ASSIGNMENTS AND GRADEBOOK IN CANVAS

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STEP 1: Introduction

The Gradebook helps instructors easily view and enter grades for students.

Using the gradebook involves two different areas in your course, **Grades** and **Assignments**.

Grades is the course gradebook and Assignments is where you go to set-up your gradebook and view all assignments in your course.

Here are examples of two types of gradebook.

Sample 1: Basic Gradebook (Points-Based)

Attendance and Participation	
Attendance	5 points
Attendance Total	**5 points**
Assignments	
Assignment 1	25 points
Assignment 2	25 points
Assignment 3	25 points
Assignments Total	**75 points**
Quizzes	
Quiz 1	20 points
Quiz 2	20 points
Quiz 3	20 points
Quiz 4	20 points
Quizzes Total	**80 points**
Midterm	
Midterm	40 points
Midterm Total	**40 points**
Final Exam	
Final Exam	100 points
Final Exam Total	**100 points**
Course Total	**300 points**

Sample 2: Weighted Gradebook (Weighted/Percent-Based)

Attendance and Participation (5%)	
Attendance	5 points
Attendance Total	**5 points**
Assignments (30%)	
Assignment 1	25 points
Assignment 2	25 points
Assignment 3	25 points
Assignments Total	**75 points**
Quizzes (15%)	
Quiz 1	20 points
Quiz 2	20 points
Quiz 3	20 points
Quiz 4	20 points
Quizzes Total	**80 points**
Midterm (20%)	
Midterm	40 points
Midterm Total	**40 points**
Final Exam (30%)	
Final Exam	100 points
Final Exam Total	**100 points**
Course Total	**100%**

Let's build the gradebook!

Log in to Canvas and go to your course.

Click on **Assignments** link to open Assignments.

Home

Assignments

Grades

People

Attendance
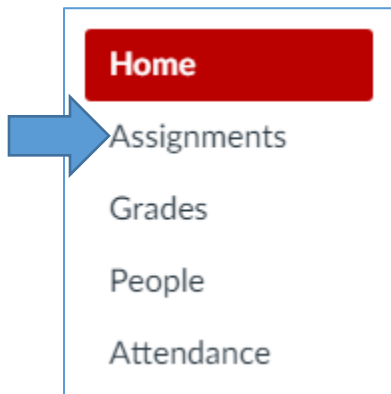
Note: The Assignment Page is where you:

- set up your gradebook categories and individual assignments
- view all assignments in your course
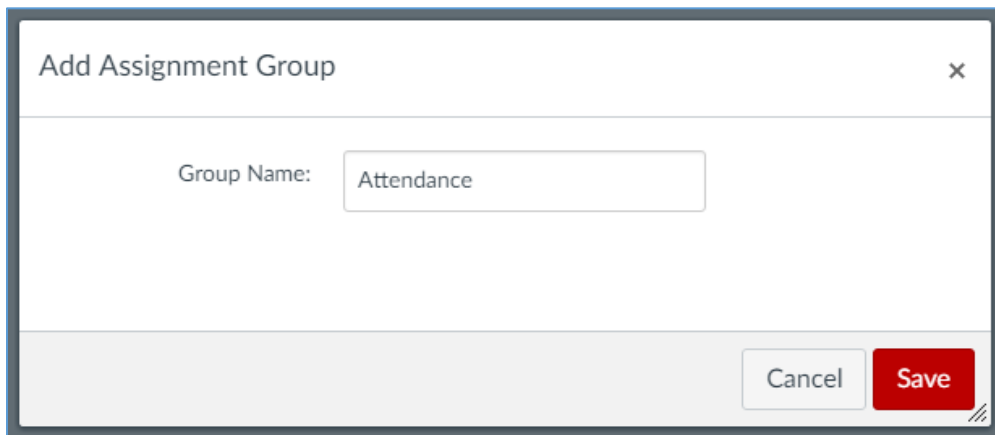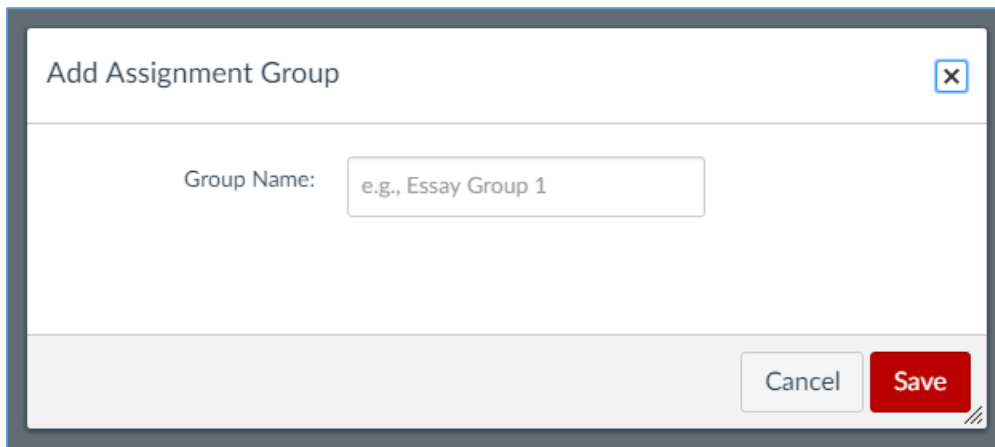
STEP 2: Create Assignment Groups

