

[Canvas Training] Managing Grades in Canvas: Activities

Only complete Activities 1 to 3.

Activity 1: Create Filters in the Gradebook

1. Click **Grades** in the course menu to access the **Gradebook**.
2. Under **Assignment Names**, open the drop-down menu and choose a specific assignment you want to focus on.
3. Select **Apply Filters**, then select **Status** and choose **Late**.
4. Locate the **active filters** to the right of the Apply Filters button.
5. Click on **Late** and select **Resubmitted**.

This will ensure only ungraded resubmissions for the chosen assignment are displayed.

6. To the right of the **Apply Filters** filter, locate the active filters.
7. Click on **Late** and select **Remove Filter** to disable the filter.
8. Under **Assignment Names**, remove the assignment that is currently selected.

Grades for all assignments and all students will be now displayed.

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?

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

Pause the activities and wait for further instructions.

Only complete Activities 4 to 7.

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.

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

Activity 7: Change a Submission Status

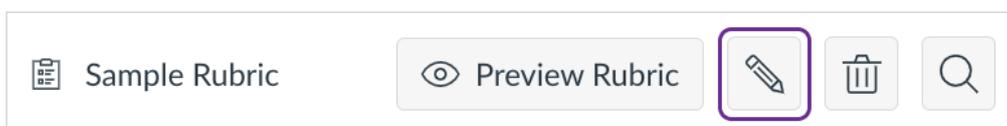
1. Locate the assignment column.
2. Locate the student submission you want to update.
3. Select the **grade cell** and click on the **arrow icon** to open the Grade Detail Tray.
4. Under **Status**, select **Late** and close the Grade Detail Tray.
5. The changes will be automatically saved.
6. Using the Apply Filters menu, filter the Status to show Late submissions only.

Pause the activities and wait for further instructions.

Only complete Activities 8 to 10.

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. Select the three-dot menu on the sample rubric and choose 'Edit'.
8. Select 'Create rubric'. This saves the rubric, ready to be applied to an assignment.
9. Click on **Assignments** in the course menu.
10. Click on the assignment you want to attach the rubric to.
11. In the Assignment page, scroll down and click **Find Rubric**; select **Sample Rubric** and click the **+ Add** button.
12. Click on the **Edit Rubric** button.



13. Tick the box labelled **Use this rubric for assignment grading** 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!

Pause the activities and wait for further instructions.

Only complete Activities 11 to 18.

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?

Activity 12: Bulk Download Grades from Individual Gradebook

Here is 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.

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).

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 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 entire cohort. However, for an individual student and a specific assignment, you can download all feedback comments provided by markers in SpeedGrader.

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**, click on the submission and 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.

Pause the activities and wait for further instructions.

Optional Activities to Explore Assignment Groups and Weighted Grades

Activity 19: Create Assignment Groups

1. Click on **Assignments** in the course menu.
2. Click on **+Group** at the top of the Assignments page.
3. Name the first group "Exam" and click **Save**.

4. Repeat the process to create one more group named "Weekly Quizzes".
5. On the Assignments page, you will see all your existing assignments listed.

Drag and drop assignments into their assignment groups to organise them. Canvas saves changes automatically – no need to manually save.

Activity 20: Apply Assignment Group Weights

1. At the top of the Assignments page, click on the three-dot icon and select **Assignment Group Weights**.
2. Tick the box labelled **Weight final grade based on assignment groups**.
3. Enter the following weights:
 - **50%** for **Exam**
 - **30%** for **Assignments**
 - **20%** for **Weekly Quizzes**
4. Click **Save** to apply the weights.