

Using the Gradebook for Assessment Purposes in Canvas

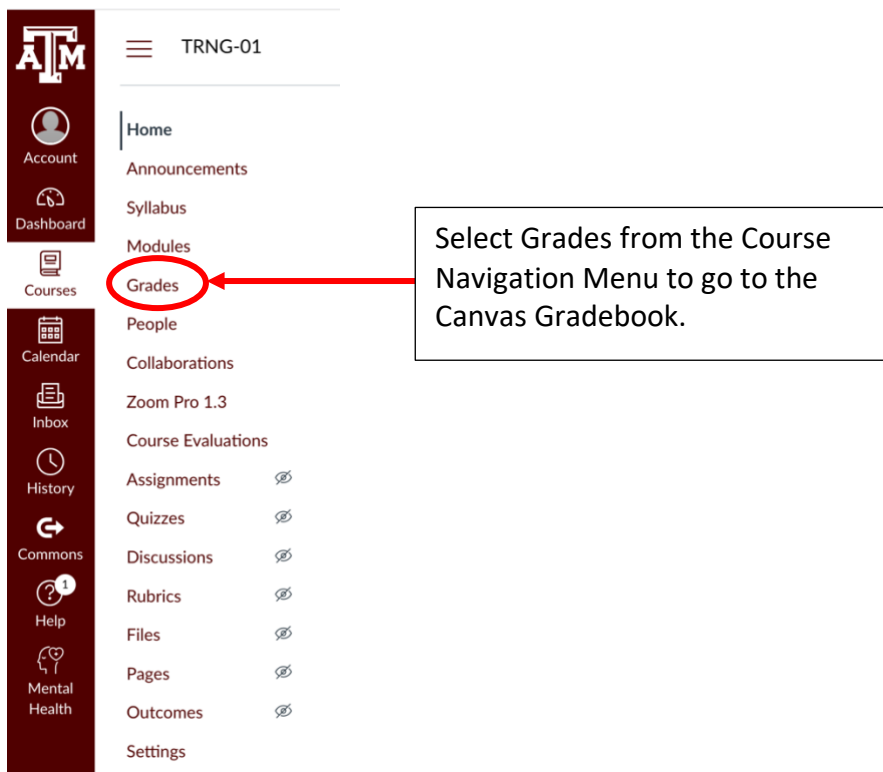
Note: **For data to be aggregated correctly for assessment purposes in Canvas, the assessed assignment must be built with a rubric attached that contains the appropriate Outcomes (assessed criteria).

The rubric can be added to the assessed assignment at any time, but it must be attached **before grading**. Ideally, it should be attached to the assignment when it is published or made available to students. The benefit of using rubrics:

- Students can see the instructor’s expectations for grading and can use it as a guideline when doing the assignment.
- Rubrics aid with grading consistency from student to student.
- When a rubric is used, there are fewer grade appeals from students.
- The grading process is easier and faster.

To Grade and do the Assessment at the Same Time:

When you are ready to grade and/or assess the assignment, go to the course in Canvas and select Grades from the Course Navigation Menu.



The Canvas Gradebook looks like this:

Shaffer's Canvas Assessment Training Course > Grades

Gradebook ▾

Student Names Assignment Names

Q Search Students Q Search Assignments

Apply Filters

Student Name	Assignment: Research Paper Out of 100	Assignment: Research Paper Out of 100	Imported Assignments	Total
Sammy Davis, Jr. (D...		!	-	-
Abraham Lincoln (D...		!	-	-
Aretha Franklin (De...		!	-	-
Barrack Obama (De...		!	-	-
Colin Powell (Demo)		!	-	-
Fredrick Douglas (D...		!	-	-
George Washington ...		!	-	-
John Adams (Demo)		!	-	-
Martin Luther King (...)		!	-	-
Thomas Jefferson (D...		!	-	-
Thurgood Marshall (...)		!	-	-

Student submissions are indicated by this icon.

The exclamation point icon only appears for assignments that use Turn It In.

To grade the first student submission, click on . The icon will disappear and become blank. An arrow will appear to the right of it.

Student Name	Assignment: Research Paper Out of 100	Grade
Sammy Davis, Jr. (D...	<input type="text"/> /100	
Abraham Lincoln (D...		!

