New Canvas Gradebook

Canvas has released a new feature that allows instructors to view an improved version of the Gradebook. While some of the features of the existing Gradebook remain the same, new features and enhancements are being added. These new features can make grading more flexible and intuitive, elevating the Gradebook's overall user experience. This guide overviews the new features. Click the links below to navigate this guide.

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Gradebook View

Instructors can organize their view of the New Gradebook by using Arrange By, Filters, and Sort By. Follow the directions below to learn how to organize the Gradebook to the desired preferences.

Use Arrange By to Organize Assignment Columns

Instructors can organize how the columns of assignments are order across the screen in the New Gradebook by using the Arrange By Feature.

1. Click **View** (A) then hover the mouse over **Arrange By** (B) to see all the ways the assignments can be ordered in the Gradebook. Click on the desired option.
2. The Gradebook will be organized by the chosen option from left to right.
3. Click **Default Order** (C) to return to the original order of assignments
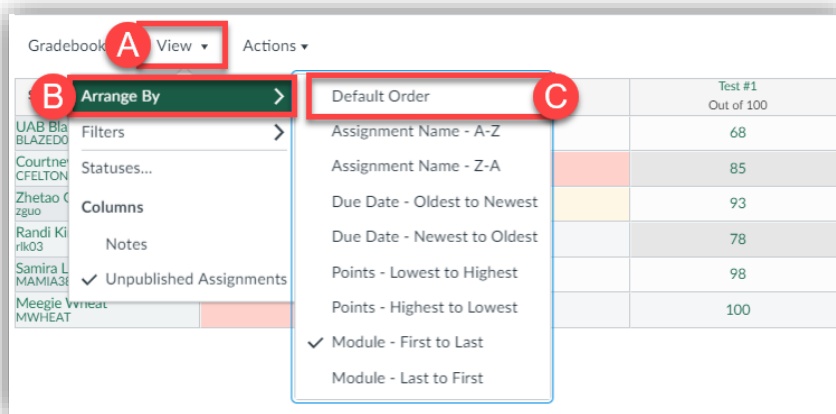
Use Filters to Focus on Specific Gradebook Content

Instructors can minimize what is shown in the New Gradebook by Filtering by Assignment Groups, Modules, or Sections of the course.

1. Click **View** (A) then hover the mouse over **Filters** (B) to see the available filters for this course.
2. Click the desired filters to enable the use of the filter for the Gradebook
3. Filters that are chosen display a check mark beside them.
4. Click one of the **Drop-Down** boxes (C) and choose the desired focus.
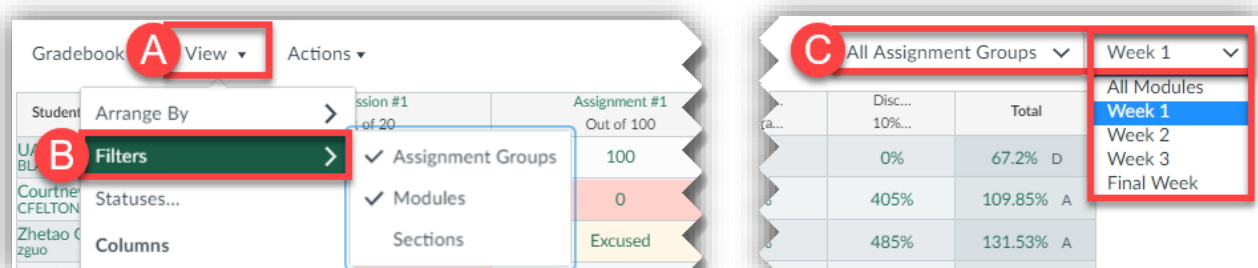
Customize Status Colors

The New Gradebook uses colors to represent assignment statuses. Instructors can customize the color for each status per course.

