

Canvas: New Gradebook

Overview

The New Gradebook offers all the features you've come to rely upon, plus many new features designed to improve the grading experience. Watch the [video](#), review the [changes](#), and visit the [New Gradebook guides](#) for all the details. Highlights are:

- [Arrange](#) and [filter](#) columns in the gradebook according to your preference.
- Sort and view [student names](#), as well as [individual assignment columns](#).
- Set custom colors for assignment submissions and grading statuses. Helps you quickly view student progress across the course.
- Create course wide late policies that can automatically assign zero points for [missing submissions](#) and apply deductions for [late submissions](#).
- Use the Grade detail tray to enter grade information for an individual student.

How to Navigate

Access the Gradebook from the Grades link on the course navigation. The layout uses a tabular format. The first column displays student names. Adjacent columns are added for each graded assignment, quiz, and discussion. Control the display of your Gradebook and various options using the Menus at the top of the Gradebook and the Options buttons for each column.

1 2 3 4 5

Hover over a column header to enable the column Options, indicated by three dots. Click on the column Options to open the column submenu.

Student Name	Ch 1 Introduction IRAT Out of 10	Ch 2 Application Layer IRAT Out of 10	Ch 3 Physical Layer IRAT Out of 10	Ch 4 Data Link Layer IRAT Out of 1	Ch 5 Network and Transport La... Out of 10
F...	10	10	7	8	6
	8	8	9	9	7
	8	8	8	9	9
	7	9	7	8	9
	8	7	8	9	9
	9	8	7	8	9
	-	-	Excused	7	8
	8	9	8	10	7

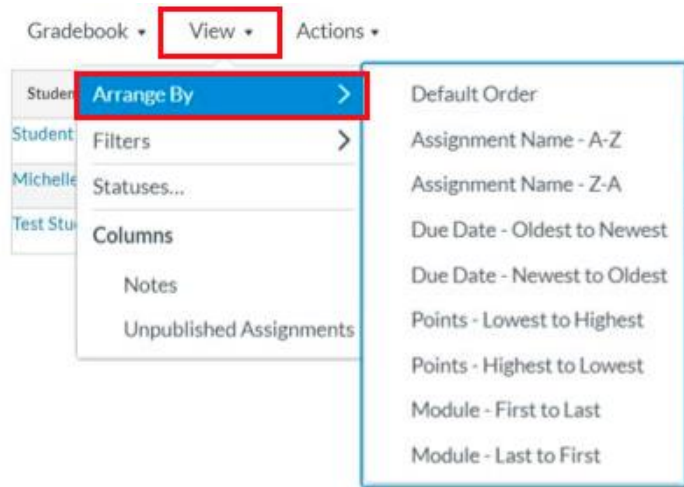
Assignment Statuses, i.e., Late, Missing, Resubmitted, Dropped or Excused are shaded in colors you choose for easy visibility. Set colors under View Menu > Statuses.

1. Gradebook	Displays various Gradebook views. Can switch gradebooks at any time.
2. View	Arrange and filter columns of the Gradebook according to several options.
3. Actions	Displays options to import or export a Gradebook CSV file.
4. Search	Search for users by name or NetID.
5. Settings	Define late and missing policies that apply to all course assignments. Select a default grade posting policy for course assignments.

Arrange Columns

You can arrange the order of your gradebook columns according to your preference.

- [Arrange columns](#) using criteria under the View menu **Arrange By** option - default, assignment name, due date, points, or module.

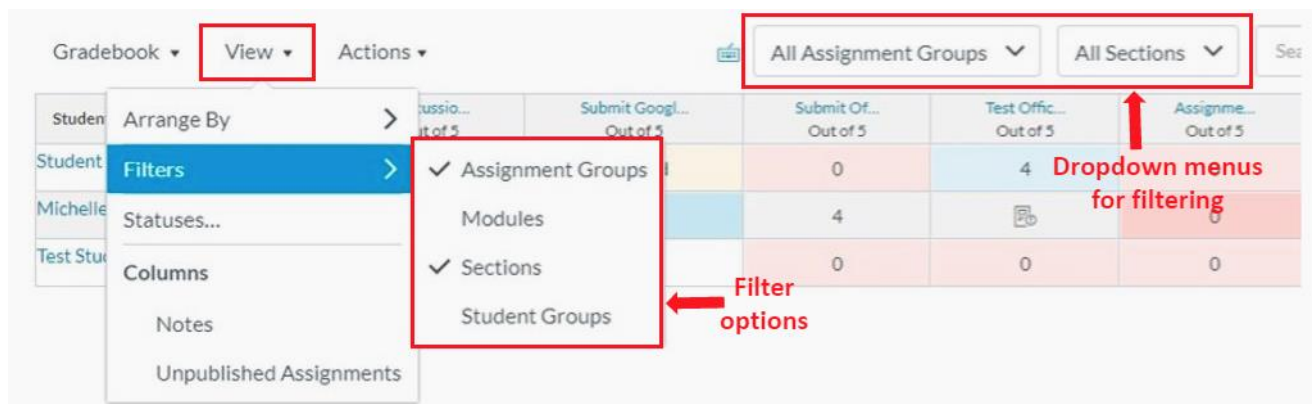


- Place a column anywhere in the gradebook manually. Click the column heading and drag heading to desired location. Is persistent until column is reordered.
- Change the width of each column by placing your cursor over the border line, holding and dragging the line until the column is re-sized.

Filter Data

There are several ways you can filter student data in the Gradebook.

- [Filter columns by Type](#) using criteria under the View menu **Filters** option. Check off one or more of the options: assignment groups, modules, sections, and student groups. Checking these off produces a dropdown menu that allows you to filter. Multiple filters can be used at the same time.



- Filters persist until you reset them. To remove a filter, click the **View** menu and click the **Filters** link. Select the filter that you want to remove from the Gradebook.