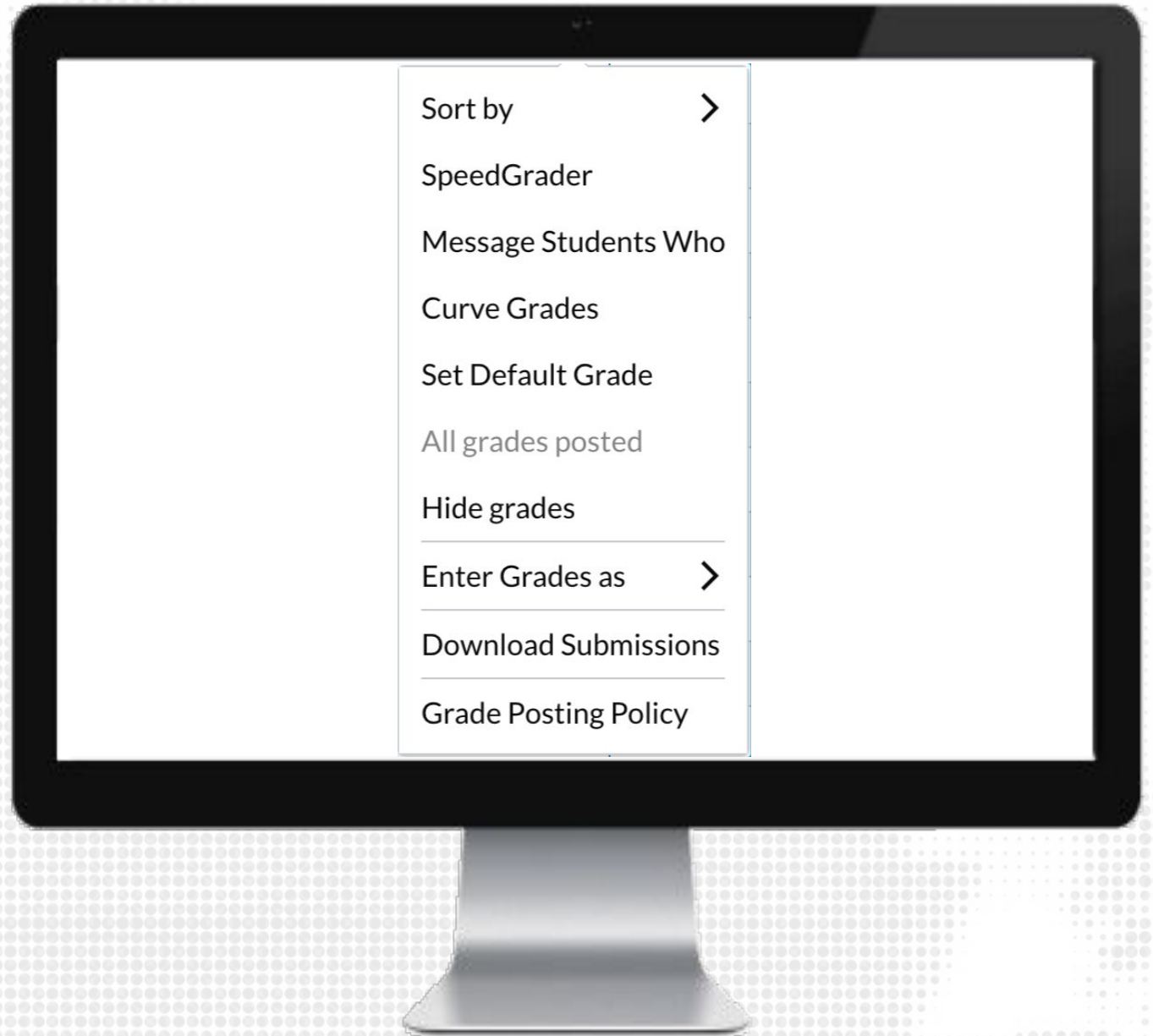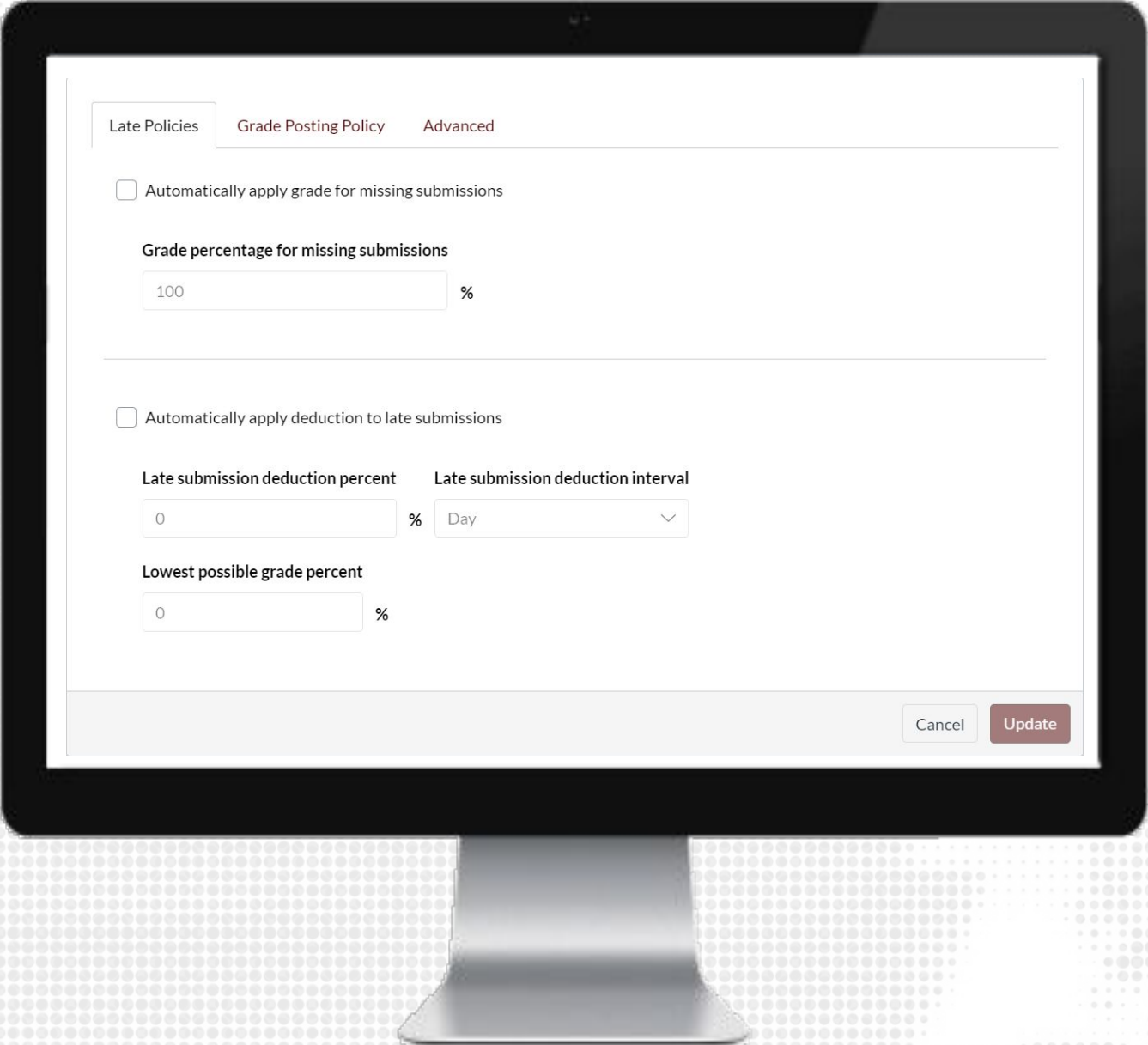
GRADEBOOK FILTERS

