CSU Canvas Instructor Guide

Assignments & Grades

Spring 2015

http://help.canvas.colostate.edu
What are Assignments?

Assignments are anything within Canvas that can be graded. They include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.)

Assignments in Canvas can be used to challenge students’ understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth.

How are Assignments used?

Assignments can be used to:

- Set up online submissions that can be quickly graded in the SpeedGrader™
- Grade online as well as student work submitted “on-paper”
- Create varied due dates for sections
- Set up peer reviews
- Grade Discussions, either by the whole class or student groups
- Record attendance

Additional options for Assignments and Graded Discussions:

- Assignments and Graded Discussions can be assigned to Instructor-created Groups and Self Sign-Up Groups for group work.
- Assignments and Graded Discussions can be Peer Reviewed. Students use the same Rubrics and SpeedGrader™ interface that Instructors do to evaluate their peers’ work.
- Assignments, Graded Discussions, and Quizzes can be created with varied due dates.

Additional options for Assignments only:

- Assignments can be created that have No Submission. These work well for in-class presentations, daily participation points, or other optional activities used for extra credit.
- Assignments can be created that have Online Submissions. Students can submit work in the form of file or image uploads, URLs, text entry, GoogleDocs, or audio or video recordings or uploads.
- Assignments can also be delivered to the instructor On Paper. On Paper Assignments are usually evaluated by hand and grades are manually entered in the gradebook.
Where do Assignments appear in Canvas?

Any Assignment you create in the Assignments page will automatically show up in the Assignments tab as well as in Grades, Calendar, and Syllabus, if they are published. The reverse is also true. Any Assignments you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

Assignments can be organized by creating and placing them in Assignment Groups, such as Tests, Papers, and Quizzes. Assignments may also be placed in modules.

To access an assignment, click the name of the assignment.

**Note:** You can use keyboard shortcuts to navigate the Assignments page. Press the **comma key** and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

![Assignments page in Canvas](http://guides.instructure.com/)
How do I add Assignment Groups?

Creating Assignment groups is an easy way to categorize and manage multiple assessments. Assignment Groups also allow you set weighted totals for your final grade.

If you plan on having a Weighted Total for your final grade, you must have your Assignments in Assignment Groups.

Open Assignments

Click Assignments in the Course Navigation.

Add Assignment Group

Click the Add Group button.

Create Assignment Group

Type the Assignment Group Name in the Group Name field [1]. If you want to weight the final grade for students using assignment groups, the percentage will appear in % of total grade field [2].

Note: You must create assignment groups before you can assign percentages to each group.

Save Assignment Group

Click the Save button to create the Assignment Group.

Move Assignments within Assignment Groups

You are easily able to move existing Assignments into new Assignment groups by hovering over the drag handle next to the assignment and dragging the assignment to the desired location.
Deleting Assignment Groups

If you want to delete an assignment group that has assignments in it, Canvas will ask you if you want to:

1. Delete the assignments
2. Or move the assignments to another group

When you are finished, click the Delete Group button [3].

How do I create rules for an Assignment Group?

Once you have added assignments to your Assignment Group, you can create rules for the entire Assignment Group. Assignment Group rules determine how Canvas handles any exceptions you want to create for grade calculations. Assignment groups can be weighted or unweighted.

When using the lowest or highest score rule, Canvas considers how the rule most negatively or positively affects the student's overall score. In some cases, point values may be considered more important than an overall percentage score. For example, an instructor may set a rule to drop the lowest score in the Assignment Group, where a student with a failing grade earns a 100% on a 10-point assignment and 75% on a 100-point assignment. Even though in the first assignment the student earned 100%, the 10-point value is not as significant (as compared to the 100-point assignment) and will be dropped because it has a much lower impact on the student's overall score.

**Note:** Canvas drops the score with the lowest percentage regardless of its effect on the final grade if all of the following conditions are met:

- Your assignment groups are not weighted.
- Multiple assignment groups have a grading rule to drop the lowest assignment.
- An assignment group contains assignments with varying point values.
- If these three conditions are met, your grading rule might not be applied consistently across all students.

Edit Assignment Group

Click the Assignment Group Settings drop-down menu [1].

Click the Edit link [2].
Create Rules

For each Assignment Group, you can create one of 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

Save Rules

When you are finished adding rules, click the **Save** button.

View Assignment Group Rules

In the Assignment Group toolbar, Canvas will show the number of rules assigned to the group [1]. Hover over the link to view the rules [2].
How do I create an Assignment?

There’s a lot more that goes into an Assignment than due dates and points. You may want to add a description to the Assignment, allow file uploads, change the Assignment type or a number of other things.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Please note that this feature only applies to settings; it does not include assignment due dates.

