

## Grading in Canvas



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## SpeedGrader™

As an instructor, SpeedGrader™ 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 and even 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.

SpeedGrader™ is accessible in all assignments (assignments, quizzes, discussion, etc).



**\*\*Using the SpeedGrader™ with discussions does not give you access to all annotation tools.**

A Closer Look: Response 1  
 Due: Multiple Due Dates - HIST101  
 2/7 Graded 14.78 / 15 (99%) Average 2/7 Student Jessica Doe

Submitted: Jun 2 at 2:24pm LATE  
**Note:** This submission was LATE  
 Student Viewed Document: Jul 19 at 4:27pm

Submitted Files: (click to load)  
 Assignment.pdf

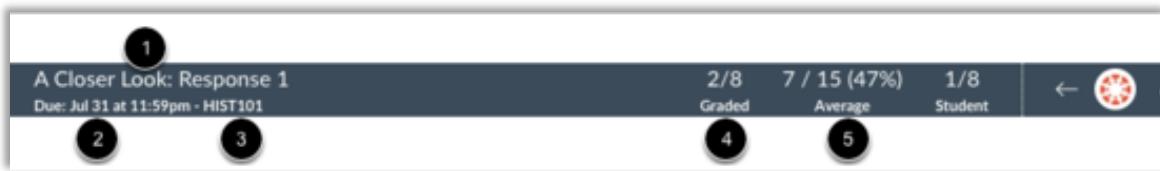
Assessment  
 Grade 100% (15 / 15)  
 View Rubric

Assignment Comments  
 Add a Comment

The SpeedGrader™ menu includes several tools and resources to assist with grading assignments. The left side of the menu includes general settings and options:

- **Gradebook Icon:** Return to the Gradebook [1].
- **Mute Icon:** Mutes or unmutes the assignment [2].
- **Keyboard Icon:** Opens a list of keyboard shortcuts for SpeedGrader™ [3].
- **Help Icon:** Opens the Canvas help menu [4]. The help menu icon matches the help icon set by a Canvas admin, so icons may vary across accounts.
- **Settings Icon:** Opens the SpeedGrader™ settings menu [5], which includes enabling student list sorting options and anonymous grading.





The screenshot shows a menu bar with the following elements:

- [1] A Closer Look: Response 1
- [2] Due: Jul 31 at 11:59pm - HIST101
- [3] 2/8 Graded, 7 / 15 (47%) Average, 1/8 Student
- [4] Back arrow
- [5] Home icon

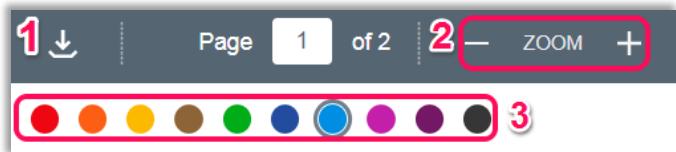
The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you download all student submissions for the assignment.

## View Student Submissions

Once you have selected a student, the student's submission displays in the preview window.

You can add feedback to student's submissions using the toolbar located above preview.



1. Downloads a copy of the submission.
2. Zooms the preview in/out.
3. Selects the colors for annotations.



- Point annotations allows you to drop pin point on the submission and add a comment.
- Free-text annotation allows you to type in text anywhere on the document.
- Free draw annotation allows you to draw on the document.
- The highlighter allows you to highlight text.
- Area annotations allow you to select a block of text and add comments.

1. There are three main components of the feedback area.
- Assignment details:** includes details such as submission date/time.
2. **Grade:** allows you to insert a number grade.
3. **Additional feedback:** includes file attaches, audio or video recording, and text comments.

\*\*Use the arrows near the student's name to switch between submissions.

The screenshot shows a gradebook entry for a student named "LMS Support". The top section displays the submission date (Aug 9 at 2:40pm), submitted files (Learning Studio Gradebook.docx), and a large red number "1" indicating the current submission. Below this is the "Assessment" section, which shows a grade input field (red number "2") and a "Grade" label. The bottom section is titled "Assignment Comments" with a text input field and a "Submit" button. Three small icons are visible below the input field: a paperclip, a video camera, and a microphone. A red number "3" is placed next to the "Submit" button.

