

GRADEBOOK SET UP IN CANVAS

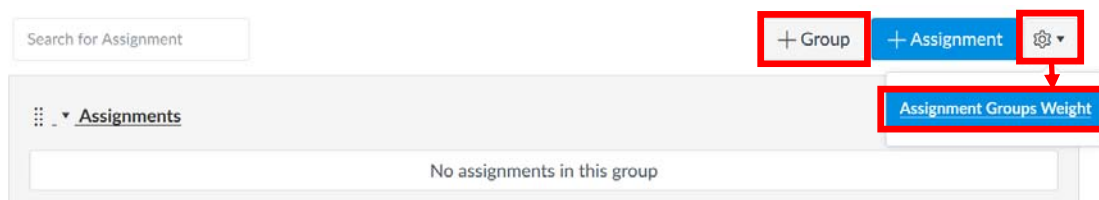
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In Canvas, Grade Columns can only be created by creating an assignment.

ASSIGNMENTS GROUPS

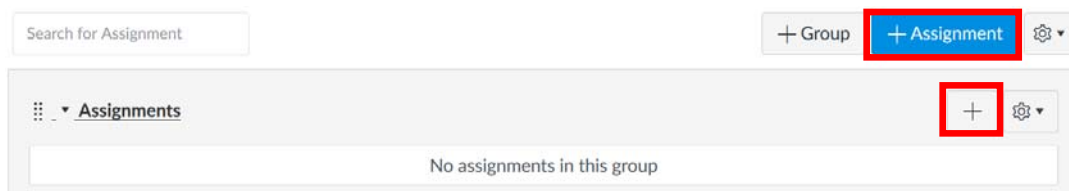
Assignment Groups can be used to help categorize, organize, and manage assignments. *Assignment Groups are required if a weighted total grade is used.* Each Assignment Group will have a sub-total column displayed in the Gradebook.



Assignment Groups can be created by clicking the **Assignments** link on the Course Navigation Menu. Click the **+ Group** button at the top right of the page. Once all the Assignment Groups have been created, the Assignment Group Weights can be added by clicking the **Settings** icon and selecting **Assignment Groups Weight** from the menu.

ASSIGNMENTS (GRADE COLUMNS)

In Canvas, Grade Columns can only be created by creating an Assignment. Assignments can be created on the Assignments Index Page, or directly in a Module.



To access the Assignment Index Page, click the **Assignments** link on the Course Navigation Menu. To add an assignment, click the **+ Assignment** button at the top of the index page, or the **+** button on the Assignment Group header.

Points

Assignment Group

Display Grade as

☐ Do not count this assignment towards the final grade

Submission Type

Group Assignment

Complete the Assignment Creation page. Enter **Points**, select the **Assignment Group**, the **Grade Display**, and **Submission Type**. Select **On Paper** for the Submission Type to create a Grade Column in the Gradebook. “On Paper” indicates to students that they will need to hand in the assignment to the instructor in class. To create an Extra Credit column, enter **0** in the Points field.

Assign

Assign to

Everyone X

Due

Available from **Until**

+ Add

Complete the Assign section. The default is to assign to “Everyone” in the course. Enter a **Due Date**. Select an **Available From** and **Until date**. The Available dates can be left blank if the assignment should be available to student for the duration of the course. The “Assign To” feature allows instructors to assign different (or longer) available and/or due dates to a specific student(s).

GRADEBOOK

The Gradebook will contain a column for all graded assignments (including assignments, discussions, and quizzes), a sub-total column for each Assignment Group, and a Total column. Registered students will be list in alphabetical order. The Gradebook tool bar includes a Search field, Import, Export, and Settings buttons. The Gradebook can be exported into a Excel.

Individual View

Filter by student name or secondary ID

Import

Export

Settings

Student Name	Secondary ID	outh Assign...	Module 1 - Quiz Out of 70	Module 2 - Quiz	Module 1 - Bill of Rights Relevance Out of 15	Assignments	Quiz	Discussion	Total
Ellucian Student1	es98516		-	-	-	-	-	-	-
Ellucian Student2	es05804		-	-	-	-	-	-	-
Ellucian Student3	es83856		-	-	-	-	-	-	-
DE Test	DE Test		35	-	11	75%	50%	73.33%	58.1% F

GRADEBOOK ORGANIZATION

The Gradebook in Canvas can be easily organized by dragging and dropping grade columns into the preferred location. Columns can be resized by clicking on the cell boarder then dragging it to the desired width. Instructors can sort on any column in the Gradebook by clicking on the column to sort ascending or descending. The Gradebook **Settings** icon provides options to arrange columns by Due Dates, by Points, or by Assignment Groups. The **Total Column** menu, accessed by clicking the down arrow to the right, allows instructors to **Switch to Points** from a percentage display, and **Move to Front** to display the total column first in the Gradebook. Gradebook has a **Notes** column that allows instructors to track extra information in the gradebook, which can be accessed by clicking the **Settings** icon, then selecting **Show Notes Column**. The Notes column is not visible to students.