Managing Grades in Canvas

Using the Gradebook:
View, upload and download grades and feedback.

Agenda

1. Canvas Gradebook
   - Interface and Settings
   - Sorting information
   - Viewing grades and feedback
   - Exporting and importing information
2. Managing weighted assessments in Canvas
3. Managing grades from previous years

Hands-on session: practice in your Canvas Sandbox.

Opportunity to ask questions during activities.

Intended Learning Outcomes

1. Apply filters in the Gradebook to customise and refine the view.

2. Organise and arrange columns and information within the Gradebook effectively.

3. Access and review grades and feedback in Canvas with ease.

4. Export and download grades and feedback from the Gradebook for external use.

5. Manually or bulk enter and import grades and feedback into the Gradebook.

6. Create Assignment Groups and apply weights to manage grading criteria.

Canvas Gradebook

ILO: Apply filters in the Gradebook to customise and refine the view.

The Canvas Gradebook

- From the first session...
  - Gradebook is the equivalent of the Blackboard Grade Centre.
  - Access via the **Grades** link on the course menu.
  - All Gradebook columns are associated with an assignment.

Home

Modules

Announcements

Assignments

Quizzes

Grades

Reading List

Discussions

Digital and Study Skills

Total columns

- Displayed at the far right of the Gradebook.

- Show students' running total in any assignment group you have created.

- Can be hidden or shown to students via the **Course Settings menu**.

- Can be hidden or shown to staff via the **Gradebook Settings menu**.

Assignments 80% of grade	Tests 10% of grade	Discussions 10% of grade	Total
0%	0%	70%	👁 7%
25.71%	0%	0%	👁 20.57%
26.67%	0%	0%	👁 21.33%
0%	0%	0%	👁 0%
10.5%	0%	0%	👁 8.4%
7.5%	0%	0%	👁 6%
9.33%	0%	0%	👁 7.47%
13.33%	0%	0%	👁 10.67%
11.17%	0%	0%	👁 8.93%

Grade totals are provisional and may change. Students should ignore overall totals and focus on individual assignment grades.

Curving grades - **DO NOT USE!**

- Canvas allows instructors to adjust grades for individual assignments based on an average score.

- This can be done by selecting the Curve Grades option in the Gradebook column.

- Grade curving is **irreversible** and **cannot be undone**.

The Scaling of Marks **should only take place in the moderation panels** that happen pre-Exam boards.

The Gradebook Interface

1. Functionalities
2. Student data
3. Submission data

Gradebook Functionalities

1. Gradebook view: view all students or one student at a time.
2. Import or export grades.
3. Gradebook settings.
4. Search for specific students.
5. Search for specific assignments.
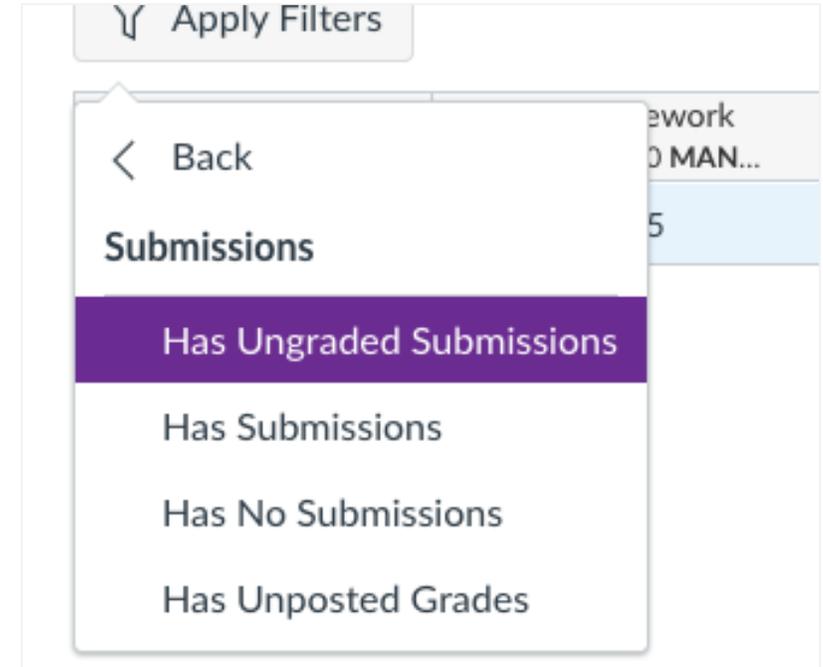6. Apply filters to refine your view of the Gradebook.

You can set multiple conditions within the same filter, and saved filters can be reused.
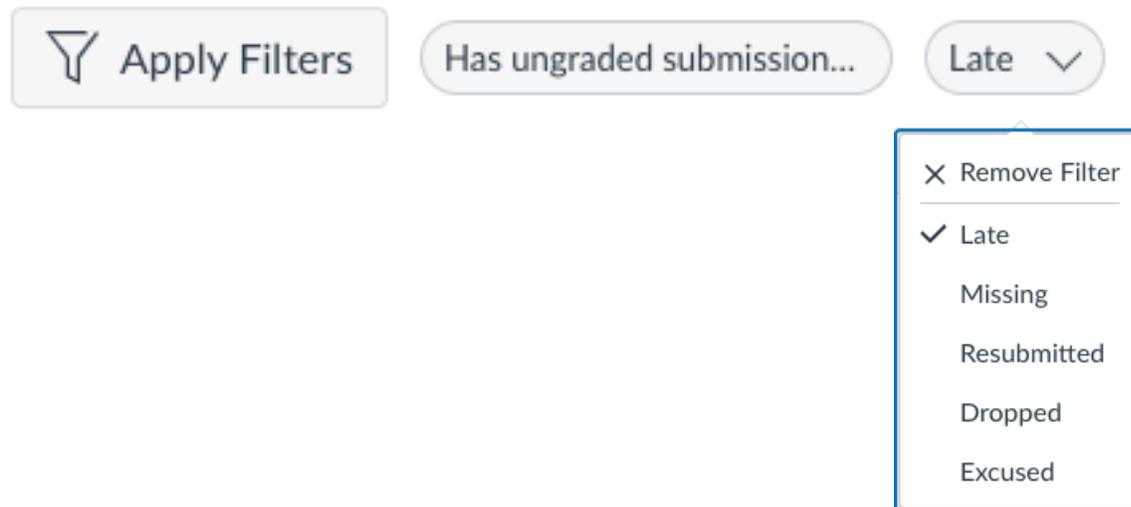
Gradebook Filtering for Ungraded Submissions

You can filter the Gradebook to only display assignment columns containing ungraded submissions.

