Canvas New Gradebook

General Guide to Using New Gradebook

Guided Tour

Canvas has relocated the majority of Gradebook tasks to 3 drop down menus at the top left-hand corner. Instead of one "gear" icon that contains the majority of settings, and little arrows that "pop up" on each column, you can find what you need in one of these menus.

Gradebook ▾   View ▾   Actions ▾

Clicking on "Gradebook" allows you to change the view from spreadsheet to **individual student view** (good to preserve privacy when meeting with students about their grades). It also allows you to view the **Gradebook History** to see any grade changes that have been made, and who made them.

Clicking on "View" provides the most power of the 3 menus, giving you control over the column organization with several helpful preset views to choose from. These views are persistent, so when you log out of Canvas, they will be there the next time you log in.

Clicking on "Actions" allows you to **import** and **export** your Gradebook to Excel (csv format). You may also access and re-download your most recent exported copy.

On the right-hand side, you have your keyboard shortcuts, search box, and gear icon, which contain more advanced tools.

Search...   ⚙

Clicking on the keyboard icon will reveal a pop-up of the keyboard shortcuts that help further streamline Gradebook.

Keyboard Shortcuts   ☒

s : Sort the grid on the current active column

m : Open menu for the active column

esc : Close the currently active menu

g : Go to the current assignment's detail page

c : Open the grade detail tray

Press the escape key before using keyboard shortcuts when navigating the gradebook grid.

The search box allows you to search for specific students, helpful if you're running a large class. As soon as you start typing, Gradebook begins filtering.
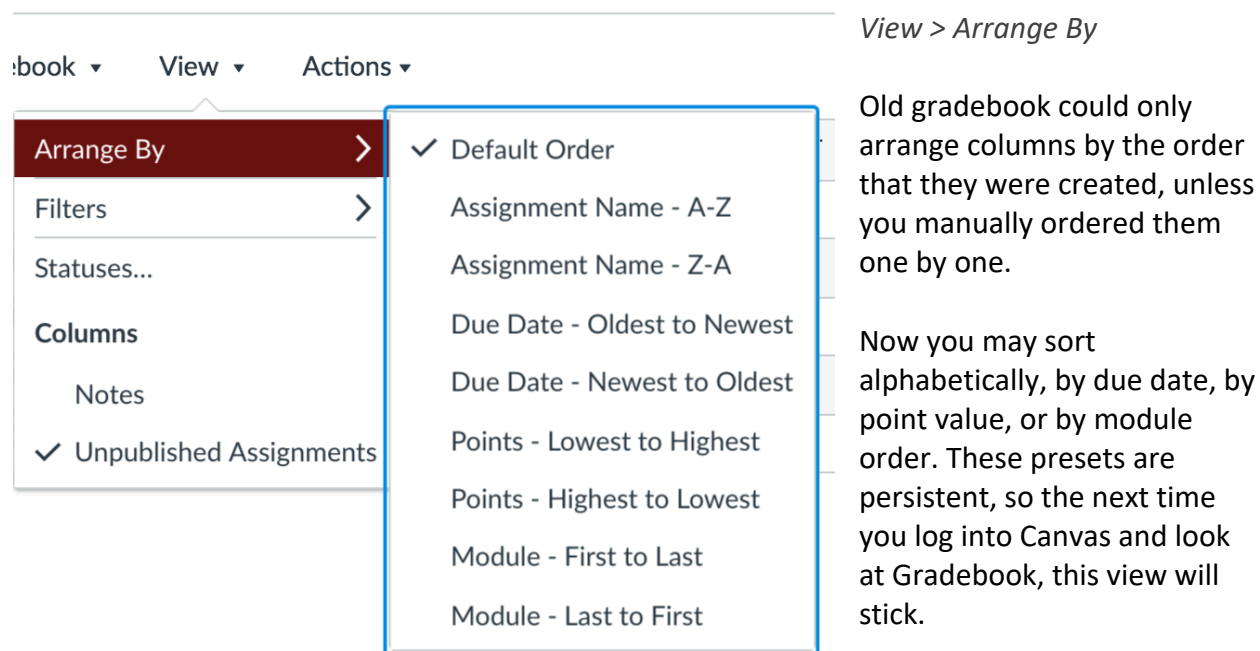
Click on the gear, where you'll find some new "automation" features to Canvas Gradebook, including applying **Late Policies**, and **Final Grade Override (beta).**

In addition to the preset organizational views above, you may click and drag to create a custom organization of your assignment columns.

Clicking on the dividing line between columns allows you to adjust the column width. The column width is not persistent, so if you leave Gradebook and come back, the columns will return to their original size.

New Feature Review – View

Arrange & sort columns https://community.canvaslms.com/docs/DOC-13727-73553814165

View > Arrange By

Old gradebook could only arrange columns by the order that they were created, unless you manually ordered them one by one.

