

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

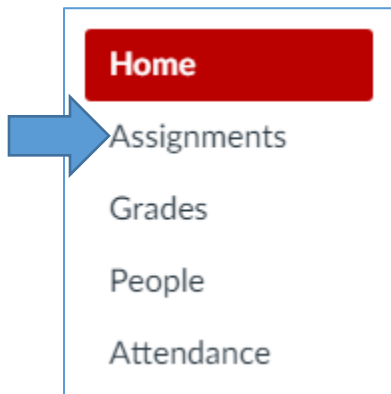
Sample 2: Weighted Gradebook (Weighted/Percent-Based)

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.



Note: The Assignment Page is where you:

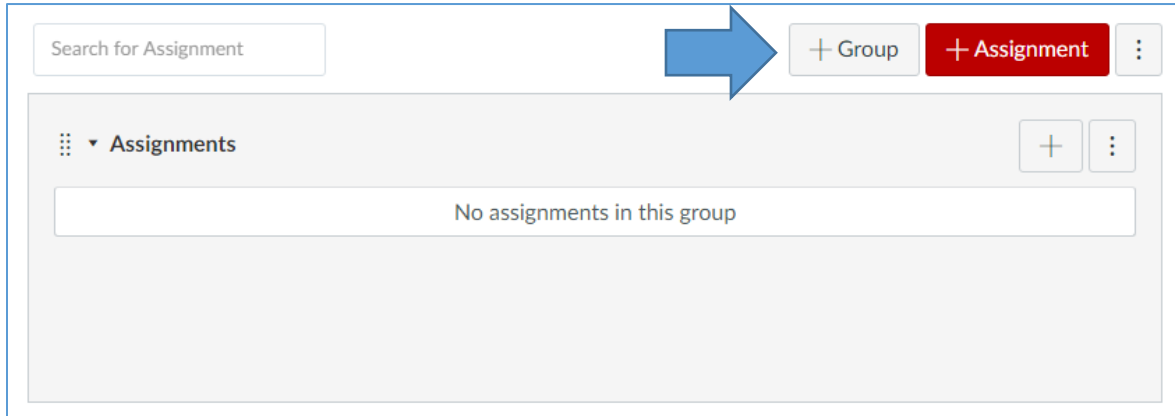
- set up your gradebook categories and individual assignments
- view all assignments in your course

STEP 2: Create Assignment Groups

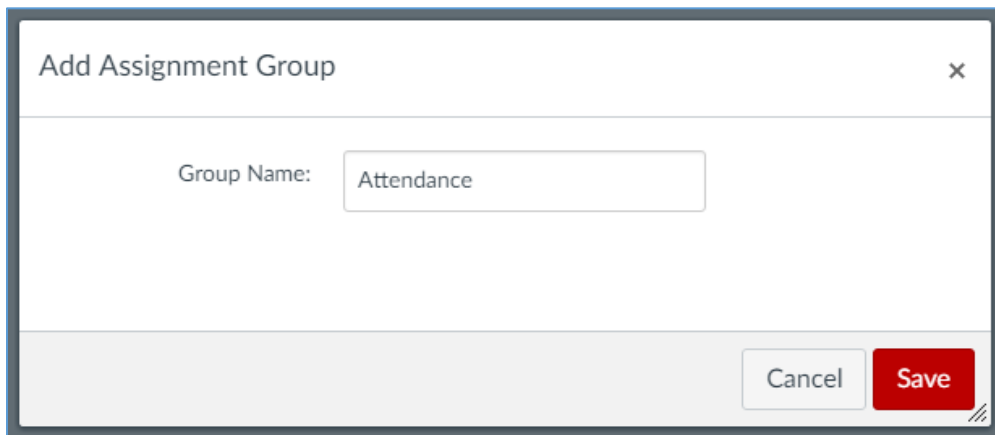
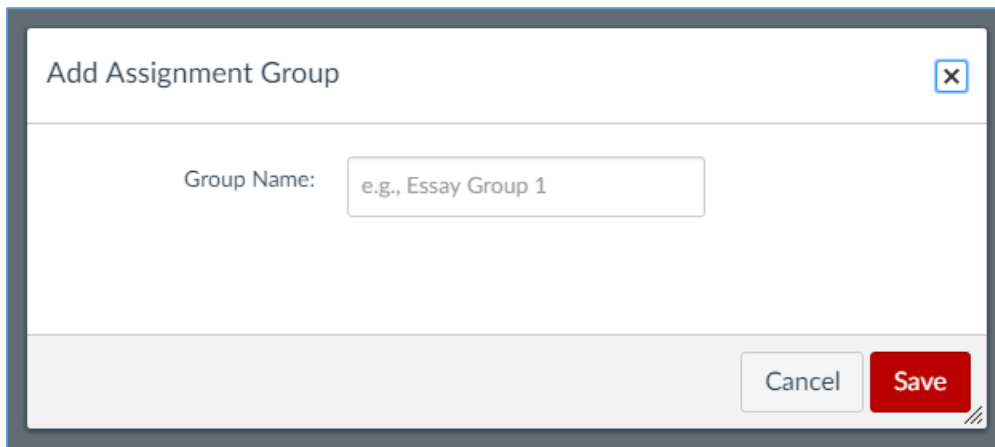
The first group – **Assignments** is already created for you.

