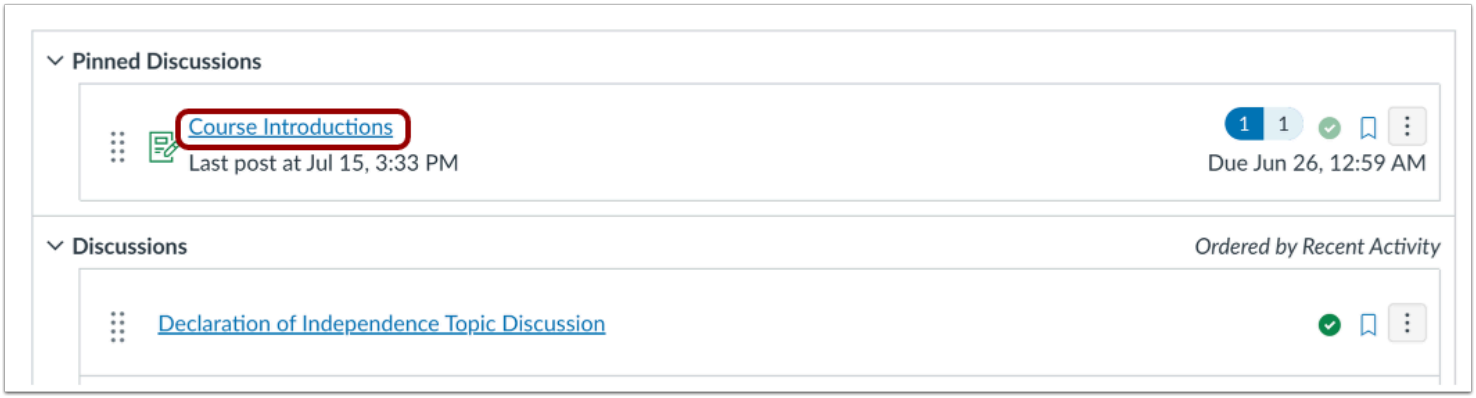
Open for Comments



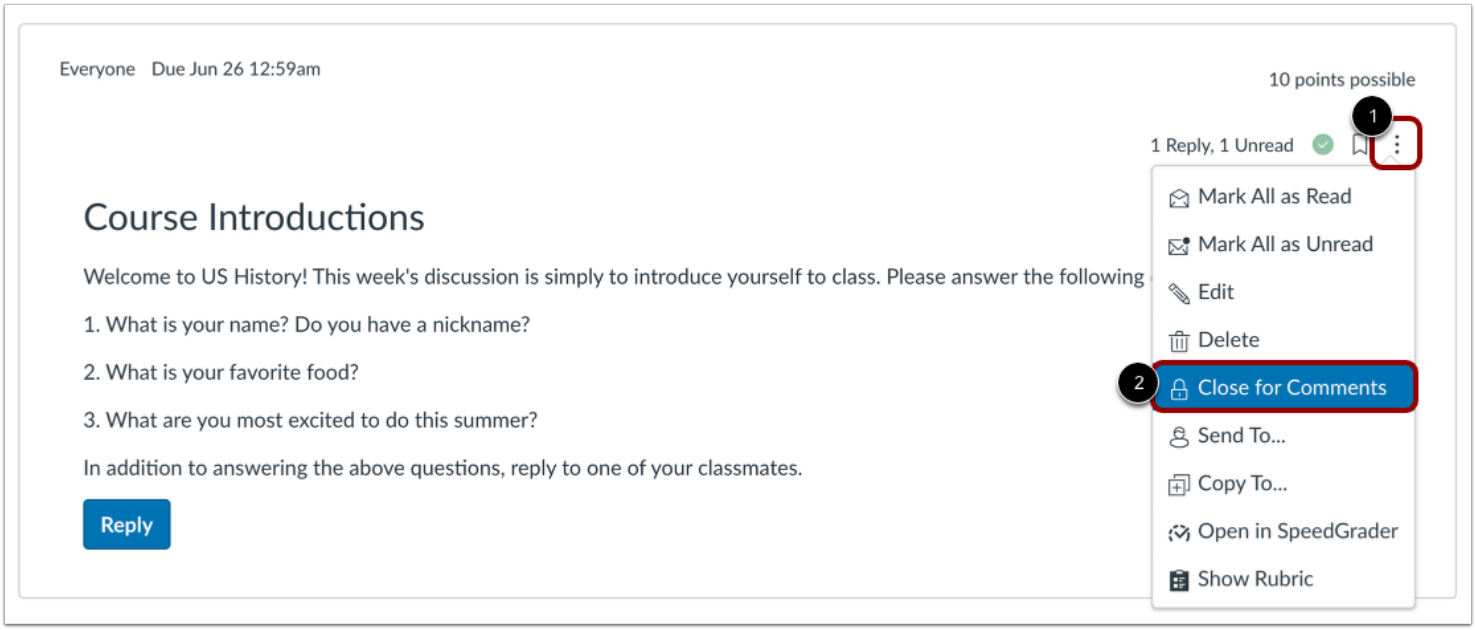
To open a discussion for comments, locate the **Closed for Comments** section [1]. Locate the discussion and click the **Options** icon [2], then click the **Open for Comments** link [3].

Close from Individual Discussion

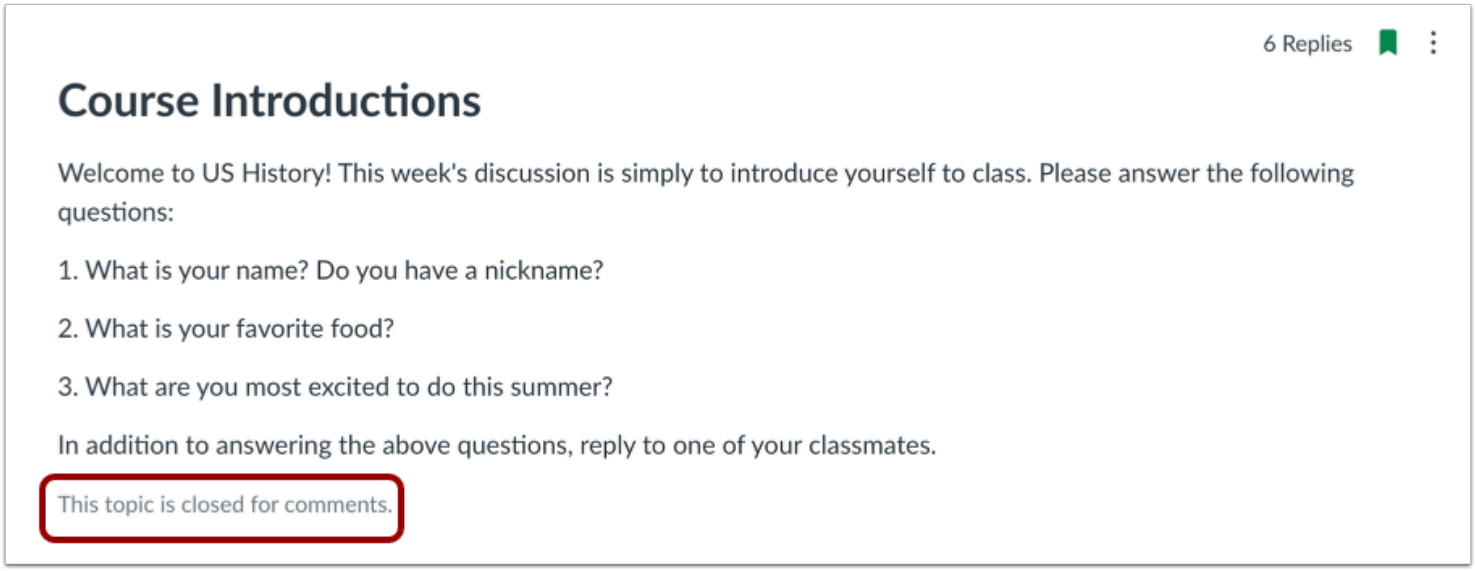


To close comments within an individual discussion, click the title of the discussion.

Close for Comments

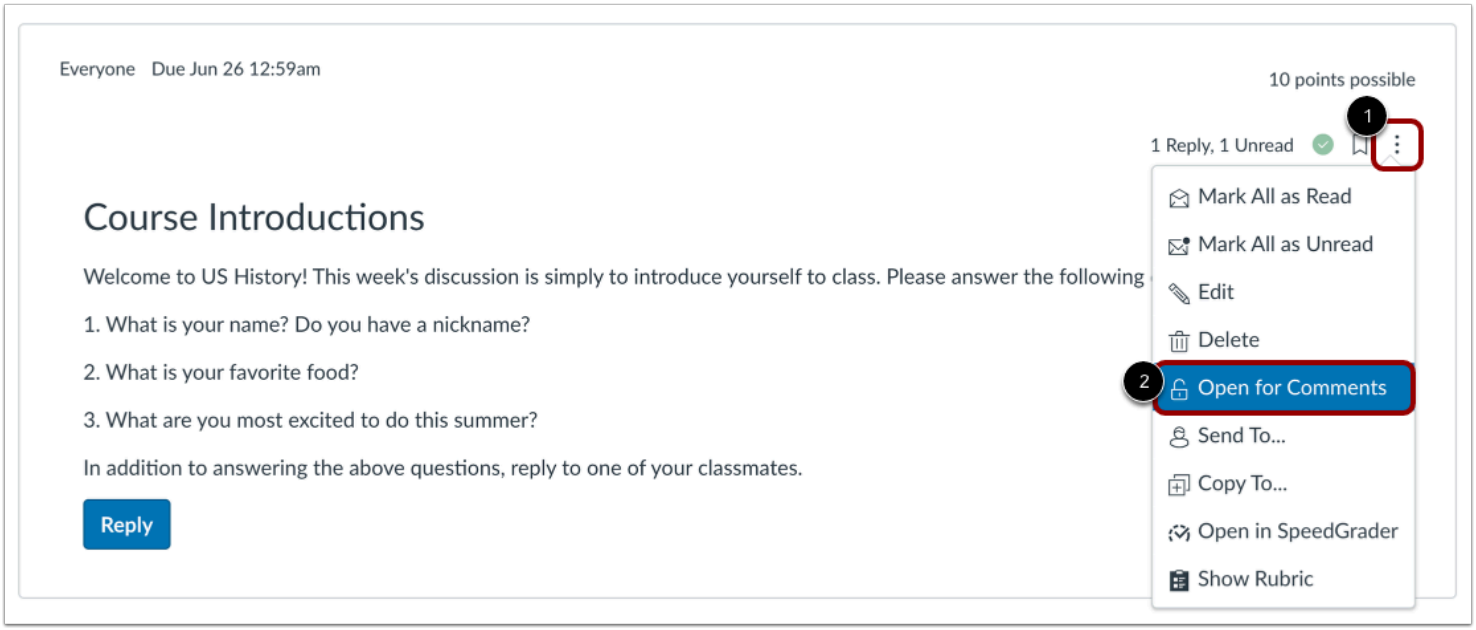


Click the **Options** icon [1], then click the **Close for Comments** link [2].



When a discussion is closed for comments, students will see the message: **This topic is closed for comments.**

Open for Comments



To open a discussion for comments, click the **Options** icon [1] and click the **Open for Comments** link [2].

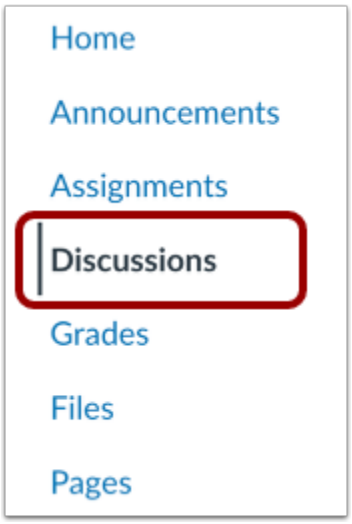
How do I set up a graded discussion to be sent to my institution's student information system (SIS)?

If your institution has configured an integration between their student information system (SIS) and Canvas, your graded course items may be set to sync to your SIS gradebook by default. However, you can also you can set up a graded discussion to sync to your SIS gradebook from a discussion's details page.

Graded discussions configured to sync to your SIS display a Sync to SIS icon in the Assignment Index Page. You can click the icon to turn SIS sync on or off for an individual discussion.

Note: You may be able to find guides specific to using your SIS in Canvas in the Instructure Community SIS Guides.

Open Discussions



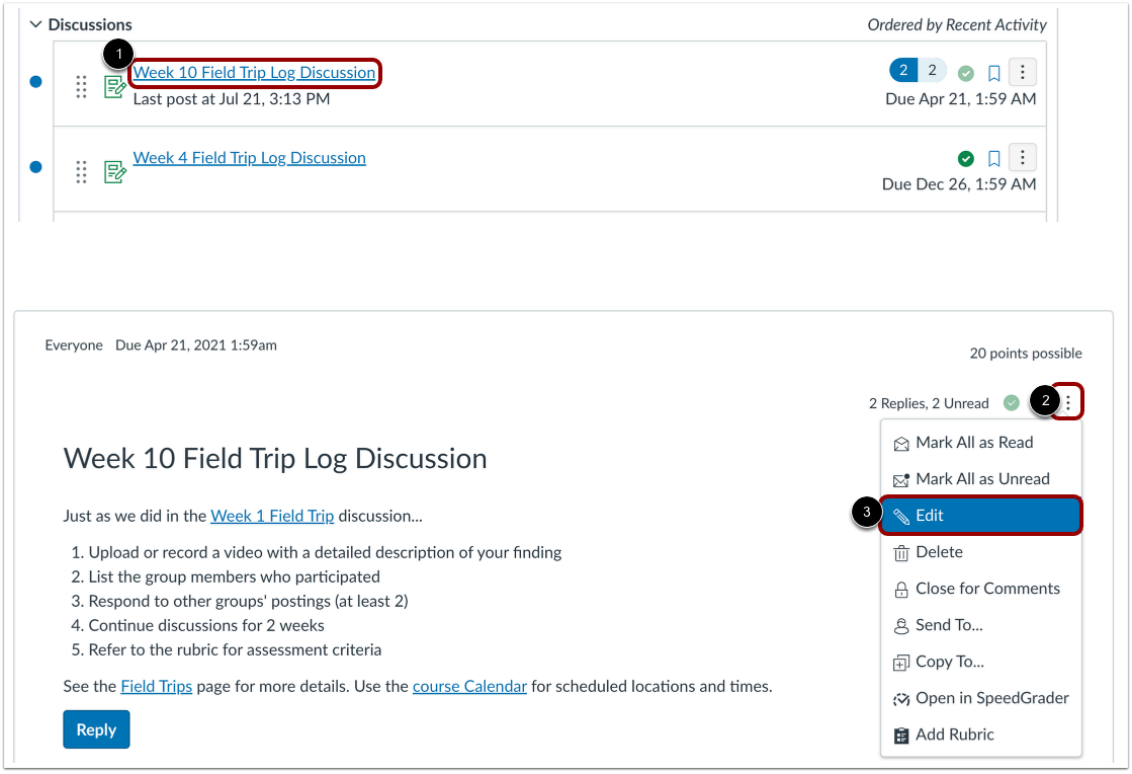
In Course Navigation, click the **Discussions** link.

Add Discussion



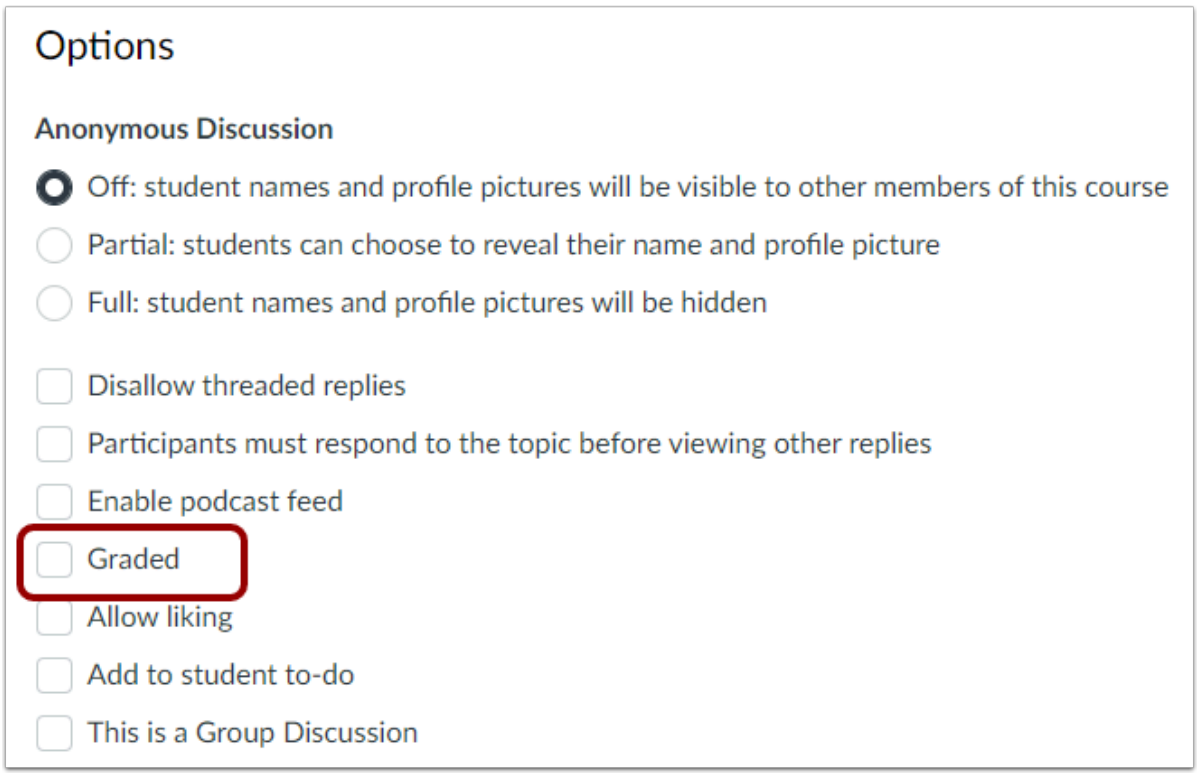
Click the **Add Discussion** button.

Edit Discussion



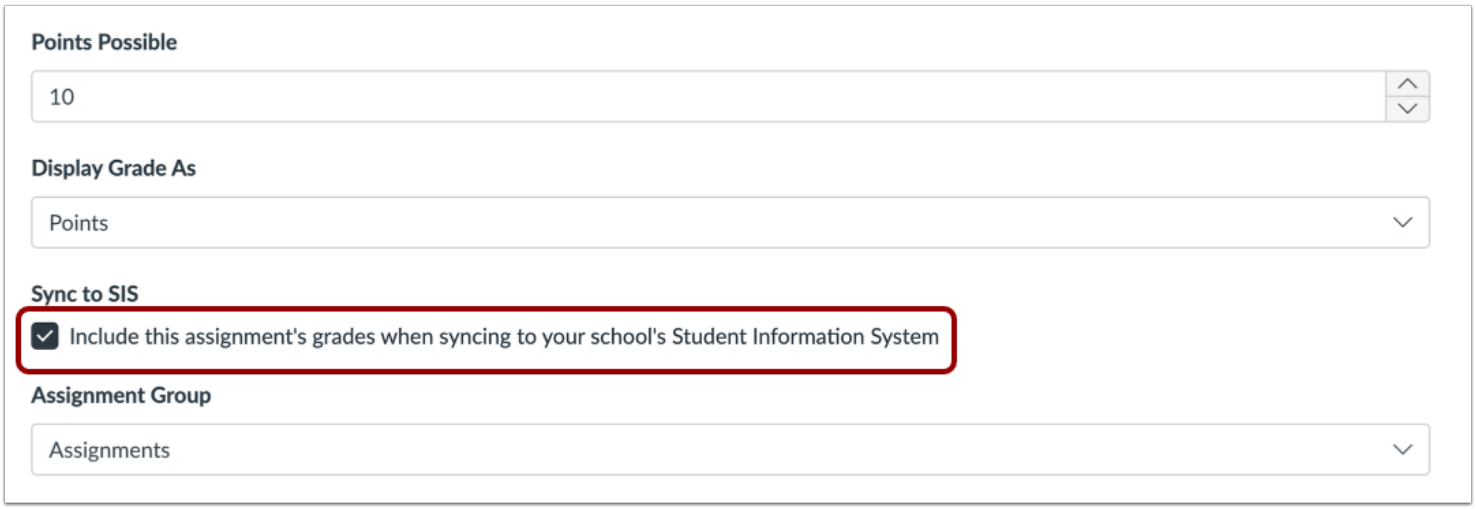
To set up a graded discussion that has already been created, click the name of the discussion [1]. Click the **Options** icon [2], and then click the **Edit** link [3].

Select Graded Discussion



In the discussion details, check the **Graded** checkbox.

Sync to SIS



Check the **Sync to [SIS]** checkbox.

The [SIS] label may display the name of your institution's SIS.

Save Discussion



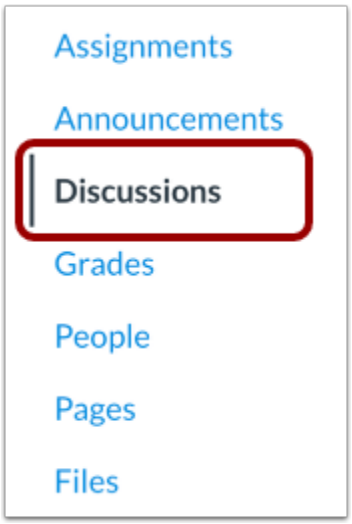
Click the **Save** button [1]. For new discussions, you can click the **Save and Publish** button [2].

Note: If you cannot save your graded discussion and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the graded discussion can be enabled to be synced to your SIS. Correct the error then save the graded discussion again.

How do I view a rubric for a discussion as an instructor?

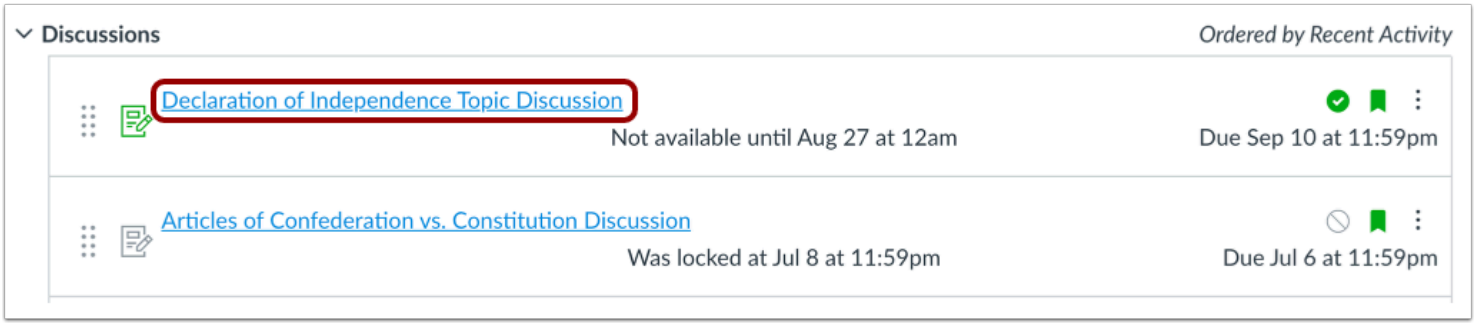
If you have added a rubric to a discussion, you can view the rubric in discussions.

Open Discussions



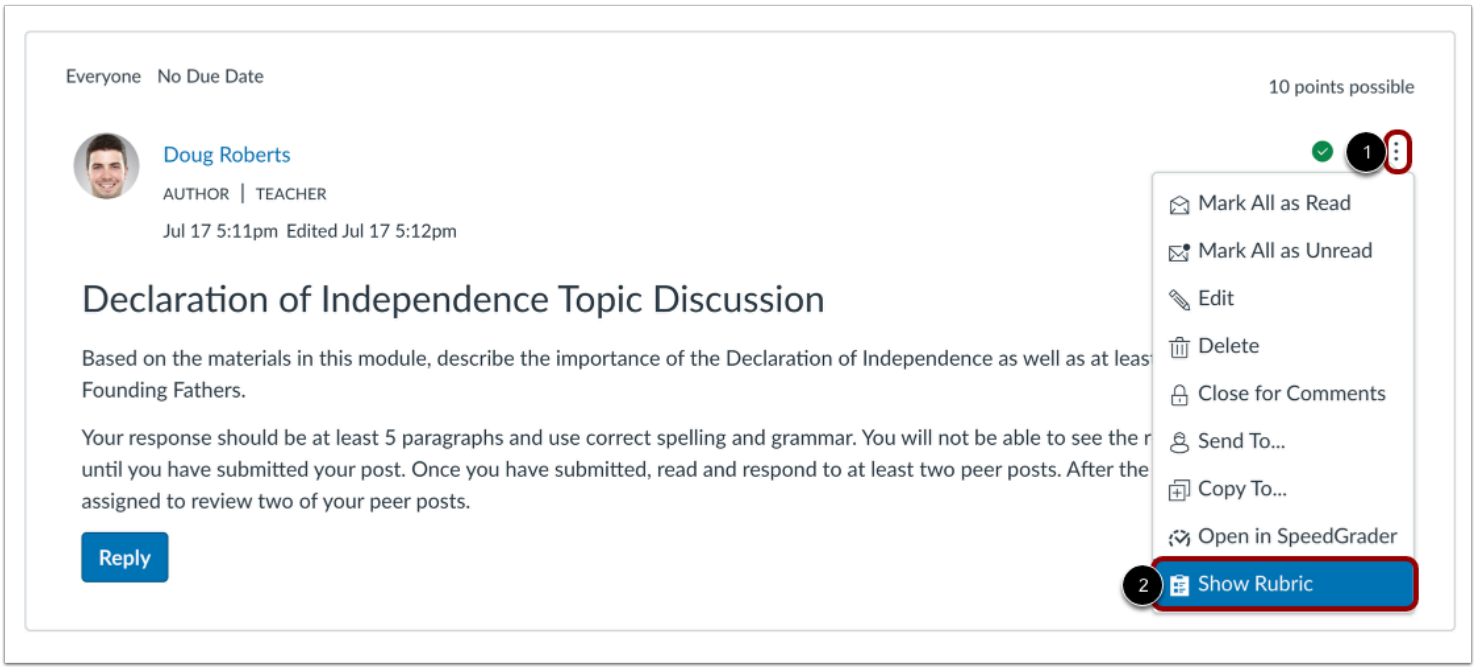
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the name of the discussion.

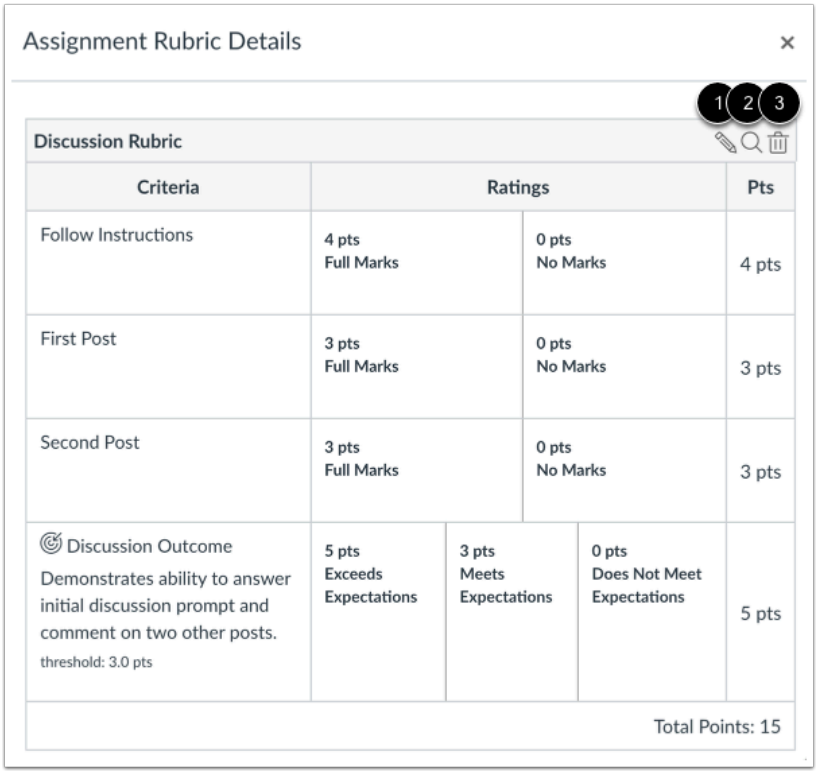
Show Rubric



Click the **Options** icon [1] and select the **Show Rubric** link [2].

Note: If a rubric has not been added to a discussion, the Options menu includes a Add Rubric link.

View Rubric



View the rubric.

To edit the rubric, click the **Edit** icon [1]. To find an existing rubric to replace the current rubric, click the **Find** icon [2]. To remove the rubric from the discussion, click the **Delete** icon [3].

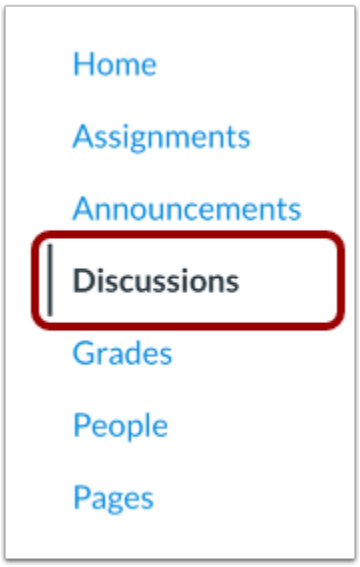
How do I view a discussion thread as an instructor?

If your discussion allows threaded replies, you can view them inline or in a split screen sidebar.

Notes:

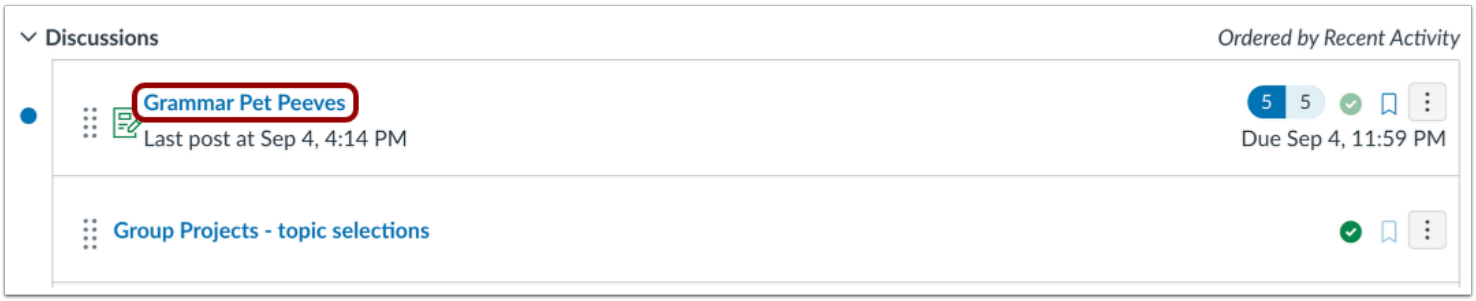
- If the discussion does not allow threaded replies, there are no discussion threads to view.
- If the anonymous discussion option is enabled for the discussion, student names and profile pictures do not display. However, as an instructor, your name and profile picture is visible to all course members.
- If there are no discussion submissions, you can edit the anonymity details.
- When the IgniteAI Translations for Discussions & Announcements feature option is enabled at the course level, you can access AI-supported translations for Discussions.

Open Discussions



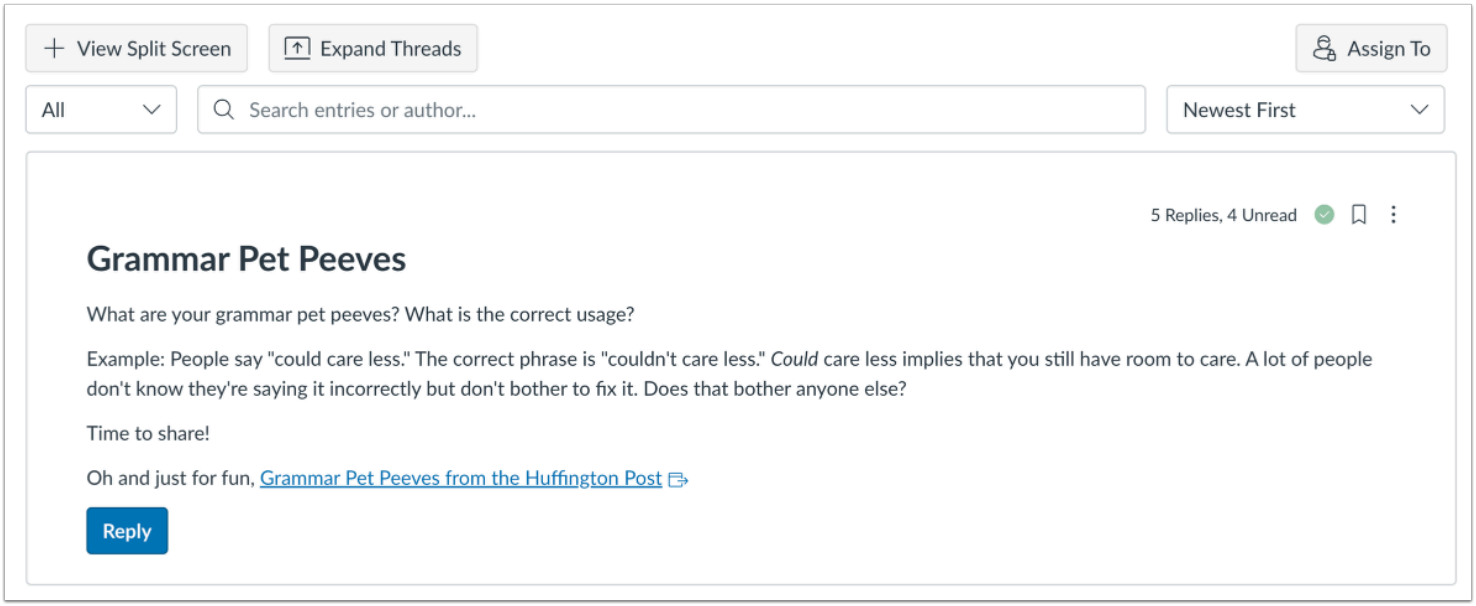
In Course Navigation, click the **Discussions** link.

Open Discussion



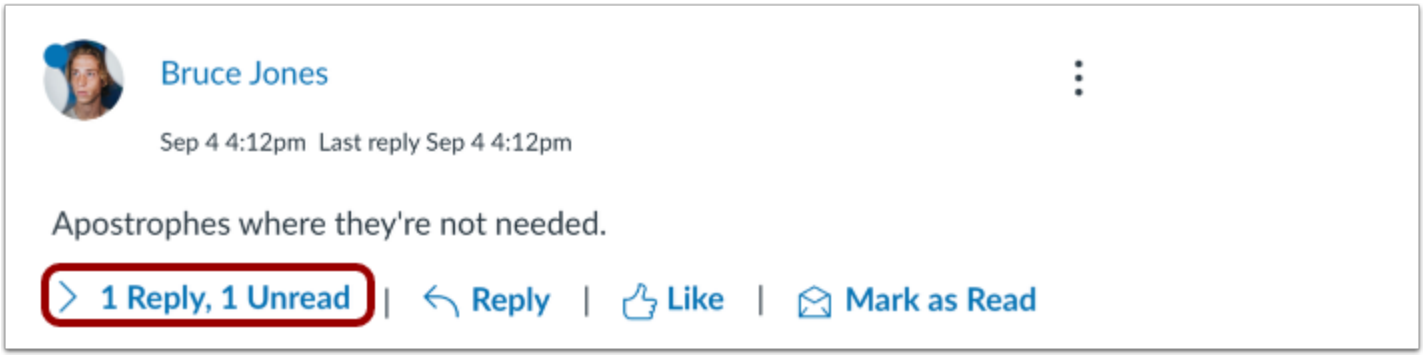
Click the title of the discussion.

View Discussion



View the discussion topic.

View Inline Discussion Thread Replies



When viewing inline discussion thread replies, you can collapse and expand the discussion threads by clicking the Expand Threads and Collapse Threads buttons. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

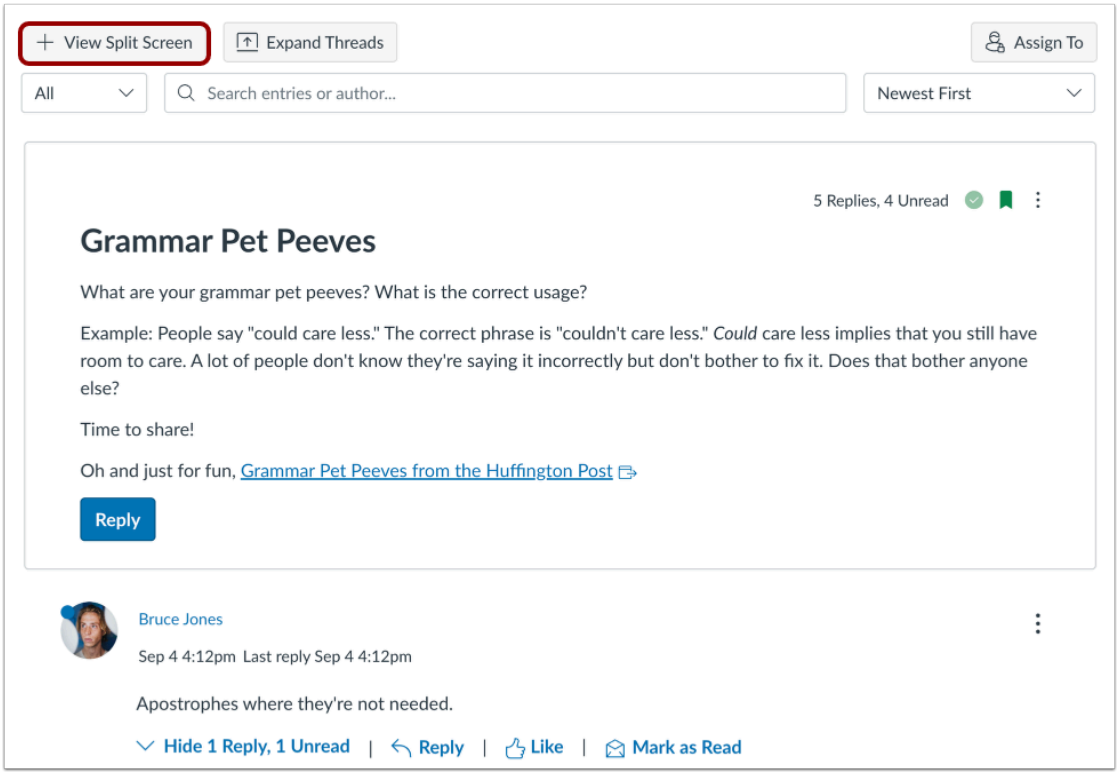
To expand the discussion thread replies inline, click the **# of replies** link.



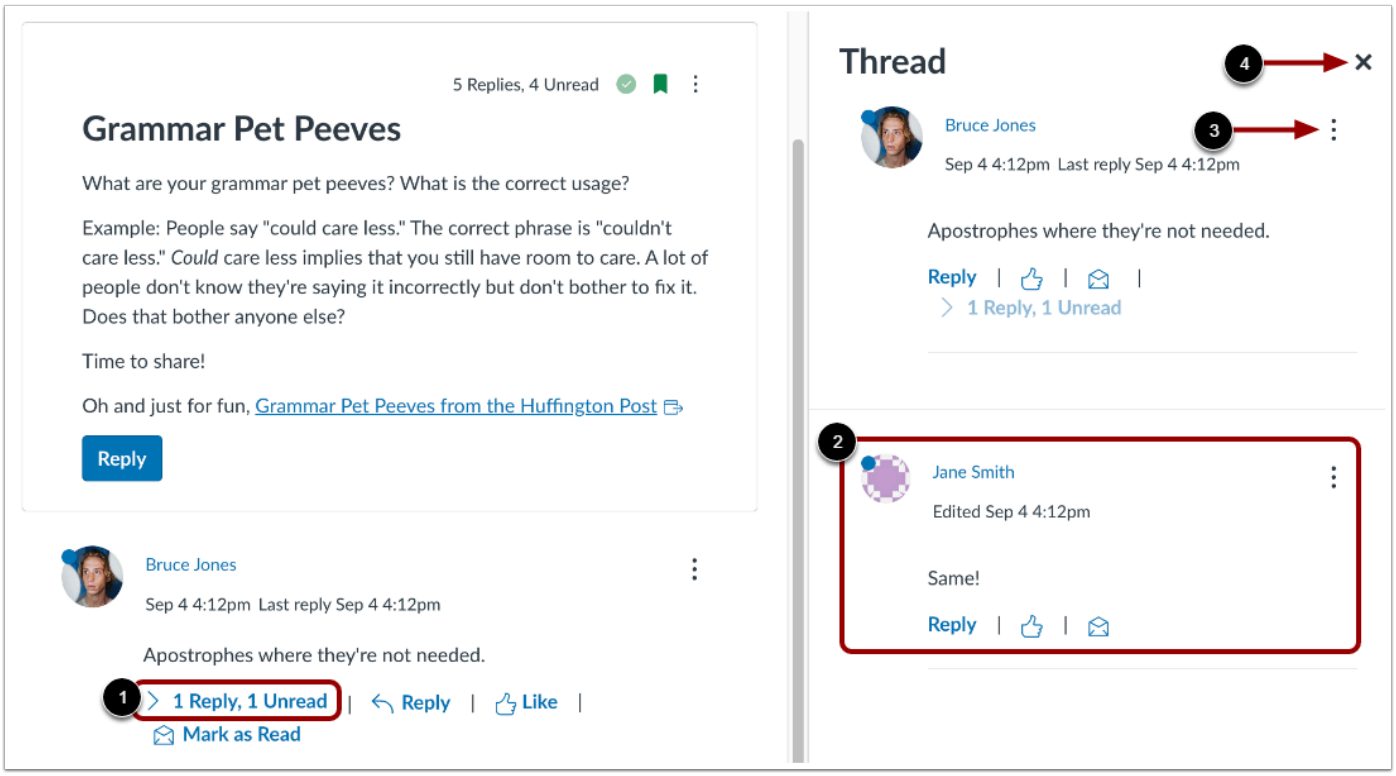
View the read and unread replies [1].

To view threaded replies options, click the **Options** icon [2]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, edit the reply, reply by quoting the reply, delete the reply, open the reply in SpeedGrader, or report the reply.

View Split Screen Discussion Thread Replies



To view threaded replies in a split screen sidebar, click the **View Split Screen** button.



When viewing split screen discussion thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, edit the reply, delete the reply, open the reply in SpeedGrader, or report the reply.

To collapse the discussion thread replies sidebar, click the **Close** icon [4].

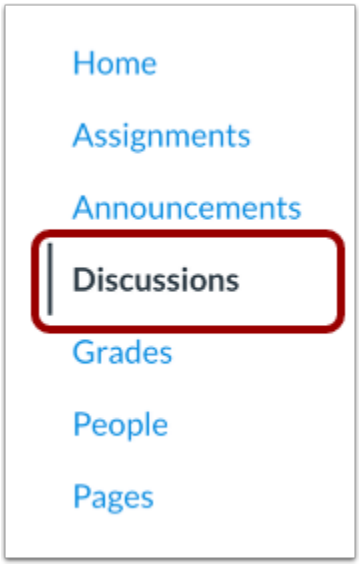
How do I mention a user in a discussion reply as an instructor?

You can mention a user in a discussion reply in Discussions.

Notes:

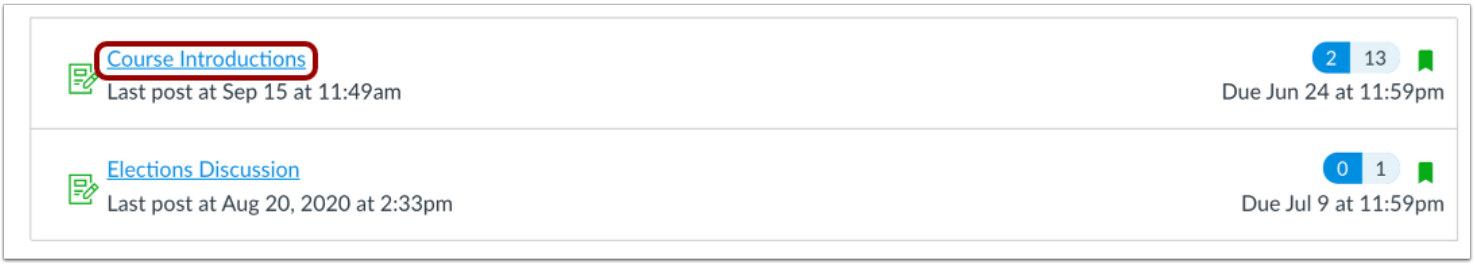
- Mentioning users is not supported in anonymous discussions.
- Mentioning users is related to a course role permission. If you are not able to mention users, the required permission may not be enabled for your role.

Open Discussions



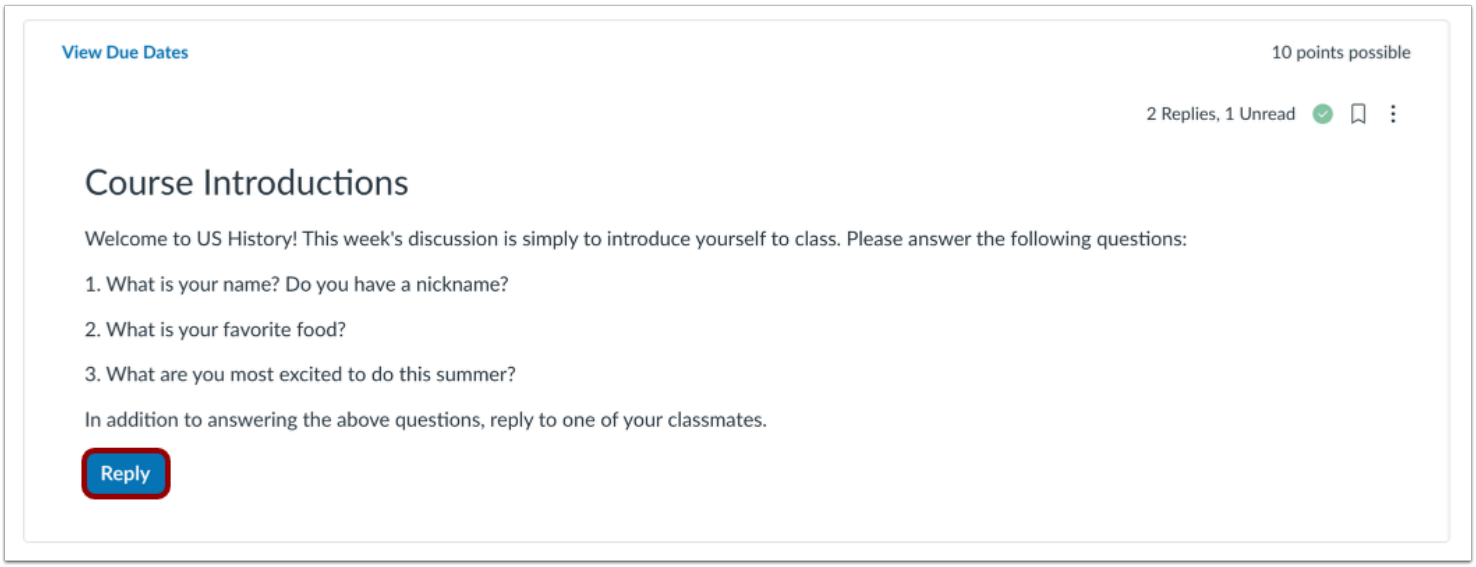
In Course Navigation, click the **Discussions** link.

Open Discussion



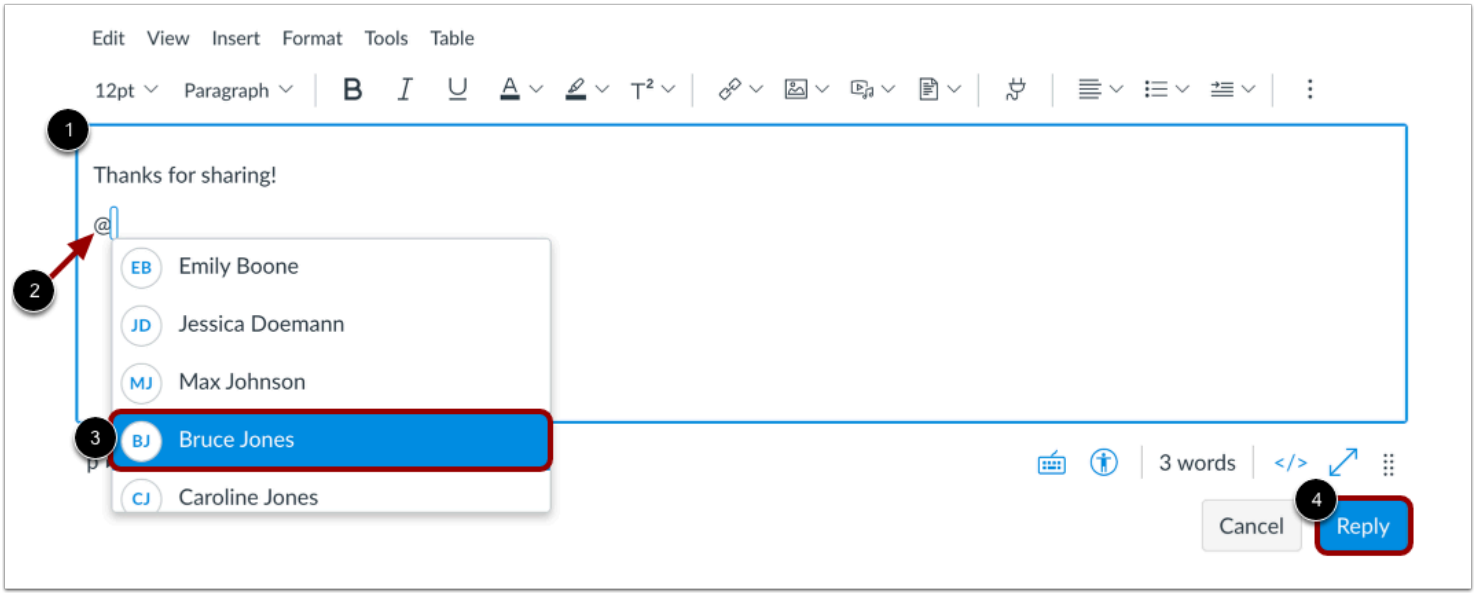
Click the title of the discussion.

Reply to Discussion



To reply to the main discussion, click the **Reply** button.

Post Reply



Add your reply, links, files, and other media in the Rich Content Editor [1].

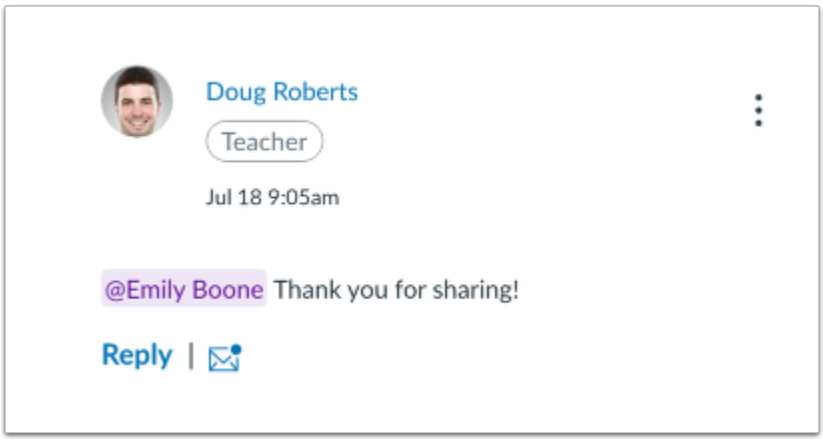
To mention a user in your reply, type the **@ symbol** [2] and select a user from the list [3].

To post your reply, click the **Reply** button [4].

Notes:

- When you type the @ symbol, user display names show in the drop-down list.
- If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Your Reply



View your reply with your mentioned user.

Note: If the Discussions - New Mention notification setting is enabled in the mentioned user's notification settings, the user is notified that they were mentioned.

How do I allow users to report a reply in a discussion as an instructor?

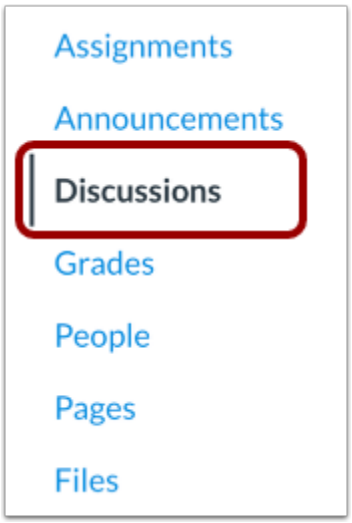
Users can report replies from the Discussions page by default.

Users can report replies by clicking the Options icon for the reply and clicking the Report link. When a reply is reported by a user, the user must indicate why the reply is being reported (inappropriate, offensive and/or abusive, or other). Reporting a reply cannot be undone.

Notes:

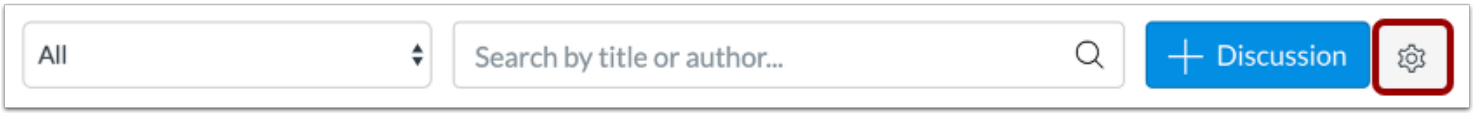
- If a user was associated with a reported reply in an Anonymous discussion, the anonymity remains and won't be displayed even for instructors view.
- Currently, you cannot identify who reported a specific discussion reply.
- To be notified of the reported replies, adjust and set your Reported Reply notification.

Open Discussions



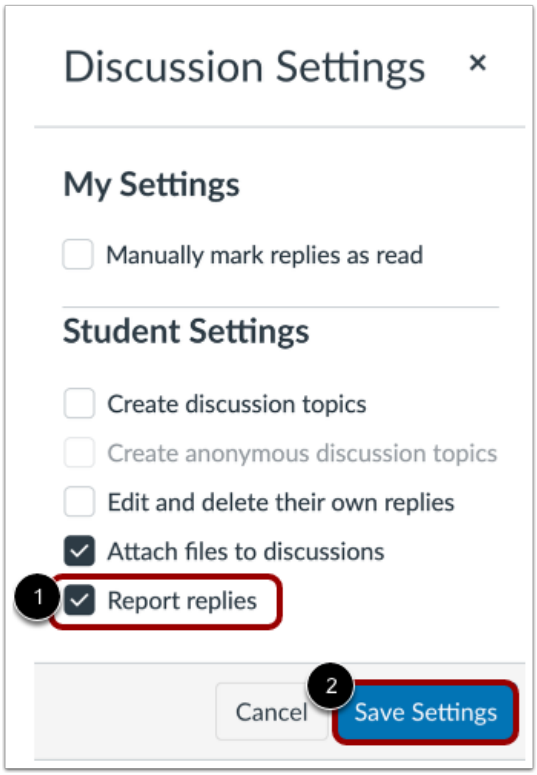
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

Edit Discussion Settings



Ensure the **Report replies** checkbox is selected [1].

To save discussion settings, click the **Save Settings** button [2].

View Reported Reply



Once a reply is reported, a red notification displays. You can review the reported reply and take appropriate actions such as editing the reply, deleting the reply, or leaving it as is.

How do I use IgniteAI Summaries for Discussions as an instructor?

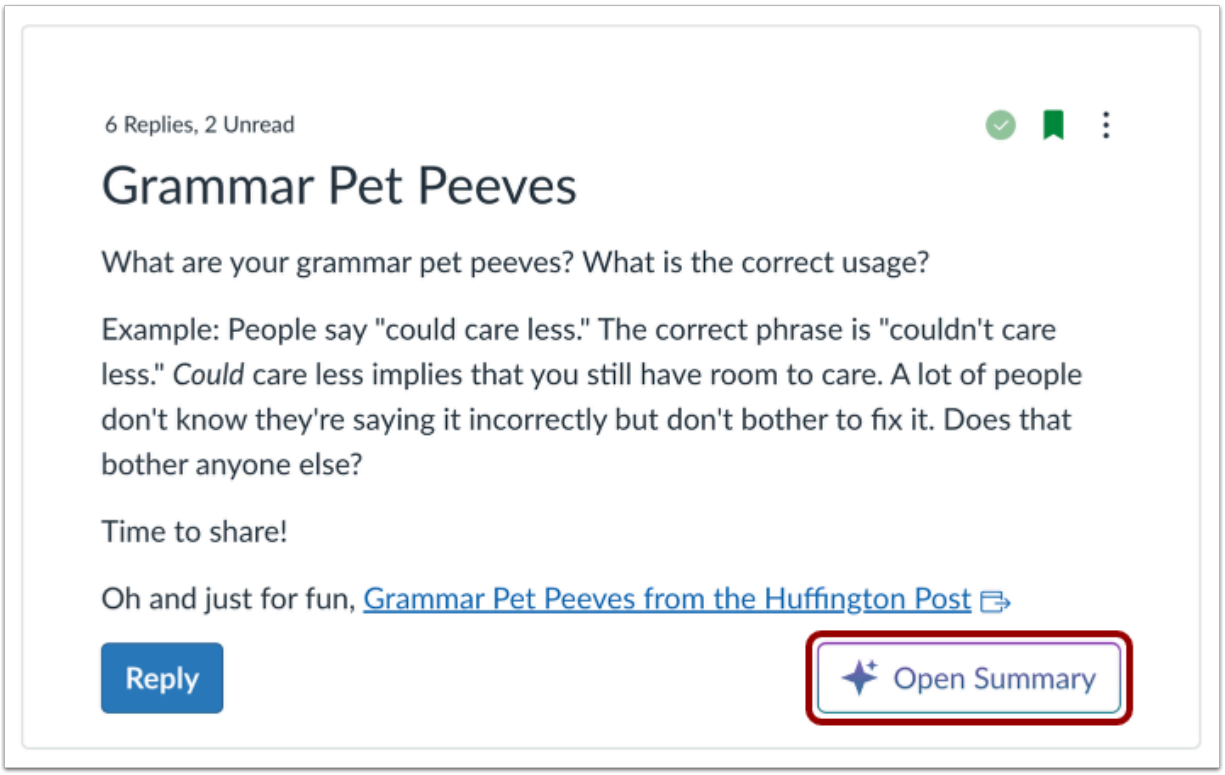
IgniteAI Summaries for Discussions use a Generative AI model to provide summaries of the main points, questions, and ideas in a discussion thread.

