ACADEMIC TECHNOLOGY
for the FACULTY OF ARTS & SCIENCES

Quick-Reference Guide to

ASSIGNMENTS AND GRADING IN CANVAS

Assignments

Assignments include **Quizzes**, graded **Discussions**, and **Online Submissions** (including files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the assignments that will be expected of them and how many points each is worth.

Assignments can be assigned to everyone in the course or differentiated by section. Any assignment you create and publish on the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features so students can view them. The reverse is also true: any assignments you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

You can also organize assignments by placing them in Modules.

Quizzes

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded – inside and outside the classroom!

You can use Quizzes to:

- Create new quizzes with individual questions and question groups
- Set up question banks
- Import external quizzes
- Show one quiz question at a time
- Create quizzes with varied due dates
- Create anonymous surveys

Gradebook

The Gradebook is a powerful feature for tracking student progress and recording grades. Columns are automatically added to the Gradebook when you create Assignments, graded Discussions, and graded Quizzes and Surveys in your Canvas course site. You can sort the Gradebook by due dates, student names, total scores, or group scores (if applicable).

Use the Gradebook to:

- Enter student grades for course assignments
- Download or upload grades as a CSV file
- Create custom weighting, curving, and grade ranges
- Automatically calculate total and final grades
- Provide grade comments for students

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Use the Gradebook to (cont'd…):

- Open the SpeedGrader™ to grade assignment submissions
- Download assignment submissions from students to grade or view them offline
- Notify students when an assignment has been graded
- Mute (hide) grades from students until they are unmuted (published)
- Message students who haven't submitted an assignment yet, or who scored more than or less than a specific score on an assignment
- Record private grading notes

SpeedGrader™

The SpeedGrader™ is a valuable Canvas feature that allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats as well as URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

Use the SpeedGrader™ to:

- Grade assignment submissions for each student
- Sort submissions by student
- Hide student names for anonymous grading
- Provide assignment submission comments for students
- Track your grading progress while grading an assignment