

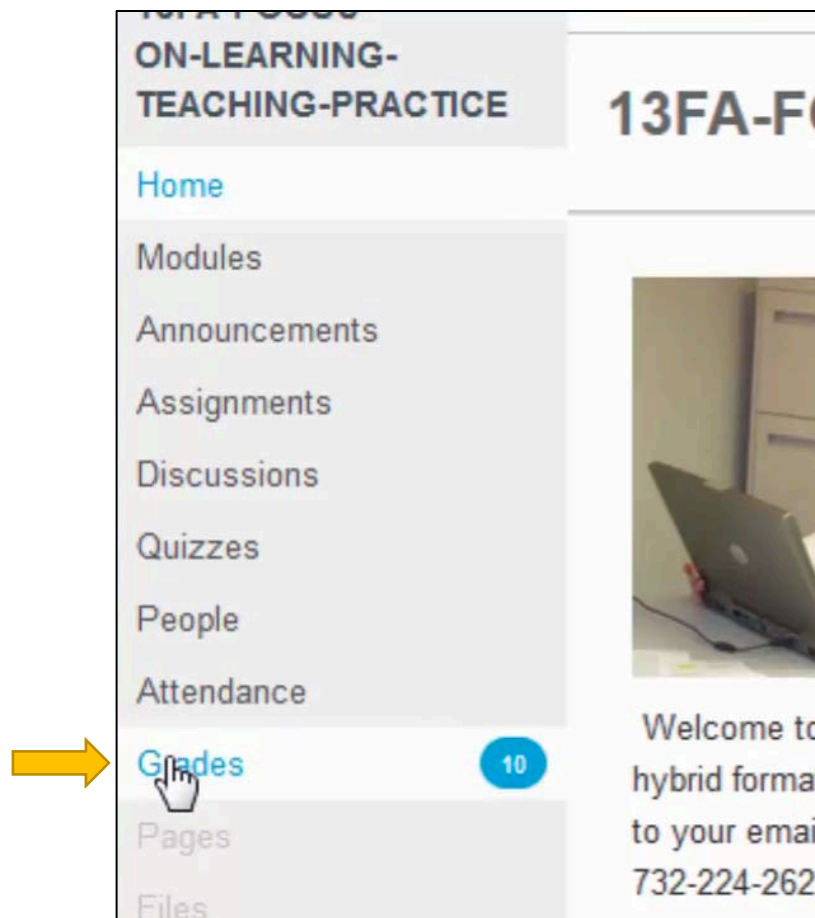
Canvas Tips for Faculty

Gradebook

The use of Canvas' Speed Grader for entering grades has been discussed. You can use the Grades screen to view grades, to manually enter grades, or to view automatically generated grades from quizzes.

| Filter by student name or secondary ID | | Import | Export | | | |
|--|--------------|--------------|------------------------------------|-----------------------------------|--|---|
| Student Name | Secondary ID | Live Lear... | Bloom's Taxonomy Quiz Out of 10 | Quality Matters Quiz Out of 10 | Proper Use of Assessments Quiz Out of 5 | Teaching Online Certification Test Out of 20 |
| Arthur Anton | aanton | | 8 | 8.67 | 4 | 15.83 |
| Ann Bedeau | abedeau | | 6 | 9.33 | 3.33 | 17.5 |
| Bonnie Brown | bbrown | | 8 | 9.33 | 4 | 15.83 |
| Christine Bryant | cbryant | | 8 | 9.33 | 3.33 | 14.83 |
| Amanda Chimento | achimento | | 10 | 10 | 5 | 19.67 |
| Juliette Goulet | | | | | | |

To access the Canvas Gradebook, click Grades in the left hand navigation.



Here are four quizzes in a row. These grades were generated automatically.

| | Bloom's Taxonomy Quiz Out of 10 | Quality Matters Quiz Out of 10 | Proper Use of Assessments Quiz Out of 5 | Teaching Online Certification Test Out of 20 |
|--|------------------------------------|-----------------------------------|--|---|
| | 8 | 8.67 | 4 | 15.83 |
| | 6 | 9.33 | 3.33 | 17.5 |
| | 8 | 9.33 | 4 | 15.83 |
| | 8 | 9.33 | 3.33 | 14.83 |
| | 10 | 10 | 5 | 19.67 |
| | 10 | 6.67 | 5 | 17.83 |
| | 8 | 9.33 | 3 | 7.83 |
| | 10 | 10 | 3.33 | 9.5 |
| | 10 | 10 | 4 | 7.83 |
| | 8 | 10 | 3 | 6.17 |

Notice that some of the entries are highlighted in pink. This indicates that the item was completed, but was submitted late.