Click on the arrow to access the Speed Grader. This will open the Speed Grader access window.

Sammy Davis, Jr. (Demo) >

Assignment: Research Paper (Demo) >

SpeedGrader ←

Submit for Student

Grade out of 100

-

Status

None

Late

Missing

Excused

Comments

Leave a comment

👍 🙌 😊

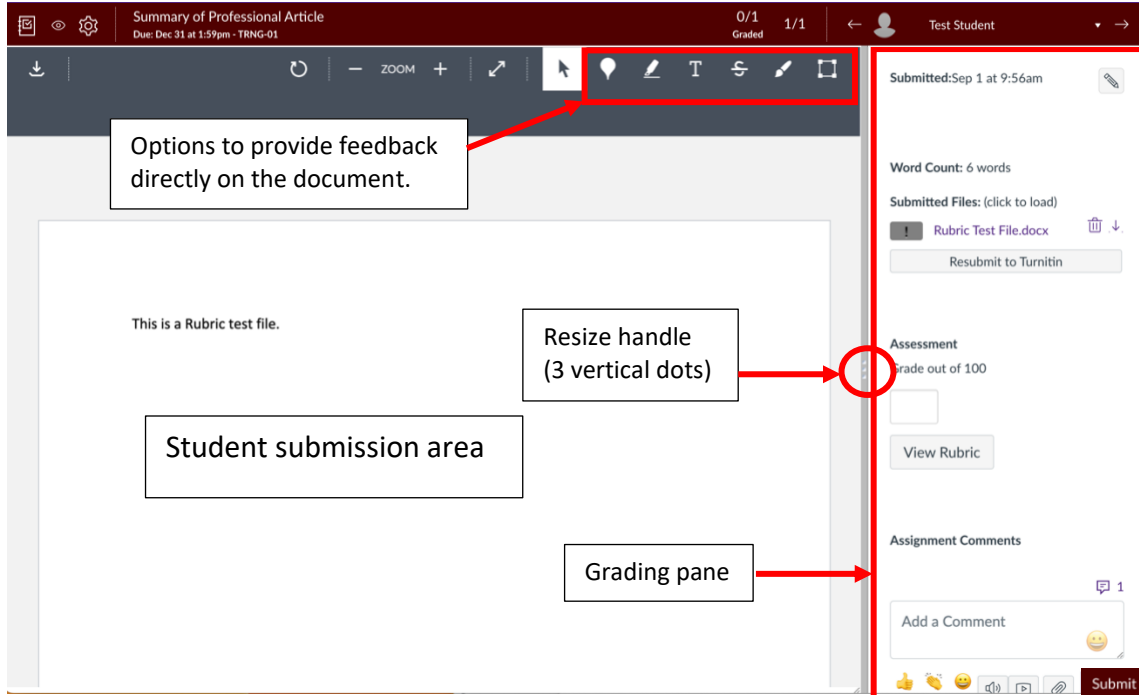
This window will pop-out on the right side of your screen.

Select SpeedGrader.

(The Speed Grader can also be accessed directly from the assignment. From there the SpeedGrader option will be available in the upper right corner of your screen.)

This will take you to the submission and grading window for the selected student:

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You can use the feedback options at the top of the screen to leave comments, highlighting, add text, etc. directly to the document submitted by the student. They will be able to see them in their gradebook.

You will primarily use the Grading pane. This area is sizeable. To make it larger, click and drag the resize handle (3 vertical dots) to the left.

Depending on your computer screen size, you may need to scroll down to see all items in the Grading Pane.

Using the Gradebook for Assessment Purposes in Canvas

Submitted: Sep 1 at 9:56am

Word Count: 6 words

Submitted Files: (click to load)

Rubric Test File.docx

Resubmit to Turnitin

Assessment

Grade out of 100

View Rubric

Assignment Comments

Add a Comment

Submit

Reassign Assignment

Download Submission Comments

If you use Turn It In for this assignment, the Similarity Report will appear here

Grade Box: When you use a Rubric for grading, Canvas will total the points and add the score to the Gradebook automatically. This box is only used when entering manual grades.

