

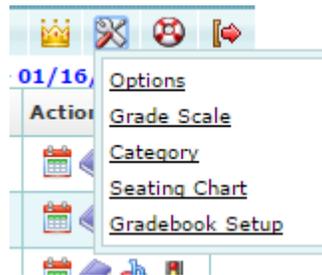
# Grading in CANVAS

(For more info you can go to <http://gsdcanvas.weebly.com/grading.html>)

## DIRECTIONS FOR USING CANVAS TO GRADE:

### GRADEBOOK SET-UP:

1. You must set-up your categories, weightings, and grading scale in the Granite Gradebook program. You must do this FIRST before you put any assignments in Canvas.
  - a. Your Categories are limited to the following:
    - i. Activities
    - ii. Assessments
    - iii. Assignments
    - iv. Discussions
    - v. Homework
    - vi. Labs
    - vii. Participation
    - viii. Projects
    - ix. Quizzes
    - x. Reading
    - xi. Starters
    - xii. Tests
    - xiii. Writing
2. You will no longer add assignments in Gradebook.
3. You do not need to put grading scales in Canvas, as it is solely a repository for scores and scoring. All the weighting and figuring of grades will be done in Gradebook.
4. Attendance and Citizenship will be done in Gradebook.

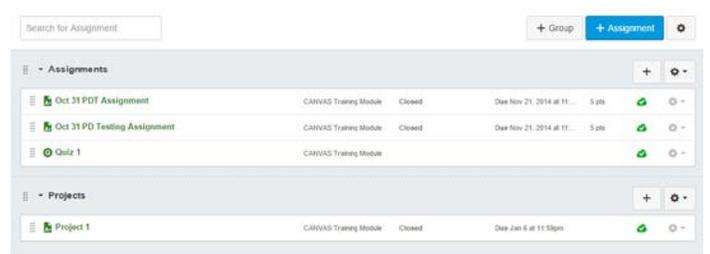


### CANVAS SET-UP AND USE:

5. Log into CANVAS and find the course you will be working in.
6. On the left hand side you will see Assignments. Click on this.
  - a. You will want to create Assignment Groups within your courses to correlate with your Category Scores in Gradebook. (By doing this you are telling Gradebook how to weight the assignment and, also creating an understandable organized list of Assignments for students and parents.
  - b. Directions for adding a Group:

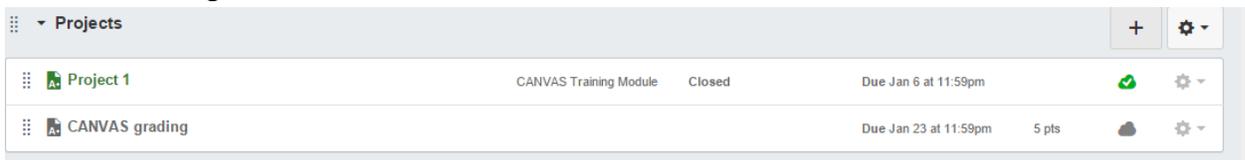


- i. Click on “+Group” towards the top right corner.
- ii. This will open a new box. Type in the name of one of your categories. You will notice that it has a box for “% of total grade”. However, this box is grayed out and you cannot do anything. Grades will be weighted and calculated in Gradebook.
- iii. Click “Save”. This will create Category groups within CANVAS.



7. Entering Assignments in CANVAS:

- a. Click the “+” button to the right of the group you want the assignment in.
- b. Choose the type of Assignment by clicking on the dropdown under “Type”. Most of your Assignments are going to be Type “Assignments” unless there is something more specific as the choices indicate. (“External Tool” probably shouldn’t be used unless you are an advanced Canvas user.)
- c. Short name the Assignment. Due Date – Click on the calendar to get a pop up to select the due date. Add “Points” <possible> Click “Save”.
- d. On the next screen you MUST click the “CLOUD” to get a green checkmark. Which indicates it is PUBLISHED. This will make it so your users will see the assignment.



- e. If the “cloud” is green with a check mark in it, it is published. If it is gray it is not published and your students will not see it.

## SCORING ASSIGNMENTS IN CANVAS

8. Within your course on the left hand side click “Grades”.
9. This will bring up your class roll and all of the assignments that you have in CANVAS.
10. You can then hover over the assignment title and you will see a black circle with a white triangle. Clicking on this will open up a dropdown menu of items you can do with the assignment.



Student Name	Secondary ID	Oct 31 PDT Assignment Out of 5	Oct 31 PD Testing Assignment Out of 5
adavis10@granite	adavis10@granite	-	-
KATHY AFFLECK	kaafflec	5	5
JULIE ALLRED	jallred	-	-
NANCY BALLARO	nballar	5	5
CRAIG BARLOW	cbarlow	-	-

11. One of these is “Speedgrader”. When you click on “Speedgrader it opens a new window where you can grade each student.
12. You can also give grades right within that grades tab of CANVAS. By clicking in the boxes directly under the assignment title.
13. Links for grading help:
  - a. How to enter grades in Canvas:
    - i. <http://guides.instructure.com/m/4152/l/54999-how-do-i-enter-and-edit-scores-in-the-gradebook>
  - b. How to use Speedgrader:
    - i. <http://guides/instructure/com/m/4210/l/40817-speedgrader-overview-video>
  - c. How to use Crocodoc:
    - i. <https://www.youtube.com/watch?v=Xnxksib2wac&feature=youtu.be>
14. You can also, use the CANVAS app and grade assignments anywhere you have wireless access!

It is essential that you enter assignments into either CANVAS or Gradebook, but not both. If you choose to enter grades in Gradebook, the “empty” assignment names will continue to go up to Canvas as they have been doing.