Open Assignments

In Course Navigation, click the Assignments link.

Create an Assignment

Click the Add Assignment button to create a new Assignment

Search for Assignment

Edit Assignment Details

Type the assignment title in the Assignment Name field [1]. If you created your assignment as an assignment shell, this field will be populated for you, but you can change it if necessary.

Use the Rich Content Editor to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3].
Enter the points for your assignment in the Points field [1]. Select the Assignment Group for the assignment in the Assignment Group drop-down menu [2].

![Points field](image)

**Note:** If you created your assignment as an assignment shell, the points field and Assignment Group will be populated for you. You can edit these if necessary.

### Select Grading Type

In the Display Grade as drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or not grade the assignment.

**Note:** The grading type is how the assignment score will display in the Gradebook. For example, let's say you have an assignment that is worth 10 points and you choose to display the grade as a percentage. A student who receives 8/10 points on the assignment will show as 80 in the Gradebook. If using a letter grade, learn how to create a grading scheme and apply a grading scheme to your assignment.

### Select Submission Type

In the Submission Type drop-down menu, select the type of submission you want to accept for the assignment. By default, the submission type will be set to Online.

![Submission Type drop-down menu](image)
• **No Submission** is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, or when you want to create an assignment that involves multiple scores.

• **Online** is when you want students to submit their assignments using Canvas. There are four online submission types to choose from.
  - You can allow text entry
  - You can allow website URLs
  - You can allow media recordings (audio or video)
  - You can allow File Uploads
    ▪ If you allow file uploads, you can click the **Restrict Upload File Types** checkbox [2] and manually enter a list of accepted extensions in the **Allowed File Extensions** [3] field.

• **On Paper** is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.

• **External Tool** is when you want students to submit their assignments using an external app (LTI) enabled for your course.

**Note:** Submission Type does not apply to Not Graded assignments.

**Note:** No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.
Edit Due and Availability Dates

By default, Canvas will set your assignment dates for everyone in your course [1]. Set a due date for the assignment in the Due Date field [2]. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary. You also have the option to add availability date fields [3].

Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Add Due Date

If you have sections in your course and want to create differentiated assignments by section, you can use the drop-down menus to choose a specific section [1] and the due date for that section [2]. You can create additional sections by clicking the Add Due Date button [3]. Once you have exhausted all your sections, the Due Date button will disappear.

Update Assignment

If you want to notify users about any future assignment changes, click the Notify users that this content has changed checkbox [1]. Click the Update Assignment button [2] to save your changes.
Publish Assignment

If your assignment is unpublished, you will need to click the Publish button to make the assignment visible to students. If you don’t want to Publish the assignment right now, or if you think you may edit the assignment, you can always publish the assignment at another time.

Note: If your assignment was already published prior to making edits, you will not need to re-publish the assignment.

How do I edit the name, points or due date of an Assignment?

You can quickly edit the Name, Points, or Due Date of an Assignment by using the Edit icon.

Open Assignments

Click the Assignments link.

Edit the Assignment

Click the Settings icon [1] then click Edit.

To change the name, due date, or Points, make the changes and click Save. If you would like to change other features, click on the More Options button.

Note: Make sure you Save or Update your changes for them to take place.
How do I delete an Assignment?

Assignments can be deleted from the Assignments page.

Open Assignments

Click the Assignments link.

Choose Assignment to Delete

Click the Settings icon [1] next to the assignment you want to delete. Click Delete from the drop-down menu.

Delete Assignment

Click the OK button to delete the assignment.

Note: Make sure you are deleting the correct Assignment. Canvas will allow you to delete an assignment even after there have been submissions and grades assigned to the Assignment.
How do I create a Rubric?

A course-level Rubric will only be housed in your course. However, if you want to give others access to your Rubric, you may want to create an account-level Rubric.

Open Outcomes

In Course Navigation, click the Outcomes link.

Note: Outcomes may be greyed out, but you are still able to click on it.

Click Manage Rubrics

Click the Manage Rubrics button.

Add Rubric

Click the Add Rubric button.

Edit Rubric Title

Edit the rubric title by typing in the title field.

Edit Criterion Description

Click the Pencil icon next to the Criterion name to edit the Criterion description.
Edit Criterion Longer Description

Click the View Longer Description link to edit the criterion's longer description. A pop up window will appear in your browser where you can edit the longer description.

Edit Criterion Point Value

Edit the point value of a criterion by typing in the points field.