- In the Gradebook, select **Apply Filters**, then **Submissions**, and then **Has Ungraded Submissions**.

- All submissions that need grading across the course unit will be displayed.

- Refine the view further by selecting a specific assignment in the **Assignment Names** search at the top.

Identifying late submissions

- Assignments submitted late will be **highlighted in blue** and labelled as **late**.

- You can filter the Gradebook to only show late submissions:
  - Select **Apply Filters**, then **Status**, and then **Late**.

- Active filters will appear at the top and can be edited and removed by clicking on the relevant button.
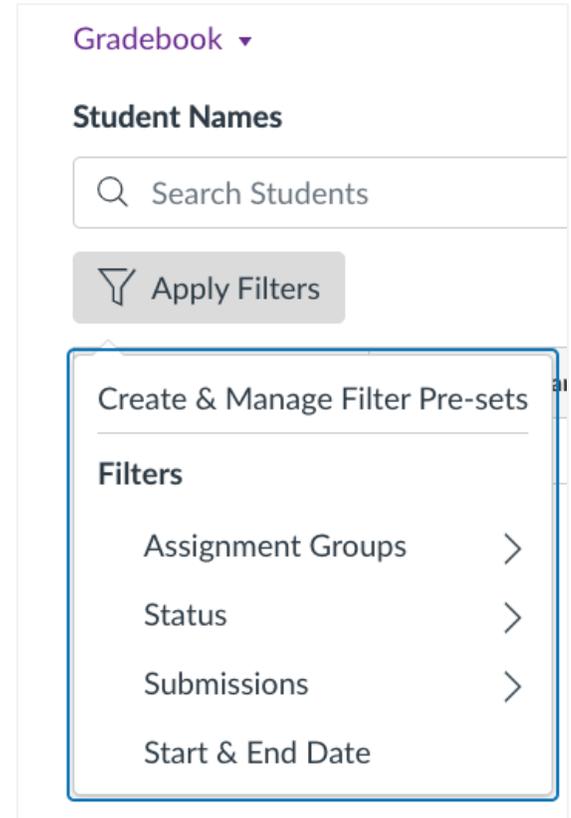
Gradebook Filters

Apply filters to tailor Gradebook view by:

- Assignment Group.
- Status (late, missing, resubmitted).
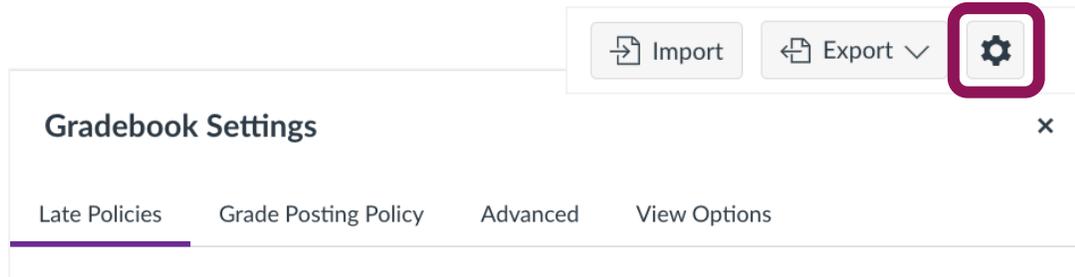- Submission (graded, ungraded, no submissions).
- Start or End Date.

Gradebook ▾

Student Names

🔍 Search Students

▽ Apply Filters

Create & Manage Filter Pre-sets

Filters

Assignment Groups >

Status >

Submissions >

Start & End Date

ℹ You can set multiple conditions within the same filter, and saved filters can be reused.

Gradebook Settings

1. **Late Policies**: automatically apply grades and penalties for missed and late submissions. (Session 2)

2. **Grade Posting Policy**: choose how grades are released to students; **Manual** should be selected. (Session 2)

3. **Advanced**: enabled final grade override to modify total scores automatically calculated by Canvas.

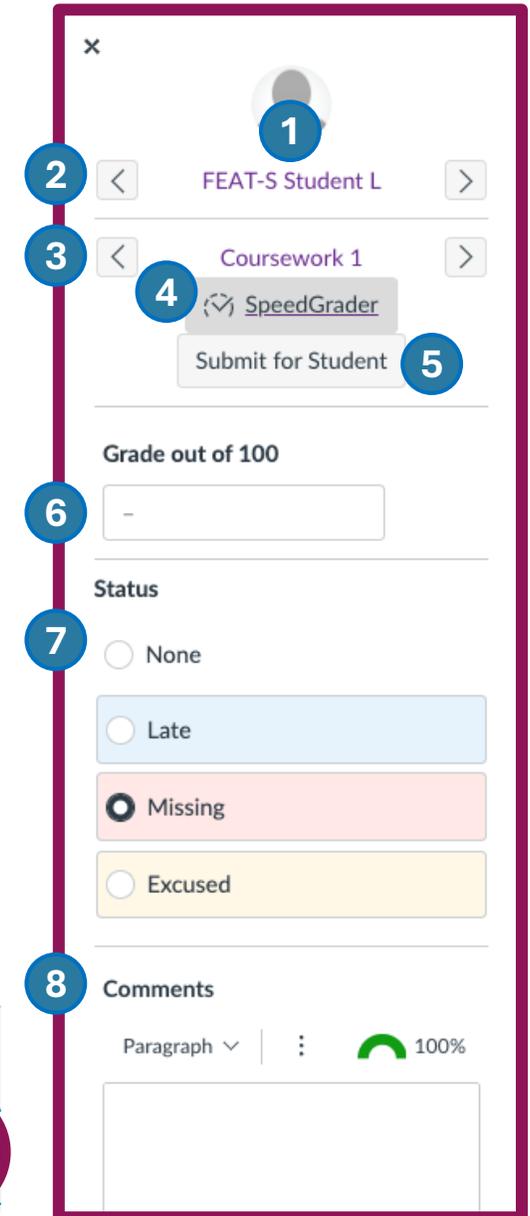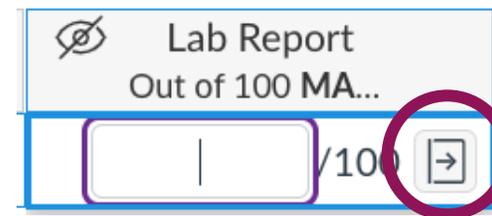4. **View Options**: filter and sort the Gradebook according to several options.

