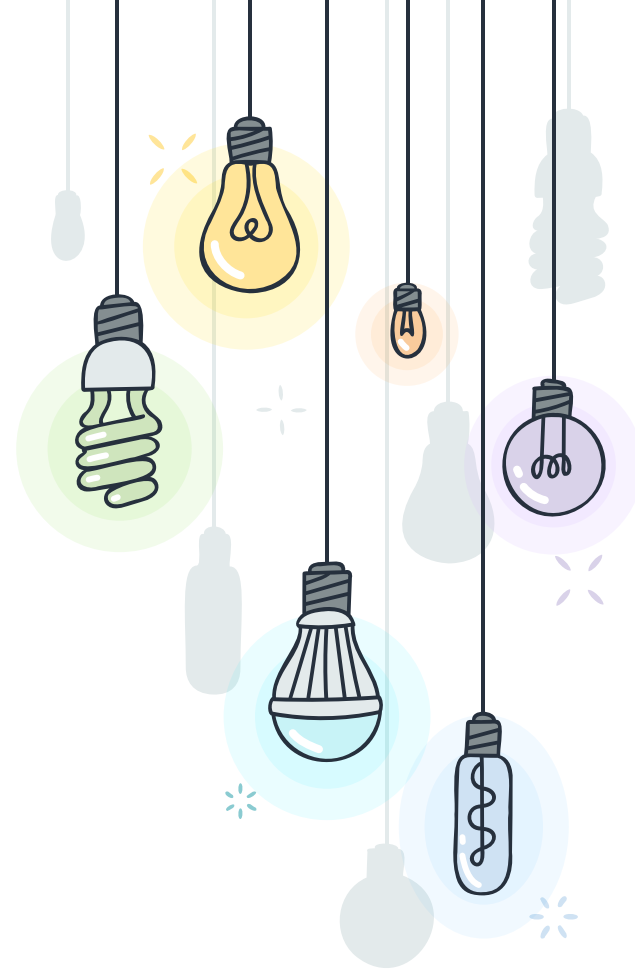




# GRADE POSTING POLICY

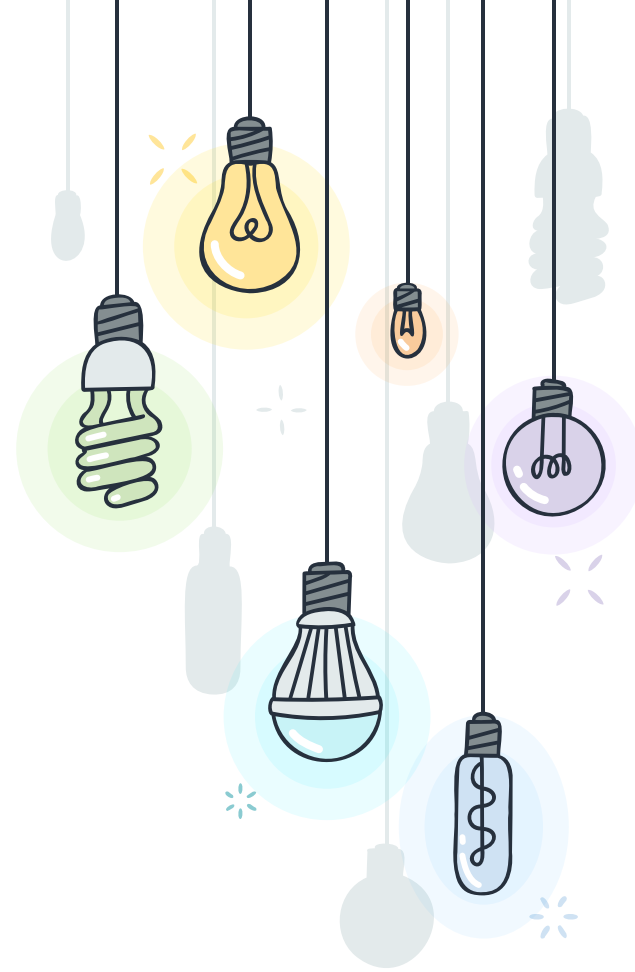
## \* WHAT IT IS?