1. From the Course Navigation, click on Grades

2. On the top of the grade book, click on View

3. Click on Filters by and select your preferred arrangement: Modules and/or Assignment Groups

4. Filters will appear on the top of the gradebook. Click on the filter(s) to apply the intended filter
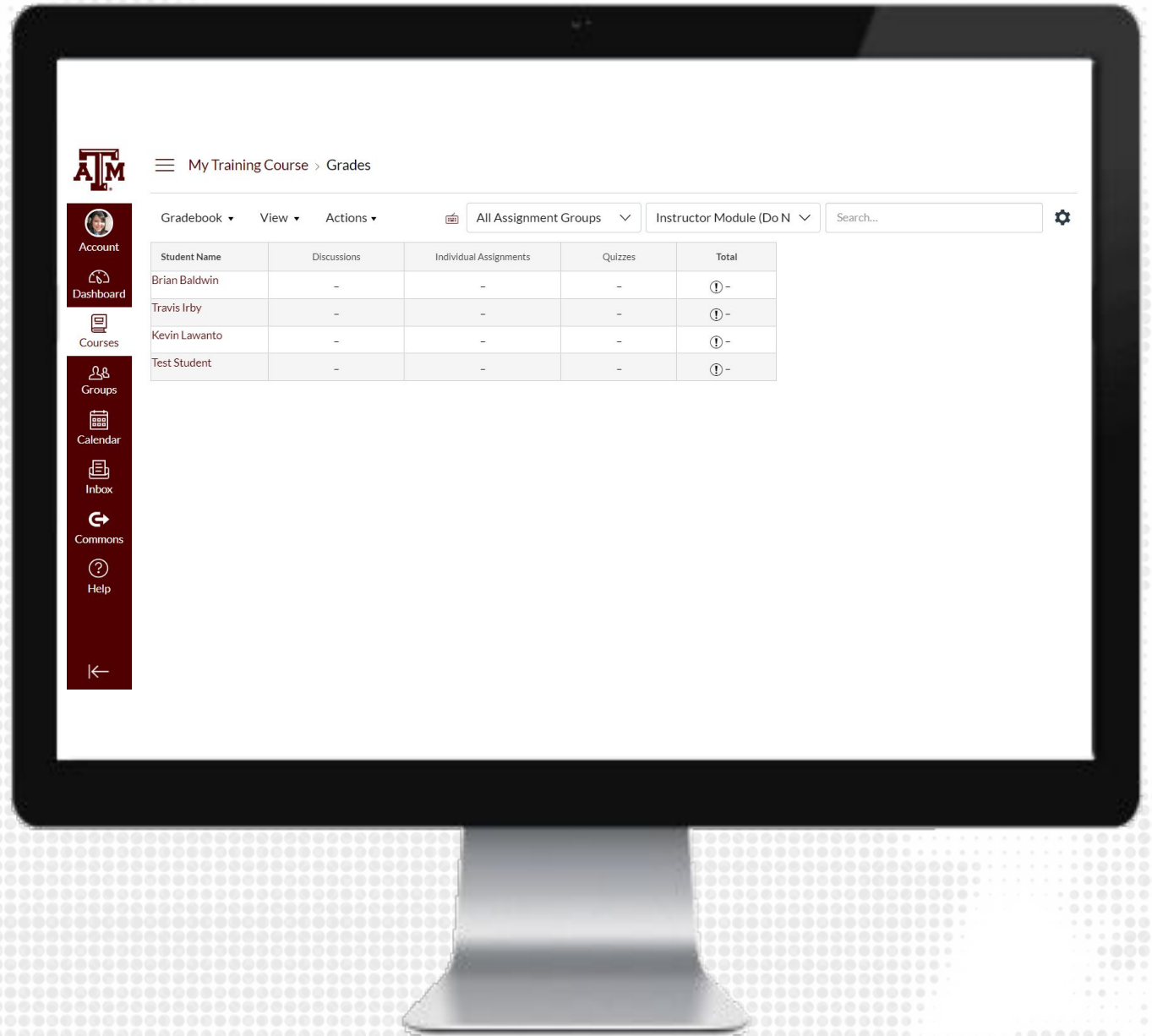
LATE POLICIES

1. From the Course Navigation, click on Grades

2. On the top right-hand side of the grade book, click on Settings (gear icon)

3. Select Automatically apply grade for missing submissions and enter the percentage

4. Select Automatically apply deduction to late submissions and enter the percent, day and lowest possible grade

5. When done, click Update

GRADE POSTING POLICIES

1. From the Course Navigation, click on Grades

2. On the top right-hand side of the grade book, click on Settings (gear icon)

3. Click on the Grade Posting tab

4. Select if you would like Automatic or Manual grade posting

5. When done, click Update

Late Policies   Grade Posting Policy   Advanced

Individual Assignment Grade Posting

○ Automatically Post Grades
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

○ 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.

Cancel   Update

GRADEBOOK BEST PRACTICES

- Set up your gradebook before you start your course

- Keep a consistent grade posting policy and notify your students about it

ASSIGNMENT WEIGHTS + GROUPS IN CANVAS

ASSIGNMENT GROUPS

Setting up Assignment Groups allows you to better organize the different types of assignments you use in your course.

You can also use Assignment Groups to set up a "weighted" final course grade.
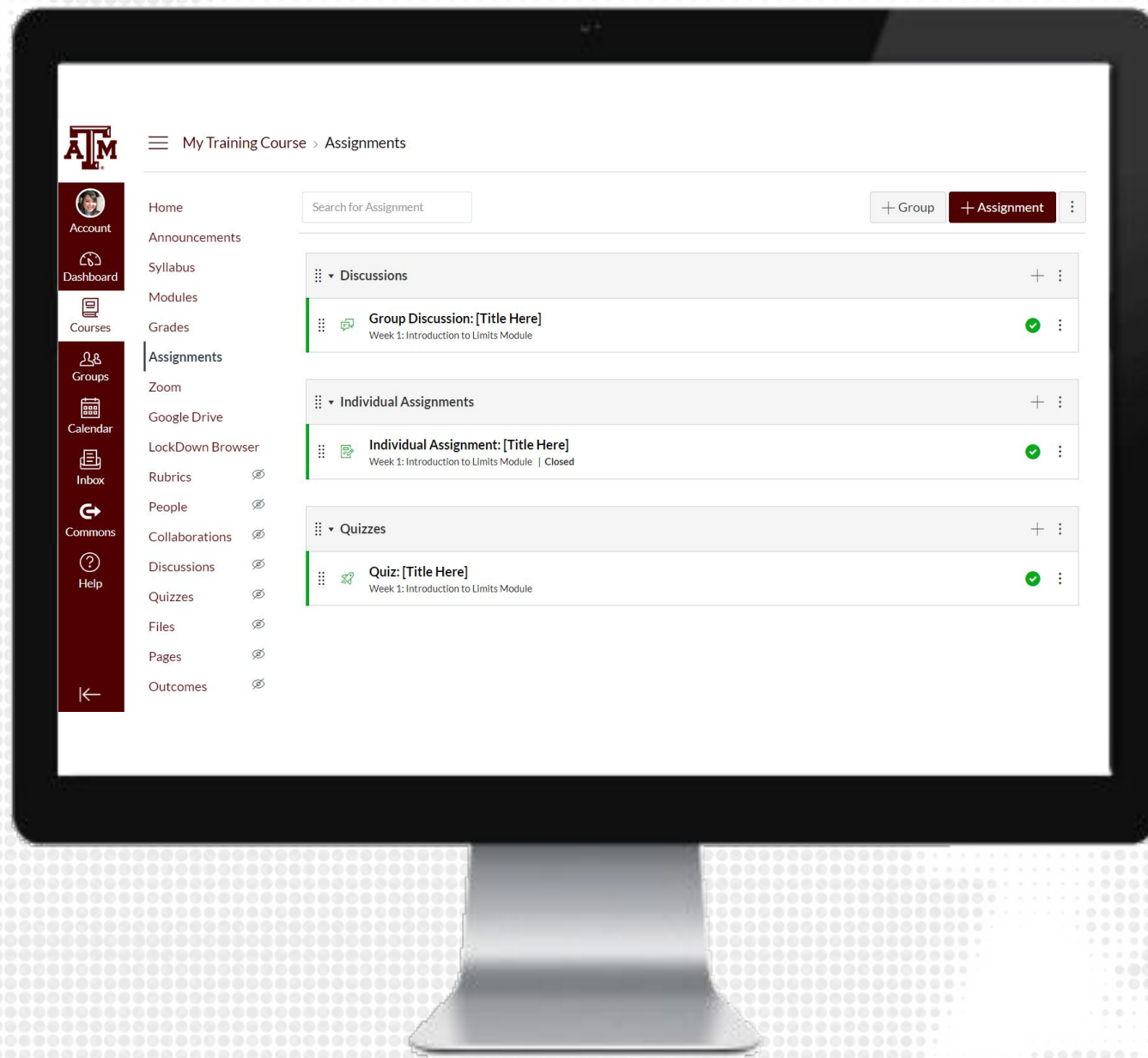
CREATE ASSIGNMENT GROUPS

