



GRADING & ASSIGNMENTS IN CANVAS

WHAT YOU NEED TO KNOW

1. **Everything starts with Assignments.** Unlike Blackboard, Canvas' gradebook does none of the heavy lifting. Instead, it reflects what is happening in Assignments. Assignments can also populate your Calendar and Syllabus.
2. **All assignments must specify total points possible.**
3. **All assignments must eventually be graded.** You can address this *en masse* by changing the default grade.

CREATING ASSIGNMENTS

IN CANVAS, AN ASSIGNMENT IS A PIECE OF STUDENT WORK YOU INTEND TO GRADE. ONCE YOU CREATE AN ASSIGNMENT, A COLUMN WILL AUTOMATICALLY BE CREATED IN THE GRADE CENTER.

To create an assignment in Canvas, click on the "Assignments" tab in the left-hand navigation bar. When you open that tab, you will see the following menu:



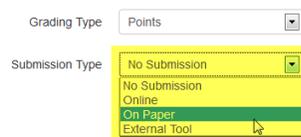
Click the "+ Assignment" tab to create a new assignment. To do so, you can either write or paste content into the editor, or you can upload an existing document to the assignment.

SUBMITTING ASSIGNMENTS

FOR ASSIGNMENTS THAT ARE NOT QUIZZES, ASSESSMENTS, OR DISCUSSIONS, YOU WILL HAVE TO SELECT A SUBMISSION TYPE. BY DEFAULT, CANVAS SELECTS "ONLINE SUBMISSION," MEANING IT WILL EXPECT STUDENTS TO UPLOAD A FILE OR LINK TO CANVAS.

To change the submission type on an assignment, go to the "Assignments" tab and click the name of the assignment you want to edit. Once in the Assignment screen, click the Edit button.

Then, scroll down to see a drop-down menu of submission types.



By editing the additional options for the assignment, you will be able to do the following:

- Set the point value for the assignment

- Enable/Disable file types (.doc and .docx for PC users/.pages for Mac users)
- Enable Turnitin submissions
- Label group assignments (only one person in the group will need to submit)
- Require peer review
- Set/Edit the due date and time
- Add/Create rubrics

NB: If you want an assignment to show up on your students' Calendar and Syllabus but do not want a column to appear in the gradebook, select submission type "No Submission" and display grade as "Not Graded."

CREATING WEIGHTED ASSIGNMENTS AND GRADING RULES

CREATING WEIGHTED ASSIGNMENTS BEGINS WITH CREATING AN ASSIGNMENT GROUP. ASSIGNMENT GROUPS ALSO ALLOW YOU TO APPLY SPECIAL RULES, SUCH AS DROPPING THE HIGHEST OR LOWEST GRADE(S).

To create an assignment group, go to the "Assignments" tab and click the "+ Group" button.



Give your Assignment Group a name in the dialogue box and click Save. Once you have added your Assignment Groups, select the Edit Assignments button at the top of the page.