Add Rubric Ratings

To add a rubric rating, mouse over a cell wall and click the double-ended arrow to split a single cell into two [1]. Split cells on the row as often as necessary to create the desired number of ratings [2].
Edit Rubric Rating

Hover over the rubric rating you wish to edit. Click the Pencil icon [1] to edit the rubric rating. Click the Trash icon [2] to delete the rubric rating. Click the Plus icon [3] to add another rating.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct grammar</td>
<td>Full Marks 5 pts</td>
<td>Rating Description No Marks 0 pts</td>
</tr>
</tbody>
</table>

Delete Criterion

Click the X icon to delete the criterion.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct grammar</td>
<td>Full Marks 5 pts</td>
<td>Partial Marks 3 pts</td>
</tr>
</tbody>
</table>

Add Criterion

Click the Add Criterion link to add a new criterion to the rubric.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct grammar</td>
<td>Full Marks 5 pts</td>
<td>Partial Marks 3 pts</td>
</tr>
</tbody>
</table>

Create Rubric

Click the Create Rubric button.

View New Course Rubric

View the new rubric.
How do I add a Rubric to an Assignment?

You can add an existing rubric to your assignment.

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Select the assignment title to open the assignment.

Add Rubric

Click the Add Rubric button. It is located on the bottom left-hand side of the page.

Find a Rubric

Click the Find a Rubric link.
Select Rubric

Select the location of the rubric [1]. Select the rubric you want to use [2]. Click the **Use This Rubric** button [3].

Find a Rubric

View Rubric

When you have added your Rubric to your assignment, click on the Edit icon to verify a couple options.

Edit Rubric
- If you want to write free-form comments to students, select the I'll write free-form comments... checkbox.
- If you want to use the rubric for grading, select the Use this rubric for assignment grading checkbox.
- If you don't want students to see the score total for the rubric in their quiz results, select the Hide score total for assessment results checkbox. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric.

### Use Rubric for Grading

If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

Click the **Change button** [1] to return to your rubric and make adjustments. Otherwise, click the **Leave different** [2] button.

### Update Rubric

After checking the options for the rubric, click on the Update Rubric button on the lower right-hand corner of the page.
What are Grades and the 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.

Access Grades across all Courses
To see a Grade summary across all courses, click the Grades link in Global Navigation.

Access Grades in a Specific Course
In Course Navigation, click the Grades link.

View Gradebook
In the Gradebook, you can sort your Gradebook by all students or by section [1], which will populate the select student data [2] and assignment data [3]. You can also use the Settings drop-down menu to specify settings for the entire Gradebook [4].
View Student Information

The Gradebook will display the following student information:

1. **Student Name**: Student’s First and Last Name
2. **Secondary ID**: Student’s eID
3. **Notes**: Any notes you want to remember about a student
   - Students will not see anything in the Notes column.
   - This is off by default.

To View the Notes column, click on the Settings dropdown and select Show Notes Column.

View Assignments

Each column in the Gradebook represents an assignment. Each column displays the assignment title, total points, and each student's grade. Icons and colors represent assignments and submission statuses within Canvas. You can sort, resize, and reorder any assignment column.

Adding Columns

Assignment columns are automatically added every time you create Assignments, graded Discussions, and graded Quizzes and Surveys. You can also manually add a column by downloading the Gradebook CSV file, adding a new column, giving the column a title, and uploading the CSV file.
How do I sort my Gradebook?

You can sort the Gradebook by assignment due dates, student names, secondary id, total scores, individual assignment, and if you have assignment groups set up, you can sort the total scores by assignment groups. You can also resize and rearrange the columns in the Gradebook.

**Note:** These settings will hold unless you change browsers. Also, the changes you make will not change the way students see their grades. Students grades all always sorted by due date, and then alphabetically if no due date is provided.

Open Gradebook Settings

Click on the Settings icon.

Click the **Arrange columns by due date** link to arrange the columns in the Gradebook by due dates.

Sort by Student Name

Click on the **Student Name** column title to sort students in ascending or descending order by last name.

**Note:** If you have a Test Student in your course, they will always appear at the bottom of the gradebook.

Sort by Individual Assignment

Click the **Assignment** column title [1] to sort assignment scores in ascending or descending order, indicated by the blue arrow.

Students with incomplete submissions (no submission or no assigned score) will always sort to the bottom [2].
Rearrange Columns

Hover your cursor over the column header you want to move until you see the hand cursor, then drag and drop the column where you want it [1].

![Rearrange Columns](image)

**Note:** This will not change the student’s view of their grades. Students grades all always sorted by due date, and then alphabetically if no due date is provided.

**Note:** If you rearrange columns in the Gradebook, they will stay in the order you arranged them until you switch browsers or re-arrange them.