1. From the Course Navigation, click Assignments

2. On the top right, click on + Group

3. Name the assignment group

4. Repeat for each assignment group
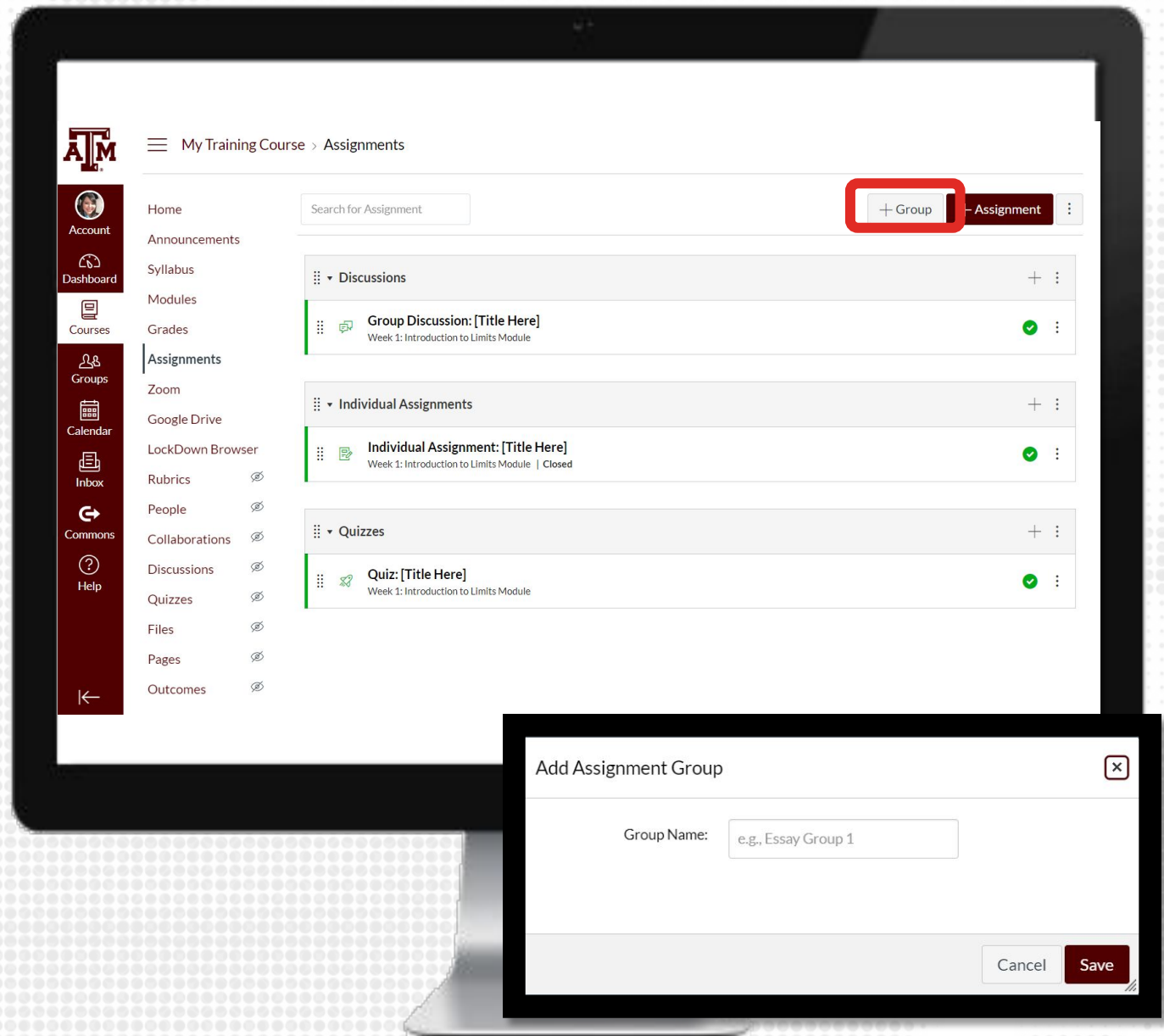
ASSIGNMENT GROUPS WEIGHTS

1. From the Course Navigation, click Assignments

2. On the top right, click the three vertical dots and select Assignment Group Weights

3. Check the box next to Weight final grade based on assignment groups

4. Enter the weights for all assignment weights

5. When done, click Save
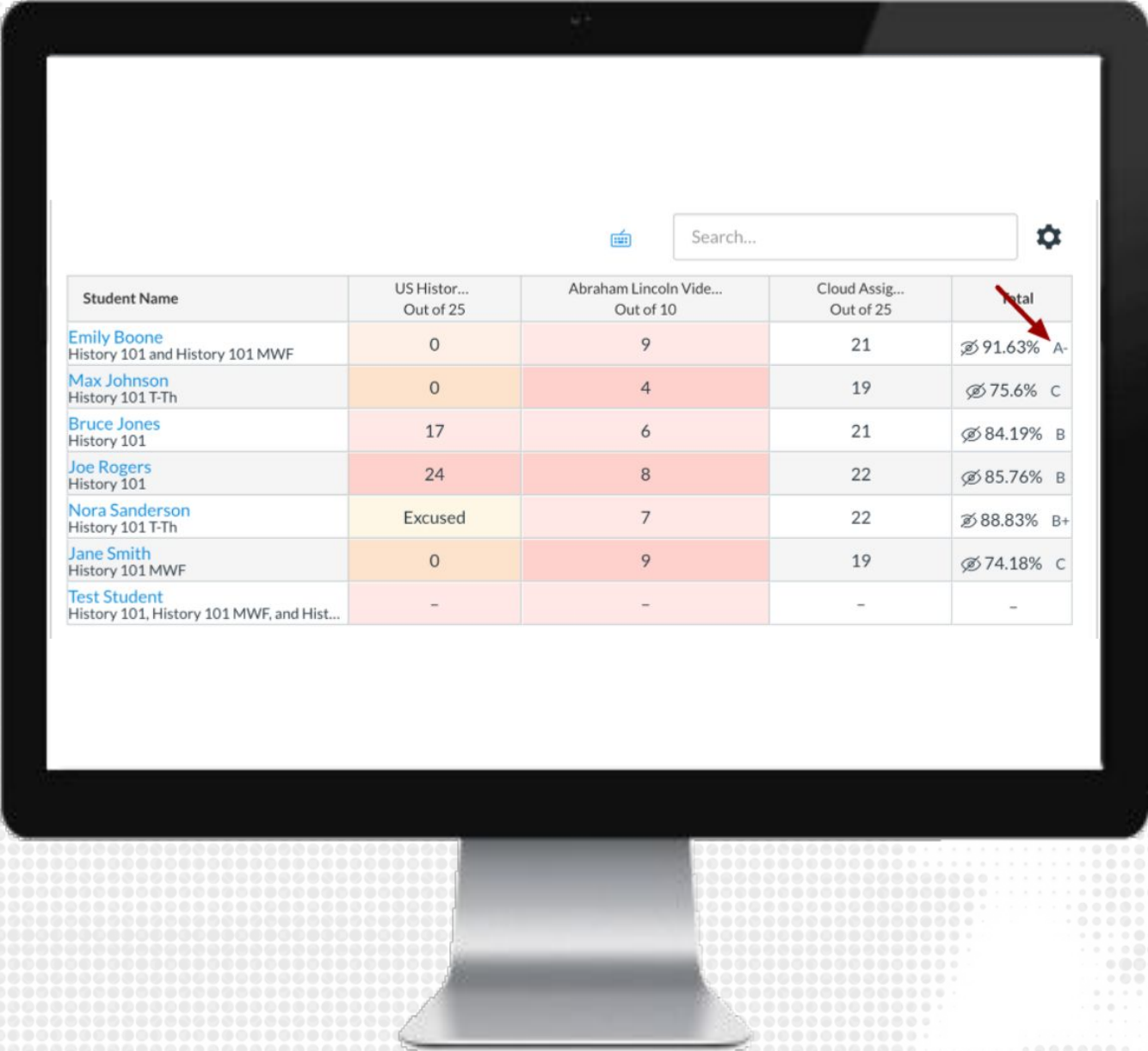
CREATE RULES

1. From the Course Navigation, click Assignments

2. Click the Assignment Group Options drop-down menu. Click the Edit link

3. For each Assignment Group, you can create one of the three grading rules:
   1. Drop (ignore) the lowest x scores for each student
   2. Drop (ignore) the highest x scores for each student
   3. Never drop a specific assignment

4. When done, click Save

GRADING SCHEME

A grading scheme is a set of criteria that measures varying levels of achievement in a course.

Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage.

Student Name	US Histor... Out of 25	Abraham Lincoln Vide... Out of 10	Cloud Assig... Out of 25	Total
Emily Boone History 101 and History 101 MWF	0	9	21	91.63% A-
Max Johnson History 101 T-Th	0	4	19	75.6% C
Bruce Jones History 101	17	6	21	84.19% B
Joe Rogers History 101	24	8	22	85.76% B
Nora Sanderson History 101 T-Th	Excused	7	22	88.83% B+
Jane Smith History 101 MWF	0	9	19	74.18% C
Test Student History 101, History 101 MWF, and Hist...	–	–	–	–

SET GRADING SCHEME

1. From the course navigation, click on Settings

2. Select Enable course grading scheme

3. Click on view grading scheme

4. Click on the pencil icon on the top right to edit the scheme

5. Enter your grade scheme

6. Click Save, then click Done

7. Click Update Course Details

View/Edit Grading Scheme ✕

Scheme Name: Default Grading Scheme

Name:	Range:			
insert here				
A	100%	to	90 %	✕
B	< 90%	to	80 %	✕
C	< 80%	to	70 %	✕
D	< 70%	to	60 %	✕
F	< 60%	to	0 %	✕

Cancel   Save

RUBRICS IN CANVAS

RUBRICS

Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring.

