

Canvas Tips for Faculty

Set Gradebook to Display Points

By default, the Canvas Gradebook displays student grades as a percent value. However, it is possible to change the grade display to points rather than percent.

Student Name	Secondary ID	per Use of Assessments Quiz Out of 5	Teaching Online Certification Test Out of 20	Assignments	Discussion Forums	Quizzes	Test	Total
Arthur Anton	aanton	4	15.83	100%	100%	82.7%	79.2%	95.4%
Ann Bedeau	abedeau	3.33	17.5	55%	87.5%	74.7%	87.5%	68.2%
Bonnie Brown	bbrown	4	15.83	100%	100%	85.3%	79.2%	95.5%
Christine Bryant								

If you move your mouse pointer over the individual scores, you will see the points value. This exercise shows how to change the grade display to points.

Quizzes	Test	Total
82.7%	79.2%	126.17 / 185
74.7%	87.5%	68.2%
85.3%	79.2%	95.5%
82.7%	74.2%	61.6%

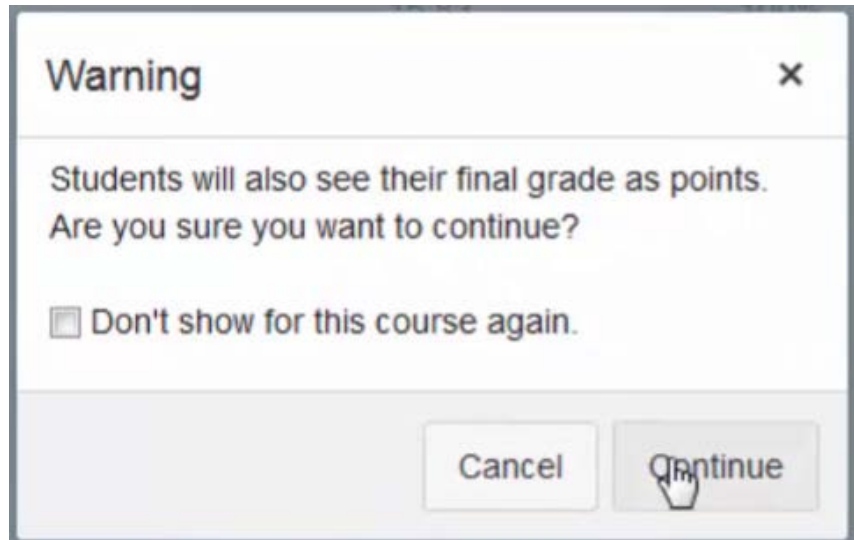
To do so, move your mouse pointer over the header of the Total column, and click on the circular blue button containing a white triangle. Select **Switch to Points** from the dropdown.

Quizzes	Test	Total
82.7%		
74.7%		
85.3%	79.2%	95.5%

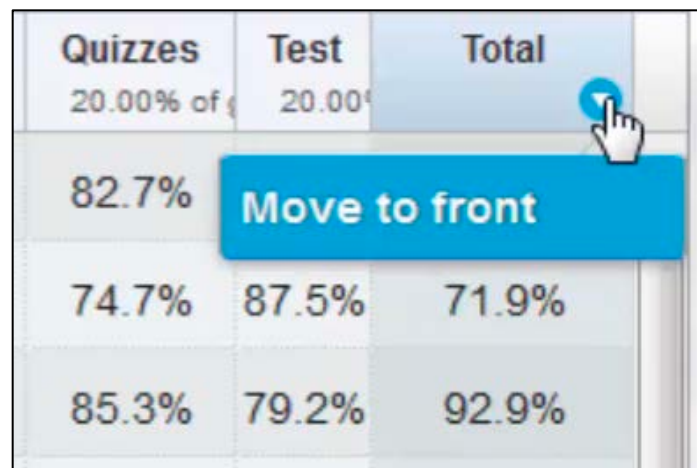
You will see a warning prompt telling you that students will also see their final grade as points.

Click **Continue**.

The final grades now show as points, not percent.