1. Click **View** (A), then click **Statuses** (B).
2. Click the **More Options** (C) menu.
3. Choose the desired preset color or type in a hex value.
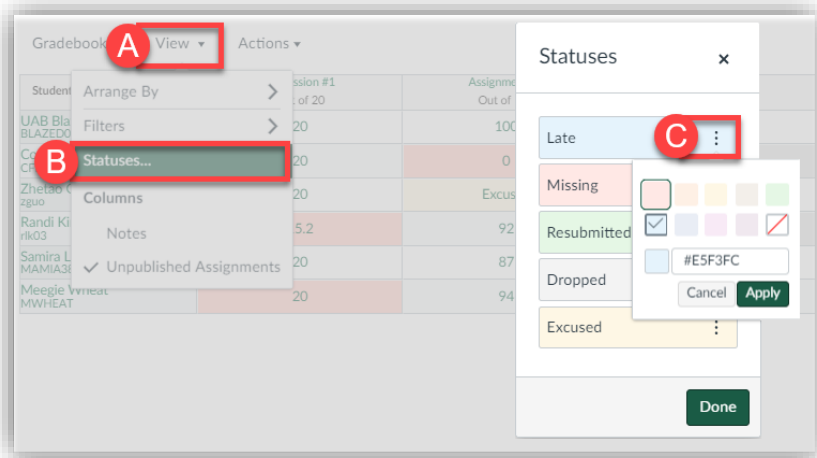
Sort Student Names

Instructors can sort the rows of student names ascending or descending alphabetically by the student's last name.
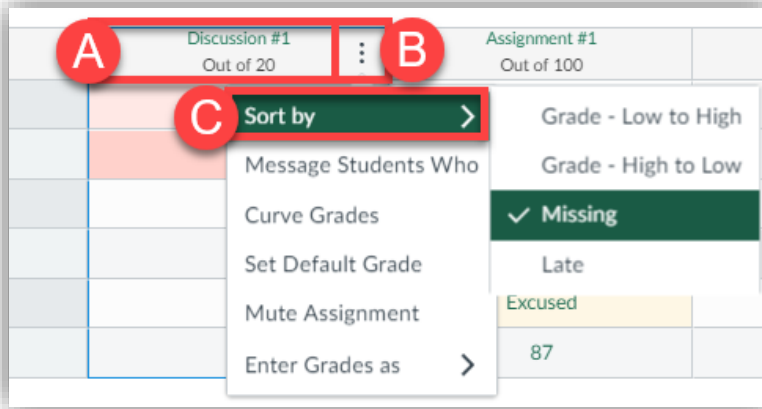
1. Hover the mouse over the **Student Name** column (A) and click the **More Options** (B) Menu.
2. Hover the mouse over **Sort by** (C) and choose the desired sorting option.
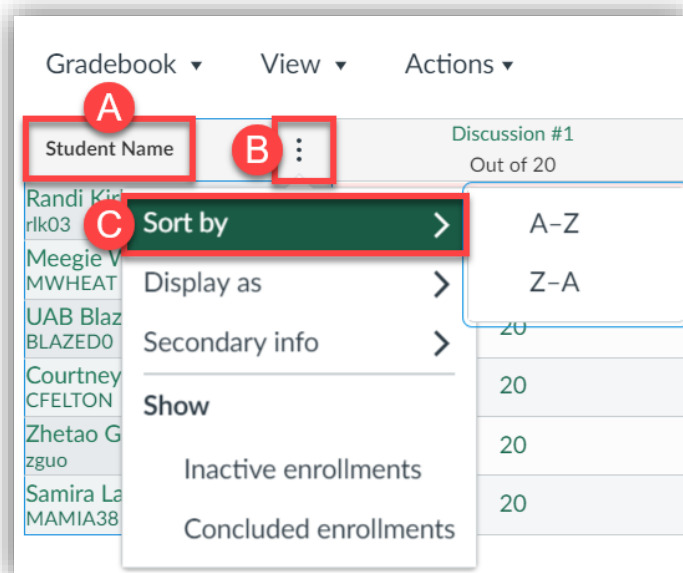
Sort Assignment Columns

Instructors can also sort individual assignment columns by grade or assignment status.
1. Hover the mouse over an **Assignment** column (A) and click the **More Options** (B) Menu.
2. Hover the mouse over **Sort by** (C) and choose the desired sorting option.