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

TRNG-303 > Rubrics > Create an Assignment (Sprouting)

CS.Summer-2.2020

Account
Dashboard
Courses
Calendar
Inbox
Commons
Help

Home
Modules
LMS Resources
Grades
Rubrics
Announcements
Pages
Assignments
Files
Discussions
Syllabus
Outcomes
People
Collaborations

Create an Assignment (Sprouting)
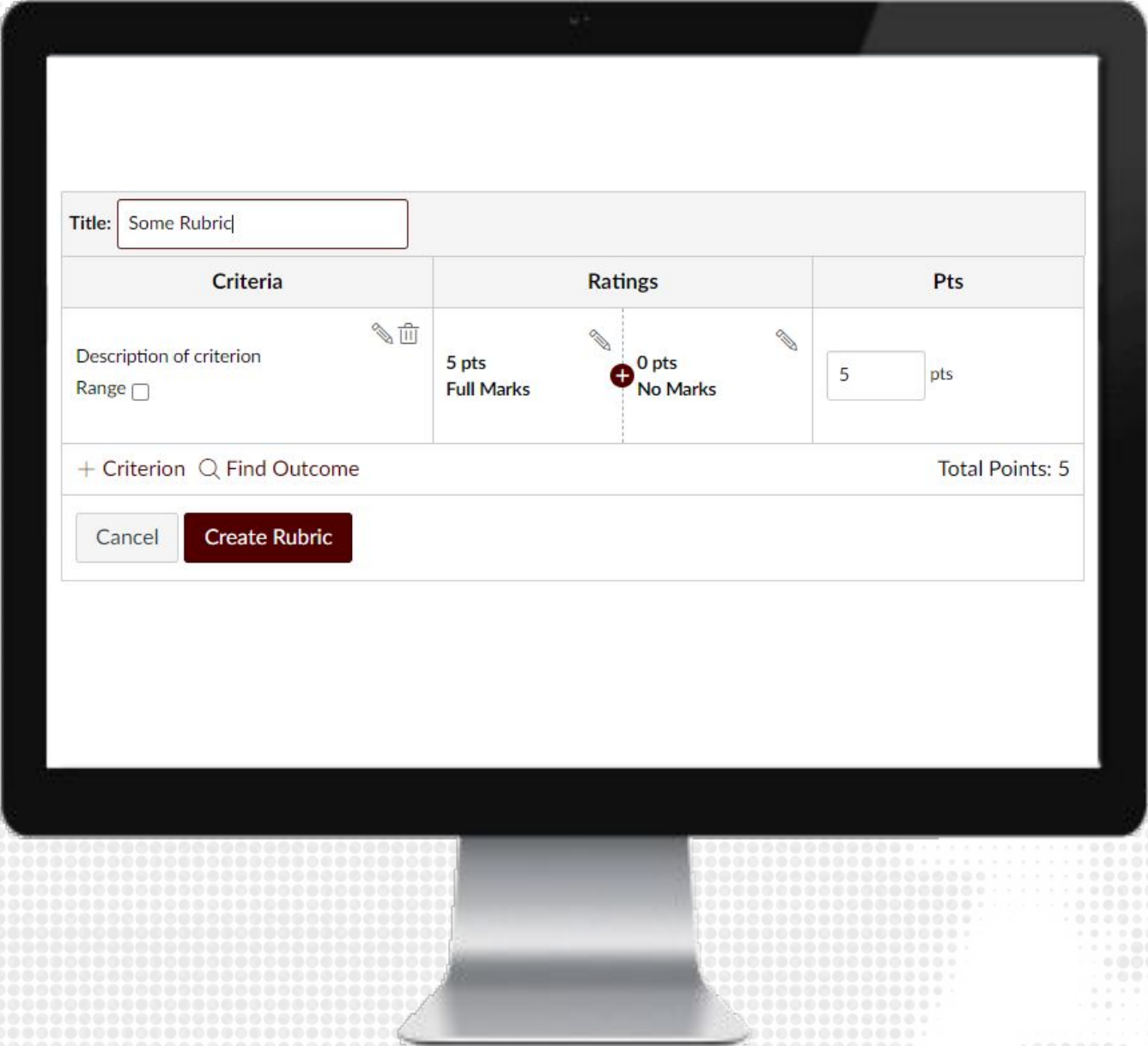
Create an Assignment (Sprouting)

Criteria	Ratings				Pts
Canvas Assignment Creation The participant can successfully demonstrate understanding of the ability to create an Assignment, including providing detailed instructions and choosing the submission type.	**10.0 pts** **Excellent** Participant fulfilled all requirements of this assessment with total accuracy.	**7.0 pts** **Good** Participant fulfilled most requirements of this assessment with accuracy.	**4.0 pts** **Needs Improvement** Participant fulfilled some requirements of this assessment with accuracy, but more time and effort is required.	**0.0 pts** **Missing** Participant did not meet the minimum requirements of this assessment.	10.0 pts

Total Points: 10.0

✎ Edit Rubric

CREATE RUBRIC

1.   From the Course Navigation, click Rubrics

2.   On the top right-hand side, click + Add Rubric

3.   In the title field, add a title for the rubric

4.   Click the pencil icon to edit the criterion description

5.   Enter a Description of criterion (and long description if necessary) and click Update Criterion

6.   Edit the total point values for each rating with score, title and description

7.   Add additional criterions as necessary

8.   When done, click Create Rubric

ASSIGNMENT RUBRIC

1. From the Course Navigation, click on Assignments

2. Create or access an assignment you would like to add a rubric to

3. Title the rubric

4. Add criteria and descriptions

5. Add rating

6. Edit points

7. Select Use this rubric for assignment grading

8. Click Create Rubric when complete

Title: Some Rubric   🔍 **Find a Rubric**

Criteria	Ratings		Pts
Description of criterion ✏️ 🗑️ Range ☐	5 pts Full Marks	➕ 0 pts No Marks	5 pts

