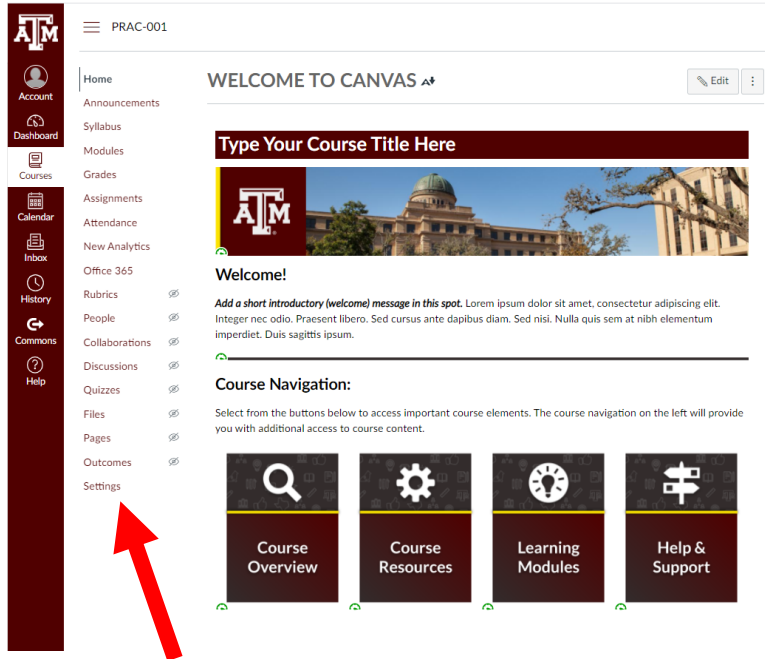


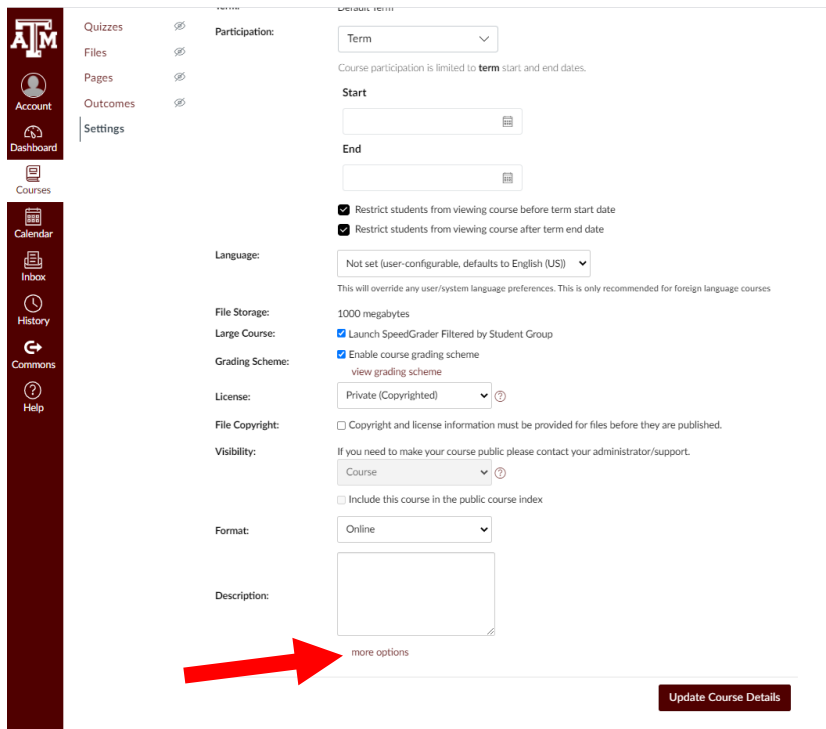
# Grades and Gradebooks in Canvas

Settings:

Enter your canvas course and go to Settings for the course



Scroll down and click "more options" at the bottom center of the page



fewer options

Show recent announcements on Course home page

3  Number of announcements shown on the homepage

Let students attach files to discussions

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, and edit course pages by default