## Entering Grades via the Grades Tab

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

You can access the gradebook via the **Grades** tab in the course navigation menu.

You can easily enter grades in the **Default Gradebook** view by clicking in the field and manually typing in the grade. \*\*If you do not see the grid view below, click the *Switch to Default Gradebook* link.

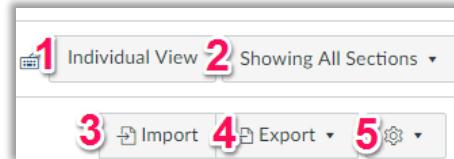
The screenshot shows a grid-based gradebook for a course named "TEST". The columns represent four assignments: "Weekly Assignment 1 Out of 50", "Weekly Assignment 2 Out of 0", "Weekly Assignment 3 Out of 50", and "Weekly Assignment 4 Out of 0". The rows list five students: "LMS Support", "Demo Teacher User 1", "Demo Teacher User 2", "Demo Teacher User 3", and "Demo Teacher User 4". The first student has a red box around their row, highlighting the "Weekly Assignment 1" column. The "Import" and "Export" buttons are visible at the top right of the grid.

Student Name	Secondary ID	Weekly Assignment 1 Out of 50	Weekly Assignment 2 Out of 0	Weekly Assignment 3 Out of 50	Weekly Assignment 4 Out of 0	Rese
LMS Support TEST Course Michael	lmssupport@tsc.edu	-	-	-	-	
Demo Teacher User 1 ENGL-2301-M01	user1	-	-	-	-	
Demo Teacher User 2 ENGL-2301-M01		-	-	-	-	
Demo Teacher User 3 ENGL-2301-M01		-	-	-	-	
Demo Teacher User 4 ENGL-2301-M01		-	-	-	-	

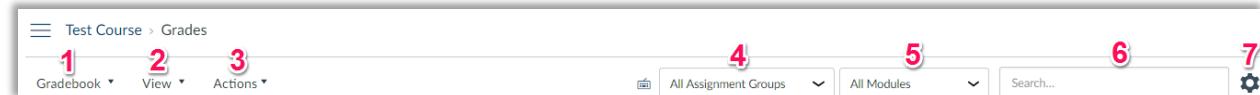
## Gradebook Options

The options show below are available in the current gradebook.

1. **Individual View:** switches the gradebook view.
2. **Section filter:** if your course has merged course sections, you can use this option to filter between the different sections.
3. **Import:** allows you to import a CSV file into the gradebook. The CSV file must be [properly formatted](#).
4. **Export:** allows you to export a copy of your gradebook to a CSV file.
5. **Settings:** allows you to arrange the gradebook column by the options available.



The options show below are available in the [beta version](#) gradebook.

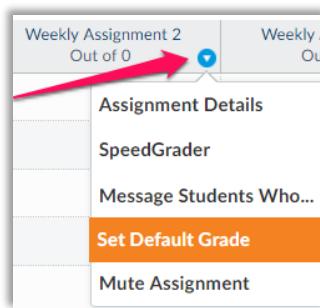


1. **Gradebook:** toggles between default view, individual view, and gradebook history.
2. **View:** allows you to arrange assignments, filter assignments by status, and set the filters displayed.
3. **Action:** can be used to import/export your gradebook as a CSV file.
4. **Assignment Group Filter:** allows you to filter your gradebook by assignment group.
5. **Modules Filter:** allows you to filter your gradebook by module.  
\*\*Sections Filter is also available but not shown above.
6. **Search:** allows you to search for a student.
7. **Settings:** beta settings are not currently available.

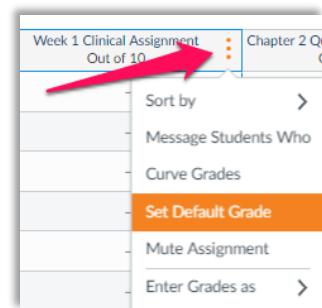
In the gradebook you can also do the following:

- View assignment details
- Access SpeedGrader
- Message students who did not...
- Set default grades for each assignment.
- Mute assignments.