➕ Criterion   🔍 Find Outcome   Total Points: 5

☐ I'll write free-form comments when assessing students

☐ Remove points from rubric

☐ Don't post Outcomes results to Learning Mastery Gradebook

☐ Use this rubric for assignment grading

☐ Hide score total for assessment results

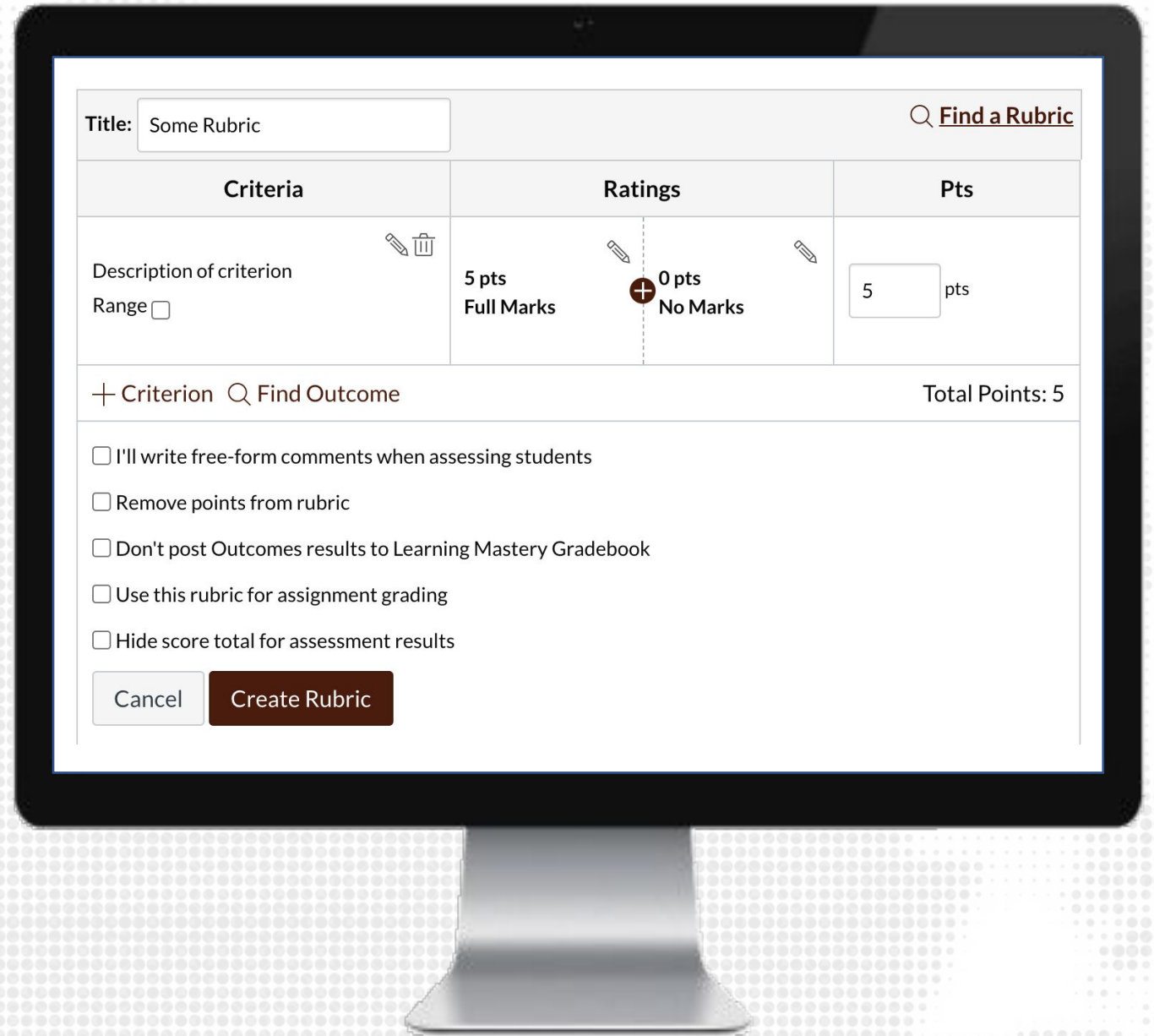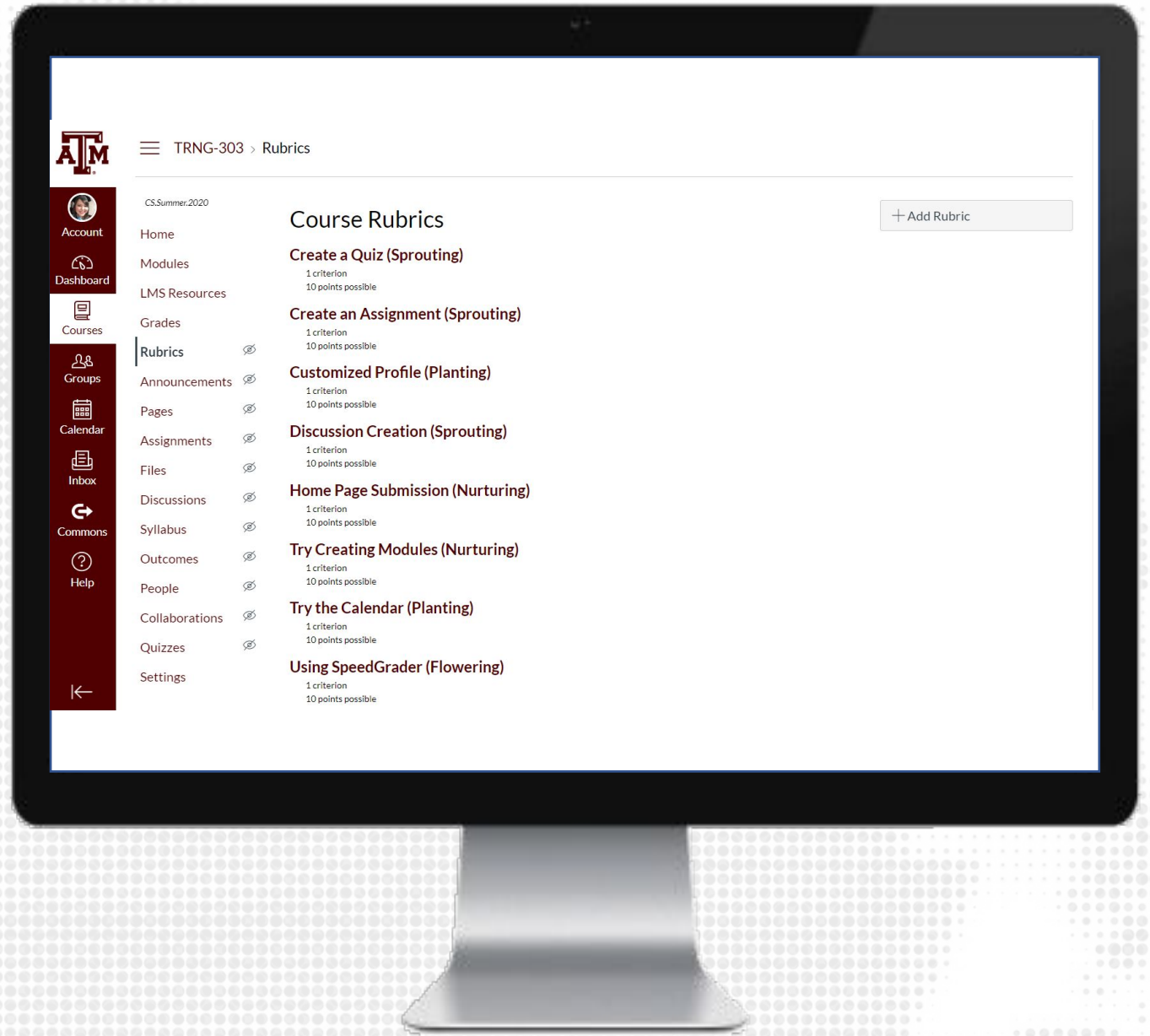[Cancel] [**Create Rubric**]

Points 0
Submitting a text entry box or a file upload

Due	For	Available from	Until
-	Everyone	-	-

➕ Rubric

DISCUSSION RUBRIC

1. From the Course Navigation, click on Discussion

2. Create or access a discussion you would like to add a rubric to

3. Title the rubric

4. Add criteria and descriptions

5. Add rating

6. Edit points

7. Select Use this rubric for assignment grading

8. Click Create Rubric when complete

Title: Some Rubric   🔍 Find a Rubric

Criteria	Ratings		Pts
Description of criterion ✏️ 🗑️ Range ☐	5 pts Full Marks	0 pts No Marks	5 pts

➕ Criterion   🔍 Find Outcome   Total Points: 5

☐ I'll write free-form comments when assessing students

☐ Remove points from rubric

☐ Don't post Outcomes results to Learning Mastery Gradebook

☐ Use this rubric for assignment grading

☐ Hide score total for assessment results

Cancel   Create Rubric

MANAGE RUBRICS

1. From the Course Navigation, click on Rubrics

2. Click on the name of the Rubric to manage and make changes

Note: If you have already used the rubric for grading, you will not be able to Edit. You will have to create a new one.

TRNG-303 › Rubrics

CS.Summer.2020

Home
Modules
LMS Resources
Grades
Rubrics
Announcements
Pages
Assignments
Files
Discussions
Syllabus
Outcomes
People
Collaborations
Quizzes
Settings

Course Rubrics

+ Add Rubric

Create a Quiz (Sprouting)
1 criterion
10 points possible

Create an Assignment (Sprouting)
1 criterion
10 points possible

Customized Profile (Planting)
1 criterion
10 points possible

Discussion Creation (Sprouting)
1 criterion
10 points possible

Home Page Submission (Nurturing)
1 criterion
10 points possible

Try Creating Modules (Nurturing)
1 criterion
10 points possible

Try the Calendar (Planting)
1 criterion
10 points possible

Using SpeedGrader (Flowering)
1 criterion
10 points possible

Account
Dashboard
Courses
Groups
Calendar
Inbox
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GRADE USING RUBRIC

1. From the Course Navigation, click on Assignments

2. Click on the assignment name and click on SpeedGrader

3. On the right-hand pane, click View Rubric

4. Click on the desired rating(s)

5. When done modifying the rubric, click Save

6. When complete with grading, click Submit

RUBRIC BEST PRACTICES

- Show the rubric to students to clearly view your expectations of them

- Use the Find a Rubric tool to locate and use rubrics from other courses you are an instructor in

SPEEDGRADER OVERVIEW

SPEEDGRADER

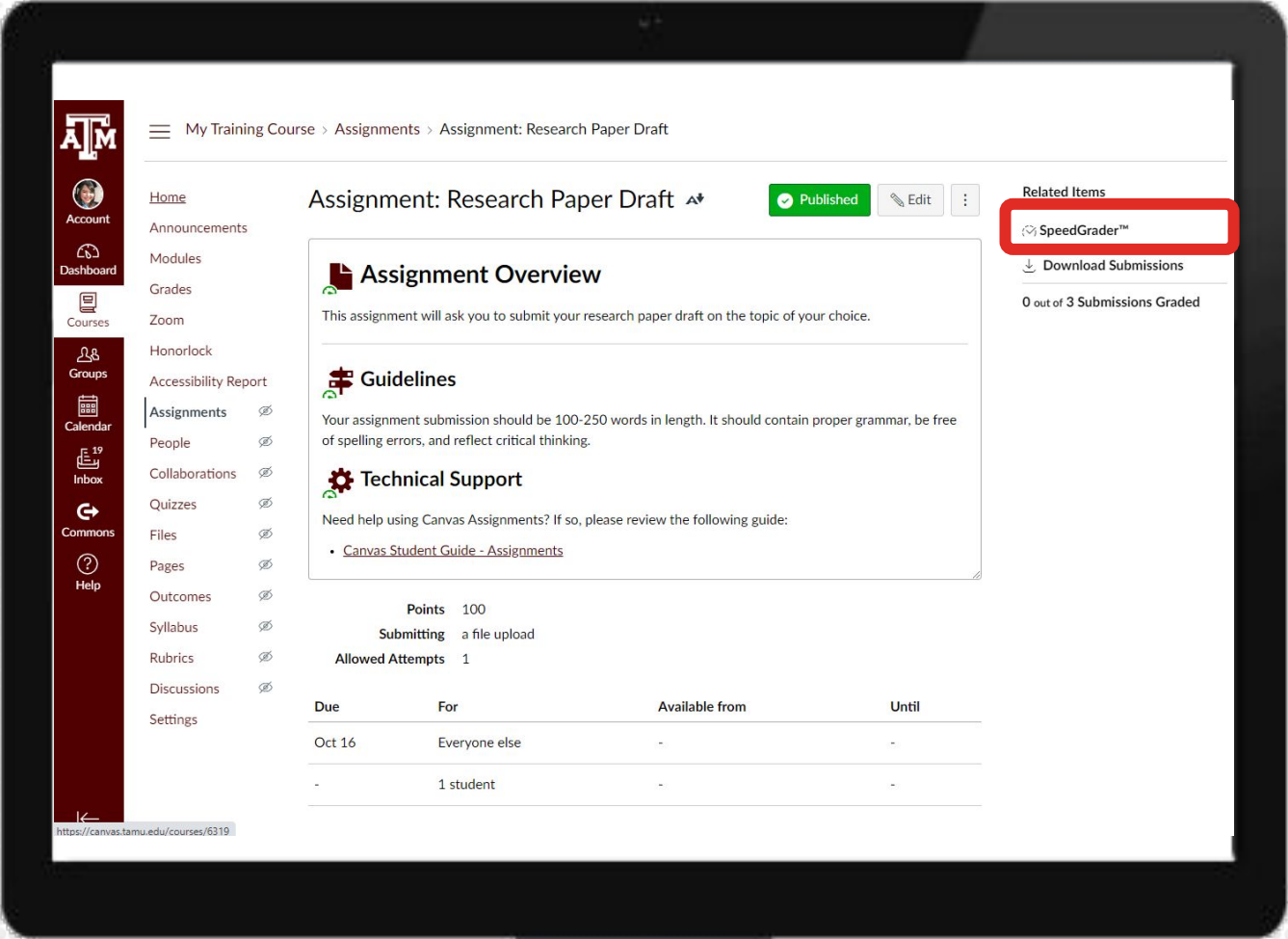As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place.