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.

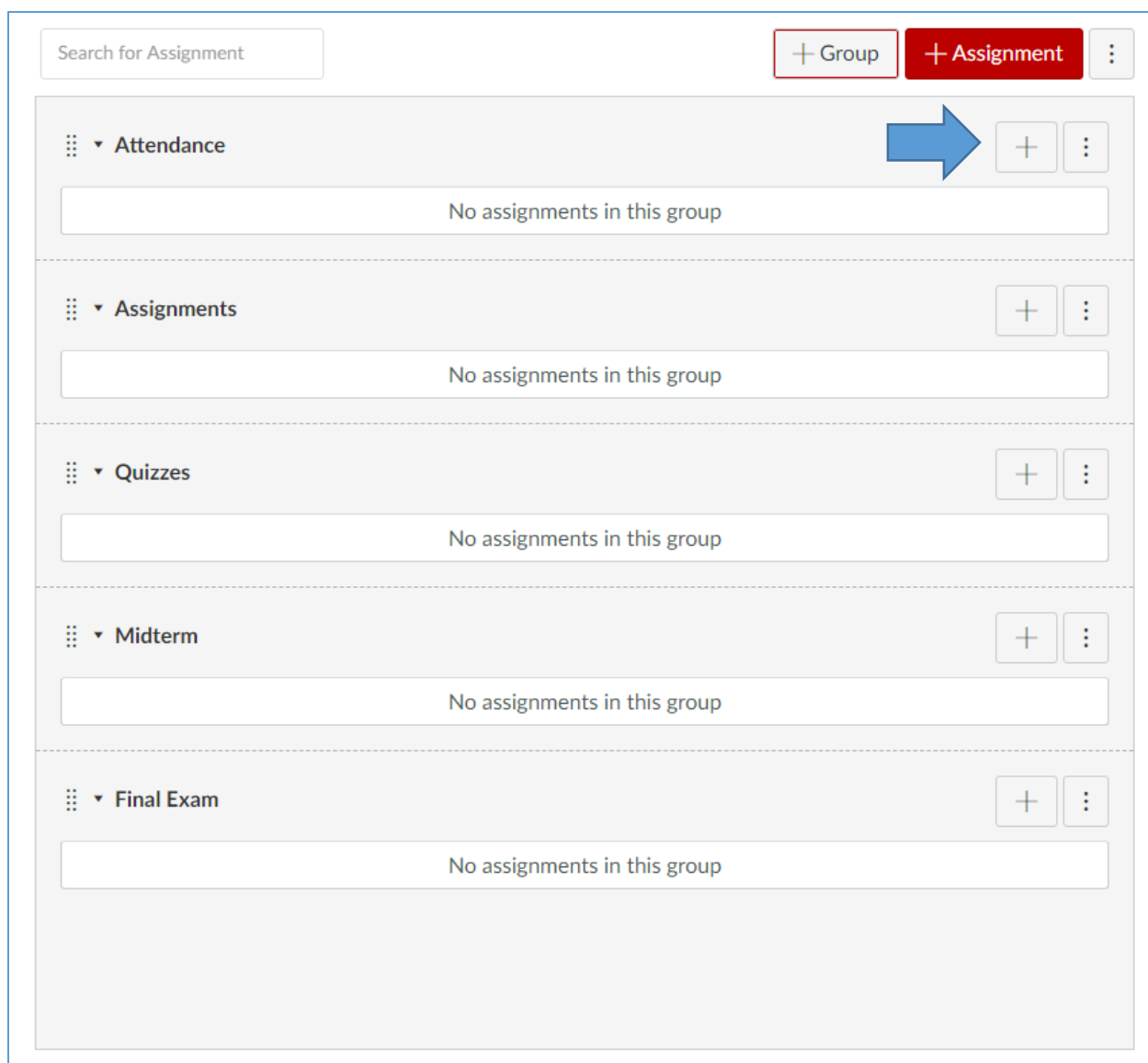


Name your group and click **Save**.



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.

Add Assignment to Attendance [X]

Type: Assignment

Name: Attendance

Due: [Calendar Icon]

Points: 5

More Options Cancel Save & Publish Save

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

Search for Assignment [+ Group] [+ Assignment] [...]

Attendance [+] [...]

Attendance 5 pts [Green Checkmark] [...]

Assignments [+] [...]

No assignments in this group

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).

The screenshot displays a Canvas gradebook interface. At the top, there is a search bar labeled "Search for Assignment" and two buttons: "+ Group" and "+ Assignment" (highlighted in red). Below the search bar, the gradebook is organized into sections, each with a category name and a "+" button:

- Attendance**: Contains one item, "Attendance", worth 5 pts, with a green checkmark status.
