

Organizing your Canvas Gradebook

This tutorial focuses on the connection between the Assignments screen and your Gradebook—how to organize and update your grades. This is a **basic overview** of Grades.

If you learn better with video tutorials, view these tutorials from OSU-Stillwater:

- [Creating a Grade Item](#)
- [Sorting Grade Items into Groups](#)

There are more videos at this [OSU-Stillwater Canvas page](#) if you are interested in more advanced items pertaining to the Gradebook.

Log into canvas.okstate.edu with your O-Key and select the course you want to work in.

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The first thing to understand about Canvas grades is that the **Gradebook** is connected to the **Assignments** screen.

You cannot create or delete columns in the Gradebook itself. The Gradebook's columns and points are determined by what is in the Assignments area of Canvas.

Which means that every item you want to have as a grade must have an item built into the Assignments area, even if it is an in-class assignment.

Please name your assignments in a way that makes sense. It not only helps the students, but also your department heads, should they need to look over your grades for a grade appeal down the road.

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The screenshot shows the Canvas interface for the 'Assignments' section. At the top left, the breadcrumb 'inbox > Assignments' is circled. Below it is a search bar labeled 'Search for Assignment'. To the right of the search bar, there are two buttons: '+ Group' and '+ Assignment', both circled. The main content area is divided into two sections: 'Exams' and 'Assignments'. The 'Exams' section is expanded, showing a list of six exams: 'Module 1 Exam', 'Module 2 Exam', 'Module 3 Exam', 'Module 4 Exam', 'Module 5 Exam', and 'Module 6 Exam'. Each exam entry includes a status icon (a green checkmark), a title, a 'Closed' status, a due date and time, and a point value. The 'Module 4 Exam' entry is circled. Below the 'Exams' section, the 'Assignments' section is also expanded, showing one assignment: 'Module 1, Lesson 1'. This entry also includes a status icon, title, 'Closed' status, due date and time, and point value. The 'Assignments' section header is circled.

Click on the **Assignments** link on your Navigation Bar. It's easy to confuse the Assignments screen with the Modules screen at first glance, so double check at the top to see that you are in the Assignments area.

By default, Canvas will group all your quizzes, discussions and assignments into "Imported Assignments" or simply "Assignments." You can leave them as is, but it is best practice to **organize them in a logical manner**, whether by due dates or types.

Note: How you have your assignments organized here in Assignments is how the gradebook will appear.

To create a **Group**, click the **+Group** button at the top. Give it a name and click **Save**. Then **drag** the assignments you want in that group by clicking on the eight dots to the immediate left of the assignment name. You can also organize within the group by dragging the items up and down.

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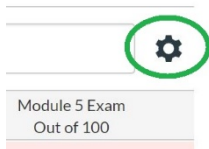
Gradebook ▾ View ▾ Actions ▾

Student Name	Module 1 Exam Out of 100	Module 2 Exam Out of 100	Module 3 Exam Out of 100	
Test Student	98	76	-	

Once in the Gradebook, you will see your students' names, along with each quiz, discussion, or assignment, however you have organized it in the Assignments area.

If you have an in-class assignment, and have created it in the Assignments area, you simply need to find the column and **click on the dash** in that student's row.

You can also insert zeros here as well. Canvas totals will reflect only what the student has earned out of the total of the assignments they have completed. That means if Test Student above did Exam 1 and Exam 2 but not Exam 3, even though they should have, their grade would be calculated out of 200 points. Once the zero is plugged into that column for them, then their grade will be calculated out of 300.



If you would like to have Canvas autofill zeros into the columns, you can do so by clicking the gear in the top corner of the Gradebook.

Late Policies | **Grade Posting Policy**

Automatically apply grade for missing submissions

Grade percentage for missing submissions

0 %

Automatically apply deduction to late submissions

Late submission deduction percent: 10 % | Late submission deduction interval: Day ▾

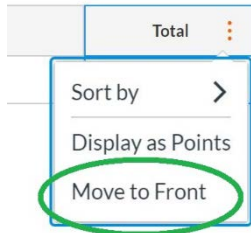
Lowest possible grade percent: 90 %

Under the Late Policies tab, you can check the box for Automatically apply grade to missing submissions and add a zero.

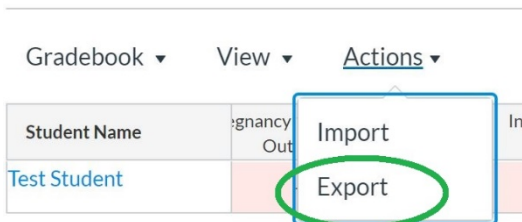
Note: "missing submissions" only applies to assignments that have past the Due Date you have set on an assignment. If you did not set a Due Date, it will not recognize the assignment as late and will not apply a zero.

You can also apply deductions for late work and Canvas will do the math for you. If you grade Test Student as a 100 for the Exam, and you have a 20% deduction policy in place, Canvas will record an 80 in the Gradebook.

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Another tip for the Gradebook is to move the Total column to the front, next to students' names. Simply scroll to the end of your gradebook columns until you see the **Total** column. Click on the **three dots** and select **Move to Front**.



When the semester is over, your Division may require you to turn in your Gradebook. You can do this easily by clicking on the **Actions** link and choosing **Export**. A CSV file will download and can be opened in Excel.