Document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

ACCESS SPEEDGRADER

1. From the Course Navigation, click on Assignments

2. Access the assignment you would like to grade

3. On the right-hand side of the assignment, under Related Items, click on SpeedGrader
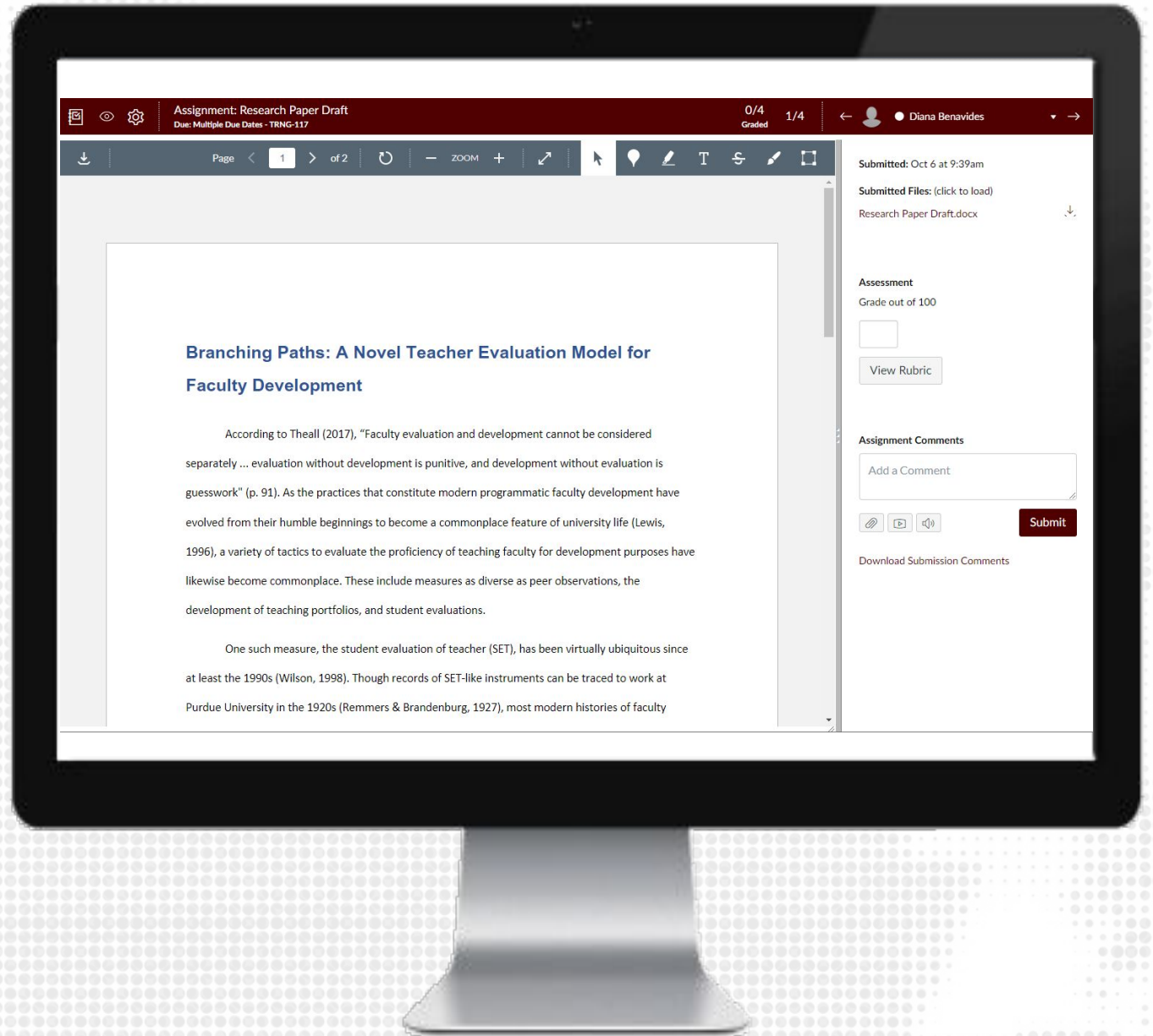
SPEEDGRADER OVERVIEW

Use the SpeedGrader to:

- Annotate directly on the submission

- Download the originally submitted file

- Grade using a Rubric

- Add feedback, such as attachments, videos and audio messages

- Manage the SpeedGrader and access quick statistics

SPEEDGRADER MENU

From the Menu, you can access:

- Gradebook

- Hide/Post Grades

- Settings

- Assignment name and due date

- Amount of graded assignments

- Average score and percentage

- Student submissions
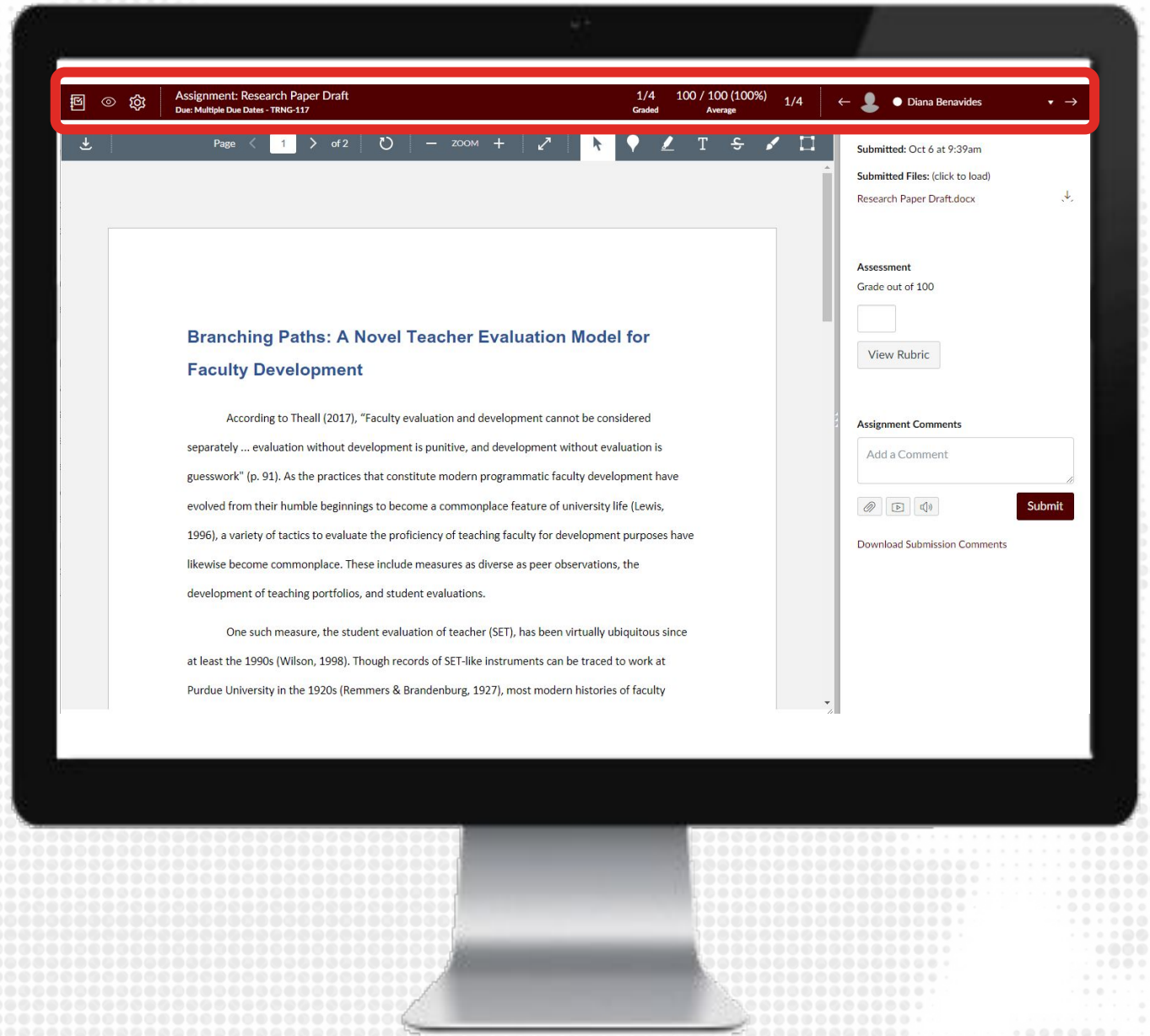
SPEEDGRADER OPTIONS

