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How do I use the Gradebook?

 Document created by **Canvas Doc Team**  on Apr 19, 2017 • Last modified by **Canvas Doc Team**  on Oct 7, 2017

 **Version 15**

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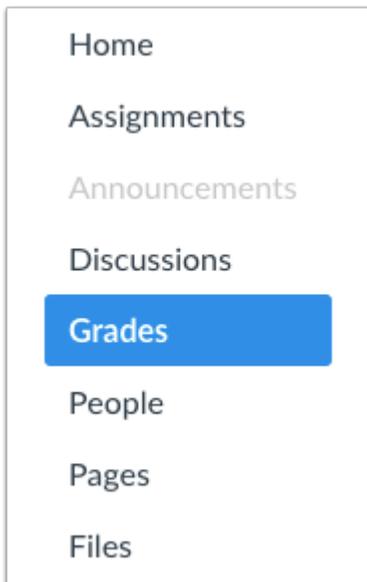
The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published appear in the Gradebook.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the [Gradebook Individual View](#).

Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Open Grades



In Course Navigation, click the **Grades** link.

View Gradebook

The screenshot shows the Canvas Gradebook interface. A red box highlights the top navigation area (1), which includes the 'Grades' link, the course name 'Learning Mastery', and buttons for 'Individual View' and 'Showing All Sections'. Below this is a filter area (2) with a dropdown for 'Summer 2017', a search box 'Filter by student name or secondary ID', and buttons for 'Import', 'Export', and settings. The main table (3) displays student data and assignment scores.

Student Name	Secondary ID	Course Introductions Out of 10	A Closer Look: The United States ... Out of 15	Historical Video Assignment Out of 25	Position Paper Out of 10
Boone, Emily History 101 and H	emily.boone.canvas@gmail.com				10
Doe, Jessica History 101 and H	jessica.doe.canvas@gmail.com				8
Johnson, Max History 101 and H	max.johnson.canvas@gmail.com		T		7
Jones, Bruce History 101 and H	bruce.jones.canvas@gmail.com	-	-	-	8
Rogers, Joe History 101 and H	joe.rogers.canvas@gmail.com		T		6
Sanderson, Nora History 101 and H	nora.sanderson.canvas@gmail.com	-	-		5
Smith, Jane History 101 and H	jane.smith.canvas@gmail.com	-	-		9

The top of the Gradebook includes sorting options and settings you can use to organize your Gradebook [1], which will populate the select student data [2] and assignment data [3].

Switch to Individual View

Grades Learning Mastery

Individual View Showing All Sections

Summer 2017 Filter by student name or secondary ID

Import Export

Gradebook: Individual View

Note: Grades and notes will be saved automatically after moving out of the field.

[Switch to Default Gradebook](#)

The Gradebook has two views. The **Default Gradebook** allows you to see all students and assignments at the same time. **Individual View** allows instructors to assess one student and one assignment at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the [Gradebook Individual View](#).

Filter Students

Grades Learning Mastery

Individual View Showing All Sections

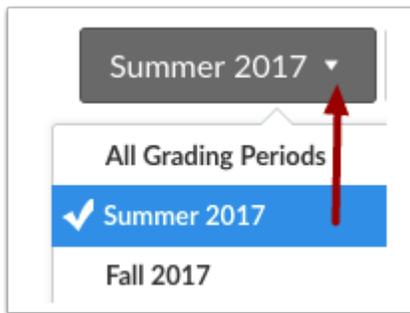
Summer 2017 Filter by student name or secondary ID

Import Export

Student Name	Secondary ID	Course Introductions Out of 10	A Closer Look: The United States ... Out of 15	Historical Video Assignment Out of 25	Position Paper Out of 10
Boone, Emily History 101 and H	emily.boone.canvas@gmail.com				10
Doe, Jessica History 101 and H	jessica.doe.canvas@gmail.com				8