If your admin enabled and locked the feature, you cannot disable IgniteAI Summaries for Discussions in a course. If enabled and unlocked, you can manage the feature preview at the course level.

If your user interface displays differently, the feature has not been enabled at your institution. To learn more about the feature preview, ask questions, or comment on functionality, navigate to the IgniteAI Summaries for Discussions user group.

To learn more about feature options, refer to the Canvas Feature Option Summary resource document.

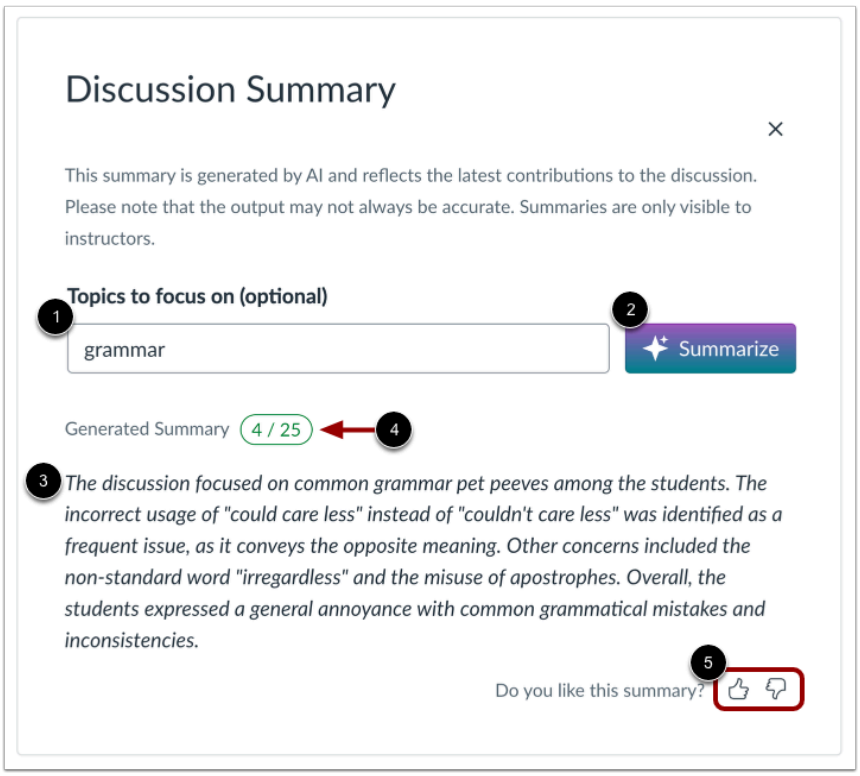
Open IgniteAI Summaries for Discussions



Open the discussion thread you want to view.

In the discussion topic, click the **Open Summary** button.

Generate Discussion Summary



You can specify which topics to focus on [1]. Then, click the **Summarize** button [2].

The discussion summary displays [3]. You can also see how many summaries you have generated for the day [4]. The maximum number of summary generations allowed per user per day is 25.

To rate the summary, click either the **Like** or **Dislike** icon [4].

How do I translate a discussion using IgniteAI Translations as an instructor?

This guide applies only to institutions that have enabled the IgniteAI Translations for Discussions & Announcements feature preview. If your user interface differs from what is shown, the feature is not enabled at your institution.

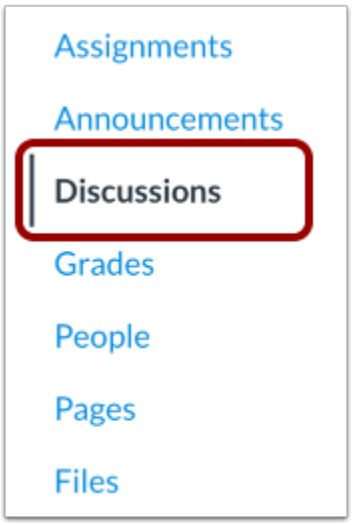
To learn more about the feature preview, ask questions, or comment on functionality, navigate to the IgniteAI Translations for Inbox, Discussions and Announcements user group.

This feature currently supports the following languages:

- Catalan
- Chinese (Simplified)
- Dutch
- English
- French
- German
- Portuguese (Brazil)
- Russian
- Spanish
- Swedish

Note: This is a course level feature option that may need to be enabled within your specific course prior to use.

Open Discussions



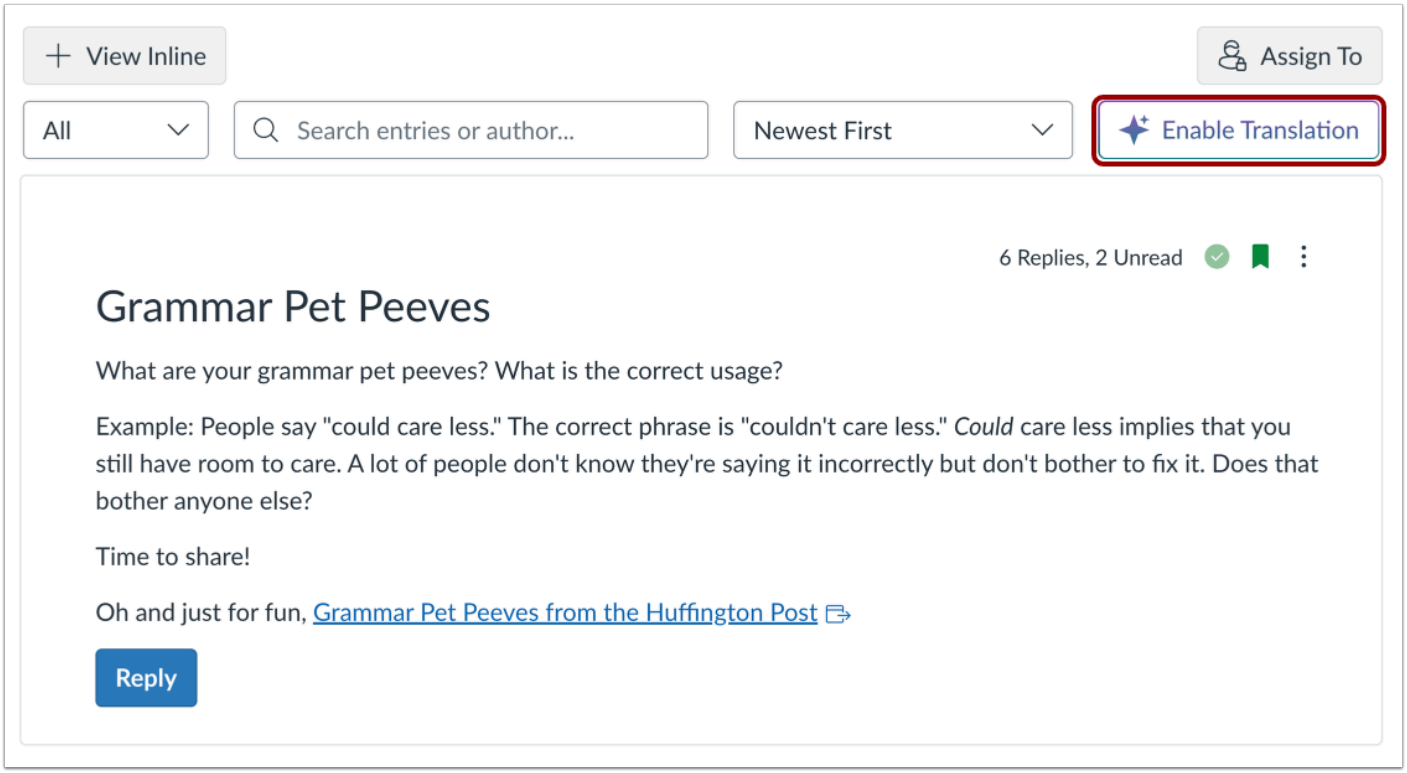
In Course Navigation, click the **Discussions** link.

View Discussion



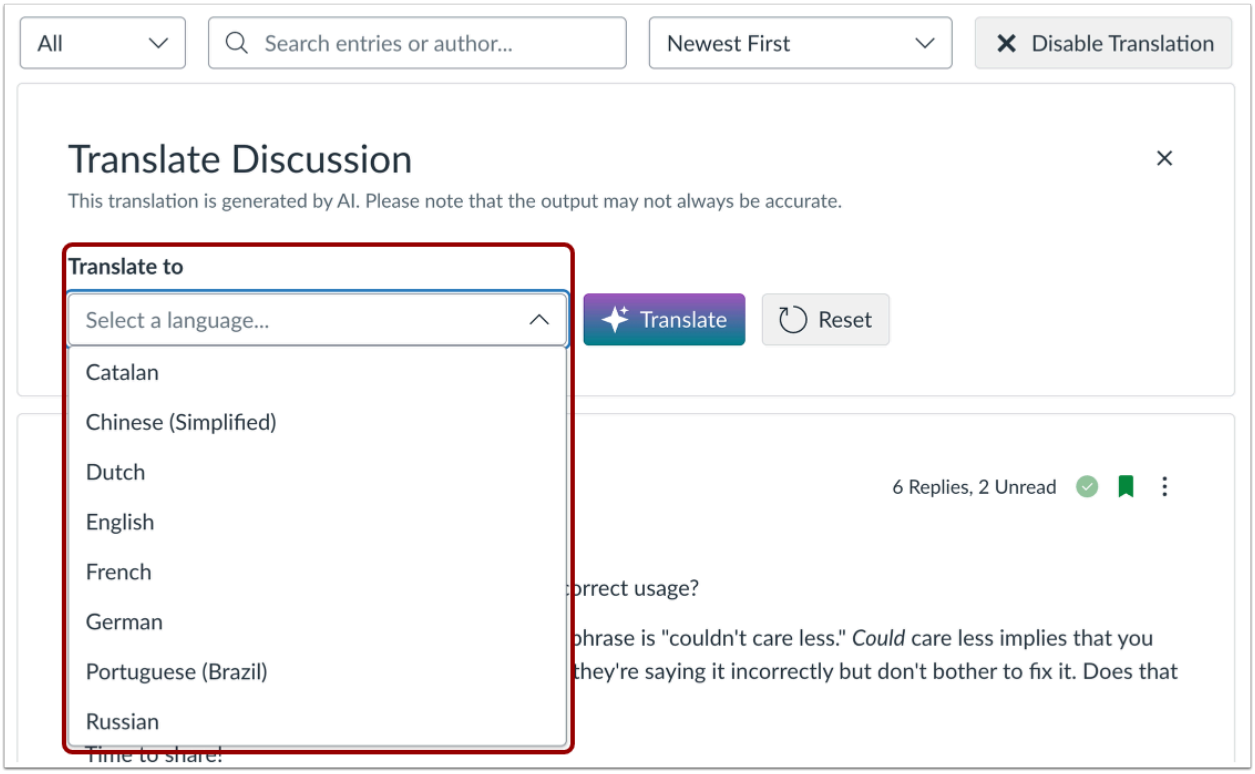
Click the name of the discussion.

Enable Translation



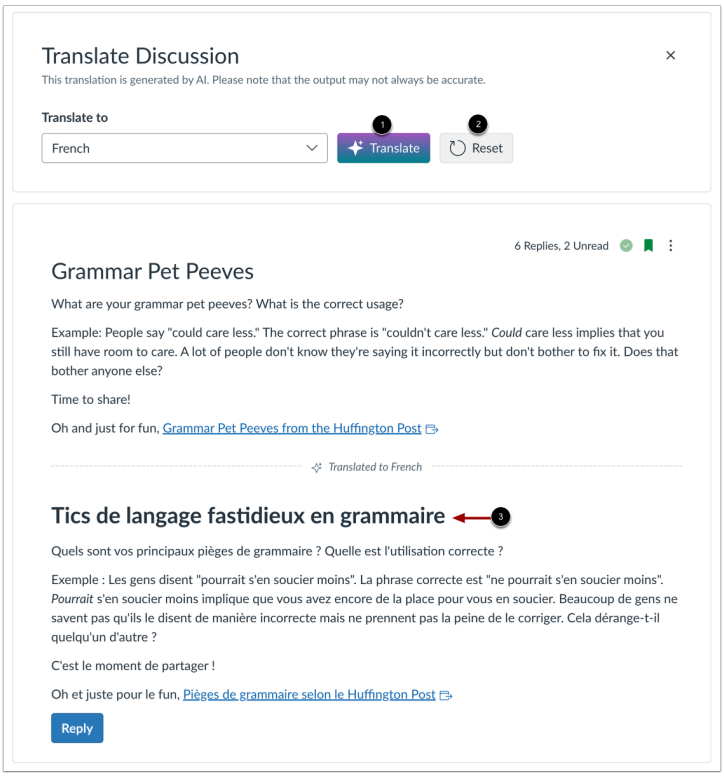
To translate content, click the **Enable Translation** button.

Select Language



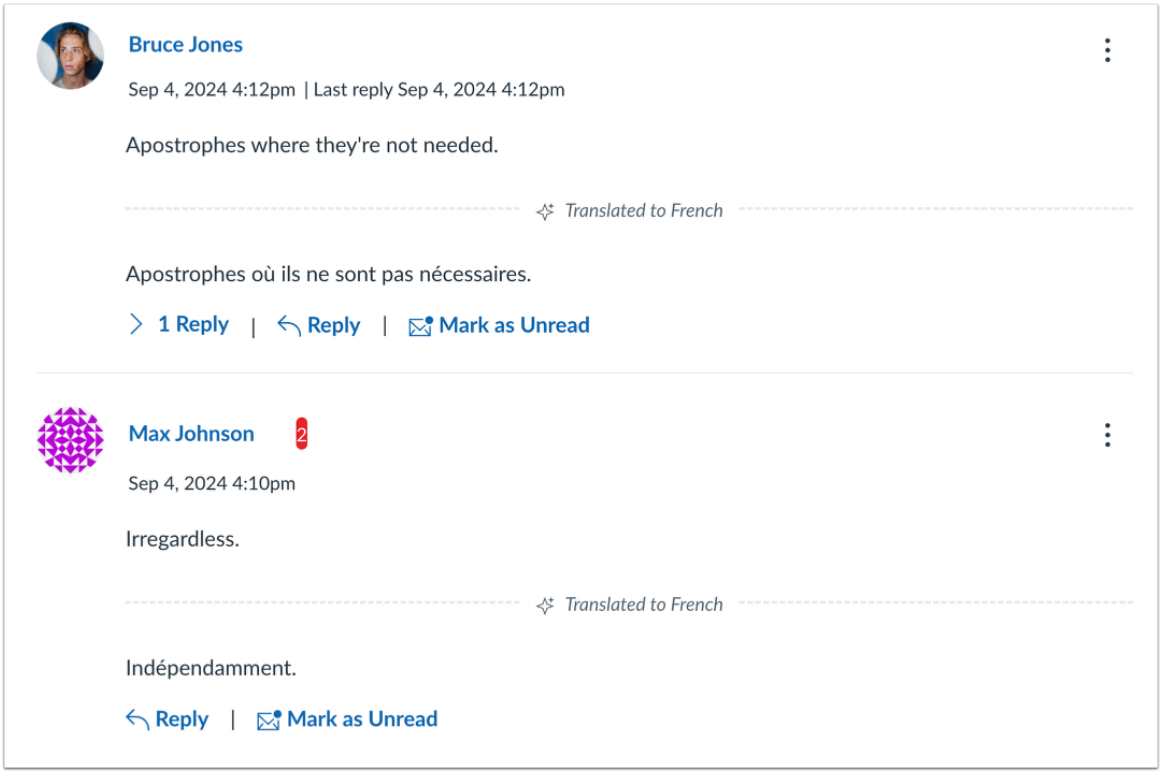
In the **Translate to** drop-down menu, select your preferred language.

View Translation Options and Translations



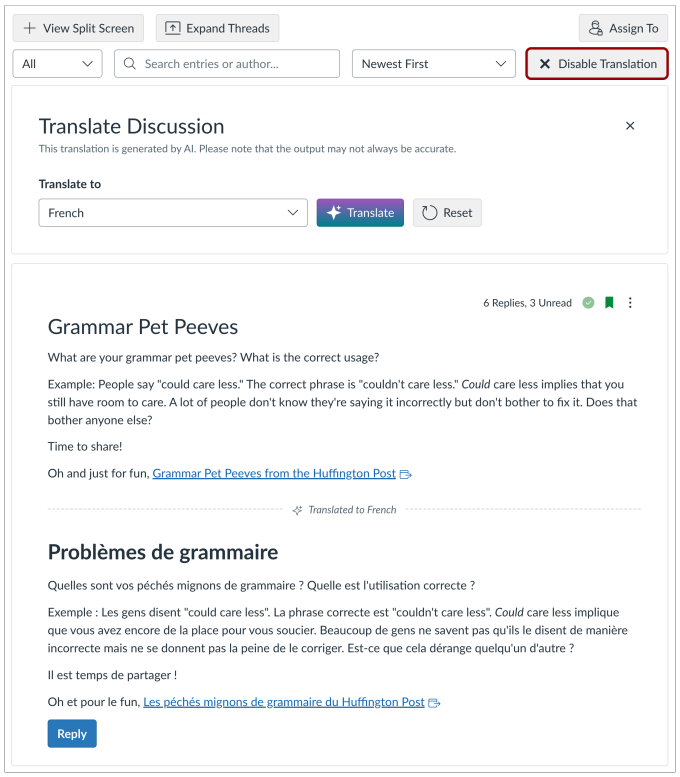
To translate the discussion to your preferred language, click the **Translate** button [1]. To remove the translation, click the **Reset** button [2]. The translated information displays below the original text [3].

View Translated Discussion Replies

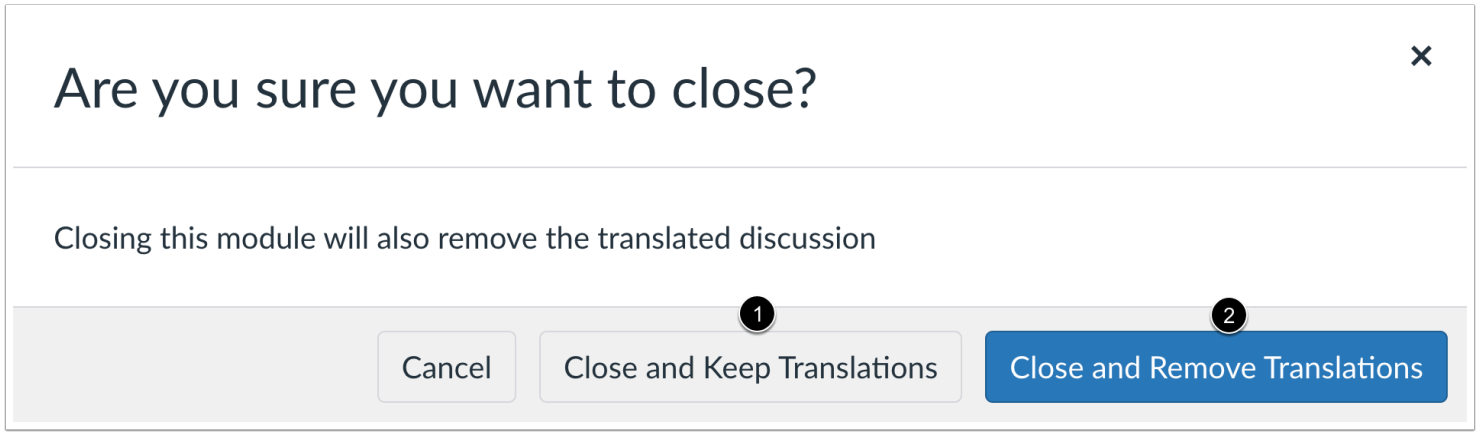


Once a language is selected, the discussion topic and replies display in the original language and the translated language.

Disable Translation



To disable translation, click the **Disable Translation** button.



If you want to disable translation but keep the translated text, click the **Close and Keep Translations** button [1].

To disable translation and remove the translated text, click the **Close and Remove Translations** button [2].

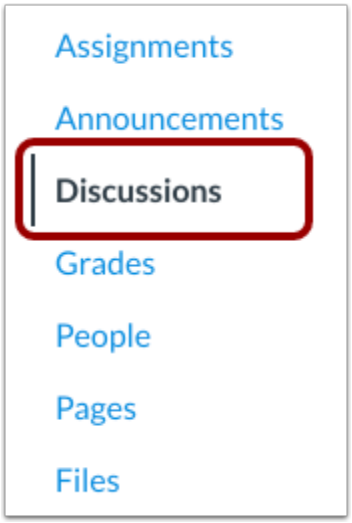
How do I use IgniteAI Insights for Discussions?

In Discussions, the Discussion Insights Dashboard uses an AI-powered tool to help educators quickly evaluate the relevance and quality of student replies.

Notes:

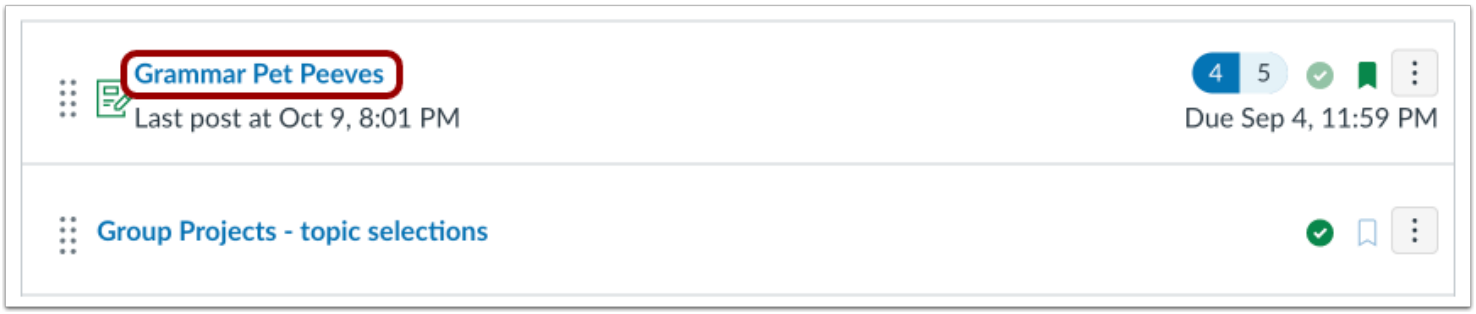
- Students cannot access Discussion Insights or see evaluations of their replies.
- AI-generated relevancy scores and evaluation notes cannot be edited or overridden; they are intended to support instructors in grading.
- Results are available only within the Discussion Insights interface. However, if the Platform Usability Updates for SpeedGrader feature option is enabled, results are also visible in SpeedGrader.
- Grading still occurs in SpeedGrader; Discussion Insights does not impact grades.
- Rubrics are not considered in evaluations.

Open Discussions



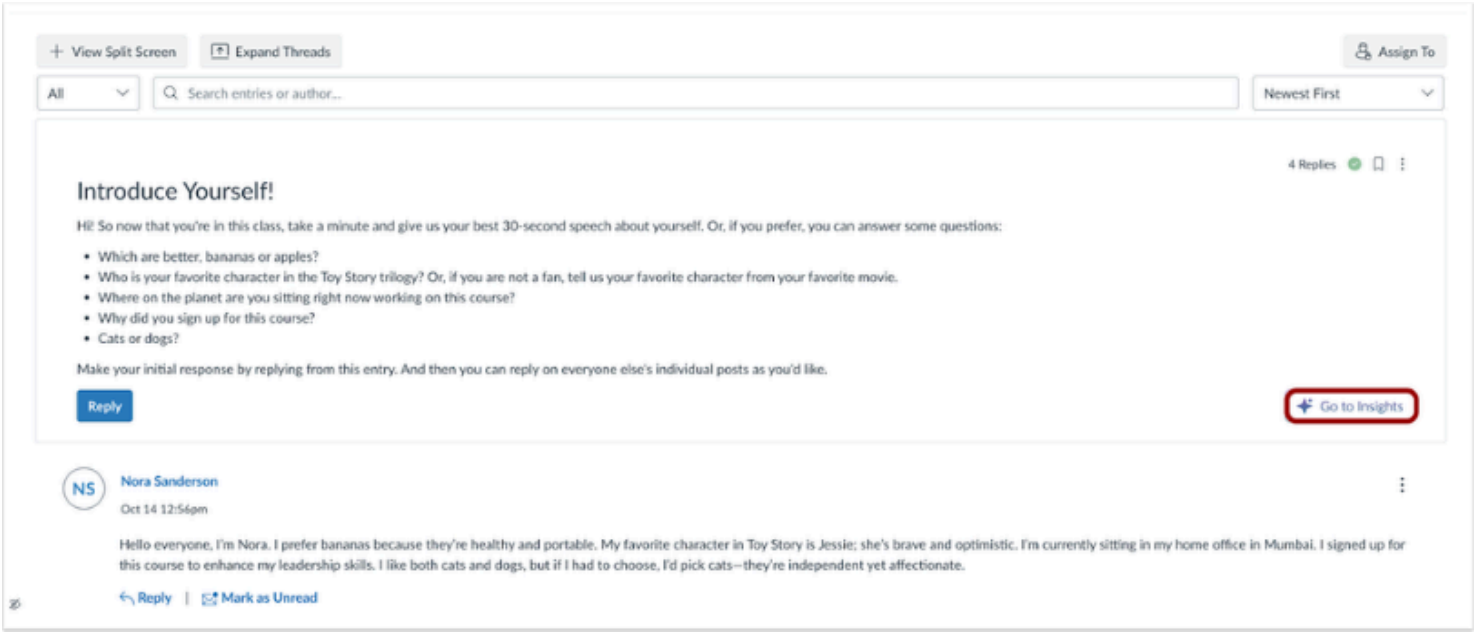
In Course Navigation, click the **Discussions** link.

Open Discussion



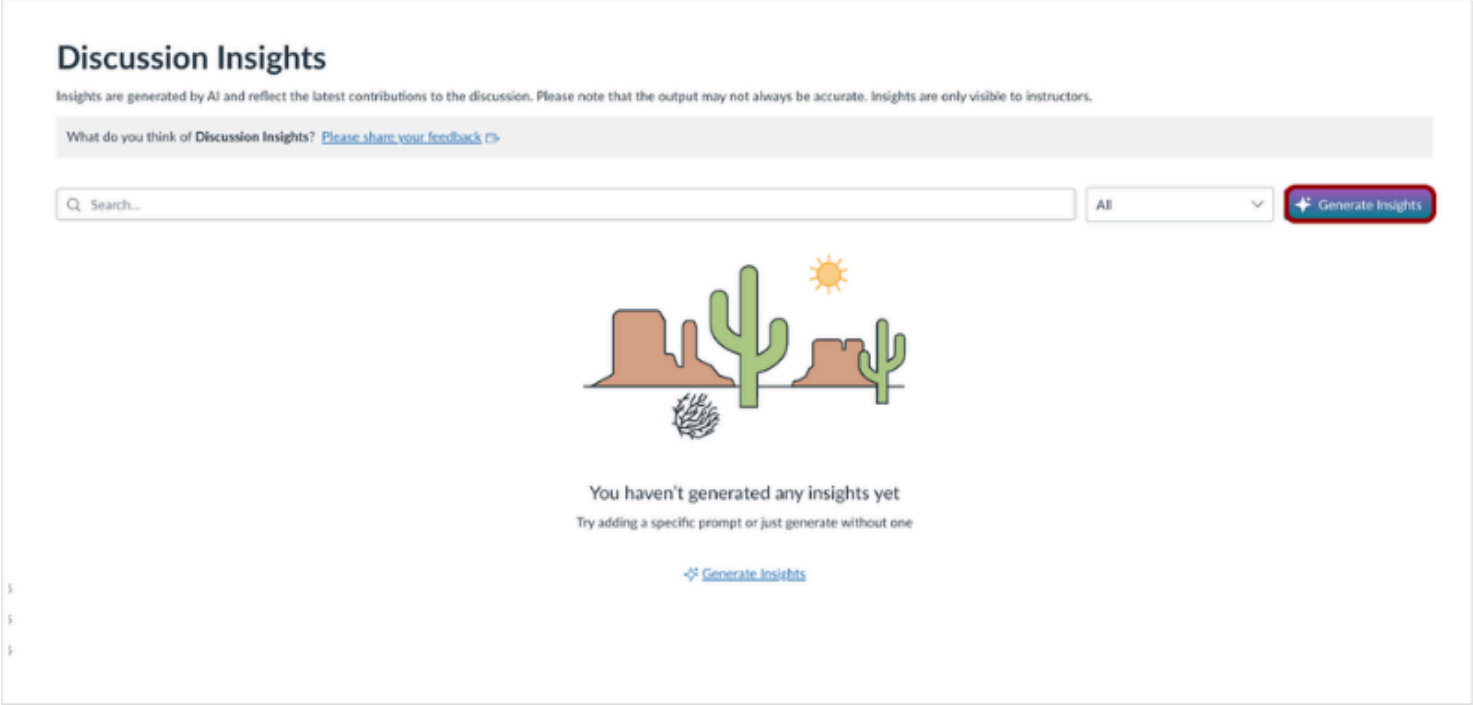
Click the discussion name.

View Go to Insights



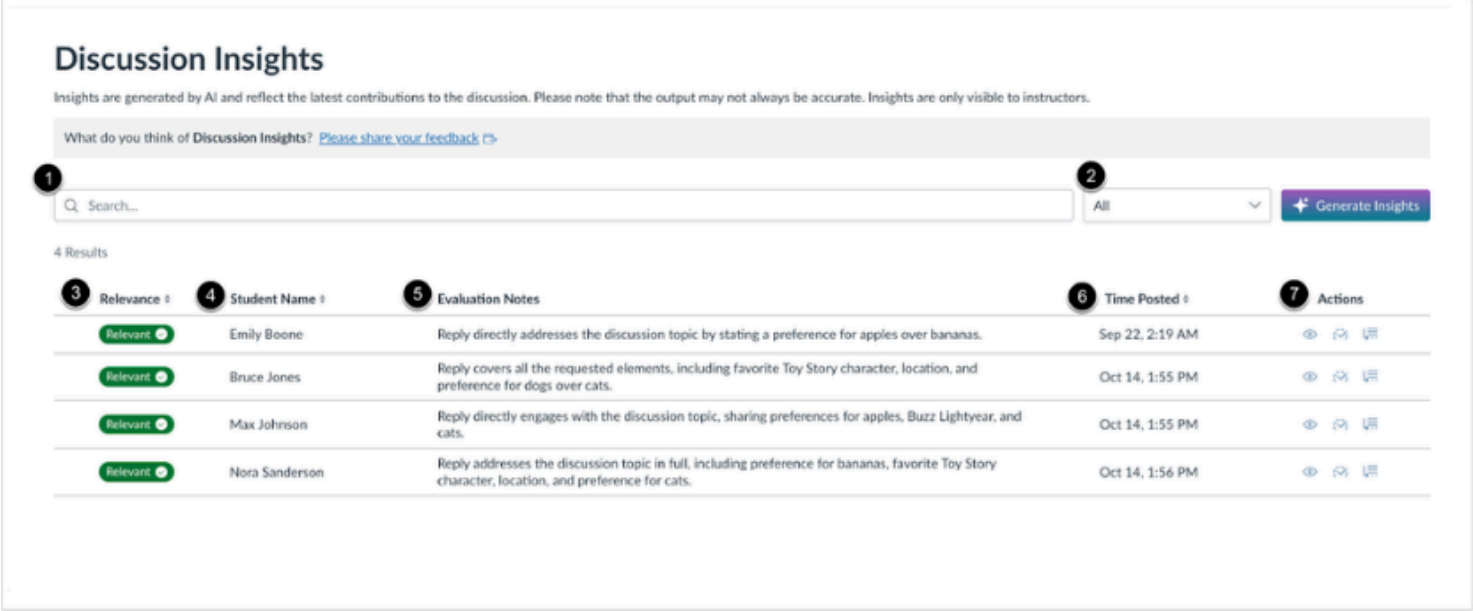
In the discussion, click the **Go to Insights** button.

View Generate Insights



In the Discussion Insights Dashboard, click the **Generate Insights** button to review the latest student responses.

View the Discussion Insights Dashboard Results



After Insights are generated, instructors can search specific students [1] and filter by relevance [2]. In the dashboard, instructors view the relevance to the topic [3], the student name [4], Evaluation Notes [5], the time the response was posted [6] and have additional actions they can take [7].

Instructors can take the following actions for each result:

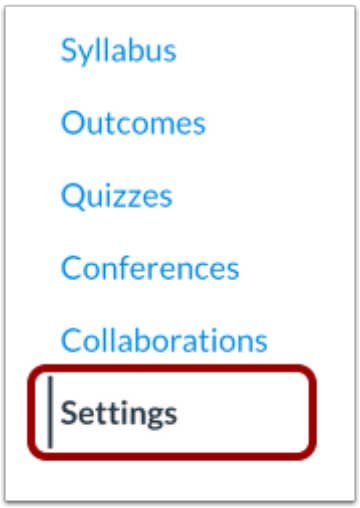
- view the reply in the Insights Dashboard
- view the response in SpeedGrader
- view the reply in context

External Apps (LTI)

How do I use the Canvas App Center in a course?

The App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas Course.

Open Settings



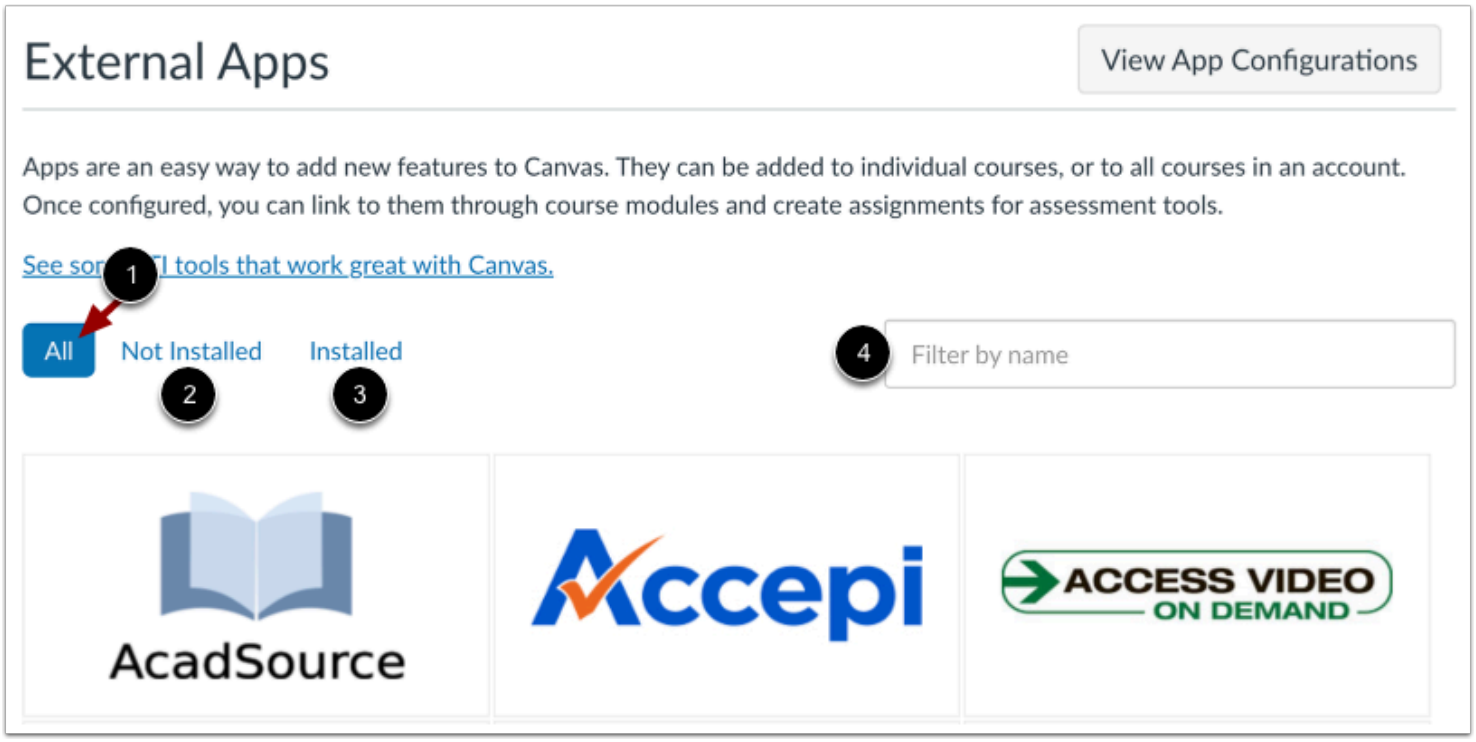
In Course Navigation, click the **Settings** link.

Open Apps



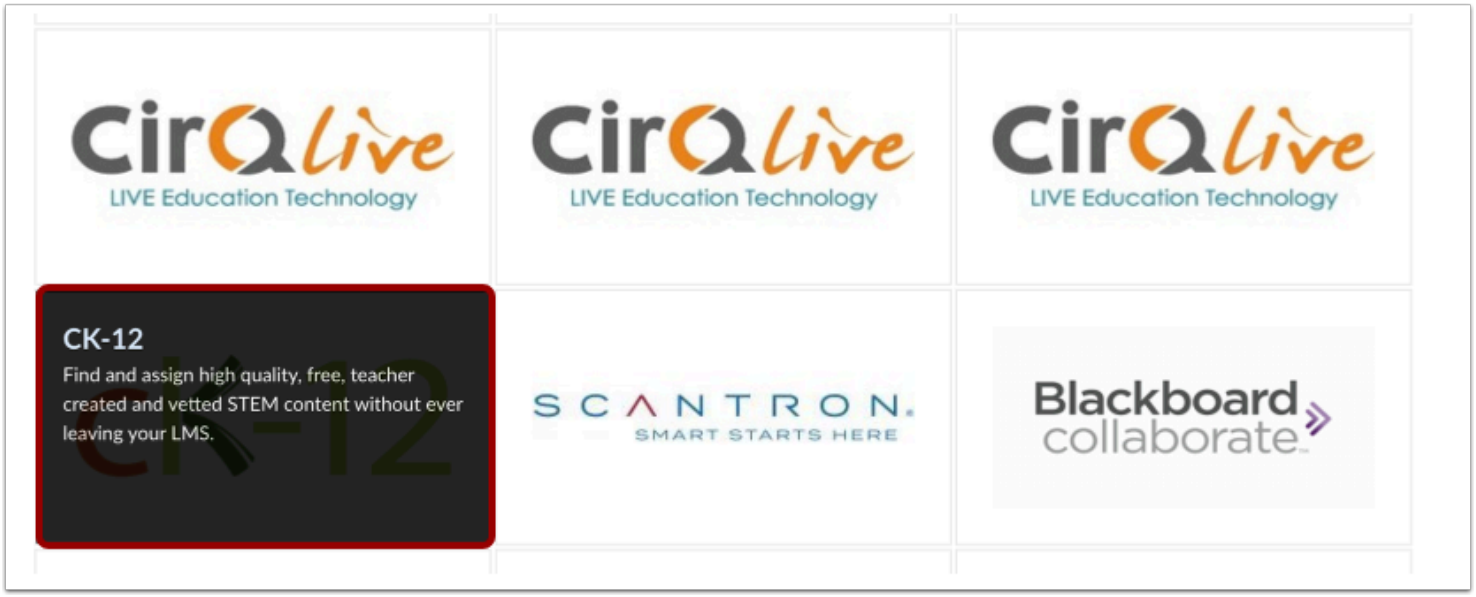
Click the **Apps** tab.

View App Center



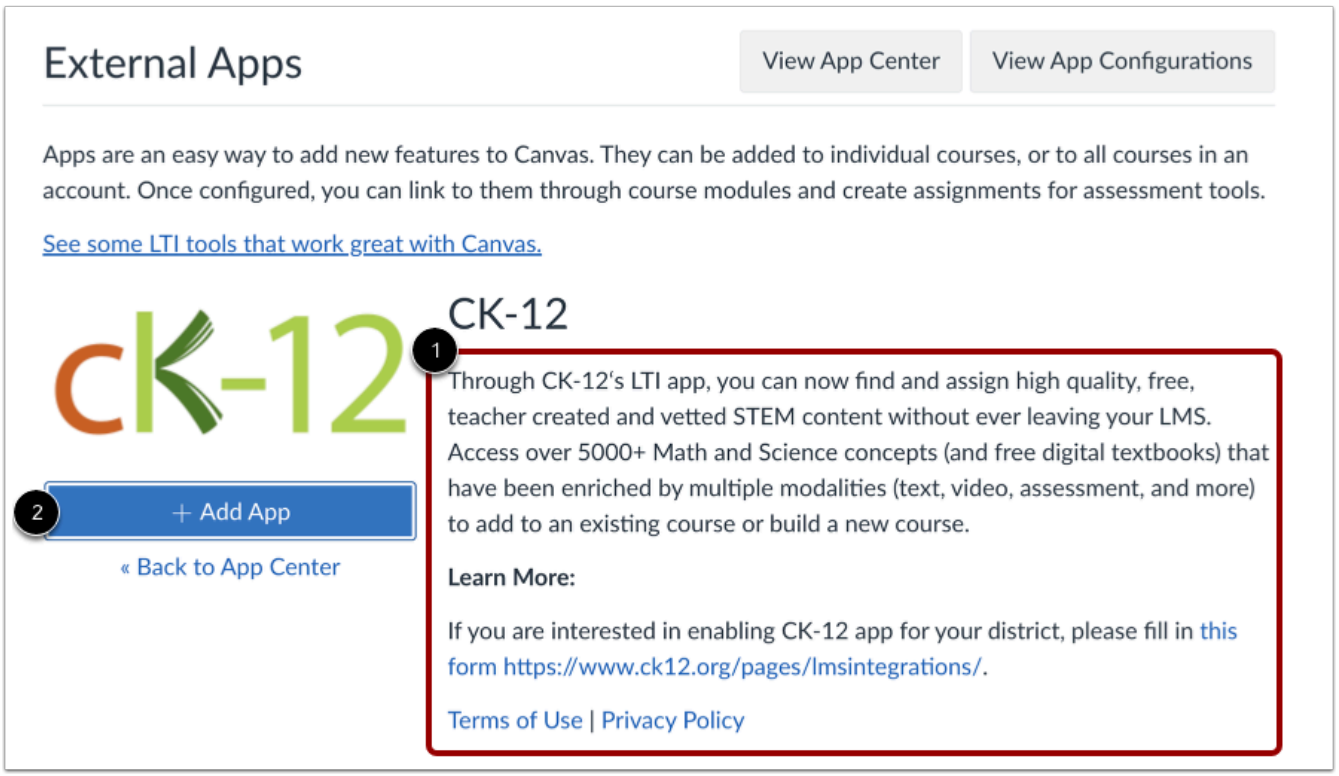
The App Center shows all apps available in your course [1]. You can also filter by not installed [2] and installed [3], or use the search field to locate a specific app [4].

View App



To view a quick description of an app, hover over the app. To view all details, click the app.

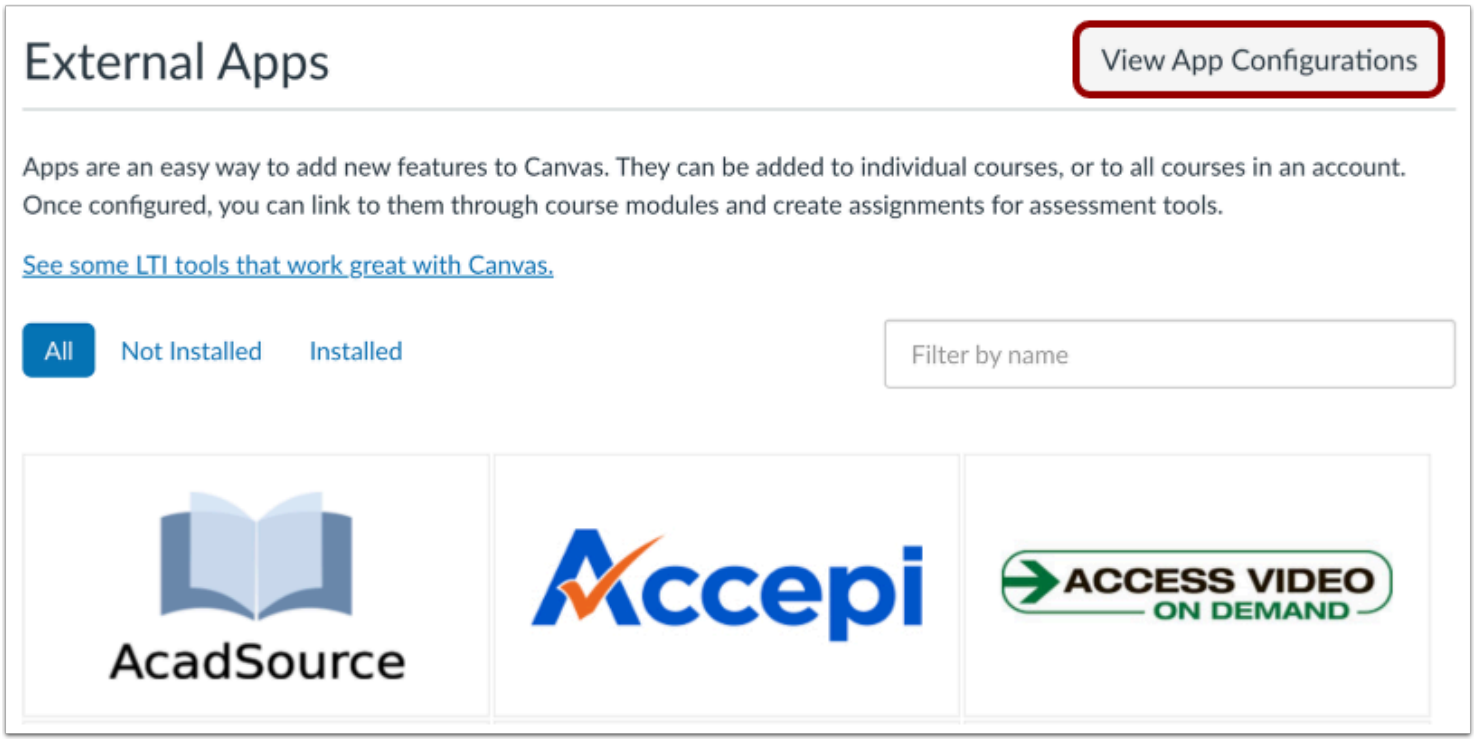
View App Details



On the details page, you can view a description of the app [1]. When you are ready to install the app with the proper credentials, you can add the app as a tool for your course [2].

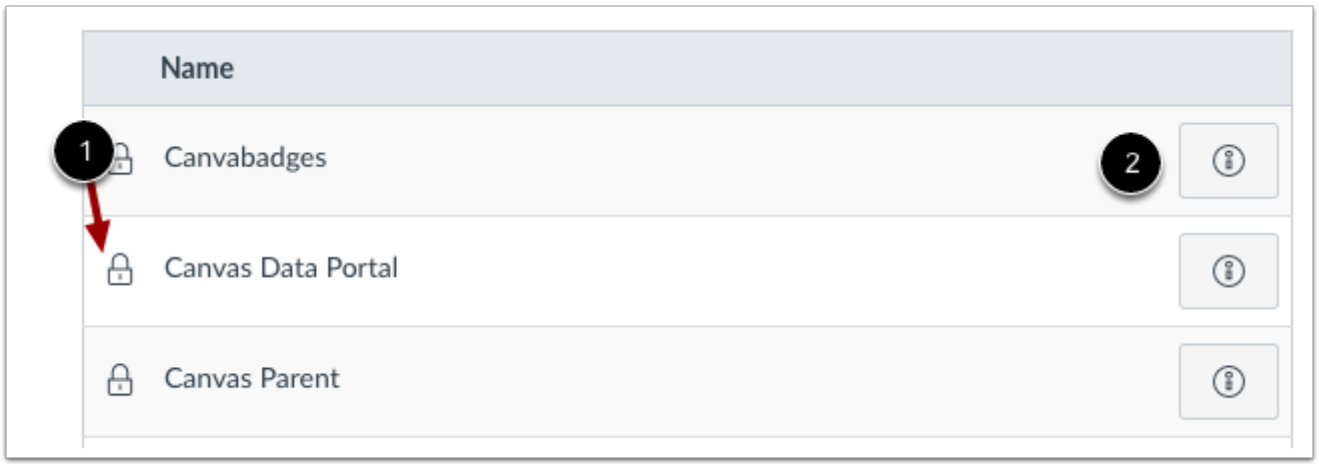
Note: The Canvas App Center does not always contain all the information about an app. Visit the Edu App Center for complete information about the external app you want to configure.

View App Configurations



To view existing apps and configurations in your course, click the **View App Configurations** button.

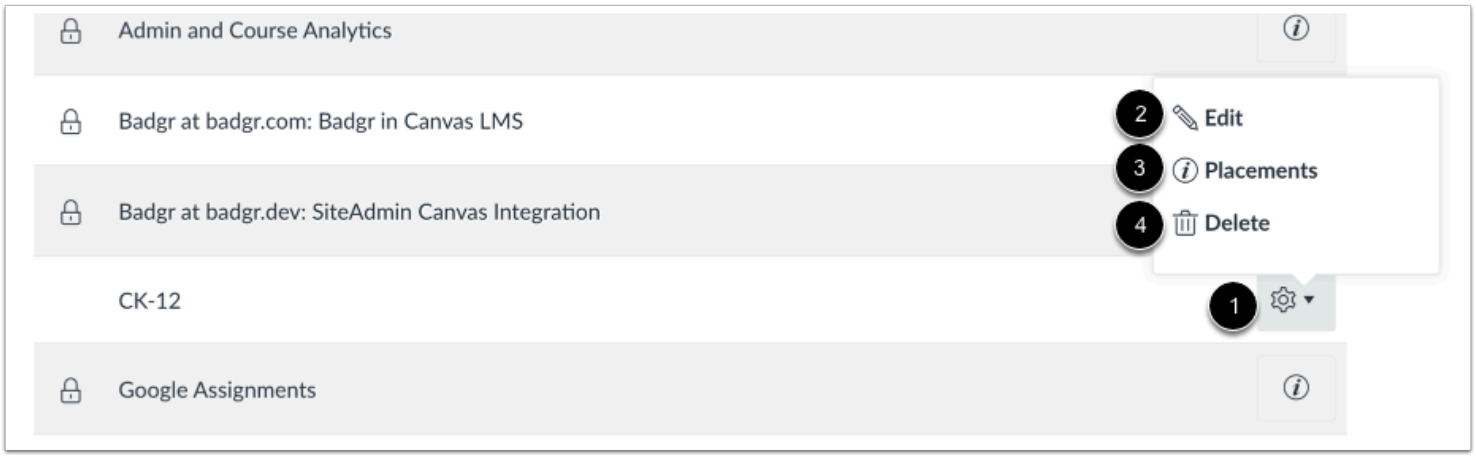
View Account-Level Apps



You can view all configured apps in your course.

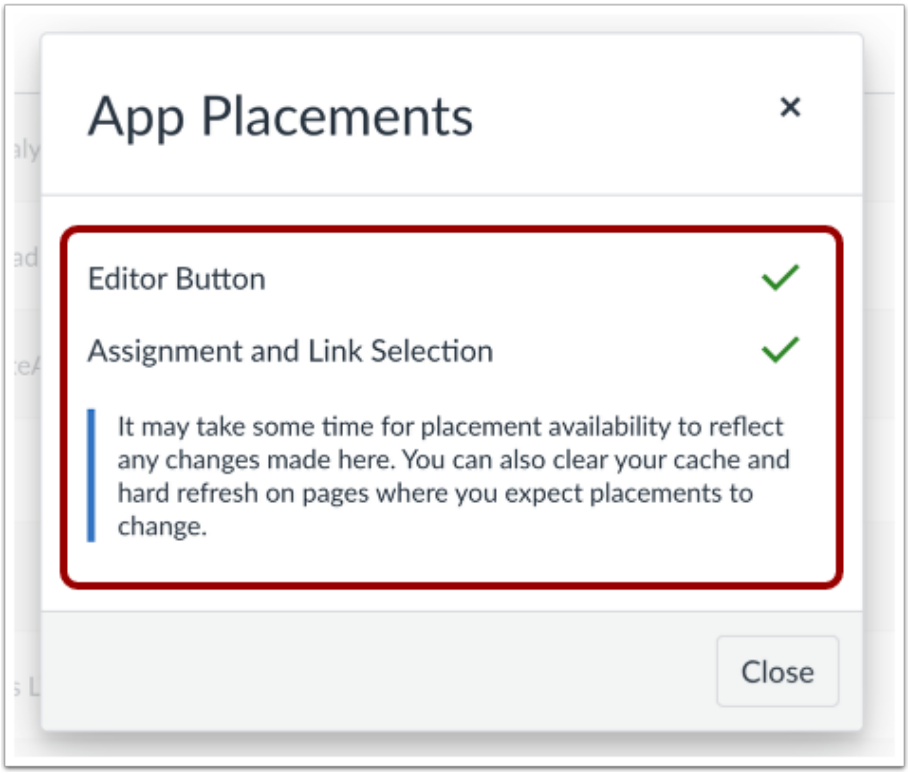
Apps that have been configured by your Canvas admin at the account level display a **Lock** icon [1]. You can view the placement of the app by clicking the **Information** icon [2]. The placement shows the location(s) of the app, such as Course Navigation or the Rich Content Editor, so you know where it appears in your course.

Manage Course-Level Apps



To view configurations for a course-level external app, click the app's **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To view placements for the app, click the **Placements** link [3]. To Delete the app, click the **Delete** link [4].

View App Placements



App Placements shows the places in Canvas where your app can be used.

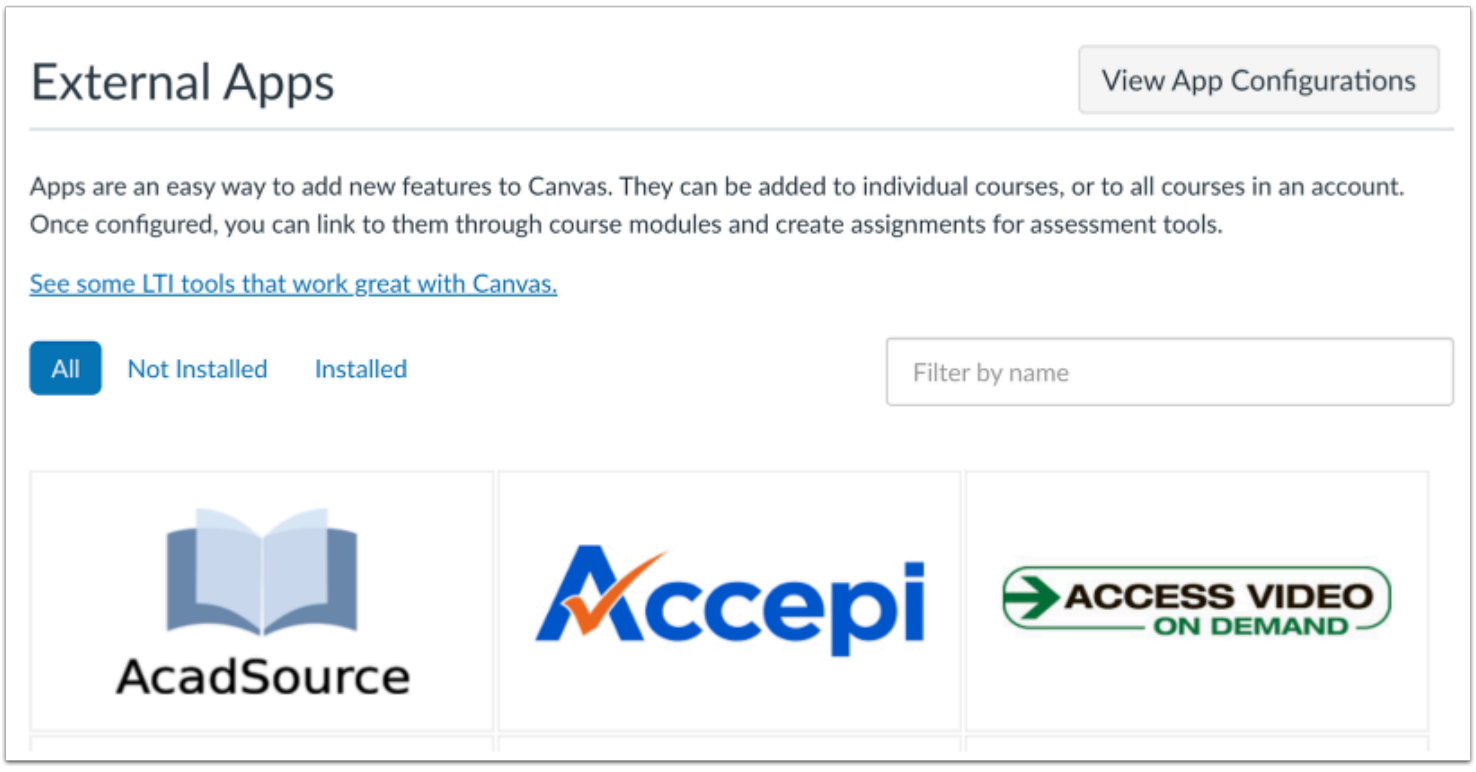
Note: You may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

How do I add an external app in a course?

There are many places where you can find Apps to use in your courses. You can add external apps in the Canvas App Center, the Edu App Center, or through vendor-provided tools.