The first group – **Assignments** is already created for you.

Note: If you are just adding individual assignments and their points under Assignments group, you can skip this part and go to Step 3 to learn how to add assignments into Assignments category.

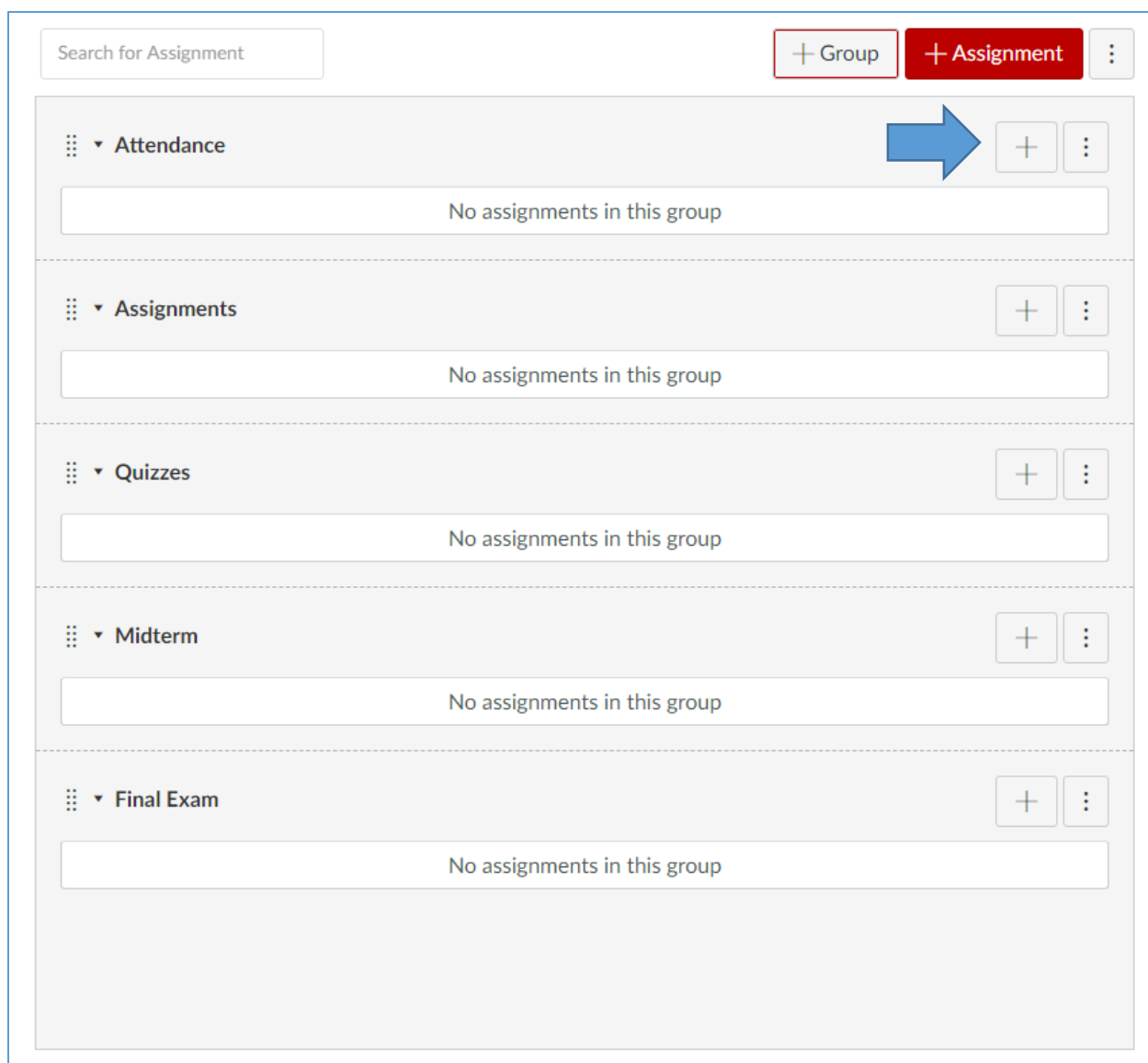To create more Assignment Groups, click on **+Group** button at the top of the page.
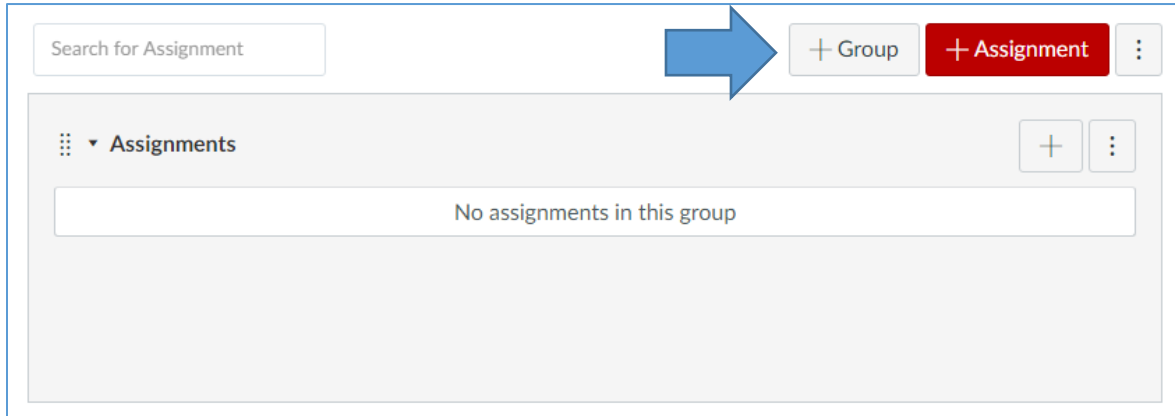
Name your group and click **Save**.

Continue adding more groups until you create all of them.

Your Assignments page should look like this.

Note: You can move any group to any position by dragging the dots in front of the group name to a different position on Assignments page.

STEP 3: Create Assignments & a Basic Gradebook (Points-Based)

We will now add one assignment into Attendance category. We will call it Attendance.

Click **+ sign** next to **Attendance** group (in the picture above) to create the first entry in your gradebook.

Leave **Type** as **Assignment**. Give it a name, add due date (optional) and add points.

Click **Save & Publish**. If you just click Save you will not be able to see it in Grades.

The first assignment within **Attendance** group has been created.

Repeat the previous step to add all your assignments.

Note: When you are adding a quiz keep the **Assignment Type as Assignment**. **Do not change it to Quiz Type.** If you change it to Quiz type and later on decide to change the number of points, you will not be able to. The box where you would enter points will not be available. See the picture below.

