Advanced Gradebook

Canvas Tip Sheet

This tip sheet explains different strategies for awarding extra credit and advanced settings in the Gradebook and Speedgrader.

Extra Credit

- Extra credit is currently not a default option in Canvas. However, there are multiple ways to give extra credit in a Canvas course. How you've set up your gradebook and graded activities may determine the strategy you use.
    - **Adding points to an existing activity:** Add additional points to an existing graded activity beyond the total points for the assignment. You can add these additional points in the Gradebook or in Speedgrader.
    - **Creating an extra credit assignment**: Create a new assignment with zero points possible. Any points you add to the assignment in the Gradebook or Speedgrader will be extra credit.
    - **Adding extra credit to quizzes**: Use **fudge points** to manually add or remove points from a student's overall quiz score in SpeedGrader. Create an **extra credit question** by making the question worth 0 points in the quiz activity, then assigning points for that question in SpeedGrader and selecting the "Update Scores" button.
    - **Adding extra credit in a rubric**: Add extra points by entering a point value that is greater than the points possible for a criterion or add an additional criterion to a rubric for extra credit, making the points on the rubric worth more than the points for the assignment.
    - **Creating an extra credit assignment group:** If you use weighted assignment groups to set up your gradebook, then you can create an extra credit assignment group worth a percentage. Make sure to set the percentage weights for the other Assignment Groups to total 100%.

Gradebook Settings

- Use the **Import** button in the Gradebook to upload a CSV file to change information for existing assignments or to create new assignments. To ensure your CSV file is set up correctly, use the **Export** button to download a CSV file then change it, and re-upload the same file.
- Apply a Missing Submission policy to automatically apply a grade for all missing submissions in the Gradebook. A submission is labeled missing when the assignment is an Online submission type, the due date has passed, and it has not been submitted. Select the gear icon in the top right of the **Gradebook** view then open the **Late Policies** tab and set your policy.
- The Final Grade Override allows you to enter a final grade for students that is different from the grade automatically calculated by Canvas in the Gradebook. Select the gear icon then open the **Advanced** tab and click the **Allow final grade override** checkbox.

For further assistance, please contact the LEAD instructional designers at LEAD@umontana.edu.

- Set a Grade Posting Policy in the **Gradebook Settings** (gear icon) to manage grade visibility for students.
    - **Automatically Post Grades** is selected by default, meaning grades, comments and submission annotations are visible to students as soon as grades are entered.
    - If you select **Manually Post Grades**, grades and comments are hidden from students until posted. This can be a good option for instructors who may change grades as they complete the grading for all students.
    - You can also select grade posting policies for individual assignments. When you set an individual assignment posting policy, the course posting policy is overridden for that assignment.
    - If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.

Things to Remember

- If you create an extra credit assignment group, the assignments in this assignment group should be graded at the end of the course, after all other course assignments are graded. All other assignment groups in the course should have at least one graded assignment for the extra credit assignment group calculation to correctly affect student grades.
- If you have drop rules set in an assignment group, adding extra points may affect your students' scores.
- In large courses with student groups, graders may wish to filter SpeedGrader by student groups. When the **Launch SpeedGrader Filter by Student Group** setting is enabled, you must select a student group before opening SpeedGrader.
- When creating an assignment, you can set it up with anonymous grading. Selecting the anonymous grading option hides student names from graders when they view assignment submissions in SpeedGrader.
- Only published and graded assignments, discussions, quizzes, and surveys display in the students' view of the Gradebook. Non-graded or unpublished assignments are not displayed.

Learn More

- Consult the Canvas Instructor Guides for updated information on how to use Canvas.
- Find on-demand resources and support at LEAD's Teaching and Canvas Help webpage.
- Register for live LEAD faculty trainings on Griz Hub for focused training on using Canvas.