You can access these option from the dropdown menu(s) shown.



Current Gradebook View



Beta Gradebook View

## Message Students Who...

The Canvas gradebook allows you to send a message to a particular group of students by assignment. This will send a message to the students' Canvas inbox.

1. Click the **Message Students Who...** option from the dropdown menu. A new dialogue box will appear.
2. In the drop-down menu select which group of students you want to send a message to.
  - a. Haven't submitted yet
  - b. Haven't been graded
  - c. Scored less than
  - d. Score more than
3. Type your message in the text field.
4. Click **Send Message** to send your message to the selected students.

## Setting Default Grades

The gradebook allows you to set default grades for students. This can be useful when entering attendance or participation grades or entering zeros for students who did not submit an assignment.

1. Click **Set Default Grade** from the dropdown.
2. In the text field, enter the grade you want to set as default.  
 Optional: select the *overwrite already-entered grades* to clear any previously entered grades
3. Click **Set Default Grade**.

## Muting Grade Changes

The mute assignment option will prevent Canvas from notifying students of any grade changes. This can be useful when grading lengthy assignments such as essays, or to delay posting grade(s).

1. To mute an assignment, select the **Mute Assignment** option for the dropdown menu.

Your students will see a bell icon, to let them know that the assignment is muted.



# Canvas Course Statistics

Course Statistics give you a glimpse into which Assignments, Discussions, and Quizzes are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.

## Accessing Basic Course Statistics

1. In your course, click the **Settings** tab.
2. Click the **Course Statistics** link.



In the **Totals** tab, view running totals of course discussions, assignments, active students, and quizzes.

**Statistics for Biology 101**

Running Totals	
Discussions	10
Discussion Posts	0
New Discussions	10
New Discussion Entries	0
Assignments	28
Assignment Groups	8
Course Rubrics	6
All Rubrics	5
Active Students	10
Unaccepted Students	3

In the **Students** tab, you can view the students who have recently logged in to Canvas.

**Statistics for Biology 101**

Recently Logged-In Users	
Emily Boone	last logged in Jul 14 at 8:23pm
Max Johnson	last logged in Jul 14 at 4:11pm
Nora Sanderson	last logged in Jul 14 at 11:52am

In the **Assignments** tab, you can view statistics about assignments in your course including the submission type, number of assignments, and number of submissions.

**Statistics for Biology 101**

Assignments Usage Report		
Submission Type	# Assignments	# Submissions
File Upload	11	6
Text Entry	11	0
Website URL	6	0
Quiz	5	1
Discussion Topic	6	0
New	22	8
Any	22	8

In the **File Storage** tab, you can view the allotted storage for your course, the number uploaded files, and the number of unique media files in your course.

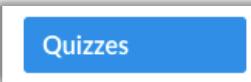
**Statistics for Biology 101**

File Storage	
Allotted Storage:	500 MB
Uploaded Files:	92.4 KB 4 files
Media Files:	26 KB 2 files

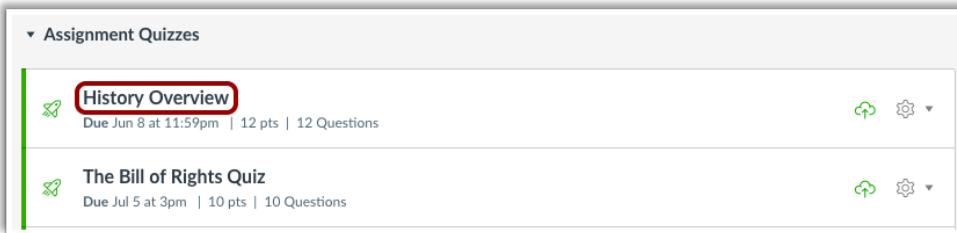
## Quiz Statistics

You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question.