Click View Rubric to use it for Grading and Assessment

When you view the rubric, the Grade box will disappear, and the rubric will be visible.

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Resubmit to Turnitin

Grading

Research Paper Assessment Rubric

Criteria	Ratings					Pts
Thesis/Focus	10 pts Exemplary Develops fresh insight that challenges the reader's thinking.	7 pts Proficient Thesis is somewhat original.	4 pts Developing These may be obvious or unimaginative.	3 pts Unsatisfactory Thesis is vague or overly simple.	0 pts No Marks Thesis is missing.	<input type="text"/> / 10 pts
Organization	20 pts Exemplary Fully and imaginatively supports thesis and purpose.	15 pts Proficient Organization supports thesis and purpose.	10 pts Developing Some signs of logical organization. May have abrupt or illogical	5 pts Unsatisfactory Unclear organization or organization plan is	0 pts No Marks	<input type="text"/> / 20 pts

Ratings (Score) options, click to select one for each criterion.

As you select the Ratings (score), Canvas will automatically put the score in this box and will total the Ratings for the students' grade

Comment option: If you click this option, Canvas will open a comment box below the criterion where you can add a comment for the student about this criterion/rating that will appear in their Gradebook.

To grade each criterion, simply click in the box for the score you want to assign to each criterion.

Canvas will add a colored bar with a chevron (upward pointing arrowhead) at the bottom of each box you select. The colors vary depending on how many Ratings you use but will be consistent for each student grade using this Rubric.

As you select a Rating (score) for each criterion, Canvas will automatically put the point value in the Pts box for each criterion and total the Ratings (points) awarded at the bottom of the Rubric.

You must select a Rating for every criterion.

Note: The items at the top portion of the Rubric are typically the instructor's criteria for the course grade and the bottom portion of the Rubric are the Outcomes (assessment criteria). The Outcomes will not be added into the student's grade for the course. These Ratings will only appear on the Outcomes report provided to your Assessment Coordinator. If you are using the rubric for assessment purposes only, you will see the Outcomes only.

Once you have selected a Rating for every criterion, click Save under the Rubric. This will add the Total Points awarded to the gradebook (for the instructor grading portion of the Rubric only) and the assessment data will be available in the Outcomes Reports. As of 12/16/24, the instructor can see the scores for Outcomes in the Learning Mastery Gradebook. For these instructions, go to page 14.

Using the Gradebook for Assessment Purposes in Canvas

📍 Social Responsibility/Civic Knowledge Analysis view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	🗨️
📍 Social Responsibility/Civic Engagement view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	🗨️
📍 Personal Responsibility/Access and Use Information Ethically and Legally view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	🗨️

Total Points: 76 out of 100

Save Cancel

Click Save to add the Total Points (Ratings) awarded to the Gradebook and to save the assessment data.


Assignment Comments

Add a Comment

This Comment box lets you provide feedback to the student. If you add a comment here, you will need to click Submit. If you don't add a comment, you only need to click Save for the Total Points to be added to the Gradebook.



🔊 📺 📎 Submit


To go to the next student submission, click the .



Click here to return to the Gradebook.

Click here to move the next student's submission.

You do not have to grade all student submissions in one sitting. You can stop at any point and the students' submissions that you have graded so far will appear in the Gradebook. You can pick up where you left off by following the steps above to access the Gradebook. Once all the student submissions have been graded, the student's grade in the course is automatically updated and the assessment data is available.

While in the Gradebook the Course Navigational Menu is not viewable by default. To make the Course Navigation menu appear, click on  in the upper left corner of your screen:



