

Canvas Gradebook: Start-to-Finish

Build a gradebook that calculates and communicates grades correctly.

FTCC Canvas Faculty Resource | New Quizzes only | Panopto and Class Collaborate supported | No Canvas Studio

Click Path

Assignments → Assignment Groups → Grades

Purpose

Canvas Gradebook columns come from graded Assignments, Discussions, and New Quizzes. Correct assignment groups, points, weights, dates, and posting policies must work together.

Steps

1. List the approved grading categories and percentages.
2. Create or rename assignment groups to match those categories.
3. Place every graded Assignment, Discussion, and New Quiz in the correct group.
4. Enable weighted assignment groups when the course uses percentages.
5. Confirm required weights total 100 percent.
6. Review points within each group because points determine relative value inside the group.
7. Open Grades and review columns, totals, statuses, and posting policies.
8. Use the student Grades view to confirm the calculation is understandable.

Verify

- | | |
|---|---|
| ☐ Every graded activity creates the intended column. | ☐ Group names and weights are correct. |
| ☐ Items are in the correct group. | ☐ No unintended zero-point or unpublished items affect totals. |
| ☐ Posting policy is intentional. | ☐ Student total matches the intended calculation. |

Watch For

- Ungraded work is not automatically counted as zero unless a policy or grade is applied.
- Moving an item between groups changes its effect on the final grade.
- Weights can total more than 100 percent only for an intentional approved structure.

Primary Sources

Instructure Instructor Guide - Assignments and Grades: <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>
Instructure Gradebook webinar and handouts: <https://community.canvaslms.com/t5/Customer-Success-Newsletters/Global-Webinar-Understanding-the-Canvas-Gradebook-March-2021/ba-p/453953>