Update Course Details

We definitely recommend checking the Hide grade distribution graphs from students for the entire semester, and we typically recommend the Hide totals in student grades summary during exam times. The reason for this is if you do not hide the total, but try to hide an exam grade, the total will show the increase in points and give the student their grade before you wanted it released. Make sure you click Update Course Details once you've checked the marks you want.

fewer options

Show recent announcements on Course home page

3  Number of announcements shown on the homepage

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Hide grade distribution graphs from students

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Only Teachers  can create, rename, and edit course pages by default

Update Course Details

Now go to Grades on the left menu and click the gear icon on the far right of the Grades page:

- Home
- Announcements
- Syllabus
- Modules
- Grades
- Assignments
- Attendance
- New Analytics
- Office 365
- Rubrics
- People
- Collaborations
- Discussions
- Quizzes
- Files
- Pages
- Outcomes
- Settings

### Course Details

**Image:** 

**Name:** WELCOME TO CANVAS  
**Course Code:** PRAC-001  
**Blueprint Course:** Master Blueprint Course - 20 Fall (courses/6197)  
**Time Zone:** Central Time (US & Canada) (v)  
**Subaccount:** Practice Courses  
**Term:** Default Term  
**Participation:** Term (v)

Course participation is limited to **term** start and end dates.

**Start**  
[Date Picker]  
**End**  
[Date Picker]

Restrict students from viewing course before term start date



Gradebook View Actions All Assignment Groups Search...

Student Name	PowerLab Questi...	Spider Exam	Exam 1 Summer 2...	Unnamed Quiz	practice	Name the Assignm...	TEST EXAMPLE	Lab report Lab: 1	practice	Name the Assignm...
	UNPUBLISHED	Out of 1 MANUAL	UNPUBLISHED	UNPUBLISHED	Out of 2 M...	Out of 5 MANUAL	Out of 1 MANUAL	Out of 0 MANUAL	Out of 2 M...	Out of 5 MANUAL
Test Student		-			-	-	-	-	-	-

In the pop up, click the grade posting policy:

Late Policies **Grade Posting Policy** Advanced

Automatically apply grade for missing submissions

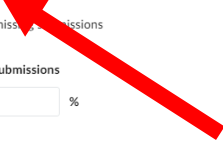
**Grade percentage for missing submissions**  
100 %

Automatically apply deduction to late submissions

**Late submission deduction percent** **Late submission deduction interval**  
0 % Day (v)

**Lowest possible grade percent**  
0 %

Cancel Update



Choose Manually Post Grades, and 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.

While the grades for an assignment are set to manual, students will not receive new notifications about or be able to see:


- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students.

Cancel Update

By making the settings manual, you can choose to hide and release grades, and you can choose which columns do not go into the points total for the course.

We now need to go to Assignments to set which items will be for a grade and by how much (REMINDER: Assignments needs to be a hidden category):