Add Assignment to Quizzes

Type:	Quiz
Name:	Quiz 1
Due:	📅
Points:	25

More Options   Cancel   Save & Publish   Save

If Quiz was selected, you cannot change the points after it was set up. See the picture below.

Edit Assignment

Name:	Quiz 1
Due:	📅

"Points" field is missing here

More Options   Cancel   Save

Your final screen will look like this. This is a basic gradebook (points-based).

Search for Assignment   + Group   + Assignment   ⋮

- ▼ **Attendance**   + ⋮
  - **Attendance**
    5 pts   ✓ ⋮

- ▼ **Assignments**   + ⋮
  - **Assignment 1**
    25 pts   ✓ ⋮
  - **Assignment 2**
    25 pts   ✓ ⋮
  - **Assignment 3**
    25 pts   ✓ ⋮

- ▼ **Quizzes**   + ⋮
  - **Quiz 1**
    20 pts   ✓ ⋮
  - **Quiz 2**
    20 pts   ✓ ⋮

- ▼ **Midterm**   + ⋮
  - **Midterm**
    40 pts   ✓ ⋮

- ▼ **Final Exam**   + ⋮
  - **Final Exam**
    100 pts   ✓ ⋮

STEP 4: Create a Weighted Gradebook (Weighted/Percent-Based)

Follow steps 2 – 4 to create your assignments groups and your assignments.

Once your assignments are created, we will add percentages to each category.

Click on **three dots** (more options) and then on **Assignment Groups Weight**.

Check **Weight final grade based on assignment groups** check box.

Now fill in **percentages** for each category.

The total has to add up to 100%. Click **Save**.

This is a weighted gradebook (weighted/percent-based).

| Search for Assignment | | + Group | + Assignment | ⋮ |

⋮ ▾ Attendance — 5% of Total + ⋮

┃ 📝 **Attendance**
5 pts ✔ ⋮

⋮ ▾ Assignments — 30% of Total + ⋮

┃ 📝 **Assignment 1**
25 pts ✔ ⋮

┃ 📝 **Assignment 2**
25 pts ✔ ⋮

┃ 📝 **Assignment 3**
25 pts ✔ ⋮

⋮ ▾ Quizzes — 15% of Total + ⋮

┃ 📝 **Quiz 1**
20 pts ✔ ⋮

┃ 📝 **Quiz 2**
20 pts ✔ ⋮

⋮ ▾ Midterm — 20% of Total + ⋮

┃ 📝 **Midterm**
40 pts ✔ ⋮

⋮ ▾ Final Exam — 30% of Total + ⋮

┃ 📝 **Final Exam**
100 pts ✔ ⋮

If you click **Grades** you will now see all assignments as well as all categories with percentages.
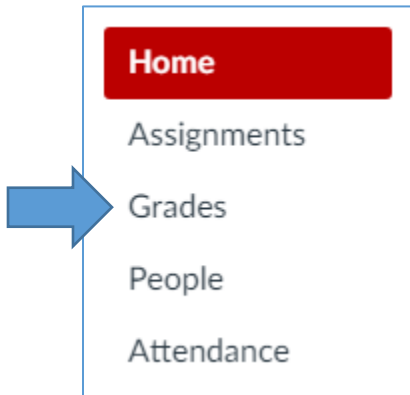
All categories are displayed:

Student Name	Secondary ID	Attendance Out of 5	Assignment 1 Out of 25	Assignment 2 Out of 25	Assignment 3 Out of 25

… Continues on the second line

| | | | | | Import | Export ▾ | ⚙ ▾ |

Quiz 1 Out of 20	Quiz 2 Out of 20	Midterm Out of 40	Final Exam Out of 100	Attendance 5.00% of grade	Assignments 30.00% of grade	Quizzes 15.00% of g	Midterm 20.00% of gr	Final Exam 30.00% of grad	Total

One more view, with student entries:

Simply click inside any cell and enter points for each student. Once you enter points and move to another cell, the points are automatically saved.

| Student Name	Secondary ID	Notes	Attendance Out of 5	Assignment 1 Out of 25	Assignment 2 Out of 25	Assignment 3 Out of 25
Jasmine			-	24	25	-
Andrew			-	25	20	-

STEP 5: Drop the Lowest or Highest Score for Assignment Group

If you want to drop the lowest or highest score, the assignments have to be in the group.