Resize Columns

Hover your cursor over between columns until you see the resize cursor [1] and then you can change the size of the columns. You can hide a column by dragging the cursor so that the column becomes smaller and disappears [2]. You can make a column reappear by dragging the cursor back out.

![Resize Columns](image)

**Note:** If you resize columns in the Gradebook, they will stay the size you set them until you switch browsers or resize them.
How do I move the Total column in the Gradebook?

You can move the Total column to the front of the Gradebook to quickly see an overview of student progress in your course.

**Note:** Moving the Total column to the front is persistent according to browser. It will stay in front until you switch browsers or move it back to the end.

## Find Total Column in the Gradebook

Access the Gradebook for your course and scroll to the Total column. Hover your cursor over the column header until the blue toggle arrow appears.

### Move to front

Click the blue toggle arrow and select the **Move to front** menu option.

### View Total Column

View the Total column in front of the Gradebook.

### Move to end

You can move the Total column back to the end of the Gradebook at any time by clicking the blue toggle arrow in the Total column and selecting **Move to end**.
How do I view my students' total grades as a point value?

You can switch your students' total grades from a percentage to a point value in the Gradebook.

Note: This feature is available only if you use unweighted assignment groups in your course.

Find Total Column in the Gradebook

Access the Gradebook for your course and scroll to the Total column. Hover your cursor over the column header until the blue toggle arrow appears.

Switch to Points

Click the blue toggle arrow and select the Switch to points menu option.

Canvas will confirm you want to switch to points. If you do not want to see this warning message for your course again, click the Don't show...checkbox [1].

Click the Continue button [2].

Student View

If you switch to points in the Gradebook, students will also see their total grade in points [1]. You can use your mouse to hover over the total grade to show the percentage. However, Assignment groups will still be shown as percentages for instructors and students [2]. You can use your mouse to hover over the assignment group percentages to show the point totals [3].
How do I hide and filter students in the Gradebook?

You can hide and filter students in the Gradebook. Filtering your Gradebook can allow you to quickly find students to enter or edit their grades. Hiding student names is an optional feature that lets instructors choose to remove bias in grading and does not guarantee that all assignments will be graded anonymously.

Hide Student Names

You might want to hide the names of your students during grading to help eliminate bias.

Click the Settings icon [1] and select the Hide Student Names option [2].

**Note**: You can also hide names in the SpeedGrader™.

View Hidden Names

After choosing the Hide Student Names options, you will only see Student in your gradebook.

Show Student Names

To view student names, click the Show Student Names option in the drop-down menu.

Filter By Student Name

You can filter the gradebook by typing a name into the text field at the top of the gradebook. Once you type the student's name or eID in the text field, only that student's grades will be shown.
What do the icons and colors in the Gradebook represent?

There are different icons and colors in the new Gradebook. Depending on how you grade assignments (manually or otherwise), you will see different icons or colors. For more information on grading assignments, please visit the Assignments and Grades chapters in the Canvas Guides.

Submission Type Icons

The following icons represent different assignment functions in the Gradebook:

1. **Discussion Icon**: Graded discussion submitted, but not graded
2. **Document Icon**: File upload submitted, not graded
3. **Filmstrip Icon**: Media recording submitted, not graded
4. **Text Icon**: Text entry submitted, not graded
5. **Link Icon**: Website URL submitted, not graded
6. **Muted Icon**: Assignment muted
7. **Quiz icon**: Quiz submitted, not graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned)

Colors

There are different colors with various meanings in the Gradebook. Here you can see what each color represents:

1. **Yellow Shading**: Resubmitted assignment after it has been graded.
2. **Pink Shading**: Late submission
3. **Gray Lined Shading**: Dropped grade
Grading Types

Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:

1. **Dash**: No submission
2. **Number**: Points grade
3. **Checkmark Icon**: Complete grade
4. **X Icon**: Incomplete grade
5. **Letter**: Letter grade (see also Course Grading Schemes or Account Grading Schemes)
6. **Percentage**: Percentage grade
7. **GPA**: GPA scale

What is a Muted Assignment?

By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as "muted". A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted.

Notes:

- If you make changes to a muted assignment, the overall score as you see it will be affected. However, the overall grade in the student view will not be affected. Once you unmute the assignment, the overall grade in the student view will update accordingly.
- If you unmute an assignment with varied due dates, all students will receive score results at the same time.
- Students can still see and submit a muted assignment. Only the grade will be hidden.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.
Open Assignment Drop-down Menu

Hover over the name of the assignment. Look for the blue drop-down menu to appear.

Mute Assignment

Click the drop-down menu and click the Mute Assignment link.

Confirm Mute Assignment

Click the Mute Assignment button. Students will be unable to view their grades, including grade and score changes, submission comments, and curved assignments for the assignment.