> ℹ️ The note is not visible to students, as the Notes column is intended for instructor use only.

Grade Detail Tray

If you click on an individual assignment:
1. View Student name.
2. Move between students.
3. Move between assignments.
4. Speedgrader.
5. Submit on behalf of a student.
6. Enter grade.
7. Change submission status.
8. Add feedback comments (visible to students).

Activity 1: Create Filters in the Gradebook

1. Click **Grades** in the course menu to access the **Gradebook**.

2. You should have two assignments and a submission from the **Test Student** from the previous sessions.

3. Use the **Assignment Names**, drop-down menu to filter the assignment column(s) .

4. Select **Apply Filters**, then select **Status** and choose **Late**.

5. Locate the **active filters** to the right of the Apply Filters button.

6. Click on **Late** and select **Resubmitted**.

7. To the right of the **Apply Filters** filter, locate the active filters.

8. Click on **Late** and select **Remove Filter** to disable the filter.

9. Under **Assignment Names**, remove the assignment that is currently selected.

10. Click on **Has Ungraded Submissions;** select **Has Unposted grades**; click on **Has Ungraded Submissions** to deselect the filter.

11. Click on **Has Unposted Submissions** and select **Remove Filter** to disable the filter.

Activity 2: Split student first and last name

1. Access the **Gradebook Settings** by selecting the cog icon in the top-right corner.

2. Select the **View Options** tab within the settings menu.

3. Check the box labelled **Split Student Names**.

4. Click the **Apply Settings** button to save your changes. The Gradebook will now display student names in separate columns: one for first names and one for last names.

Activity 3: Manage the Notes column

1. Access the **Gradebook Settings** and select the **View Options** tab.

2. Tick the box labelled **Notes** to enable the Notes column.

3. Click **Apply Settings** to save your changes.

    The Notes column will now appear in the Gradebook.

4. In the **Gradebook**, find the **Notes** column next to the student names.

5. Click on the **cell** in the Notes column corresponding to a student. Type your note (up to 255 characters) and click **Save**.

6. Click on your **Sandbox name** displayed at the top to navigate to the Home page.

7. In the top-right, select the **View as Student** button.

8. Click **Grades** in the course menu. Can you see the note that you've just entered?

> **i** The note is not visible to students, as the Notes column is intended for instructor use only.

Sorting Information in Gradebook

ILO: Organise and arrange columns and information within the Gradebook.

Organising Columns

- Columns can be **arranged by** Name, Due Date, Points or Module.

- You can also manually **drag and drop** column headers.

- You can **apply filters** to create a focused view of the Gradebook.

- The Total column can be moved to the front or end in one click.

Sorting by Individual Columns

- The gradebook can be sorted by data in each column

- Sort options are accessed via the (⋮) button on each column

- Student ID is called SIS ID

? When you rearrange columns in the Gradebook, the changes you make are **specific to your personal view** and do not affect how other users see the Gradebook.
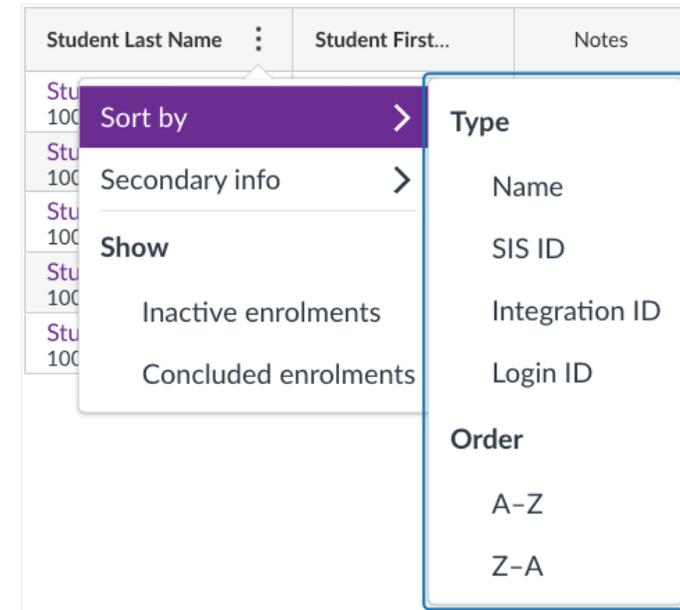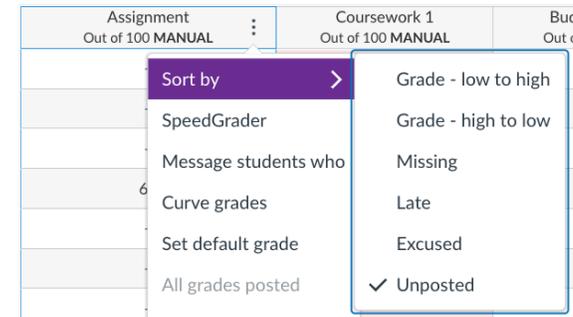
Sorting Individual Columns

Assignment columns can be arranged by:

- Grade (low to high / high to low).
- Status (late, missing, excused, unposted grades).

Student data columns can be arranged by:

- Name.
- SIS ID (Student ID).
- Login ID (Username).

Activity 4: Rearrange columns

1. Click **Grades** in the course menu to access the **Gradebook**.

2. Click the cog icon in the top-right to open the **Gradebook Settings.**

3. Select the **View Options** tab.

4. In the Arrange By menu, select **Assignment Name A-Z** to sort columns alphabetically.

5. Change to **Due Date – Oldest to Newest** to sort columns based on assignment deadlines.

6. Click on **Apply Settings** to save.

7. Back to the **Gradebook**, click and hold the **header** of a column you wish to move.

8. **Drag it** to the desired position within the Gradebook and release to **drop it** into place.