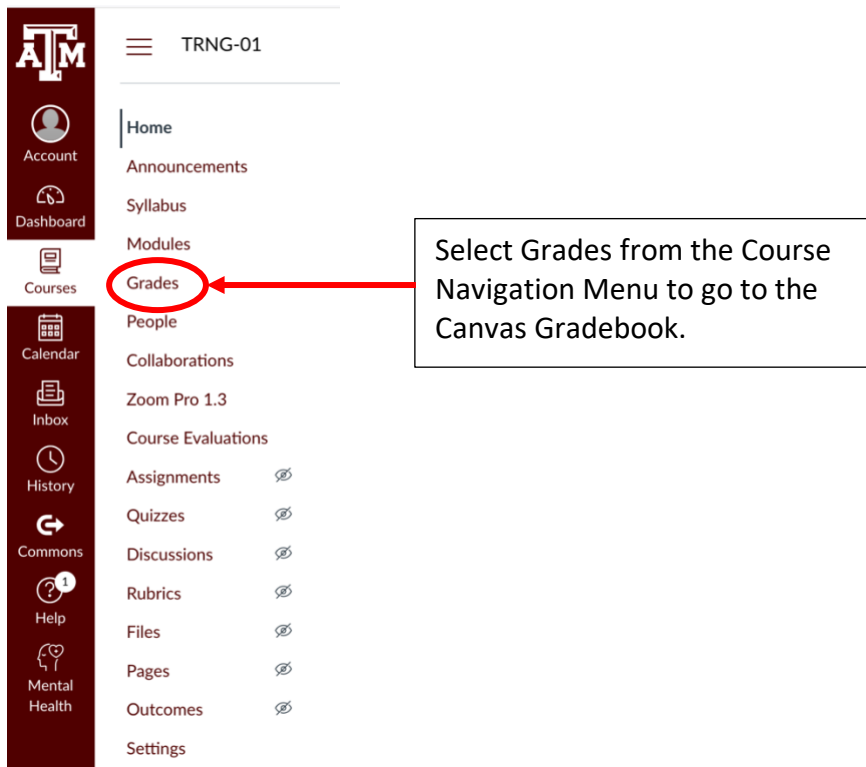
To logout of Canvas, click on , then click on the Logout button.

If you have any questions, please contact your Academic Liaison or Instructional Designer.

To use the Canvas Gradebook for Assessment Purposes Only:

Note: This option is only primarily by those Face-to-face instructors that want to submit the assessment data in Canvas. Students must still upload their assignment to Canvas.

When you are ready to assess the assignment, go to the course in Canvas and select Grades from the Course Navigation Menu.



The Canvas Gradebook looks like this:

Shaffer's Canvas Assessment Training Course > Grades

Gradebook ▾

Student Names Assignment Names

Q Search Students Q Search Assignments

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Thurgood Marshall (...)		!	-	-

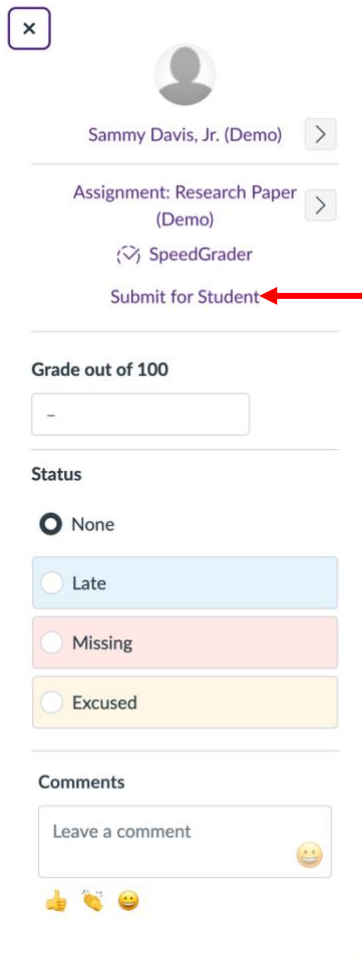
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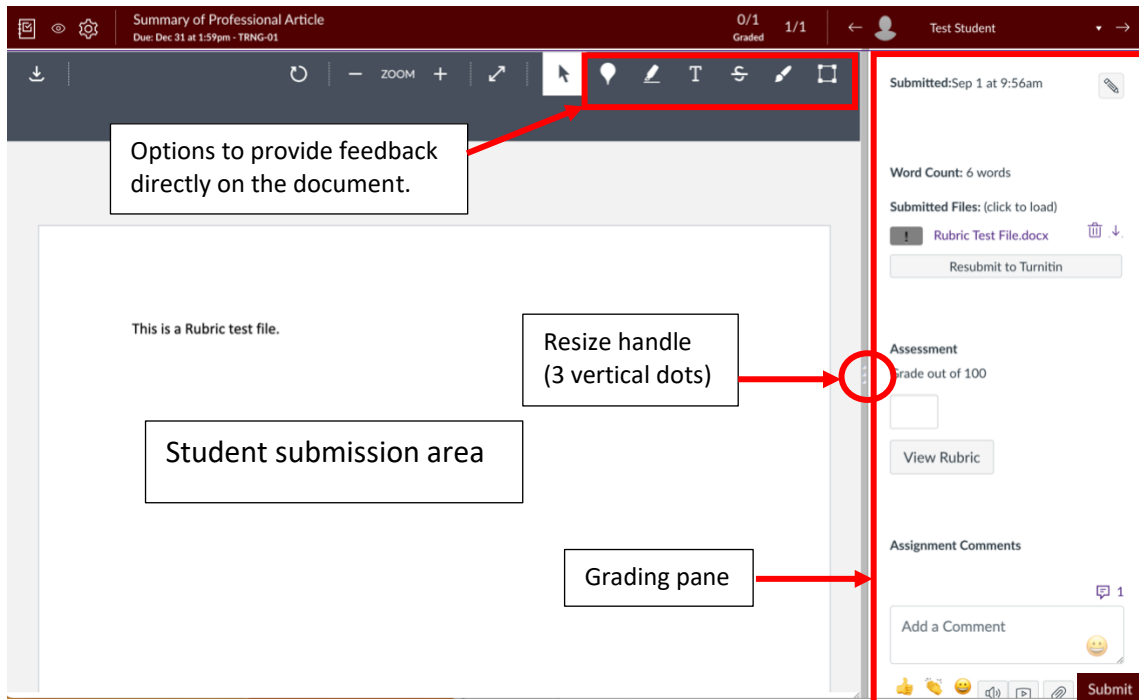
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Resubmit to Turnitin