1. In Course Navigation, click the **Quizzes** link.



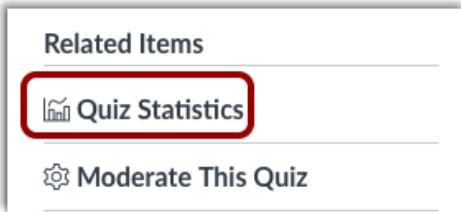
2. Click the title of the quiz you want to open.

A screenshot of a web page titled "Assignment Quizzes". It lists two quizzes:

- History Overview**: Due Jun 8 at 11:59pm | 12 pts | 12 Questions
- The Bill of Rights Quiz**: Due Jul 5 at 3pm | 10 pts | 10 Questions

Each quiz entry has a green circular icon with a white upward arrow and a gear icon with a dropdown arrow.

3. Click the **Quiz Statistics** link.

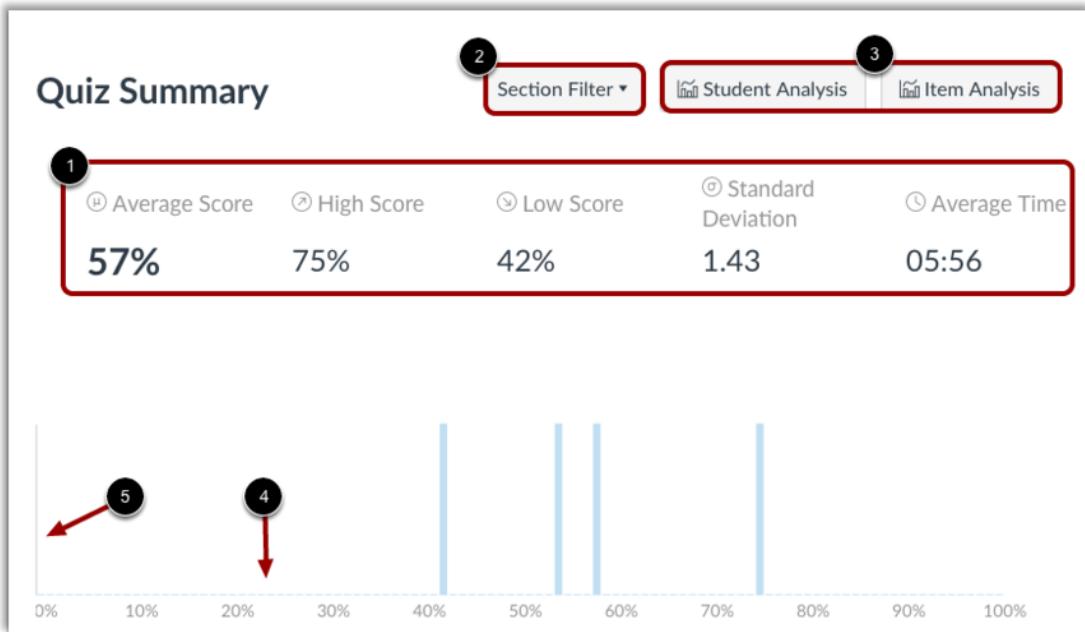
A screenshot of a web page titled "Related Items". It contains three links:

- Quiz Statistics**: This link is highlighted with a red rectangular box.
- Moderate This Quiz**

**Note:** Quiz Statistics will not be available until at least one student has completed the quiz. If a student had multiple assignment attempts, you can view past attempts in SpeedGrader. Quiz stats will only display the kept score for the student (highest score or latest score). To view the score setting for multiple attempts, edit your quiz and view the multiple attempts settings option. If necessary, you can give your students an extra attempt.

## Quiz Statistics Summary

By default, the quiz summary shows statistics for all sections including the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion [1].