9. Locate the **Total** column, click the three-dot icon and select **Move to Front**.

? When you rearrange columns in the Gradebook, the changes you make are **specific to your personal view** and do not affect how other users see the Gradebook.

Activity 5: Display Student IDs or Usernames

1. Locate the **Student Name** column.

2. Click on the three-dot icon in the column header.

3. Hover over the **Secondary info** option and select **SIS ID**.
   Student IDs will be displayed under the student's name.

4. Change the **Secondary info** option to **Login ID**.
   Student Usernames will be displayed under the student's name.

Activity 6: Sort information within a column

1. Locate the **Student Name** column and click the three-dot icon.

2. Hover over the **Sort by** option and review the options available.

3. Locate an assignment column and click the three-dot icon.

4. Hover over the **Sort by** option and review the options available.

    There is currently only one student enrolled in your Sandbox, so sorting column information isn't possible. Use this opportunity to familiarise yourself with the process.

Notice that clicking a column heading takes you directly to the associated assignment - quick and easy navigation!

Activity 7: Change a Submission Status

1. Locate the assignment column.

2. Locate the student submission you want to update.

3. Select the **grade cell** and click on the **arrow icon** to open the Grade Detail Tray.

4. Under **Status**, select **Late** and close the Grade Detail Tray.

5. The changes will be automatically saved.

6. Using the Apply Filters menu, filter the Status to show Late submissions only.

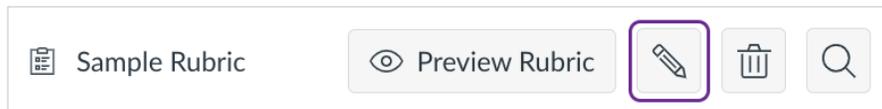# Viewing Grades and Feedback

ILO: Access and review grades and feedback in Canvas with ease.

Change Gradebook View

1. **Traditional Gradebook:** Default view showing all students, assignments, and grades.

2. **[Learning Mastery Gradebook:** Tracks progress on course-level outcomes.]

3. **Individual Gradebook:** Focuses on one student and assignment at a time.

4. **Gradebook History:** Change Log for Grades – NB: Not downloadable

Activity 8: Set Up Your Canvas Workspace

1. Follow the link and locate the sample rubric: tinyurl.com/download-rubric.

2. Click the three-dot icon and select **Download**; save the file to your computer.

3. Go to your **Canvas Sandbox**.

4. Click on **Rubrics** in the course menu.

5. Click the **Import Rubric** button in the top-right.

6. Upload the sample rubric CSV file by dragging it into the upload area or selecting it from your computer.

7. Click on **Assignments** in the course menu.

8. Click on the assignment you want to attach the rubric to.

9. In the Assignment page, scroll down and click **Find Rubric**; select **Sample Rubric** and click the **+ Add** button.

10. Click on the **Edit Rubric** button.

    | 📋 Sample Rubric | 👁 Preview Rubric | ✏️ | 🗑 | 🔍 |

11. Tick the **Use this rubric for assignment grading** option and click **Save**.

Activity 9: Access Individual Grades (Method 1)

1. Click on **Grades** to access the Gradebook.

2. Find the column labelled **Student Name** and click on the name of the student whose grades you want to view. The Grade Detail Tray will appear on the right-hand side.

3. In the Grade Detail Tray, click **Grades**. Grades for the selected student will display.

4. Review the information in the **Submitted** and **Status** column.

5. Click the **Show all details** button in the top-right corner and review the information displayed.

6. Click **Hide all details** to hide the details.

7. Click the **Print grades button** at the top to export a PDF of all the grades for the selected student.

Activity 10: Access Individual Grades (Method 2)

The Individual Gradebook view allows you to assess one student and one assignment at a time.
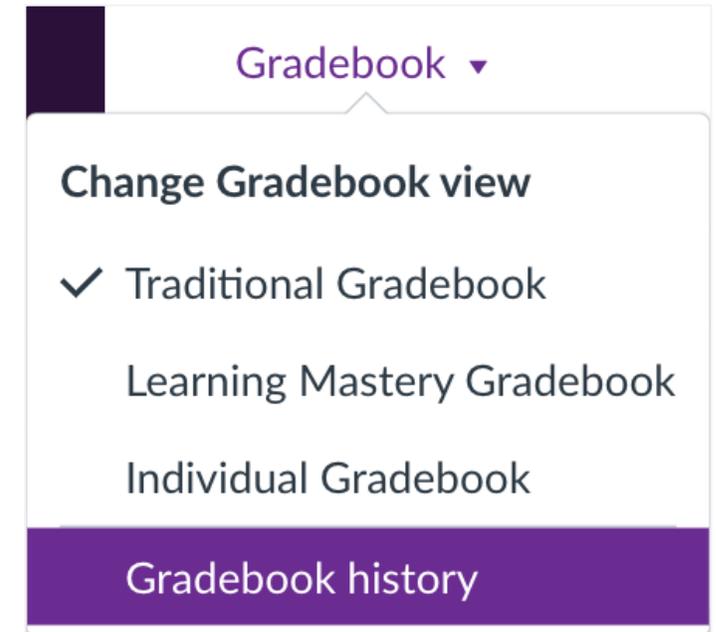
1. In the Gradebook menu, select **Individual Gradebook**.

2. In **Content selection**, choose the student whose grades you want to view.

3. Scroll down to the **Student information** section and review the information.

4. In **Content selection**, choose the assignment you want to view for the selected student.

5. Review the **Grading** and **Assignment information** sections.

6. Switch back to **Traditional Gradebook**.

DO NOT use the **Curve Grades** function!

Gradebook History

- Canvas allows you to view and filter the history of all grading changes in the Gradebook.
- It is not possible to export or download the Gradebook history.

Exporting Grades and Feedback

ILO: Export and download grades and feedback from the Gradebook for external use.

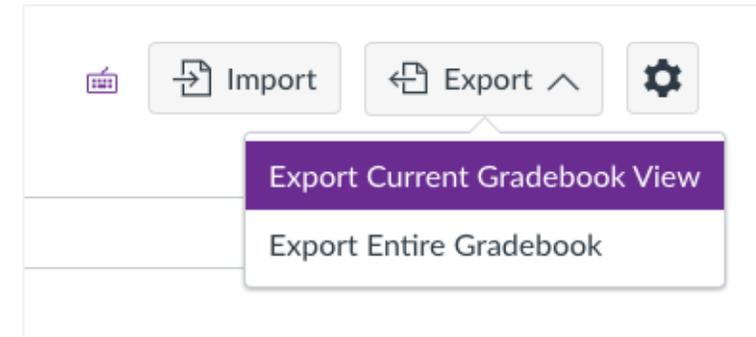# What can I download?