In the Gradebook, you can select an automatic or manual grade posting policy for an individual assignment. Posting policies determine grade visibility for students. You should select an assignment posting policy before entering grades.



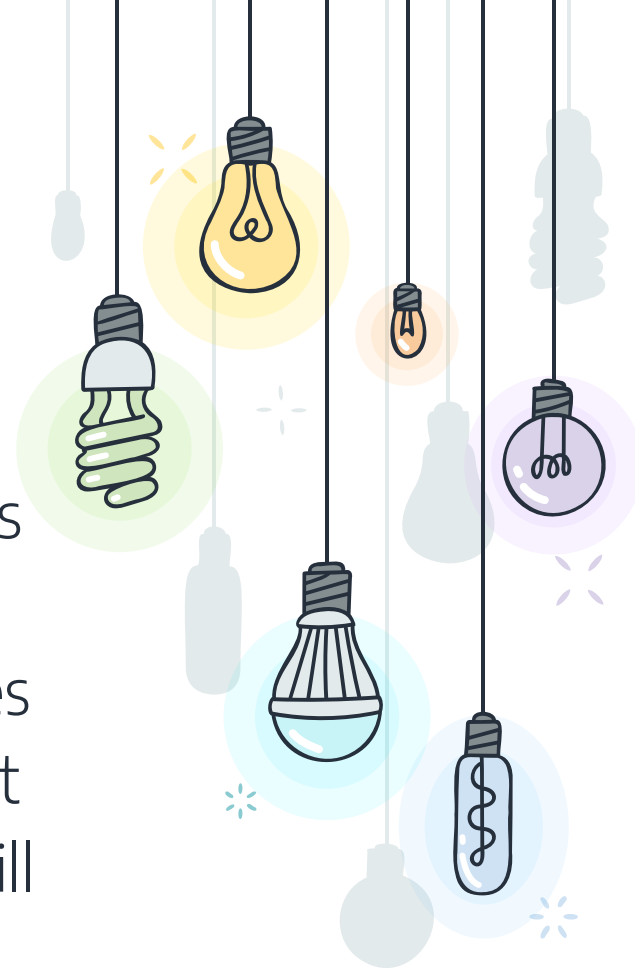
## \* AUTOMATIC GRADING

If you select an automatic posting policy, students can see assignment grades as soon as they are entered in the gradebook. Anonymous and moderated assignments cannot be set to post grades automatically.



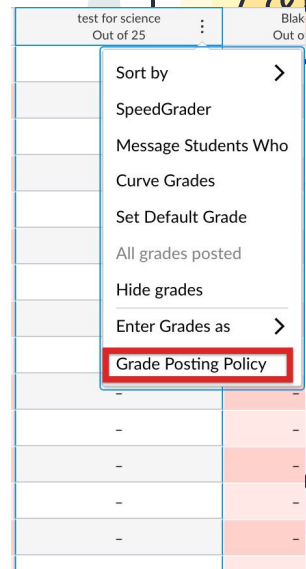
## \* MANUAL GRADING

If you select a manual posting policy, assignment grades remain hidden from student view by default until you post grades for the assignment. If you select a manual course posting policy after assignment grades have already been entered, the policy will not apply retroactively and any posted grades will remain visible.



# HOW TO CHANGE THE GRADE POSTING POLICY FOR AN ASSIGNMENT?

1. Go to the gradebook
2. Select your assignment
3. Using the three dots click “Grade Posting Policy”
4. Choose if you would like Automatically or Manually
5. Click save to update changes