For example, we will drop the lowest score from **Quizzes** group.
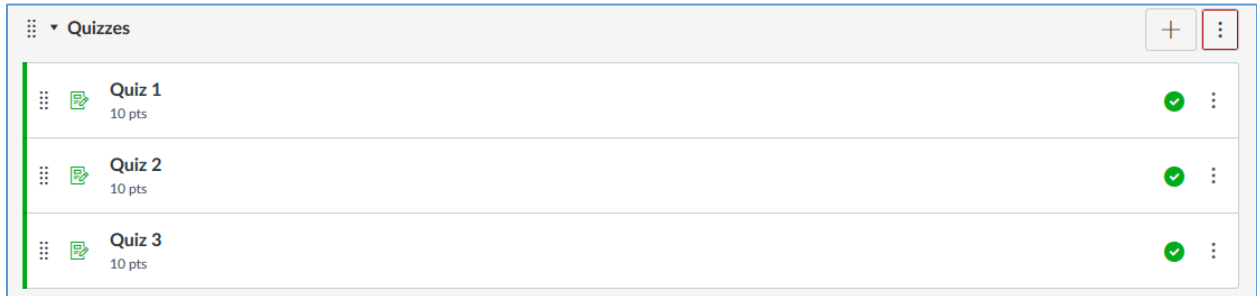
Click on **three dots** (more options) in the quizzes **group** and select **Edit**.
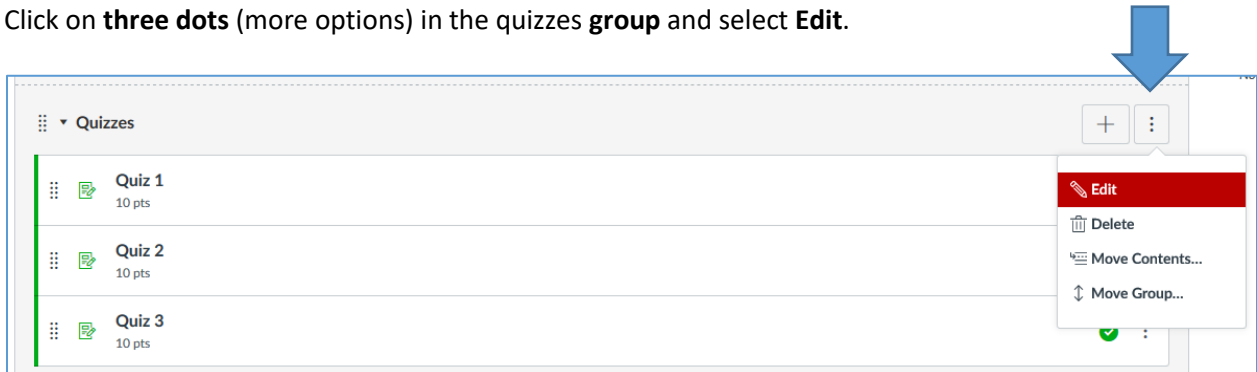
Change the number of lowest / highest scores you want to ignore for each student.

Notice that there is also an option **never drop** a specific assignment.

Click **Save**.