Bulk download

- **Grades**
- **File submissions**
- **Quiz results**
- Rubrics
- Late submissions and time stamps

Individual download

- **Grades**
- **File submission**
- **Quiz results**
- Feedback comments
- Annotated submissions
- Similarity reports

Activity 11: **Bulk** Export Grades from Gradebook

1. Select **Grades** in the course menu to access the Gradebook.

2. In the top-right corner, select **Export** and choose **Export Current Gradebook View**.
   This will initiate the process of downloading the Gradebook data.

3. A CSV file will automatically download to your device.

4. Locate the CSV file in your downloads folder and open it in Excel.

5. Review the data. Can you identify student data, individual grades, assignment groups total scores, current and final total scores?

	A	B	C	D	E
1	Student	ID	SIS User ID	SIS Login ID	Integration ID
2					
3	Points Possible				
4	student, Test	108982		a4ca812d1fe78d48f200f3a0	

Coursework (109540)	Week 1 Quiz (109541)	Week 2 Quiz (109542)
Manual Posting	Manual Posting	Manual Posting
100	100	100
100	100	50

Activity 12: **Bulk** Download Grades from Individual Gradebook

An alternative method for downloading grades in bulk for the whole cohort.

1. In the Gradebook menu, select **Individual Gradebook**.

2. Adjust the **Global settings** as needed. For example, you can choose to hide student names or show private notes.

3. Click the **Download Current Scores (.csv)** button to export the scores for all the students enrolled on the course unit.
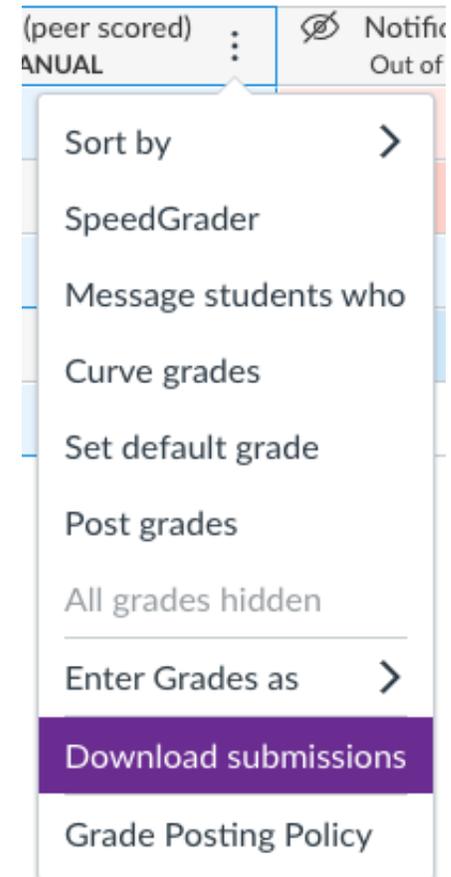
4. The CSV file will automatically download to your computer.

Select a section   All sections ▾

Sort Assignments   Alphabetically ▾

☑ View Ungraded as 0

☐ Hide Student Names

☐ Show Concluded Enrolments

☑ Show Notes in Student info

☑ Allow Final Grade Override

⬇ Download Current Scores (.csv)

⬆ Upload scores (.csv)

View gradebook history

Activity 13: **Bulk** Download of Submissions (via Gradebook)

Canvas allows you to bulk download submissions made to a specific assignment.

1. Click on **Grades** in the course menu to access the Gradebook.

2. Find the column for the assignment for which you want to download submissions.

3. Click the three-dot icon in the assignment column header and select **Download Submissions** from the drop-down menu. (This will only appear if there are submissions)

4. Canvas will compile all submissions into a single ZIP file. You can monitor the progress via a status bar.

5. Once the file is ready, a ZIP file will automatically download to your computer.

Activity 14: **Bulk** Download of Graded Rubrics

1. In the course menu, click on **Grades** to open the Gradebook.

2. Locate the assignment column for which you want to download rubrics.

3. Click the three-dot icon in the column header and select **Bulk Download Rubrics**.

4. You can choose to download rubric assessments for all students, completed rubric assessments or incomplete rubric assessments.

5. Click **Download**.

6. The rubric assessments will download as a CSV file.

Activity 15: **Individual** Download of Grades

1. In the Gradebook menu, select **Traditional Gradebook**.

2. In the **Student Name** column, click on the name of the student whose grades you want to download.

3. In the Grade Detail Tray on the right, click **Grades**.

4. Click the **Print grades** button at the top to export a PDF of all the grades for the selected student.

Activity 16: **Individual** Download of Submissions (via Assignments)

1. In the course menu, click on **Assignments** to view all assignments for the course.

2. Click on the **name of the assignment** for which you want to download submissions.

3. On the assignment page, click on the **Download Submissions** link on the right-hand side.

   Canvas will compile all submissions into a single ZIP file. You can monitor the progress via a status bar.

