

Canvas Assessment Tips

Hiding Grades

Hiding grades and feedback from students can be useful because it allows faculty to grade assignments (or quizzes) as they come in without the grades and feedback being visible to students. Once all assignments are graded, the grades and feedback can be posted for students to view. Hiding grades can be done at the course level or for individual assignments (or quizzes).

- Hiding grades at the course level (this sets hiding grades as the default for all assignments and quizzes)
 - Click Grades in the course menu on the left
 - Click on the Settings icon in the upper right-hand corner
 - Click on the Grade Posting Policy tab
 - Choose Manually Post Grades
 - Click Update Policy
- Hiding grades for an individual assignment
 - After creating an assignment (but before grading the assignment), click on Grades in the course menu on the left
 - Click the vertical ellipsis beside the name of the assignment for which you would like to hide grades
 - Choose Grade Posting Policy
 - Choose Manually
 - Click Save
- To post grades for students to view, open the Gradebook, click the vertical ellipsis beside the assignment name, and choose Post Grades. You can choose to post grades for specific sections or all sections. Click Post. Students will now be able to view their grade along with any feedback or comments that you provided.

Setting a Late Assignment Policy

- Click Grades in the course menu on the left
- Click on the Settings icon in the upper right-hand corner
- Here you can automatically enter a grade for missing assignments and/or enter a penalty for late assignments.

Creating a Rubric and Adding it to an Assignment

Create a Rubric

- Click on Rubrics in the course menu on the left
- Click add rubric
- Give the rubric a title, add your criteria, and set up your 1 to 5 scale
- Click create rubric

Add a Rubric to an Assignment

- Open an assignment
- Scroll to the bottom and click on +Rubric
- Click on Find Rubric in the upper right-hand corner of the window that appears
- Find the rubric you created (you may have to click on your course in the pane on the left and then choose your rubric from the pane on the right)
- Click on Use this Rubric (you may have to scroll down to see this button)

When you go into SpeedGrader to grade the assignment, the rubric will be attached and you can click on the appropriate rating for each criterion.

Assignments and Speedgrader

The following video gives detailed information on creating assignments (including group assignments), adding the assignment to a module, and grading assignments using Speedgrader (the Speedgrader portion of the video starts around minute 7).

https://youtu.be/O_ydlmekB_w

Creating an Assignment

- Click Assignments in the course menu on the left
- Click on +Assignment
- Name the Assignment
- Add a description of the assignment in the box at the top of the page
- Enter a point value for the assignment in the box provided
- Change submission type to Online and select the appropriate option
- Choose the number of submissions allowed
- Optional: To have students work in groups on the assignment, click the Group Assignment box. Then either choose a Group Set that you've already created or click New Group Category and give the group a name. You can allow students to assign themselves to groups, randomly assign students to groups, or manually assign students to groups. To allow self sign-up or create groups randomly, you need to enter the number of groups you want or the maximum number of students allowed in a group. To create the groups manually, click "I'll create groups later. After saving the assignment, click People in the course menu on the left, click the Group Set that you just created, click +Group, give the group a name, and then drag the student names into the group. Continue this process until all students are assigned to a group. Please note that you should finish setting up the assignment and save it before doing the manual assignment to groups.
- Optional: Require Peer Reviews—please see the [Canvas guide](#) for info on peer reviews
- Enter a due date for the assignment
- Click Save and Publish
- If you need to edit the assignment after you have saved and published it, click on the name of the assignment and then click edit. Don't forget to click **save** after making the necessary edits.

Add the Assignment to a Module

- Click the + in the appropriate module and choose Assignment in the dropdown menu.
- Find the name of the assignment in the list that appears.
- Click Add Item

Grading Assignments

- Click assignments.
- Click on the assignment you wish to grade.
- On the right-hand side of the page, click on SpeedGrader
- Use the toolbar at the top of the page to make comments on the student's submission. There is also a highlight tool and a strike-out tool available to edit the student's assignment.
- On the right-hand side of the page, assign points to the assignment (if you gave it points) and add an overall comment if you want. Please note that you can also leave a video or audio comment or attach a document.

- Press the right arrow in the top right-hand corner beside the student's name to proceed to the next student's submission
- Grading assignments using SpeedGrader automatically sends grades to the gradebook for easy reference

Creating and Weighting Assignment Groups

This feature is useful if you would like different types of assignments, eg, quizzes, papers, discussions, etc., to have different weights. Here are steps to create and weight assignment groups:

- Click Assignments in the course navigation on the left
- Click +Group in the top right-hand corner of the page
- Give the group a name and a weight
- If you need to change the weights once you have created the groups, click the vertical ellipsis in the top right beside +Assignment and choose Assignment Groups Weight
- Enter the appropriate weights (note that they must sum to 100%)

Dropping Lowest (and/or highest) Grade(s) in an Assignment Group

- Click on Assignments
- Click the vertical ellipsis to the right of the category for which you would like to drop grades. (Note that the category must contain assignments for the option to be available)
- Enter the number of grades to drop.
- To omit a particular assignment(s) from being dropped, click +Add an Assignment, and choose the appropriate assignment(s) from the list.
- Click Save

New Quizzes versus Classic Quizzes

- Classic Quizzes will be phased out in July 2021. Here's a link that gives the timeline for switching from classic quizzes to new quizzes in Canvas: <https://community.canvaslms.com/t5/The-Canvas-tl-dr/New-Quizzes-to-replace-Classic-Quizzes-July-2021/ba-p/275381#:~:text=For%20quite%20some%20time%20now,box%20tool%20for%20Canvas%20assessments.>
- Here's a link for how to migrate a classic quiz to a new quiz: <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-migrate-a-Canvas-quiz-to-New-Quizzes/tap/991#:~:text=To%20migrate%20a%20quiz%2C%20click,your%20Canvas%20Admin%20for%20assistance.>