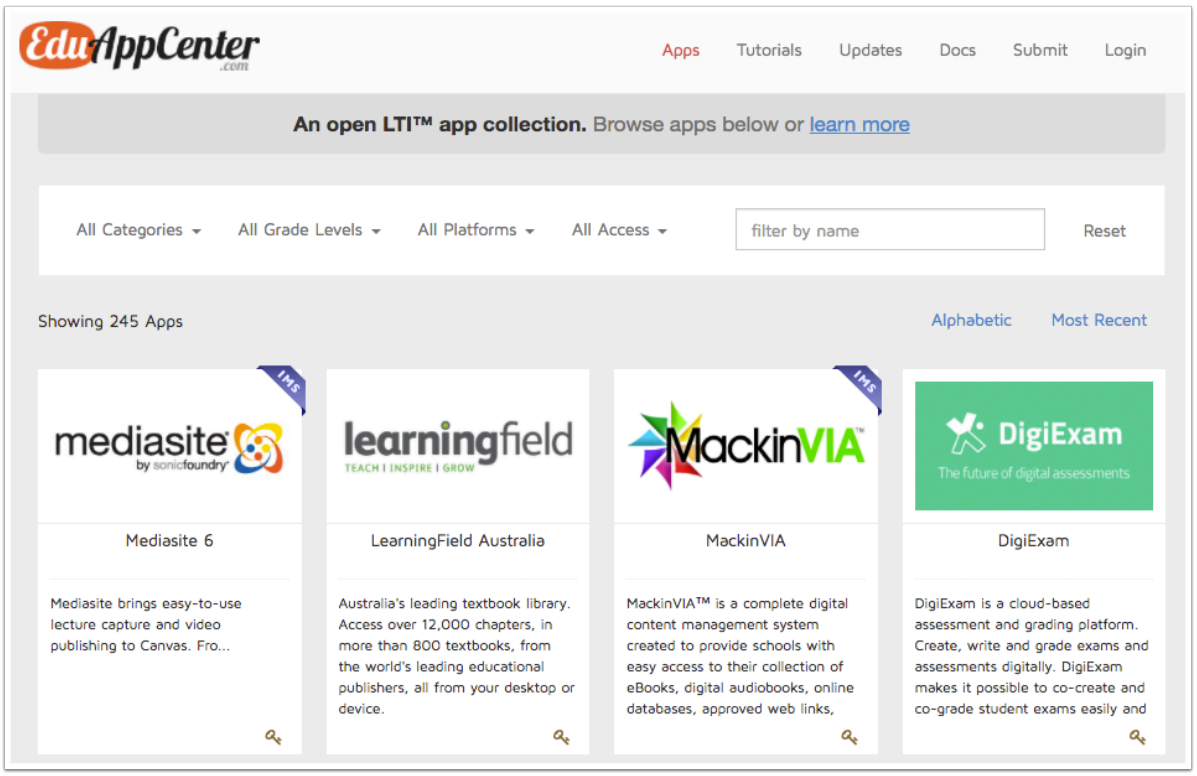
Once configured, external apps may be able to be added to Modules, Course Navigation, the Rich Content Editor, and Assignments. The external app should include information about where the app can be placed in Canvas.

View Canvas App Center



Located in Course Settings, the App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas account or Canvas course. These apps can be installed into Canvas with one click.

View Edu App Center



If your institution does not have the Canvas App Center configured, the Edu App Center is an index lists of all current Canvas-compatible External Apps and is updated frequently.

Each app provides details that you can use to configure apps manually, by URL, or by XML.

Use Vendor-Provided Tools



Many vendors use their own external tool integrations. Vendors will have their own landing pages with instructions on how to configure and use the tool. Some vendors may provide a common cartridge that will import the tools for you. However, any app used by a vendor will require a key and secret provided by the vendor and need to be configured manually, by URL, or by XML.

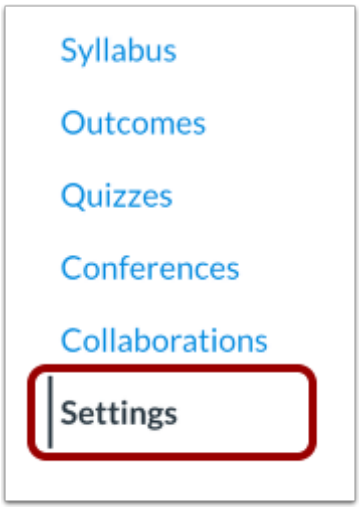
How do I configure an external app for a course using a URL?

One way to configure an app for a course is by using a URL.

To learn more about configuring external apps, visit the Edu App Center.

Note: Configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings



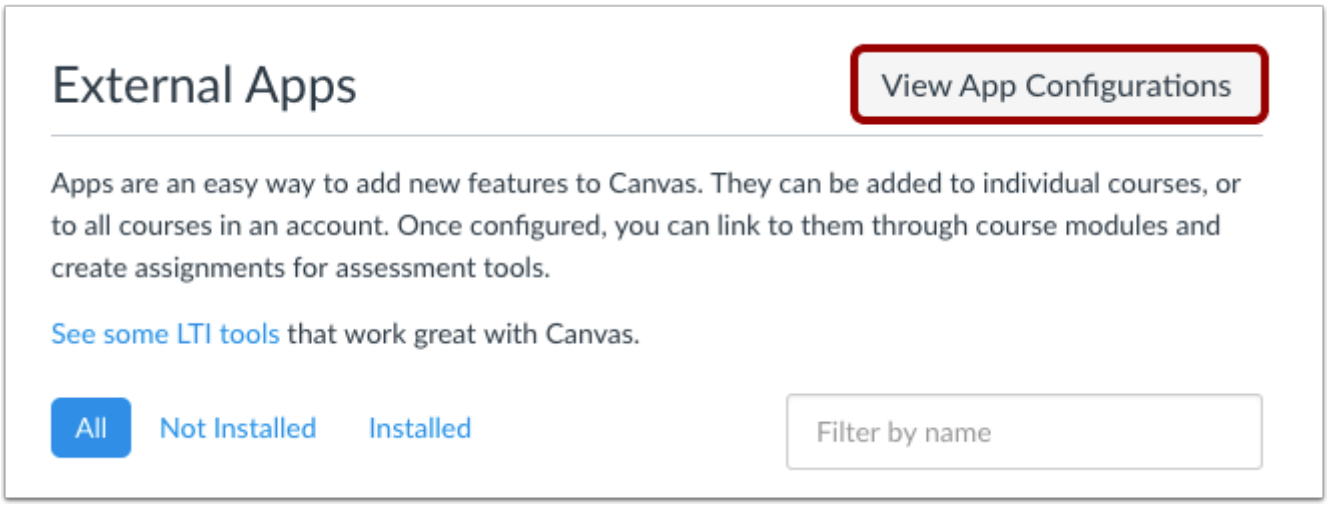
In Course Navigation, click the **Settings** link.

Open Apps



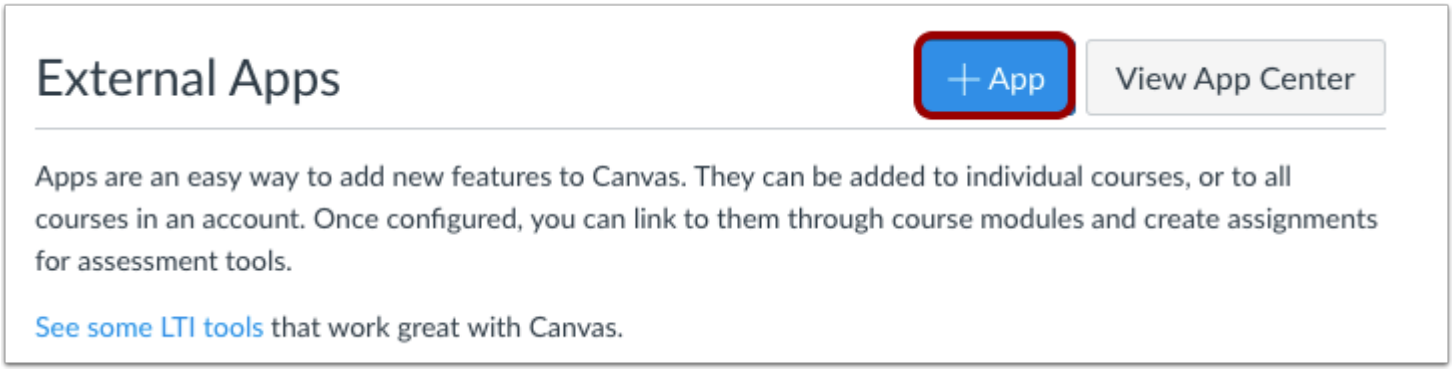
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App



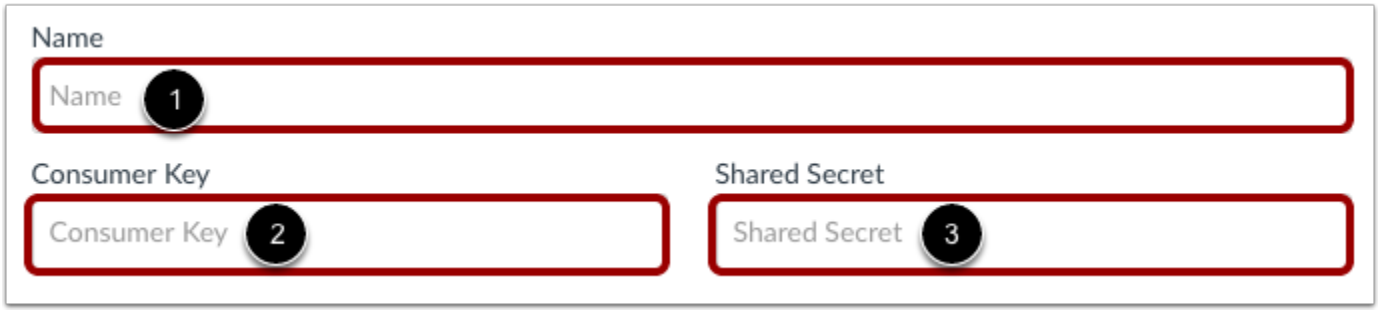
Click the **Add App** button.

Set Configuration Type



Select the Configuration Type drop-down menu and set the configuration type to **By URL**.

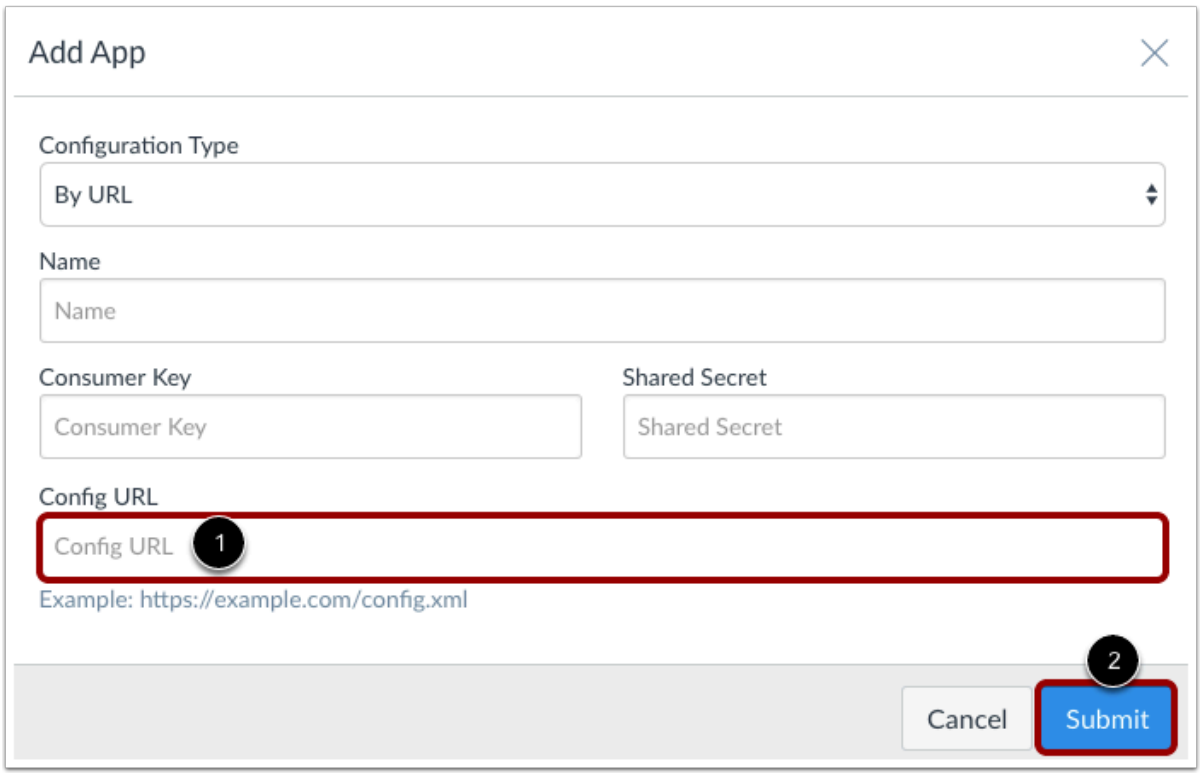
Add App Details



Enter the name of the app in the **Name** field [1]. Enter the consumer key in the **Consumer Key** field [2] and the shared secret in the **Shared Secret** field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.

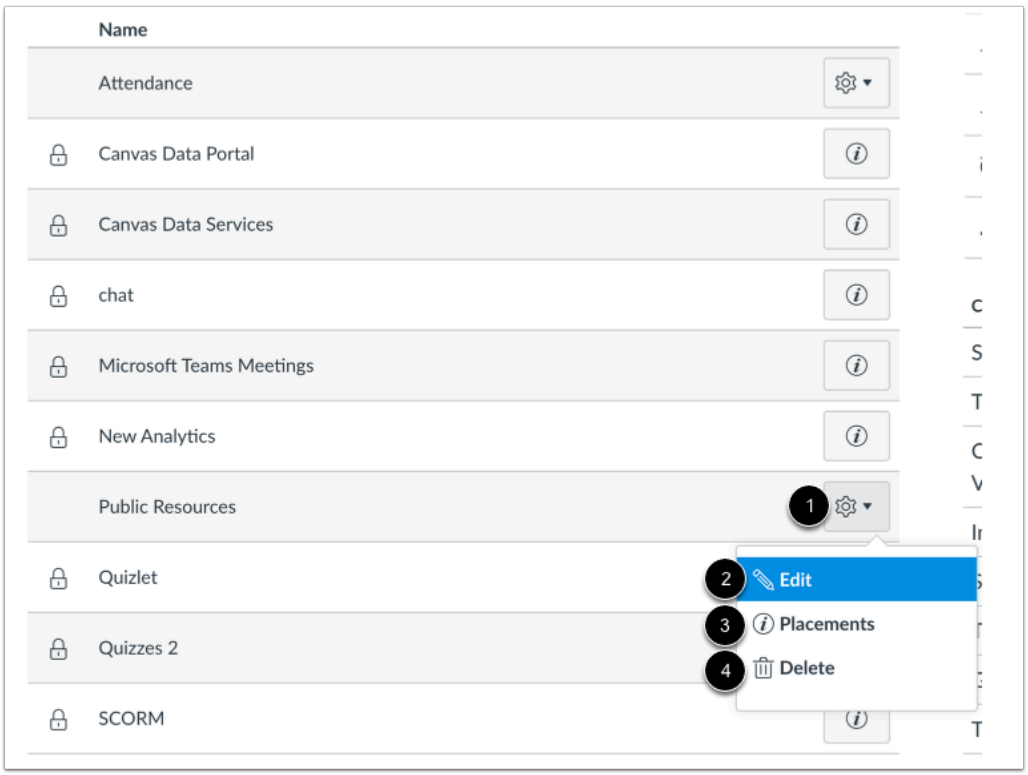
Add Configuration URL



In the **Config URL** field [1], enter the URL for the app. Apps are configured and recommended to be entered as secure links (HTTPS).

Click the **Submit** button [2].

View App



View the linked app. To manage the app, click the **Settings** icon [1].

To edit the app, click the **Edit** link [2]. To manage where the app displays in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

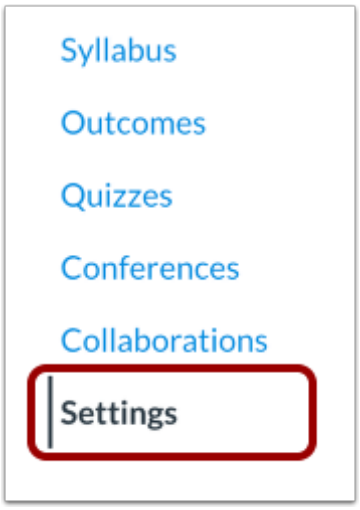
How do I configure an external app for a course using XML?

One way to configure an app for a course is by using XML.

To learn more about configuring external apps, visit the Edu App Center.

Note: Configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings



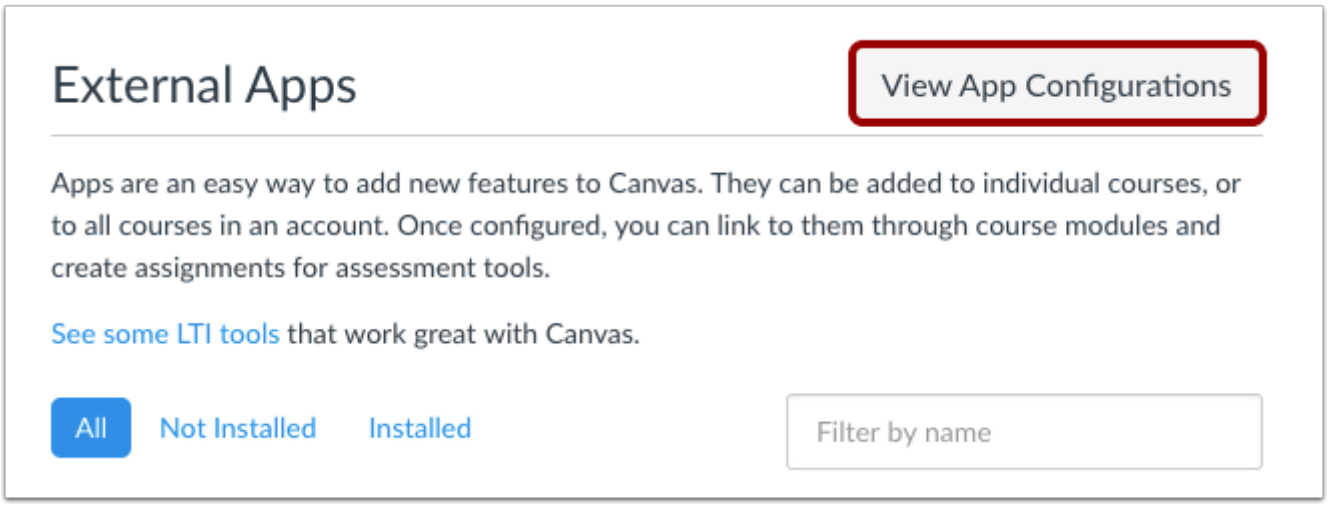
In Course Navigation, click the **Settings** link.

Open Apps



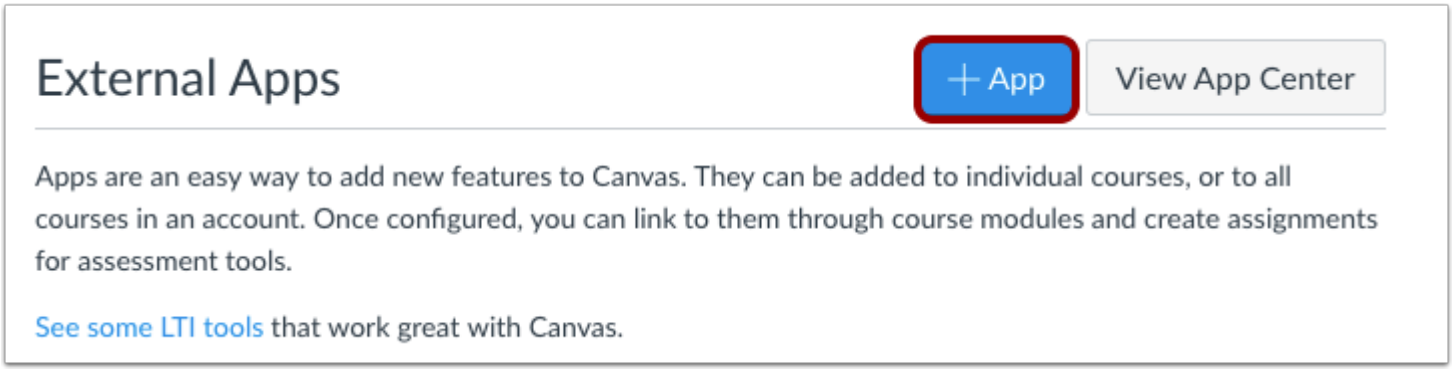
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App



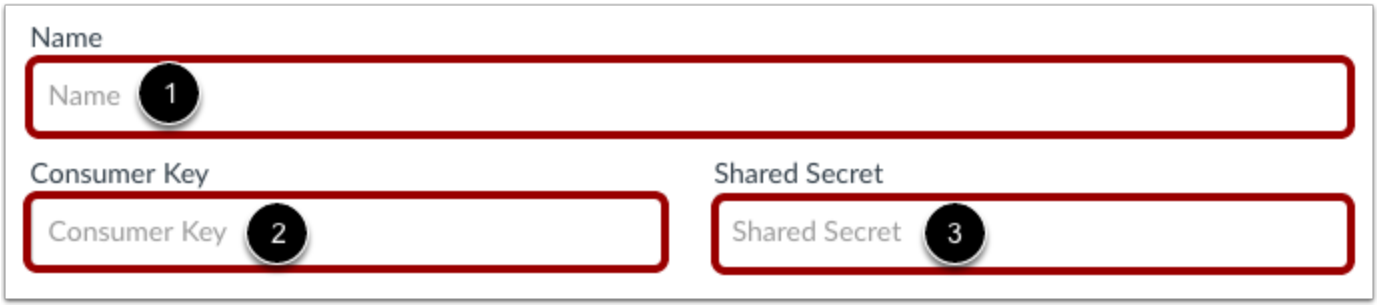
Click the **Add App** button.

Set Configuration Type



Select the Configuration Type drop-down menu and set the configuration type to **Paste XML.**

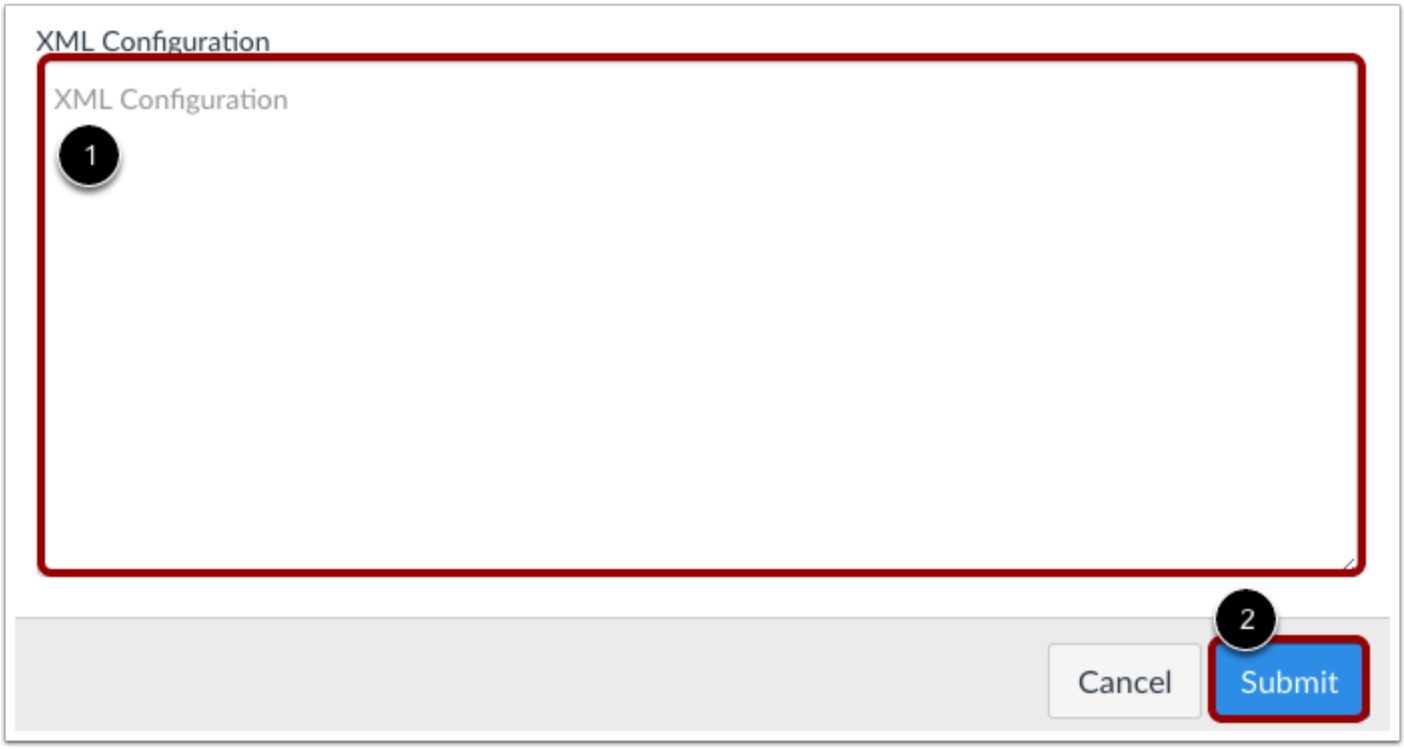
Add App Details



Enter the name of the app in the **Name** field [1]. Enter the consumer key in the **Consumer Key** field [2] and the shared secret in the **Shared Secret** field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

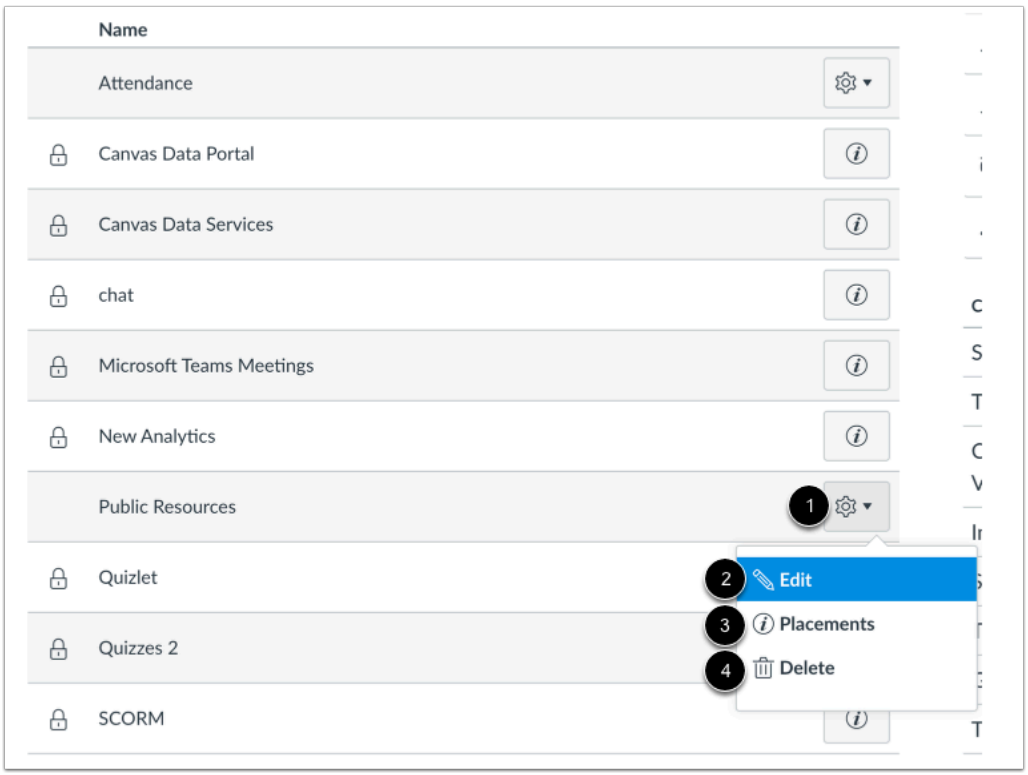
Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.

Enter Configuration XML



Copy the XML code in the paste XML here field [1]. Click the **Submit** button to link the app [2].

View App



View the linked app. To manage the app, click the **Settings** icon [1].

To edit the app, click the **Edit** link [2]. To manage where the app displays in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

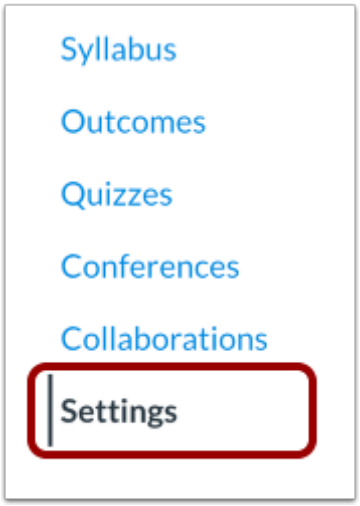
Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

How do I configure an external app for a course using a client ID?

External apps that support LTI 1.3 and LTI Advantage require configuration using a client ID. To find the client ID, talk to your Canvas Admin.

Note: Manually configuring an external app is an account permission. If you cannot configure an external app, this permission has not been enabled for your user role.

Open Settings



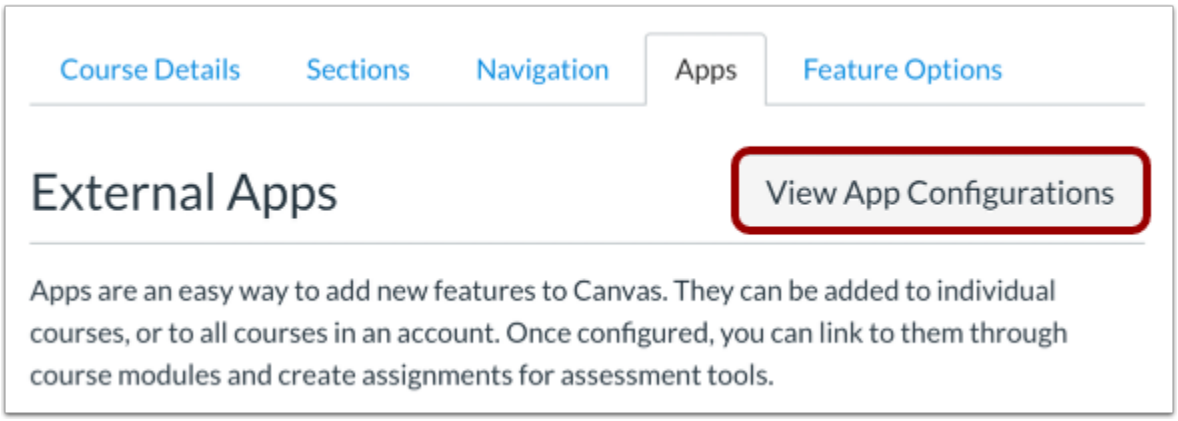
In Course Navigation, click the **Settings** link.

Open Apps



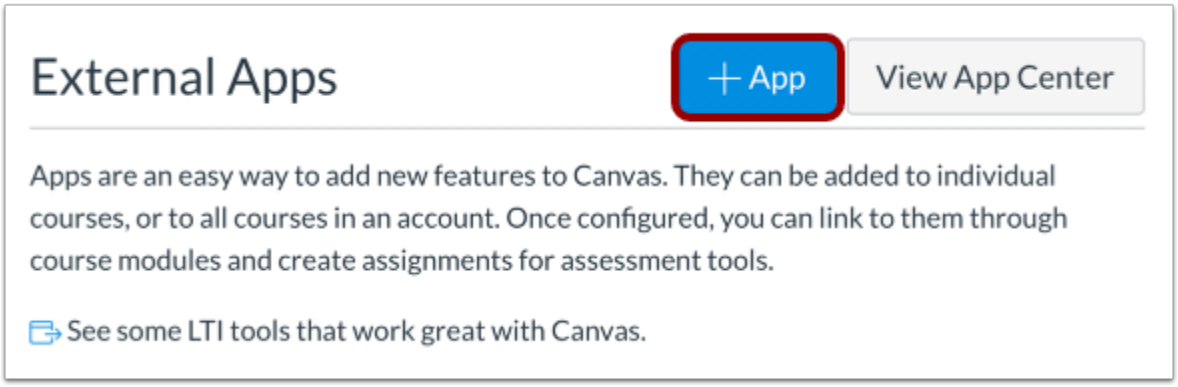
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App



Click the **Add App** button.

Set Configuration Type



Select the Configuration Type drop-down menu and set the configuration type to **By Client ID**.

Enter Client ID



Enter the client ID in the **Client ID** field [1].

Then click the **Submit** button [2].

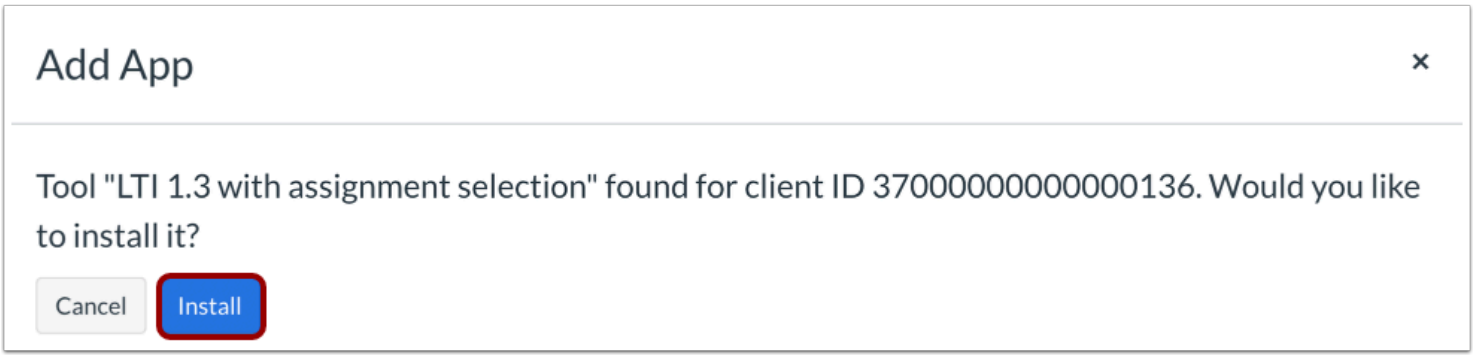
Note: If you do not have a client ID, contact your Canvas Admin.

View Error Message



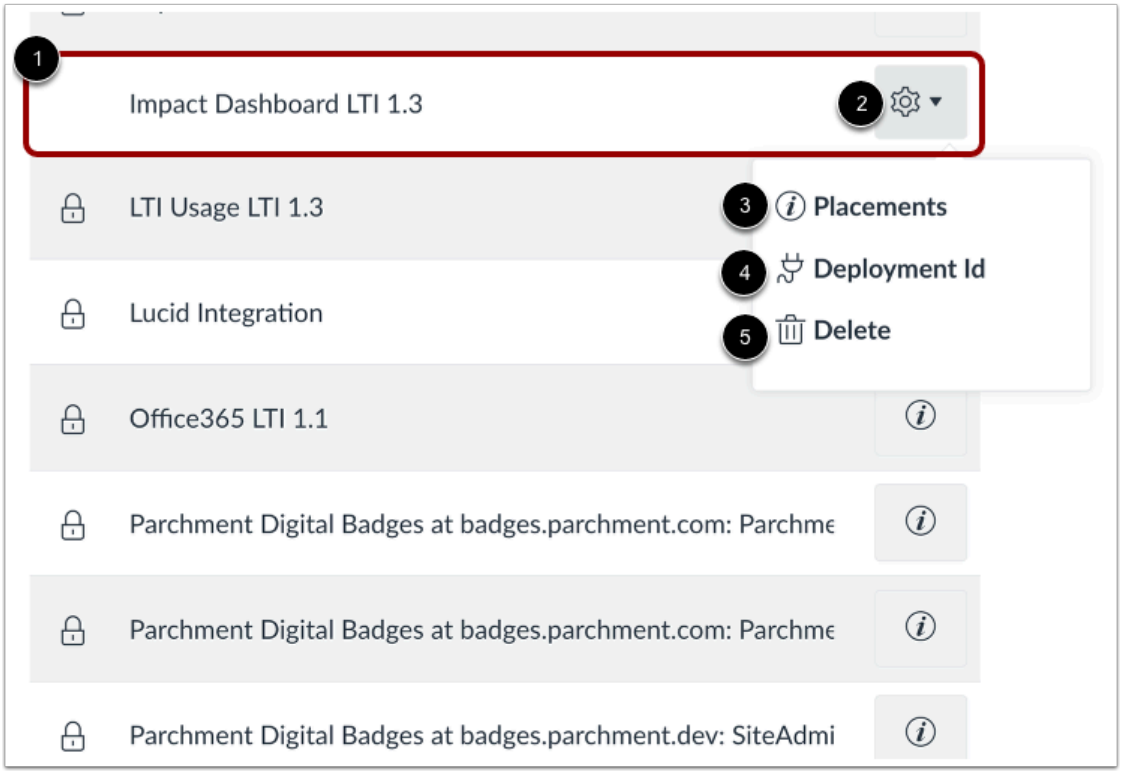
If the submitted client ID is not found in your account's developer keys, Canvas will display an error message.

Install App



To install the app, click the **Install** button.

View App



View your app [1].

To manage your app, click the **Settings** icon [2].

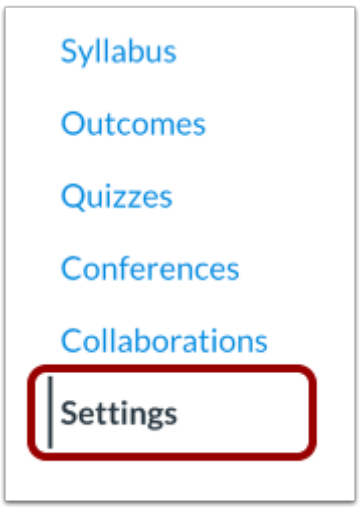
To edit the app, click the **Configure** link [3]. To manage where the app displays in Canvas, click the **Placements** link [4]. To delete the app, click the **Delete** link [5].

How do I configure an external app for a course using an LTI 2 Registration URL?

Some similarity detection external apps can be configured using an LTI 2 registration URL. This lesson shows how to add an external tool using a URL provided by the external app provider. To learn more about configuring apps, visit the Edu App Center.

Note: Configuring external apps is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings



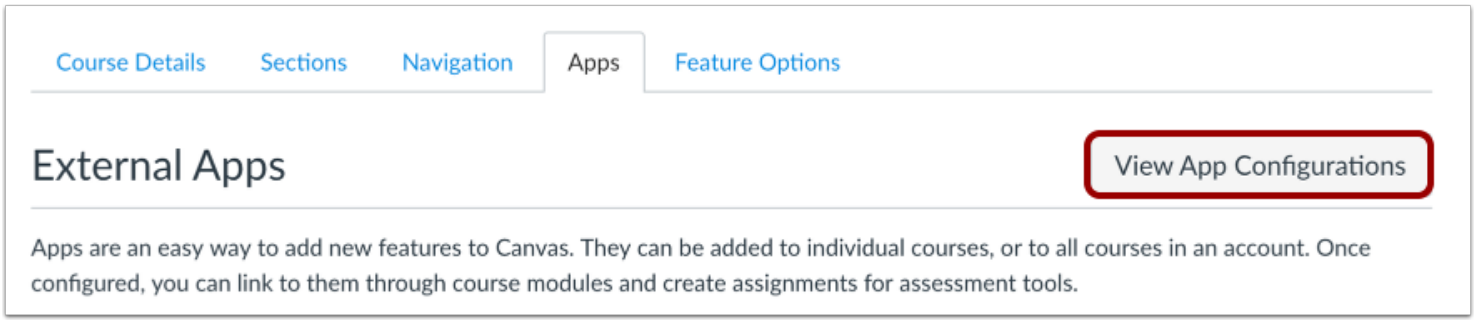
In Course Navigation, click the **Settings** link.

Open Apps



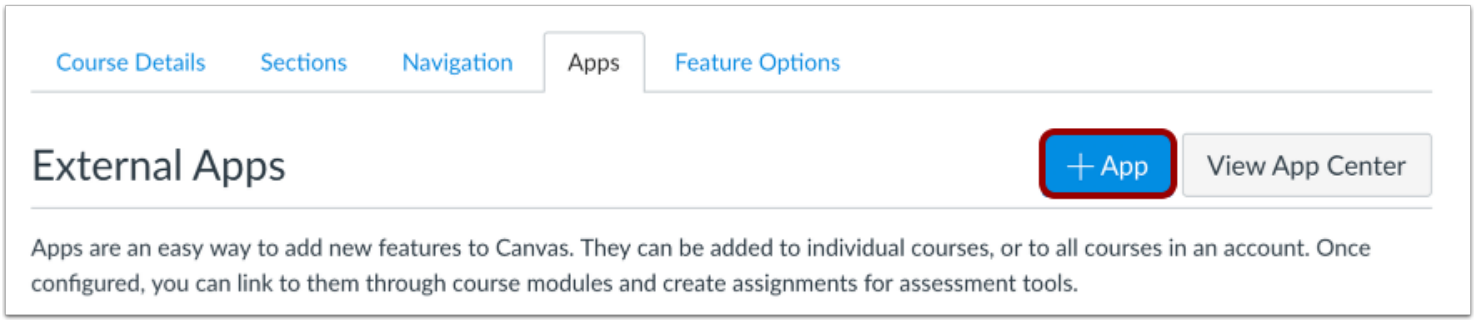
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App



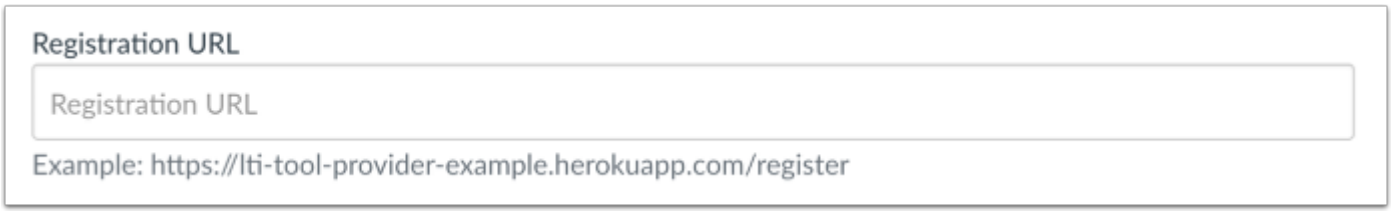
Click the **Add App** button.

Select Configuration Type



Click the **Configuration Type** drop-down menu and select **By LTI 2 Registration URL**.

Add Registration URL



In the **Registration URL** field, enter the URL for the app.

Apps are configured and recommended to be entered as secure links (HTTPS).

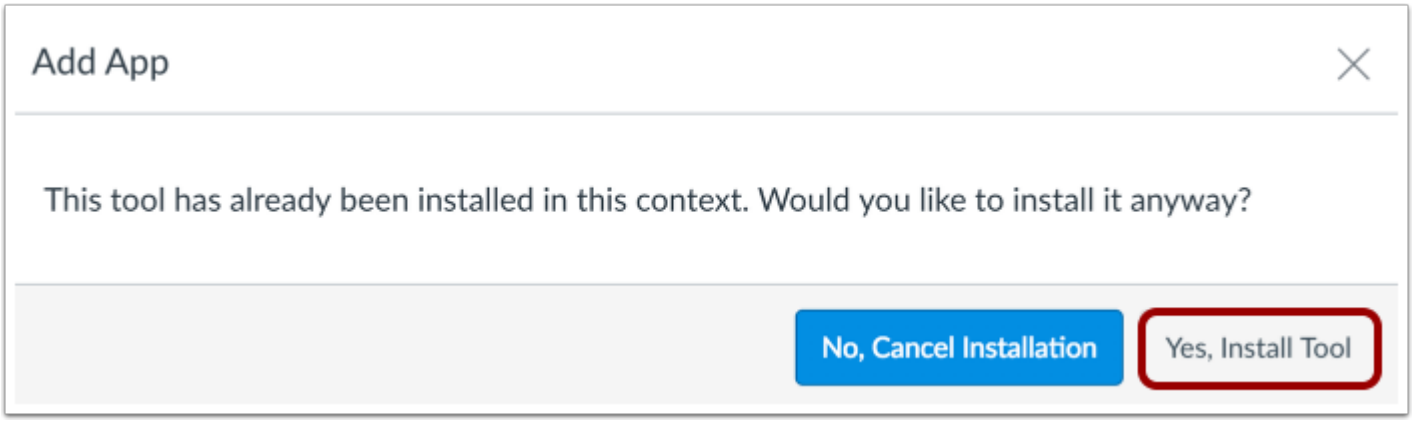
Launch Registration Tool



Click the **Launch Registration Tool** button.

Note: You may have to confirm settings or provide additional information in the Registration Tool.

Verify App



If the app has already been added in the course, Canvas verifies the you still want to install the app.

To continue, click the **Yes, Install Tool** button.

View App



View the external app.

To manage the app, click the **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To manage where the app displays in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

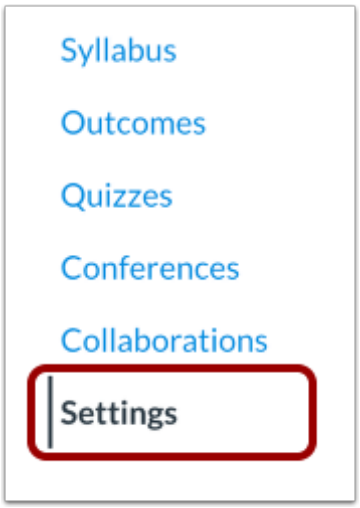
How do I configure a manual entry external app for a course?

You can manually configure an external app in your course. However, configuring an external app by URL is more common.

To learn more about configuring external apps, visit the Edu App Center.

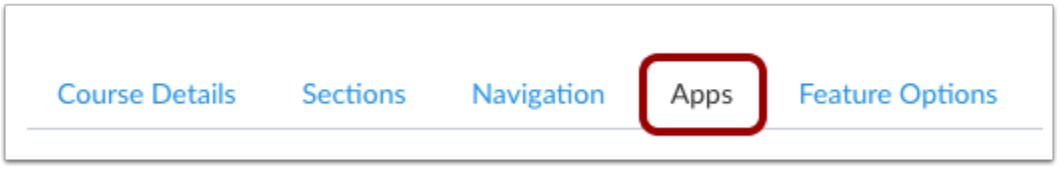
Note: Manually configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings



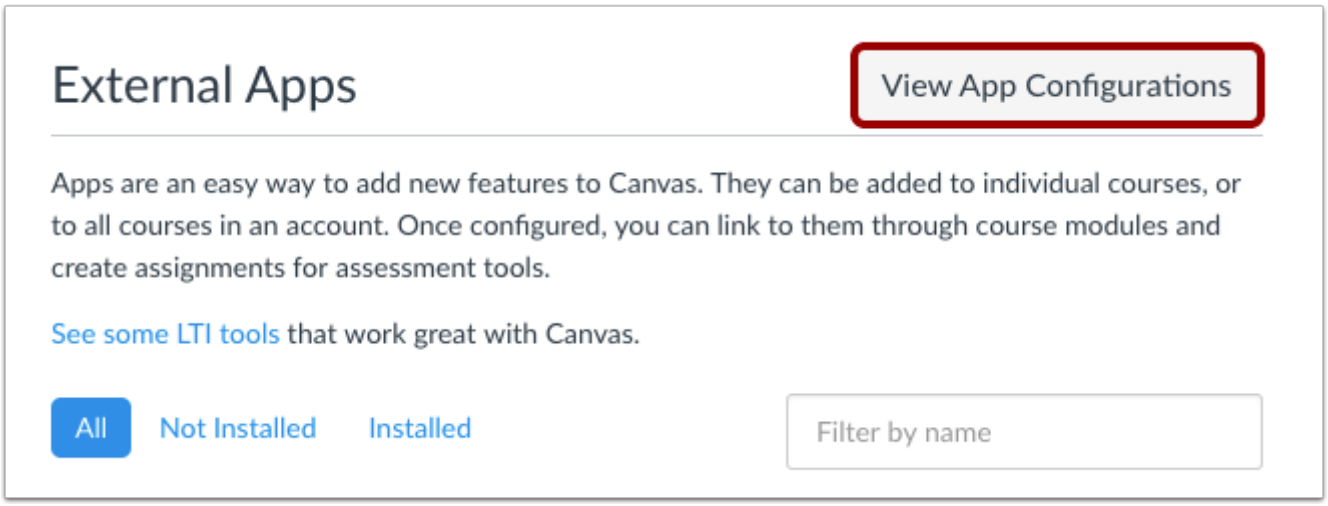
In Course Navigation, click the **Settings** link.

Open Apps



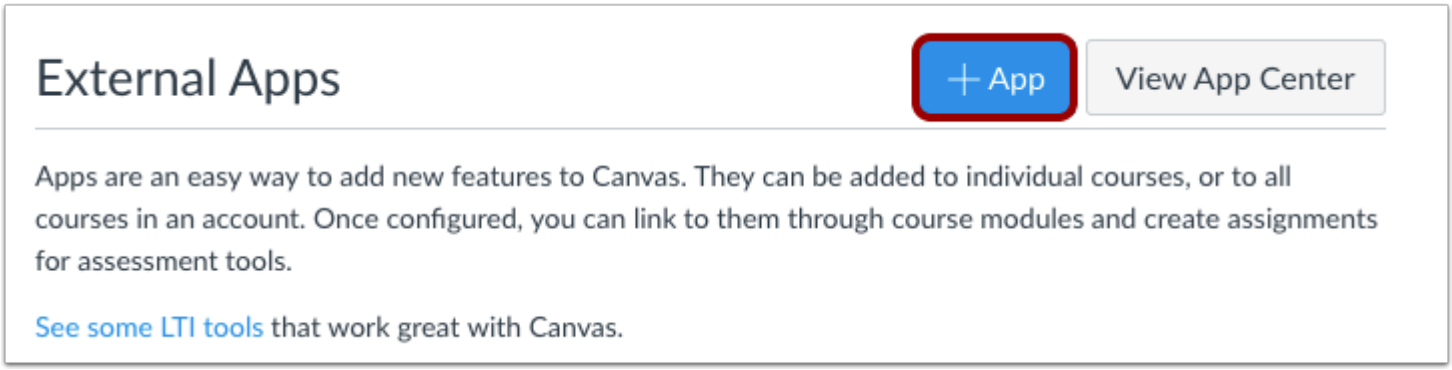
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add App



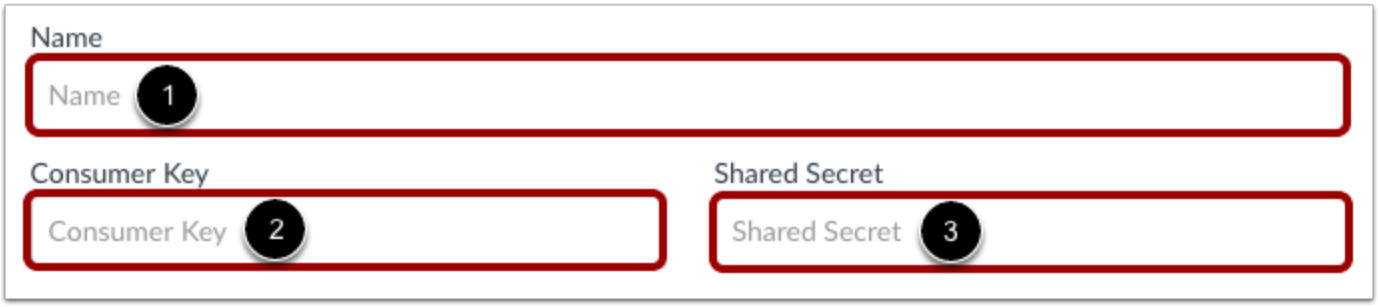
Click the **Add App** button.

Set Configuration Type



Select the **Configuration Type** drop-down menu and set the configuration type to **Manual Entry**.

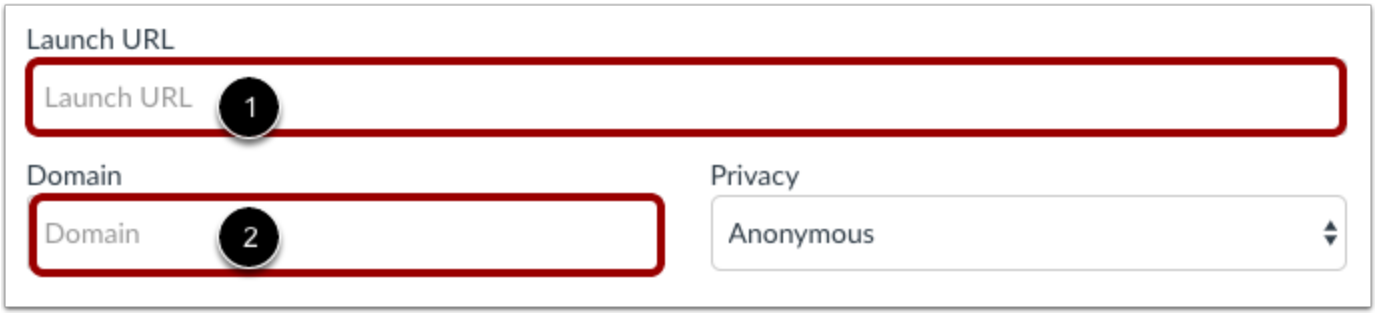
Add App Details



Enter the name of the app in the **Name** field [1]. Enter the consumer key in the **Consumer Key** field [2] and the shared secret in the **Shared Secret** field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.

Add Launch URL and Domain

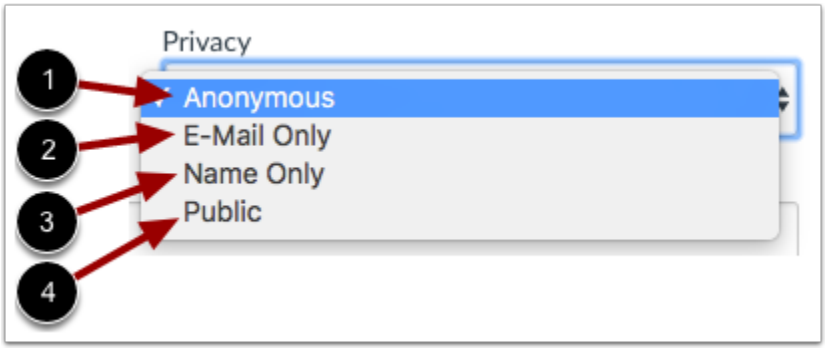


In the **Launch URL** field [1], enter the Launch URL (source of the iframe for the link) to match the app to Canvas. Example: https://www.launchurl.com

You can choose to enter a domain in the **Domain** field [2]. The domain is optional and may be included with or replace launch URL. Type the appropriate URL or domain in the Domain field. Example: domain.com

Note: URLs must be iframe enabled and accept POST requests. Additionally, apps are configured and recommended to be entered as secure links (HTTPS).

Set Privacy



Select the Privacy drop-down menu to set the privacy settings:

- **Anonymous:** No identifying information about the user will be sent to the vendor [1].
- **Email Only:** The user's email is the only identifying information sent to the vendor [2].
- **Name Only:** The user's name is the only identifying information sent to the vendor [3].
- **Public**: Various identifying information (name, email, Canvas ID, SIS ID of the course, SIS ID of the user, etc.) is sent to the vendor [4].

Add Custom Fields and Descriptions



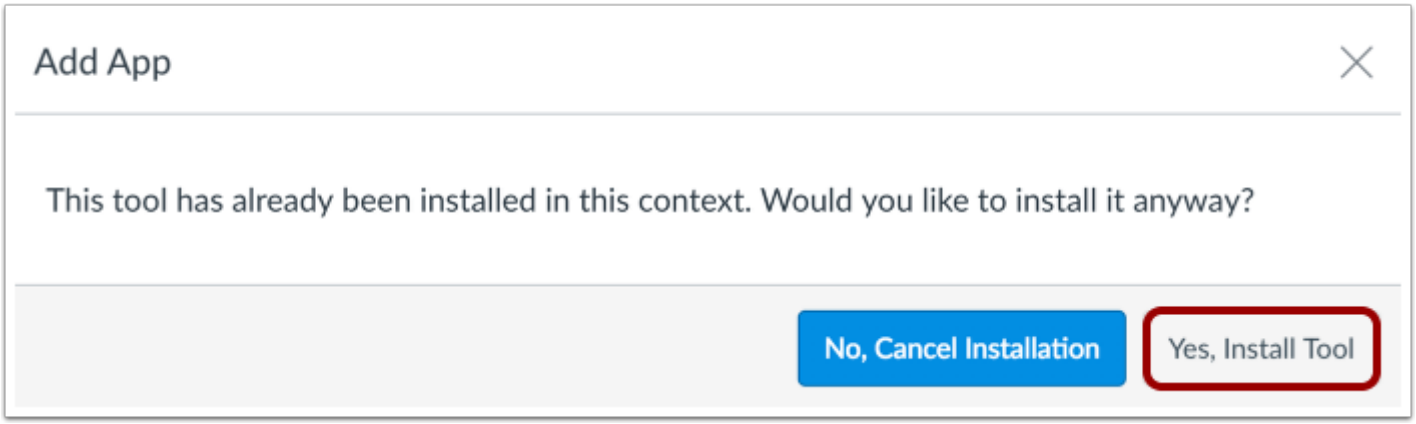
Type a custom field in **Custom Fields** [1]. Type a description of the app in the **Description** field [2].

Submit App



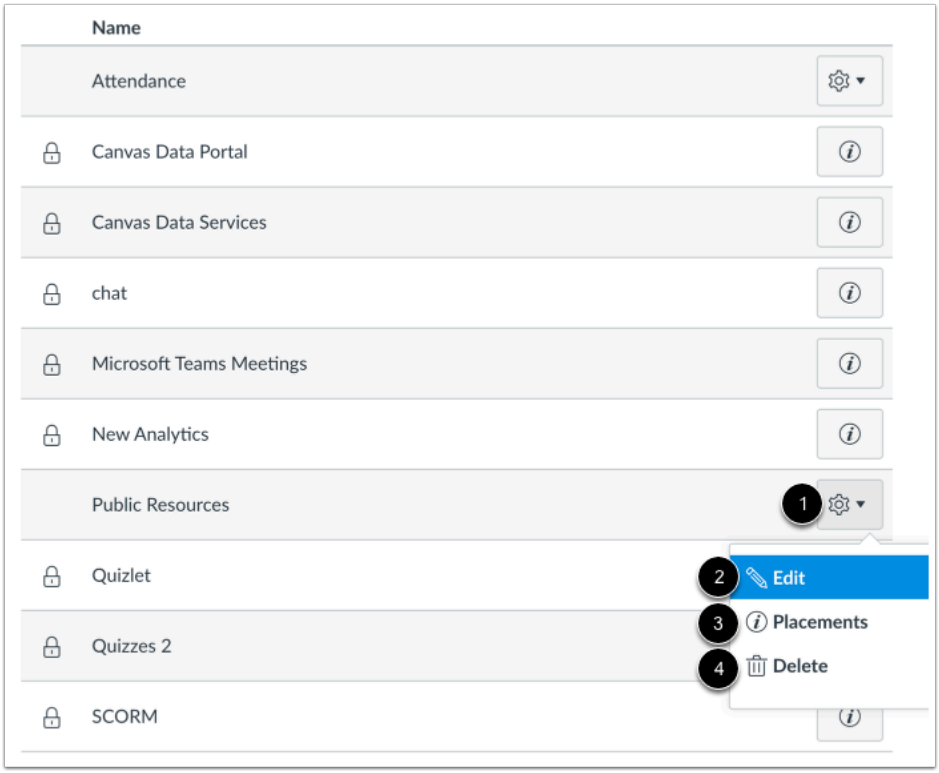
Click the **Submit** button.