- Assignments**: Contains three items: "Assignment 1" (25 pts), "Assignment 2" (25 pts), and "Assignment 3" (25 pts), all with green checkmark status.
- Quizzes**: Contains two items: "Quiz 1" (20 pts) and "Quiz 2" (20 pts), both with green checkmark status. A "+" button is highlighted with a red box.
- Midterm**: Contains one item, "Midterm", worth 40 pts, with a green checkmark status.
- Final Exam**: Contains one item, "Final Exam", worth 100 pts, with a green checkmark status.

Each item in the list includes a menu icon (three vertical dots) on the left and a status icon (green checkmark) and another menu icon (three vertical dots) on the right.

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**.

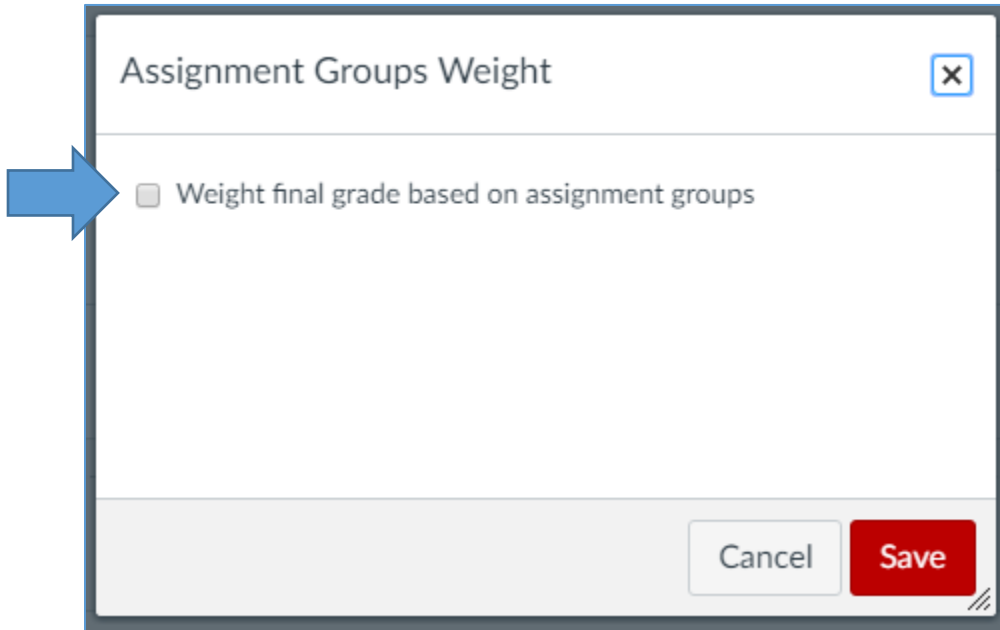


The screenshot shows the Canvas LMS interface for managing assignments. At the top, there is a search bar labeled "Search for Assignment", a "+ Group" button, and a "+ Assignment" button. A dropdown menu is open from the three-dot menu next to "+ Assignment", showing the option "Assignment Groups Weight". Below this, the interface is organized into sections for different assignment groups:

- Attendance**: 5 pts. Includes one item: "Attendance" (5 pts).
- Assignments**: Includes three items: "Assignment 1" (25 pts), "Assignment 2" (25 pts), and "Assignment 3" (25 pts).
- Quizzes**: Includes two items: "Quiz 1" (20 pts) and "Quiz 2" (20 pts).
- Midterm**: 40 pts. Includes one item: "Midterm" (40 pts).
- Final Exam**: 100 pts. Includes one item: "Final Exam" (100 pts).

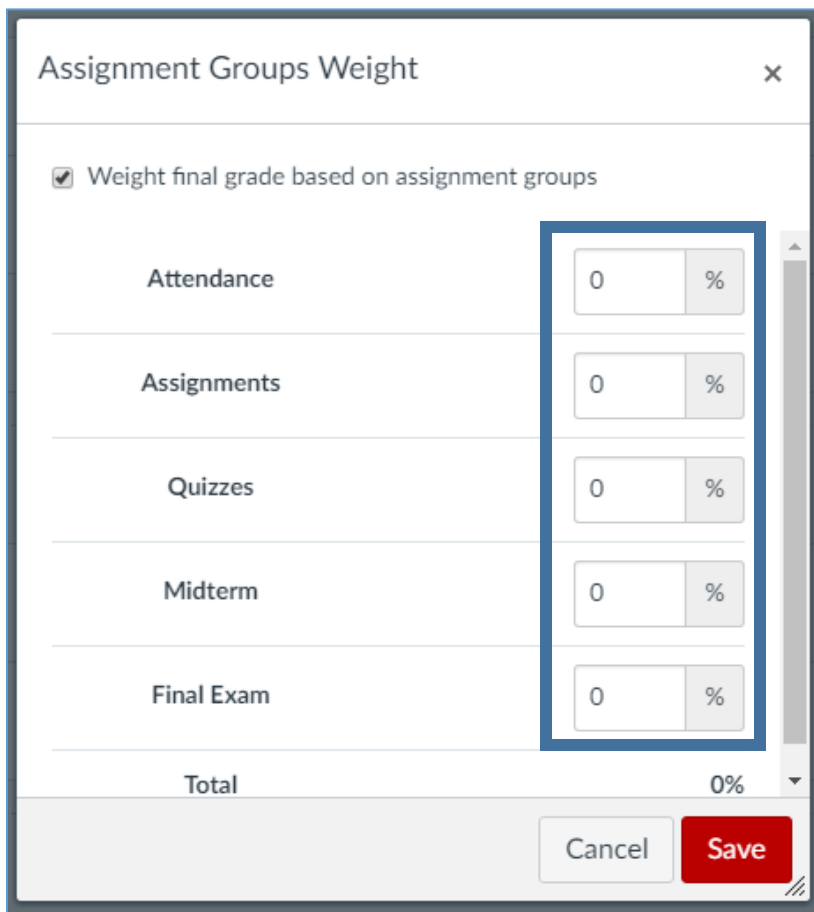
Each item in the list has a green checkmark icon and a three-dot menu icon. The "Assignment Groups Weight" option is highlighted in the dropdown menu.

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



The screenshot shows a dialog box titled "Assignment Groups Weight" with a close button (X) in the top right corner. Below the title bar, there is a single checkbox labeled "Weight final grade based on assignment groups". A blue arrow points to this checkbox from the left. At the bottom of the dialog, there are two buttons: "Cancel" and "Save".

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



The screenshot shows the same "Assignment Groups Weight" dialog box, but now the checkbox "Weight final grade based on assignment groups" is checked. Below the checkbox is a table with five rows for categories: Attendance, Assignments, Quizzes, Midterm, and Final Exam. Each row has a text input field containing "0" and a percentage sign "%". A blue box highlights these input fields. At the bottom of the table, there is a "Total" row with a dropdown menu showing "0%". At the bottom of the dialog, there are "Cancel" and "Save" buttons.