| | |
|------|---------------------------------|
| 3 | 6.17 |
| 5 | 7.83 |
| 5 | 6.83 |
| 4.67 | 18.5 |
| - | Submitted late, Quiz Submission |
| 5 | 9.5 |
| 3 | 7.5 |

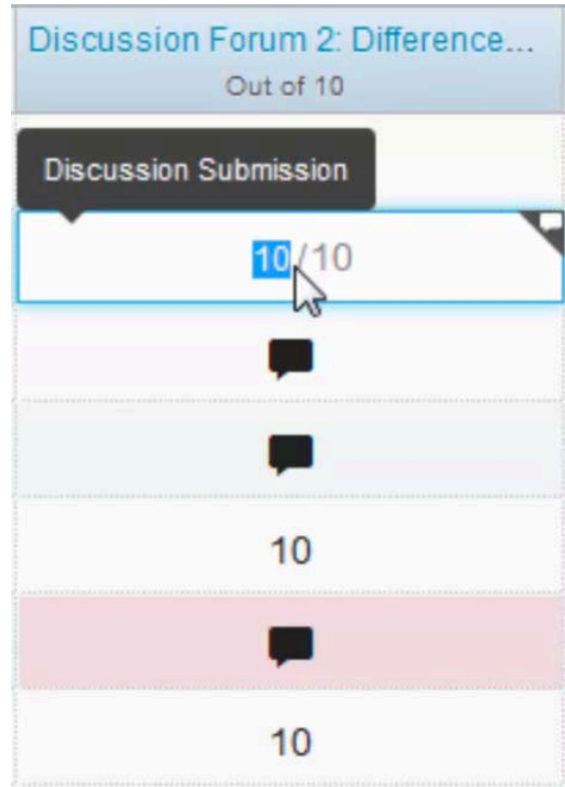
You can manually enter grades as well. A dash in a cell indicates that an item is not graded. Click on the cell and enter a value. Pressing **Enter** on your keyboard or clicking outside of the cell saves the grade, there is no Save button.

Ways of Life
Out of 10

| |
|-----|
| /10 |
| - |
| - |
| - |
| - |

You can also change existing grades by clicking in the appropriate field(cell).

This applies to grades entered manually or automatically.



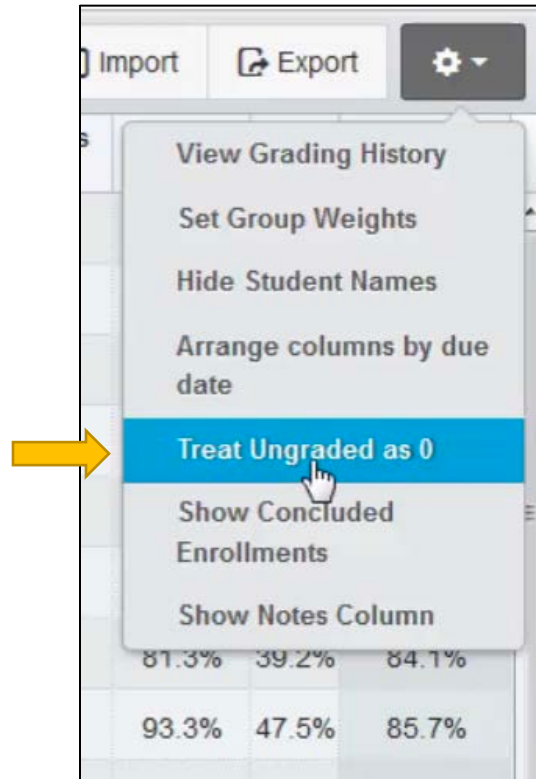
On the right hand side of the screen, you will see the totals. In this example, there were four Assignment Groups. We can see the value of each Assignment Group, each student's average for the Assignment Group, and each student's Total average.

| | Assignments 40.00% of grade | Discussion Forums 20.00% of grade | Quizzes 20.00% of grade | Test 20.00% of grade | Total |
|--|--------------------------------|--------------------------------------|----------------------------|-------------------------|-------|
| | 100% | 97.5% | 82.7% | 79.2% | 91.9% |
| | 58.2% | 82.5% | 74.7% | 87.5% | 72.2% |
| | 98.2% | 100% | 85.3% | 79.2% | 92.2% |
| | 55% | 50% | 82.7% | 74.2% | 63.4% |
| | 100% | 87.5% | 100% | 98.3% | 97.2% |
| | 10% | 83.3% | 86.7% | 89.2% | 55.8% |
| | 100% | 100% | 81.3% | 39.2% | 84.1% |
| | 100% | 87.5% | 93.3% | 47.5% | 85.7% |
| | 65% | 83.3% | 96% | 39.2% | 69.7% |
| | 100% | 87.5% | 84% | 30.8% | 80.5% |
| | 45% | 95% | 100% | 39.2% | 64.8% |
| | 0% | 95% | 92% | 34.2% | 44.2% |