Verify App



If the app has already been added in the account, Canvas verifies that you still want to install the app. To continue, click the **Yes, Install Tool** button.

View App



View the linked app. To manage the app, click the **Settings** icon [1].

To edit the app, click the **Edit** link [2]. To manage where the app displays in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

How do I manage external app placements for a course?

You can manage placements for an external app in your course. Placements determine where an app can be seen and used in Canvas.

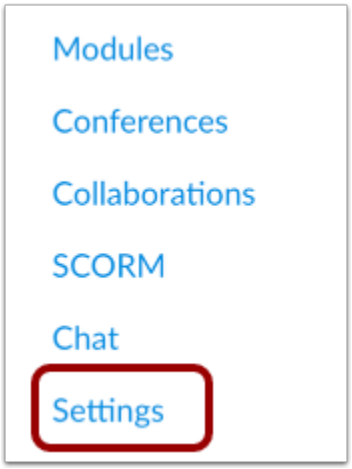
App placement categories include Course Navigation, homework submissions, Rich Content Editor button, migration selection, link selection (modules), and assignment selection.

When managing app placements, placements can be set to active or inactive. Active placements display in the Canvas feature area listed in the App Placements menu. Inactive placements are removed from the Canvas feature area listed in the App Placements menu.

Notes:

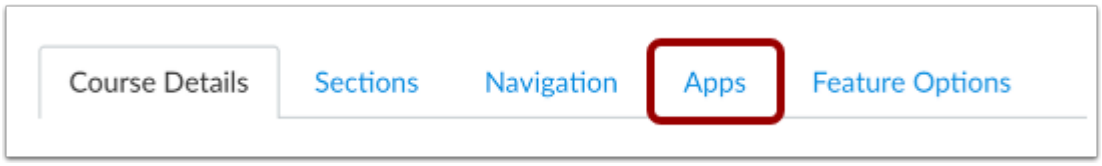
- Managing external app placements in the App Configuration page in course settings only applies to LTI 1.1 tools.
- If enabled by your institution, you can configure the display of an LTI 1.3 tool in various user interface locations.

Open Settings



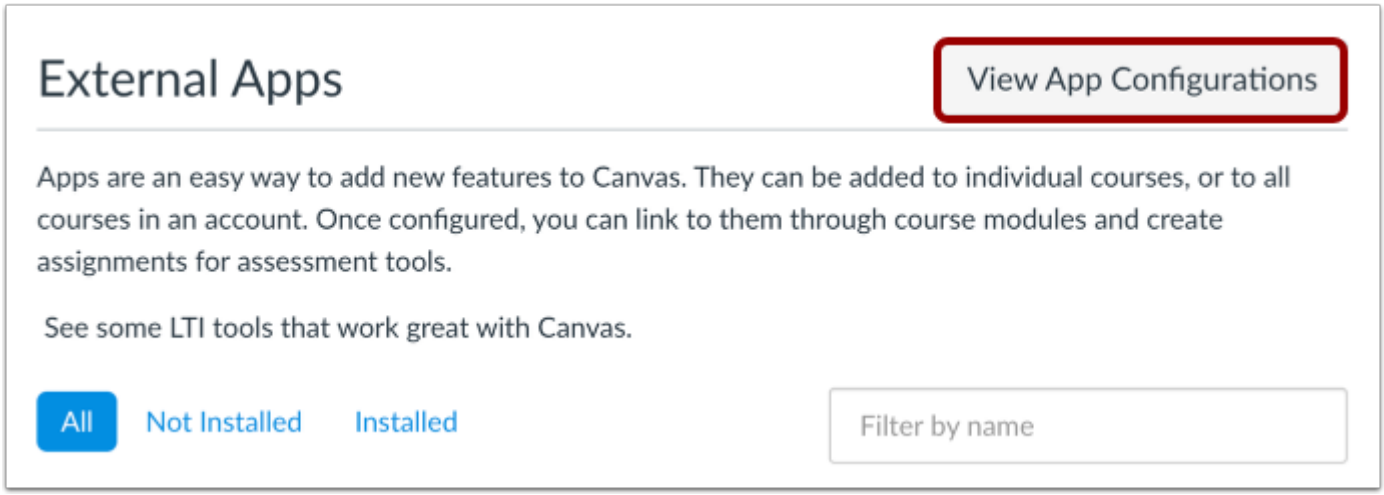
In Course Navigation, click the **Settings** link.

Open Apps



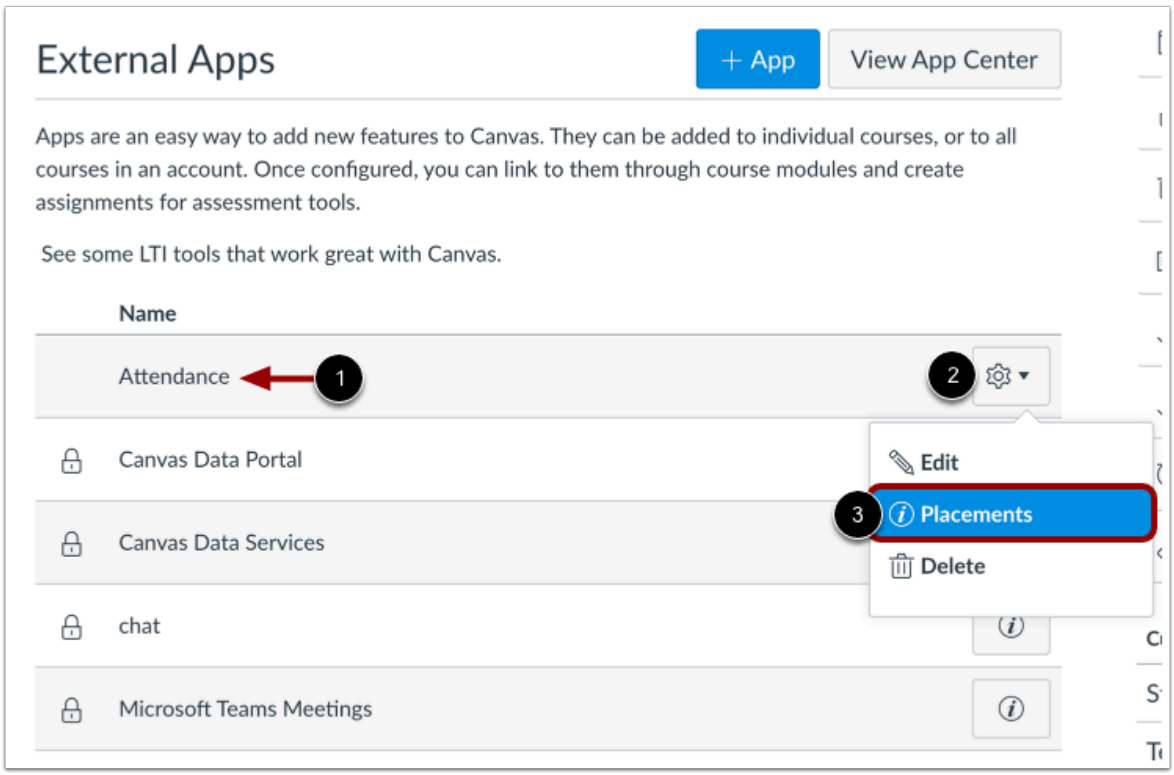
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

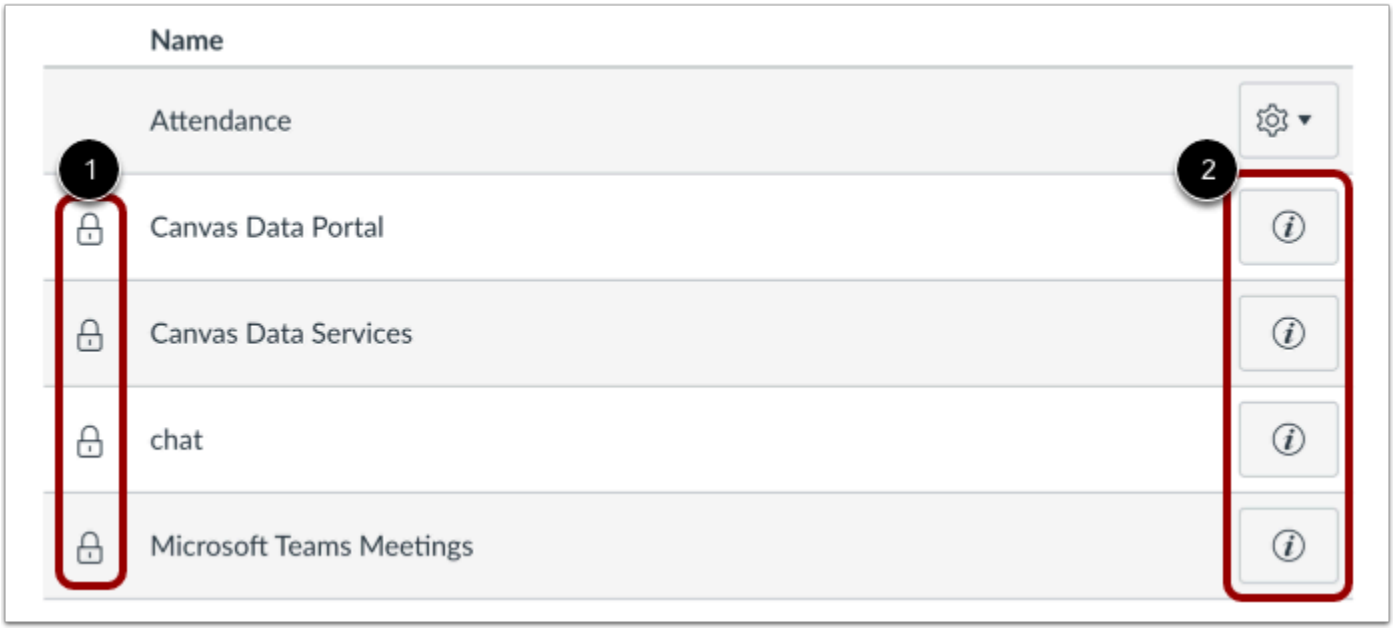
Open Placements



Locate the external app you want to manage [1]. Then click the **Settings** button [2] and select the **Placements** option [3].

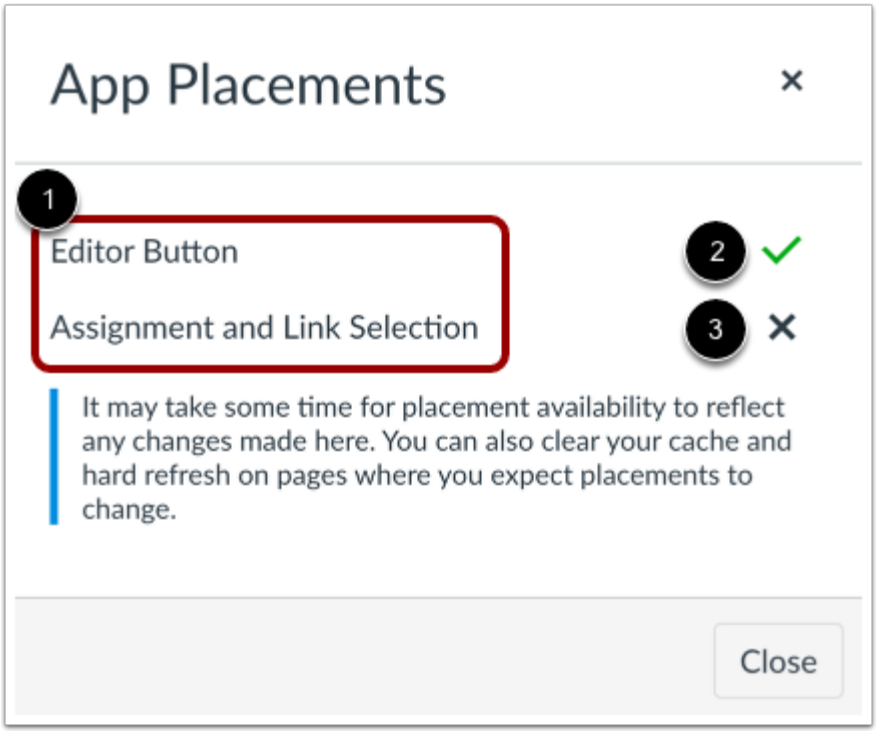
Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas.

View Locked App



Apps that were installed by your institution and cannot be edited display the **Lock** icon [1]. To view placement information for a locked app, click the **Information** button [2].

View Placements

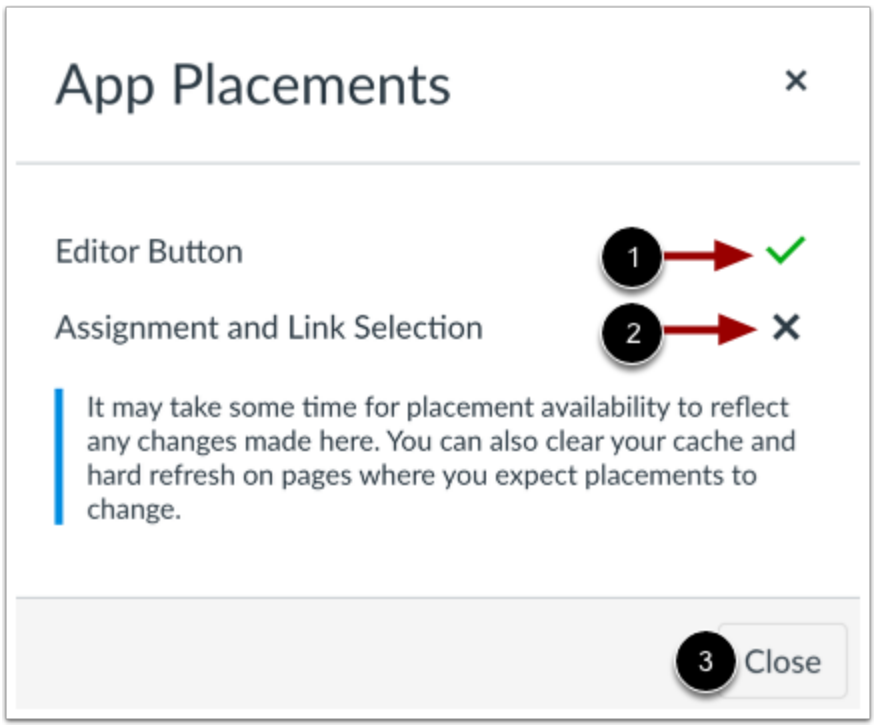


The App Placements window displays all placements for the external app [1]. An active placement displays the **Checkmark** icon [2]. An inactive placement displays the **X** icon [3].

Depending on the LTI tool, the following app placement categories can be viewed in the App Placements window:

- Assignment Selection: Configure an LTI tool to be selectable as an assignment during assignment creation or editing.
- Editor Button: Configure an LTI tool to display as a button in the Rich Content Editor.
- Homework Submissions: Configure an LTI tool to display when a student is submitting content for an assignment. When a tool is configured, users will see an additional tab during assignment submission for assignments that accept online submissions.
- Link Selection: Configure an LTI tool to select LTI to launch URLs as module items.
- Navigation: Configure an LTI tool to display as a link in the navigation for a course.
- Migration Selection: Configure an LTI tool to display in the Course Imports menu of a course.

Manage Placement



To disable an active placement, click the **Checkmark** icon [1]. To enable an inactive placement, click the **X** icon [2].

To close the App Placements window, click the **Close** button [3].

Note: It may take some time for placement availability to reflect any changes made from the App Placements window. You can clear your cache and refresh pages where you expect placements to change.

Grades

How do I use the Gradebook?

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Individual Gradebook. However, the Individual Gradebook currently does not support all settings and options from the Gradebook.

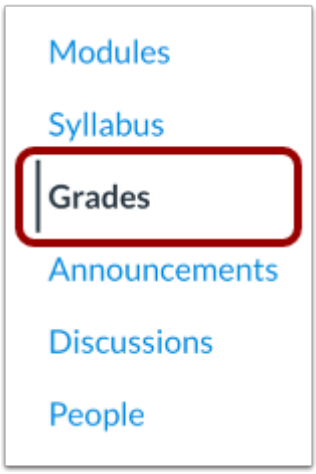
The following keyboard shortcuts are supported in the Gradebook:

- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

Learn more about the Gradebook.

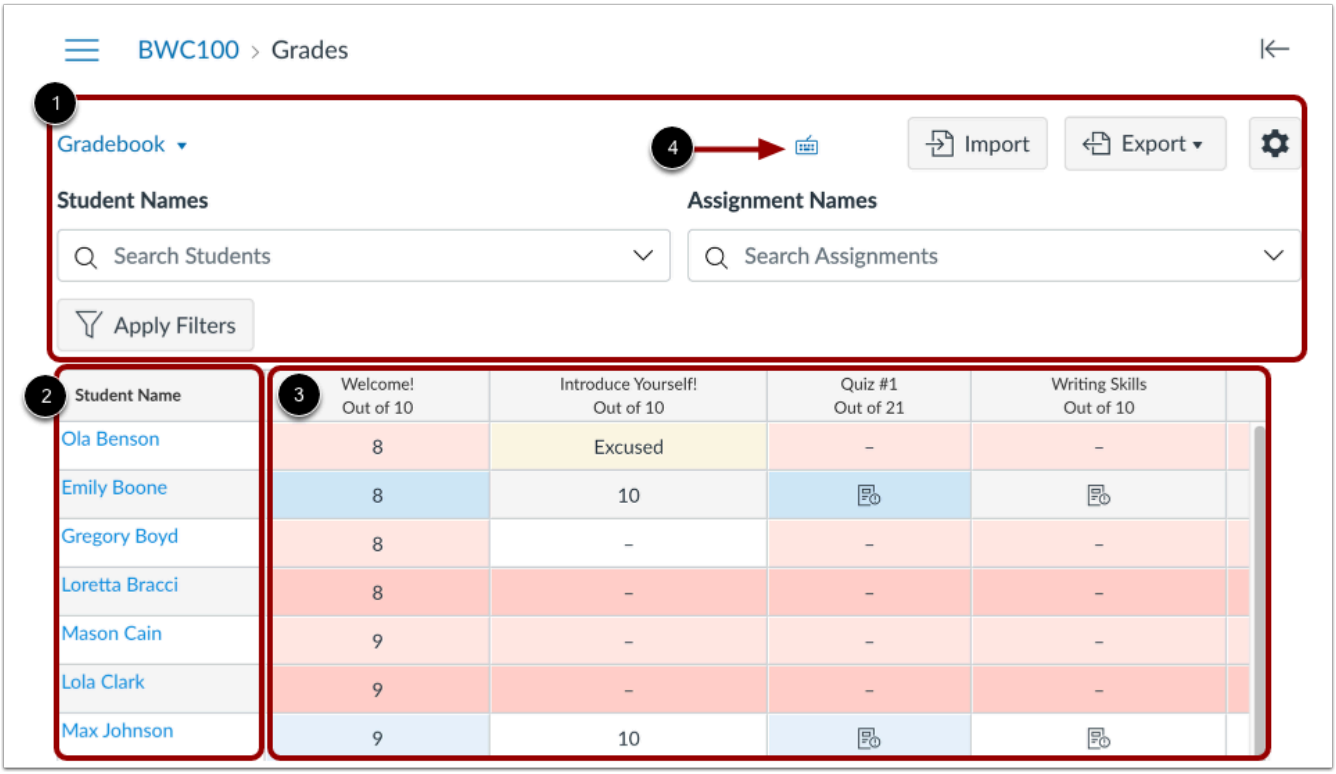
Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Open Grades



In Course Navigation, click the **Grades** link.

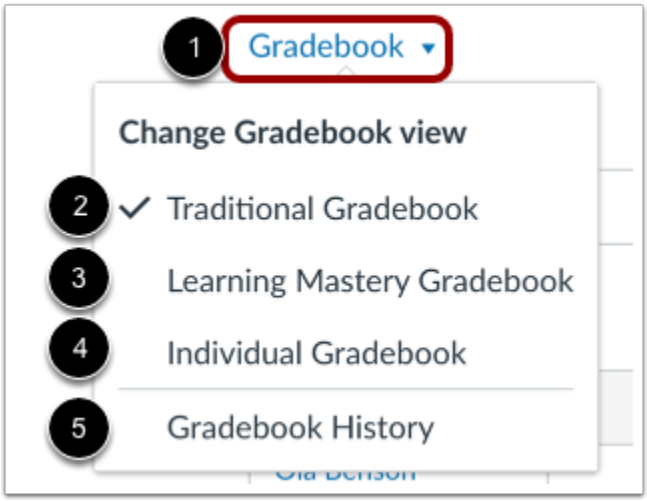
View Gradebook



The Gradebook includes global sorting options and settings you can use to organize your gradebook [1], student data [2], and assignment data [3].

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon [4] or press the Shift+Question Mark keys simultaneously.

Change Gradebook View

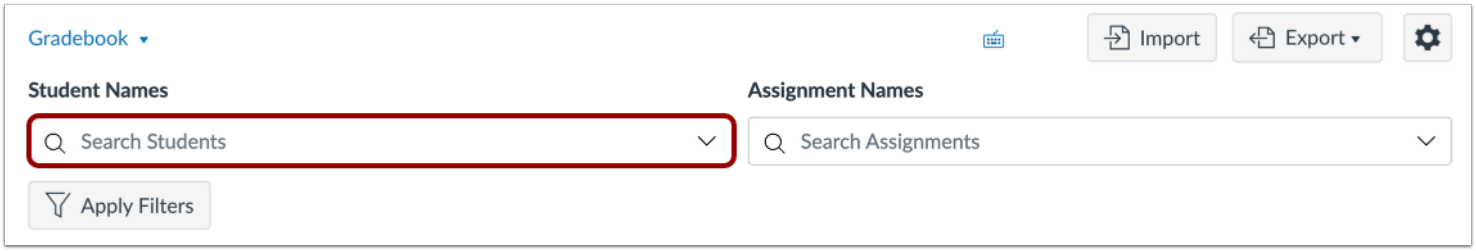


You can switch between gradebook view options, if they are available. To select a different gradebook view, click the current gradebook view [1]. Then, in the Change Gradebook view menu, select one of the following options:

- **Traditional Gradebook** [2]: Displays all students, assignments, and grades. This gradebook is the most common default and is also known as just Gradebook.
- **Learning Mastery Gradebook** [3]: Displays the Learning Mastery Gradebook, which assesses outcome standards being used in Canvas courses. This gradebook is a course-level feature option.
- **Individual Gradebook** [4]: Allows you to assess one student and one assignment at a time and is fully accessible for screen readers. Individual View currently does not support settings and options from the Gradebook.
- **Gradebook History** [5]: Displays the Gradebook History page, which logs recent grade changes in the course according to student, grader, assignment, and date.

You can switch between gradebooks at any time.

Search Students



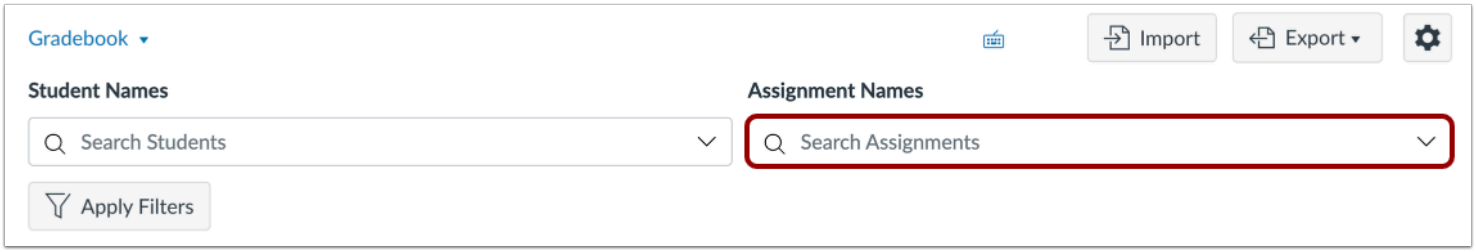
By default, the Gradebook shows all active students. To search for students by name or SIS ID, enter your search query in the **Search Students** field. The Gradebook automatically filters results as you type.

The Search Students field allows multiple student names to be filtered at the same time.

The Search Students field also respects Concluded and Inactive Enrollment options. If the Concluded Enrollment or Inactive Enrollment options are selected as filters, no Concluded or Inactive enrollments display in the Gradebook.

Note: Student name search results display secondary information if more than one student has the same name in the course.

Search Assignments

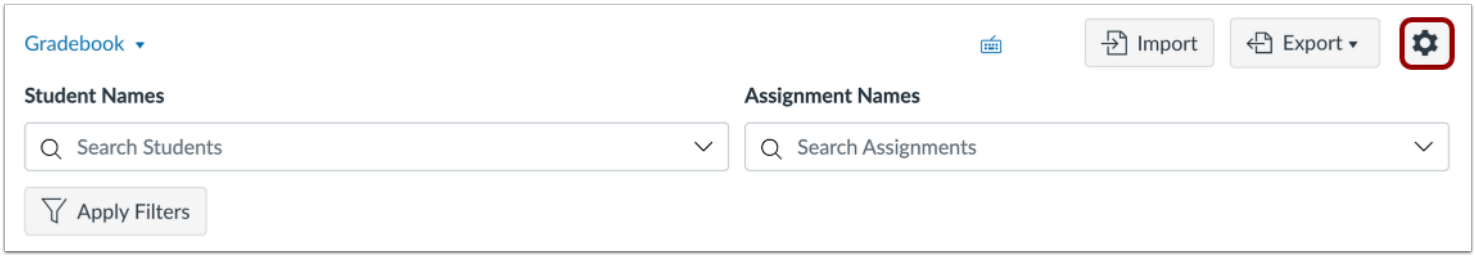


By default, the Gradebook shows all assignments. To search for assignments, enter an assignment name in the **Search Assignments** field. The Gradebook automatically filters results as you type.

The Search Assignments field allows multiple assignment names to be filtered at the same time.

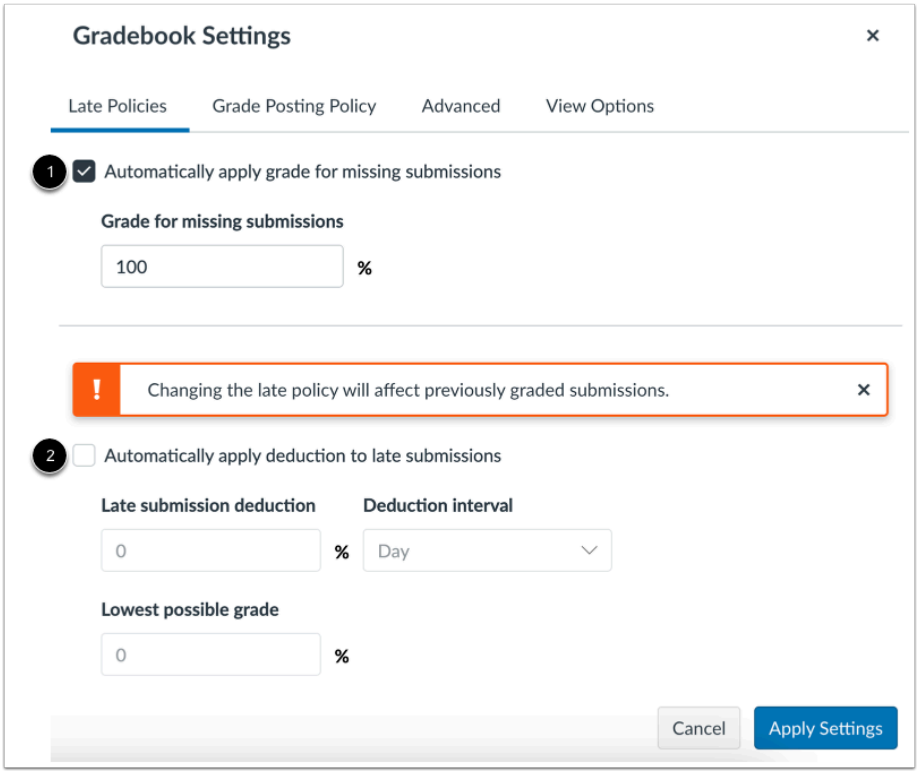
Selecting an assignment displays the assignment in a column closest to the student name. If multiple assignments are selected, the assignment columns display in the reverse order they are selected.

View Gradebook Settings



The Gradebook Settings allow you to apply Late Policies, a Grade Posting Policy, a Final Grade Override, and View Options in your course gradebook.

View Late Policies

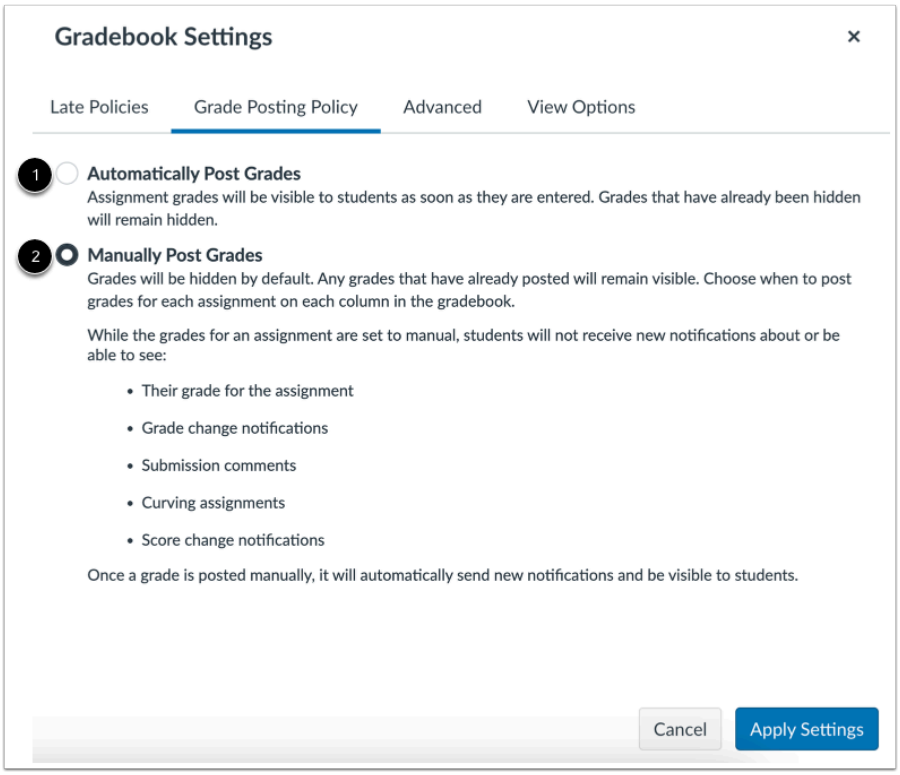


The Late Policies tab allows you to apply late policies in your course.

The Missing Submission policy allows you to automatically apply a grade for submissions labeled as Missing [1]. A submission is labeled Missing when the due date has passed and the assignment has not been submitted.

The Late Submission policy allows you to automatically apply a defined penalty to submissions with a status of Late [2]. A submission is labeled Late when it is submitted past the due date. Additionally, you can define a threshold under which a student will not be scored, regardless of how late the submission is when submitted.

View Grade Posting Policy



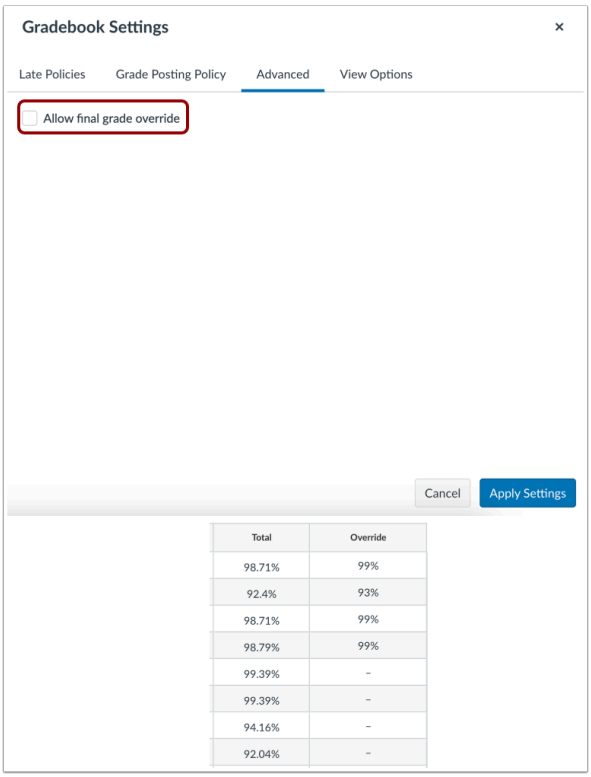
The Grade Posting Policy tab allows you to change grade posting policies for your course.

To automatically post grades and make them visible to students as soon as they are entered, select the **Automatically Post Grades** option [1]. The posting policy is set to Automatically Post Grades by default.

To hide grades by default and manually choose when to post grades and make them visible to students, select the **Manually Post Grades** option [2].

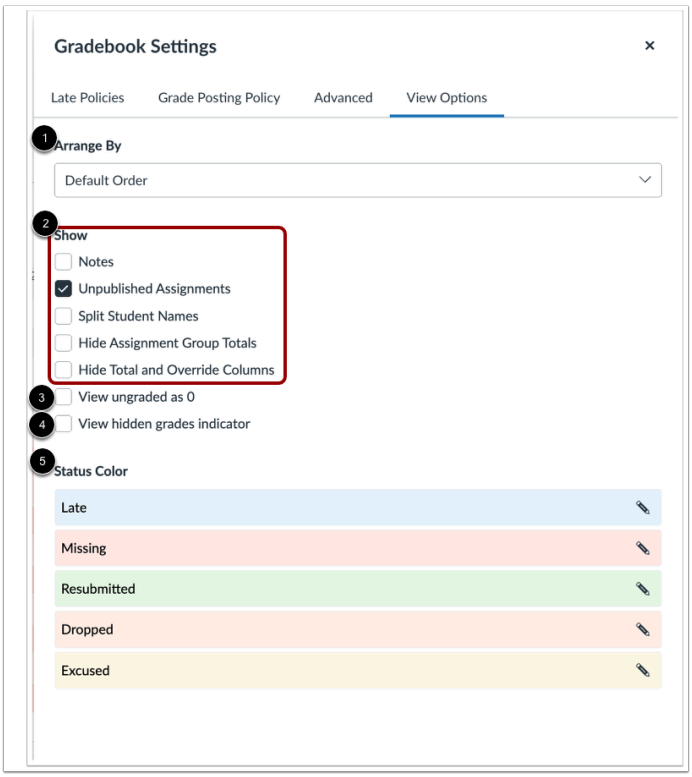
Note: Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.

View Advanced Settings



The Advanced tab allows you to apply a Final Grade Override in your course. If enabled, you can enter an override grade for a student that is different from the grade automatically calculated by Canvas.

View Gradebook View Options



The View Options tab allows you to filter and sort the Gradebook according to several viewing options:

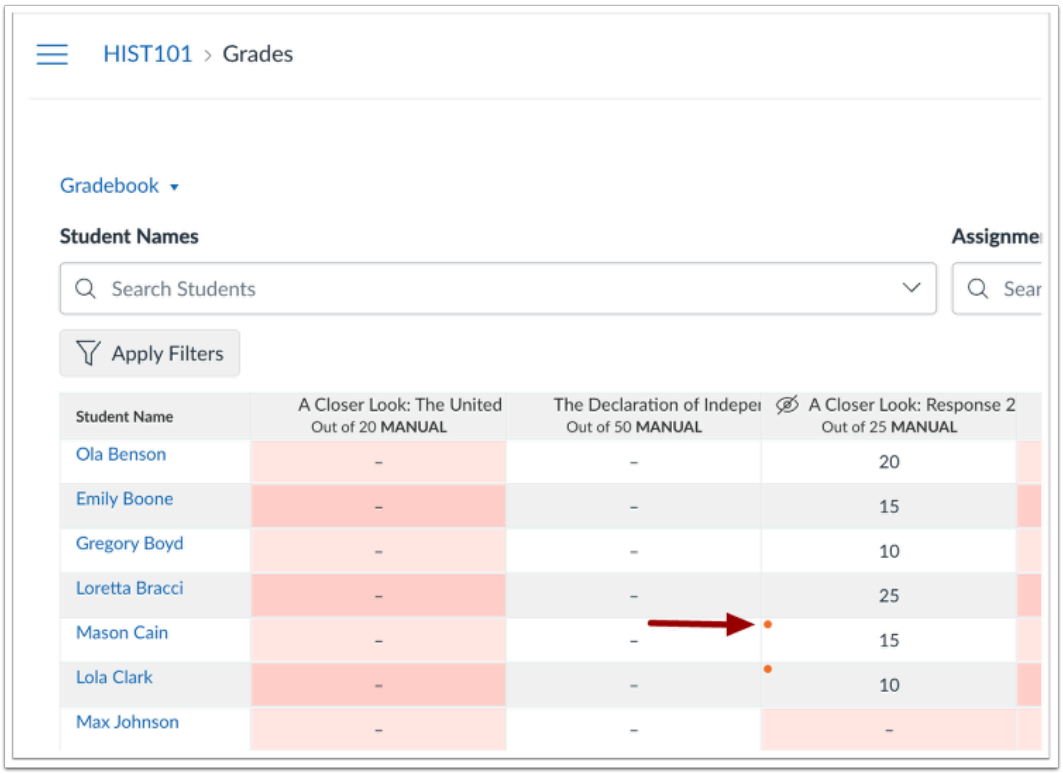
- **Arrange By** [1]: arrange columns by default, assignment name, due date, points, or module.
- **Show** [2]: show or hide the notes column, the unpublished assignments column, the split student names column, hide assignment group totals, and hide total and override columns.
- **View Ungraded as Zero** [3]: temporarily change the Gradebook view so that grades display as if all ungraded assignments were given a score of zero. This setting is a visual change only and does not affect grades for students or other users of the Gradebook.
- **View hidden grades indicator** [4]: when enabled, grades are hidden from students, reducing confusion and ensuring more accurate communication about grade visibility.
- **Status Color** [5]: view and change the color for a grading status (late, missing, resubmitted, dropped, and excused).

Notes:

- If the View Ungraded as 0 and Split Student Names options do not display in your Gradebook, these options have not been enabled by your institution.

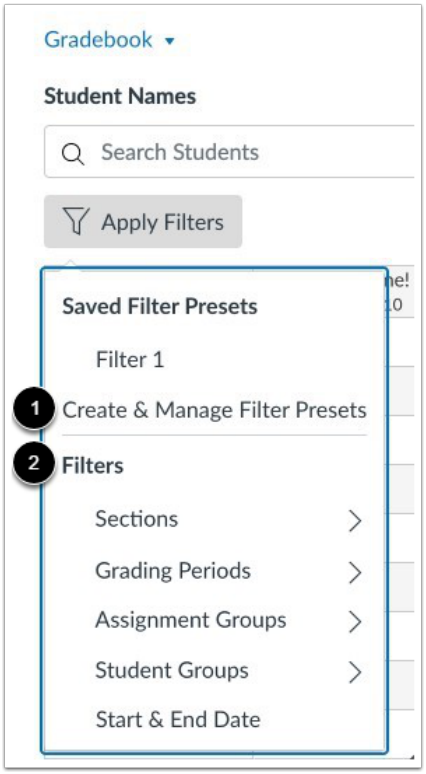
- When the Final Grade Override feature option is enabled for the course, the text in the Show section displays Hide Total Column and Override Columns. If the Final Grade Override feature option is disabled, the text in the Show section displays Hide Total Column.
- To restrict students from viewing total scores, learn about hiding totals in student grade summaries.

View Gradebook Hidden Grades Indicator



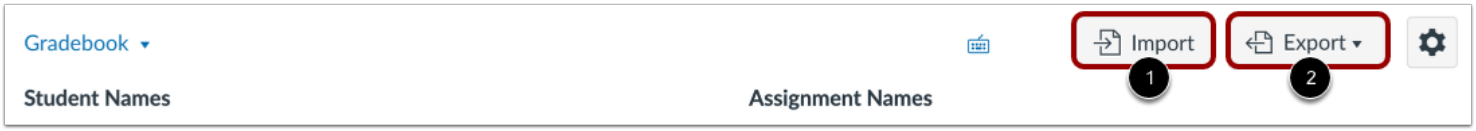
In the Gradebook, an indicator displays which grades have not been posted.

View Gradebook Filters



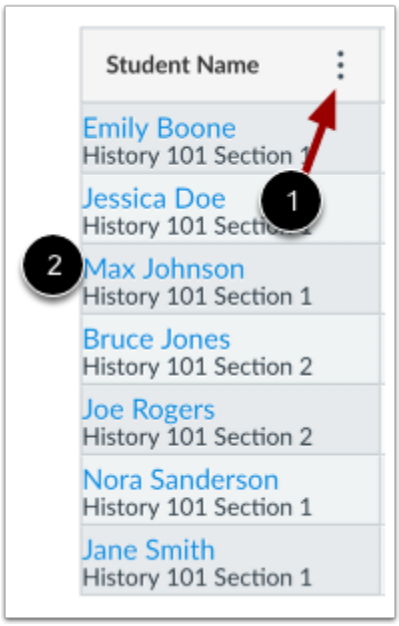
In the Apply Filters menu, you can create and manage filter presets [1] or filter columns by type [2] (such as sections, grading periods, assignment groups, modules, student groups, status, or submissions, if applicable).

View Import and Export Options



To bulk manage student grades in the Gradebook, you can also import grades [1] and export grades [2].

View Student Name Column

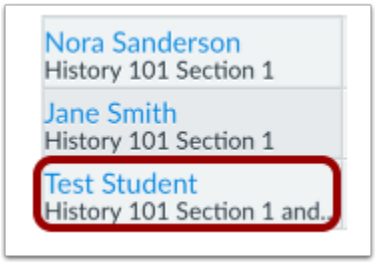


The Student Name column displays each student's name and may also include a student's secondary ID, if enabled. You can hover over the column header and view the Student Name menu [1], which allows the following options:

- Sort and display student data
- Show inactive and concluded enrollments

To view a student's Grades page, click the student's name [2].

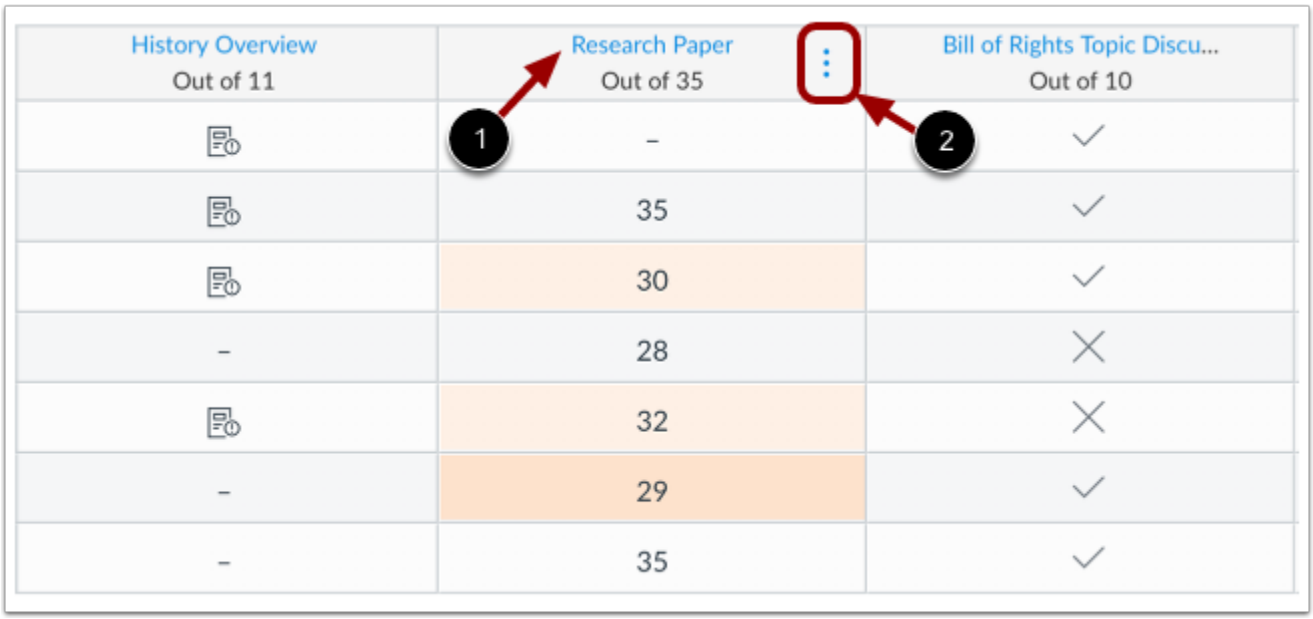
View Test Student



If you have viewed a course as a test student, the Test Student displays at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.

If you want to remove the test student completely, you must remove the test student from your section enrollments in Course Settings.

View Assignment Column



Each column in the Gradebook represents a published assignment in the Assignments page. Each column displays the assignment title, total points, and each student's grade.

To view the assignment, click the name of the assignment [1].

To manage an assignment, hover over the column header and click the **Options** icon [2]. Then perform any of the following:

- Sort assignments by grade or status (missing or late)
- Open SpeedGrader
- Message students who fit within specific assignment criteria
- Curve grades
- Set default grade
- Hide or post grades for the assignment
- Enter grades as a specific value: points, percentage, or grading scheme (this option is only for grading convenience and does not affect the actual grade; not available for complete/incomplete assignment types)
- Download submissions and re-upload submissions (supported in file uploads only)
- Select a grade posting policy for an assignment

Icons and colors represent assignments and submission statuses within Canvas, including differentiated assignments, grading periods, and Mastery Paths.

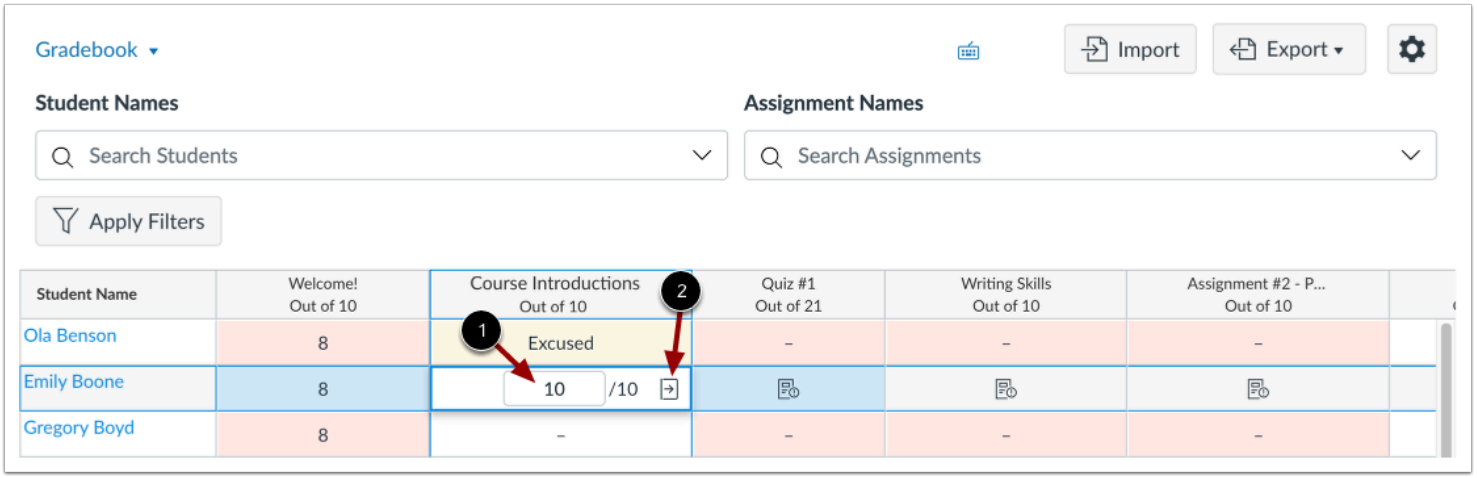
Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

You can manually add a column as part of importing grades to the Gradebook. However, assignments imported in the CSV file are automatically published.

If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment.

Enter Grades

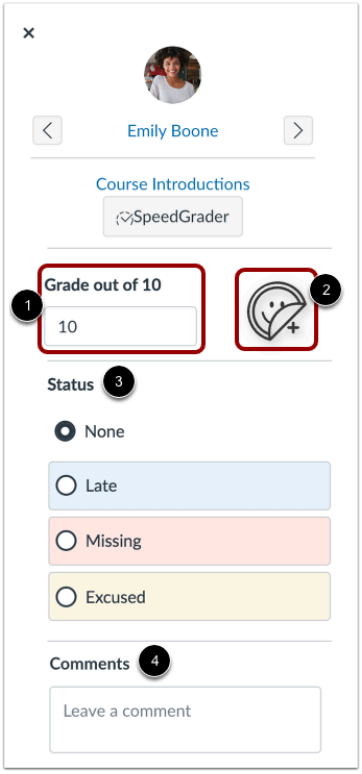


When you are entering grades, the Gradebook displays crosshairs and highlighting across the row and column for improved orientation.

To enter grades, type the grade as supported by assignment type directly in the Gradebook cell [1].

You can also enter grades and change the submission status by clicking the **Grade Detail Tray** icon [2].

View Grade Detail Tray

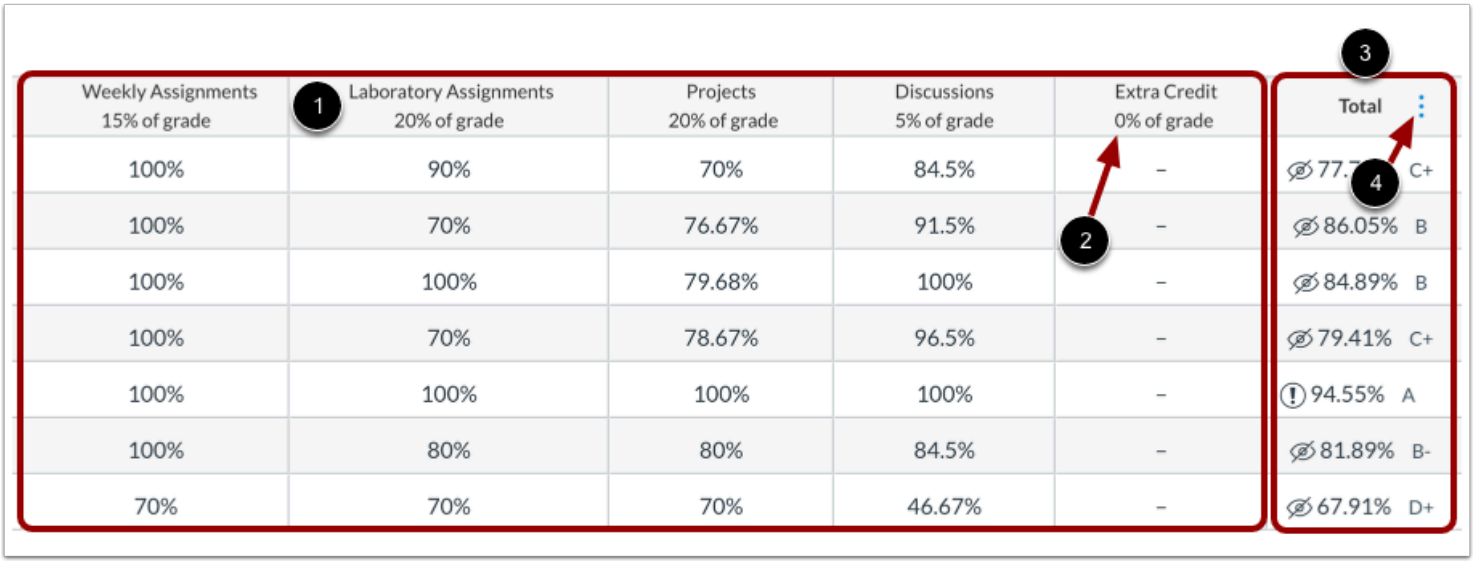


The Grade Detail Tray allows you to enter or edit grades [1], add a Submission Sticker [2], change the status of a submission [3], and leave comments for the student [4].

Notes:

- Submission Stickers only work in courses that have also enabled the Assignment Enhancements feature option.
- By default, the Submission Stickers feature option is disabled.

View Assignment Groups and Total Column



The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page [1].

If your assignment groups are weighted, the weighted grade displays below the group title [2]. Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight.

Grade totals from assignment groups are calculated in the Total column of the Gradebook [3]. You can hover over the column header to view the Total column menu [4], which allows you to sort by grade and move the total column to the front of the Gradebook. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.

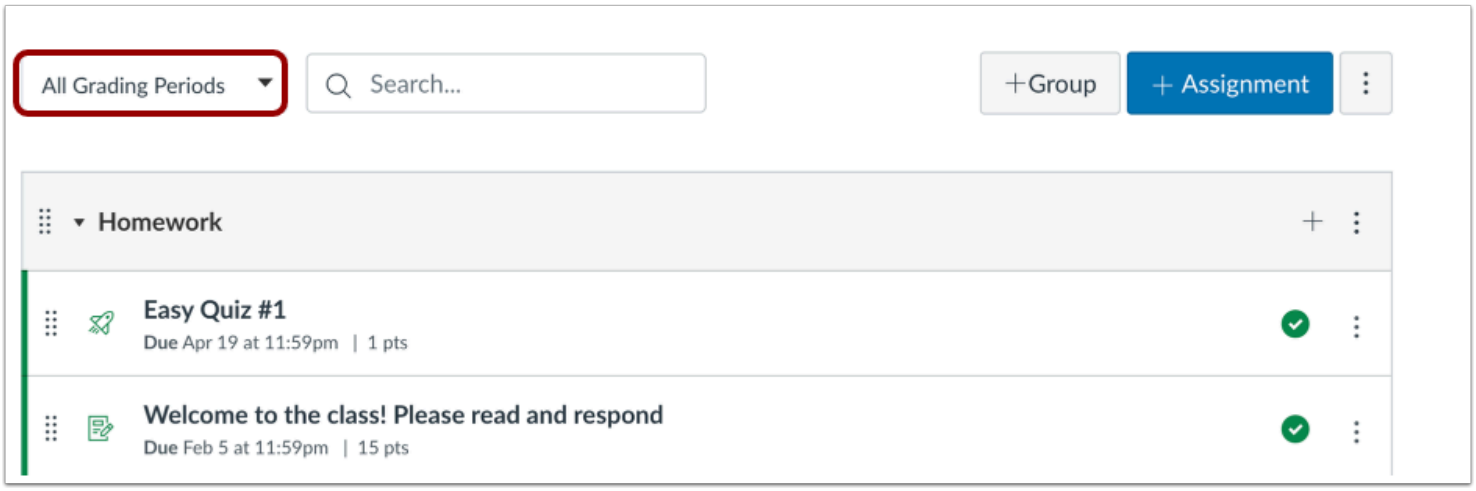
How do I use grading periods in a course?

If your course includes Multiple Grading Periods, grading periods created at the account level automatically display in your course and can be filtered in the Assignments Index Page, the Gradebook, and the student Grades page.

Grading periods consist of a specific date range that define the grading period. Grading periods also include a close date as to when you can no longer edit grades in a grading period. Grading periods can also be weighted. To view grading period date ranges and any weighted grading periods, you can view grading periods in a course.

At the course level, Canvas validates all assignments against closed grading periods in Canvas. For an overview of the Multiple Grading Periods feature and current limitations associated with Close Dates, please view the How do I add grading periods in an account? guide.

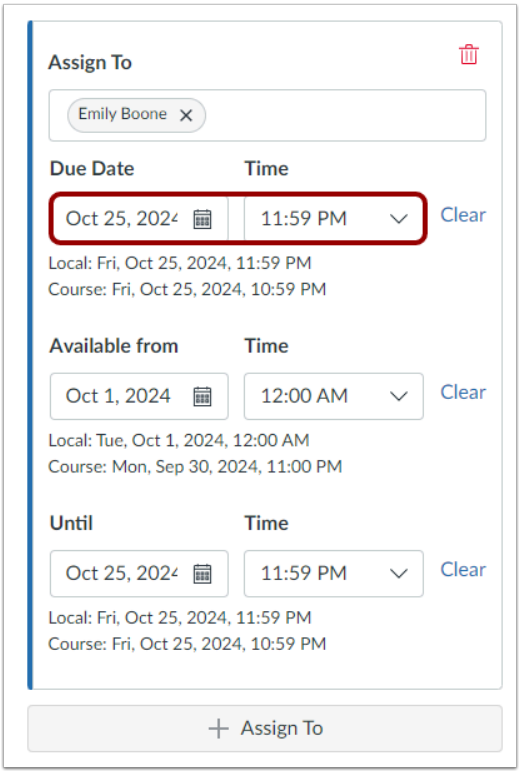
View Assignments by Grading Periods Filter



When multiple grading periods are enabled in a course, you can sort and filter the Assignments Index page by grading period.

Assignments and assignment groups are validated against assignments in closed grading periods.

View Assignments



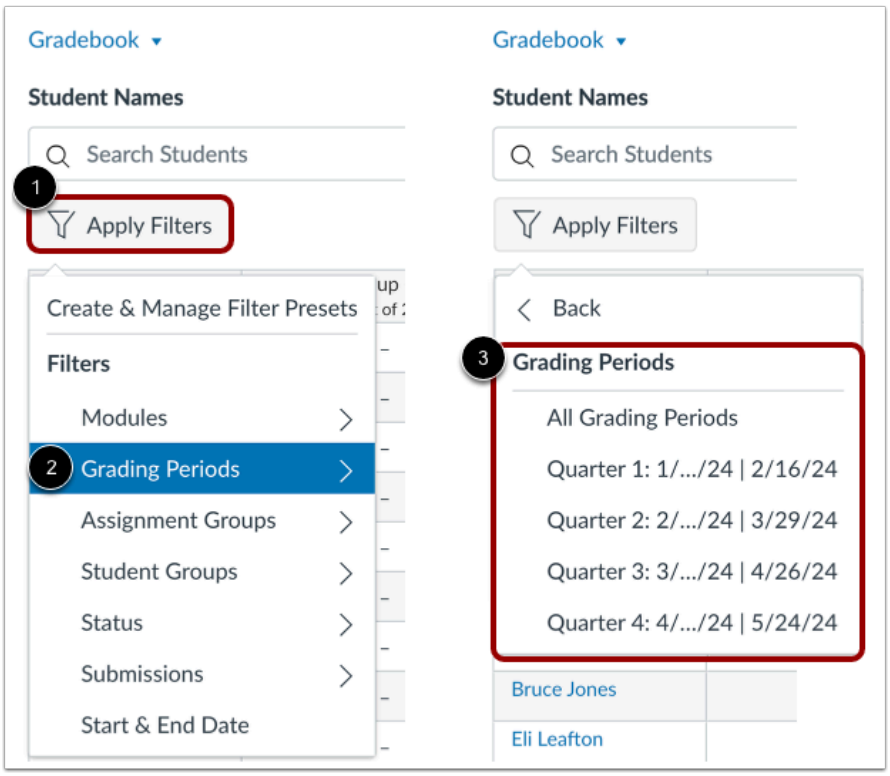
When you create an assignment, by default each assignment is assigned to everyone. However, the assignment can be differentiated among course sections, course groups, or individual students.