1. Click on the Settings icon on the top left-hand side

2. Click on Options

3. Select how you would like to sort students

4. Select if you would like to hide students name

5. When you are done, click Save Settings
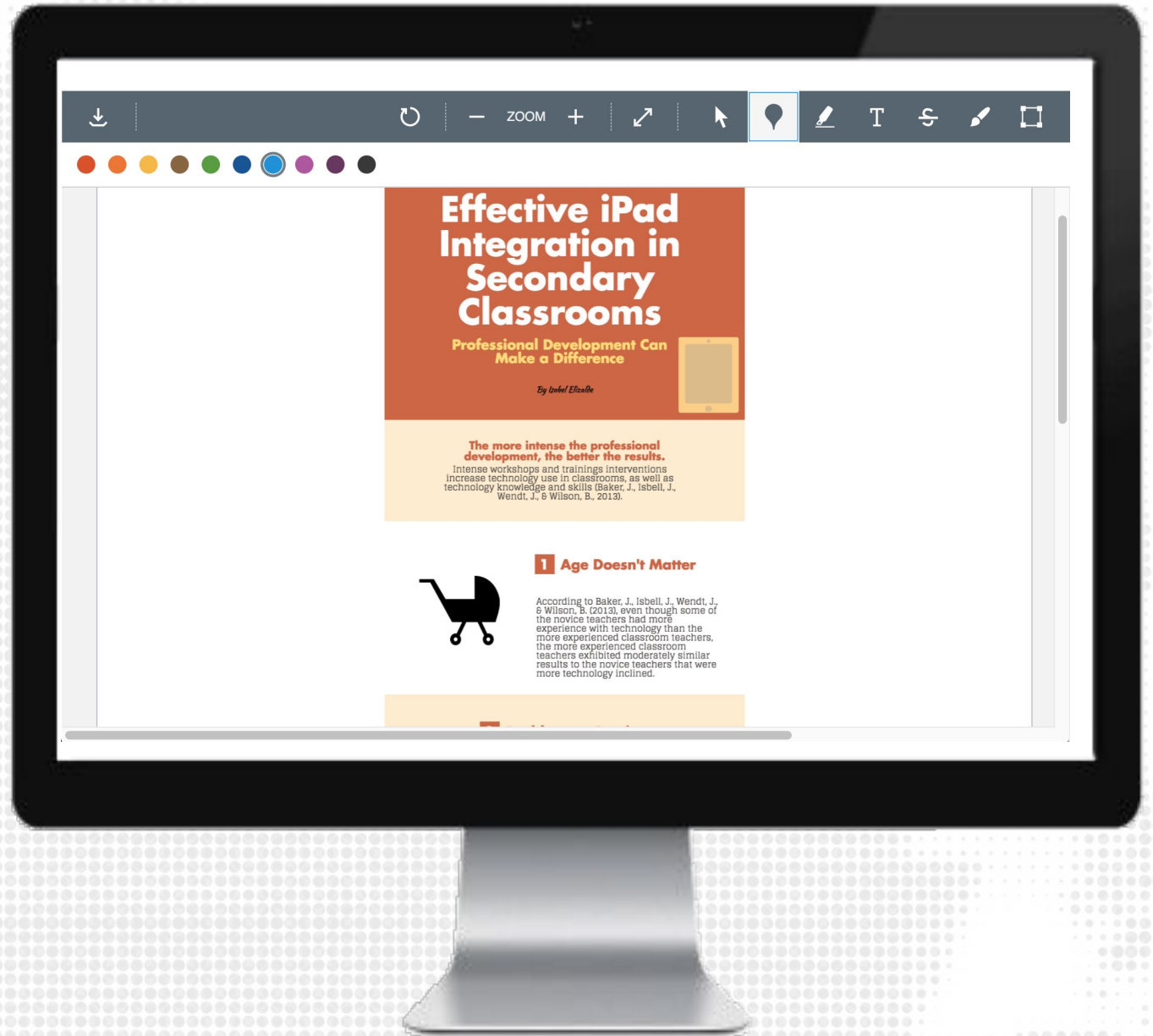
STUDENT SUBMISSIONS

1. Click on the student's name on the top right hand side

2. Click on the student submission you would like to grade (depends on options you set) OR click on the left and right arrows to navigate
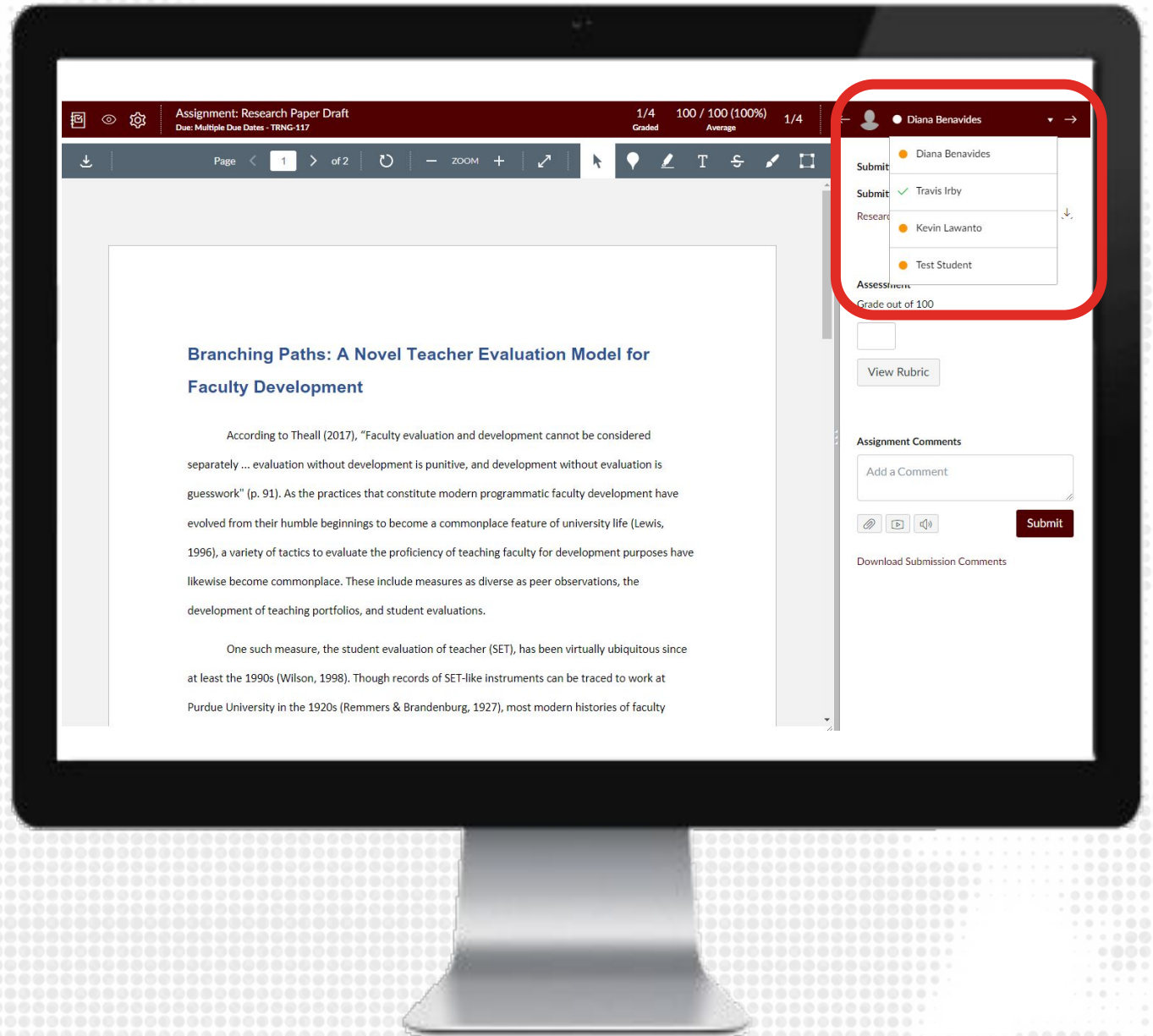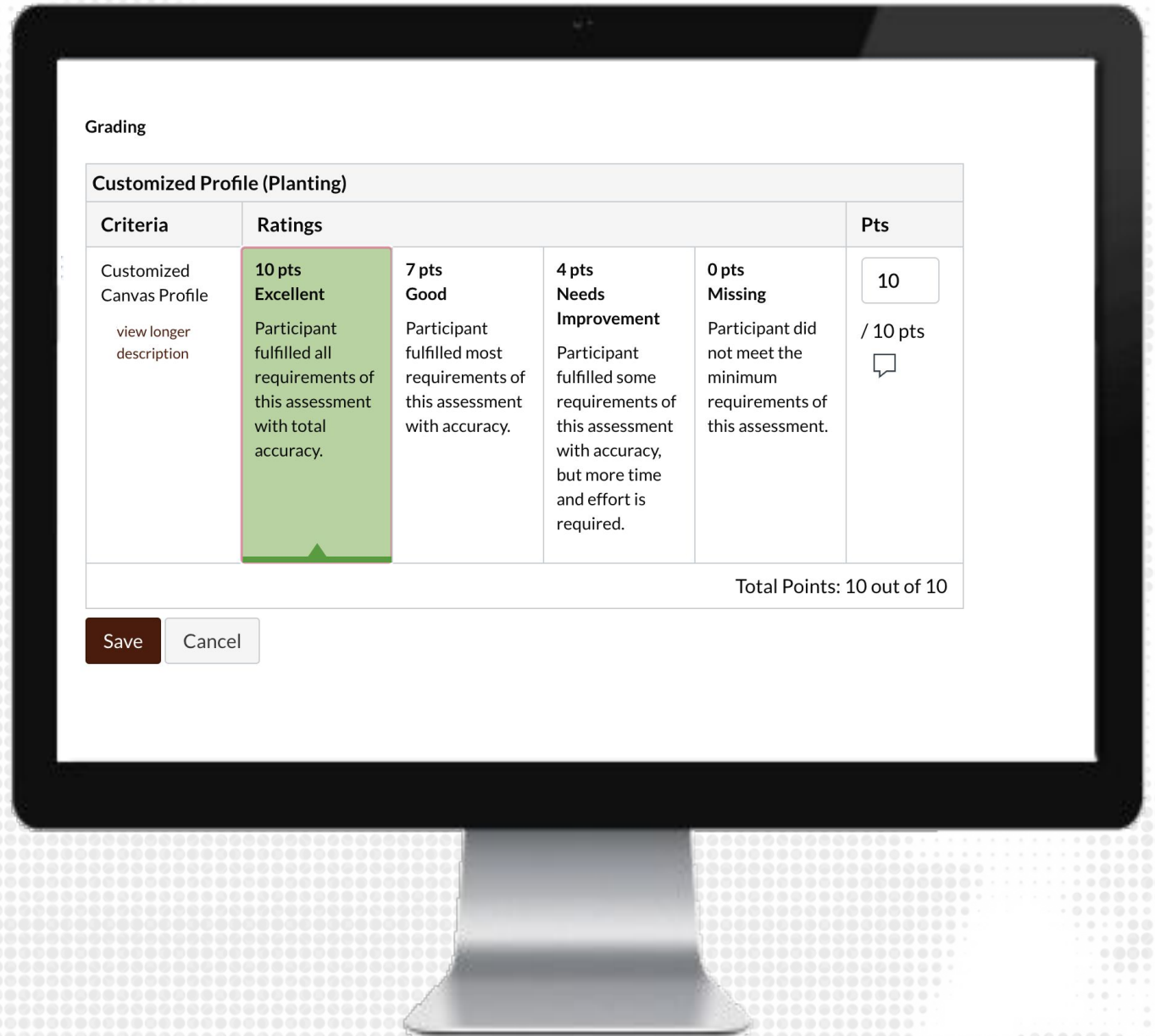
ANNOTATION