4. Once the file is ready, a **ZIP file will automatically download** to your computer.
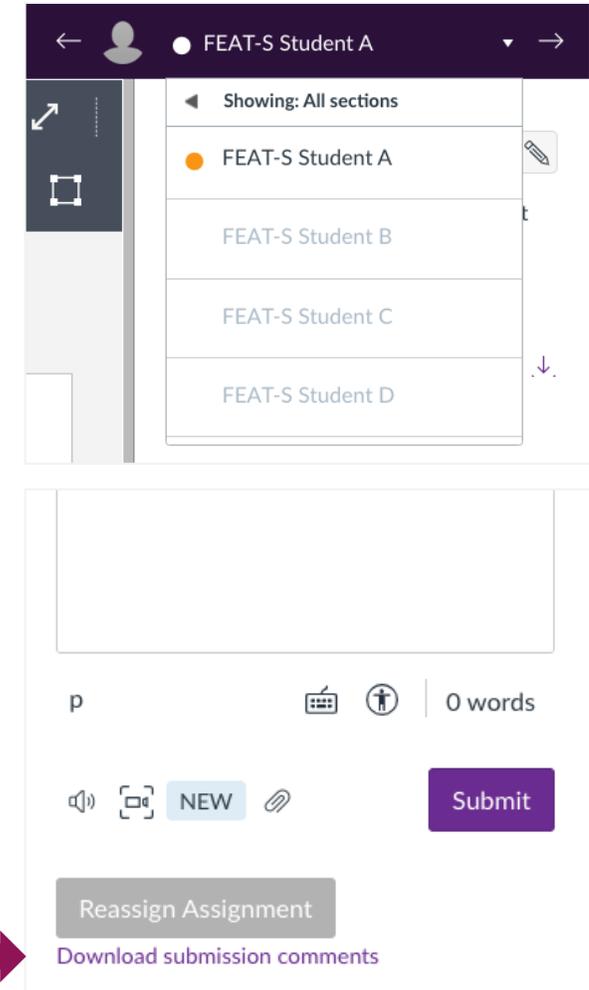
Activity 17: **Individual** Download of Assignment Feedback Comments

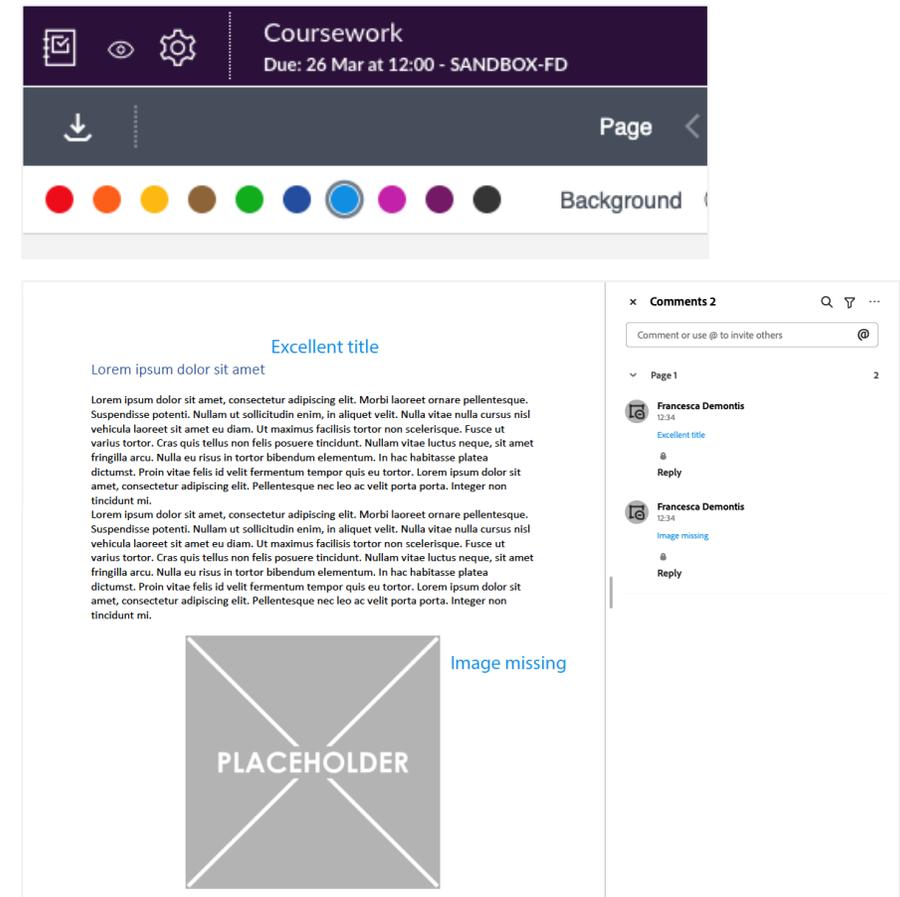Feedback comments cannot be bulk downloaded for the whole cohort.

1. Click **Assignments** in the course menu to view all course assignments.

2. Click on the **name of the assignment** for which you want to download submissions.

3. On the assignment page, click on the **SpeedGrader** link on the right-hand side.

4. In the top-right, use the drop-down menu to select the student for whom you want to download comments.

5. In the **Assignment Comments** section on the right, look for the **Download submission comments** link.

6. Click the link to download a PDF containing the comments for that submission.

7. If you need comments for multiple students, repeat the process for each submission.

Activity 18: **Individual** Download of Annotated Student Submissions

1. In the course menu, click on **Assignments** to view all assignments for the course.

2. Click on the **name of the assignment** for which you want to download submissions.

3. On the assignment page, click on the **SpeedGrader** link on the right-hand side.

4. Use the student list in SpeedGrader to locate the submission you want to download.

5. In the Canvas DocViewer, add a freetext annotation.

6. Click the **Download** button located at the top-left corner of the DocViewer frame.

7. This will generate a PDF version of the annotated document which will download on your computer.

Downloading Quiz results

- Overall quiz grades can be bulk downloaded using the **Export** function in the Gradebook.

- Detailed quiz results for individual students can also be downloaded.

- Additional guidance will be available on the Canvas microsite.

Making sense of the exported scores

Exported Scores give you a score for each assignment in a course

Course or Assignment Group Totals will show:

- **Current Score**: Reflects scores for graded, posted assignments.

- **Unposted Current Score**: Reflects scores for graded assignments and includes hidden assignments.

- **Final Score**: Reflects overall score including unsubmitted assignments as zero but excluding hidden assignments.

- **Unposted Final Score**: Reflects total score, including unsubmitted assignments as zero and hidden assignments.

If all marking has been completed and all grades have been posted, **the Current Score should match the Final Score**.

Importing Grades and Feedback

ILO: Manually or bulk enter and import grades and feedback into the Gradebook.

What can I import via CSV upload?