When grading periods are enabled, the due date of the assignment determines the grading period where the assignment appears in the Gradebook. If no due date is set, the assignment defaults to the last grading period available for the course.

When grading periods are weighted, assignments outside of grading periods do not count toward the final grade.

Note: The **Assign** field cannot be edited for anyone if the due date is in a closed grading period. However, you can add additional differentiated assignments with due dates outside the closed grading period. Assignments with due dates in open grading periods cannot be edited from an open grading period to a date in a closed grading period, but the due date can be edited to any date within an open grading period. These restrictions do not apply to availability dates, which can be set to overlap a grading period.

View Gradebook



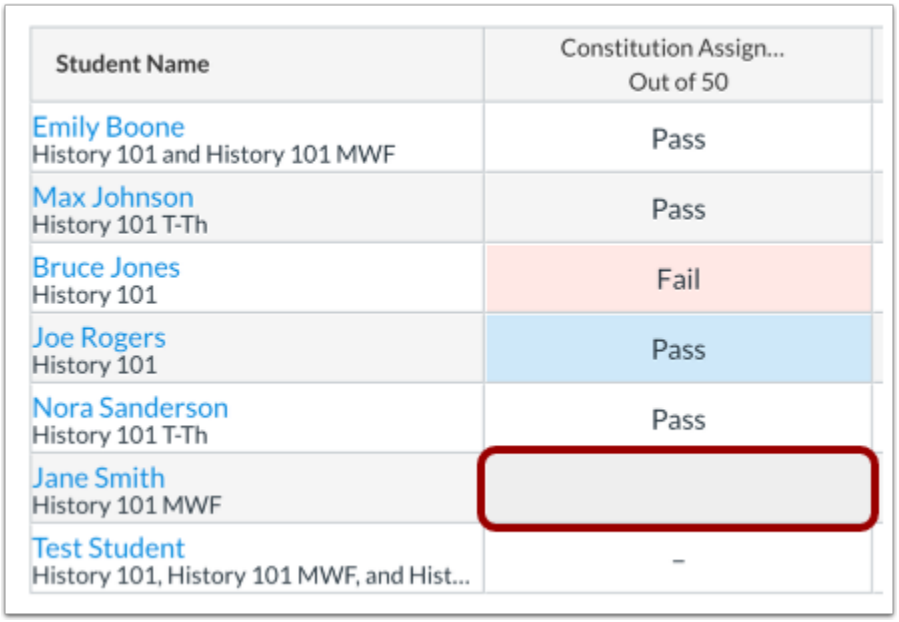
To view the Grading Period filter, click the **Apply Filters** button [1]. Then in the Filters section, click the **Grading Periods** option [2].

The **Grading Periods** filter lists grading periods for the course [3]. By default, the Gradebook displays the current grading period. However, you can view and filter assignments by all, previous, or future grading periods.

Assignments are grouped in the grading period according to the published assignment due date (unpublished assignments never appear in the Gradebook). If there is no due date for the published assignment, the assignment defaults to the latest grading period. *Grading periods cannot be selected within an individual assignment.*

You can only edit grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.

View Differentiated Assignments



Student Name	Constitution Assign... Out of 50
Emily Boone History 101 and History 101 MWF	Pass
Max Johnson History 101 T-Th	Pass
Bruce Jones History 101	Fail
Joe Rogers History 101	Pass
Nora Sanderson History 101 T-Th	Pass
Jane Smith History 101 MWF	
Test Student History 101, History 101 MWF, and Hist...	-

Assignments cannot overlap grading periods except with differentiated assignments. When differentiated assignment dates overlap grading periods, the assignment appears in each appropriate grading period.

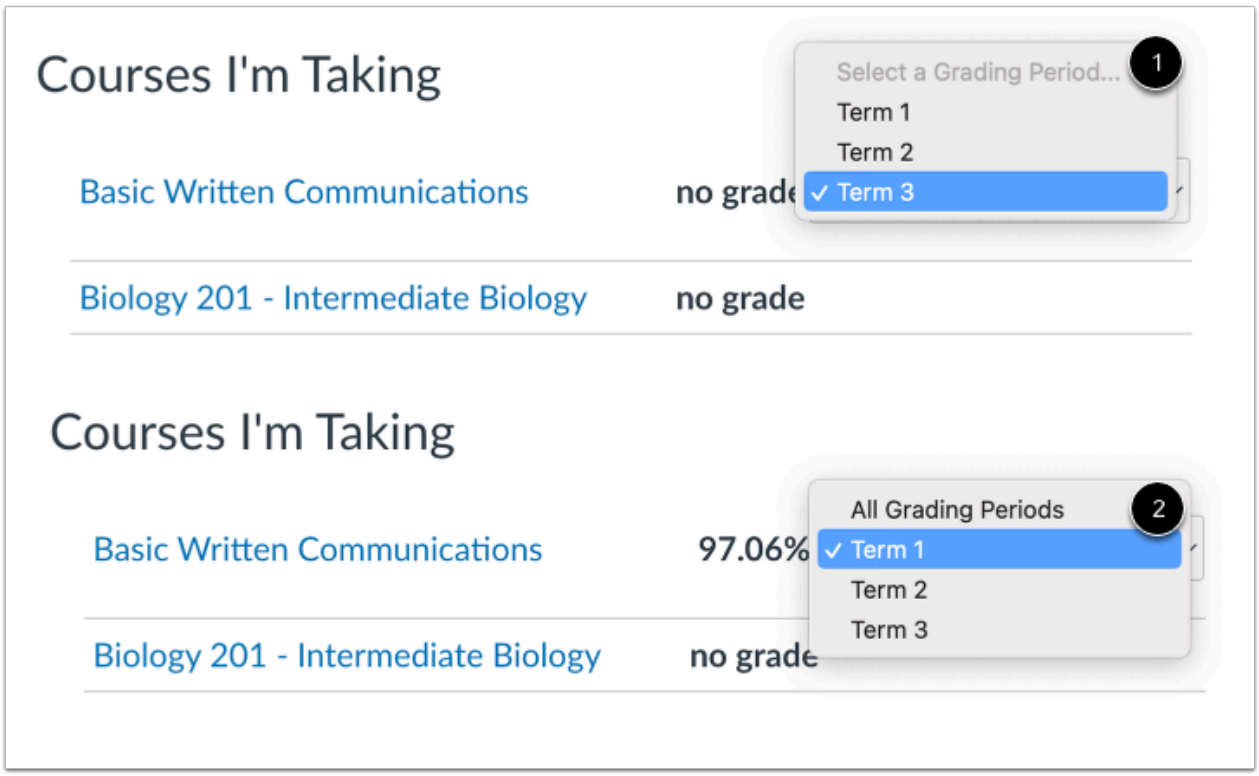
- If a student is not part of an assignment in the specific grading period, the assignment is grayed out.
- If a student is part of a differentiated assignment with no due date, the assignment appears in the last available grading period.
- If a student is part of multiple differentiated assignments, the grading period shows the assignment in the grading period of the latest date.

Display Total Grades for All Grading Periods

When using multiple grading periods, you may be able to view total grades in the **All Grading Periods** view. This grades view also includes displaying assignment group totals. Viewing total grades in a course is managed by your Canvas administrator.

By default, viewing total grades in the **All Grading Periods** view is disabled in a course and affects the global Grades view, courses Grades view, and the instructor Gradebook.

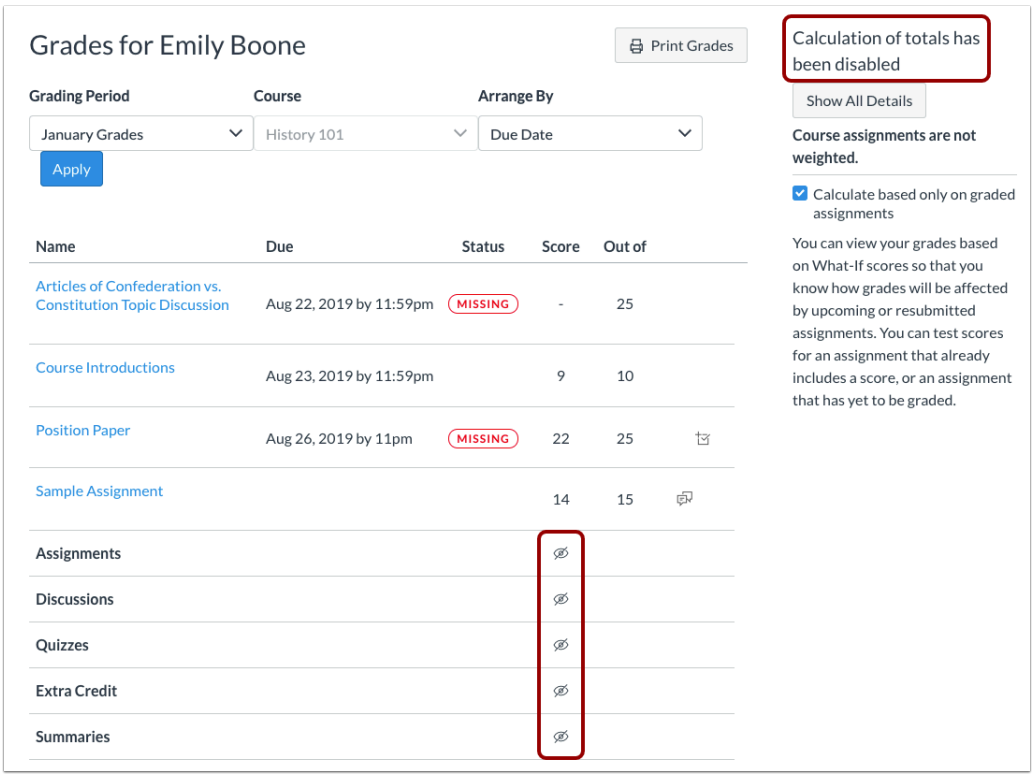
View Global Grades



Students have one of two options from the global Grades page accessed from the Dashboard. When viewing total grades is disabled [1], students do not have the option to view **All Grading Periods**. They can only view the grade for a specific grading period in the course.

When viewing total grades is enabled [2], students can select the **All Grading Periods** option and can view the appropriate grade.

View Course Grades

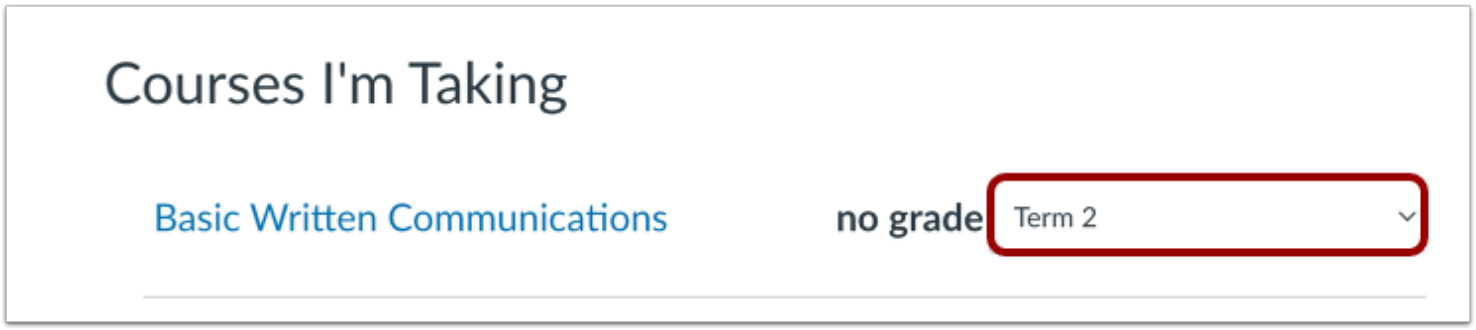


In the course Grades page, students may not be able to view their assignment grade totals.

When you hide totals in student grade summaries, students cannot view the total grade calculation in either the sidebar or the bottom of the Grades page. Calculations also include assignment totals for weighted assignment groups. Hiding total grades impacts calculations for student What-If Grades.

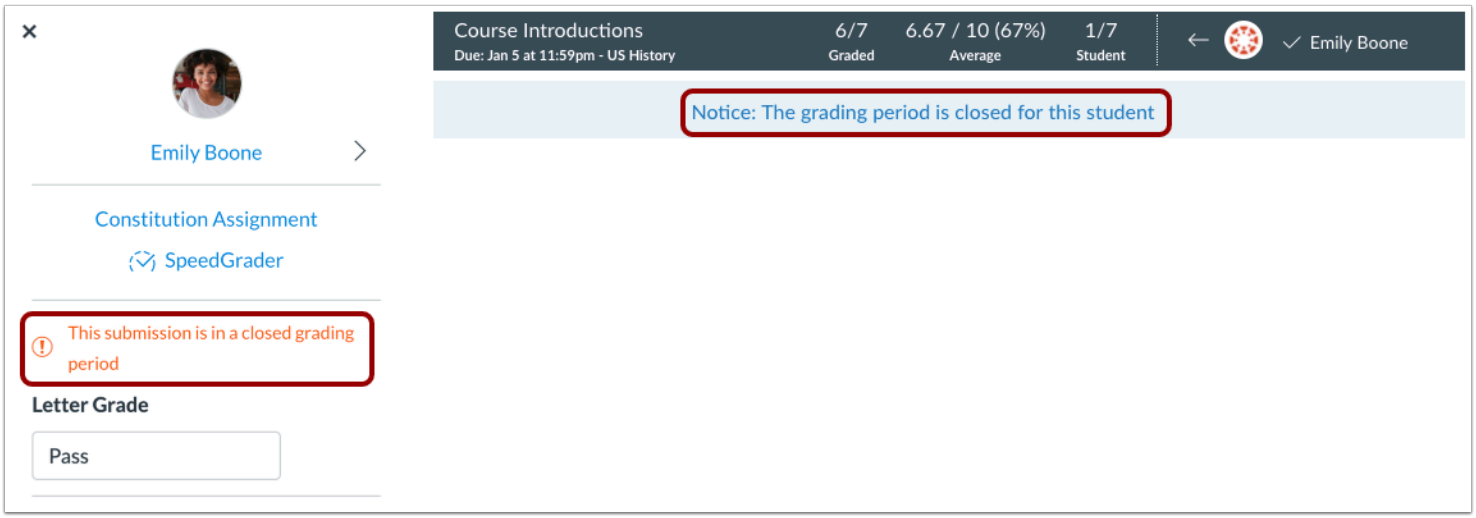
When viewing total grades is enabled, students can still view the total grade for All Grading Periods and any assignment group calculations.

Hide Grades in Individual Grading Periods



When viewing total grades is disabled, students can still view total grades for an individual grading period unless you hide student totals in Course Settings. When this setting is enabled, students will not be able to view any totals in their global grades page or course grades page.

View Closed Grading Periods

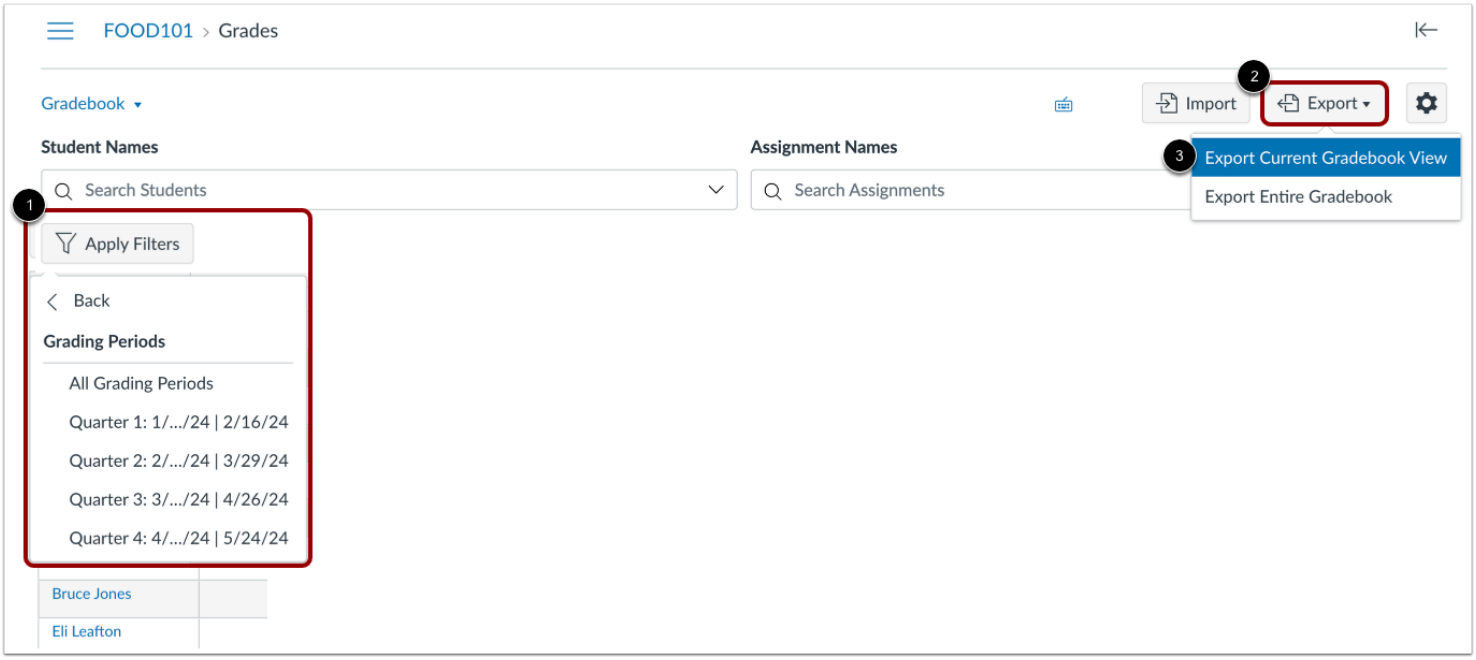


At the course level, Canvas validates all assignments against closed grading periods in Canvas. You cannot edit assignments in closed grading periods. If an assignment is in a closed grading period, the assignment shows that the submission is in a closed grading period. Learn how to view the date range of a course grading period.

Students are not affected by closed grading periods in their Grades page.

Note: For current limitations associated with the close date feature, please view the Close Dates for Grading Periods document.

Export Gradebook



When you download scores from the Gradebook, you can export assignment scores and total grades for all grading periods or specific grading periods.

To export Gradebook scores for assignments associated with a specific grading period, click the **Apply Filters** button and select the grading period from the **Grading Periods** section [1]. Then click the **Export** drop-down menu [2] and select the **Export Current Gradebook View** option [3].

Notes:

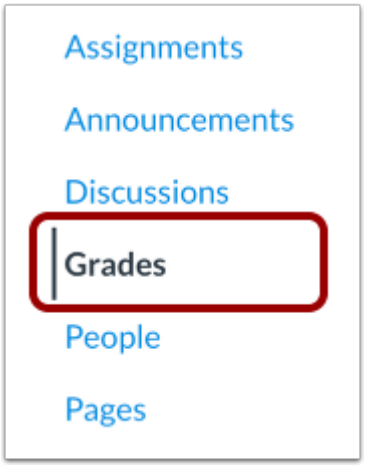
- The CSV includes any selected grading period information; however, assignment group totals in the CSV are calculated based on all grading periods.
- The CSV file displays a total grade for the specific grading period being viewed. However, if the instructor exports the All Grading Periods Gradebook view, the CSV honors whether or not total grades can be viewed.

How do I arrange columns in the Gradebook?

You can arrange any column in the Gradebook according to your preference. You can use a preset arrangement by assignment name, due date, points, or module, or you can manually arrange columns. You can also manually increase and decrease the width of any column.

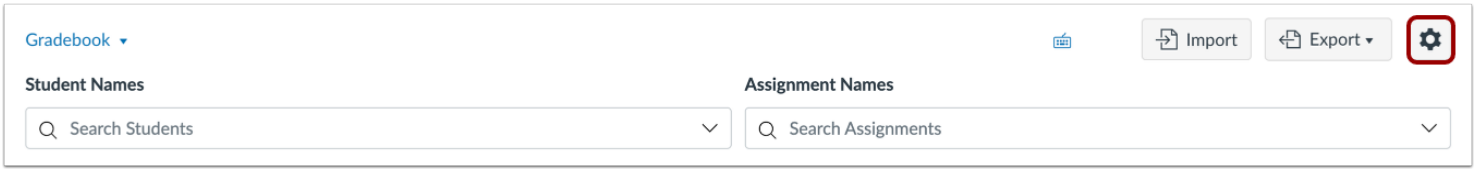
The option to arrange columns affects all the columns in the Gradebook. To only view specific columns, you can also filter columns by type.

Open Grades



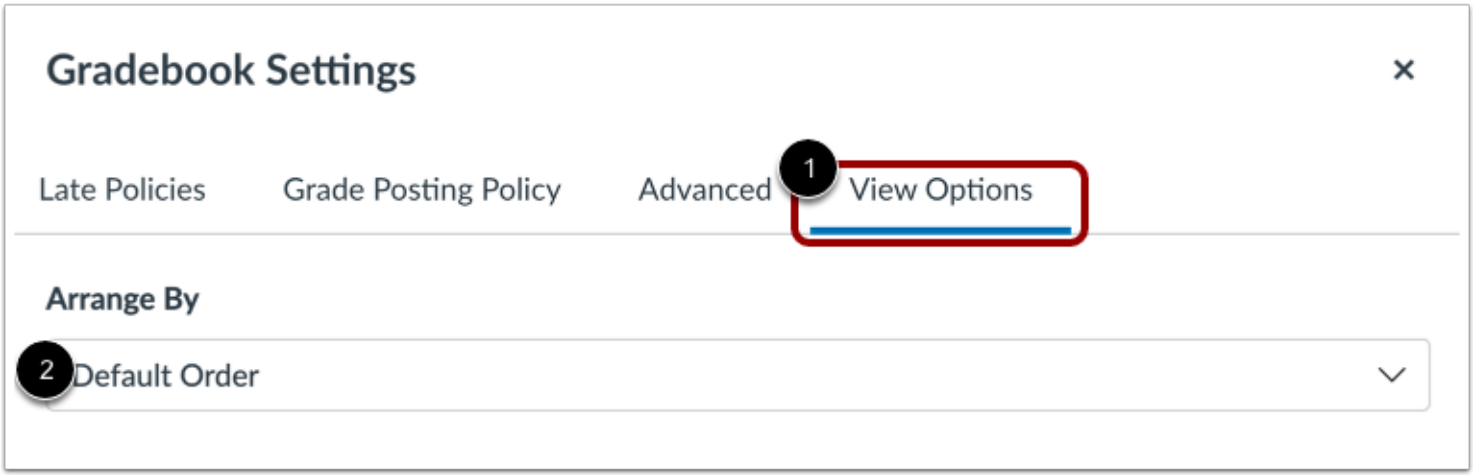
In Course Navigation, click the **Grades** link.

Open Gradebook Settings



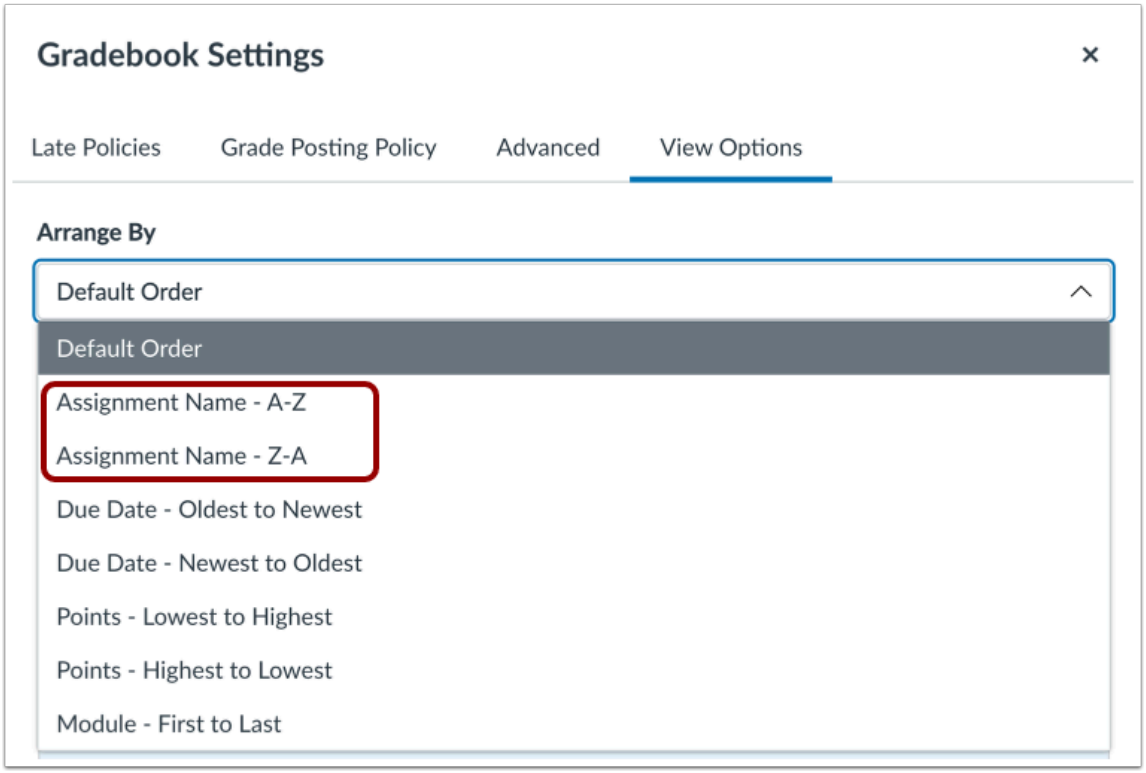
Click the **Settings** icon.

Arrange Columns



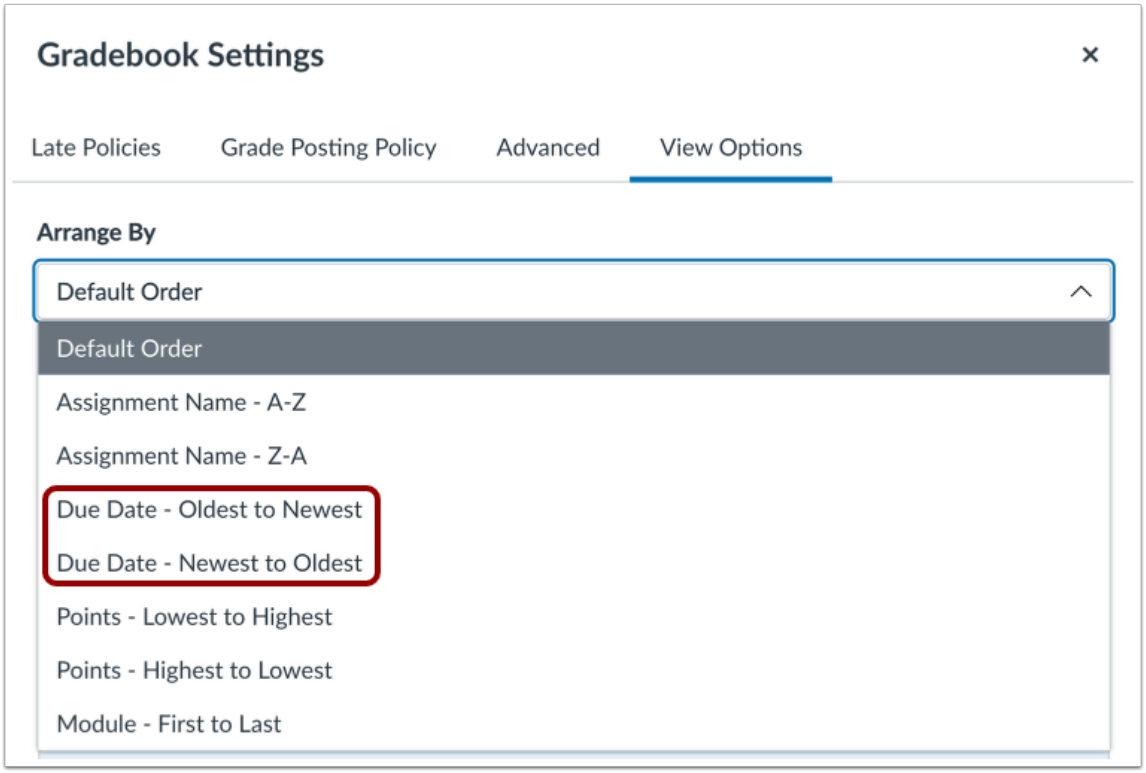
Click the **View Options** tab [1], then click the **Arrange By** drop-down menu [2]. The default order is the order set in the Assignments page.

Arrange by Assignment Name



To arrange columns by assignment name, select the **Assignment Name - A-Z** option or **Assignment Name - Z-A** option.

Arrange by Due Date



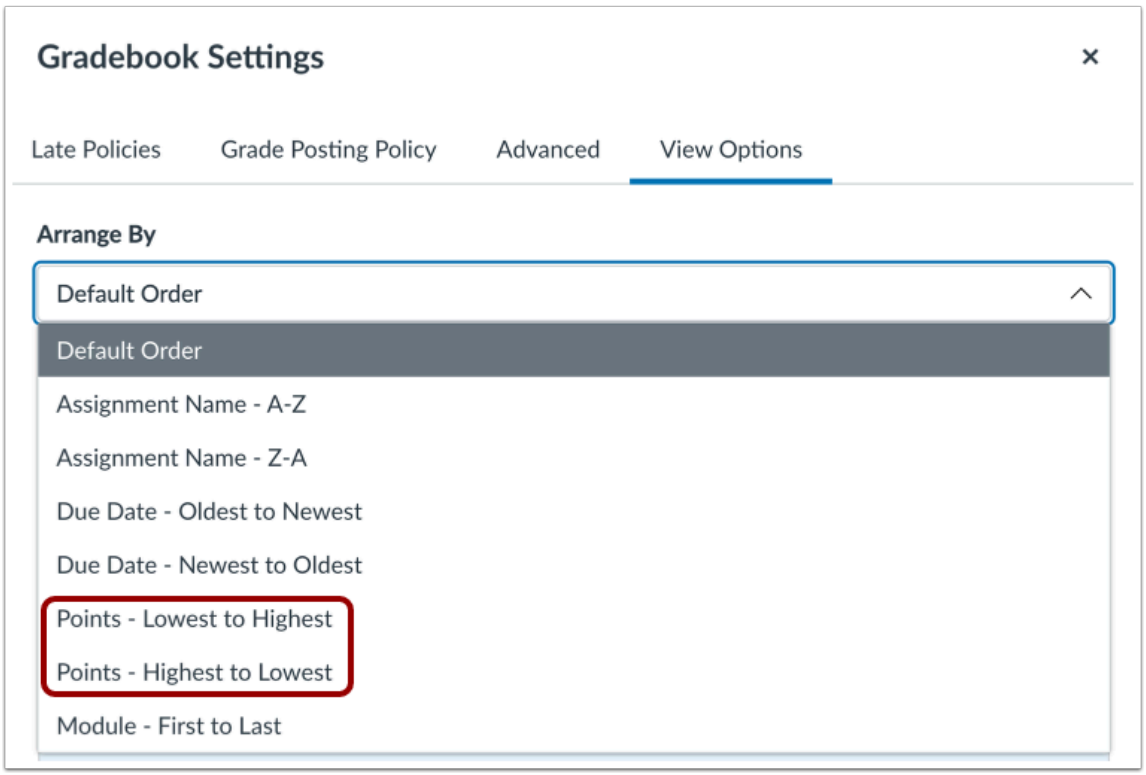
To arrange columns by due date, select the **Due Date - Oldest to Newest** option or **Due Date - Newest to Oldest** option.

Assignments without due dates are considered to be new assignments.

Notes:

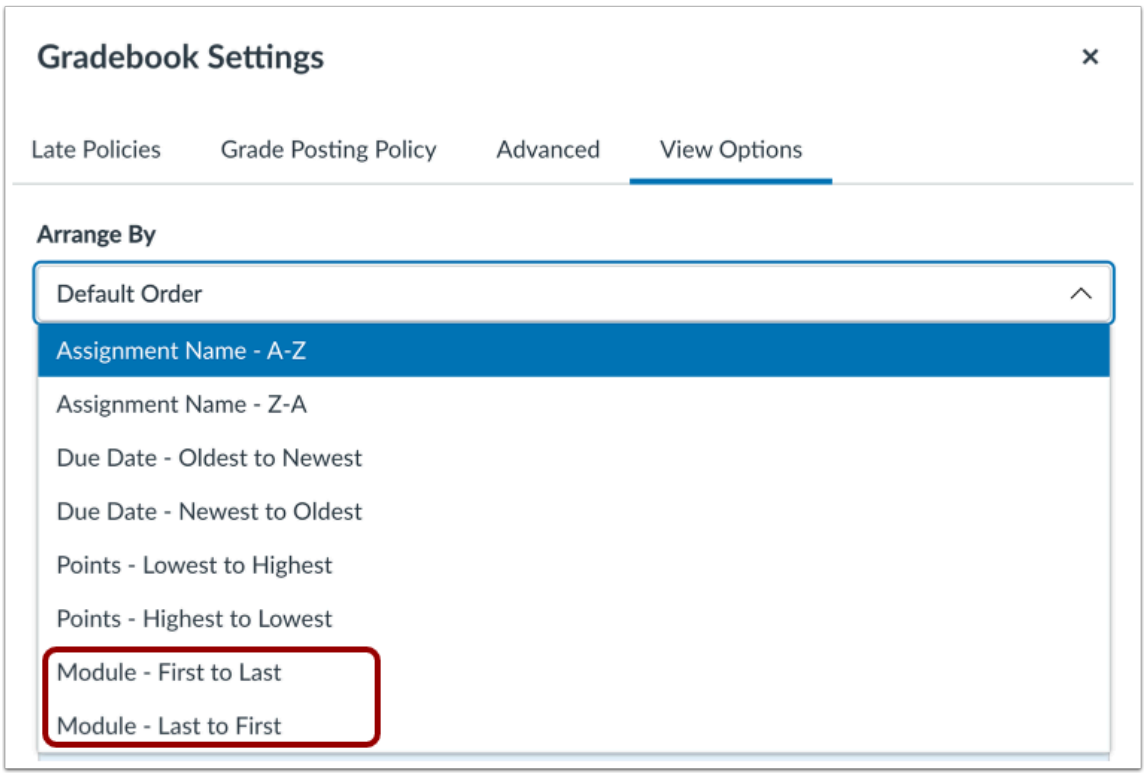
- Differentiated assignments with one or more due dates that aren't assigned to everyone can only be sorted alphabetically.
- If you arrange a gradebook with differentiated assignments by due date, the sort order will reset when you refresh the page.

Arrange by Points



To arrange columns by point value, select the **Points - Lowest to Highest** option or **Points - Highest to Lowest** option.

Arrange by Module



To arrange columns by module, select the **Module - First to Last** option or **Module - Last to First** option.

Modules are arranged according to the order in the Modules page.

Apply Settings



To apply the column settings, click the **Apply Settings** button.

Manually Arrange Columns



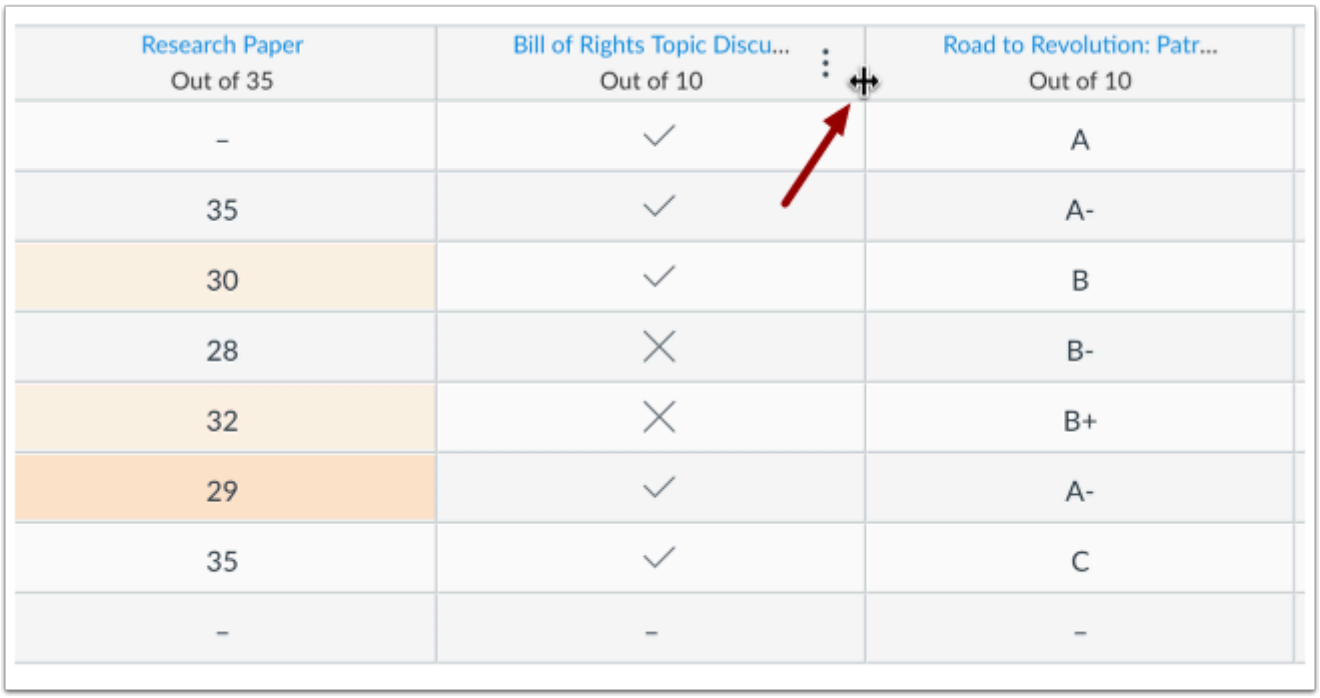
Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
-	✓	A
35	✓	A-
30	✓	B
28	✗	B-
32	✗	B+
29	✓	A-
35	✓	C
-	-	-

You can also manually arrange columns. To manually arrange an assignment column, click the column heading and drag the heading to your desired location. Manual placement is persistent in the Gradebook until the column is reordered.

Notes:

- When columns have been manually reordered, any new assignment added to the Gradebook displays at the end of the Gradebook. To place the assignment in its intended location, either manually arrange the new assignment, or reset your Gradebook order by arranging your columns with one of the options in the View menu.
- If the Total column is visible in your course, you can also move the Total column to the front of the Gradebook. The Total column can be manually arranged among the Student Name and Notes column only.

Resize Columns



Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
-	✓	A
35	✓	A-
30	✓	B
28	✗	B-
32	✗	B+
29	✓	A-
35	✓	C
-	-	-

You can manually increase or decrease the size of any individual assignment column in the Gradebook. Hover over the assignment header. When the cross-hairs icon appears, drag the assignment column to the desired width. Column width is persistent in the Gradebook until the column is resized.

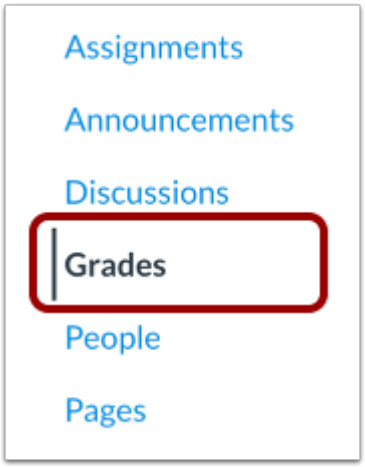
How do I filter columns and rows in the Gradebook?

The Filter menu allows the Gradebook to be filtered by assignment group, section, modules, student groups, assignment status, submission type, grading period (if applicable), and assignment due dates. If enabled by your institution, you can filter students by differentiation tags.

When a filter option is selected, the filter displays at the top of the Gradebook. Multiple filters can be used at the same time.

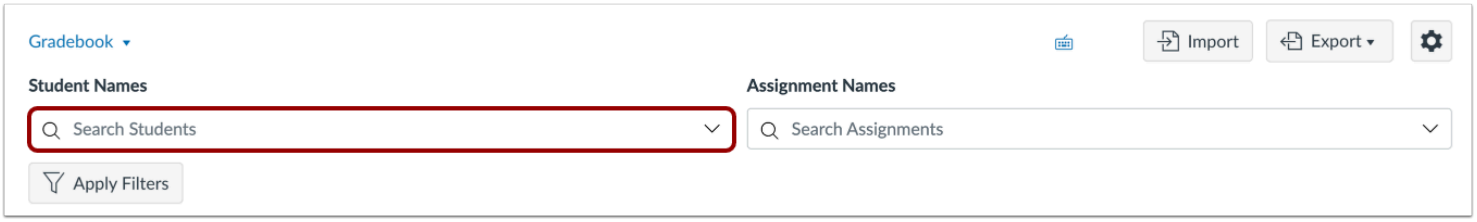
Filter options will apply to either Gradebook rows or columns. The option to filter columns affects all assignments within the filter. The options to filter rows affects all students within the filter. You can also arrange columns within filter results.

Open Grades



In Course Navigation, click the **Grades** link.

Search Students



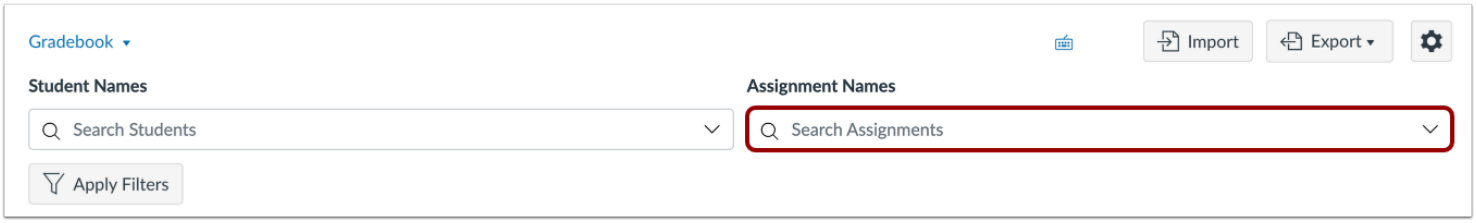
By default, the Gradebook shows all active students. To search for students by name or SIS ID, enter your search query in the **Search Students** field.

The Search Students field allows multiple student names to be filtered at the same time. Selecting a student filters the Gradebook to display only that student's row. If multiple students are selected, rows display for all selected students. Likewise, deselecting a student removes the student's row from the Gradebook view.

The Search Students field also respects Concluded and Inactive Enrollment options. If the Concluded Enrollment or Inactive Enrollment options are selected as filters, no Concluded or Inactive enrollments display in the Gradebook.

Note: Student name search results displays secondary information if more than one student has the same name in the course.

Search Assignments

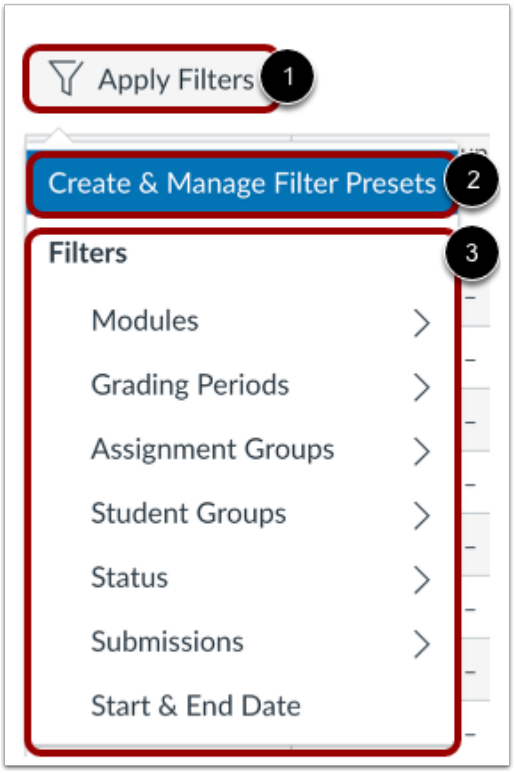


By default, the Gradebook shows all assignments. To search for assignments, enter an assignment name in the **Search Assignments** field.

The Search Assignments field allows multiple assignment names to be filtered at the same time.

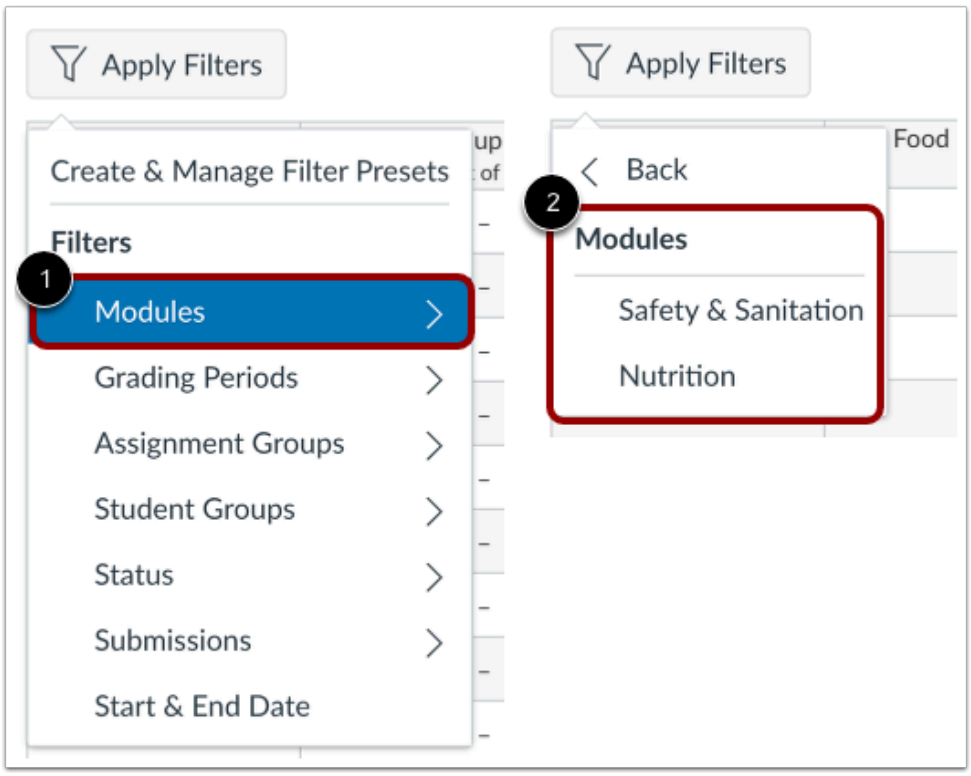
Selecting an assignment displays the assignment in a column closest to the student name. If multiple assignments are selected, the assignment columns display in the reverse order they are selected.

Filter Gradebook



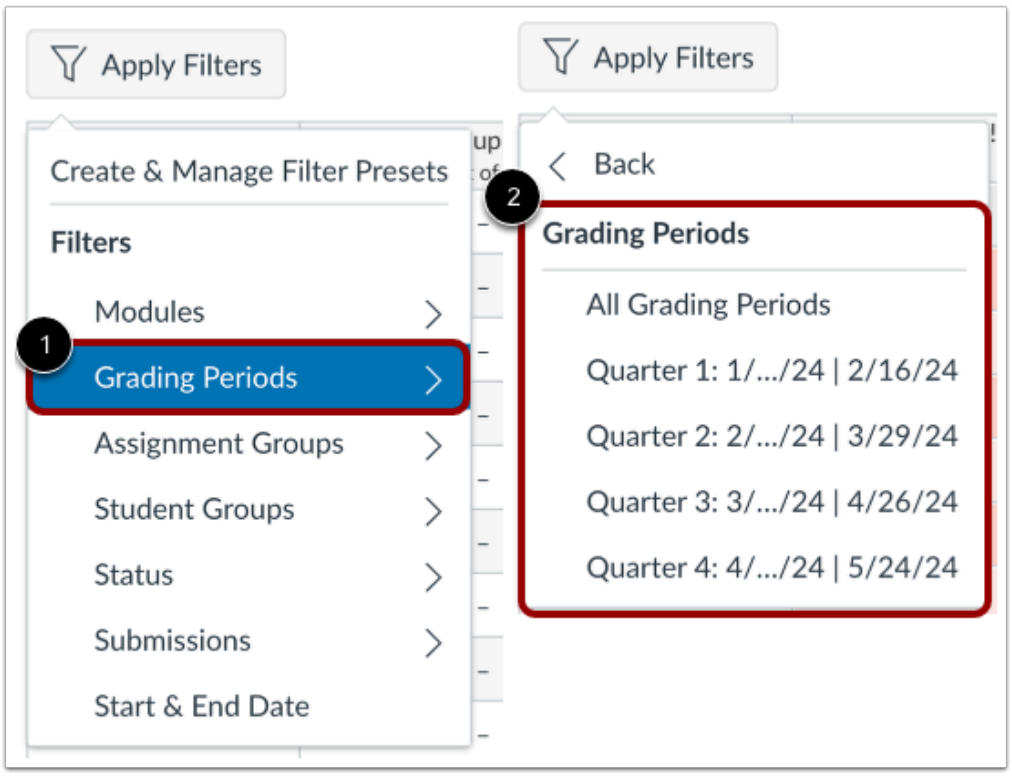
Click the **Apply Filters** button [1]. Then you can either create and manage filter presets [2] or use the gradebook filters [3]. More than one filter can be applied at any time.

View Modules



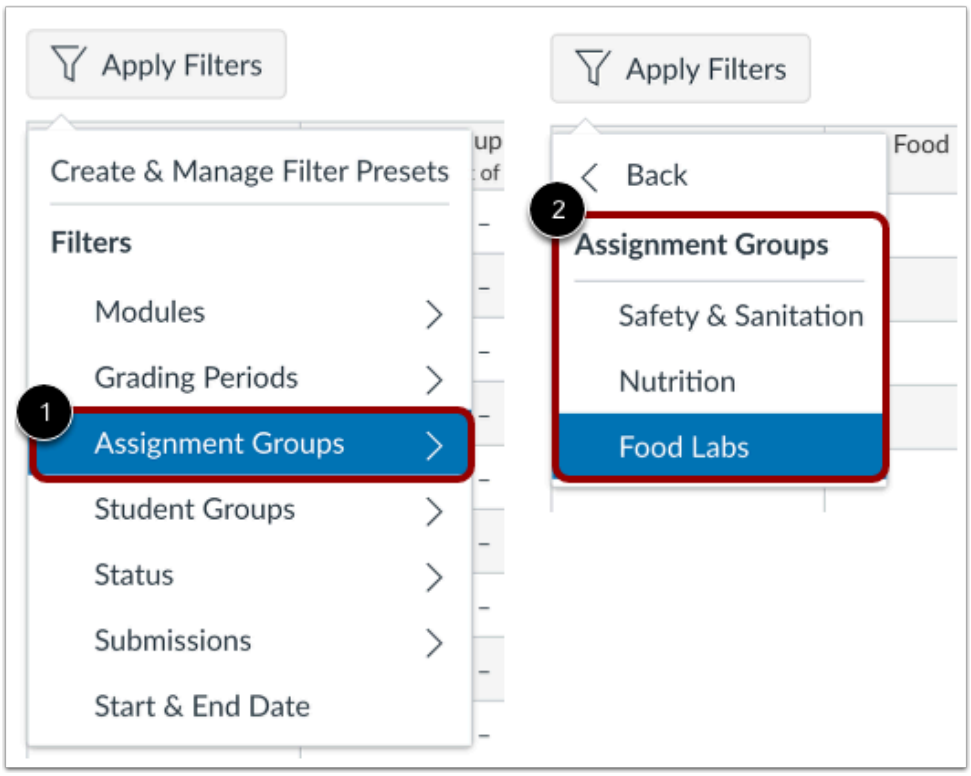
To filter by modules, click the **Modules** option [1]. Then select the module you want to display [2].

View Grading Periods



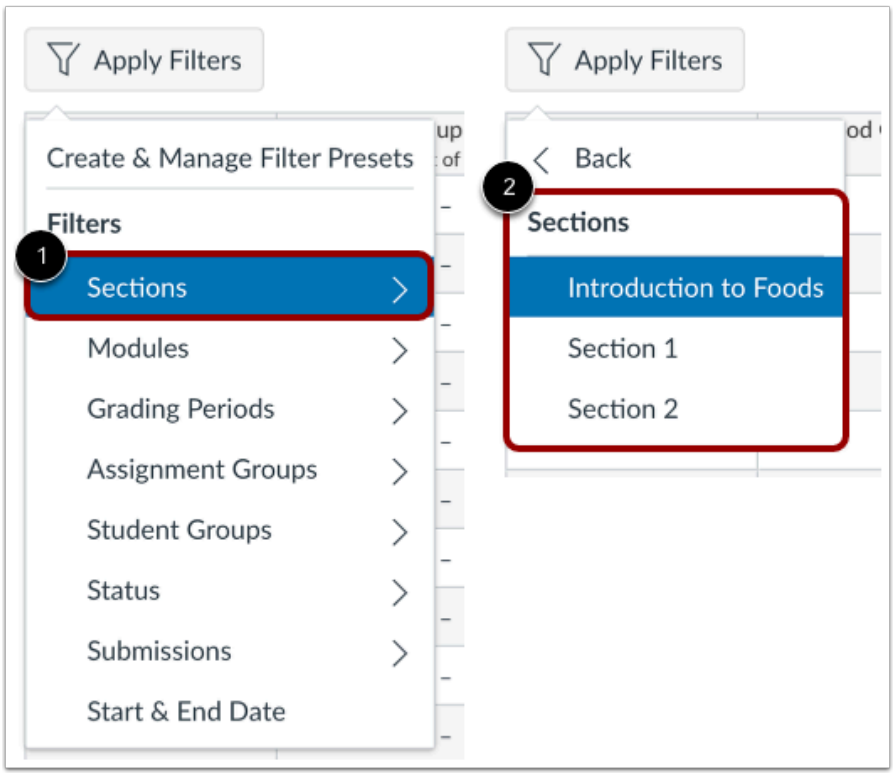
When Multiple Grading Periods are enabled in a course, you can filter the Gradebook by grading period. To filter by grading period, click the **Grading Periods** option [1]. Then select the grading period you want to display [2].

View Assignment Groups



To filter by assignment group, click the **Assignment Groups** option [1]. Then select the assignment group you want to display [2].

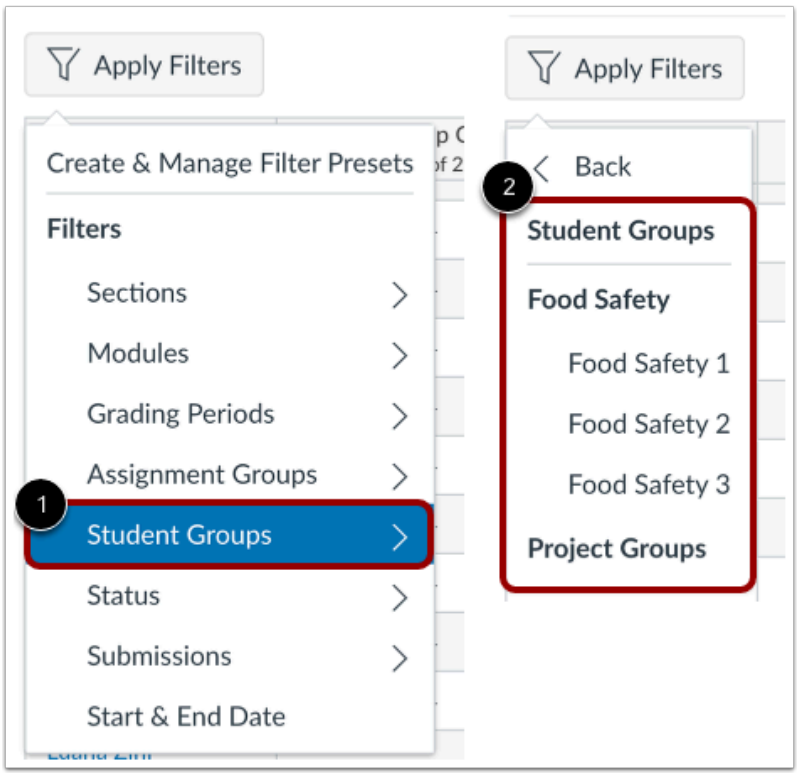
View Sections



To filter by section, click the **Sections** option [1]. Then select the section you want to display [2]. Course sections are displayed alphabetically.

Note: When a section filter is applied in the Gradebook, SpeedGrader also displays assignment submissions for the same section.

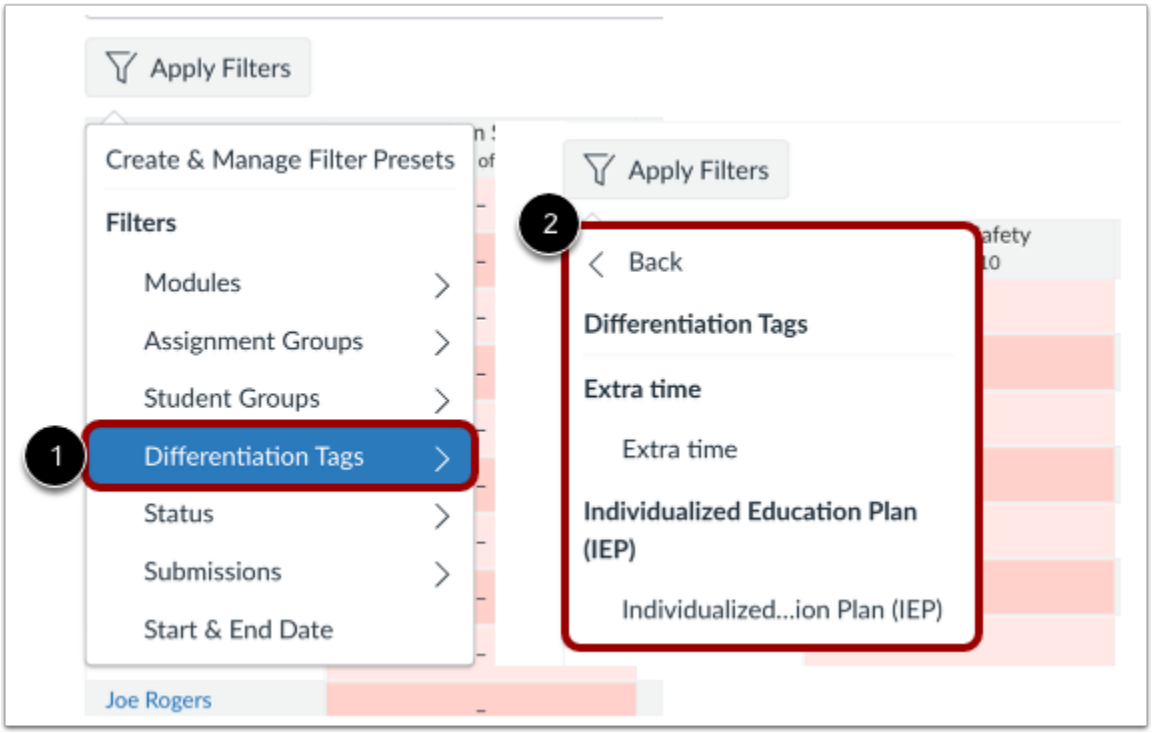
View Student Groups



To filter by student groups, click the **Student Groups** option [1]. Then select the student group you want to display [2].