On the top of the document, you can access the following tools:

- Point annotation
- Highlighter
- Text
- Strikethrough
- Free Draw
- Area Annotation

GRADING USING A RUBRIC

1. Click on the appropriate rating for the assignment on the rubric

2. Click on the Comment icon under the Points column to enter a comment for the rubric

3. When done, click Save

Grading

Customized Profile (Planting)

Criteria	Ratings				Pts
Customized Canvas Profile view longer description	**10 pts** **Excellent** Participant fulfilled all requirements of this assessment with total accuracy.	**7 pts** **Good** Participant fulfilled most requirements of this assessment with accuracy.	**4 pts** **Needs Improvement** Participant fulfilled some requirements of this assessment with accuracy, but more time and effort is required.	**0 pts** **Missing** Participant did not meet the minimum requirements of this assessment.	10 / 10 pts 💬

Total Points: 10 out of 10

Save   Cancel

ASSIGNMENT COMMENT TYPES

- Enter Assignment Comments in the text box

- Click on the File icon to attach files

- Click on the Media Comment icon to upload or record a video recording

- Click on the Speech Recognition icon to convert Speech to Text

- When done, click Submit to submit the Grade

Assignment Comments

Add a Comment

Choose File No file chosen

Submit

Download Submission Comments
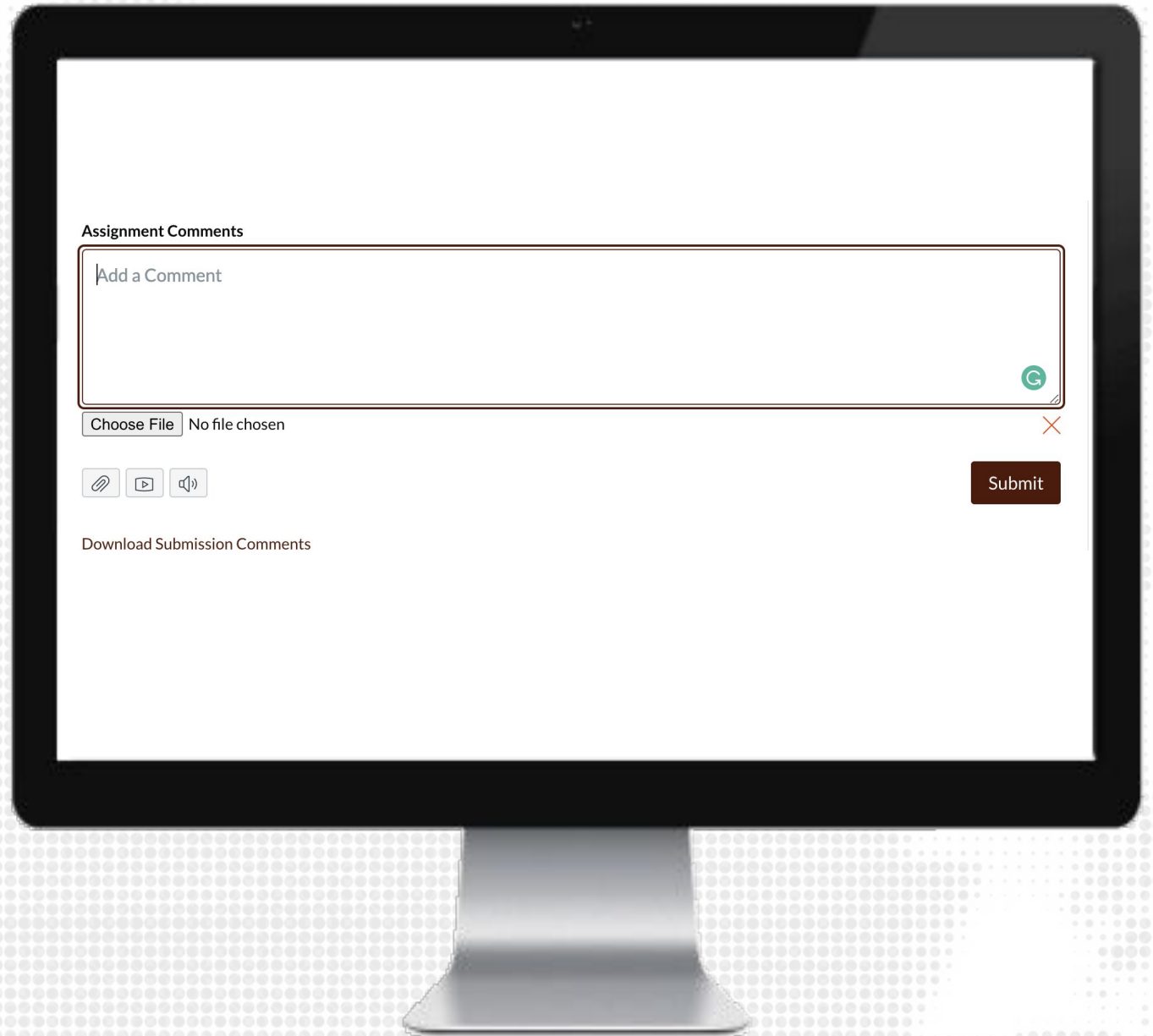
FOR MORE RESOURCES

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VIRTUAL OFFICE HOURS

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YOUTUBE
- TAMU Office for Academic Innovation

SOCIAL MEDIA
- @TAMU_INNOVATION

SUPPORT
- AIHelp@tamu.edu
- 979-458-3417

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