

# Instructor

## New Gradebook Overview

In this video you will learn how to use the New Gradebook in Canvas. The New Gradebook helps instructors easily input, manage, and release grades to students. This Gradebook will be the default gradebook in Canvas beginning in 2020.

To get started, click the Grades link in Course Navigation. The New Gradebook's Default View displays a list of all students and assignments at the same time. However, the New Gradebook offers many options for arranging and filtering your data. In the View menu, you can arrange assignment columns by assignment name, due date, points, and module.

You can filter the New Gradebook by assignment group, modules, or section. If your course includes Grading Periods, Grading Periods will also be included as an option. Select an option from the Filters menu and then select an option from the drop-down menu for the filter. Filters can be stacked to offer more precise views of your gradebook data. Filters are persistent until they are reset. To reset the filters, select the All option for each filter you applied and then disable the filter from the View menu.

You can customize the status color options that display in the Gradebook. Choose a new color for the desired status and click Done to apply your changes. You can also choose to display a Notes column and Unpublished Assignments.

The Gradebook Actions menu allows you to import and export your Gradebook. To export a CSV file of your gradebook, click the Export link. To import changes to your gradebook, click the Import link and select the CSV file with your changes.

The Student Name column lists all students in the course. The Student Name Options menu includes options to sort students alphabetically, order by first or last name, and display secondary info for the students such as SIS or Login IDs.

Assignment columns are automatically added to the Gradebook when a new course assignment is created. The different icons and colors in the cells represent assignment and submission statuses within Canvas.

You can resize a column and drag-and-drop an assignment column to a new location in the Gradebook. When resizing, the gradebook scrolls horizontally while the Student Name column remains static, allowing you to easily find information.

To view assignment options, hover over the assignment header and click the Options menu. You can sort the gradebook by Grade or status, message students, curve grades, set a default grade, mute the assignment, or enter the grade as another grading option.

To enter or edit scores in the Gradebook, click the cell for the assignment and student that you want to enter or edit. Enter the new score according to the assignment grading option. You can also excuse a student from an assignment by typing “E-X” in the cell.

To view additional details about a submission, click the Grade Detail Tray icon in the assignment cell. The assignment tray includes the student’s name, the name of the assignment, a link to view the submission in SpeedGrader, grading info, submission status options, which can be toggled by clicking the corresponding radio button, and a comment field. Click the X icon to close the assignment tray and return to the gradebook.

The gradebook also displays a total column for each assignment group and for the total grade for each student in the course. You can view total grades as a point value or a percentage. If you allowed the final grade override, the Override column will display next to the Total column in the Gradebook. Enter an override grade as a percentage or a letter grade.

The Gradebook Settings menu provides additional options for managing grades that should be completed before students submit assignments. Click the Settings icon.

On the Late Policies tab you can automatically deduct points for missing or late submissions. To automatically apply a grade for missing submissions, click the Automatically apply grade for missing submissions checkbox and enter the grade in the Grade Percentage for missing submissions field. To automatically deduct points for late submissions, click the Automatically apply deduction to late submissions checkbox. Enter a deduction percentage, an interval, and a lowest possible grade. To award a student a different grade from the calculated total grade, click the Advanced tab and then click the Allow final grade override checkbox. Click the Update button to apply your options.

In the Gradebook menu, you can switch to the Gradebook Individual View and assess one student and one assignment at a time. In the Global Settings section, apply any preferred Gradebook settings. In the Content Selection section, select individual students and assignments to compare using each menu. Selected results display in the Grading section. To return to the Gradebook Default View, click the Gradebook drop-down menu and select Gradebook.

You can also view a log of grading changes in your course. In the Gradebook menu, click the Gradebook History link. You can filter gradebook history by student, grader, assignment, and a date range.

You’ve now completed this tutorial video on the New Gradebook. For additional information on this or any other topic about Canvas, please visit [guides.canvaslms.com](https://guides.canvaslms.com). You can also ask questions and engage with other Canvas users by visiting [community.canvaslms.com](https://community.canvaslms.com).