Note: If your course does not include student groups, the Student Groups option is not displayed.

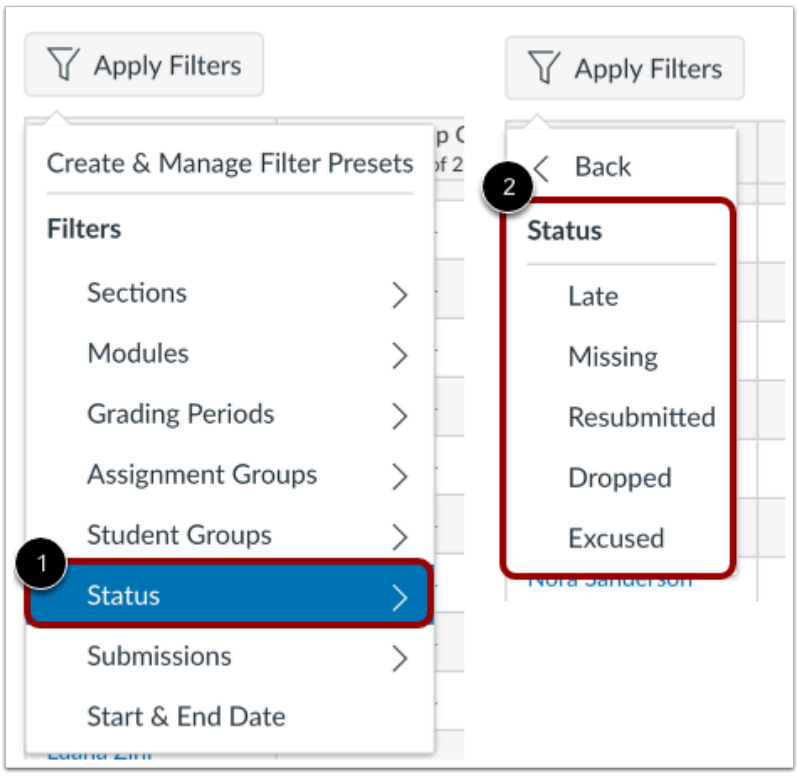
View Differentiation Tags



If enabled by your institution, you can filter students by differentiation tags.

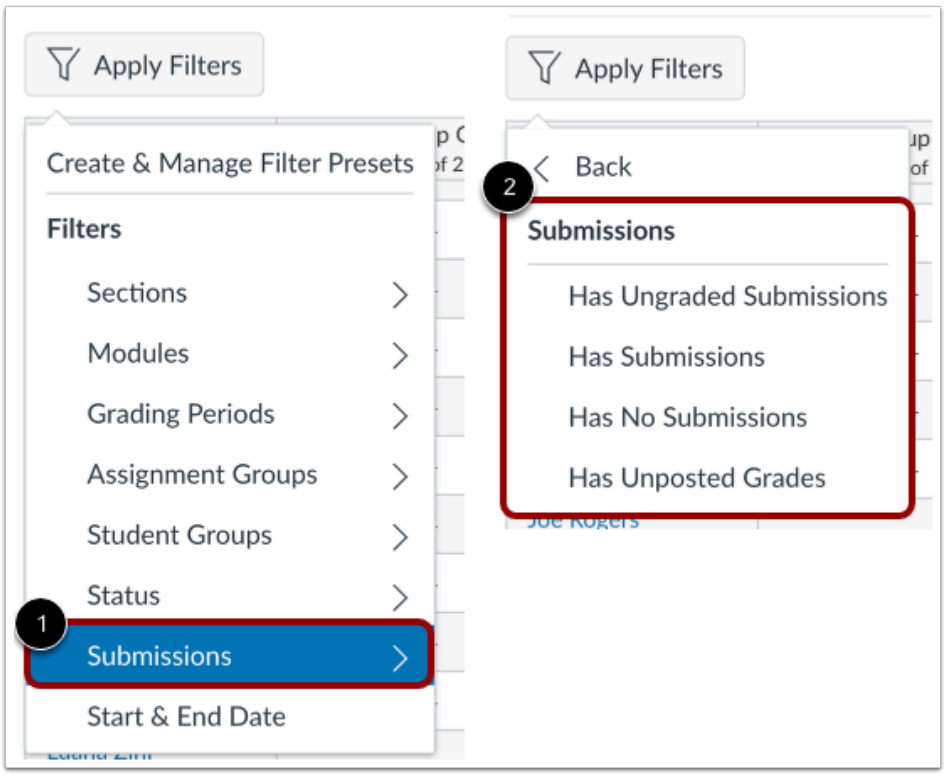
To filter by differentiation tags, click the Differentiation Tags option [1]. Then select the tag you want to display [2].

View Status



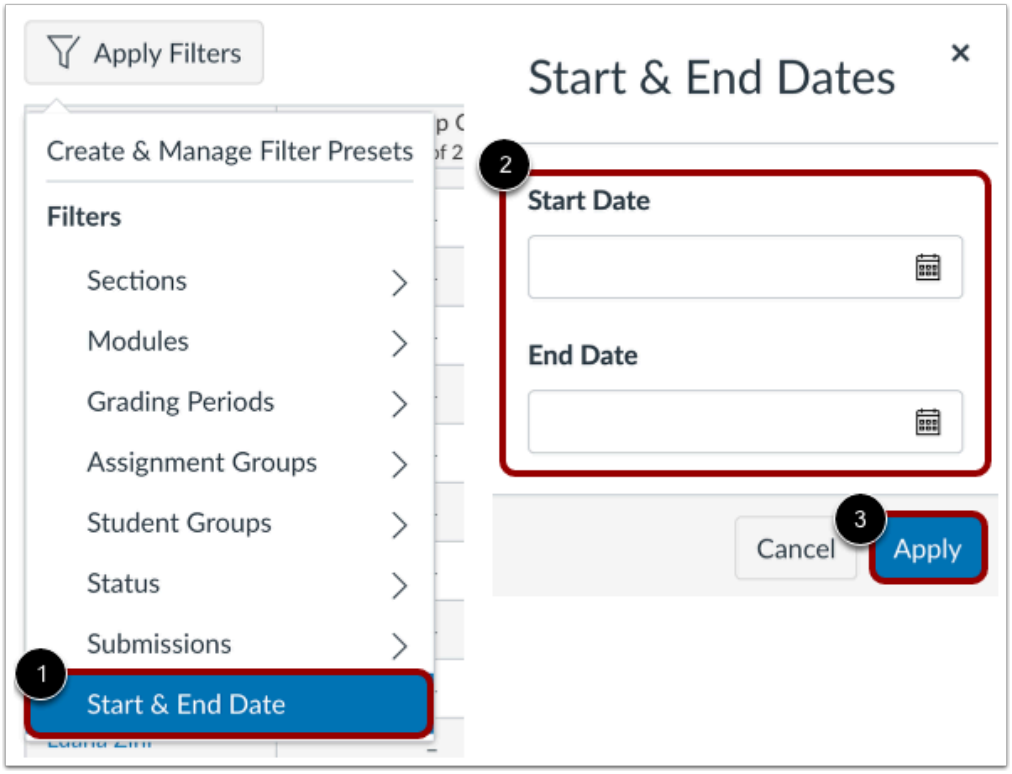
To filter by status, click the **Status** option [1]. Then select the status you want to display [2].

View Submissions



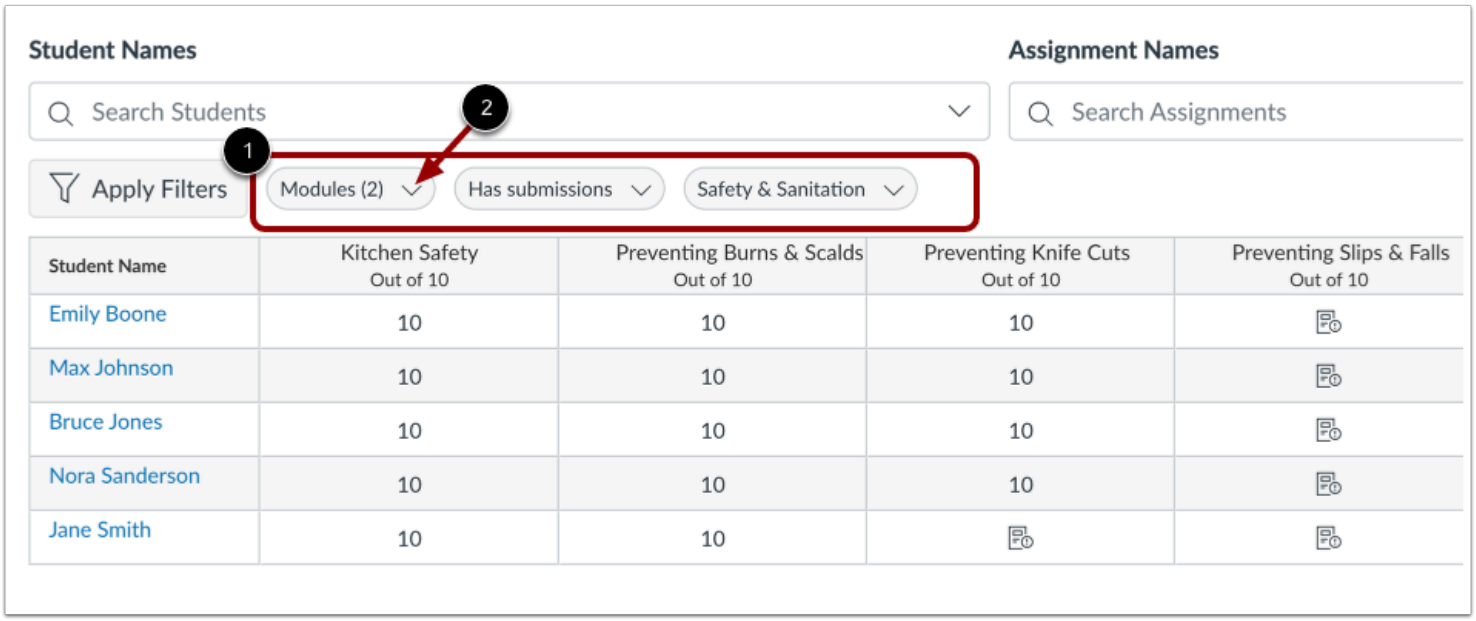
To filter by submissions, click the **Submissions** option [1]. Then select the type of submissions you want to display [2].

View Start and End Date



To filter by start and end date, click the **Start & End Date** option [1]. Then click in the **Start Date** and/or **End Date** fields and select dates [2]. Click the **Apply** button [3]. The Gradebook displays only assignments that have a due date at or beyond the start date and/or at or before the end date.

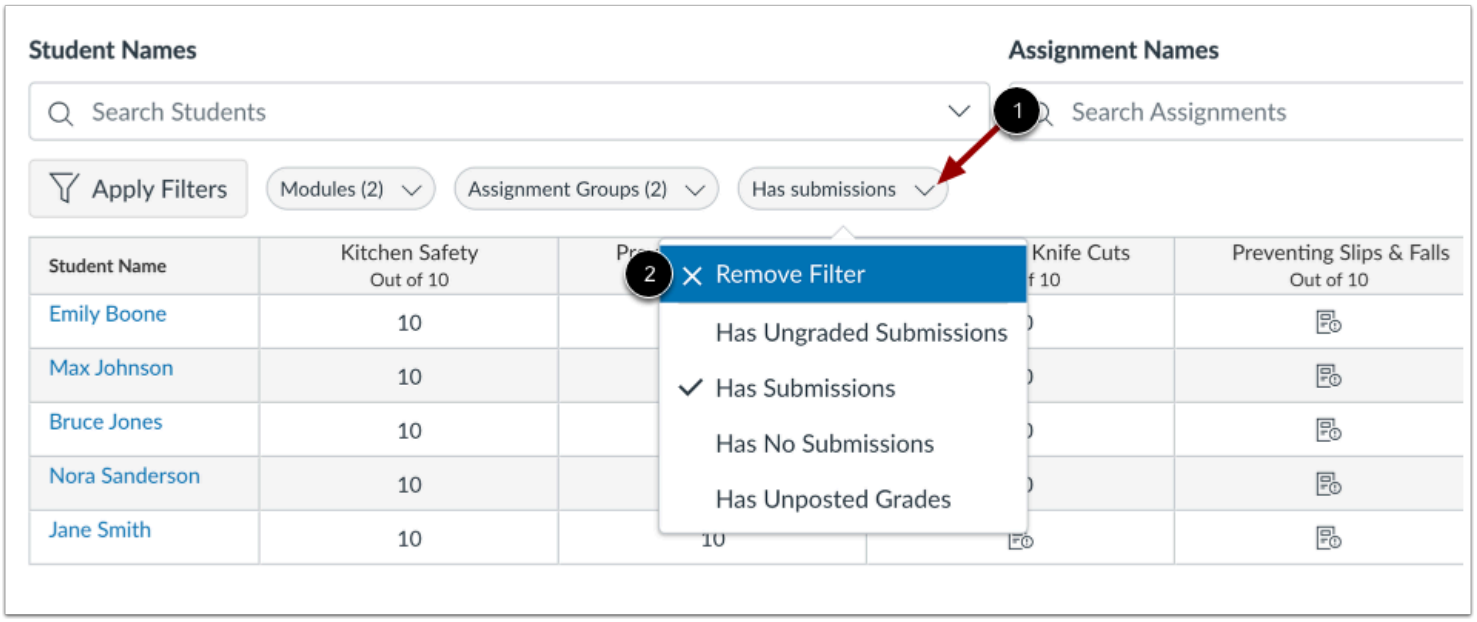
View Filters



View the selected filters [1].

You can manage selections directly from the filter option by clicking the **filter option** drop-down menu [2].

Remove Filters

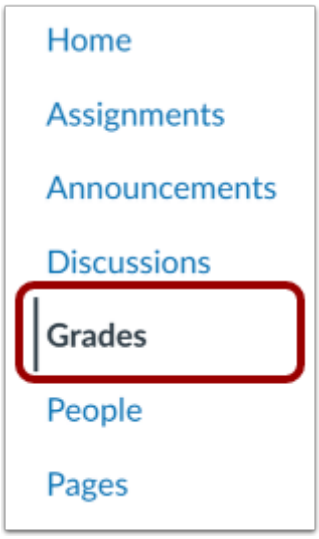


To remove a filter, click the **filter option** drop-down menu [1] and click the **Remove Filter** option [2].

How do I create and manage filters in the Gradebook?

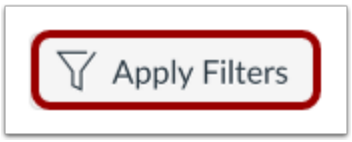
You can create and apply specific gradebook filters that may be used once or saved for future use.

Open Grades



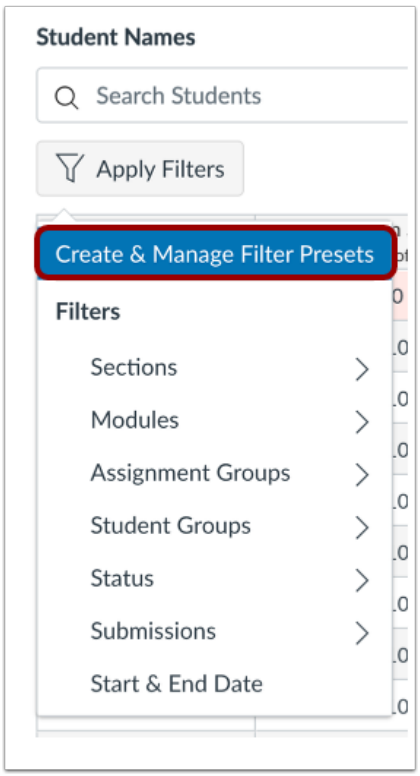
In Course Navigation, click the **Grades** link.

Open Filters



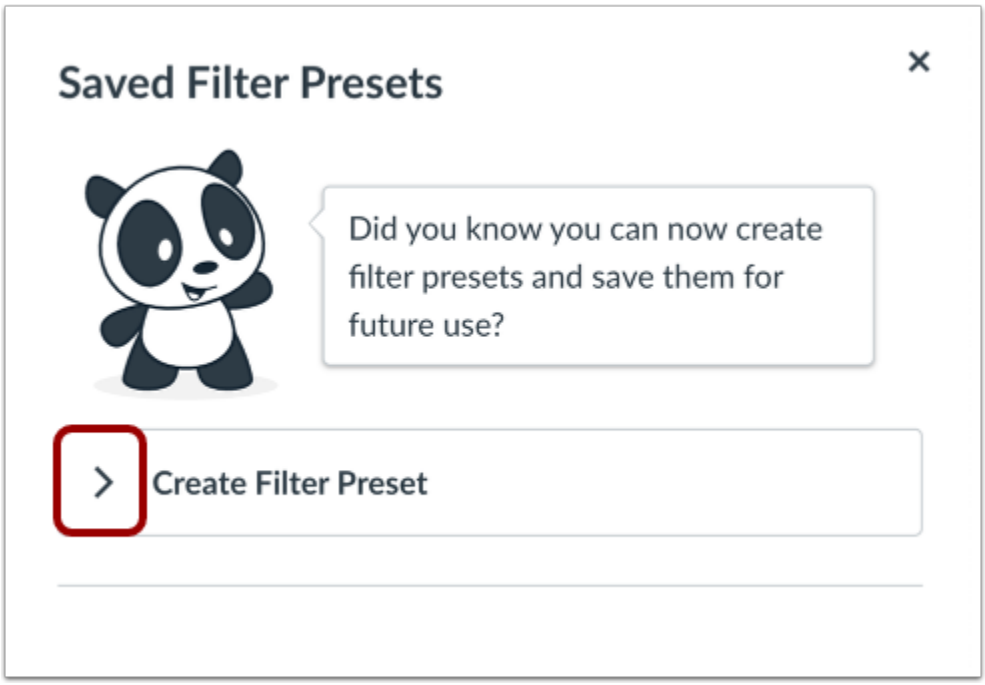
To view or manage gradebook filters, click the **Apply Filters** button.

Open Filter Presets



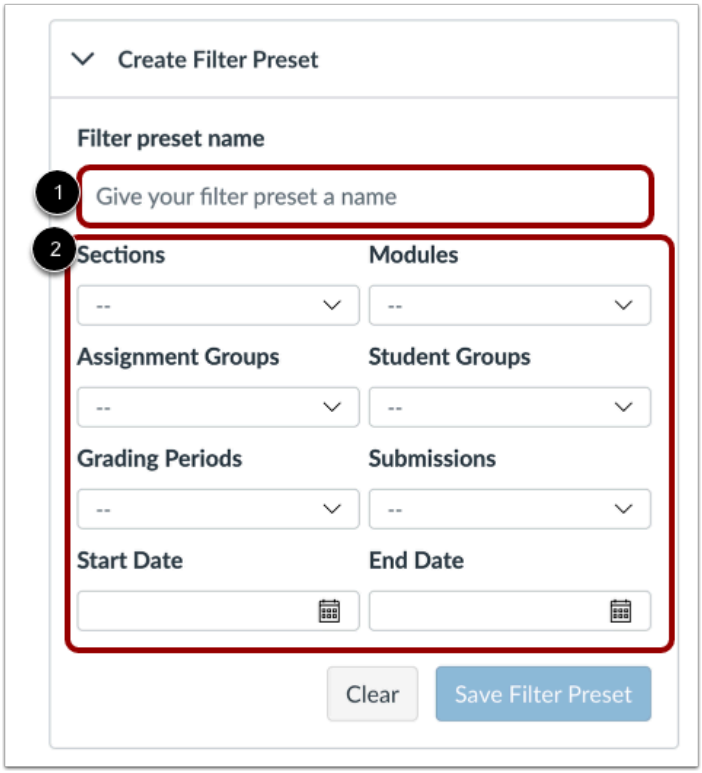
Click the **Create & Manager Filter Presets** link.

Create New Filter



To create a new filter, click the **Create Filter Preset** expand arrow icon.

Add Filter Details

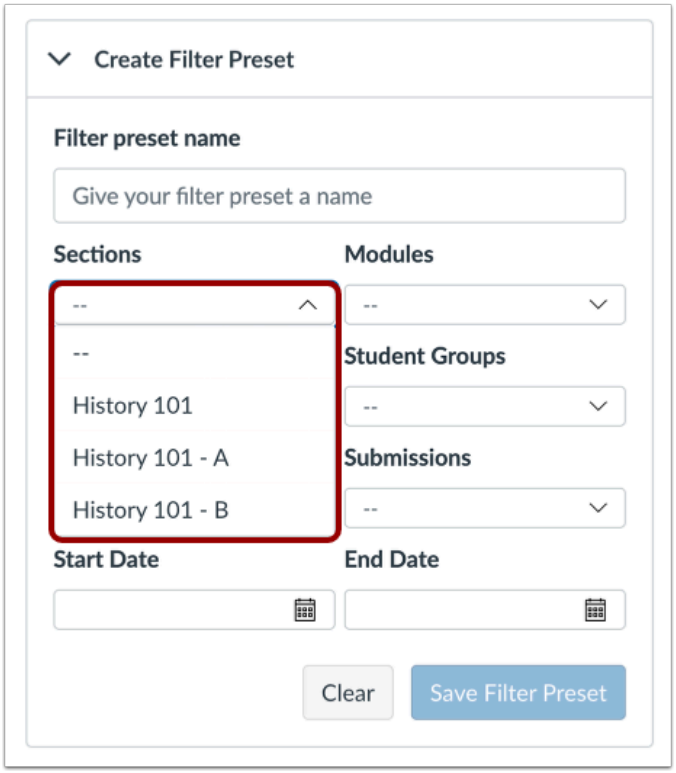


To save the filter for future use, enter a filter name in the **Filter preset name** field [1].

To add a filter type, click a filter type drop-down menu [2].

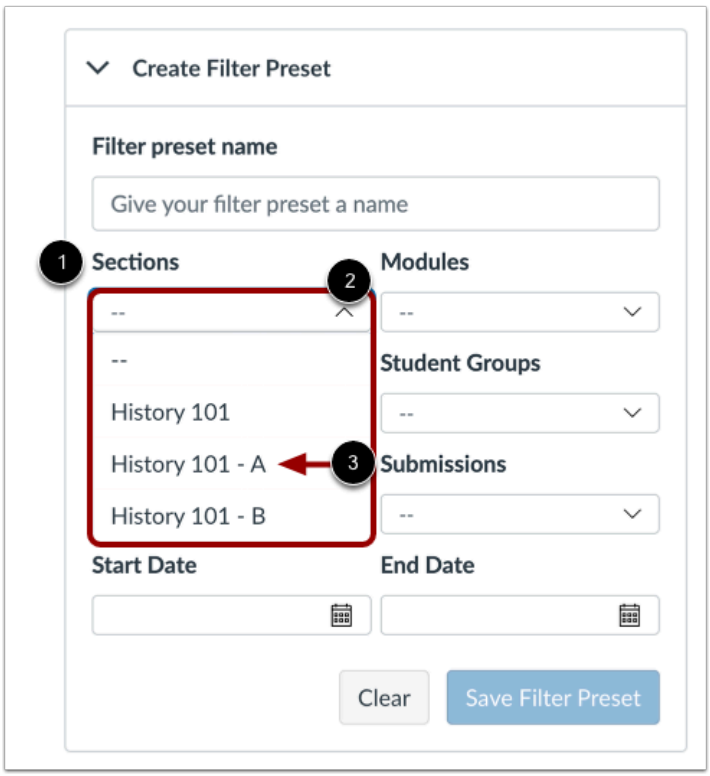
Depending on how your course is setup, you can filter gradebook content by assignment groups, grading periods, modules, sections, student groups, submissions, start dates, and end dates.

Select Filter Type



You can select a specific filter type in which to filter gradebook content. The filter type field format and listed options vary depending on the selected filter type.

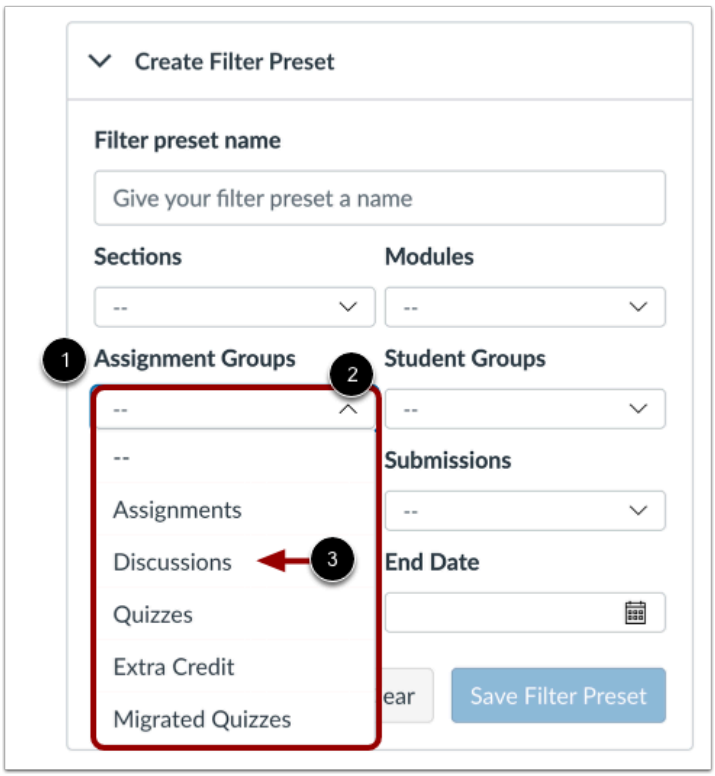
View Sections Filter



If you selected the **Sections** filter type [1], course sections display in the **Sections** drop-down menu [2].

To view content for a specific section, click the section name [3].

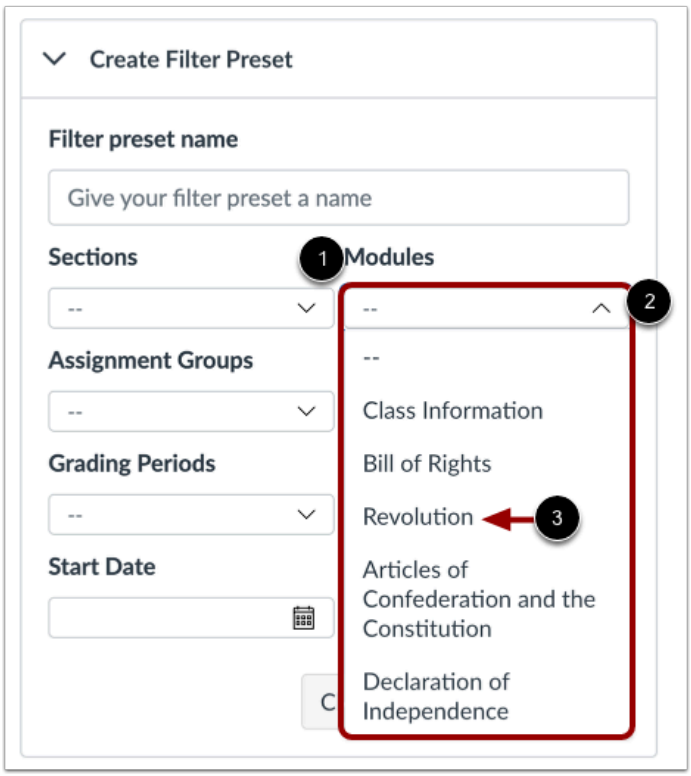
View Assignment Group Filter



If you selected the **Assignment Group** filter type [1], course assignment groups display in the **Assignment Groups** drop-down menu [2].

To view content for a specific assignment group, click the assignment group name [3].

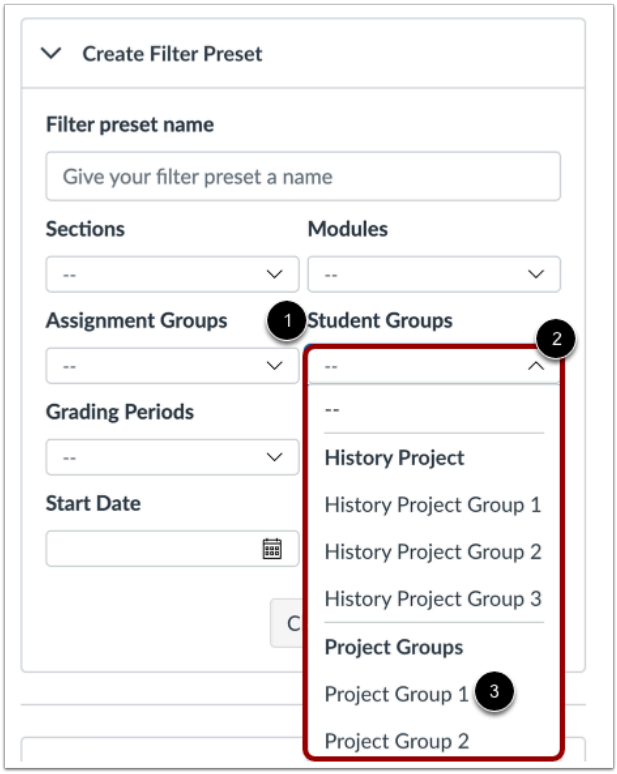
View Module Filter



If you selected the **Module** filter type [1], course modules display in the **Modules** drop-down menu[2].

To view content for a specific module, click the module name [3].

View Student Groups Filter

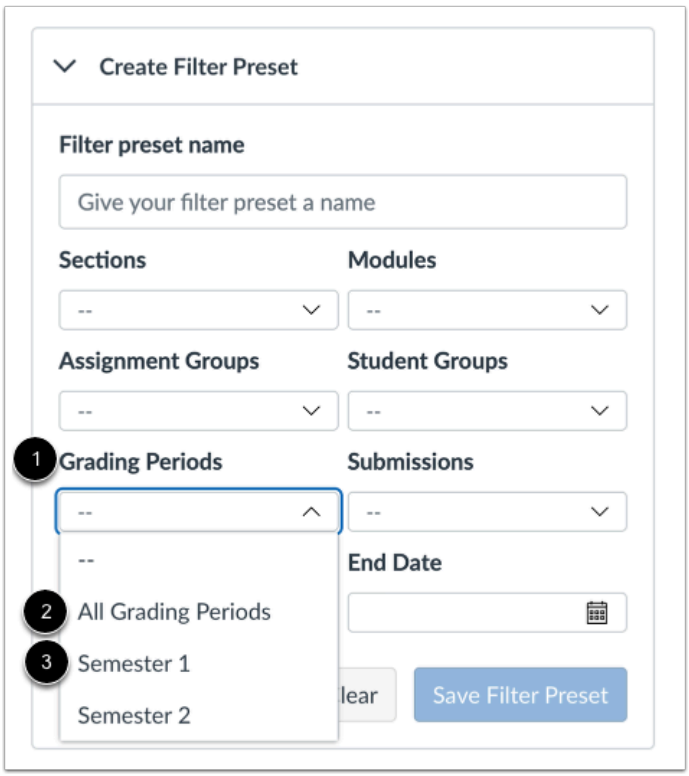


If you selected the **Student Group** filter type [1], course student groups display in the **Student Groups** drop-down menu [2].

To view content for a specific student group, click the student group name [3].

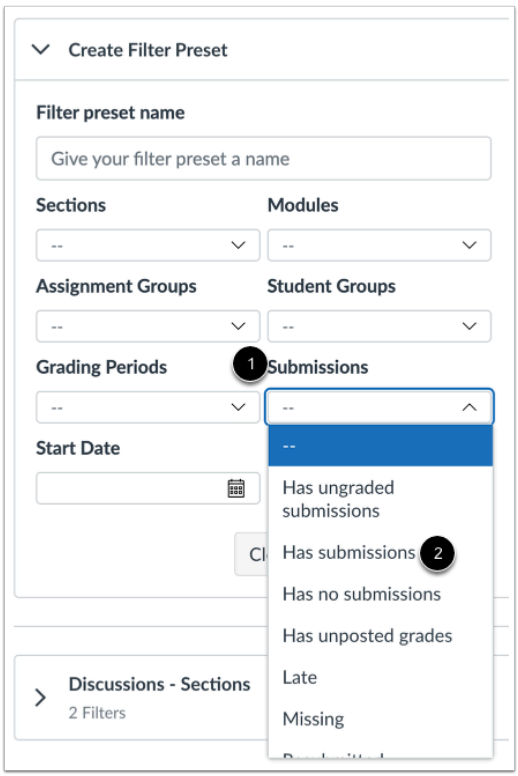
Note: If your course does not include student groups, the Student Groups option is not displayed.

View Grading Periods



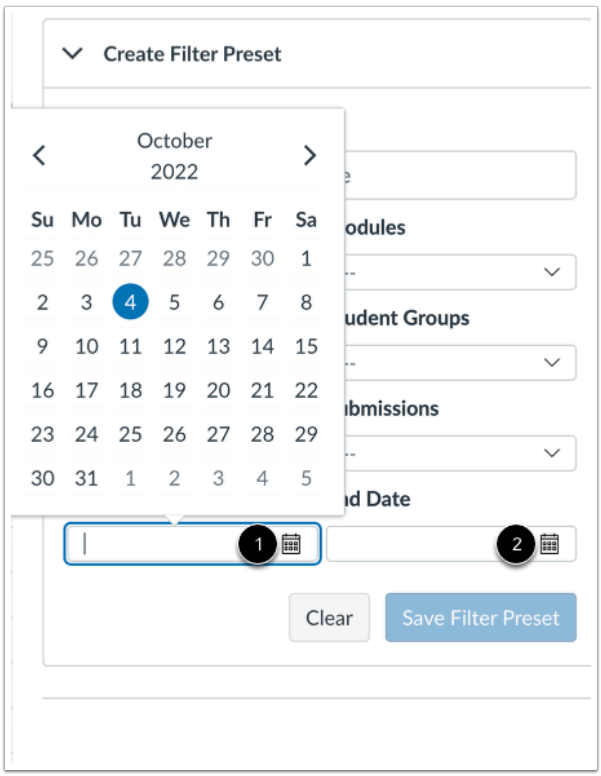
If you selected the **Grading Periods** filter type [1], you can view all grading periods [2] or a specific grading period [3].

View Submissions Filter



If you selected the **Submissions** filter type [1], you can select a specific submission type [2].

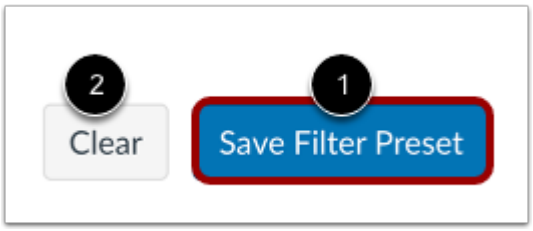
View Start and End Date Filter



If you selected the **Start Date** or **End Date** filter type [1], you can view assignments with a start date or end date on or after a specific date.

To view assignments with a start or end date on or after a specific date, add the date in the **Date** field [2].

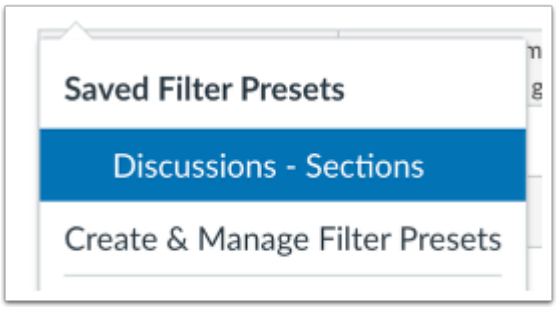
Save Filter Preset



To save the filter preset, click the **Save Filter Preset** button [1].

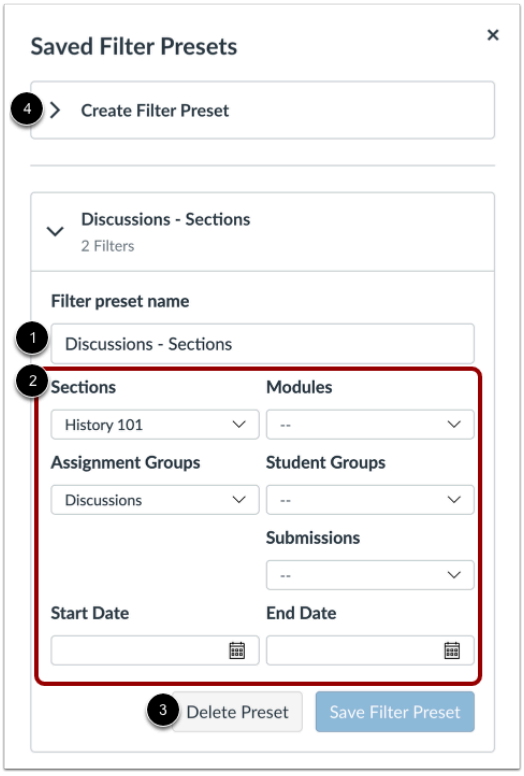
To clear the filter presets, click the **Clear** button [2].

View Filter Preset



In the Apply Filters menu, view the saved filter preset.

Manage Gradebook Filters



In the Saved Filters Preset sidebar, existing filters display.

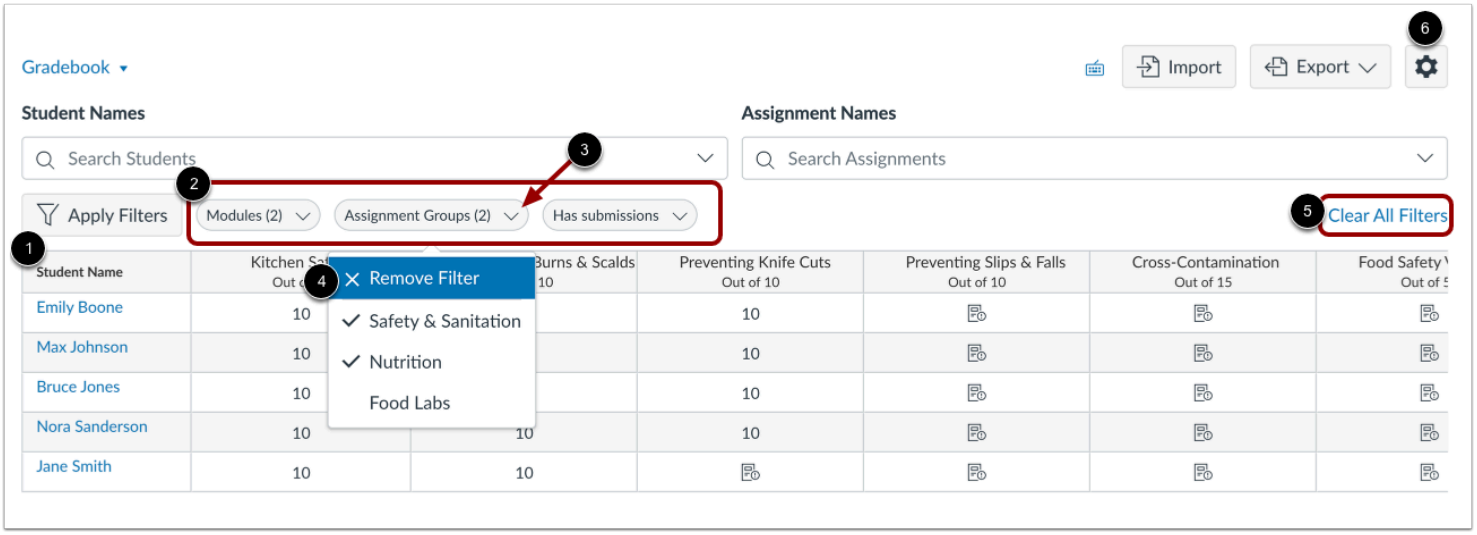
To rename a filter, enter a new name in the **Filter preset name** field [1].

To manage a filter preset's filter type, click a **Filter Type** drop-down menu [2].

To delete the filter, click the **Delete Preset** button [3].

To create a new filter, click the **Create Filter Preset** expand arrow icon [4].

View Applied Filters



View the filtered gradebook content [1].

Applied filter names display in the **Applied Filters** section [2].

To remove a filter, click the **filter option** drop-down menu [3] and click the **Remove Filter** option [4].

To remove all filters, click the **Clear All Filters** link [5].

To view gradebook settings, click the **Settings** icon [6].

How do I view total scores in the Gradebook as if all ungraded assignments were given zero grades?

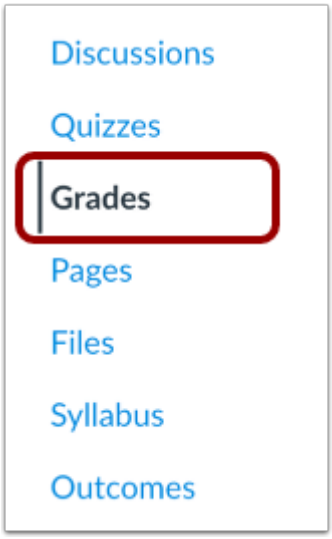
If enabled by your institution, you can temporarily change the Gradebook view so that grades display as if all ungraded assignments were given a score of zero. **This setting is a visual change only and does not affect grades for students or other users of the Gradebook.**

When this setting is enabled, Canvas will not populate zeros in the Gradebook for student submissions within individual assignments. Only the assignment groups and total columns will visually factor scores of zero into the overall percentages for each student. Actual student grades are not affected.

Notes:

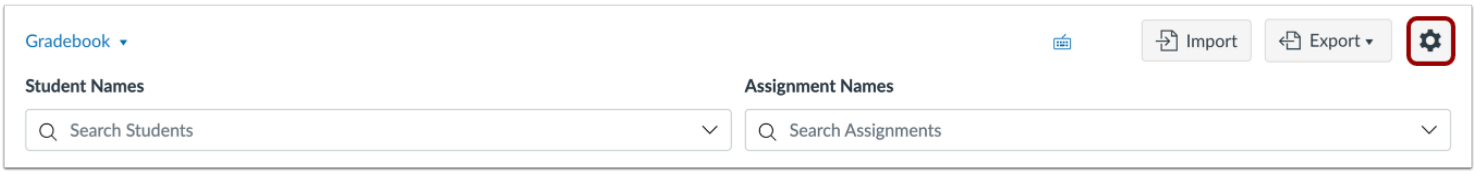
- If the View Ungraded as 0 option does not display in your Gradebook, this option has not been enabled by your institution.
- The View Ungraded as 0 option also applies to CSV exports. The CSV file displays columns for the Current and Final scores: the Current score reflects the total while ignoring unsubmitted assignments and the Final score counts unsubmitted assignments as zero.

Open Grades



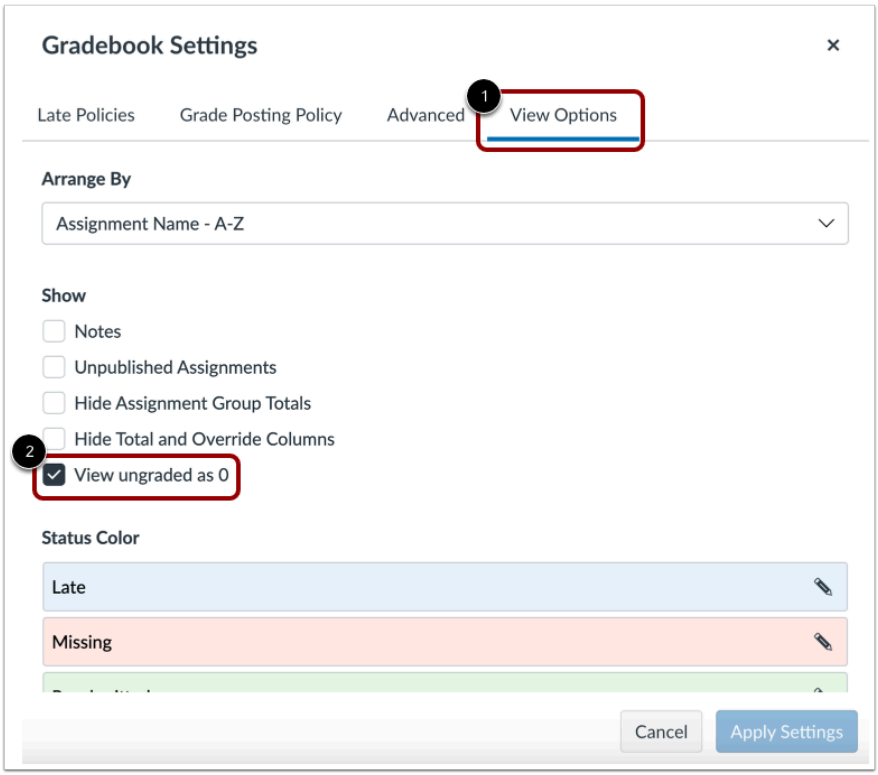
In Course Navigation, click the **Grades** link.

Open Gradebook Settings



Click the **Settings** icon.

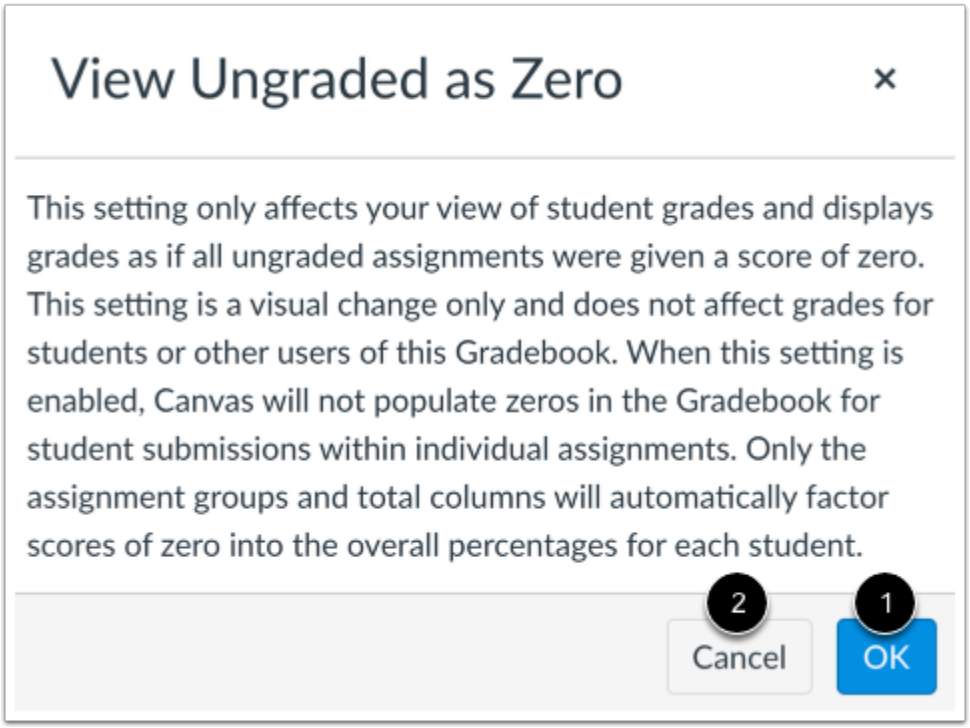
View Ungraded as Zero



In the **View Options** tab [1], click the **View Ungraded as 0** checkbox [2].

Note: If the View Ungraded as 0 option does not display in your Gradebook, this option has not been enabled by your institution.

View Warning Message



A warning displays to inform you that this setting is a visual change only and does not affect grades for students or other users of this Gradebook.

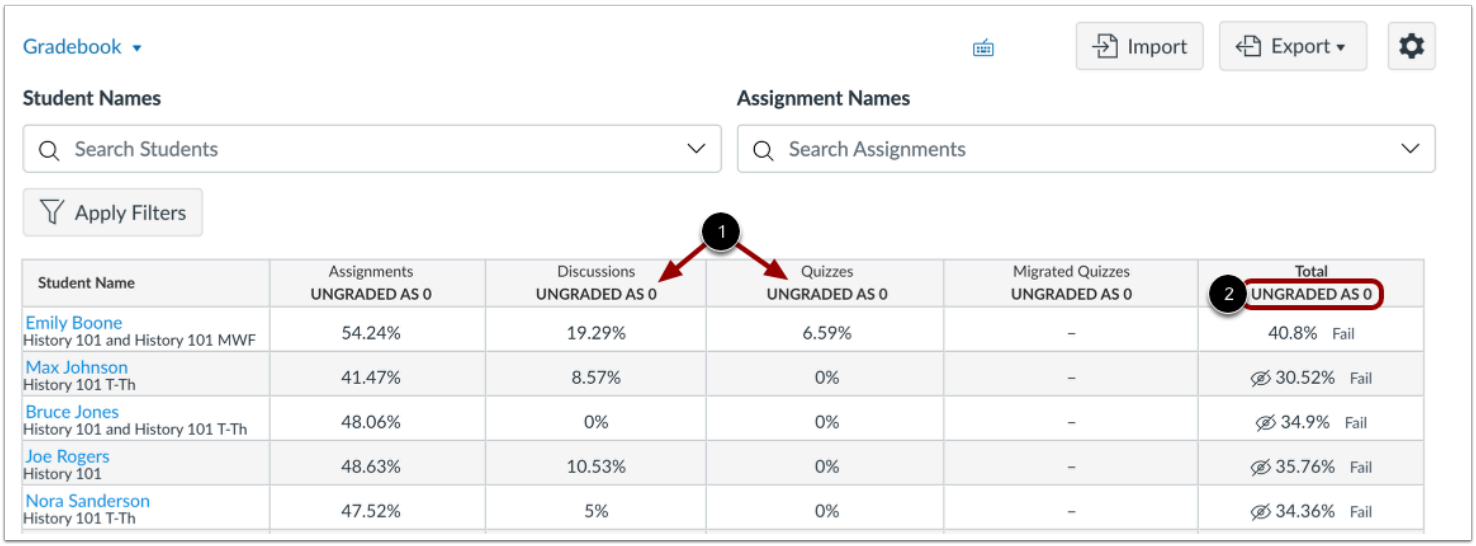
To proceed and view ungraded assignments with zero grades, click the **OK** button [1]. To return to the Gradebook, click the **Cancel** button [2].

Apply Settings



Click the **Apply Settings** button.

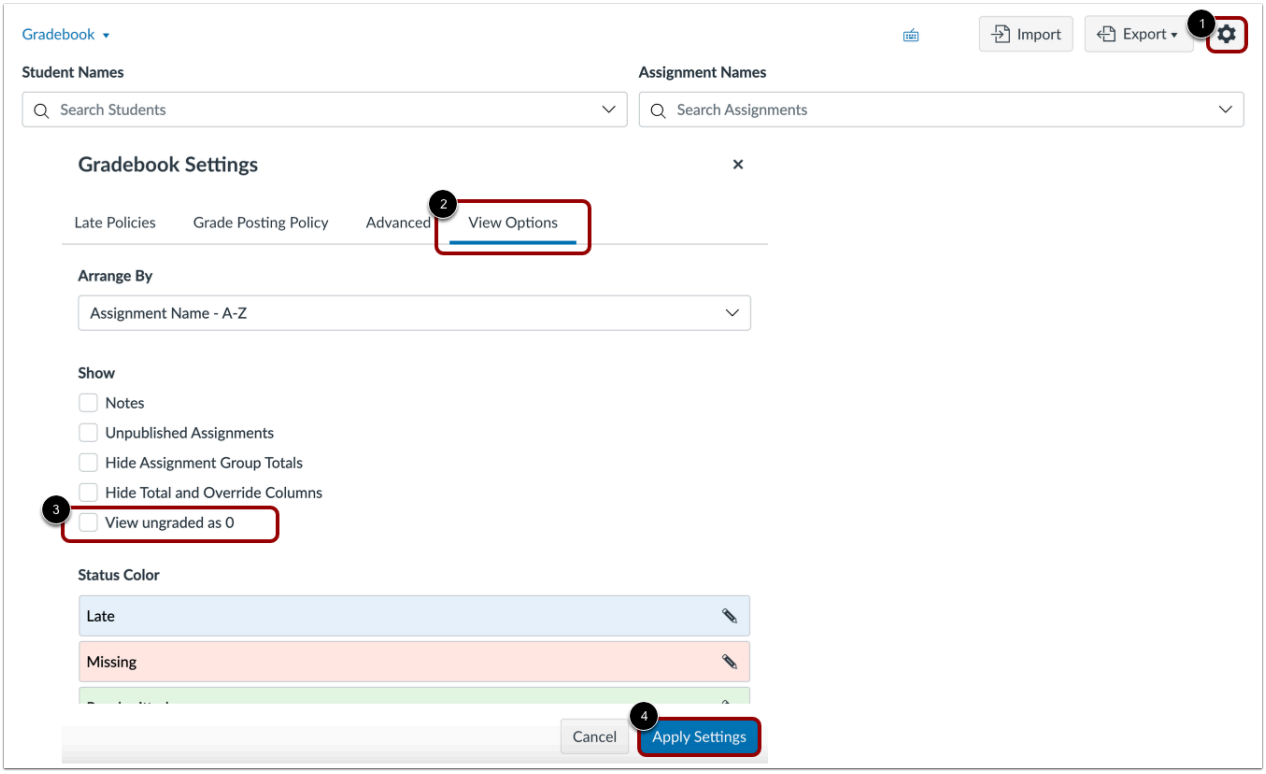
View Gradebook



The View Ungraded as 0 option displays as a heading in all assignment group columns [1] and the Total column [2] to indicate this feature is turned on in the Gradebook. This indicates that gradebook and assignment group totals display visually as if all ungraded assignments were graded with zero points. Actual student grades are not affected.

Note: The View Ungraded as 0 option will not populate zeros in the Gradebook for student submissions within individual assignments. Only the assignment groups and total columns will visually factor scores of zero into the overall percentages for each student.

Turn Off View Ungraded as Zero



To turn off the View Ungraded as 0 option, click the **Settings** icon [2]. Then click the **View Options** tab [2], and deselect the **View Ungraded as 0** checkbox [3].

To save your changes, click the **Apply Settings** button [4].

How do I use the Total column in the Gradebook?

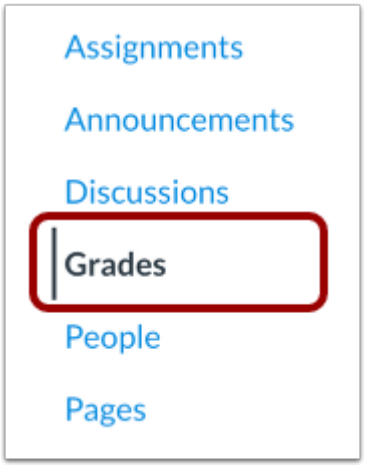
The Total column in the Gradebook displays a running total of all graded assignments in the course, including assignments with hidden grades.

You can customize the Total column in your Gradebook. The Total column can be moved to the front of the Gradebook or sorted to display grades in an ascending or descending order. You can switch your students' total grades from a percentage to a point value in the Gradebook. By default, total grades are shown as a percentage with two decimal places.

Notes:

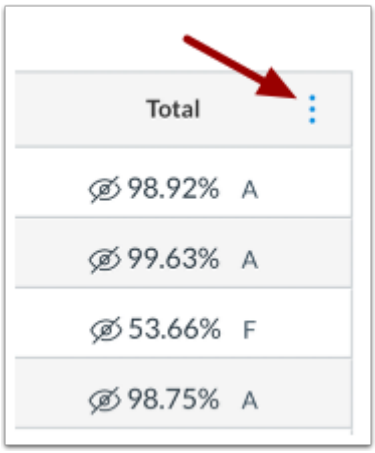
- Viewing total grades as a point value is available only if you use unweighted assignment groups in your course. When assignment groups are weighted, points cannot be displayed for the total grade.
- Viewing the Total column in the Gradebook may be restricted when multiple grading periods are enabled. This feature also limits viewing the total grade in the student Grades page.
- When Multiple Grading Periods are enabled in a course and grading periods are weighted, points cannot be displayed for the total grade.
- If you do not see the Total column, it may be hidden. Learn more about view options in the Gradebook.

Open Grades



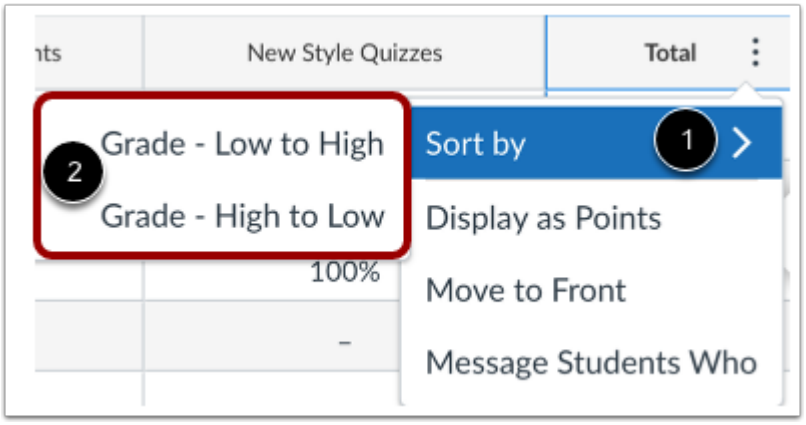
In Course Navigation, click the **Grades** link.

Open Total Column Menu



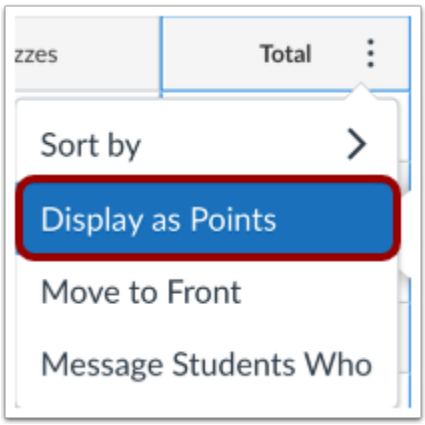
Hover over the Total column header and click the **More Options** menu.