Assessment

Grade out of 100

Grade Box

View Rubric

Assignment Comments

Add a Comment

Submit

Reassign Assignment

Download Submission Comments

If you use Turn It In for this assignment, the Similarity Report will appear here

Click View Rubric to use it for assessment purposes.

When you view the rubric, the Grade box will disappear, and the rubric will be visible.

Submitted: Sep 6 at 5:17pm

Word Count: 6 words

Submitted Files: (click to load)

Rubric Test File-1.docx

Grading

Criteria	Ratings					Pts
Critical Thinking/Evidence view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	
Critical Thinking/Student's Position view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	
Communication/Organization view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	

Assessment Ratings options, click to select one for each criterion.

As you select the assessment score for each criterion, you will not see a point value in the Pts column. This column is used for the course grade only.







To enter an assessment score, simply click in the box for the score you want to assign to each criterion.

Canvas will add a chevron (colored bar with an upward pointing arrowhead) at the bottom of each box you select.

You must select a Rating for every criterion.

Note: The Outcomes (assessment criteria) will not be added into the student's grade for the course. These Ratings will only in the Outcomes report generated by Canvas. As of 12/16/24, the instructor can see the scores for Outcomes in the Learning Mastery Gradebook. For these instructions, go to page 14.

Once you have selected a Rating for every criterion, click Save under the Rubric

📍 Social Responsibility/Civic Knowledge Analysis view longer description threshold: 2	4 pts (4) Capstone 	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	
📍 Social Responsibility/Civic Engagement view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones 	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	
📍 Personal Responsibility/Access and Use Information Ethically and Legally view longer description threshold: 2	4 pts (4) Capstone	3 pts (3) Milestones 	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	




Total Points: 76 out of 100



Click Save to save the assessment scores.


Assignment Comments

1

Add a Comment 


  

To go to the next student submission, click the  .



You do not have to assess all student submissions in one sitting. You can pick up where you left off by following the steps above to access the Gradebook. Once all the student submissions have been assessed, the assessment data is immediately available.