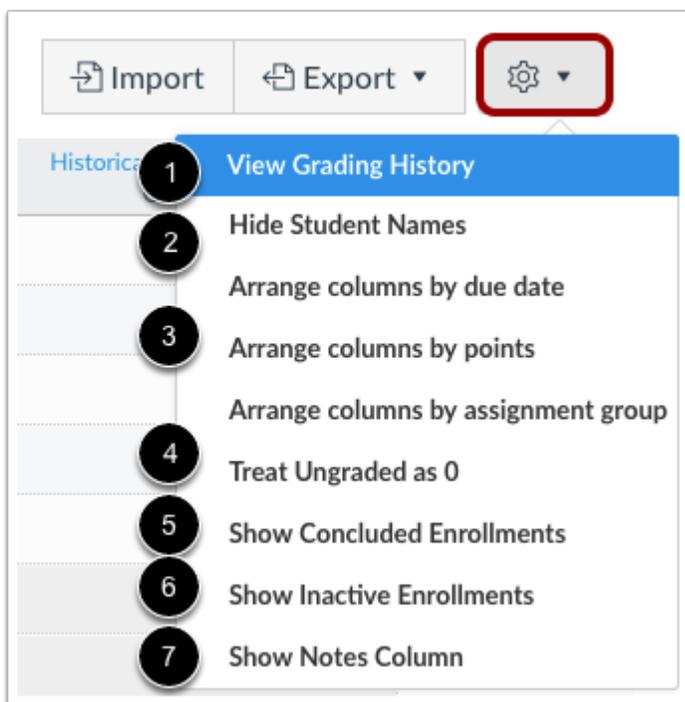
By default, your course shows all active students. If your course includes more than one section, you can filter your Gradebook by section [1]. You can also search for a student by name or secondary ID [2].

View Grading Periods



When [Multiple Grading Periods](#) are enabled in a course, you can sort the Gradebook by grading period by clicking the Grading Period drop-down menu.

View Settings



In the Settings drop-down menu, you can specify settings that apply to your entire Gradebook, including:

1. View [Grading History](#)
2. Show/Hide [Student Names](#)
3. [Sort columns](#) by due date, points, or assignment group (once an initial sorting view is chosen, only the alternative option is displayed in the menu)
4. Treat [ungraded submissions as zeros](#) (this option may be restricted when multiple grading periods are enabled)
5. Show/Hide [Concluded Enrollments](#)
6. Show/Hide [Inactive Enrollments](#)
7. Show/Hide [Notes Column](#)

View Student Information

Student Name	Secondary ID	Notes
 Boone, Emily History 101 and H	emily.boone.canvas@	
 Doe, Jessica History 101 and H	jessica.doe.canvas@	
 Johnson, Max History 101 and H	max.johnson.canvas	

For student information, the Gradebook, displays each student's name and section [1]. Names are sorted by first name last name, though you can also set your Gradebook to [display via sortable name](#).

If a student includes a secondary ID, which is the student's login information, the ID displays in the **Secondary ID** field [2].

If you enabled the Notes column in your Gradebook settings, you can add notes about individual students.

Note: You can also [hide student names](#) in the Gradebook to eliminate bias.

Sort Student Information

Student Name	Secondary ID
 Smith, Jane History 101 and H	jane.smith.canvas@
 Sanderson, Nora History 101 and H	nora.sanderson.canv
 Rogers, Joe History 101 and H	joe.rogers.canvas@g
 Jones, Bruce History 101 and H	bruce.jones.canvas@

To [sort columns](#), click the heading of a column and use the blue arrow to sort the content in ascending or descending order. You can sort Student Name and Secondary ID columns.

View Individual Grades

Student Name	Secondary ID
 Smith, Jane History 101 and H	jane.smith.canvas@i
 Sanderson, Nora History 101 and H	nora.sanderson.canv
 Rogers, Joe History 101 and H	joe.rogers.canvas@g
 Jones, Bruce History 101 and H	bruce.jones.canvas@

To view a [student's Grades page](#), click the student's name. This page shows you how a student views his or her grades and also allows you to view individual comments, scoring details, and rubric results.

View Test Student

 Sanderson, Nora History 101 and H	nora.sanderson.canv
 Smith, Jane History 101 and H	jane.smith.canvas@i
 Student, Test History 101, Histo	4e375261abcb9da8

If you have [enabled Student View](#), the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.

If you want to remove the test student completely, you must remove the test student from your [section enrollments](#).