## Grade Posting Policy: test for science

### Post Grades

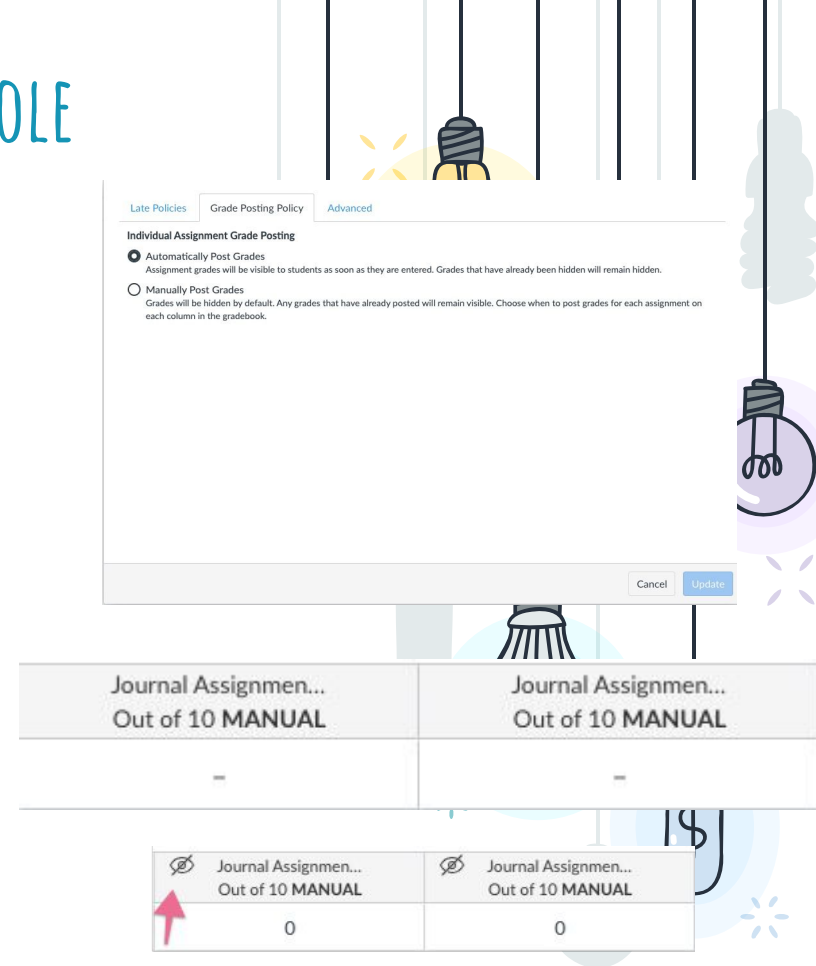
- ☒ **Automatically**  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.
- ☐ **Manually**  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for this assignment in the gradebook.

Cancel

Save

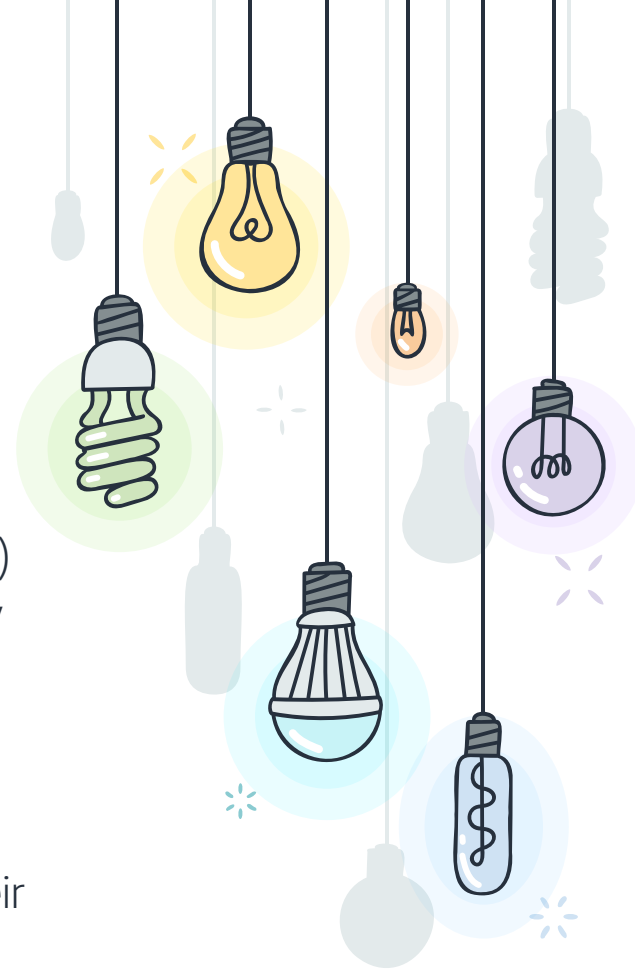
# HOW TO CHANGE THE POLICY FOR THE WHOLE GRADEBOOK?

