



# Create your Gradebook in 5 minutes!

*For this tutorial we are going to use the final grade calculation provided on the right as an example. Keep in mind, you can alter the assignments and assignment groups to match the final grade calculation for your course.*

To begin, log in to Canvas and navigate to your course.

Make sure the **Home Page Layout** for your course is set to "Assignments with Syllabus".

Then click on the **Assignments** button in the left navigation menu.

Assignment Groups	% of Final Grade
<b><u>Research Papers</u></b> Research Paper 1 is due April 4 Research Paper 2 is due April 11 Research Paper 3 is due April 18 Research Paper 4 is due April 25	50%
<b><u>Quizzes</u></b> Quiz 1 is due April 2 Quiz 2 is due April 9 Quiz 3 is due April 16 Quiz 4 is due April 23	30%
<b><u>Final Project</u></b> due April 30	20%

**NOTE:** The Assignments button will be grayed out since you have not added any assignments yet.

Massasoit Community College Canvas interface for course TRNG101. The left sidebar shows the 'Assignments' button highlighted. The main content area shows the 'April's Canvas Course' page with a 'Change Home Page Layout' button and a red callout box pointing to the 'Assignments with Syllabus' option. The right sidebar shows the 'Course Setup Checklist' and a calendar for March 2013.

Make sure “Weight the final grade based on assignment groups” is checked off (top center).

By default there is already an Assignment Group called Assignments created for you. For this example we are going to add the 3 Assignment Groups specified in the table above.

Click the **Add Assignment Group** button on the right.

Canvas LMS interface for course TRNG101. The 'Assignments' tab is selected. A red circle highlights the checkbox 'Weight the final grade based on assignment groups', which is checked. A red arrow points to the 'Add Assignment Group' button on the right. The right sidebar shows a table with one assignment group 'Assignments' at 100% weight.

Assignment Group	Weight
Assignments	100 %
Total	100%

Enter the Assignment Group’s **name** and the corresponding **weighting percentage**, then click **Update**.

Canvas LMS interface showing the 'Add Assignment Group' form. The 'Group Name' field is highlighted with a red box, and the 'Weight' field is set to 0. The 'Update' button is visible. The right sidebar shows the existing 'Assignments' group at 100% weight.

Assignment Group	Weight
Assignments	100 %
Total	100%

Once you have added your Assignment Groups, you can **edit** or **delete** them by placing your mouse over the right side of the each one.

For this example, I’m going to delete the Assignment Group called Assignments.

Research Papers:	50%
Quizzes:	30%
Final Project:	20%
Assignments:	100%

No assignments yet   Add an Assignment

Notice my **Total** is now 100%.

MASSASOIT COMMUNITY COLLEGE

April Hill | Inbox | Settings | Logout | Help

Courses & Groups ▾ | Assignments ▾ | Grades | Calendar

canvas

TRNG101

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

TRNG101 > Assignments

☒ Weight the final grade based on assignment groups

Research Papers:	50%
Quizzes:	30%
Final Project:	20%

How Do I...?

0 Assignments (in 3 Groups)

+ Add Assignment to

Research Papers ▾

+ Add Assignment Group

Assignment Group	Weight
Research Papers	50 %
Quizzes	30 %
Final Project	20 %
Total	100%

Now that we have created our Assignment Groups, it's time to add our Assignments. Place your mouse over the right side of the first Assignment Group and click the "+" button.

Research Papers: 50%

Quizzes: 30%

Final Project: 20%

Enter the assignment's **name**, **due date** (click on the calendar icon to easily find the date), and the **number of points**, and then click the **Update** button.

Research Papers: 50%

Research Pa| due Apr 4, 2013 | points 100 |

type: Assignment ▾ Thu Apr 4, 2013 more options

Cancel

Update

Quizzes: 30%

Final Project: 20%

Repeat this process to add all of the Assignments to their respective Assignment Groups.

Research Papers:			50%
Research Paper 1	Apr 4 at 11:59pm	out of 100	
Research Paper 2	Apr 11 at 11:59pm	out of 100	
Research Paper 3	Apr 18 at 11:59pm	out of 100	
Research Paper 4	Apr 25 at 11:59pm	out of 100	

Quizzes:			30%
Quiz 1	Apr 2 at 11:59pm	out of 100	
Quiz 2	Apr 9 at 11:59pm	out of 100	
Quiz 3	Apr 16 at 11:59pm	out of 100	
Quiz 4	Apr 23 at 11:59pm	out of 100	

Final Project:			20%
Final Project 1	Apr 30 at 11:59pm	out of 100	

**That's it!** You have created your gradebook. To view the gradebook, click the **Grades** button on the left.

The screenshot shows the Canvas LMS interface for course TRNG101. The 'Grades' button in the left sidebar is highlighted with a red box. The main content area displays the assignment groups and their weights:

Assignment Group	Weight
Research Papers	50 %
Quizzes	30 %
Final Project	20 %
<b>Total</b>	<b>100%</b>

The right-hand panel shows options to 'Add Assignment to' (Research Papers) and 'Add Assignment Group'. It also includes a 'How Do I...?' link and a '9 Assignments (in 3 Groups)' indicator.