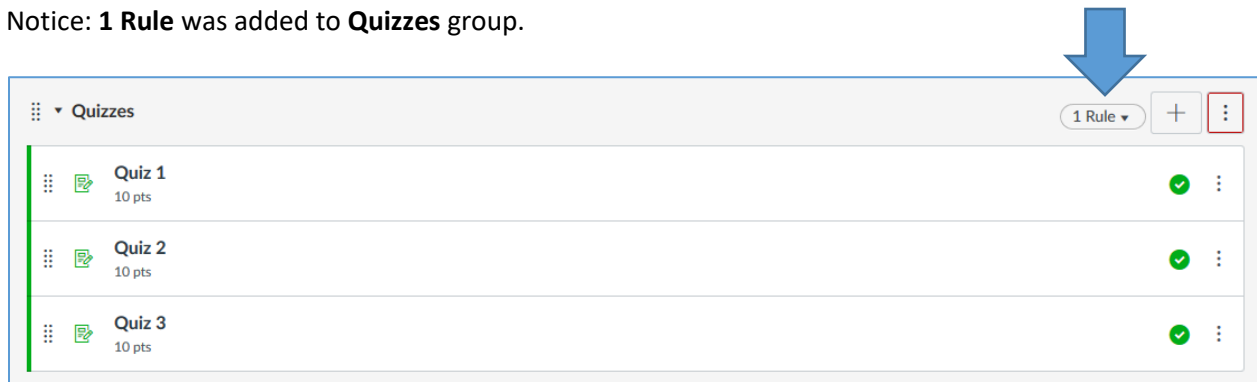Notice: **1 Rule** was added to **Quizzes** group.
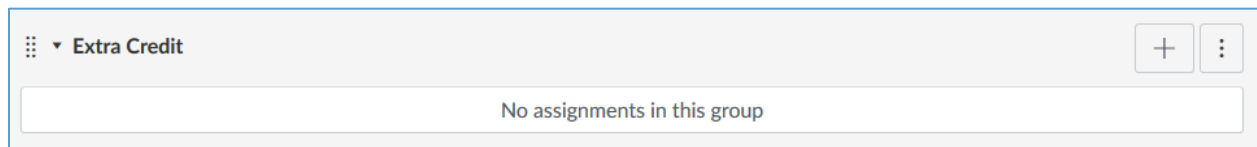
STEP 6: Extra Credit

It depends on your gradebook setup how you add extra credit for your class.

Extra Credit in Basic Gradebook (points-based)

Create a new group called Extra Credit.

Then add an assignment to **Extra Credit** group.

Leave the number of points to **0**. Keep it this way.

Click **Save & Publish**.

Repeat this step if you want to add more extra credit assignments.

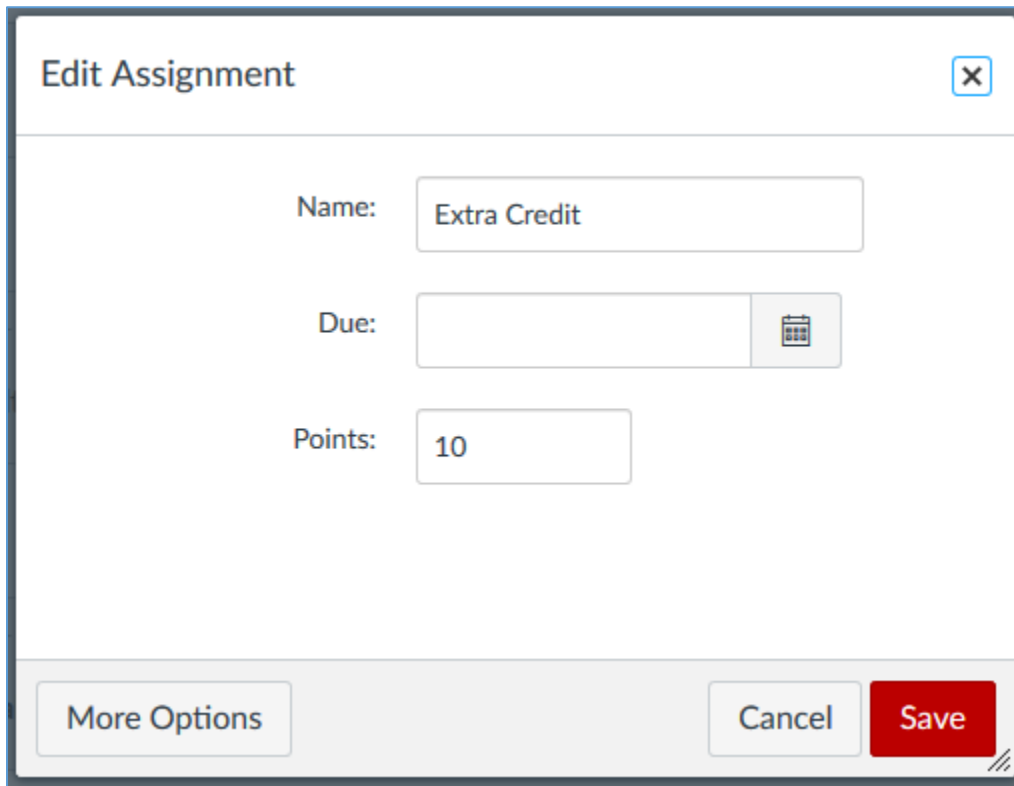Once Extra Credit assignment is created, you can start adding points for students who submitted the work.