While in the Gradebook the Course Navigational Menu is not viewable by default. To make the Course Navigation menu appear, click on  in the upper left corner of your screen:



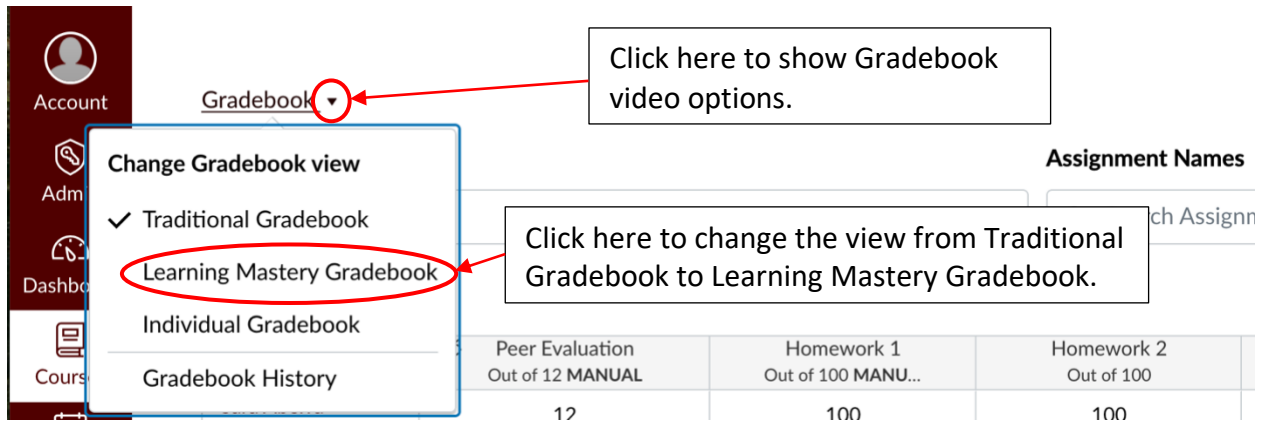
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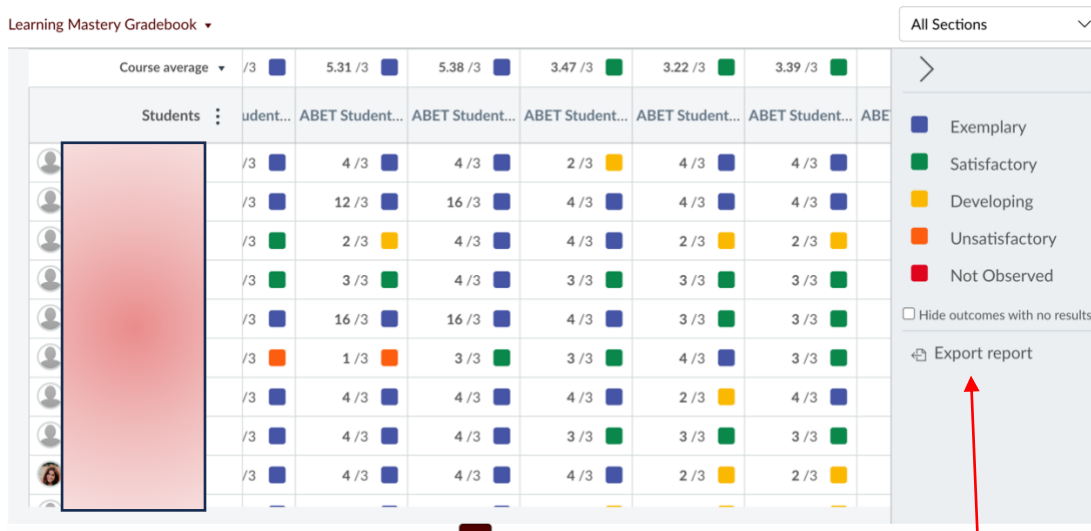
To see/review the Outcomes Scores in your course:

From the Canvas Gradebook, you'll want to change the view from Gradebook to Learning Mastery Gradebook:

Click on the down arrow next to Gradebook, then click on Learning Mastery Gradebook.



The view will change and look similar to this:



(Student names are blocked to ensure FERPA compliance)

If the instructor would like a copy of the scored Outcomes, click the Export report option on the right. This will generate a .csv file for just this course section.

To return to the regular Gradebook view, click the down arrow next to Learning Mastery Gradebook and then select Traditional Gradebook.

