# Tech Snacks: Canvas Gradebook

One of the most important tools inside of a learning management system is the gradebook. With the upcoming switch to Canvas, it's important to discuss the similarities and differences between the Brightspace Gradebook and the Canvas Gradebook, in order to help faculty utilize the tool in the most effective way possible.

## Differences in Canvas vs. Brightspace Gradebook

The Canvas Gradebook has many similarities from Brightspace to help you move into a new Gradebook world, but it can be hard to recognize the differences right away. Some of the similarities include:

### Manage Grades/Assignments

In Brightspace, instructors could make changes to their Gradebook through the "Manage Grades" section. Grade items were linked to assignments, quizzes, and discussions, but they were two separate things. In Canvas, everything lives under the "Assignments" section, and this section directly represents the Canvas Gradebook. Some benefits to these changes include:

➔ Instructors can now edit "grade items" directly within the assignment.
➔ Instructors can create assignments and "grade items" at the same time.
➔ Instructors can easily reorganize or delete assignments in one place

### Categories/Groups

The Canvas Gradebook still allows for both a points system or weighted system. In Brightspace, instructors can create "Categories" to organize their gradebook. For a weighted system, instructors can designate specific category weights. In Canvas, instructors can create "Groups" to organize their gradebook and add weights under the "Assignment Groups Weight" setting. Some benefits include:

➔ Instructors can easily assign weights to groups on the same page.
➔ Instructors can easily move assignments between groups.

One potential flaw:

➔ Canvas will not warn instructors if their weighted groups do not equal 100%.

## Gradebook Components and What They Are

There are a variety of components in the Canvas Gradebook that offer great flexibility in how instructors can structure their courses and display or organize their grades.

### Organizing and Personalizing the Gradebook

The Canvas Gradebook allows for various organizational settings based on personal preference. Instructors can arrange the Gradebook columns based on assignment name, due date, points, or module. The module setting will organize the gradebook based on the order each assignment is listed in the Modules section of a course.

**Gradebook Views**

The Canvas Gradebook provides different views for the instructor.

➔ Traditional Gradebook: Provides instructors a full view of all students and all assignments in the course.
➔ Mastery Learning Gradebook: Assesses outcome standards being used in Canvas courses.

   *OTLE plans on asking the Canvas trainer to talk about this in December.*

➔ Individual Gradebook: Allows instructors to assess one student and one assignment at a time.

   *Does not support settings and options from the Gradebook.*

➔ Gradebook History: Displays recent grade changes in the course.


**Additional Canvas Gradebook Settings**

The Canvas Gradebook allows for some additional settings that did not exist in Brightspace, some of which can potentially help reduce manual entry in the gradebook.

➔ Instructors can set the gradebook to automatically enter a zero for missing work not submitted by the assignment due date.
➔ Instructors can set the gradebook to automatically deduct specific percentages for work submitted after the assignment due date.
➔ Instructors can still set the gradebook to work from either an A down or an F up.
➔ Instructors can use the "Roll Call Attendance" tool and link it to the gradebook, including deducting specific percentage points for late/tardy attendance.


**Keyboard Shortcuts in Gradebook**

**S:** Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns can sort by grade (low to high).

**M:** Open the menu for the currently selected column.

**Esc:** Close the menu for the currently selected column.

**G:** Open the Assignment Detail page for the currently selected assignment.

**C:** Open the Grade Detail tray for the currently selected assignment.


For a more in-depth resource on the Canvas Gradebook, faculty can access the [Canvas Gradebook Help Page](#) in Instructure's Instructor Guide.