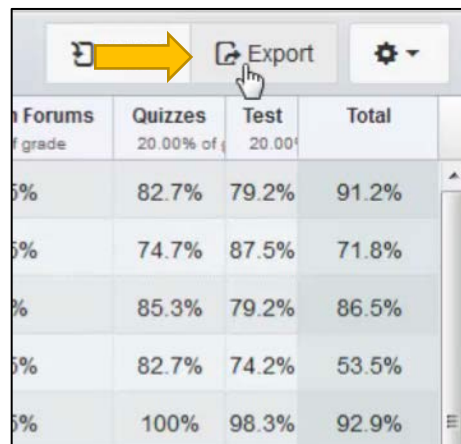
Canvas also provides the option to treat ungraded assignments as zero, or leaving them and not factoring them into the final grade.

Click on the gear icon at the upper right of the screen. Notice "Treat Ungraded as 0". By default this option is unchecked, so items not completed are not factored into the student's final grade.

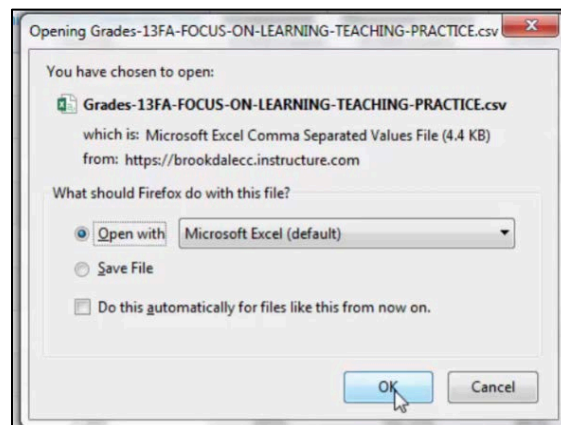
With "Treat Ungraded as 0" checked, some of the averages change.



Canvas gives you the ability to export your grades to a worksheet that can be opened in Excel.



Click the button labeled "Export" in the upper right of the window. A dialog box opens allowing you to save the file, or open it in Excel or another application that can read .csv files.



You will have to resize the columns in order to properly read the header names. It is a good practice to save a copy of your grades at the end of each term.

| Student ID | SIS User ID | SIS Login | Section | Course De | Course De | Course De | Course De | Course De | Course De | Course De | Course De | New Assign | arline (51: Ways of Li | Discussion Disc |
|-----------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------------------|-----------------|
| Points Possible | | | | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | 2 | 10 | 10 |
| Anton, Ar | 4187239 | 532837 | aanton | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | 10 | 10 |
| Bedeau, A | 4187295 | 527904 | abedeau | 13FA-FOC | 10 | 10 | 15 | 10 | 10 | 0 | 0 | | 9 | 5 |
| Brown, Bc | 4187373 | 352590 | bbrown | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | 8 | 10 |
| Bryant, Ch | 4840124 | 330360 | cbryant | 13FA-FOC | 10 | 10 | 15 | 0 | 0 | 20 | 0 | | | 5 |
| Chimento | 4846863 | 421317 | achimento | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | | 5 |
| Goulet, Ju | 4605786 | 585756 | ggoulet | 13FA-FOC | 10 | 0 | 0 | 0 | 0 | 0 | 0 | | | 5 |
| Halat, Mic | 4841465 | 42038 | mhalat | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | | 10 |
| Kenmuir, | 4859117 | 593609 | gkenmuir | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | | 5 |
| Kimble, Si | 4187999 | 294912 | skimble | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 0 | 0 | | | 5 |
| Marousis- | 4859242 | 447247 | jmarousis | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | | 5 |
| Muscio, C | 4253665 | 585432 | cmuscio | 13FA-FOC | 10 | 10 | 15 | 10 | 0 | 0 | 0 | | | 10 |
| Ruth, Laur | 4188596 | 585246 | lruth | 13FA-FOC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 10 |
| Sesler, Sh | 4188658 | 6235 | ssesler | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | | 10 |
| Shaloum, | 4604719 | 111038 | jshaloum | 13FA-FOC | 10 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 |
| Vigil, Den | 4188846 | 2726 | dvigil | 13FA-FOC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 10 |
| Zanfini, M | 4253774 | 585430 | mzanfini | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 0 | 0 | | | 10 |
| Zuppe, Mi | 4188955 | 220446 | mzuppe | 13FA-FOC | 10 | 10 | 15 | 10 | 20 | 20 | 15 | | | 5 |