 PRAC-001 > Grades

Home      Gradebook ▾      View

Announcements

Syllabus



Modules


**Grades**


Attendance

New Analytics

Office 365

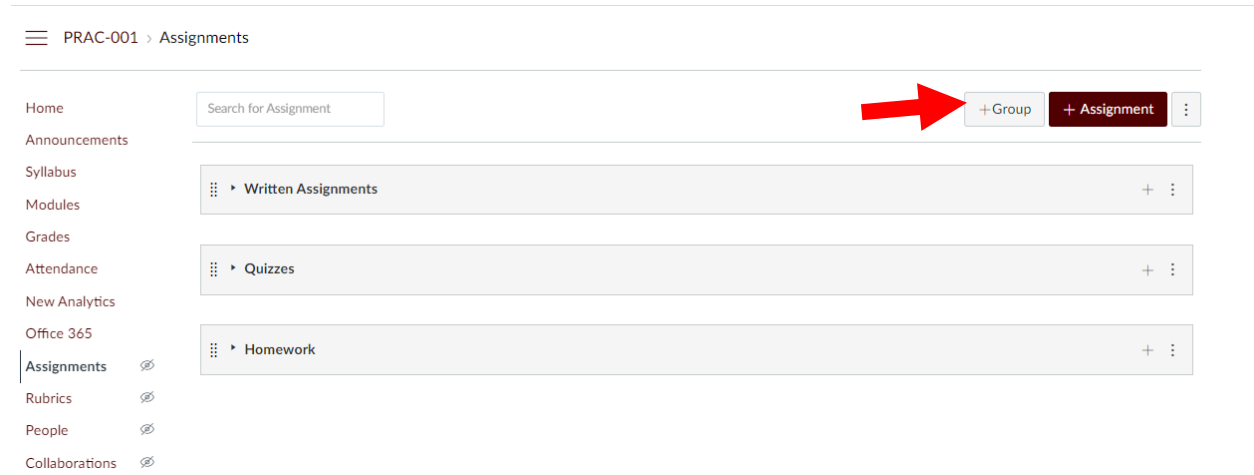
 Assignments 

Rubrics 

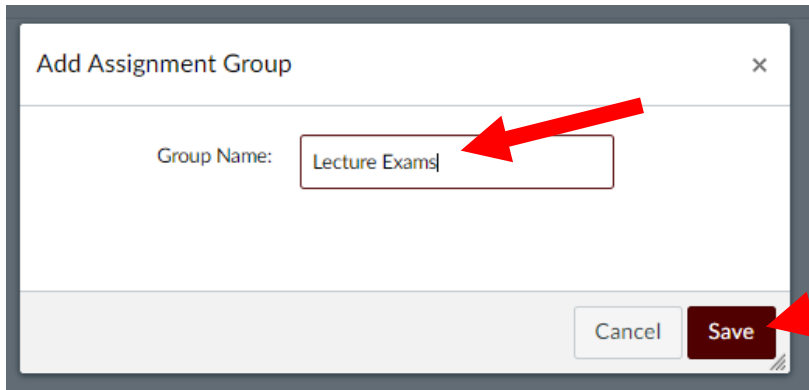
People 

Student Name	
Test Student	

Now, if you have no groups yet, this page will be pretty sparse. Click the + Group button at the top and give the group a name. We suggest you treat this like the categories in your syllabus grade break down. For example, a group for homework, lecture exams, lab assignments, lab practicals, etc.



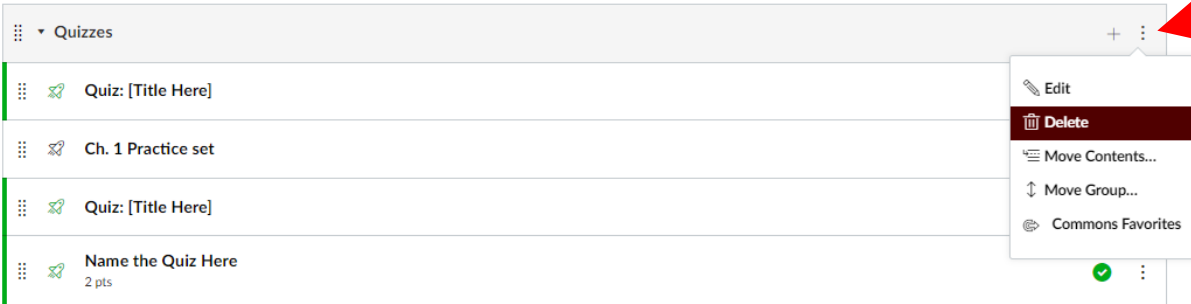
Type in the Category name and click Save



Do this for each category in your syllabus:

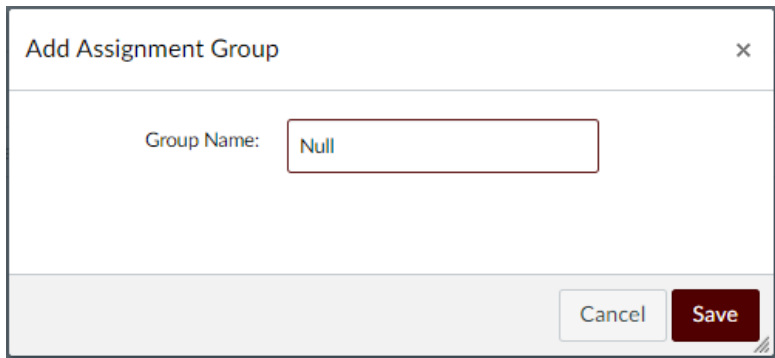


If this is already filled in because you imported a course, feel free to click the three dots for each module and make changes to how you see fit so that the categories are how you like them to be.