Extra Credit in Weighted Gradebook (percentage-based)

Create a new group called Extra Credit.

Then add one or more assignments to Extra Credit group. Add points for each assignment. For example, 10 points. Click Save.
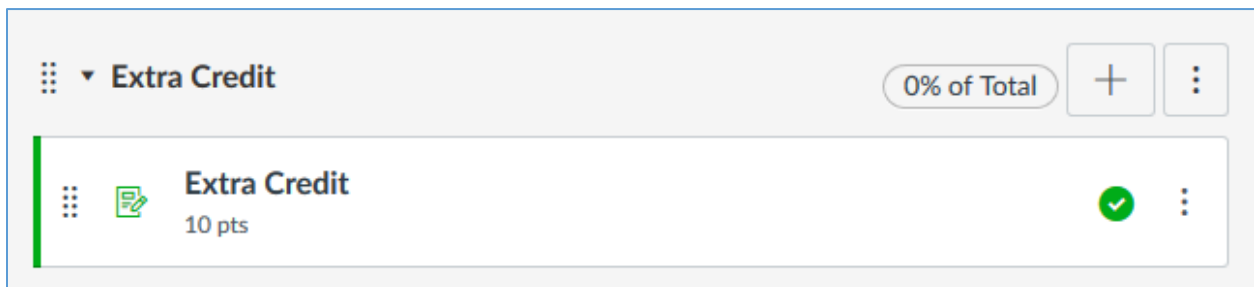
Edit Assignment ✕

Name: Extra Credit

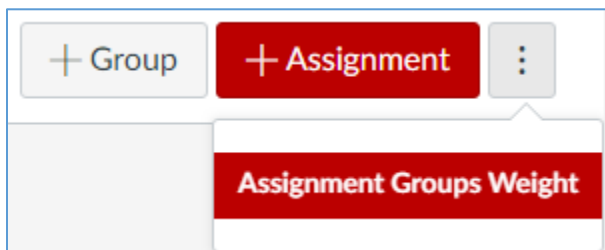Due: [ ] 📅

Points: 10

More Options   Cancel Save

Notice that percentages for this group are set to 0%. In order to calculate Extra Credit into the final grade for each student, the percentage has to be changed.
It is suggested to change that percentage in the range from 1% to 4%. We will change it to 4%.

⋮ ▾ **Extra Credit**   (0% of Total) + ⋮

⋮ 📝 **Extra Credit**
10 pts   ✅ ⋮

Go back to the top of the page and click on three dots next to Group and Assignment buttons and select Assignment Groups Weight.

+ Group + Assignment ⋮

Assignment Groups Weight

Add 4% to **Extra Credit** category and click **Save**.

Notice that **Total** is now 104%. That is okay.

It is suggested to add Extra Credit to weighted gradebook just before you finalize the final grades.

For more information about the gradebook, please see Canvas Help Guides:

https://community.canvaslms.com/docs/DOC-10241