View Mute Assignment

View the muted assignment icon in the Gradebook.

Student View: Muted Assignment

View the Mute icon next to the assignment title. A popup dialog informs the student that the Instructor is working on the grades for that assignment.

http://guides.instructure.com/
January 2015
Unmute Assignment

To unmute the assignment, click the drop-down menu and click the Unmute Assignment link.

Confirm Unmute Assignment

Click the Unmute Assignment button to unmute the assignment. Students will now be able to see their grades and feedback.

Note: Students will not be able to see their grades, comments, etc. until the assignment is Unmuted. Make sure you unmute any assignment you have muted when you want the students to see their grades.

Can a student resubmit any Assignment?

Students always have the option to resubmit their assignments. As an instructor, you can decide how to handle Assignment resubmissions.

You do have the option to set availability dates for each Assignment. Availability dates can restrict the dates that an assignment can be submitted.

All Assignment submissions can be viewed in SpeedGrader™.

Student View for Resubmit Assignment

Students will see a Re-submit Assignment link in the Sidebar below the Assignment submission details.
View Assignment (Student View)

Use Student View to see what your students see.

Click the **Settings** link on the left hand navigation.

Click the **Student View** button on the upper right corner of the screen.

On the left navigation, click on the Assignments link.

Click on an assignment name to see the assignment.

Leave Student View

To Leave Student View, click on the Leave Student view button in the lower right corner of the screen.
How do I enter and edit scores in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. However, if you want to enter or edit scores in the Gradebook, follow these steps.

**Locate Student Score**

Click the assignment cell located in the row of the student whose score you want to enter.

**Enter New Score**

Type or use the arrows to enter the new score in the cell and press Enter or use your up and down arrows. The new scores are saved automatically.

How do I evaluate assignments in SpeedGrader™?

The SpeedGrader™ allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some 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.

You can access SpeedGrader through:
- The Gradebook
- Assignments
- Quizzes
- Graded Discussions

**View SpeedGrader**

You can use SpeedGrader™ to:
- Sort submissions by student and hide student names for anonymous grading
- Evaluate assignments for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
For each student, SpeedGrader™ has five areas:

1. View student submissions. Preview .doc, .docx, .ppt, .pptx, and .pdf submissions using Crocodoc; review other file format submissions using Scribd or Google Preview

2. Assign a grade based on your preferred assessment method (points or percentage)

3. View Rubric to assist with grading (if one is added to the assignment)

4. View discussions created by you or the student about the assignment

5. Create text, video, and/or audio commentary for the student

6. View Assignment Indicators

For easy identification, each student is identified with an assignment submission status next to his or her name:

1. **Green Checkmark:** Indicates the assignment has been graded

2. **Orange Dot:** Indicates the assignment has not been graded or has been re-submitted

3. **Greyed Out Name:** Indicates the assignment has not been submitted
Sort Student List

Click the drop-down arrow to display the list of students in the course.

By default, the students are listed alphabetically. If you would like to change the way the students are listed, or to hide the student names, click on the Settings icon in the upper right side of the window.

From the SpeedGrader Options window, you can change the way the students are sorted within SpeedGrader, and you may also choose to hide the student names while you are using SpeedGrader. If you choose to hide the student names, all names will change to Student 1, Student 2, etc.

Note: Any changes you make will hold true for all occurrences of SpeedGrader until you change them.

Evaluate Individual Assignments

SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. View the student's assignment in the main body of SpeedGrader.

When you open SpeedGrader™ for a particular assignment, you will see

1. Each individual submission, along with the date and time that it was submitted
2. A red notification if the assignment was submitted after the due date
If a student has submitted more than one assignment, the submission view will include a drop-down menu [1] where you can view prior submissions.

By default, the date of the most recent assignment will always be shown first. Canvas will warn you if you are not viewing the most recent submission [2].

### Assign a Grade

1. To submit a grade for the student's assignment, Enter the grade in the **grade** field.
2. If a Rubric is attached to the assignment, you can click the **View Rubric** button to evaluate the assignment.

### Provide Feedback

If you would like to submit a comment on the evaluated assignment, type in the **Add a Comment** field [1]. You can also attach a file or a media comment by clicking one of the **media** icons [2]. When you are ready to submit your comment, click the **Submit Comment** button [3].