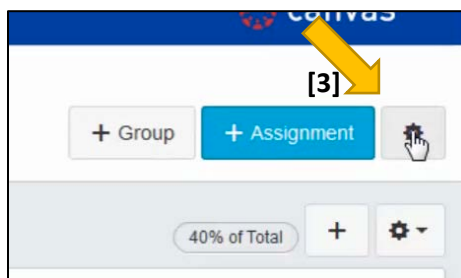
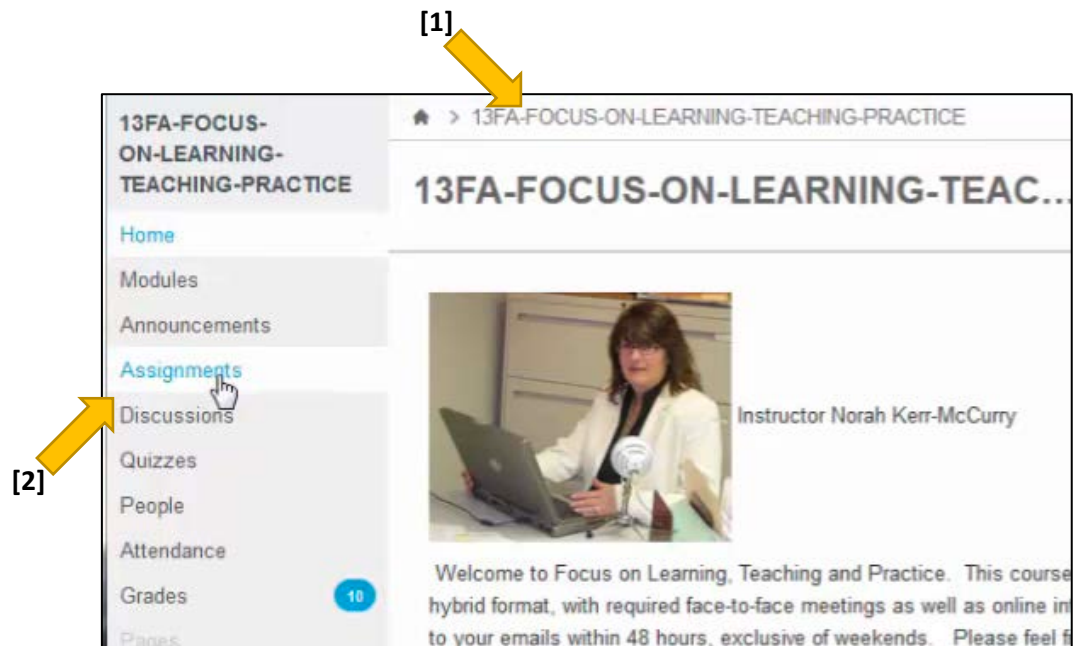
If you find that the procedure does not work for you (the **Switch to Points** option does not show in the dropdown), this may be because you are weighting your Assignment Groups. In order to switch to a points-based total view, you will have to turn off grade weighting by Assignment Groups, since you can not simultaneously grade by percentage and point values.



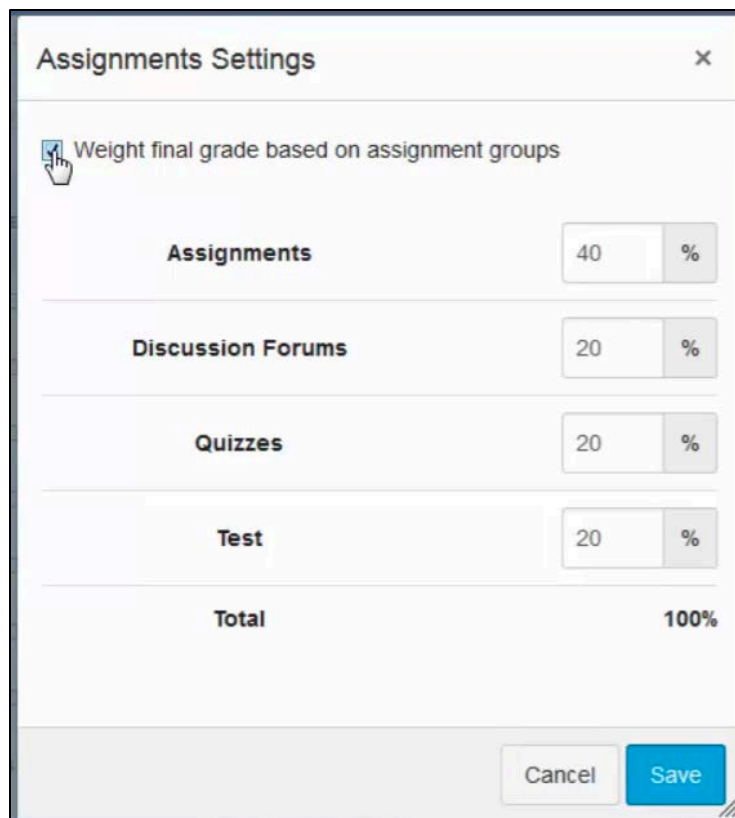
A table showing student grades for Quizzes, Test, and Total. A context menu is open over the 'Total' column header, showing a 'Move to front' option. A mouse cursor is pointing at the 'Move to front' option.

Quizzes	Test	Total
20.00% of	20.00%	
82.7%		
74.7%	87.5%	71.9%
85.3%	79.2%	92.9%

To do this, return to your **Course menu**[1], click **Assignments**[2] in the left hand navigation, then click the **Gear icon**[3] in the upper right corner of the screen.



Uncheck the box for the option **“Weight final grade based on assignment groups”**, then click **Save**.



Return to Grades in the left hand navigation. Click on the circular blue button containing a white triangle. You should now see **Switch to Points** in the dropdown.

When you choose, **Switch to Points**, you will see a warning prompt telling you that students will also see their final grade as points.

Click **Continue**.