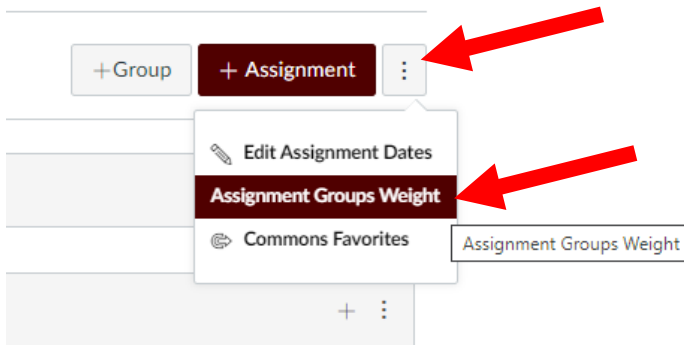


If you choose delete it will give you the option to move the assignments inside to another category or to delete everything inside the category.

Here's the tricky part. We recommend making a group that is going to be worth 0%. This gives you the option to move a quiz, exam, or assignment into this category. This removes it from the points total for the course. We recommend this option for: if at any point in the semester you want to nullify any grade column in the gradebook, but still give students the ability to see feedback or how many points they would have gotten, all you have to do is come to Assignments area and move the quiz or assignment into the module that is worth 0%. This is the equivalent of removing it from the course totals in the gradebook. To do so, go to +Group at the top right and make a Null group and hit save:



Now, this is where the manual gradebook settings will come in to play to choose the amount each category is worth. Click the three dots button next to +Assignment and choose Assignment Groups Weight:



Check the Weight final grade based on assignment groups, then input the correct percentages for each category and hit Save:

Assignment Groups Weight

Weight final grade based on assignment groups

Written Assignments	10	%
Quizzes	20	%
Homework	10	%
Lecture Exams	60	%
Null	0	%
Total	100%	

Cancel Save

This will now show the category total for each module:

Search for Assignment

+ Group + Assignment

Written Assignments	10% of Total
Quizzes	20% of Total
Quiz: [Title Here]	✓
Ch. 1 Practice set	○
Quiz: [Title Here]	✓
Name the Quiz Here 2 pts	✓
Homework	10% of Total
Lecture Exams	60% of Total
Null	0% of Total