Sort Total Column



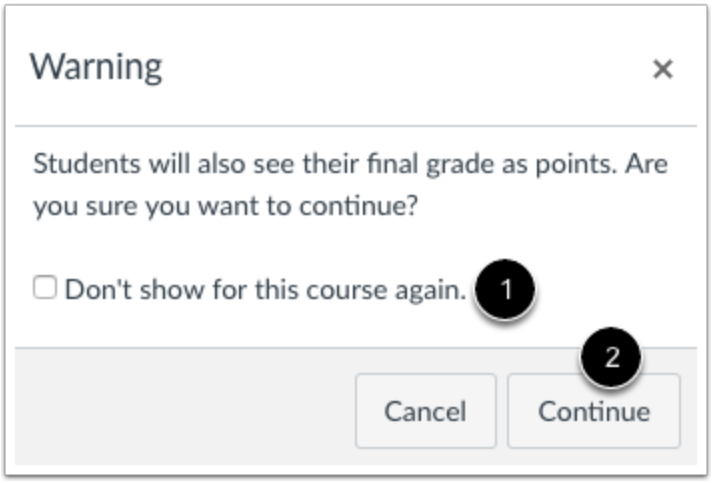
To sort the Gradebook by ascending or descending total grades, click the **Sort by** link [1], then select the **Grade - Low to High** or **Grade - High to Low** option [2].

Switch to Points



By default, total grades are shown as a percentage with two decimal places.

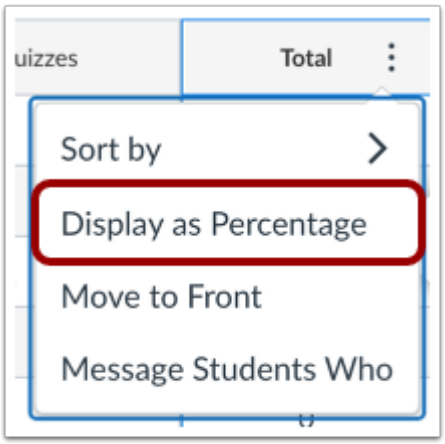
If your course uses unweighted assignment groups, you can view your students' total grades as points. Click the **Display as Points** link.



Canvas confirms you want to switch the total grade view. If you do not want to see this warning message for your course again, click the **Don't show...** checkbox [1].

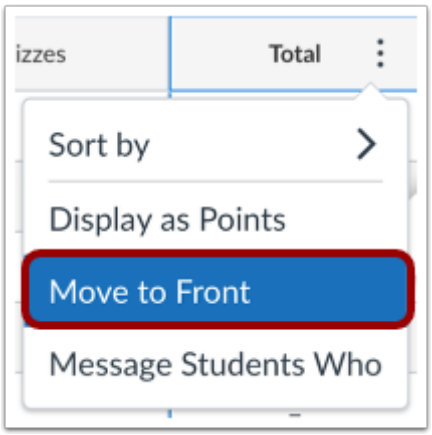
Click the **Continue** button [2].

Switch to Percentages



You can switch back to percentages by clicking the Total menu icon and selecting **Display as Percentage**.

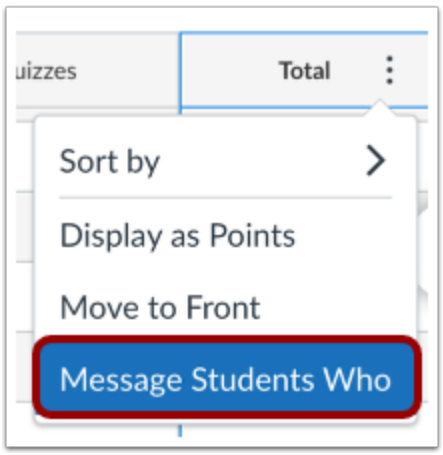
Move Total Column



To move the Total column to the front of the Gradebook, click the **Move to Front** link.

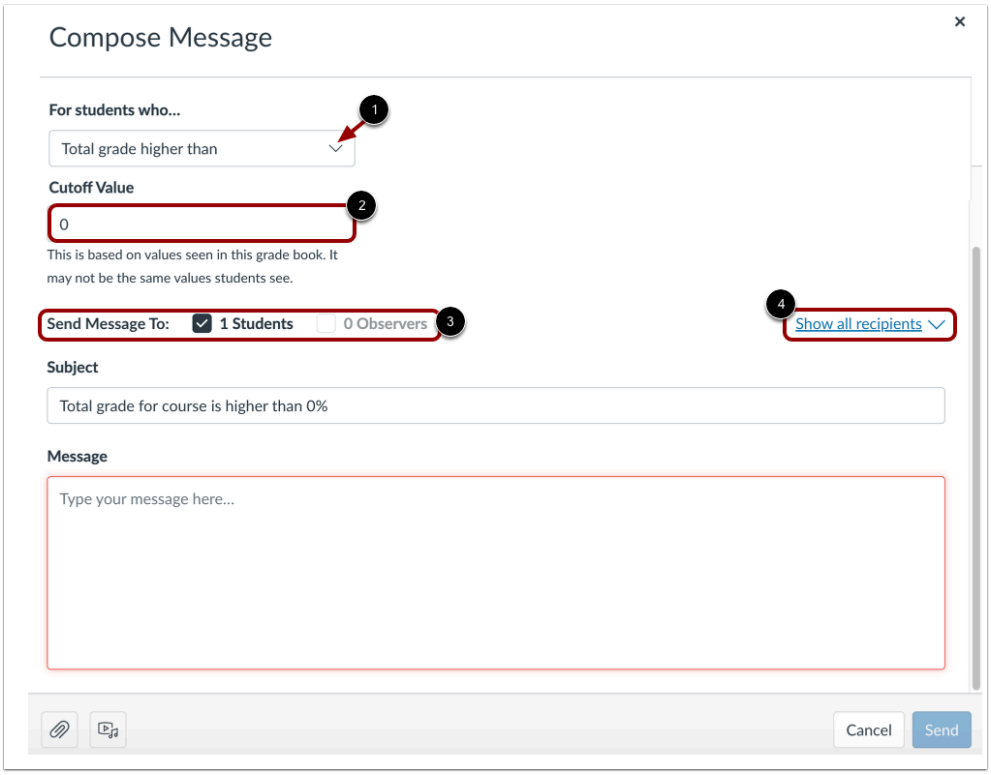
Note: Selecting the **Move to Front** link pins the Total Grades column next to the Student Names column, keeping it visible while scrolling through the other grade columns horizontally.

Message Students Who



To send a message to a group of students based on their grades, click the **Message Students Who** link.

Select Message Recipients



Select a group of users to receive the message. By default, the message is for students who have a **Total grade higher than** the Cutoff Value.

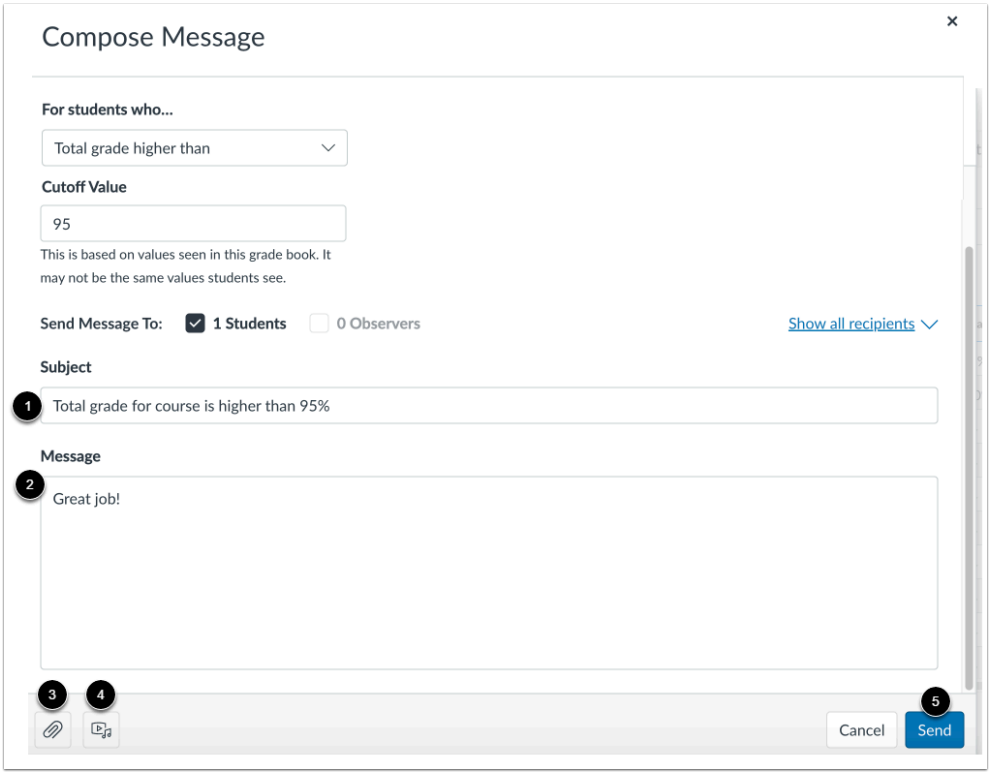
To send the message to students whose total grade is lower than a number, click the **For students who** drop-down menu [1], and select the **Total grade lower than** option.

Enter a percentage grade in the **Cutoff Value** field [2].

To select or deselect users with a given role, click the checkboxes in the **Send Message To** field [3].

To view, add, or remove specific users, click the **Show all recipients** link [4].

Enter Message Content



By default, the subject is a message based on your selections. To edit the subject, enter a different subject in the **Subject** field [1].

Type a message to the students in the **Message** field [2].

To attach a file to the message, click the **Attach** button [3].

To create a media recording or upload a media file, click the **Media** icon [4].

To send the message, click the **Send** button [5].

Notes:

- Although one message most likely will be sent to multiple students at the same time, each student receives an individual message.
- You can also message students by individual gradebook assignments.

How do I sort and display student data in the Gradebook?

The Student Name column displays the students in your course. You can view options to sort names by first or last name, SIS ID, Integration ID, and Login ID and display names by either first or last name. You can also choose to view concluded and inactive enrollments.

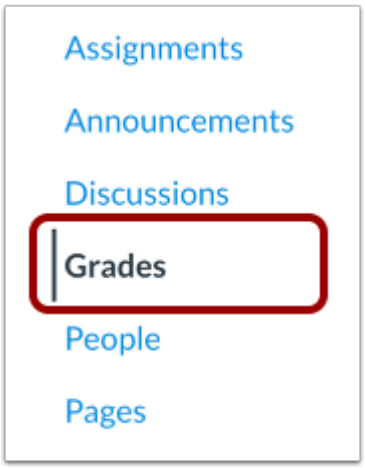
Additionally, the Secondary Info menu allows secondary information to display below the student's name. Options include the student's section, SIS ID, Integration ID, Login ID, Group, or no display. Only one secondary information option can be displayed at one time.

The following keyboard shortcuts are supported in the Gradebook:

- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

Note: Student names display according to the Sortable Name listed in a user's personal account settings.

Open Grades



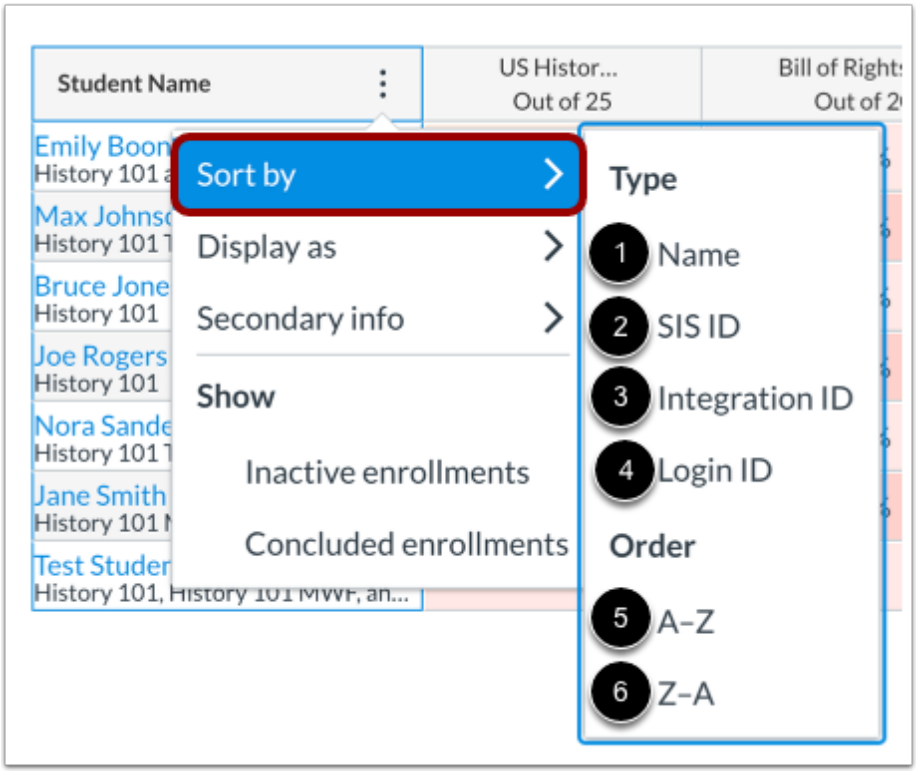
In Course Navigation, click the **Grades** link.

Open Student Name Menu



Hover over the Student Name column header and select the **Options** icon.

Sort Student Names



To sort students by last name, select the **Sort by** link. By default, names are sorted alphabetically by last name from A-Z [1].

To sort students by SIS ID, click the **SIS ID** option [2].

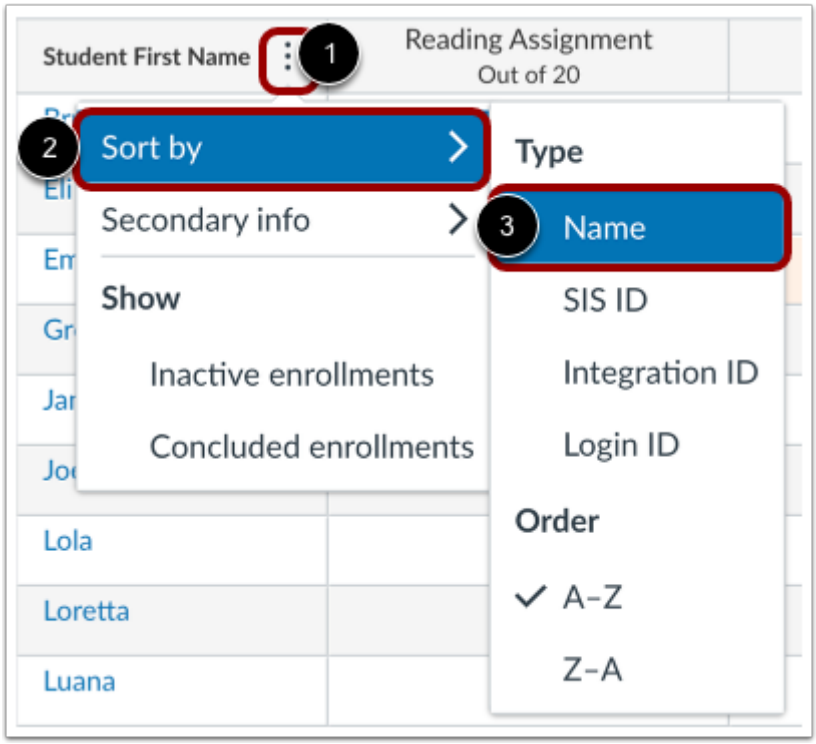
To sort students by Integration ID, click the **Integration ID** option [3].

To sort students by Login ID, click the **Login ID** option [4].

To order students in ascending order, click the **A-Z** option [5].

To order students in descending order, click the **Z-A** option [6].

Sort Student First Names

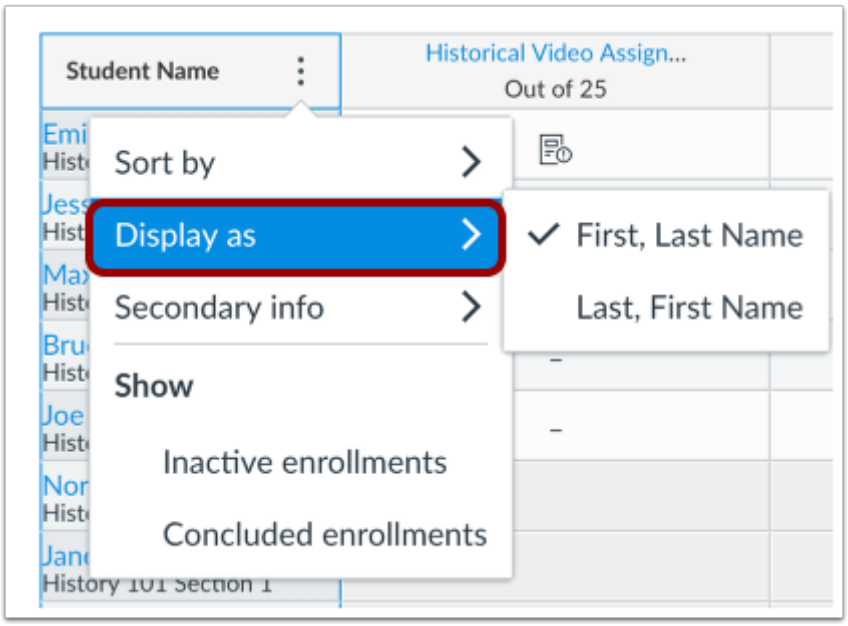


When the Allow gradebook users to view and export student first and last names in separate columns account setting is enabled, you can sort students by first name.

To sort by first name, click the **Student First Name** option icon [1]. Then select the **Sort by** link [2] and select the **Name** option [3]. By default, first names are sorted alphabetically A-Z.

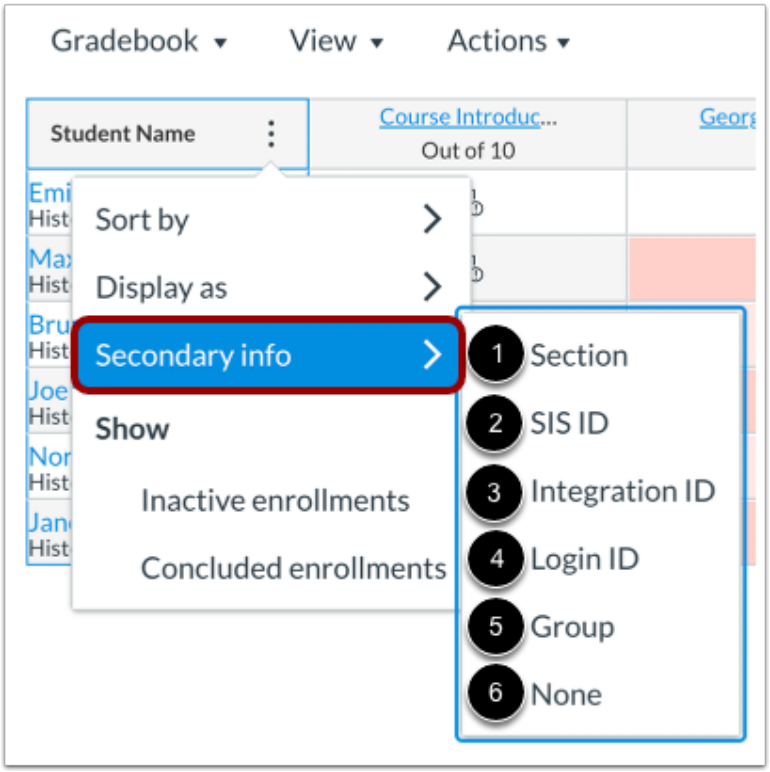
Note: Sorting students by last name continues to be available.

Display Name Order



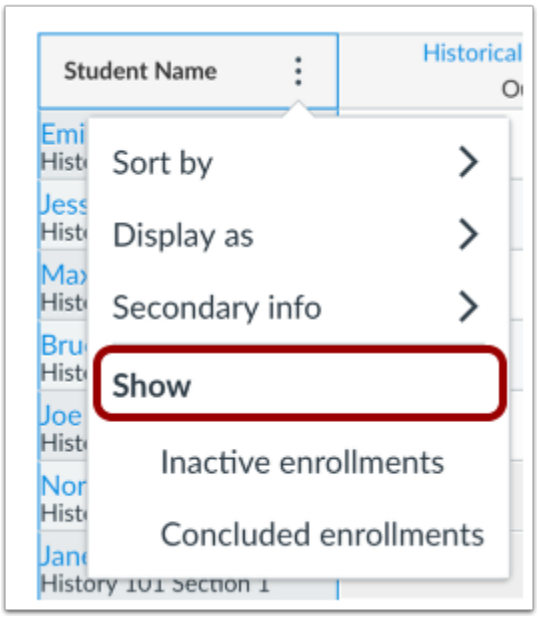
To display names in a specific name order, select the **Display as** link. By default, names display as first name, last name. To sort in descending order, click the **Last, First Name** option.

View Secondary Info



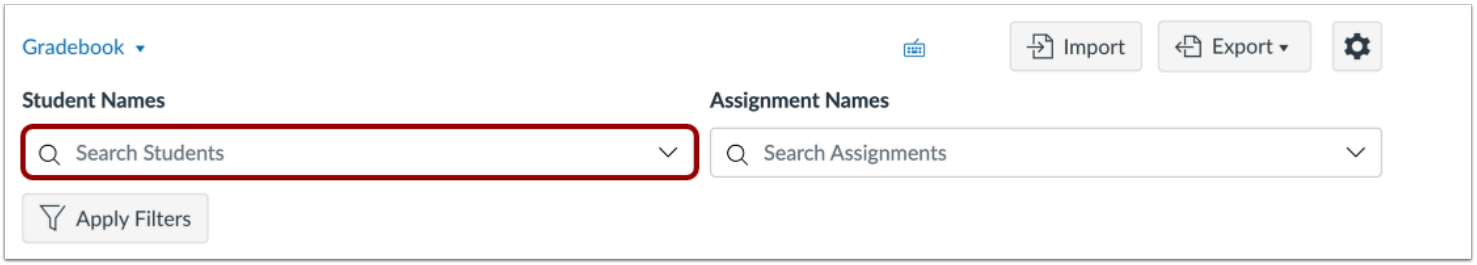
To view secondary information for students, select the **Secondary info** link. You can have the Student Name column display each student's section [1], SIS ID [2], Integration ID [3], Login ID [4], or Group [5]. You can also choose to have the column display no secondary information [6].

Show Enrollments



To view grades for inactive or concluded enrollments, view the Show section and select the **Inactive enrollments** or **Concluded enrollments** link. You can view both enrollment types at the same time in the Gradebook.

Search Students



By default, the Gradebook shows all active students. To search for students by name or SIS ID, enter your search query in the **Search Students** field. The Gradebook automatically filters results as you type.

The Search Students field allows multiple student names to be filtered at the same time.

The Search Students field also respects Concluded and Inactive Enrollment options. If the Concluded Enrollment or Inactive Enrollment options are selected as filters, no Concluded or Inactive enrollments display in the Gradebook.

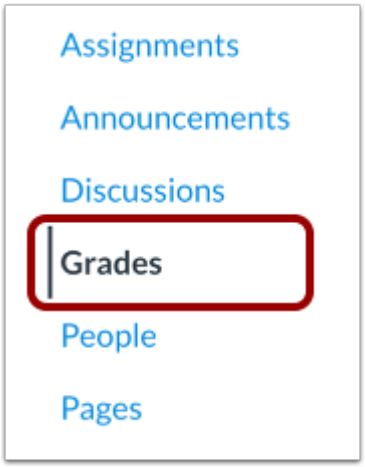
How do I view assignments or students individually in the Gradebook?

The Gradebook Individual View allows instructors to assess one student and one assignment at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and assignment and contains many of the same settings that are available in the Gradebook. Late policies, posting policies, and some sorting and filtering options are not currently supported in Individual View.

Like all Gradebook tabs, Individual View is persistent. Once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to another view.

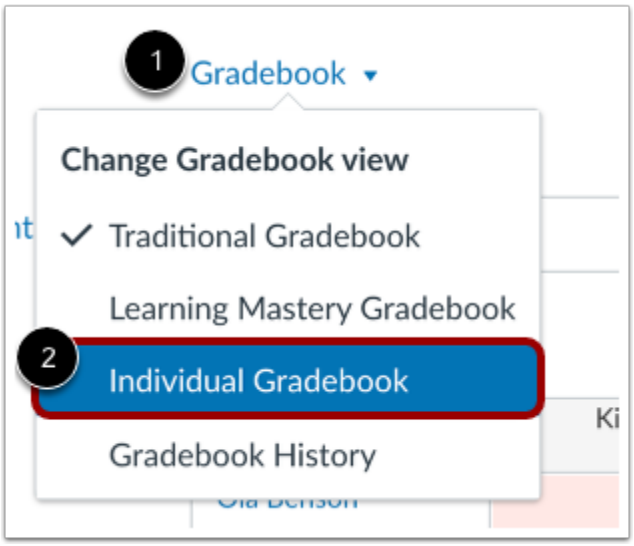
Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or SpeedGrader.

Open Gradebook



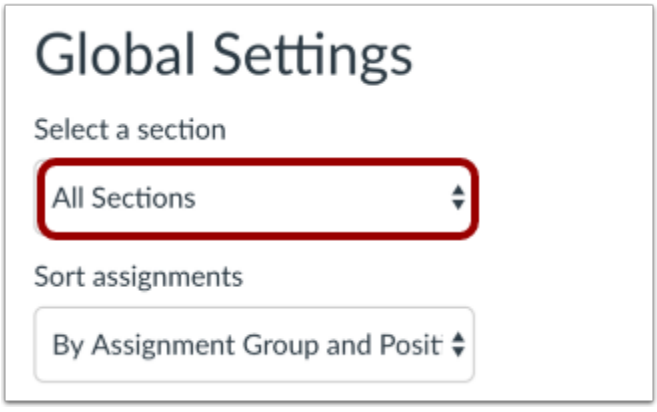
In Course Navigation, click the **Grades** link.

Switch to Individual Gradebook



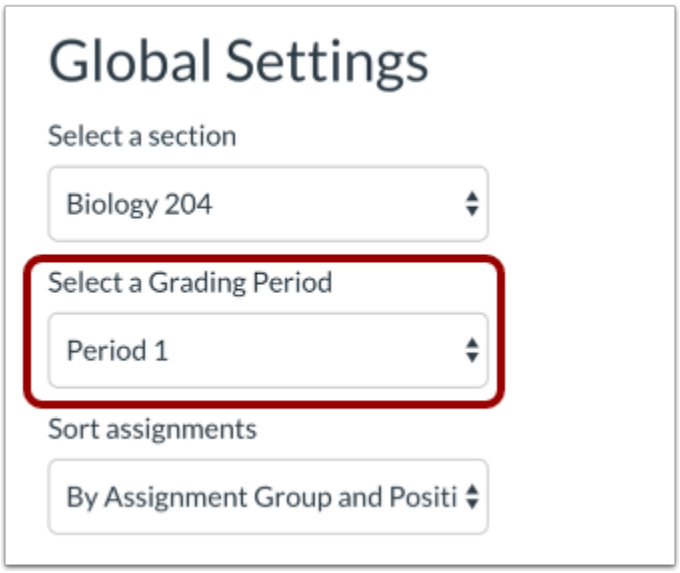
Click the **Gradebook** menu [1], then click the **Individual Gradebook** link [2].

Select Section



In the **Select a section** drop-down menu, select the section you want to view.

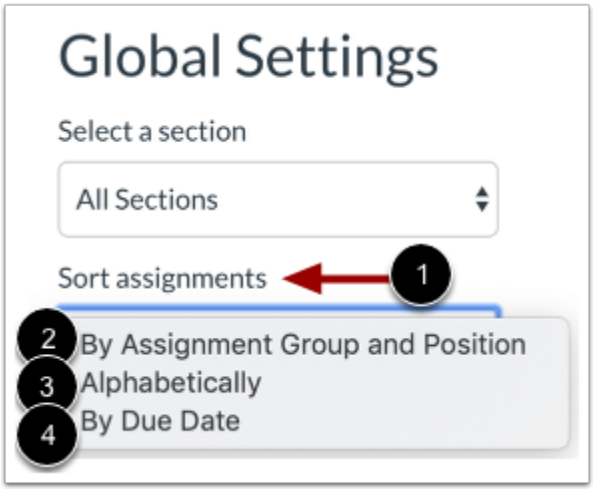
Select Grading Period



When Multiple Grading Periods are enabled in a course, select the grading period you want to view in the **Select a Grading Period** drop-down menu.

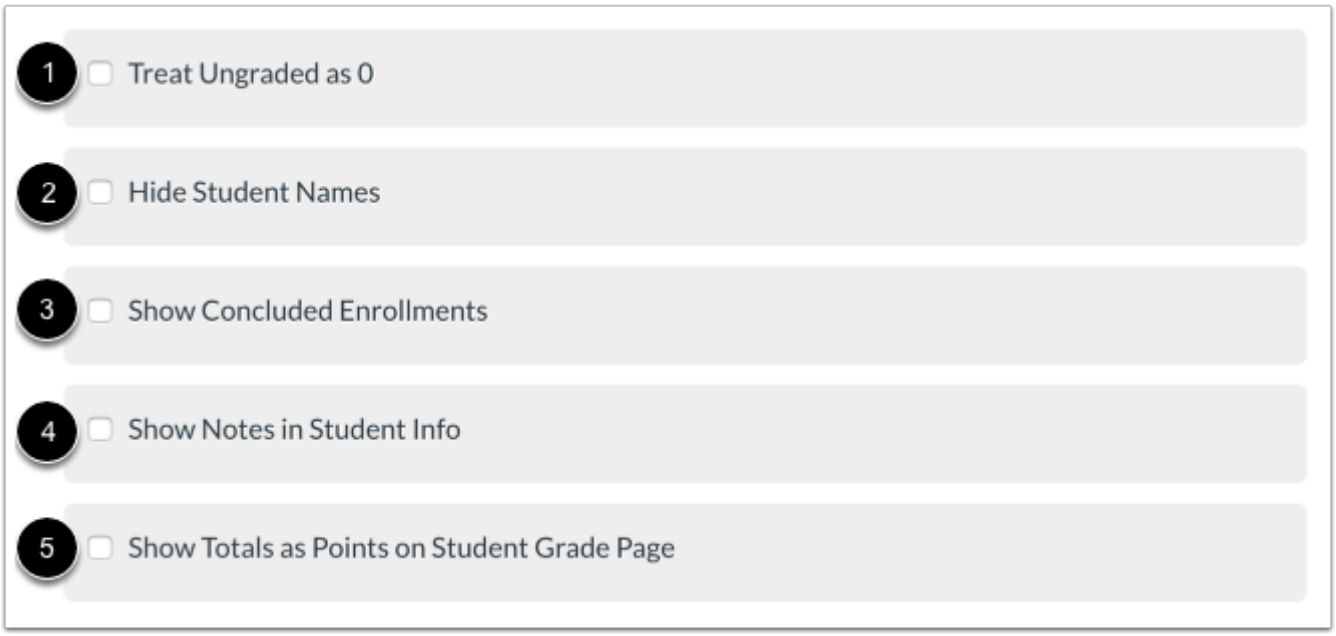
Note: You can only manage grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.

Sort Assignments



In the **Sort assignments** drop-down menu [1], select how to sort assignments. You can sort by assignment group and position [2], alphabetically [3], or by due date [4].

Select Gradebook Settings



Select any settings you want to display in the Gradebook Individual View.

To give ungraded assignments a zero grade, click the **Treat Ungraded Assignments as 0** checkbox [1].

To hide student names, click the **Hide Student Names** checkbox [2].

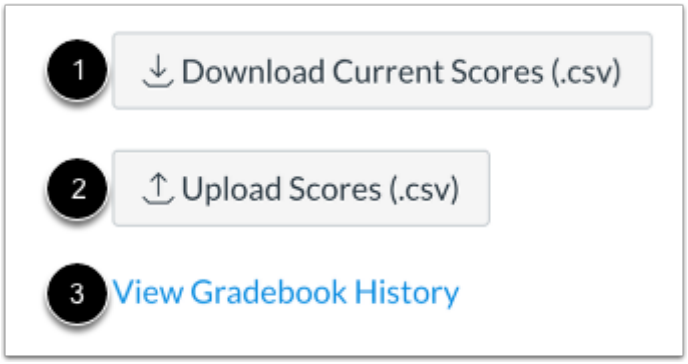
To display concluded enrollments, click the **Show Concluded Enrollments** checkbox [3].

To display the Notes Column in the Student Information section, click the **Show Notes in Student Info** checkbox [4].

To show totals as points instead of percentage, click the **Show Totals as Points on Student Grade Page** checkbox [5].

Notes:

- The Treat Ungraded Assignments as 0 option may be restricted when multiple grading periods are enabled
- The Show Totals as Points on Student Grade Page option is only available if you are using unweighted assignment groups in your course



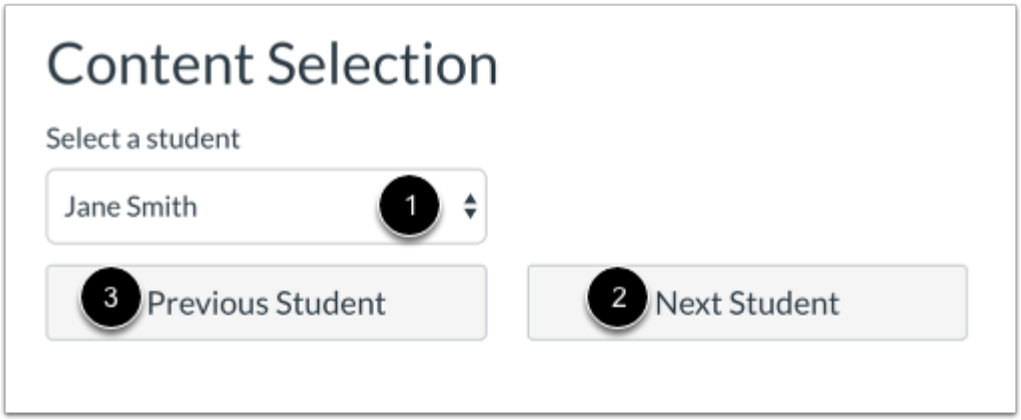
You can also select additional Gradebook settings by clicking the corresponding button:

To download scores in a CSV file, click the **Download Current Scores** button [1].

To upload scores in a CSV file, click the **Upload Scores** button [2].

To view the history of grading changes, click the **View Gradebook History** link [3].

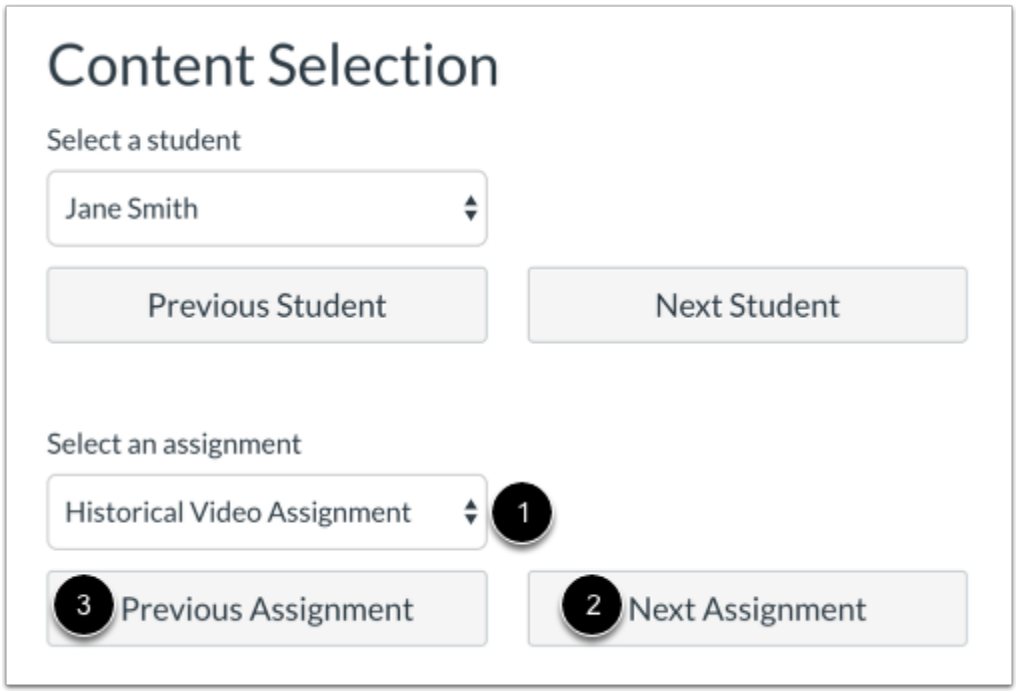
Select Student



In the **Select a student** drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2]. To return to the previous student, click the **Previous Student** button [3].

Student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

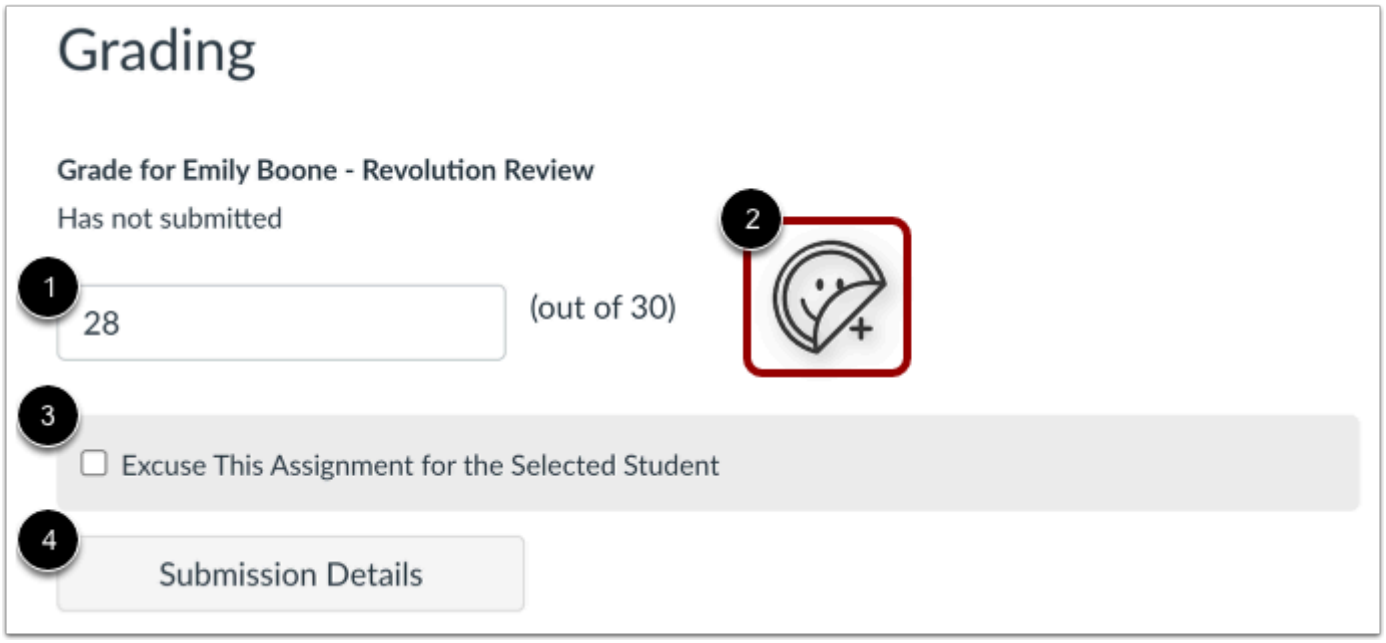
Select Assignment



In the **Select an assignment** drop-down menu [1], select the student's assignment you want to view. If you want to view the first assignment in your course, click the **Next Assignment** button [2]. To view the previous assignment, click the **Previous Assignment** button [3].

Assignments will be displayed according to your sorting preference in the Global Settings drop-down menu.

View Gradebook Information



Once you select a student and an assignment, the Grading, Student Information, and Assignment Information sections will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

In the Grading section, you can manage the grade for the selected student and assignment.

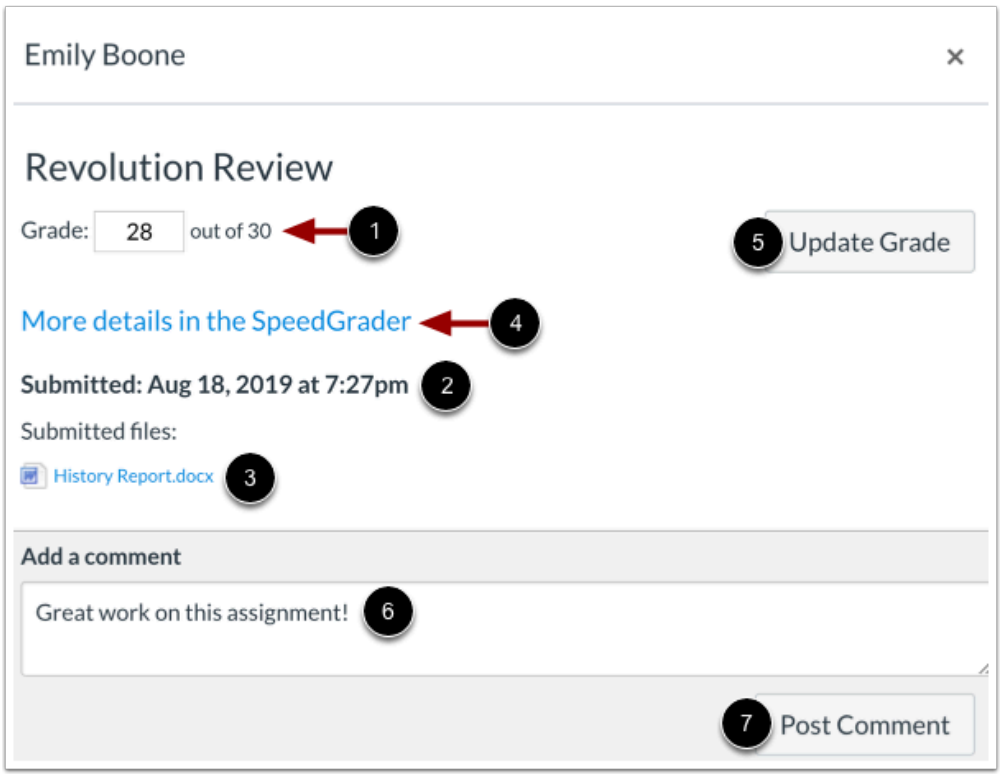
To change a student's grade, enter the grade in the **Grade** field [1].

To add a sticker, click the **Submission Sticker** icon [2].

To excuse the assignment, click the **Excuse This Assignment for the Selected Student** checkbox [3].

To view submission details, click the **Submission Details** button [4].

View Submission Details



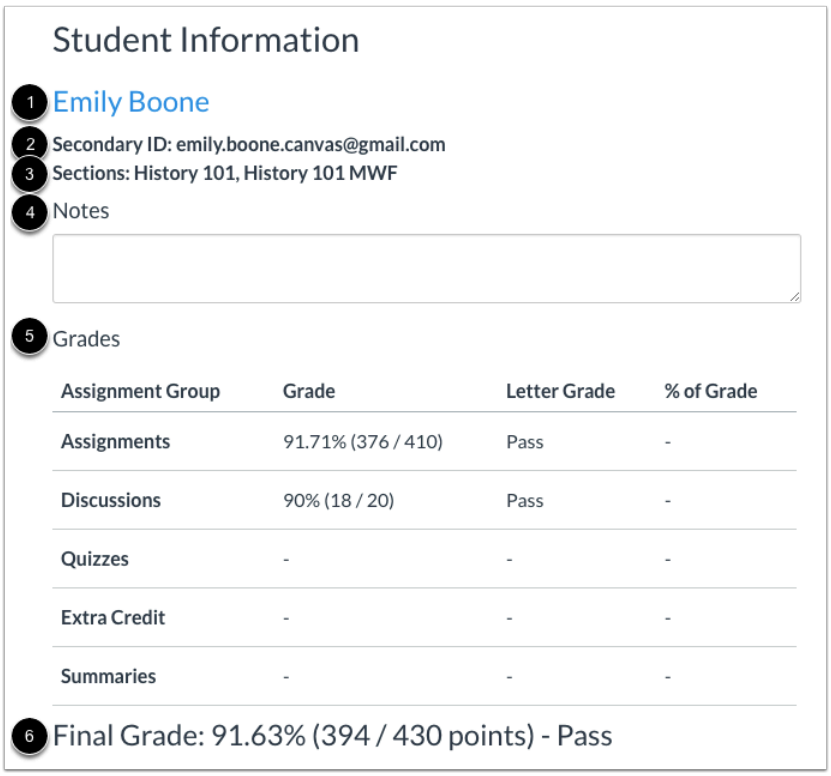
The Submission Details page displays the assignment grade [1], submission date and time [2], and any submitted files [3].

To view more details, click the **More details in the SpeedGrader** link [4].

To change the grade, enter the grade in the Grade field and click the **Update Grade** button [5].

To add a comment for the student, enter the comment in the **Add a comment** field [6] and click the **Post Comment** button [7].

View Student Information



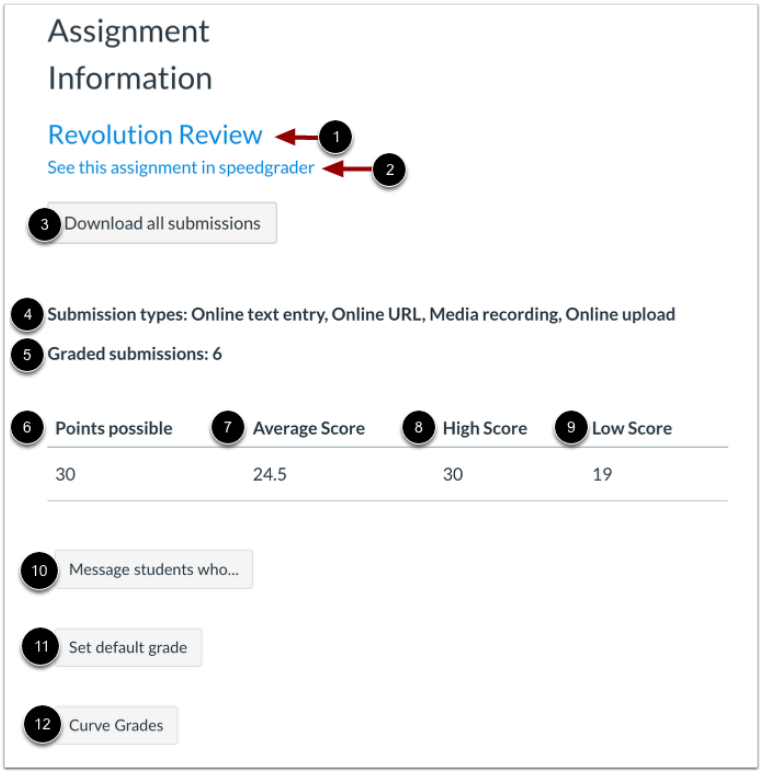
The Student Information section displays the student's name [1], secondary ID [2], and course sections [3]. To open the student's Grades page, click the name of the student.

If the Show Notes in Student Info option has been selected in Global Settings, Student Information section will also display the **Notes** field [4].

In the Grades table [5], you can view grades for each assignment group. When grading periods are weighted and the All Grading Periods options is selected, the Grades section displays the weight of each grading period.

The Grades table also displays the student's final grade [6]. The final grade may not be available when multiple grading periods are enabled.

View Assignment Information



The Assignment Information section allows you to manage settings and view information for the entire assignment.

To open the assignment details page, click the name of the assignment [1]. To open the assignment in SpeedGrader, click the **See this assignment in SpeedGrader** link [2].

To download all submissions, click the **Download all submissions** button [3].

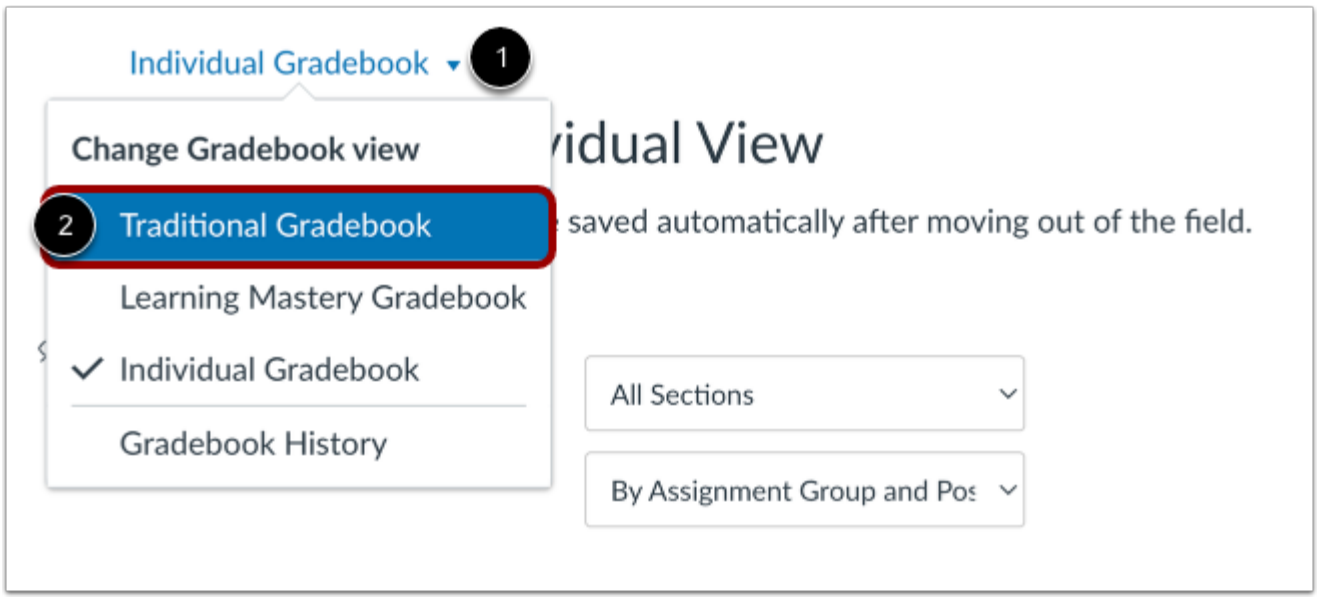
You can also view the submission types enabled for the assignment [4], the number of graded submissions [5], the number of points possible [6], average score [7], high score [8], and low score [9].

To send a message to students who meet specific criteria, click the **Message Students who** button [10].

To set a default grade for the assignment, click the **Set default grade** button [11]. To curve grades for the assignment, click the **Curve Grades** button [12].

Note: The Message students who button will not display if you are viewing an anonymous assignment.

Switch to Traditional Gradebook



To switch to the Traditional Gradebook, click the **Gradebook** drop-down menu [1] and select the **Traditional Gradebook** option [2].

How do I view grades for inactive or concluded student enrollments in the Gradebook?

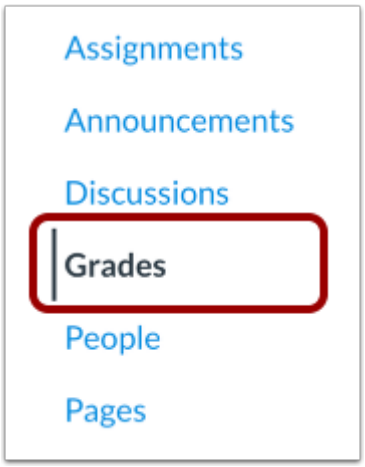
You can view the grades for inactive and concluded student enrollments in the Gradebook. However, depending on the enrollment type, you may not be able to perform certain actions. Learn more about enrollments types in the Canvas Enrollment Status Comparison resource document.

For concluded student enrollments, all content in the Gradebook is read only and cannot be changed. Grades can also be viewed when viewing concluded enrollments in the People page.

For inactive student enrollments, grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback.

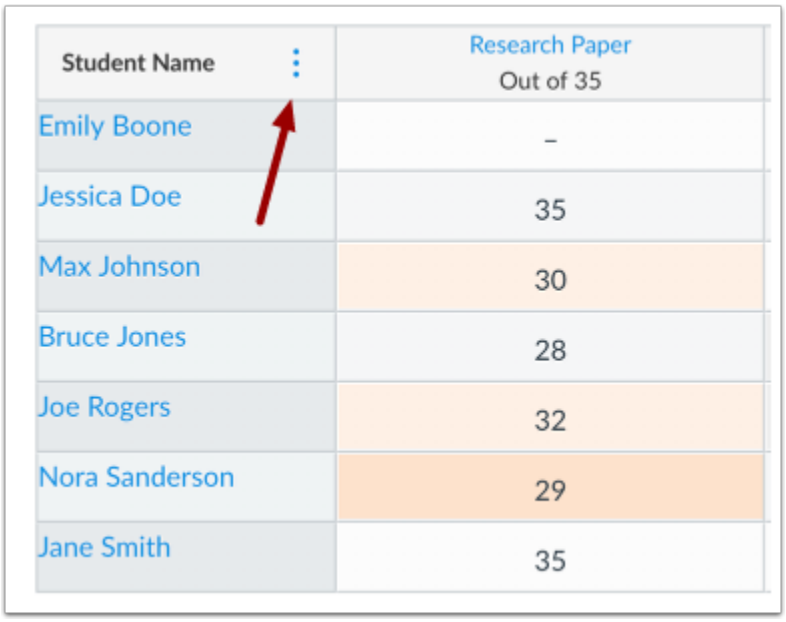
Note: Inactive and concluded enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Open Grades



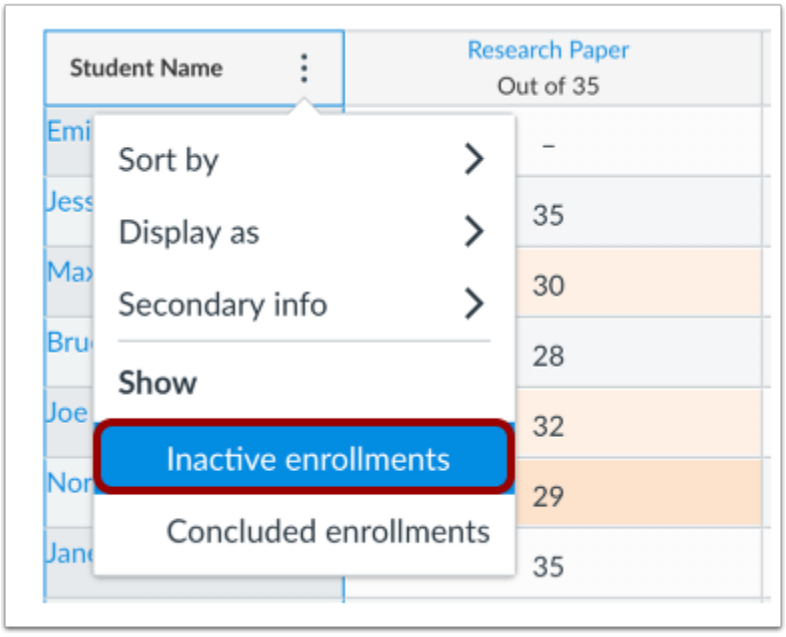
In Course Navigation, click the **Grades** link.

Open Student Name Menu



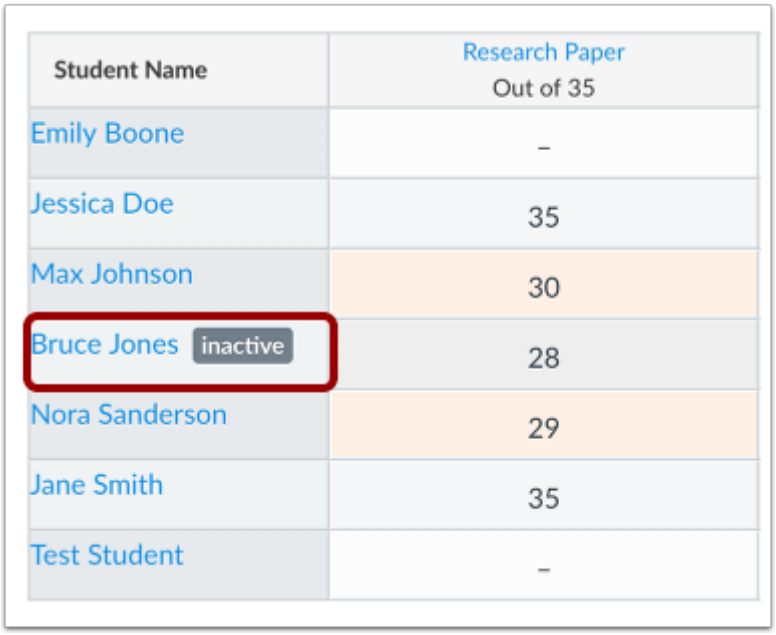
Hover over the Student Name column header and click the **Options** icon.

Show Inactive Enrollments



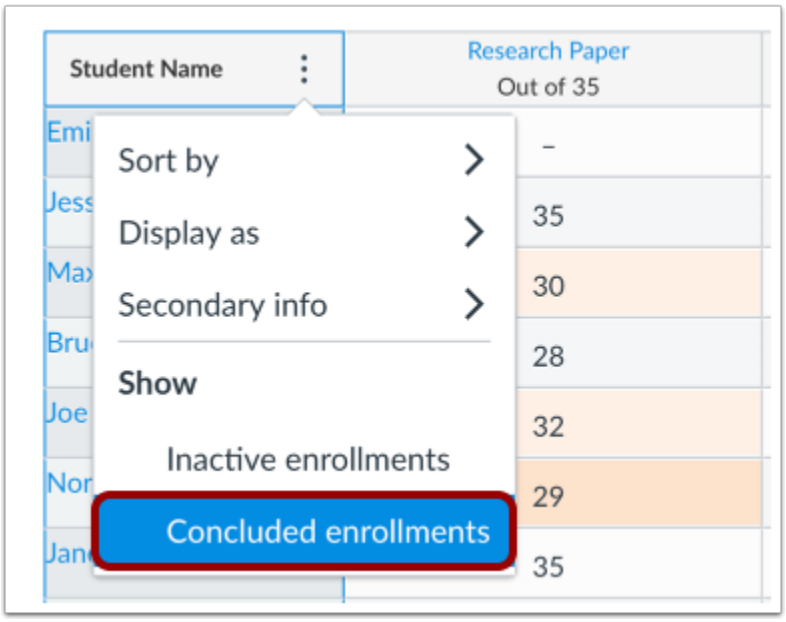
To view inactive enrollments, select the **Inactive enrollments** link.