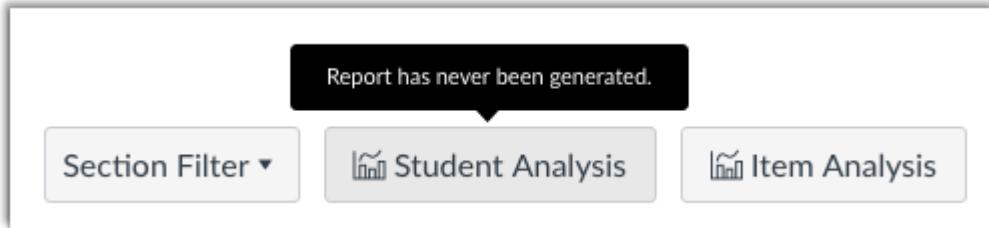


To view quiz statistics for a section, click the **Section Filter** drop-down menu [2]. To access additional survey results, generate a Student/Item Analysis report [3].

In the summary graph, the x-axis indicates the quiz scored percentages [4], and the y-axis indicates the number of students who received each percentage [5].

### View Analysis Reports

When instructors generate an analysis report, Canvas shows the last time the report was generated. If there is an error with the report, instructors can retry the option or cancel the analysis completely.

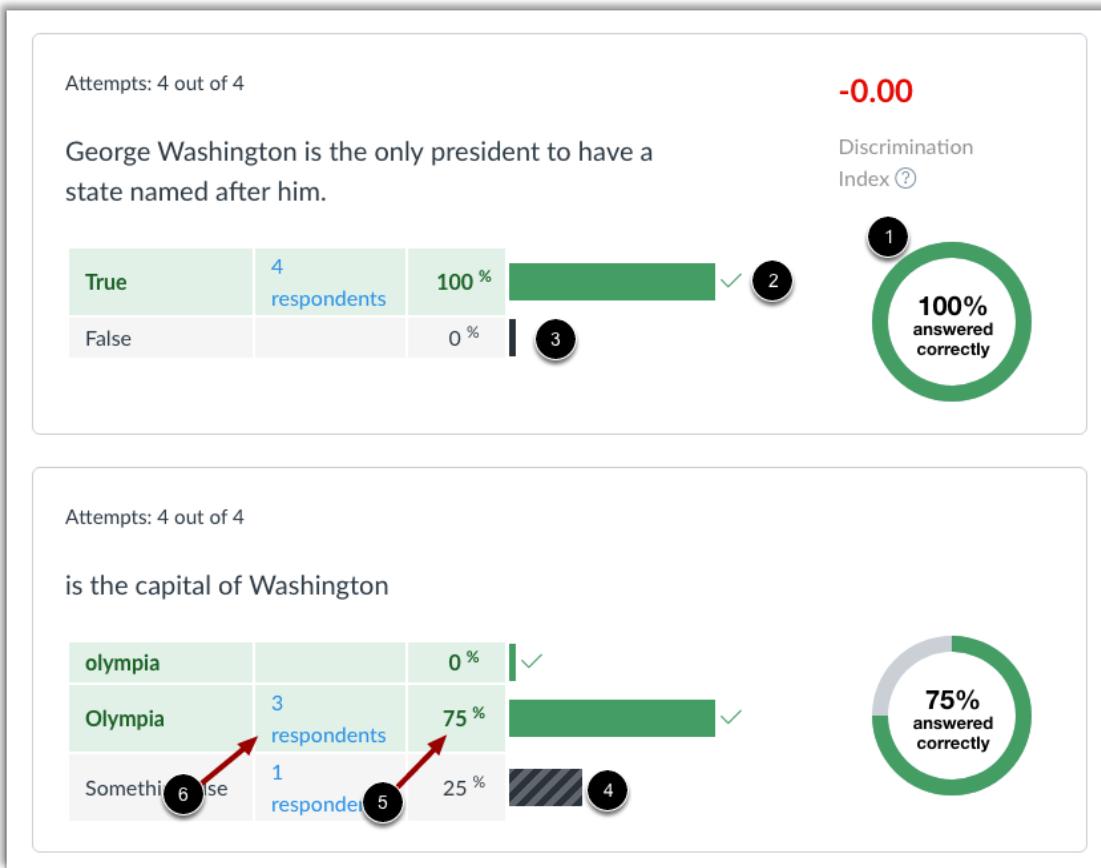


Download CSV files to view Student Analysis or Item Analysis for each quiz question to count all student attempts in the statistics.