Sort or Move the Total Grade Column

Instructors can sort the Gradebook by the total grade column Low to High or High to Low.
1. Hover the mouse of the **Total** column (A) and then click the **More Options** menu (B).
2. Hover the mouse over **Sort By** (C) and choose the desired option.
3. Click **Move to Front** (D) to move the total column to the far left of the Gradebook.
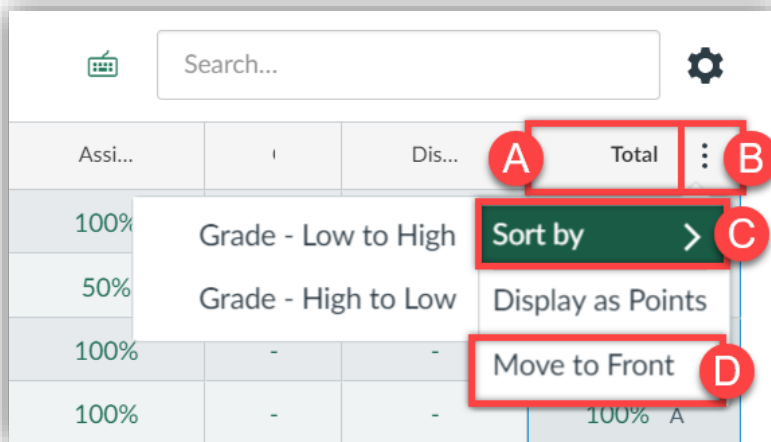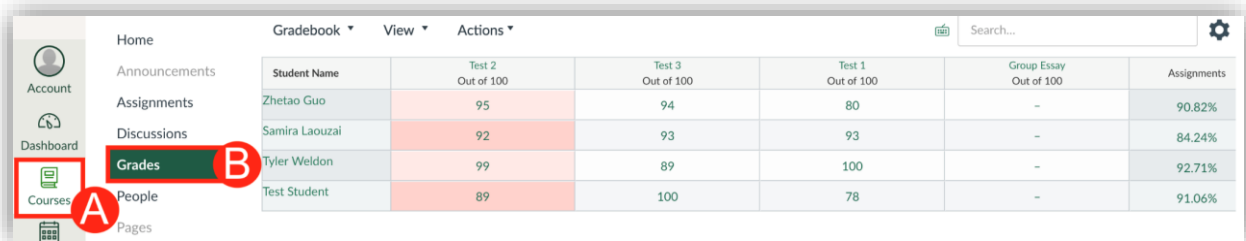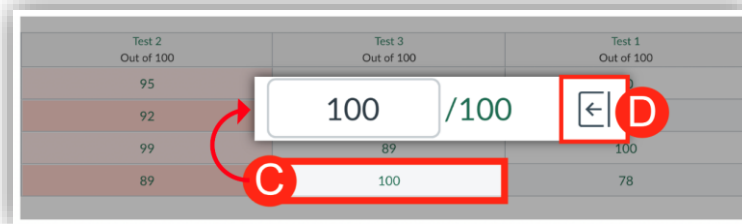
Grade Detail Tray ⬅