Attendance	0	%
Assignments	0	%
Quizzes	0	%
Midterm	0	%
Final Exam	0	%
Total	0%	

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

Assignment Groups Weight [X]

Weight final grade based on assignment groups

Attendance	5	%
Assignments	30	%
Quizzes	15	%
Midterm	20	%
Final Exam	30	%
Total	100%	

Cancel **Save**

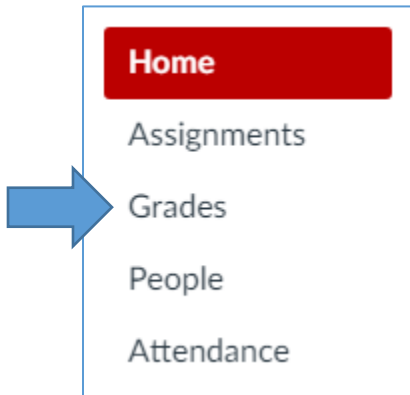
This is a weighted gradebook (weighted/percent-based).

Search for Assignment

+ Group + Assignment

Category	Weight	Item	Points	Status
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:

Filter by student name or secondary ID					
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

<div style="text-align: right;"> <input type="button" value="Import"/> <input type="button" value="Export"/> <input type="button" value="Settings"/> </div>									
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:

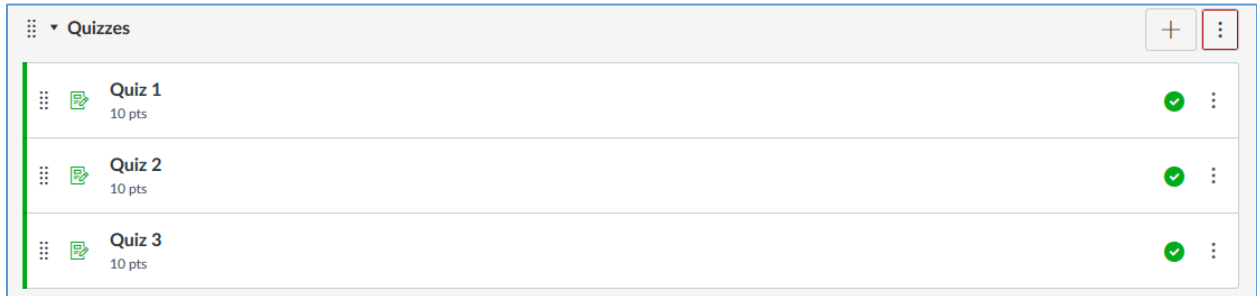
Simply click inside any cell and enter points for each student. Once you enter points and move to another cell, the points are automatically saved.

Filter by student name or secondary ID						
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	-

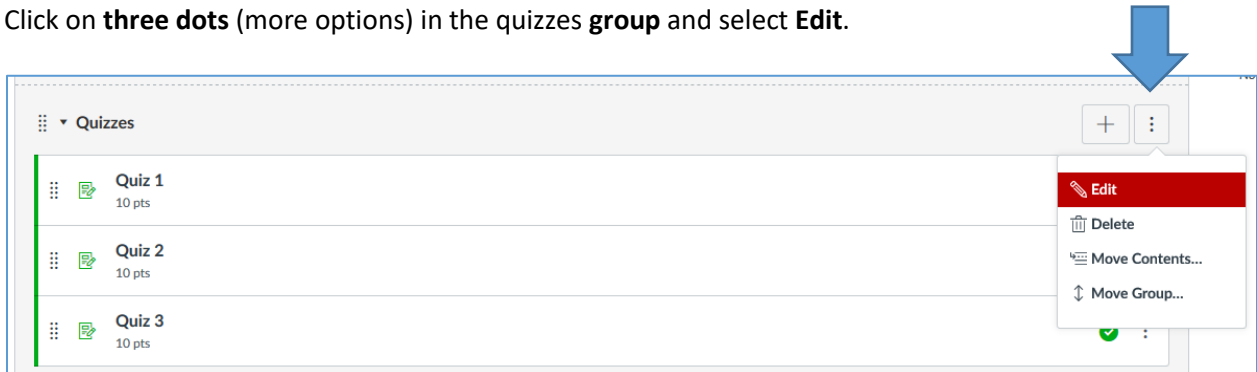
STEP 5: Drop the Lowest or Highest Score for Assignment Group

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**.