Now you may sort alphabetically, by due date, by point value, or by module order. These presets are persistent, so the next time you log into Canvas and look at Gradebook, this view will stick.

Default Order is the order by which Assignments are organized on your Assignments page in your course site.

Assignment Name, alphabetically, is fairly straightforward.

Due Dates, old to new or new to old, with any "un-dated" assignments displayed at the end.

You may also choose points, high to low, or low to high.

Finally, you may display the assignments in the order they are organized in your Modules. If you have other assignments not linked via Modules, they will display at the end.
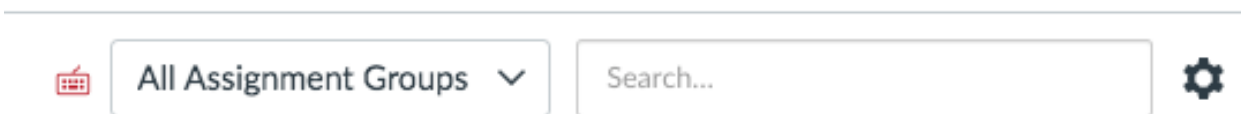
Filter columns by type https://community.canvaslms.com/docs/DOC-13729-73553814167

View > Filters
You can filter your assignments by Assignment Group or by Module. Click on View, then in the drop-down menu that appears click on Filters. The expanded menu allows you to choose from Assignment Groups or Modules.
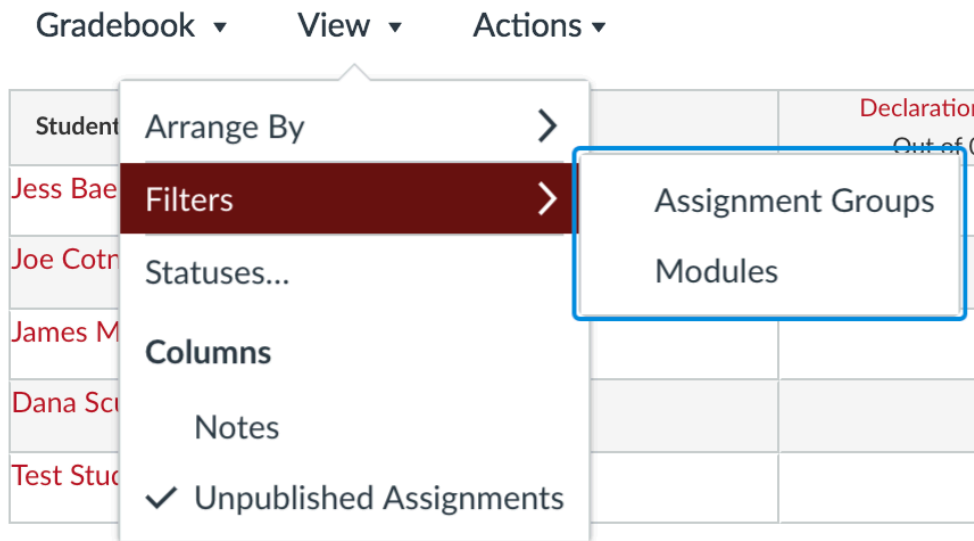

This is what it looks like when a filter is enabled.

By default, Canvas shows "All Assignment Groups" or "All Modules."

Click on the drop down to drill down to individual Assignment Groups (or Modules). When you click on an item, Canvas will only display those columns in Gradebook. Please note that it will continue to display the other "subtotal" columns at the end. Keep in mind yours will look different than what is pictured below because it is dependent on what Assignment Groups or Modules you've created in your course site.
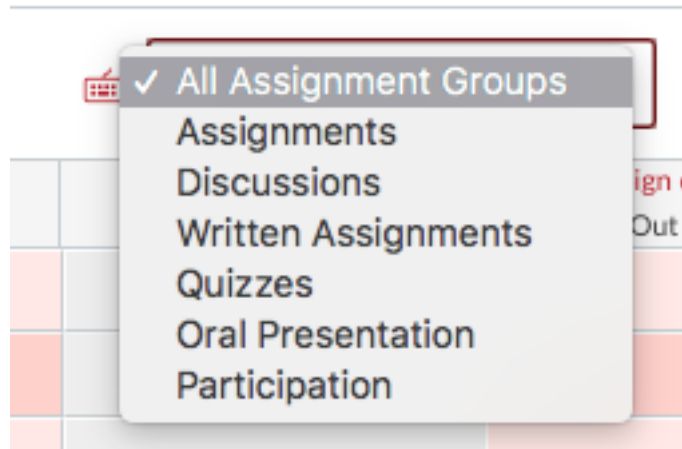
To remove the filter, either click back to "All Assignment Groups" in the drop-down menu or to disable it or change the view navigate back to **View > Filters** and click on "Assignment Groups" to disable it or click on "Modules" to use a new filter.