You can view any existing comments from the student, as well as new comments you post on the assignment, in the **Discussions** area [4]. Comments on assignments will also appear as a new thread in Conversations.
Crocodoc Tools

To provide comments on the actual submitted assignment, you can use Crocodoc. Crocodoc can be used to mark up .pdf, .doc/.docx, and .ppt/.pptx. assignments directly in SpeedGrader (.xls/.xlsx files are currently in Crocodoc beta testing)

1. **Magnifying Glass icon** - allows you to zoom in and out on the submission.
2. **Comment icon** - allows you to add comments on the submission.
3. **Download icon** - downloads the submission file and/or the annotated submission file.
4. **Page arrow** - advance through the submission to find the page you want to annotate

Select Comment Type

From the Comment tool menu, you can leave comments as a

1. **Point Comment** – allows you to make a comment about a specific point on the document.
2. **Area Comment** – allows you to select an area on the document to provide a comment
3. **Text Comment** – allows you to select specific text on the document and provide a comment.

Note: Any comments or editing that you do on the document will be saved and seen by the student

Delete a Comment

To delete a comment, navigate to the comment in the comment section of the document. As you mouse moves over the comment, you will see a delete icon. Click on that icon to delete the comment.

The Draw Tool

The Draw tool lets you make free-hand annotations. You can choose from four different colors.

Click Complete when you are finished marking the submission. Click Cancel if you need to start over.

Click the annotation and press delete or backspace to delete the annotation.
Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

The Highlight Tool

The Highlight tool lets you select text to highlight. Click, drag, and release your cursor to highlight text.

Click the highlight marking and press delete or backspace to delete the highlight annotation. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

The Text Tool

The Text tool lets you add text directly on the submission. You can choose different colors and font sizes.

Click the text box and press delete or backspace to delete the text box. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

The Strikeout Text Tool

The Strikeout tool lets you click, drag, and release your cursor to strikeout text.

After you have made your selection, the Text tool will appear so you can leave a comment if you would like.

Click the strikeout annotation and press delete or backspace to delete the strikeout. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

View Assignment for Next Student

When you are finished grading an assignment, you can view the next student's submission by clicking the arrow button next to the student list.
How do you grade using Rubrics?

If you have rubrics set up for an assignment, you can use the Rubric within SpeedGrader to quickly help you grade.

Open SpeedGrader™

Click the SpeedGrader™ button

View Rubric

If you have a rubric associated with the assignment, click the View Rubric button.

Note: You will have to assign a rubric when you create the assignment.

Grade Work Using Rubrics

Grade student work using the rubric. You can also add comments by clicking on the speech bubble icon. Click the Save button when you finished grading the student. You can also grade student work with free-form comments in a rubric.

Regrading Assignments

If you have already graded an assignment that a student has resubmitted, you have the option of using the same grade for the resubmission without doing any additional work. To apply the same grade to the new assignment, click the Use this same grade for the resubmission link.
How do I give my students extra credit?

You can give students extra credit in Canvas using several options.

Note: If you are weighing your assignment groups, please pay attention to how weighted groups can affect the Gradebook if assignments are worth zero points.

Create a New Assignment with No Submission

Most Instructors require an online or paper submission for assignment submissions, but you can also select the option for no submission. No submission assignments work well for classroom duties, such as moderating a discussion or for in-class presentations.

Create a new assignment with zero points possible [1] and in the Submission type drop-down field, choose No Submission [2].

After students complete the work, manually add points in the Gradebook.

Create an Assignment Group called Extra Credit

If you are using unweighted totals in your course, you can create a new Assignment Group. From the Assignments navigation, click on the +Group button and name the new Group Extra Credit.

After creating the Assignment Group, create a new assignment, as shown above, with zero points possible and in the Submission type drop-down field, choose No Submission.
How do I set a default grade for an Assignment?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. This will allow you to input scores for students who do not have scores or to overwrite already entered scores. This works really well to give every student the same amount of points for Extra Credit, or for giving all students who didn’t complete an assignment a 0.

Open Grades

In Course Navigation, click the Grades link.

Open Assignment Drop-down Menu

Hover over the assignment title and click the drop-down menu.

Set Default Grade

Click the Set Default Grade link.

Create Default Grades

Type the default grade in the text box [1]. If you would like to overwrite existing grades for the assignment, select the Overwrite already-entered grades checkbox [2]. Click the Set Default Grade button [3].
Verify Default Grades

Click the OK button to view the new default grades.

View New Grades

Default grades are automatically entered for all students who do not have a grade. Grades can be changed by clicking the default grade and typing in an updated score.

How do I download scores from the Gradebook?

You can download scores from the Gradebook as a .csv file.

Notes:
- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- The Total Score displayed in the Gradebook reflects each student's score at the time of viewing, taking into account whether the teacher has chosen to have ungraded assignments treated as zero, muted certain assignments assignment due dates, etc. Therefore, the CSV download includes read-only columns for current and final score. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.

Open Gradebook Settings

Click the Settings icon.
Download Scores

Click the Download Scores (.csv) link to download an editable Microsoft Excel file.