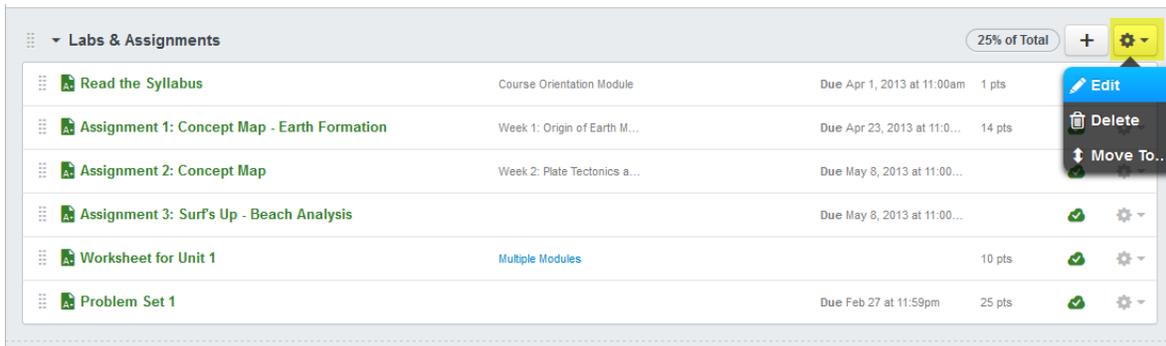
Assignments Settings

Weight final grade based on assignment groups

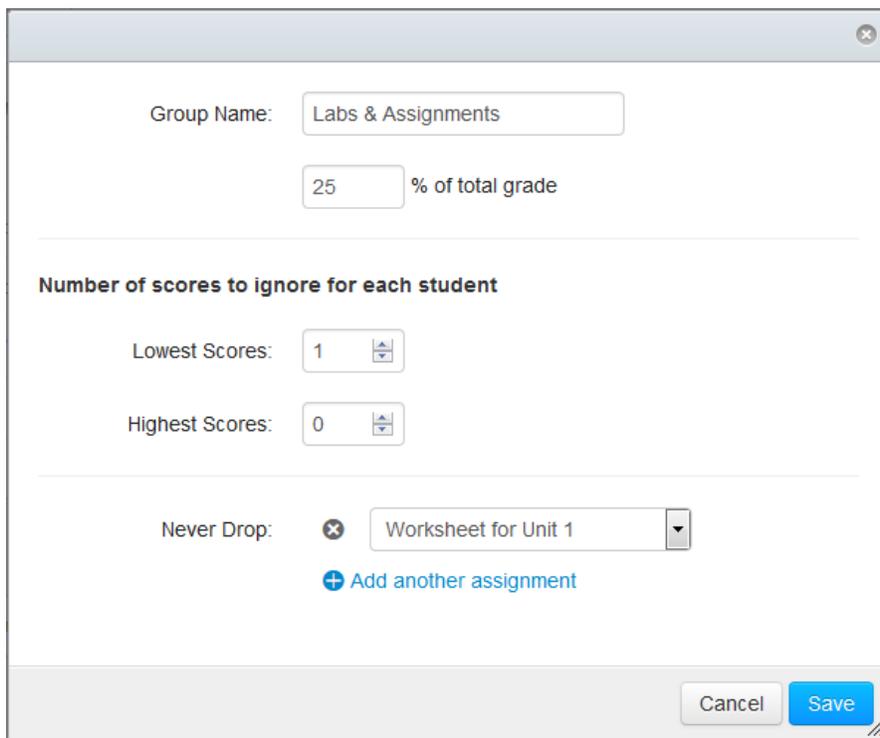
Unit 1: Reading Response	10	%
Unit 2: Explaining	15	%
Unit 3: Analyzing and Evaluating	25	%
Unit 4: Problem Solving and Argument	25	%
Unit 5: Writing in Class and Revising	15	%
Final	10	%
Total	100%	

This will open a new dialogue box. Click the box next to "Weight final grade based on assignment groups," and enter the weighted percentages in the fields below. Double check the total to ensure it equals 100%.

To create a grading rule, select the Gear Button > Edit for an individual Assignment Group.



In Edit mode, you will can edit the group name, percentage of final grade, and any grading rules you wish to apply.



GRADING ASSIGNMENTS

To grade an assignment, click on the "Assignment" tab on the left-hand navigation bar. From there, you will see a list of all assignments you've created in the course. Click on the name of the assignment to grade. On the upper right-hand side, you'll see a link entitled "Speed Grader". When you click on Speed Grader, you'll see the following:

The screenshot shows a SpeedGrader interface. The main document area displays the title "Our Phillis, Ourselves" and a section titled "MAIN IDEAS". The text discusses Henry Louis Gates' portrayal of Phillis Wheatley's trial and her significance. A small image of Phillis Wheatley is visible on the right side of the document. The sidebar on the right contains submission information, including the date and time (Jun 11 at 3:43pm), a note that the submission was late, and a list of submitted files. There is also a section for grading, with a "Grade" field set to "out of 300", and a "Discussion" section with a text box and "Submit Comment" button.

There are three ways to mark an assignment:

- 1. Draw on the document
- 2. Highlight sections of text
- 3. Insert a text comment (similar to track changes)
- **NOTE: You can also combine any of these functions**

There are also three ways to provide comments:

- **Written:** Type in the text box on the lower right hand side of the screen and click "Submit Comment" when finished.
- **Audio:** Record audio comments by clicking the microphone icon below the text box. Click "Submit Comment" when finished.
- **Video:** Record video feedback by clicking the microphone icon below the text box. Click "Submit Comment" when finished.

To give an assignment a grade, simply type the grade into the "Grade: out of ___ points" box. This number will automatically be populated in the Grade Center.

GETTING GRADES INTO THE GRADEBOOK

- Grading any assignment in SpeedGrader automatically updates the gradebook.
- Quizzes and graded assessments appear in the gradebook once the student completes them.
- To manually enter a grade, select the cell and enter achieved number of points.

SO WHAT CAN I DO IN GRADEBOOK?

THERE ARE A NUMBER OF ASSIGNMENT OPTIONS YOU CAN ACCESS IN GRADEBOOK. SELECT THE DROP-DOWN MENU FROM THE LOWER RIGHT CORNER OF THE ASSIGNMENT TO ACCESS AVAILABLE OPTIONS.

Student Name	Secondary ID	The X-Men Out of 5	Japanese Folklore Out of 5	Ipsum Lorem Paper Out of 25	Lorem Ipsum Paper Out of 35	Discussion: Seriously look at thi... Out of 5	Assessments 40.00% of grade	Assignments 50.00% of grade	Discussions 10.00% of grade	Total
cvabigail_gamble	ovabigail_gam						-	-	-	0%
cvlance_grigsby	ovlance_gri						22.7%	-	-	22.7%
Abigail E. Gamble	abigail_gam						38.7%	-	-	38.7%
John D. Lowe	john_lowe						50%	-	-	50%
John D. Solis	john_solis						-	-	-	0%
David C. Taylor	david_tayl						36%	-	-	36%
Test Student	2846342041794ed						-	-	-	0%

This menu contains 6 key components:

1. **Assignment Details:** Gives you a brief overview of the assignment. This feature lists the high score, the low score, and the number of submissions received for a given assignment.
2. **SpeedGrader:** Takes you to the assignment within SpeedGrader.
3. **Message Students Who...:** Allows you to send messages to specific groups of students based on their assignment's status.
4. **Set Default Grade:** Allows you to set a default grade for all the students or for all the students without a current grade (example: setting all students who failed to submit the assignment to 0%).
5. **Curve Grades:** Allows you to curve grades based on a selected average (note the warning).
6. **Mute Assignment:** Prevents students from seeing when you start posting grades.

NOTE: Currently, Canvas sends out a message to all students letting them know the assignment has been muted.