Grading statuses

View > Statuses…

New Gradebook is color coded based on the status of an assignment so it is easy to tell which assignments may need more attention.

Click on the 3 dots to customize the colors of each status to your liking.

Under "Columns" sub-header

Notes
Show or hide your notes column. This is only visible to you, not students. Notes are visible to other instructors and TAs in the course. This column cannot be exported/imported to Excel.

Unpublished assignment columns
View > Unpublished Assignments
Old gradebook, if an assignment wasn't published you couldn't see it in gradebook. Now, you can enable unpublished assignments to pop up in gradebook (students still won't see them).

New Feature Review - Behind the Gear

Late submission policy
Gear icon > Late Policies tab

The Late Submission policy may apply to both Late and Missing assignments. It allows you to automatically deduct points on all late submissions or automatically apply a grade to something that was never turned in.

Points for late assignments can be deducted per day or hour the submission is late, but it is set by percentage. For example, if you set the policy to deduct 10% for each day an assignment is late, and the assignment is worth 10 points, Canvas will automatically deduct 1 point per day that the assignment is past the due date.

Canvas will always round up, so if an assignment is 1.3 days late, the assignment will be treated as 2 days late.

You may also set a Lowest Possible Grade that the late policy will not drop below.

## Final Grade Override
Gear icon > Advanced tab

When you click the Allow final grade override checkbox, and then click Update, Canvas will add an "Override" column to the far right of the Gradebook. The Override column will not display for all instructors in the course; however, the grade is viewable to all roles in the site (it just looks like a normal grade). Students will not know their grade has been overridden, the new grade will look like any other grade.

The column will be included in Gradebook exports to Excel; however, you cannot use Excel to change the overridden grade. The change must happen in the web browser.

How to Grade

New Gradebook assignment specific settings
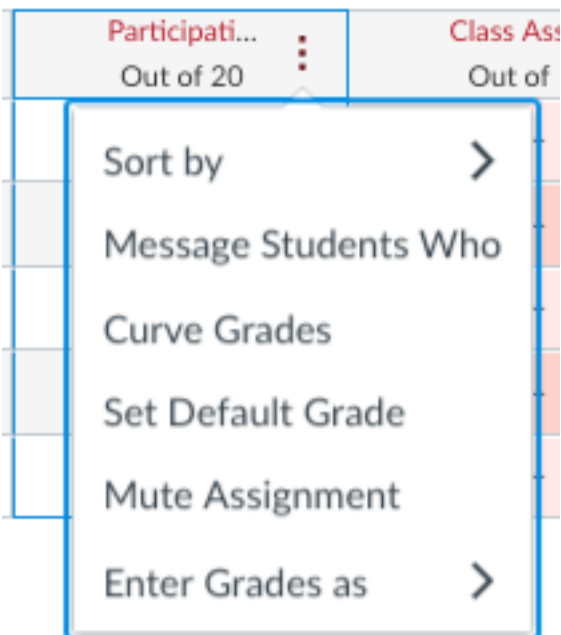
Hover mouse over column header > Click 3 dots

Click on **Sort By** to change the order for this particular column. You may choose Grades low to high, high to low, Missing, or Late.

Click on **Enter Grades as** to change from points to percentage and vice versa.

The other settings have not changed from the old gradebook layout.

Enter a Grade

Declaration of Indepe...
Out of 0 MUTED

–

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[→]

Click into cell to simply type in a grade

OR

Click into cell > click on the arrow to open 'Grade Detail Tray'

In Grade Detail Tray, you may do the following:

1. Click on **Student's Name** to view more details on the student.
   a. Click on the arrows (**<** or **>**) to move to the next student.
2. Click on the **Assignment Name** to view more details on the assignment.
   b. Click on the arrows (**<** or **>**) to move to the next assignment column.
3. Click on **Speedgrader** to launch Speedgrader
4. Enter a grade
5. Apply a status
6. Leave general comments

Please note: This is now the only way to get to **Speedgrader** from Gradebook. Though you may still access it the traditional way from the Assignment itself.

You may also notice that there's no save or submit button here. Unless you type something into the Comments box, there is no need to Save or Submit.

Comments

good work!|

Cancel   Submit

Once you start to type a comment, you'll see the Submit button pop up.

[×]

< Joe Cotnoir **(1)** >

< Participation **(2)** >

☑ SpeedGrader **(3)**

ⓘ Not calculated in final grade

Grade out of 20 **(4)**

15

Status

● None **(5)**

○ Late

○ Missing

○ Excused

Comments **(6)**

Leave a comment