



Tuesday Tip

Publishing Grades and Setting up your Gradebook

Would you like to pull your students' grades directly into Banner from Canvas? Follow these simple steps to get started!

Please note: In order for the Canvas to Banner feature to work, you must (1) enable the grading scheme in Canvas, (2) use the gradebook in Canvas, and (3) use the total column in the gradebook.

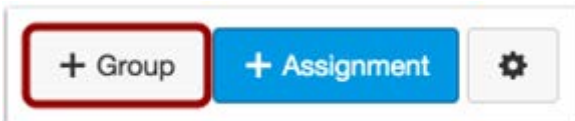
Learn how to enable the grading schemes in Canvas [here](#).

To use the Canvas to Banner grade publishing feature, please follow [these steps](#).

Setting up your Gradebook

1. Create a group under Assignments for each Category

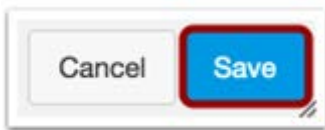
2. Click Add Group



3. Add the Group Name and the % of total grade

A screenshot of the 'Add Assignment Group' dialog box in Canvas. It has a title bar with a close button (X). Inside, there are two numbered steps: 1. 'Group Name:' with a text input field containing 'e.g., Essay Group 1'. 2. A percentage input field followed by '% of total grade'. At the bottom right are 'Cancel' and 'Save' buttons.

4. Click Save



NOTE: If you need to create a column for the Gradebook for something that is not an assignment (like a participation grade), you will still need to create a group and an assignment under the Assignments tab.

5. Click Add Assignment



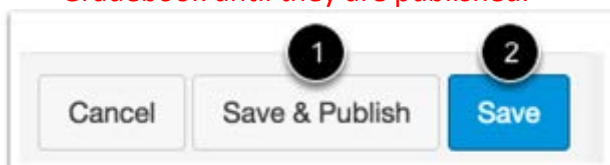
6. Enter the Assignment details

A screenshot of the 'Assignment details' form. It includes a 'Not Published' status indicator and a settings gear in the top right. The form has three numbered callouts: 1 points to the 'Assignment Name' text input field; 2 points to the 'HTML Editor' text area, which has a rich text toolbar above it; 3 points to the 'Points' input field, which contains the value '15'. Below the points field are two dropdown menus: 'Assignment Group' (set to 'Assignments') and 'Display Grade as' (set to 'Points').

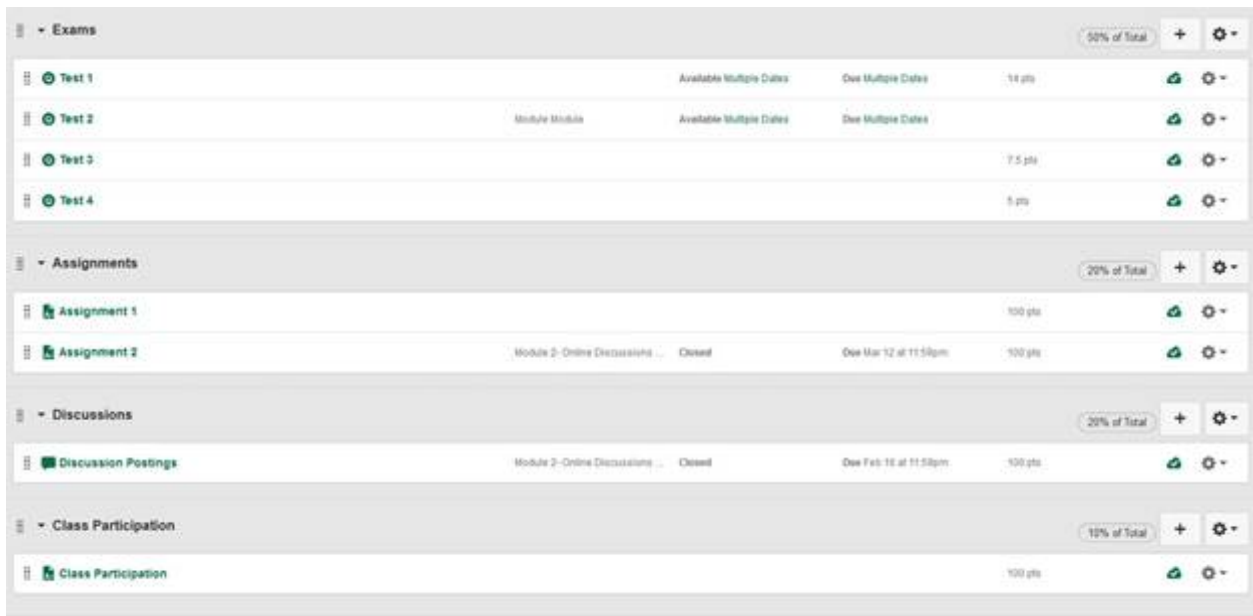
7. Under Submission Type dropdown, choose No Submission

A screenshot of the 'Submission Type' dropdown menu. The dropdown is open, showing 'No Submission' as the selected option.

8. If you are ready to publish your assignment, click the Save & Publish button. If you want to create a draft of your assignment and publish it later, click the Save button. Note: Assignments do not appear in the Gradebook until they are published.



9. Your Assignments page should look something like the one below.



The screenshot displays a course management interface with a sidebar on the left containing a menu with 'Exams', 'Assignments', 'Discussions', and 'Class Participation'. The main content area shows a list of activities under the 'Assignments' header. Each activity row includes a name, a description, a status, a due date, a weight in points, and icons for a trash can and settings. The 'Exams' section is collapsed, showing a total of 50% of the total grade. The 'Assignments' section is expanded, showing a total of 20% of the total grade. The 'Discussions' section is collapsed, showing a total of 20% of the total grade. The 'Class Participation' section is collapsed, showing a total of 10% of the total grade.

Activity	Description	Status	Due Date	Weight (pts)	Percentage of Total
Test 1	Available Multiple Dates	Due Multiple Dates		14 pts	50% of Total
Test 2	Module Module	Available Multiple Dates	Due Multiple Dates		
Test 3				7.5 pts	
Test 4				5 pts	
Assignments					
Assignment 1				100 pts	20% of Total
Assignment 2	Module 2-Online Discussions ...	Closed	Due Mar 12 at 11:58pm	100 pts	
Discussions					
Discussion Postings	Module 2-Online Discussions ...	Closed	Due Feb 16 at 11:58pm	100 pts	20% of Total
Class Participation					
Class Participation				100 pts	10% of Total

NOTE: Be sure to check your Syllabus for the percentages for each activity (see the example of percentages below)

- Exams 50%
- Discussions 20%
- Assignments 20%
- Participation 10%

For more information, please contact the [ISS team](#).
View all of our Tuesday Tips on our [SHP/ISS website](#)!

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