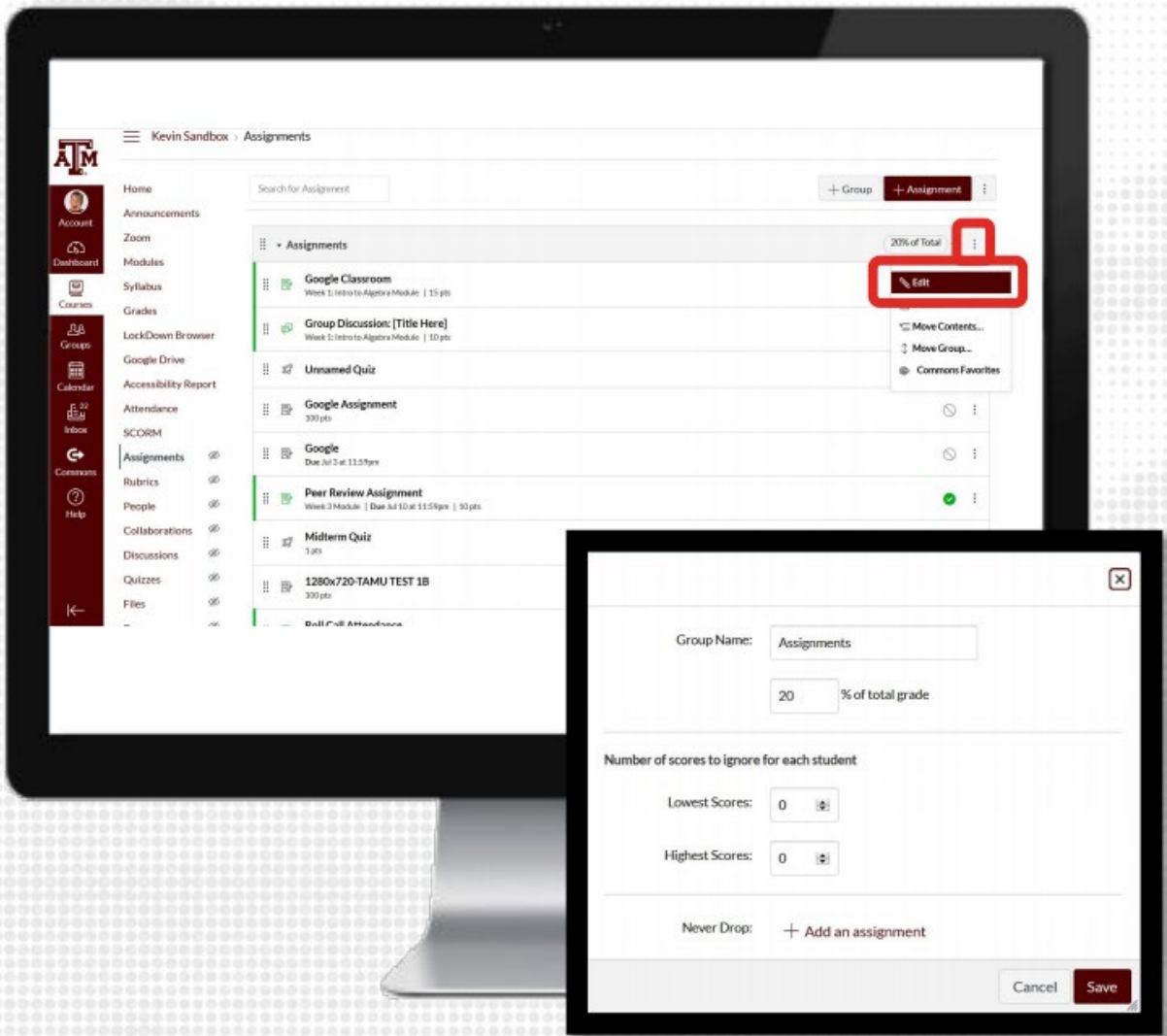
When you make assignments or quizzes it will ask which category the grade will go into in the settings, and you will choose the category it belongs to. This is how you set up the gradebook and this is the equivalent of choosing which columns add up to the total calculation for eCampus.

At any time you can click the dots on the left of an assignment to drag it to a different category (such as Null):

The image displays two screenshots of the eCampus gradebook interface. The top screenshot shows a list of categories: Written Assignments (10% of Total), Quizzes (20% of Total), Homework (10% of Total), Lecture Exams (60% of Total), and Null (0% of Total). Under the Quizzes category, there are four items: 'Quiz: [Title Here]', 'Ch. 1 Practice set', 'Quiz: [Title Here]', and 'Name the Quiz Here' (2 pts). A red arrow points to the three-dot drag handle on the left of the 'Ch. 1 Practice set' item. The bottom screenshot shows the same interface, but the 'Ch. 1 Practice set' item is now highlighted in blue and has been moved to the Homework category. A red arrow points to the three-dot drag handle on the left of this item.

You can also create rule sets for each category, like dropping the lowest score, etc. Click the three dots at the right of the group title and choose Edit:





That completes the category and background settings of your Grades area in Canvas. Move on to the next instruction set to learn how to filter the view of the Grades area, move columns, and hide/post grades.