The Grade Detail Tray allows the instructor to enter or edit grades, change the status of a submission, leave comments for the student, and advance to the next assignment or student's details. Follow the directions below to open the gradebook and view the Grade Detail Tray.
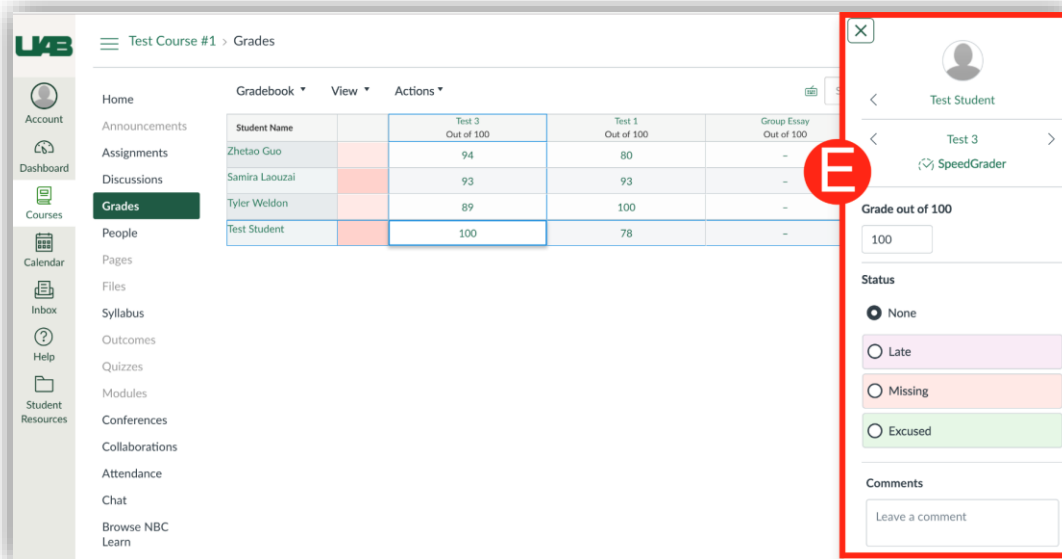
Viewing the Grade Detail Tray

1. Click on Courses (A), then select a course that has **_the New Gradebook enabled_** and click Grades (B) from the left navigation bar.

2. The Grade Detail Tray can be viewed by clicking any cell in the Gradebook. Click the desired **Cell** (C) and click the **Grade Detail Tray Icon** (D).


3. The **Grade Detail Tray** (E) will open on the right side of the screen.

Advancing Through Students or Assignments

Instructors can navigate the details seen in the Grade Detail Tray by clicking the left and right arrows.

1. Click the **Arrows** ⟨ ⟩ surrounding the **Student's Name** (F) to advance to the next student's details on that assignment.
2. Click the **Arrows** ⟨ ⟩ surrounding the **Assignment Name** (G) to advance to the next assignment in the grade book for that student.
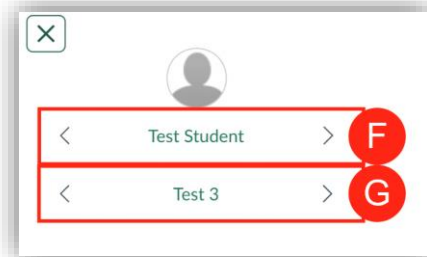
Entering or Changing Grades

Instructors can choose to switch to *SpeedGrader* (H) to grade the assignment or input a grade for that submission using the Grade Input Box.

1. Click the **Grade Input Box** (I) to enter or change the grade for that submission.
2. This value is saved once you click away from the Grade Input Box or advance to another student/assignment.
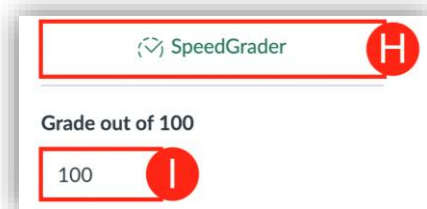
Changing the Submission Status

Canvas automatically assigns a status based off the due date and when a student submits the assignment. Instructors can manually override a submission's status under the status section of the Grade Detail Tray.

1. Choose ○ **None** (J) to remove any applied submission status.
2. Choose ○ **Late** (K) to change the status to Late and input a number for how many days it is late.
3. Choose ○ **Missing** (L) to change the status to Missing, meaning it has not been turned in.
4. Choose ○ **Excused** (M) to change the status to Excused, meaning it will not be calculated in the final grade.
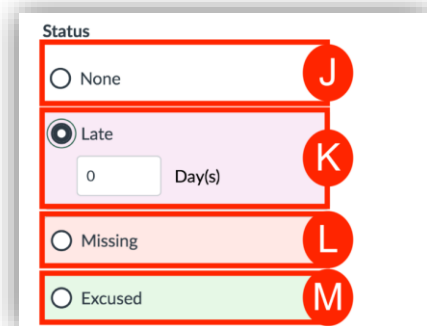
Commenting on a Student's Grade

Instructors and students can compose time-stamped comments that will be attached to the submission.