## View Question Breakdown

Quiz question shows the total percentage of students who answered the quiz question correctly [1].

Each question includes a breakdown with each question answer choice. Correct answer response(s) are shown in a green bar with a check mark [2]; incorrect responses are shown in a black bar [3].

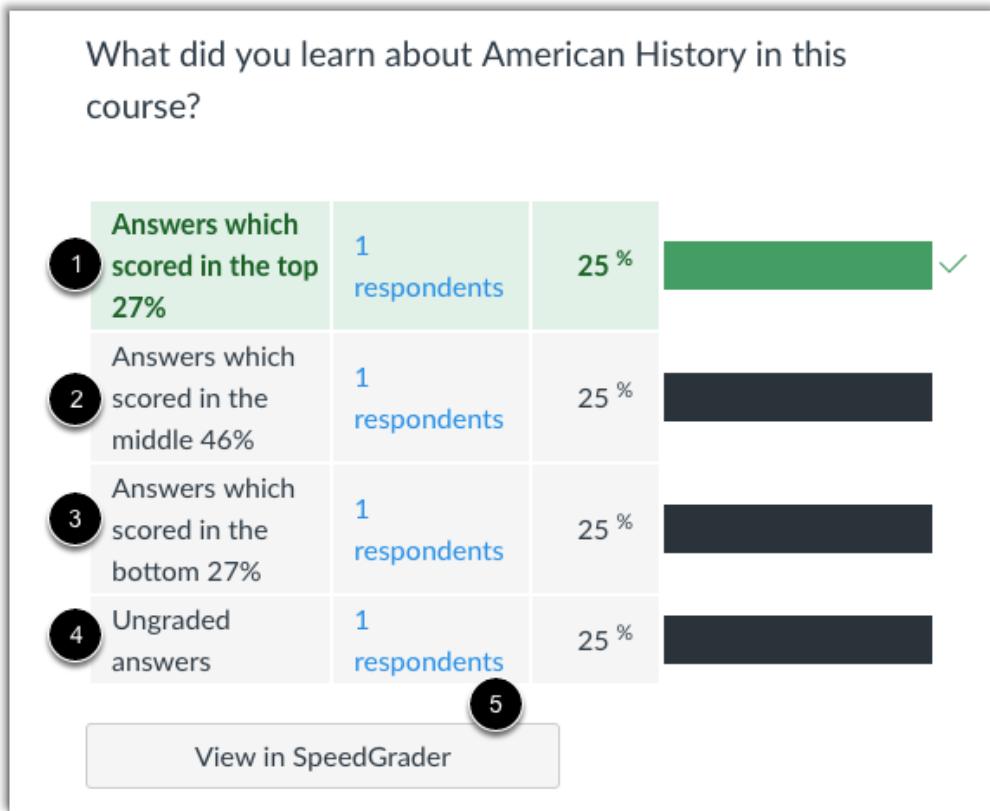


Question types that do not have set answer choices, such as Fill-in-the-Blank questions, display entries other than the correct answer in a black striped bar [4]. The horizontal bars are scaled according to the answer response percentage [5].

Each response also displays the number of respondents who selected the answer [6]. To view the names of the students who selected an answer choice, click the [**x** respondents] link.

## View Manually Graded Questions

Quiz statistics also show relative grade performance for manually graded essay and file upload quiz question types. Manually graded question types are shown in the same table format as other quiz types.



A manually graded quiz type is marked as correct if it contains a student score greater than or equal to the question points possible.

Grade breakdown responses are shown as the top 27% [1], middle 46% [2], and bottom 27% [3]. The statistics also show submissions that have not yet been graded [4]. However, if all scores are identical, a response category may show more than the percentage number of students (e.g., all students score 100%).

Manually graded questions also include access to SpeedGrader for quick reference [5].