In the Gradebook you will see all of the students in the course listed in the first column, and then all of the assignments you created will be listed to the right.

**NOTE:** By default assignments are arranged by **assignment group**. You can arrange assignments by **due date** instead by clicking the gear icon in the top left corner of the gradebook.

MASSASOIT COMMUNITY COLLEGE

April Hill | Inbox | Settings | Logout | Help

Courses & Groups ▾ | Assignments ▾ | Grades | Calendar

canvas

TRNG101 > Gradebook [Go back to the old gradebook](#)

Filter by student name or secondary ID

Student Name	Secondary ID	Research Paper 1 Out of 100	Research Paper 2 Out of 100	Research Paper 3 Out of 100	Research Paper 4 Out of 100	Quiz 1 Out of 100	Quiz 2 Out of 100	Quiz 3 Out of 100
Student		-	-	-	-	-	-	-
Student		-	-	-	-	-	-	-

Keep scrolling to the right to see each student's "total" grade. The Total column is calculated using the weighting percentages you assigned on the Assignments screen.

MASSASOIT COMMUNITY COLLEGE

April Hill | Inbox | Settings | Logout | Help

Courses & Groups ▾ | Assignments ▾ | Grades | Calendar

canvas

TRNG101 > Gradebook [Go back to the old gradebook](#)

Filter by student name or secondary ID

Student Name	Secondary ID	Quiz 1 Out of 100	Quiz 2 Out of 100	Quiz 3 Out of 100	Quiz 4 Out of 100	Final Project 1 Out of 100	Research Papers 50.00% of grade	Quizzes 20.00% of grade	Final Project 20.00% of grade	Total
Student		-	-	-	-	-	-	-	-	0%
Student		-	-	-	-	-	-	-	-	0%

To enter a grade for a student, simply click on the dash that lines up with the student's row and the assignment's column. Type the numbers of points you would like to assign in this field and click **Enter**.

Once you begin entering grades for students you will see their Total grade (far right) begin to change.

Student Name	Secondary ID	Research Paper 1 Out of 100
Student		
Student		85 / 100

To navigate back to the Home screen of your course, click the Course Code in the top left.

[TRNG101](#)
[Gradebook](#)

Student Name	Secondary ID	Research Paper 1 Out of 100
Student		-
Student		85

You will now see all of the assignments you added listed in the middle of the Home screen, and the final grade calculation will be displayed in the bottom right. Students will also be able to see this information.

**NOTE:** If the assignments are not listed on the Home screen, check to make sure the Home Page Layout for your course is set to “Assignments with Syllabus”.

TRNG101

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Massasoit Library

Settings

April's Canvas Course

Change Home Page Layout | See Course Stream

Jump to Today

Welcome to my course in Canvas! Please read the syllabus below.

Syllabus

Date	Day	Details
Apr 2	Tue	Quiz 1 due by 11:58pm
Apr 4	Thu	Research Paper 1 due by 11:58pm
Apr 9	Tue	Quiz 2 due by 11:58pm
Apr 11	Thu	Research Paper 2 due by 11:58pm
Apr 16	Tue	Quiz 3 due by 11:58pm
Apr 18	Thu	Research Paper 3 due by 11:58pm
Apr 23	Tue	Quiz 4 due by 11:58pm
Apr 25	Thu	Research Paper 4 due by 11:58pm
Apr 30	Tue	Final Project 1 due by 11:58pm

Course Setup Checklist

New Announcement

View Course Analytics

Edit Syllabus Description

March 2013

24 25 26 27 28 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Assignments are weighted by group:

Group	Weight
Research Papers	50%
Quizzes	30%
Final Project	20%
Total	100%

Interested in learning more? Please check out the **Canvas Guides** for additional information regarding:

- Assignments (<http://guides.instructure.com/s/2204/m/4152/c/23831>)
- Gradebook (<http://guides.instructure.com/s/2204/m/4152/c/23849>)
- SpeedGrader (<http://guides.instructure.com/s/2204/m/4152/c/23867>)