View Assignments

Student Name	Secondary ID	Course Introductions Out of 10	A Closer Look: The United States ... Out of 15
 Boone, Emily History 101 and H	emily.boone.canvas		
 Doe, Jessica History 101 and H	jessica.doe.canvas@		
 Johnson, Max History 101 and H	max.johnson.canvas		T
 Jones, Bruce History 101 and H	bruce.jones.canvas@	-	-
 Rogers, Joe History 101 and H	joe.rogers.canvas@g		T
 Sanderson, Nora History 101 and H	nora.sanderson.cam	-	-
 Smith, Jane History 101 and H	jane.smith.canvas@	-	-

Each column in the Gradebook represents an assignment, graded discussion, or quiz. 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. To remove a column from the Gradebook, you must [delete the assignment](#) from your course.

With Assignments in the Gradebook you can:

- Evaluate both individual and [group work](#)
- [Enter and edit scores](#)
- Leave [comments](#) for your students
- View total grades as a [point value](#) instead of a percentage (by default, total grades are shown as a percentage with two decimal places)
- [Excuse an assignment](#), discussion, or quiz for a student or multiple students
- [Exclude an assignment](#) from the final grade

Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

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](#). Please be aware that assignments uploaded in CSV files are automatically published.

View Differentiated Assignments

Student Name	Secondary ID	Historical Video Assignment Out of 25
 Boone, Emily History 101 and H	emily.boone.canvas@	
 Doe, Jessica History 101 and H	jessica.doe.canvas@	
 Johnson, Max History 101 and H	max.johnson.canvas@	
 Jones, Bruce History 101 and H	bruce.jones.canvas@	-
 Rogers, Joe History 101 and H	joe.rogers.canvas@g	
 Sanderson, Nora History 101 and H	nora.sanderson.canv	
 Smith, Jane History 101 and H	jane.smith.canvas@	

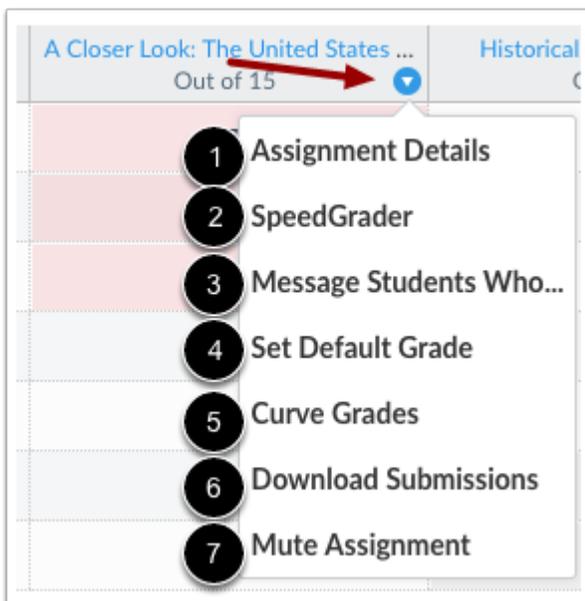
When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment. Grades cannot be assigned to students who are not part of the assignment; those assignments are not factored into overall grades.

On the student grades page, students can only view assignments that have been assigned to them.

Differentiated assignments are also used in [MasteryPaths](#).

Note: Differentiated assignments also apply to grading periods. If a student is not part of an assignment in the specific grading period, the assignment is also grayed out.

View Assignment Options



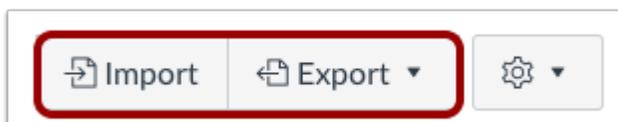
A Closer Look: The United States ...
Out of 15

- 1 Assignment Details
- 2 SpeedGrader
- 3 Message Students Who...
- 4 Set Default Grade
- 5 Curve Grades
- 6 Download Submissions
- 7 Mute Assignment

For each Assignment, you can set one or more options:

1. View [assignment details](#)
2. View the assignment in [SpeedGrader](#)
3. [Send a message](#) to your students
4. Set a [default grade](#)
5. [Curve grades](#)
6. [Download Submissions](#) (this option is only available once submissions are received)
7. [Mute](#) an assignment

Import and Export Grades



To bulk manage student grades in the Gradebook, you can also [Download Scores](#) (.csv) and [Upload Scores](#) (from .csv).

Note: The Gradebook Export CSV file data matches the current filter(s) and settings shown in the Gradebook.

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Next Topic: [How do I view assignments or students individually in the Gradebook?](#)

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