Edit Scores

You can edit the scores in Microsoft Excel. Make sure to save the file as a .csv file type.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student</td>
<td>ID</td>
<td>SIS User ID</td>
<td>SIS Login ID</td>
<td>Section</td>
<td>Introduce Yo Assignment</td>
</tr>
<tr>
<td>2</td>
<td>Muted assignments do not impact Current and Final score columns</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Points Possible</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Boone, Emily</td>
<td>636955</td>
<td>luna.lovegood</td>
<td>Document</td>
<td>3</td>
<td>8.5</td>
</tr>
<tr>
<td>5</td>
<td>Griffith, Opie</td>
<td>2326619</td>
<td>1234567</td>
<td>opie.griffith:</td>
<td>Document</td>
<td>3</td>
</tr>
</tbody>
</table>

The following columns must be in your saved .csv file for it to upload into Canvas.

- Student
- ID
- SIS User ID
- SIS Login ID
- Section

How do I upload changes to the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook.

If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file does not currently support entries for assignments set to display grades as complete/incomplete.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
**View Example CSV File**

For new files, save the file as Grades-Course_Name.csv. For downloaded Gradebook CSV files, do not change the file name.

**Required columns**
- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)

**Optional columns**
- Current Score
- Final Score

**Open Gradebook Settings**

Click the **Settings** icon.

**Upload Scores**

Click the **Upload Scores (from .csv)** link.

**Choose File**

Click the **Choose File** to browse for your .csv file. Make sure the file is saved as Grades-Course_Name.csv.

Click the .csv file containing the grades [1] and click the **Open** button [2] to upload the grades.
Upload Data

Click the Upload Data button to upload the .csv file.

Upload New Data

If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the A new assignment option [1]. Then assign the number of points possible [2]. Click the Continue button [3].

Canvas will create the new assignment with the following features:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Review Changes

Review the changes made to your Gradebook.

There will be a sentence at the bottom of the page if you upload assignments with no grade changes that reads,

"Note: You uploaded some assignments that had no grade changes detected. They have been hidden."

Save Changes

Click the Save Changes button to update grades.

Note: You may have to scroll to the very bottom of the page to see the Save Changes button.
How do I send a message to my students from the Gradebook?

Sending a message to multiple students regarding an assignment can be accomplished by following the steps below.

Open Assignment Drop-down Menu

Hover over the assignment title and click the drop-down menu.

Message Students

Click the Message Students Who... link to create and send a message.

Select Message Recipients

Select whom you want to send the message to by clicking the drop-down menu and selecting the type of recipients you want to message.
Create Message

Based on real-time data, Canvas will show the names of the students who fall in the category you selected [1]. Type a message to the students in the message field [2]. Click the Send Message button to immediately send the message [3].
How do I view grading history in the Gradebook?
Grading history allows you to see who graded each assignment and revert scores for students.

Open Grades
Click the Grades link.

Choose Grading History
Click the Settings icon and select View Grading History.

View Grading History
Find the assignment you want to view the grading history for. Once you click the assignment, it will expand and you can revert the grade for student submissions.

Revert Grade
Click Revert to this grade while hovering over the assignment grade for the student.

View Reverted Grade
Once you revert a grade, it will show in the Current column and the grade will change in the Gradebook. To collapse the changes, click the assignment title.
How do I weight the final grade based on Assignment Groups?

You can only weight final grades based on the Assignment Groups weights.

Open Assignments

In Course Navigation, click the Assignments link.

Assignments Settings

Click the Settings icon at the top of the Assignments Index Page to open the assignments settings.

Weight Final Grade

Click the Weight final grade based on assignment groups checkbox.
Set Weights

Enter the percentage weights for each of the different Assignment Groups you created. The percentage weights you specify here will determine how Canvas calculates the final grade for your course. These percentages can be changed at any time and students will be notified when any changes are made. The weights will show up in the Gradebook for both students and instructors.

Click the Save button when you are finished.

Note: Canvas will allow for the total to be over 100%. Make sure you total adds up to 100% before clicking the Save button.

Extra Credit and Weighted Assignment Groups

When assignment groups are weighted, Canvas will not calculate grades for an entire group that has no points possible. Therefore, for extra credit assignments to calculate correctly in weighted groups, they must be housed within an existing assignment group that has at least one assignment worth more than zero points. In this example, the extra credit assignment is housed within an assignment group with multiple assignments worth more than zero points [1]. Notice how the assignment groups are weighted [2].