Bulk upload allowed for:

- Grades
- Rubrics
- File (re)submissions
- Notes (private, visible to staff only)

Bulk upload NOT allowed for:

- Feedback comments
- Feedback Files

Book a **1-to1 Consultation** or attend a **Canvas Clinic** if you want to explore how to transition your current workflow.
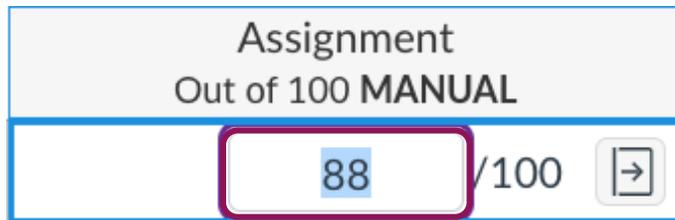
Can I manually enter grades and feedback?

Yes!

Grades and comments can be manually added for individual students.

Directly in the Gradebook cell

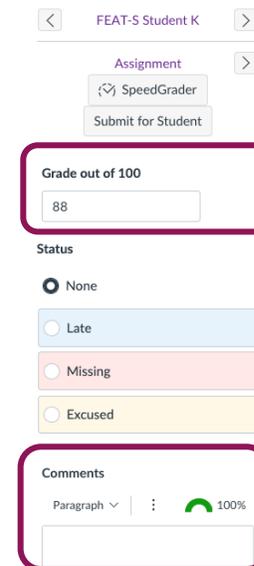**Grades** can be entered directly in the grade cell of the Gradebook.

Via SpeedGrader

Grades and feedback comments can be entered in SpeedGrader.
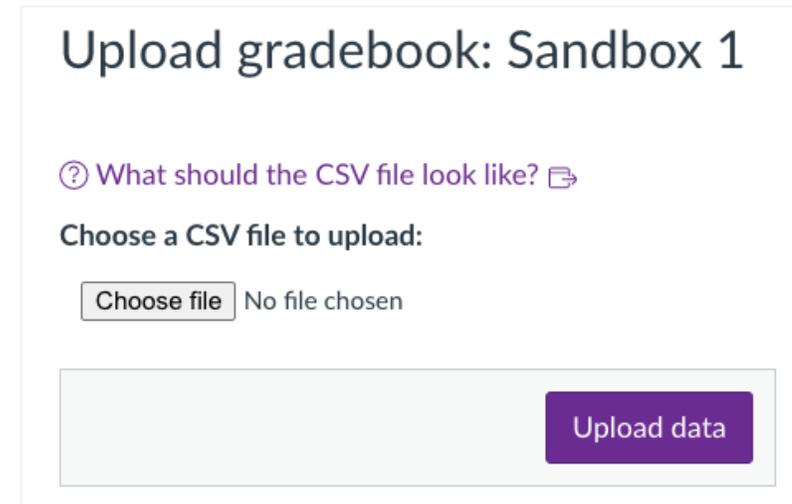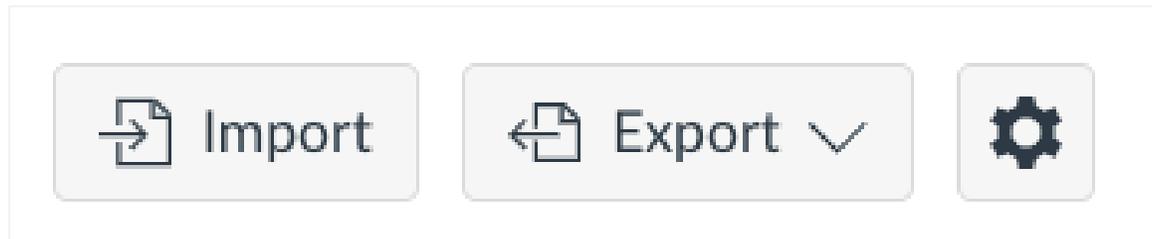
Can I import grades?

Yes! Grades can be bulk uploaded via CSV file.

- You must use a **CSV template**.

- Grades imported via CSV upload will **appear in both the Gradebook and SpeedGrader.**

- Grades imported via CSV upload will **override existing grades**.

- Changes to the grades are logged and can be viewed in the **Gradebook History**.
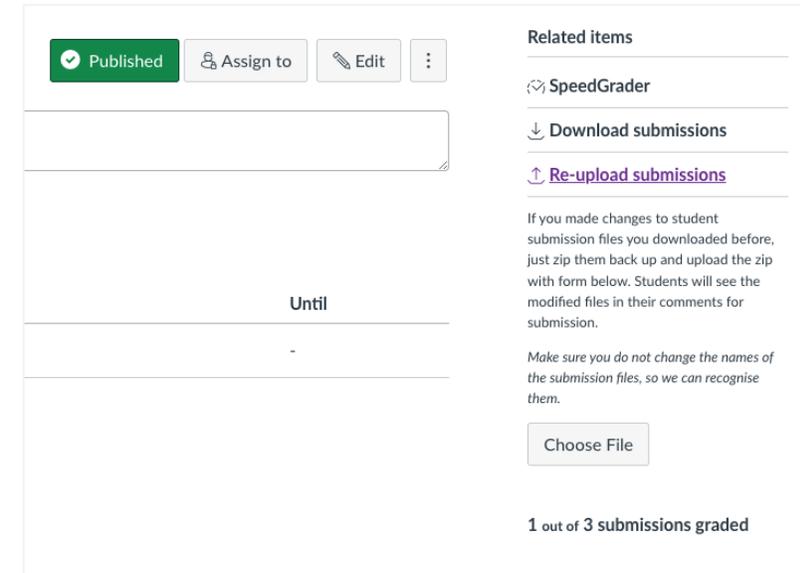
Can I import marked rubrics?

Yes!

1. Download the rubric as a template CSV file first.

2. Edit it by entering grades and comments.

3. Once completed, reupload the edited CSV file to import the marked rubric back into Canvas.

4. Student will be able to see the updated rubric in SpeedGrader.

Can submissions be marked offline?

Yes!

1. **Bulk download** student submissions for a specific assignment.

2. **Annotate offline**: Add feedback and comments directly to the files.

3. **Upload updated files** to the Gradebook with annotations.

Students can view the updated submissions, including feedback and notes added offline.

