



Instruction of Using Assignments and Grading in Canvas



Remember:

Assignments and Grade are the two of the basic tools in Canvas.

Assignments are the driving force in Canvas.

The Instructure Help Center (<http://guides.instructure.com/>) covers most issues.

Go to the workflows example to see more details with images.

1. Before Semester

1.1 Click on Assignments on the left navigation.

1.2 Add assignments. Added assignments automatically appear at the bottom of the Syllabus, in the Calendar, and in the Gradebook.

1.3 Group the assignments.

a. You do not create a separate Gradebook in Canvas. This is done automatically via Assignments.

b. In assignment setting, set the using turn it in, and the tool can give you report about original source text and overall similarity.

1.4 Grading scheme

Click on the Settings tool in the left navigation bar, scroll down, and click "Edit Course Details" to set your grading scheme. A grading scheme allows students to see their letter grade.

1.5 Weighting Grades

After creating assignment groups, click the settings icon at the top of the assignments Page. click the "Weight final grade based on assignment groups" checkbox, enter the percentage weights for each assignment group you created, and save.

2. During Semester

2.1 Publish assignments and your course--otherwise, students cannot view them.

2.2 Using speedgrader if the assignments are textbased files uploaded to Canvas. Using speedgrader, you can make comments directly on uploaded Word and PDF documents.

2.3 Check all assignments in column. Different color tags mean different similarity score.

3. After Semester

3.1 download scores from the Gradebook

Export scores from the Gradebook and download them to your computer as a CSV file.

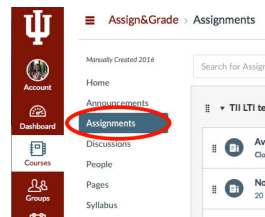
3.2 publish grades to Student Information System(SIS)

After checking all the final grade column is accurate, click the settings icon, and select Publish grades to SIS.

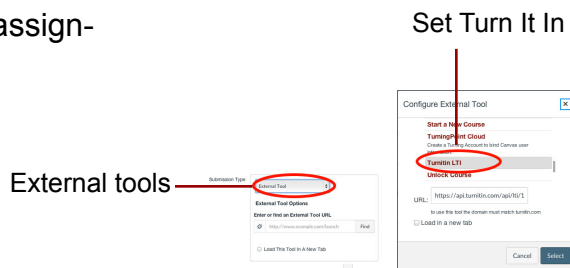
Setting and Using Assignment And Grading in Canvas

1. Before the semester

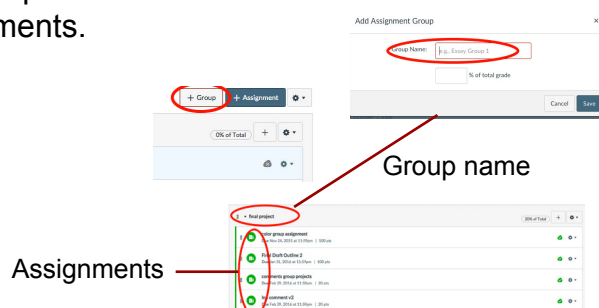
1.1 Click on Assignments on the left navigation.



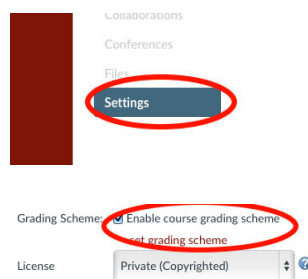
1.2 Add assignments.



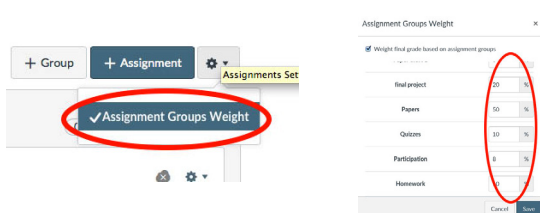
1.3 Group the assignments.



1.4 Grading scheme.

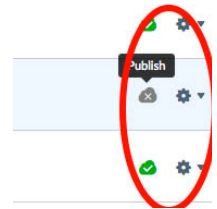


1.5 Weighting Grades.

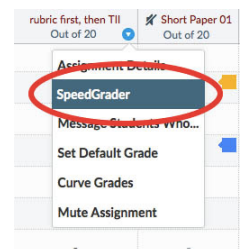


2. During the semester

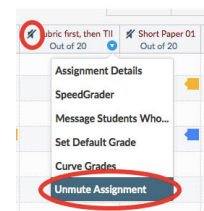
2.1 Publish assignments and your course.



2.2 Using speedgrader if the assignments are textbased files.

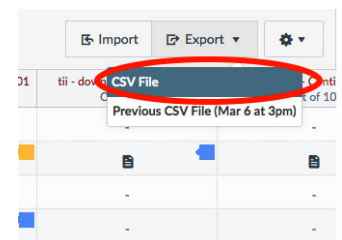


2.3 Check all assignments in column.



3. At the end of the semester

3.1 Export scores from the Gradebook.



3.2 publish grades to Student Information System(SIS).