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.
Errors with Weighted Assignment Group

If you create your extra credit assignments with zero points within their own assignment group, but you decide to weigh your assignment groups, your extra credit assignments will not calculate correctly within Canvas. Canvas cannot calculate assignment groups where there are no points possible. For example, if the student has 12 points of 0 points possible, Canvas can't determine the impact to the overall grade because 12 cannot be divided by 0.

An error will appear in the total grade column, as well as next to the affected assignment(s). In this example, the two extra credit assignments (both with zero possible points) have been placed in an assignment group called Extra Credit. However, the assignment group has been weighted. The warning notification indicates that the score does not include Extra Credit (as an assignment group) because the entire group has no points possible. In this situation, the assignments will have to be moved to another assignment group, or you will need to include an assignment within the Extra Credit assignment group that has at least 1 point possible.
How do I create a grading scheme for my course?

If you would like to use a grading scheme other than the scheme that your institution has created on the account level, you can create a new grading scheme for your course.

Open Settings

Click the **Settings** link on the left hand navigation.

Edit Course Details

Click the **Edit Course Details** button.

Set Grading Scheme

Click the **set grading scheme** link. A popup window will appear in your browser.

Edit Existing Grading Scheme

Click on the edit icon on the upper right corner of the window.

Create a title in the Scheme Name field [1]. For each line item, edit the grading scheme name in the name field [2]. Edit the minimum end of each individual range in the To [Number] % field [3].
If you need to add ranges, place your cursor over a range checkbox and click the Insert Here link [1] when it appears. You can remove individual ranges by clicking the remove icon [2]. When you are finished editing your grading scheme, click the Save button.

Create New Grading Scheme

To create a new Grading scheme, click the manage grading schemes button on the bottom right of the Grading Scheme window.

Canvas will display all Grading schemes that are available within your course. To create a new scheme, click on the Add Grading Scheme button.

Your new grading scheme will appear underneath any previously used grading schemes. Add in a new Scheme Name and make any adjustments to the scheme. Make sure to click the Save button when you are finished.
How do I enable a new grading scheme?

You can enable an existing grading scheme for your course by editing your Course Settings.

Notes:
- In a course export, the enabled course grading scheme is copied as the default grading scheme.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level. If you have permission to manage grading schemes, note that modifying the account scheme in your course will also modify it for the entire institution.

Open Settings

Click the **Settings** link on the left hand navigation.

Edit Course Details

Click the **Edit Course Details** button.

Set Grading Scheme

Click the **set grading scheme** link. A popup window will appear in your browser.

Find Existing Grading Scheme

Canvas will show you the current grading scheme enabled by your institution, if any [1]. If you want to select another grading scheme, click the **Select Another Scheme** link [2].
Select Grading Scheme

To view a grading standard, click the title of the grading scheme.

At the bottom of the grading scheme, click the **Use This Grading Standard** button.

Confirm Grading Scheme

View your enabled grading scheme. Click the **Done** button.

**Note:** Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level. If you have permission to manage grading schemes, note that modifying the account scheme in your course will also modify it for the entire institution.
Update Course Details

To save your new grading scheme, click on the Update Course Details button.

Notes about Grading Schemes:

- Grading schemes only support two decimal places.
- The only scores allowed in the Gradebook are those defined in the grading scheme.
- Gradebook entries that are not specifically defined in the grading scheme display a dash.

Course Grading Schemes

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 View

When grading schemes are enabled, students only see percentages in their overall total grades (unless it is changed to points in the Gradebook).
## Assignment Grading Schemes

Grading schemes can be used within a course when choosing to display grades as a letter grade or a GPA scale. However, grading schemes do not apply to Assignment Group columns in the Gradebook. Learn how to enable an assignment grading scheme.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Notes</th>
<th>Unit 1 Assignment Out of 25</th>
<th>Unit 1 Quiz Out of 19</th>
<th>Unit 2 Assignment Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>emily.boone.canvas...</td>
<td></td>
<td>A</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>jessica.doe.canvas...</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>max.johnson.canvas...</td>
<td></td>
<td>B-</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.canvas...</td>
<td></td>
<td>A</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Joe Rodgers</td>
<td>captain.america.ca...</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>nora.sanderson.ca...</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>jane.smith.canvas...</td>
<td></td>
<td>A</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>
CSU Canvas Help Resources
Fall 2014

CSU Canvas Help Web Site:
http://help.canvas.colostate.edu

Canvas Online Help Guides
http://guides.instructure.com/

Canvas Video Guides
http://guides.instructure.com/m/4210

College Canvas Coordinators:
http://help.ramct.colostate.edu/instructor-support.aspx

Central CSU Canvas Support:
canvassupport@colostate.edu

Assignment Creation (Video)
http://guides.instructure.com/m/4210/l/40767-assignment-creation-video