Can I import text comments?
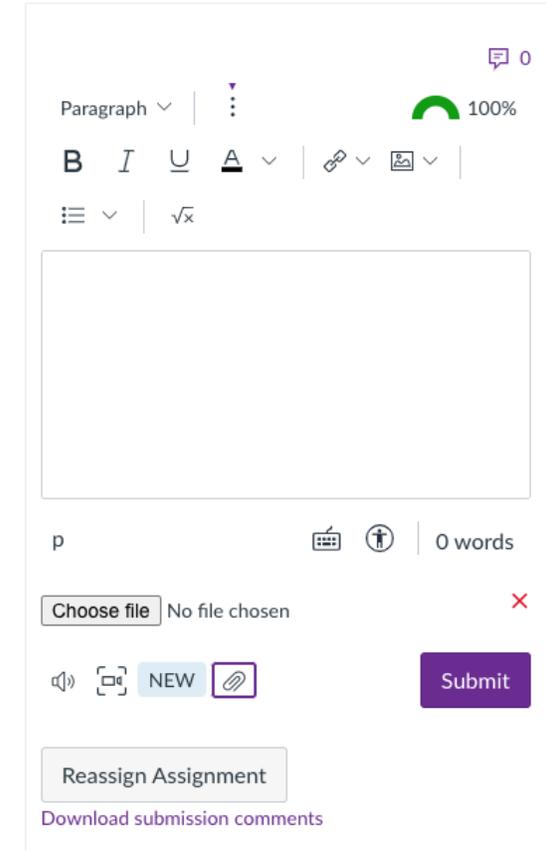
No.

- Text comments **cannot** be imported via CSV upload in Canvas.

- Use **SpeedGrader** to enter text comments for individual students.

- Bulk text uploads are supported in the **Notes column**, which is visible only to staff.

Can I import documents and files?

No.

- Canvas does not support importing files via CSV upload.
- Consider **No Submission assignments** to manage administrative tasks such as uploading transcripts or letters.
- **Attach files** to individual submissions using **SpeedGrader**.

Students will see the feedback file in their Canvas dashboard. Name it meaningfully and clearly communicate its purpose to students.

Book a **1-to1 Consultation** or attend a **Canvas Clinic** if you want to explore how to transition your current workflow.

Managing Weighted Grades

ILO: Create Assignment Groups and apply weights to manage grading criteria.

Example

Scenario:

- Assignment Group A: Weight = **20%**; Percentage Earned = **75%**
- Assignment Group B: Weight = **50%**; Percentage Earned = **98%**
- Assignment Group C: Weight = **30%**; Percentage Earned = **87%**

Calculation:

$(0.75 \times 0.20) + (0.98 \times 0.50) + (0.87 \times 0.30) = 0.15 + 0.49 + 0.261 = 0.901$

Final Grade = **90.1%**

Book a **1-to1 Consultation** for personalised support with grade weighting in Canvas.

Managing grades and feedback from previous years

Downloading assessment from previous years

- **Blackboard course material** from previous years will be migrated to **Canvas courses** (accessible to staff and students).

- **Student data** (submissions, grades, feedback) will **not** be migrated to Canvas.

- All student data will be **archived and securely stored**.

- Staff and students will be able to **request access** to student data by raising a ticket in **Connect**.

Communication

Save your Blackboard information!

When Blackboard is switched off towards the end of this year to make way for Canvas, some student content from previous years will **not** be immediately available. Read more about downloading your past submissions and feedback before September 2025:

https://studentnews.manchester.ac.uk/2025/03/13/save-your-blackboard-information/

Further Support

ILO: Access further Canvas support.

Canvas Support

- Online Guidance: <u>Getting Started with Canvas</u>
  Information and guides to help you get started with Canvas.

- Drop-In Clinics: <u>Canvas Clinic Schedule</u>
  Drop in anytime between 10am and 3pm to get Canvas help – bring your laptop.

- 1-to-1 Virtual Consultations: <u>Book a Consultation</u>
  Attend a 30-minute Canvas help session with FSE eLearning via MS Teams.

- Raise a ticket via <u>Connect</u>
  Use the Blackboard, Turnitin & eLearning form in Connect to raise a request or flag an issue.

- Student Support: <u>Introduction to Canvas for Students</u>
  This resource provides students with guidance on using Canvas.

Summary

ILO: Reinforce key takeaways and information from today's session.

Intended Learning Outcomes

1. Apply filters in the Gradebook to customise and refine the view.
   How do I create and manage filters in the Gradebook?

2. Organise and arrange columns and information within the Gradebook effectively.
   How do I arrange columns in the Gradebook?
   How do I use the Notes column in the Gradebook?

3. Access and review grades and feedback in Canvas with ease.
   How do I view a student's Grades page in a course from the Gradebook?
   How do I view assignments or students individually in the Gradebook?

4. Export and download grades and feedback from the Gradebook for external use.
   How do I download all student submissions for an assignment in the Gradebook?
   How do I export grades in the Gradebook?
   How do I download rubric assessments using Enhanced Rubrics?

5. Manually or bulk enter and import grades and feedback into the Gradebook.
   How do I import grades in the Gradebook?;
   How do I upload all student submissions for an assignment in the Gradebook?
   How do I create assignment columns for non-submission assignments in the Gradebook?
   How do I enter and edit grades in the Gradebook?
   How do I leave comments for students in the Gradebook?
   How do I leave feedback comments for student submissions in SpeedGrader?
   How do I import rubric assessments?

6. Create Assignment Groups and apply weights to manage grading criteria.
   How do I add an assignment group in a course?
   How do I weight the final course grade based on assignment groups?

Key Takeaways

- **Gradebook Features**
  - The Gradebook is designed for easy organisation and navigation.
  - Filters are intuitive and effective, enabling seamless customisation of views.
  - It offers quick and easy access to **SpeedGrader** for streamlined grading and feedback.
  - Use the **Notes** column to store text; supports bulk uploads and is **visible to staff only**.
  - Clicking on a column header directs you to the associated assignment for quick access.
  - Grades and customised Gradebook views can be easily exported.

- **Bulk Actions**
  - Submissions can be bulk downloaded and re-uploaded.
  - Rubrics support bulk download and re-upload for streamlined marking.

- **Differences with Blackboard**
  - Manual columns are not supported; **No Submission** assignments can be used instead.
  - Calculated columns are unavailable; grade weightings managed via Assignment Groups.
  - The **Curve Grades** feature should not be used.
  - Bulk upload of text comments or files is not supported.

Feedback

Please take a few minutes to complete our feedback survey.

Thank you for your support!

Survey link:

tinyurl.com/tlsetrainingfeedback

TLSE Canvas Training Feedback