Group Name:

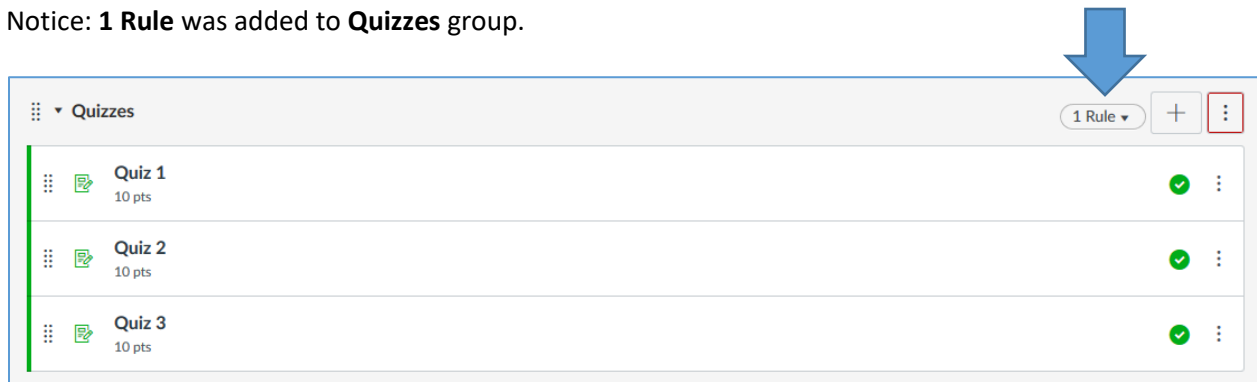
Number of scores to ignore for each student

Lowest Scores:

Highest Scores:

Never Drop: + Add an assignment

Notice: **1 Rule** was added to **Quizzes** group.



The screenshot shows the 'Quizzes' group in Canvas. At the top right, there is a button labeled '1 Rule' with a dropdown arrow, a plus sign button, and a three-dot menu button. A blue arrow points to the '1 Rule' button. Below this, there is a list of three quizzes:

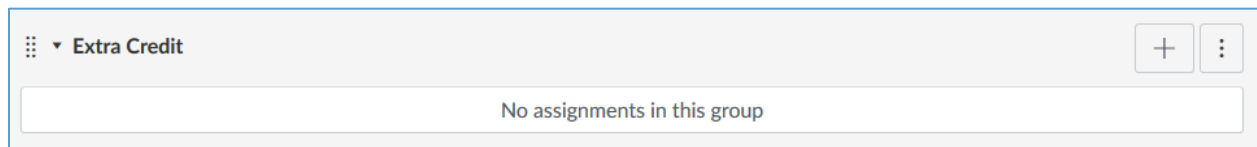
Quiz Name	Points	Status
Quiz 1	10 pts	Completed (Green Checkmark)
Quiz 2	10 pts	Completed (Green Checkmark)
Quiz 3	10 pts	Completed (Green Checkmark)

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.



The screenshot shows the 'Extra Credit' group in Canvas. The group header includes a plus sign button and a three-dot menu button. The main area of the group is empty and contains the text 'No assignments in this group'.

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.

Add Assignment to Extra Credit ×

Type:

Name:

Due:

Points:

☰ ▾ Extra Credit + ⋮

☰ Extra Credit ✓ ⋮

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

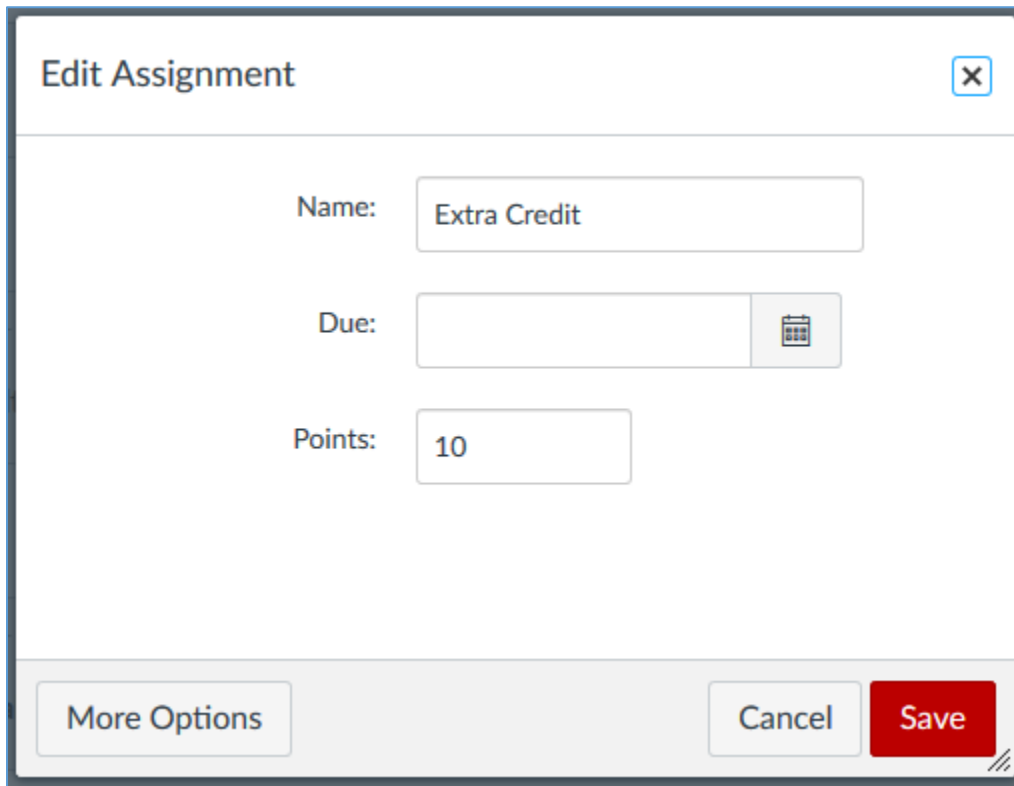
Extra Credit in Weighted Gradebook (percentage-based)

Create a new group called Extra Credit.

☰ ▾ Extra Credit 0% of Total + ⋮

No assignments in this group

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



Edit Assignment [X]

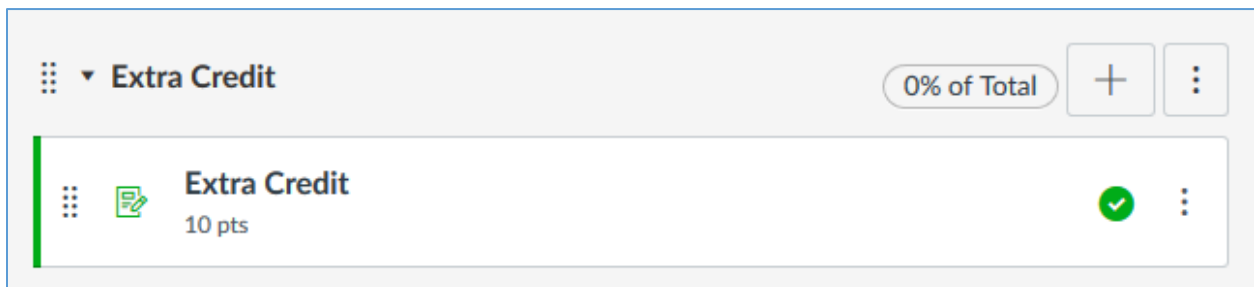
Name:

Due: [Calendar Icon]

Points:

[More Options] [Cancel] [Save]

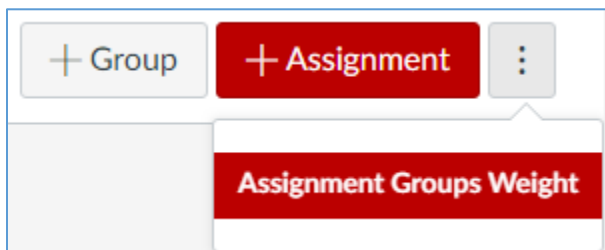
Notice that percentages for this group are set to 0%. In order to calculate Extra Credit into the final grade for each student, the percentage has to be changed. It is suggested to change that percentage in the range from 1% to 4%. We will change it to 4%.



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.

Category	Weight	Unit
Assignments	30	%
Quizzes	15	%
Midterm	20	%
Final Exam	30	%
Extra Credit	4	%
Total	104%	

Buttons: Cancel, Save

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>