1. Instructors can edit their previously entered comments by clicking the **Pencil** ✎ or delete by clicking the **Trashcan** 🗑 (N).
2. To make a new comment, type in the **Comment Box** (O) and click **Submit** (P) to attach to the submission.
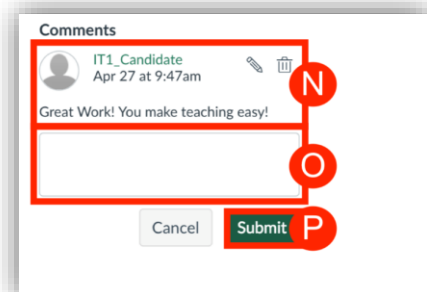
Gradebook Settings ⚙

Accessing the New Gradebook's Settings

1. Click the **Setting Gear** (A) at the top right of the Gradebook to access the settings of the New Gradebook.
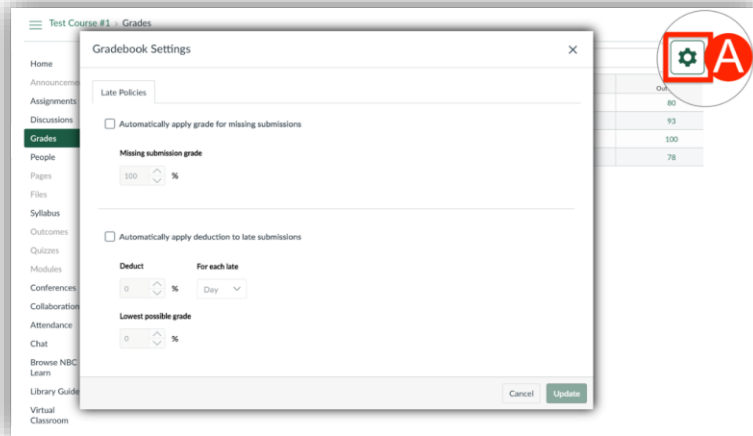
Enabling Late Policies

With a Late Policy enabled, Canvas can deduct points from assignments that are late and assign a grade if an assignment is missing after the due date automatically.

1. To enable a **Missing Submission Policy** click the **Check Box** ☐, and enter a **Percentage** (grade) that should be assigned when a submission is missing after the due date (B).
2. To enable a **Late Policy**, click the **Check Box** ☐, select a **Percentage** to be deducted, and select for it to be deducted for each **Day** or **Hour** that it is late (C).
3. Click **Update** (D) to finalize the Late Policy Settings.
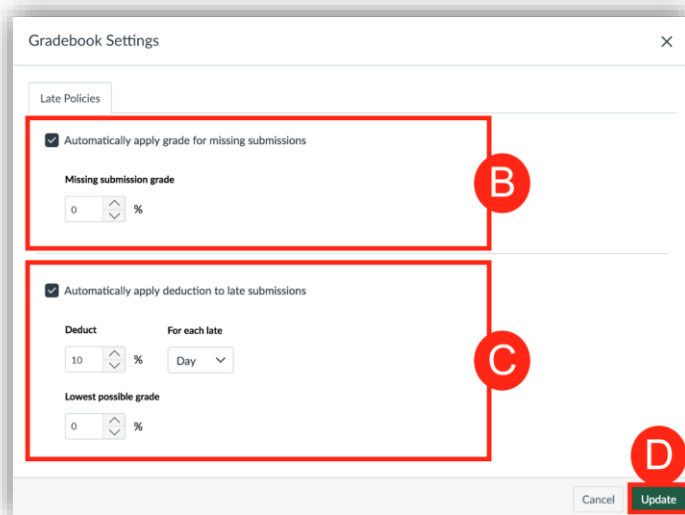
More Resources ⑦

Helpful Links

Canvas Release: New Gradebook
How Do I Use the New Gradebook?
New Gradebook: FAQ
Canvas: Ask the Community

Helpful Contacts

Canvas Support Hotline (Faculty)
+1-833-519-8477
Chat with Canvas Support (Faculty)
 Live chat with Canvas Support!
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