- Canvas uses the automatic posting policy by default
  - ✦ Navigate to the Gradebook and click on the gear icon
  - ✦ Click on Grade Posting Policy
  - ✦ Select Automatic or Manual posting
  - ✦ Click Update
- All assignment headers will display the Manual label.
- Once a grade has been entered, the hidden icon (eye) will appear indicating a grade has been hidden.



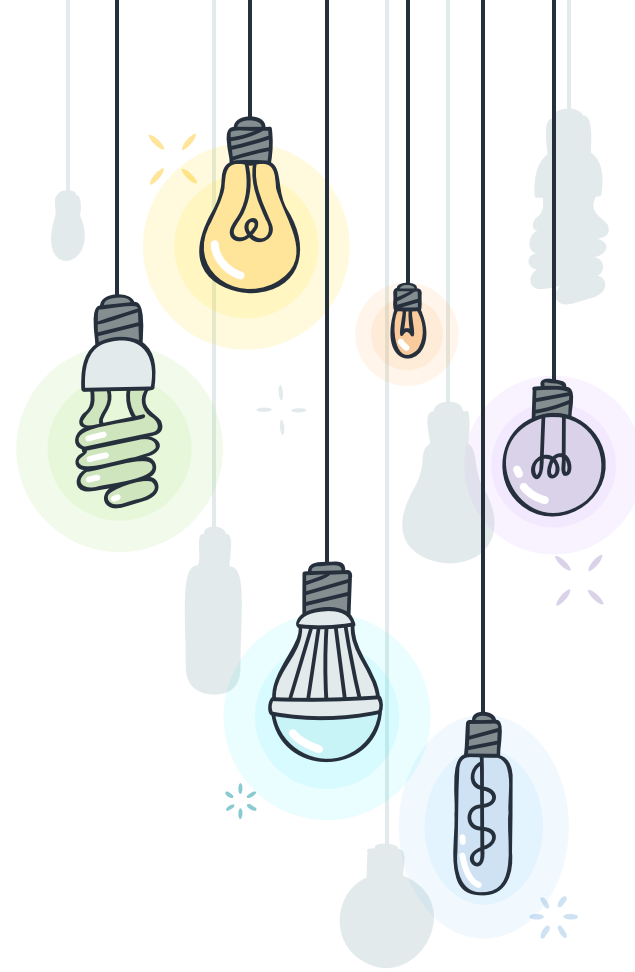
## \* ADDITIONAL INFORMATION

- Importing content from another course with course settings will carry over the previous course posting policy. This will override the grade posting policy setup in the new course.
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page.
- Students will not be able to see their quiz responses in Classic Quizzes while quiz grades are hidden.
- Enabling a posting policy will not affect a student's ability to access their assessment scores in New Quizzes. Student visibility of New Quizzes scores must be managed from the New Quiz settings.



## \* ACTIVITY

1. Create a course with an assignment (make sure to publish the course)
2. Act as the test student so it populates that student in the gradebook
3. Set the grade posting policy in the gradebook to Manual (you shouldn't be acting as the test student at this point)
4. Enter a grade for the test student on an assignment
5. Post the grade





## \* CONCLUSION

- + Teachers have the options to hide their grades until they are ready to release them
- + New Quizzes grades and responses have to be hidden in the quiz setting because New Quizzes are a LTI
- + Grades can be hidden again once they have been posted



QUESTIONS?