View Inactive Enrollments



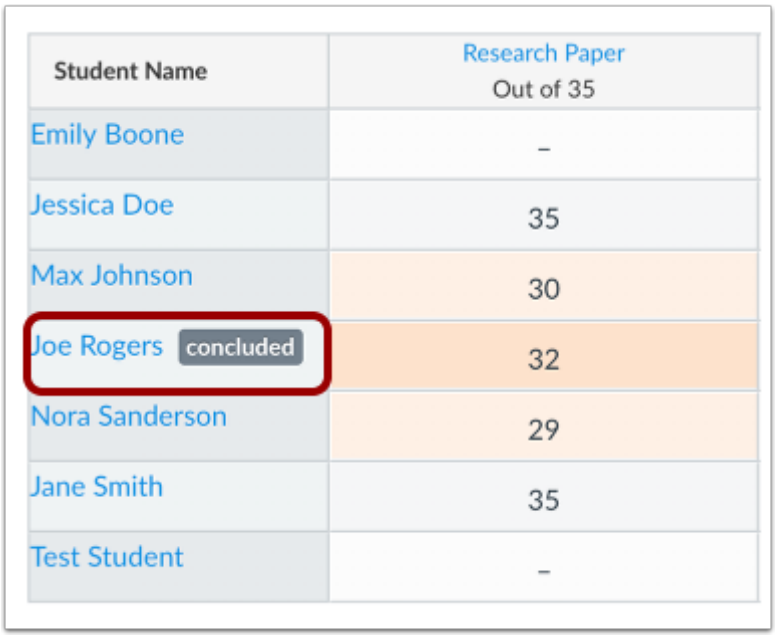
View the inactive student in the Gradebook. You will be able to edit the grades. However, the student will not able to access the course to view the grades or any submission comments or feedback.

Show Concluded Enrollments



To view concluded enrollments, select the **Concluded enrollments** link.

View Concluded Enrollments



View the concluded student in the Gradebook. You will not be able to edit the grades.

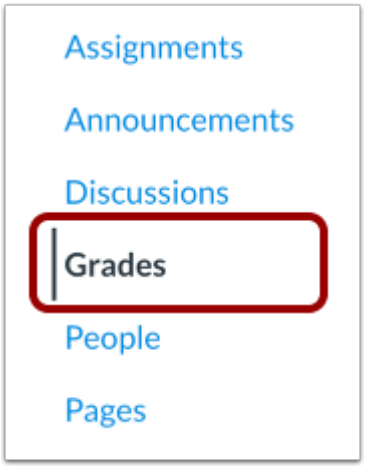
How do I use the Notes column in the Gradebook?

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as extra student information or general notes. The Notes column is not visible to students.

Notes:

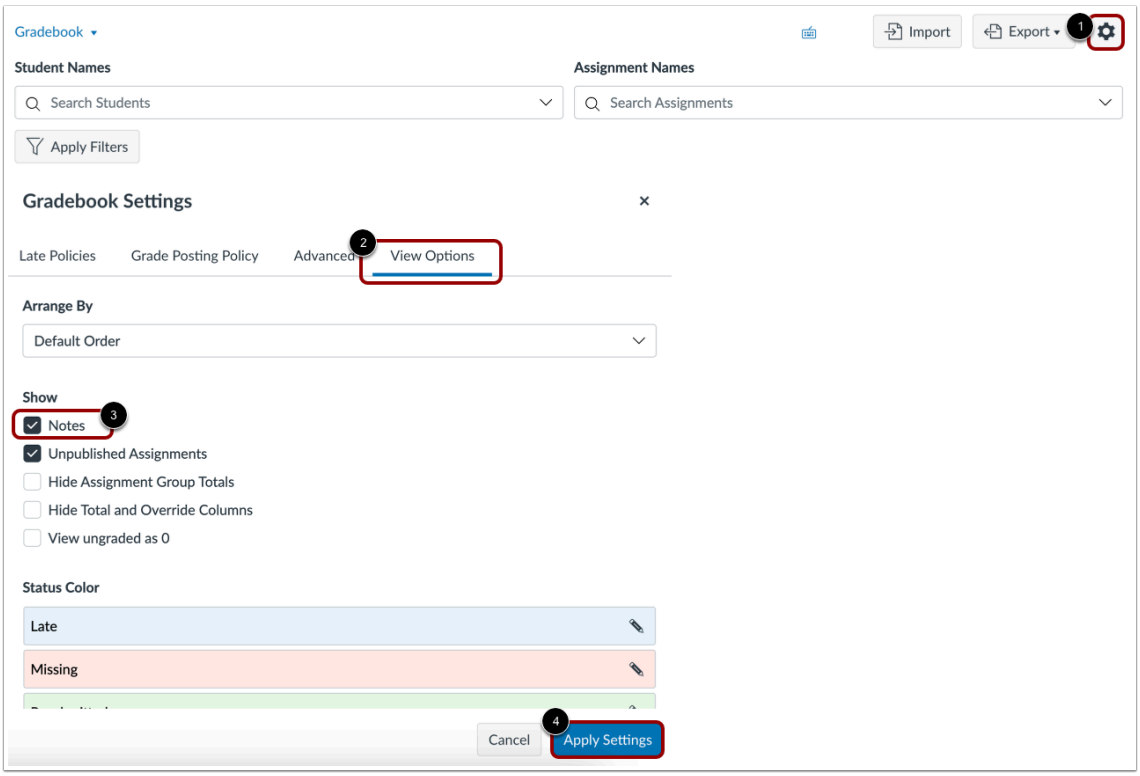
- Instructors can only show and hide the Notes column. Admins can use the API to create additional columns, but they cannot be hidden.
- The Notes column is included in the gradebook export CSV file, and you can add notes via CSV import.

Open Grades



In Course Navigation, click the **Grades** link.

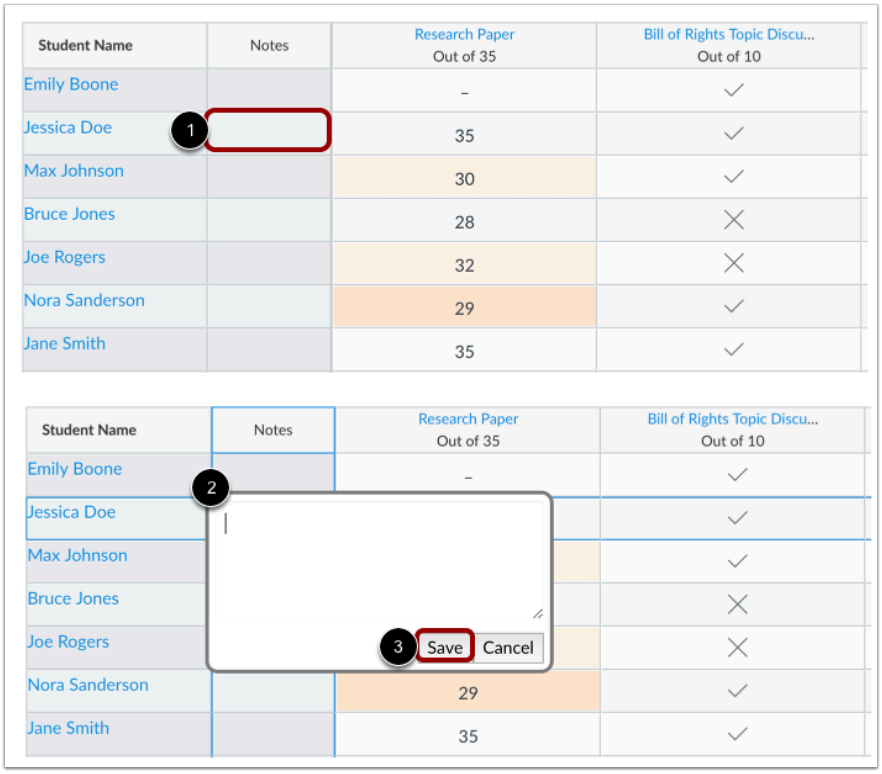
Show Notes Column



Click the **Settings** icon [1].

To show the Notes column, click the **View Options** tab [2] and click the **Notes** checkbox [3]. Click the **Apply Settings** button [4].

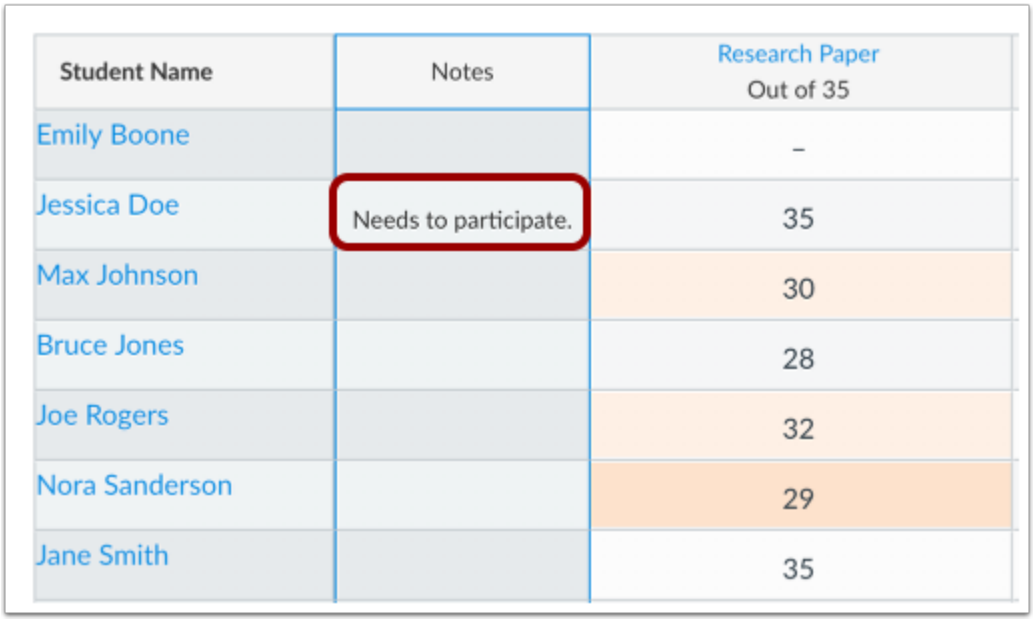
Insert Comments



To make a comment, click the note field for the appropriate student [1] and enter your note in the text field [2]. The note field allows up to 255 characters. To save your comment, click the **Save** button [3].

Note: To sort the Notes column, press the "s" key on your keyboard.

View Comments

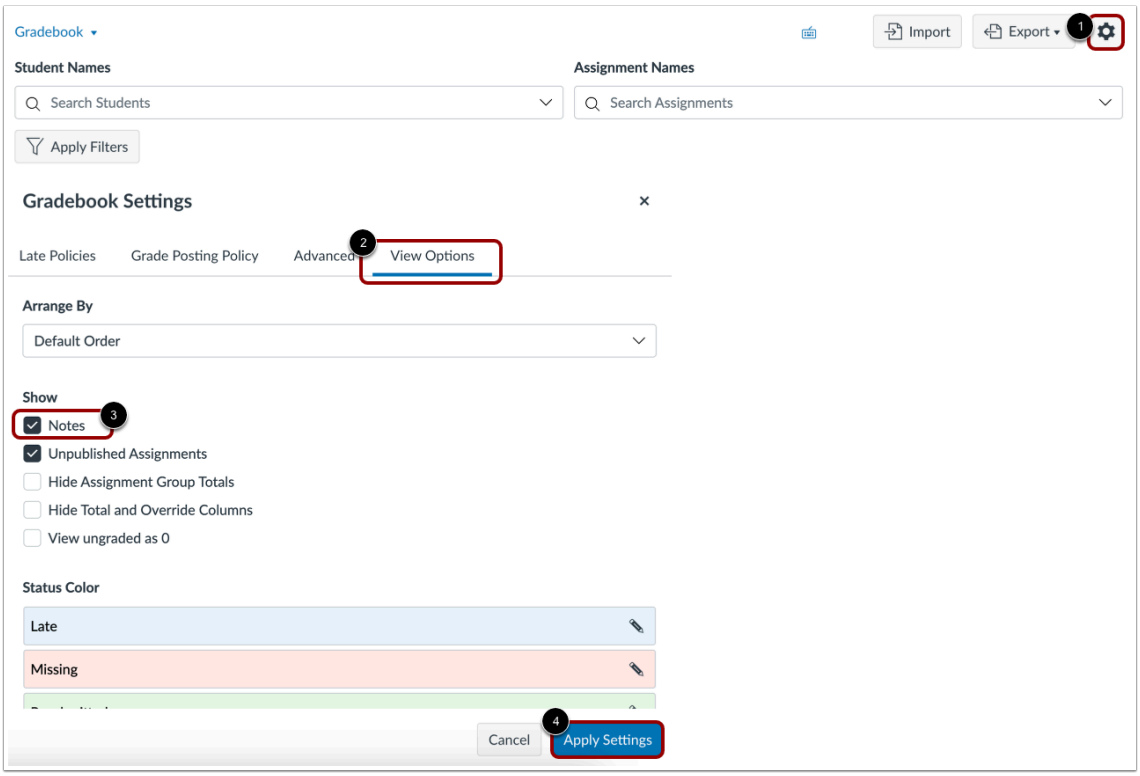


Student Name	Notes	Research Paper Out of 35
Emily Boone		-
Jessica Doe	Needs to participate.	35
Max Johnson		30
Bruce Jones		28
Joe Rogers		32
Nora Sanderson		29
Jane Smith		35

View your comments in the Notes column. You can view the full comment by resizing the column or re-clicking the notes text field.

Note: When you navigate away from the Gradebook, any changes to the size of the columns will be lost.

Hide Notes Column



Click the **Settings** icon [1].

To hide the Notes column, click the **View Options** tab [2] and deselect the **Notes** checkbox [3]. Click the **Apply Settings** button [4].

Note: Hiding the Notes column does not lose any changes.

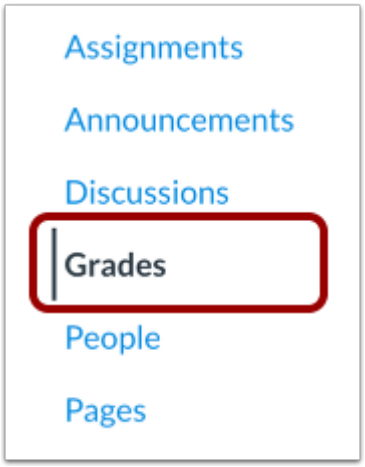
How do I view the Unpublished Assignments column in the Gradebook?

By default, you can view unpublished assignments in the Gradebook. This setting can be turned off at any time.

When unpublished assignments are visible in the Gradebook, unpublished assignments display with a gray background. Unpublished assignment columns do not include a dash indicating that grades cannot be entered. Additionally, assignment menu options are not available until the assignment is published.

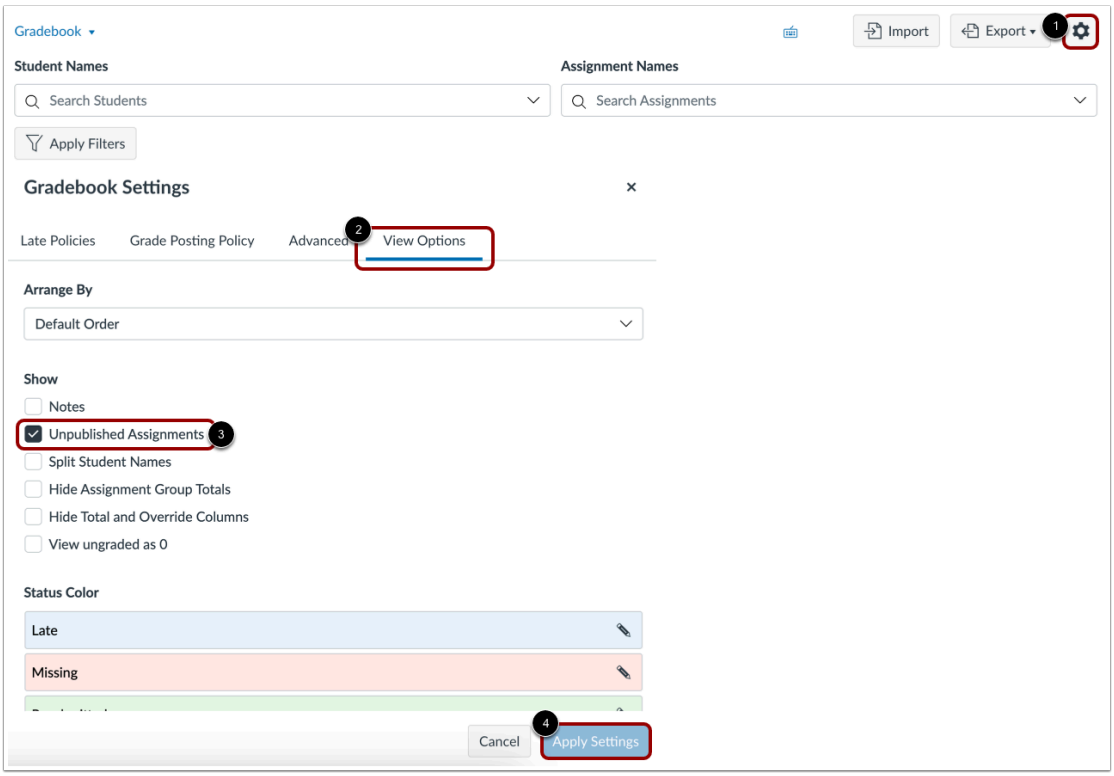
Unpublished assignments are not visible to students.

Open Grades



In Course Navigation, click the **Grades** link.

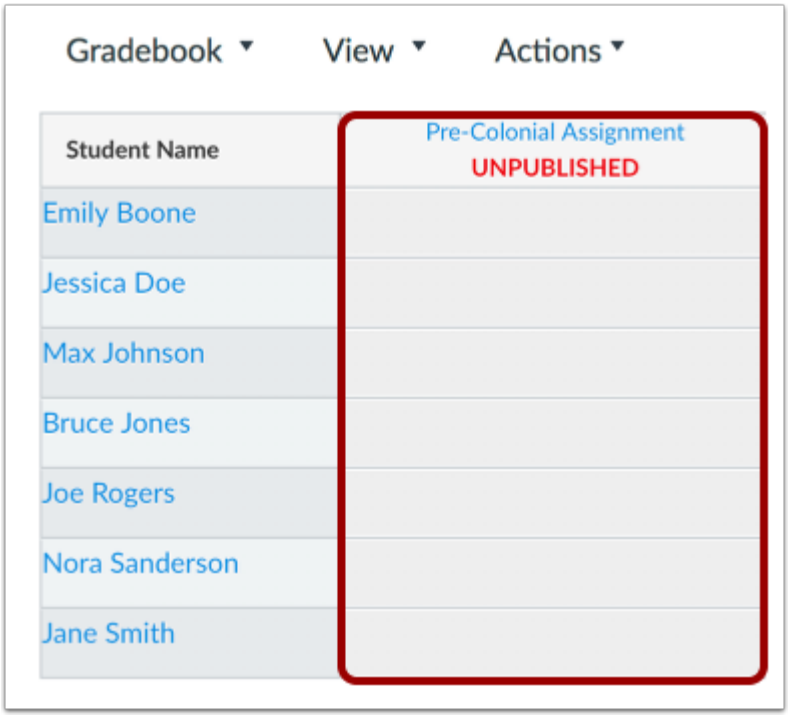
Show Unpublished Assignments



Click the **Settings** icon [1].

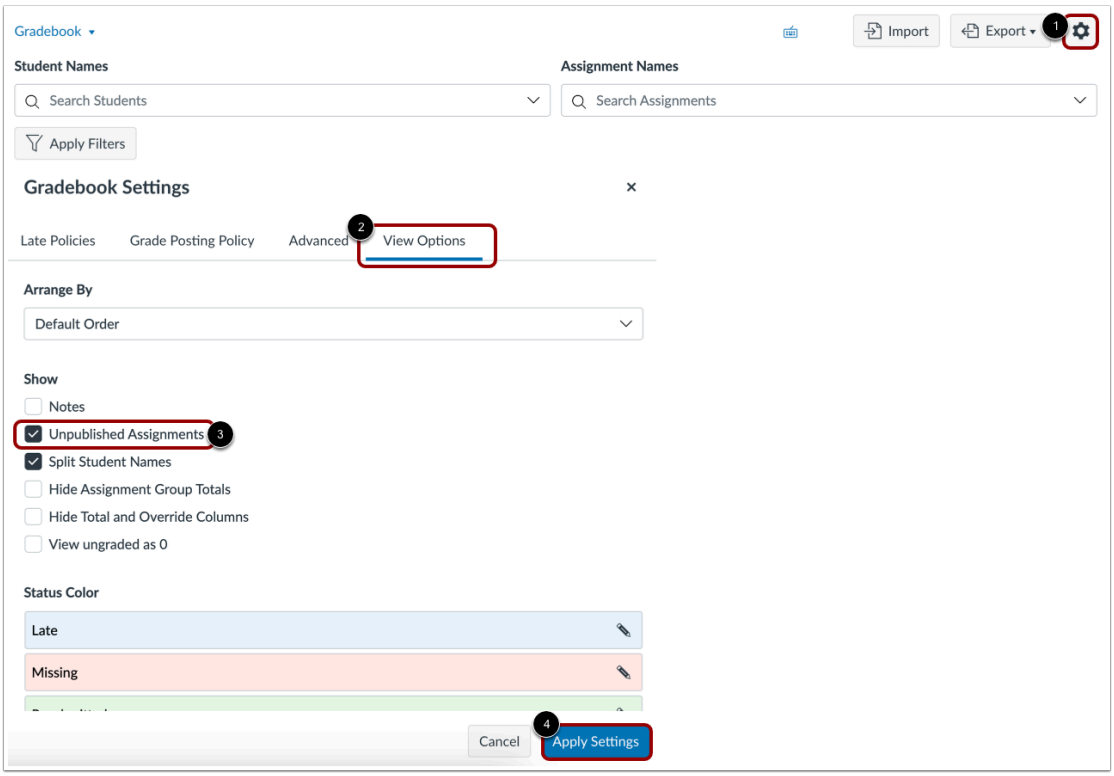
To show the unpublished assignments column, click the **View Options** tab [2] and click the **Unpublished Assignments** checkbox [3]. Click the **Apply Settings** button [4].

View Unpublished Assignment



View the unpublished assignment column. You can view the assignment name, but the cells are grayed out and are not editable until the assignment is published.

Hide Unpublished Assignments



Click the **Settings** icon [1].

To hide the unpublished assignments column, click the **View Options** tab [2] and click the **Unpublished Assignments** checkbox [3]. Click the **Apply Settings** button [4].

How do I view the Split Student Names column in the Gradebook?

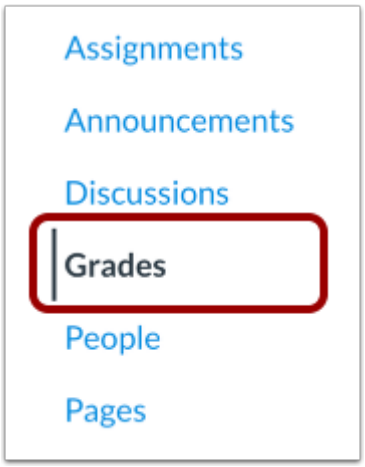
If enabled by your institution, the Gradebook View menu in individual courses displays the Split Student Names option, which displays student names as last name first.

If a user has a preferred name that is different from their legal name, the legal name is displayed.

When student names are split, the Last Name column can still be sorted by type and order and supports secondary information.

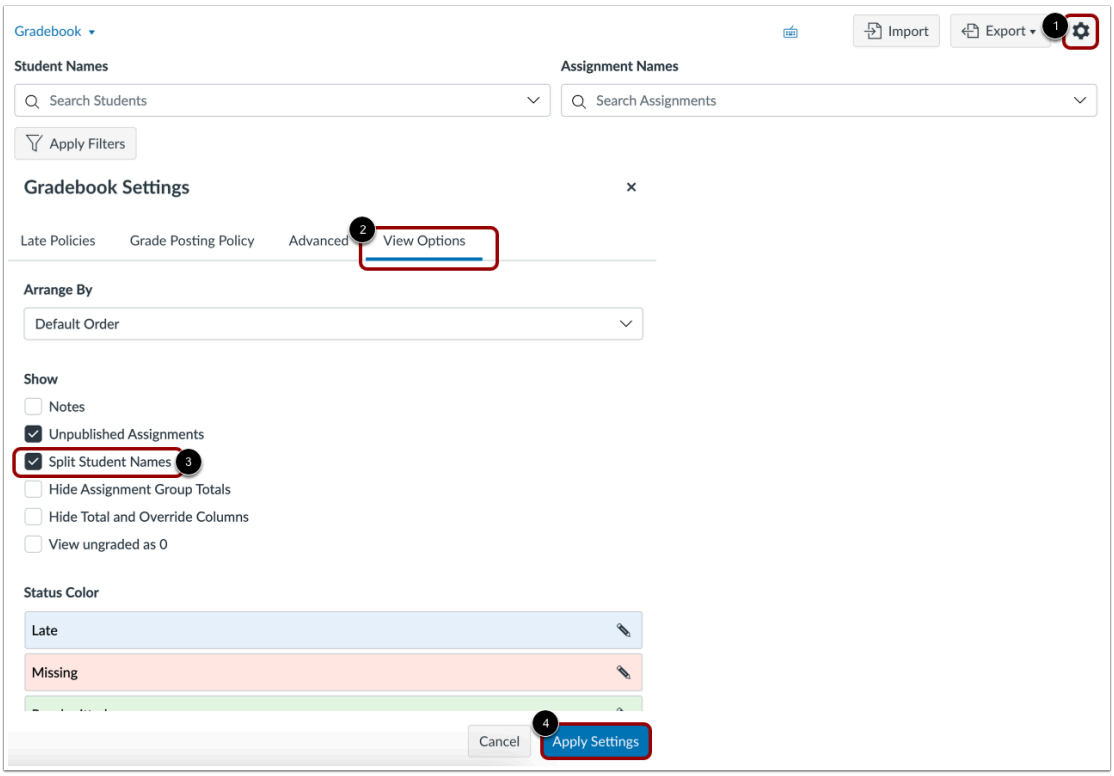
Split names are respected and displayed in the Gradebook CSV export.

Open Grades



In Course Navigation, click the **Grades** link.

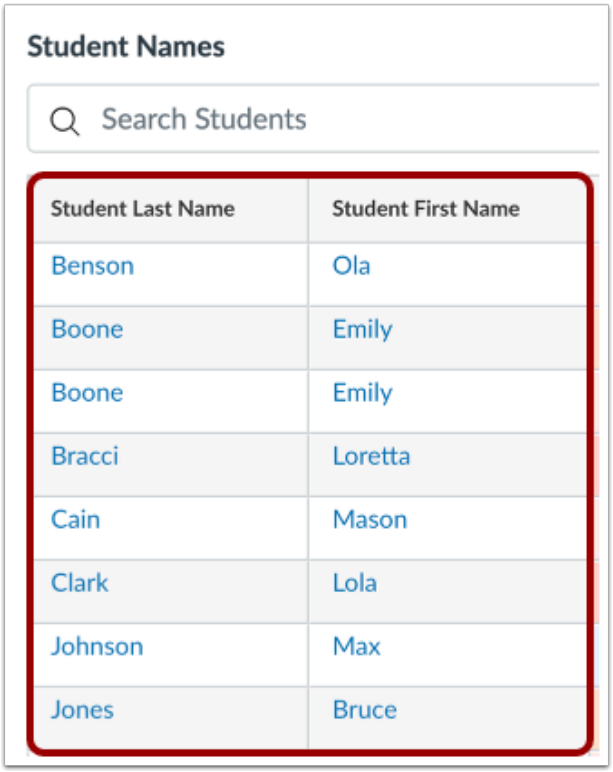
Split Student Names



Click the **Settings** icon [1].

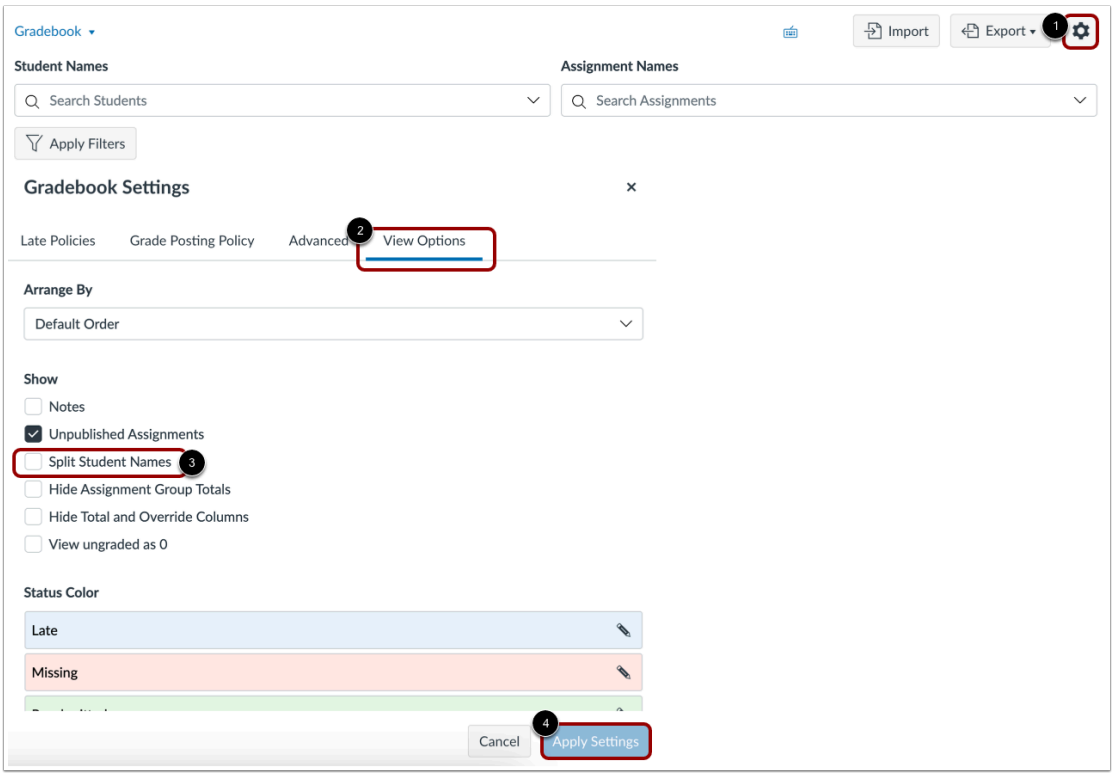
To separate the names, click the **View Options** tab [2] and click the **Split Student Names** checkbox [3]. Click the **Apply Settings** button [4].

View Split Student Names



View the separated last and first student names.

Combine Separated Names



Click the **Settings** icon [1].

To combine the separated columns, click the **View Options** tab [2] and deselect the **Split Student Names** checkbox [3]. Click the **Apply Settings** button [4].

How do I create assignment columns for non-submission assignments in the Gradebook?

Columns in the Gradebook are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment submission type.

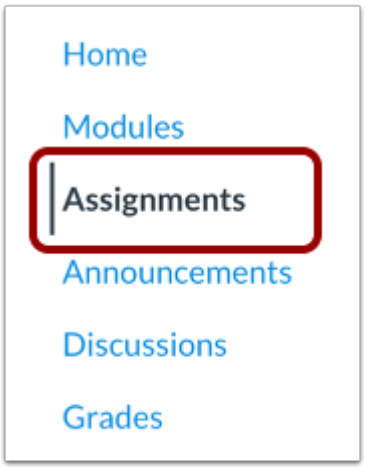
- *No Submission* assignments are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give extra credit.
- *On Paper* assignments are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When students view the assignment, they see that the assignment will be submitted on paper.

To create multiple columns at once, you can upload changes to the Gradebook.

Notes:

- The Gradebook will display unpublished assignments, but you cannot enter grades for unpublished assignments.
- Not Graded assignment types will not appear in the Gradebook.
- For a zero point assignment to factor into a student's grade, you must add at least one additional graded assignment with a positive point value. This additional assignment can be in any assignment group.

Open Assignments



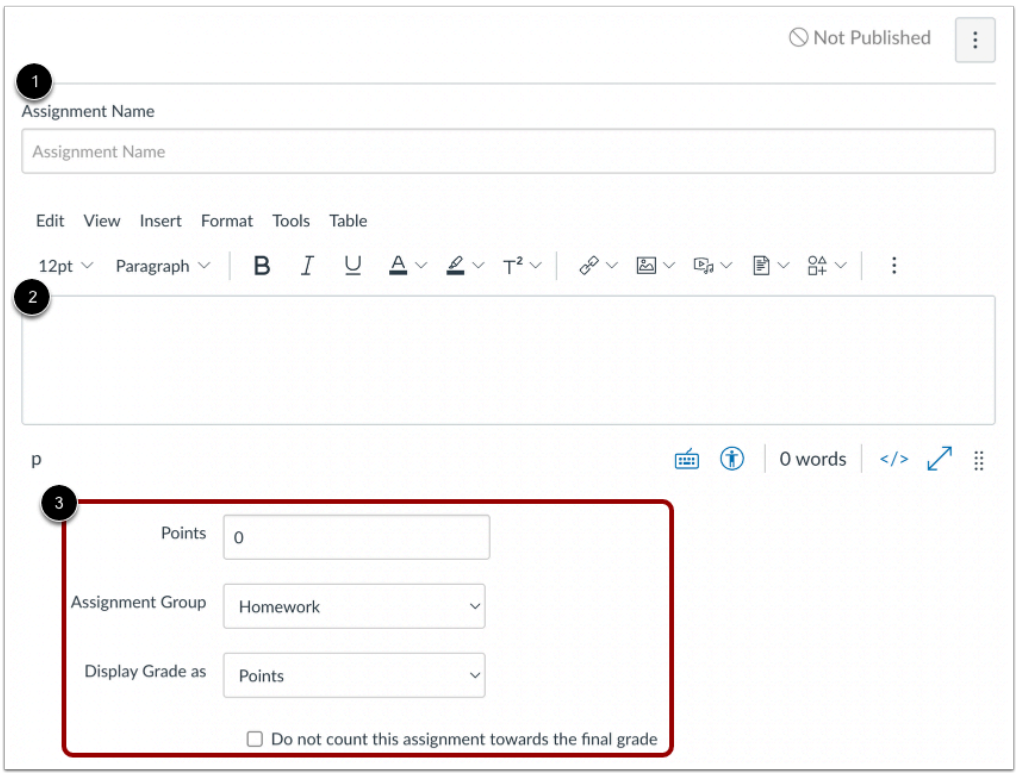
In Course Navigation, click the **Assignments** link.

Add Assignment



Click the **Add Assignment** button.

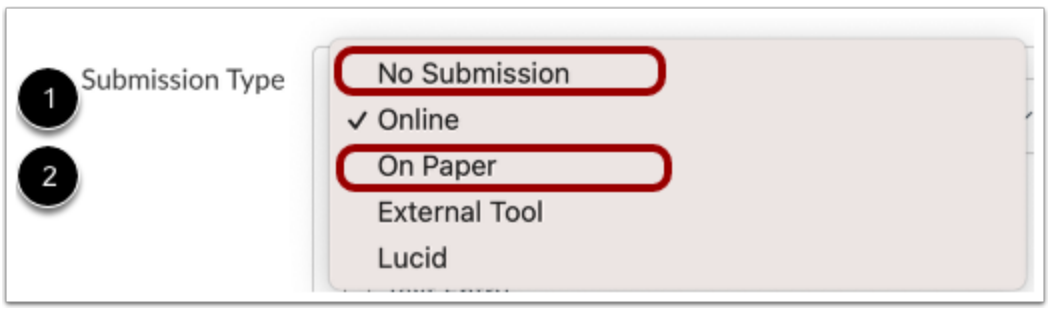
Enter Assignment Details



Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

Set Submission Type



In the Submission Type drop-down menu, select the **No Submission** option [1] or **On Paper** option [2].

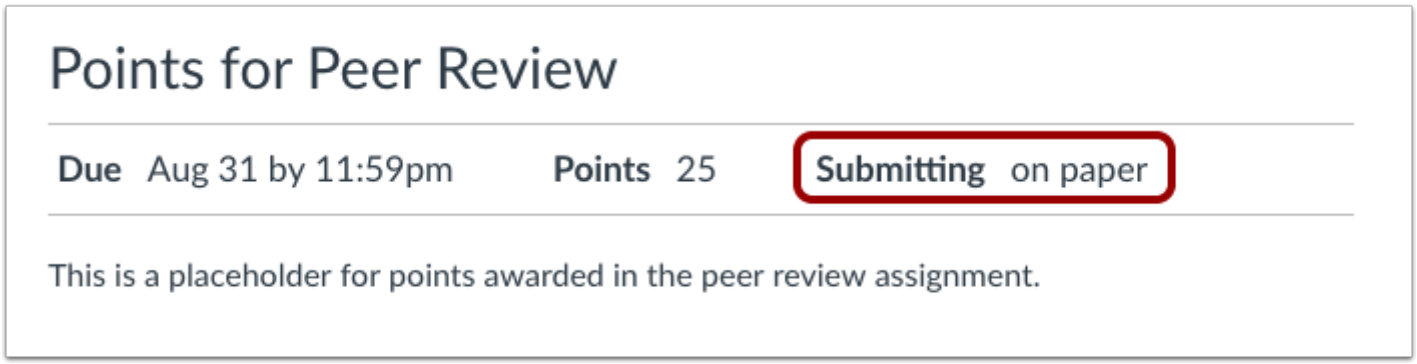
Save and Publish



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

Note: Along with published assignments, the Gradebook will display unpublished assignments by default, but you can not enter grades for unpublished assignments.

Student View



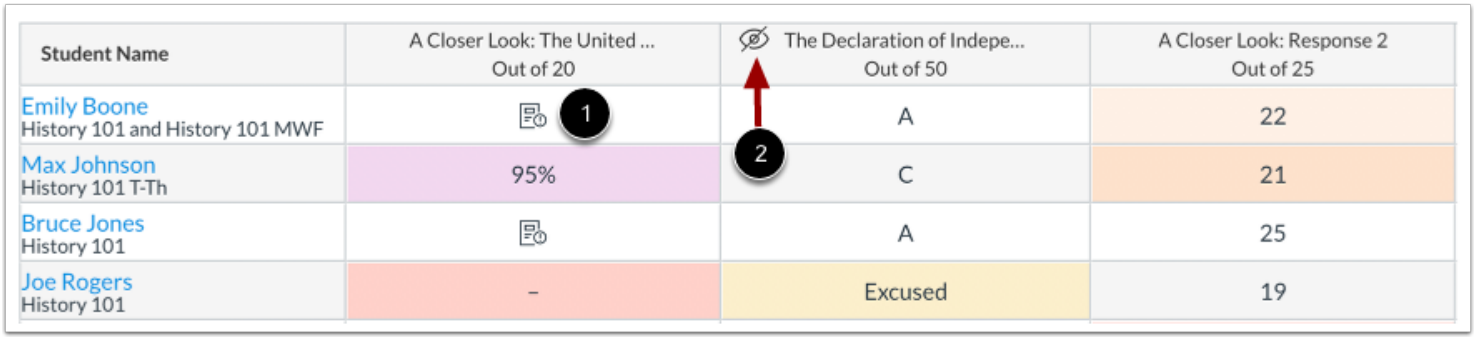
When students view a no submission or on-paper assignment, they will not see the **Submit Assignment** button. They can view the details and point value for the assignment. The Submitting section will indicate whether the submission is on-paper or if no submission is required.

How do I use the icons and colors in the Gradebook?

The Gradebook includes several icons and colors that may display in the assignment columns, assignment groups, and Total column.

Icons and colors are simply gradebook indicators to assist you with course grading. All published assignments count toward a student's total grade unless they are excused assignments.

Submission Type Icons



The Gradebook displays one **Assignment Icon** [1], regardless of assignment type, to note a submission that needs to be graded. A submission is noted as needing to be graded in the following conditions:

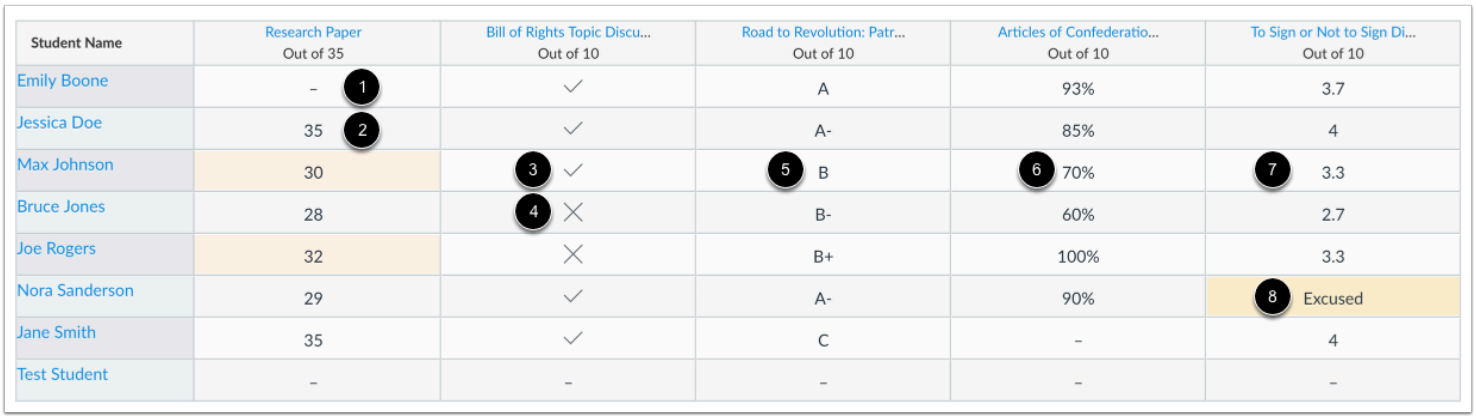
- A submission has been received but has not been graded
- A submission was graded but the grade was removed by the instructor
- An assignment or quiz was resubmitted
- A quiz was submitted in Classic Quizzes, but is not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve

An assignment with grades hidden from students is indicated by the **Visibility** icon [2]. Additional situations apply:

- When weighted assignment groups are not enabled, the total column also includes a warning icon notifying you that the grade you see differs from the grade the students see because student grades on one or more graded assignments are hidden.
- If an assignment column displays the visibility icon and all cells are grayed out, the assignment is moderated.

Note: The Assignment icon does not display for resubmitted discussions.

Grading Types

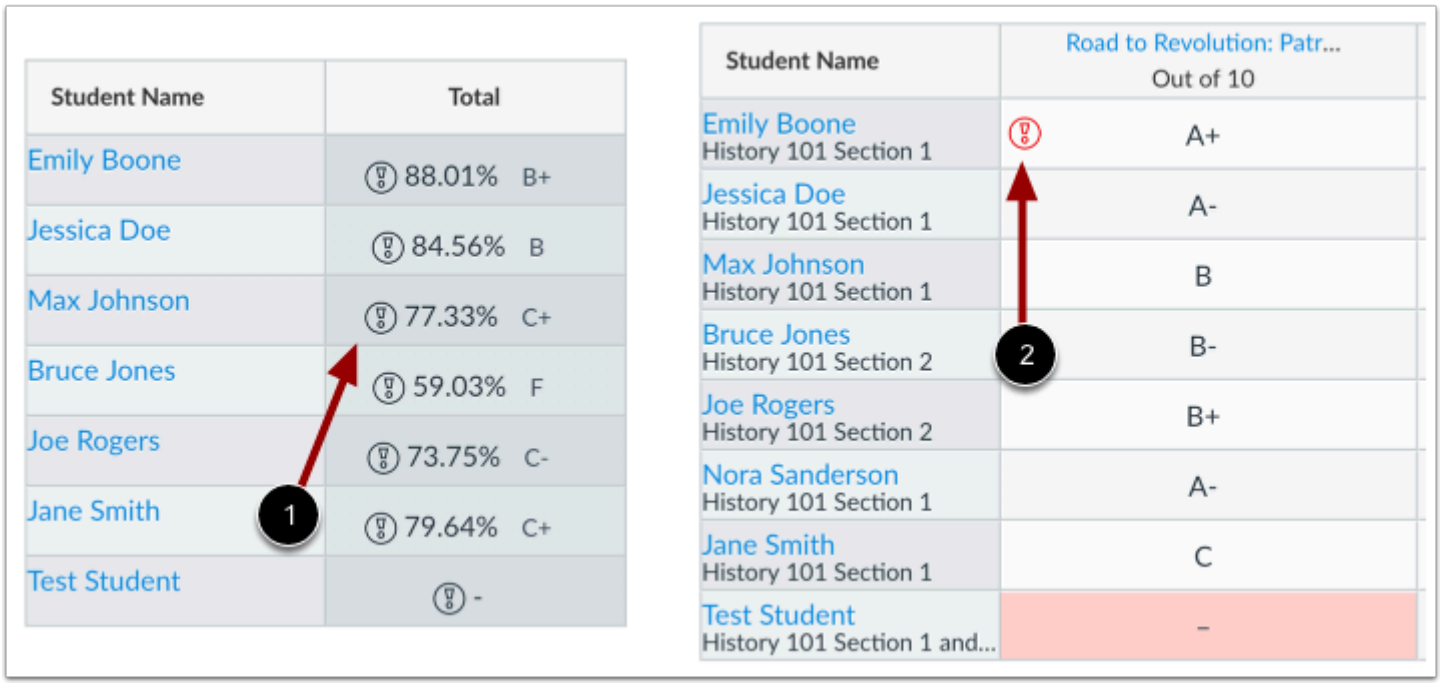


Student Name	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10	Articles of Confederatio... Out of 10	To Sign or Not to Sign Di... Out of 10
Emily Boone	- 1	✓	A	93%	3.7
Jessica Doe	35 2	✓	A-	85%	4
Max Johnson	30	3 ✓	5 B	6 70%	7 3.3
Bruce Jones	28	4 ✗	B-	60%	2.7
Joe Rogers	32	✗	B+	100%	3.3
Nora Sanderson	29	✓	A-	90%	8 Excused
Jane Smith	35	✓	C	-	4
Test Student	-	-	-	-	-

Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:

- **Dash** [1]: No submission
- **Number** [2]: Points grade
- **Check Icon** [3]: Complete grade
- **X Icon** [4]: Incomplete grade
- **Letter** [5]: Letter grade
- **Percentage** [6]: Percentage grade
- **GPA** [7]: GPA scale
- **Excused** [8]: Excused assignment

Column Warning Icons

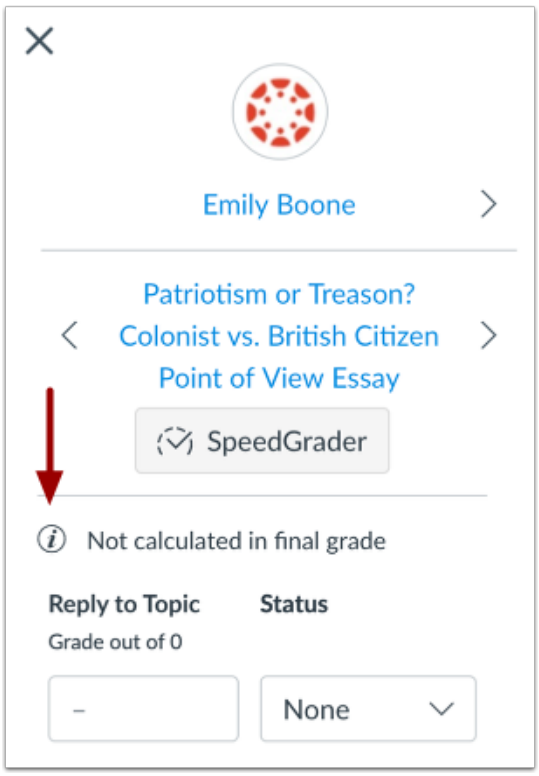


The **Black Warning Icon** [1] notifies you that the final score does not include one of the assignment groups because the group has zero points possible (the warning will tell you which assignment group is affected). This icon only displays in the total column related to assignment group errors.

You can correct the assignment group warnings by making sure a weighted assignment group has an assignment worth more than zero points, or, if an assignment is supposed to have zero points, adding another assignment with more than zero points to the assignment group.

The **Red Warning Icon** [2] notifies you that the entered grade is not supported in the grading scheme. Canvas will also display an invalid grade warning message when an invalid grade is entered.

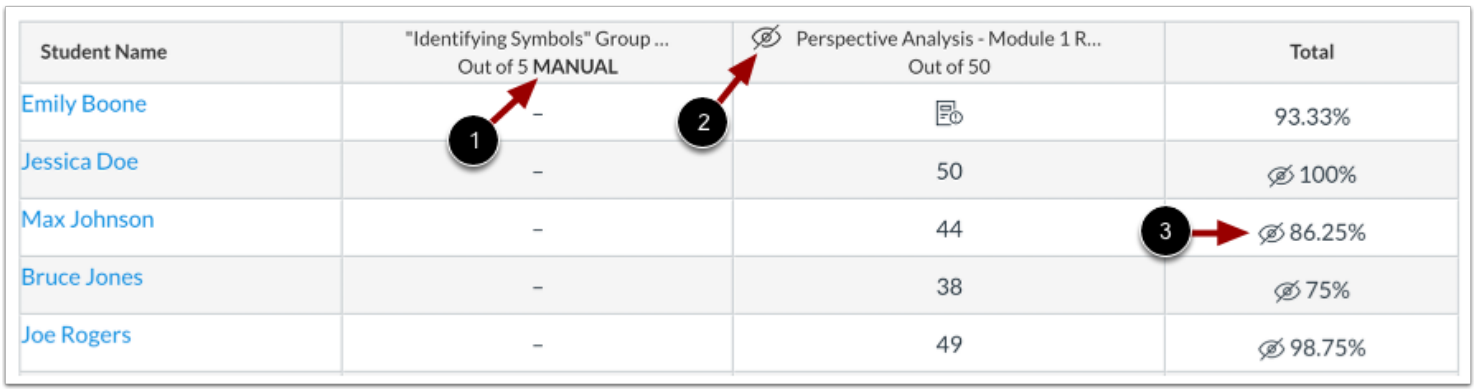
Grade Detail Tray Warning Icon



The **Grade Detail Tray Warning Icon** displays a warning icon for assignments that are not calculated as part of the final grade. This icon displays if the **Do not count this assignment towards the final grade** option is selected, or if the assignment is in a weighted assignment group with no weighted percentage.

The Grade Detail Tray also reflects if assignment grades are hidden.

Visibility Icons



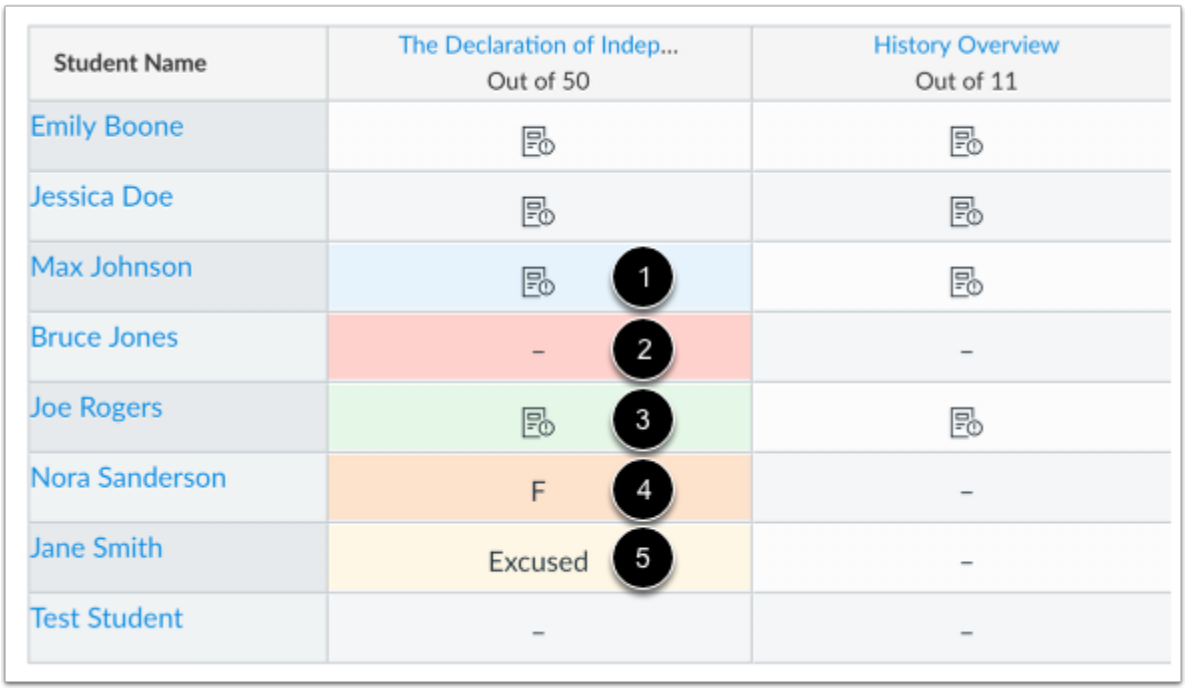
If you have applied a manual posting policy in a course or in an individual assignment, the Manual label will display in the Gradebook.

The **Manual** label [1] indicates that a manual posting policy is currently in place and future grades are hidden from student view or that a manual posting policy was previously used to hide grades in an assignment. If you have selected a manual posting policy for a course, all assignments that have hidden grades will display the Visibility icon.

The **Visibility** icon [2] indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3] to indicate that the total grade in the Gradebook differs from the total grade viewed by the student.

Colors



The Gradebook includes a default set of colors that indicate various statuses for assignments:

- Blue [1]: Late submission
- Red [2]: Missing submission
- Green [3]: Resubmitted assignment or quiz
- Orange [4]: Dropped grade
- Yellow [5]: Excused assignment

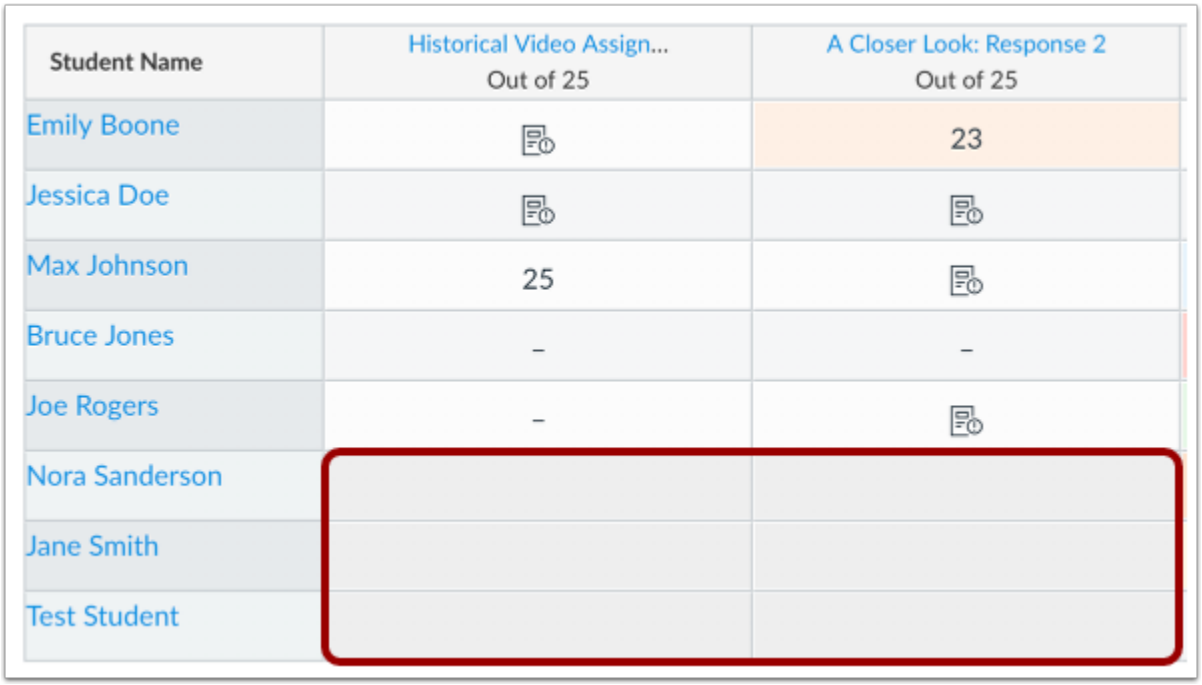
Status colors in your Gradebook may vary, as you can change the status colors for each status in the Gradebook. However, you cannot change the status names.

Gradebook rows alternate white and gray shading, so some colors may seem darker if they display in a row with gray shading.

Notes:

- Depending on your institution, you may be able to apply custom gradebook statuses.
- The resubmitted assignment color does not apply to resubmitted discussions.

Differentiated Assignments



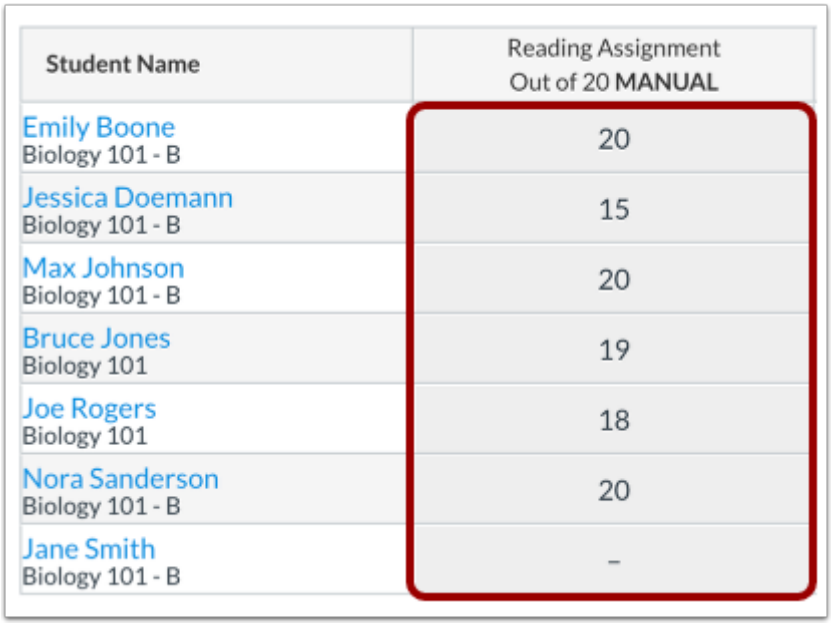
Student Name	Historical Video Assign... Out of 25	A Closer Look: Response 2 Out of 25
Emily Boone		23
Jessica Doe		
Max Johnson	25	
Bruce Jones	-	-
Joe Rogers	-	
Nora Sanderson		
Jane Smith		
Test Student		

When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment and do not include a dash. Grades cannot be assigned to students who are not part of the assignment; those assignments are not factored into overall grades.

In the student grades page, students can only view assignments that have been assigned to them.

Differentiated assignments are also used in MasteryPaths.

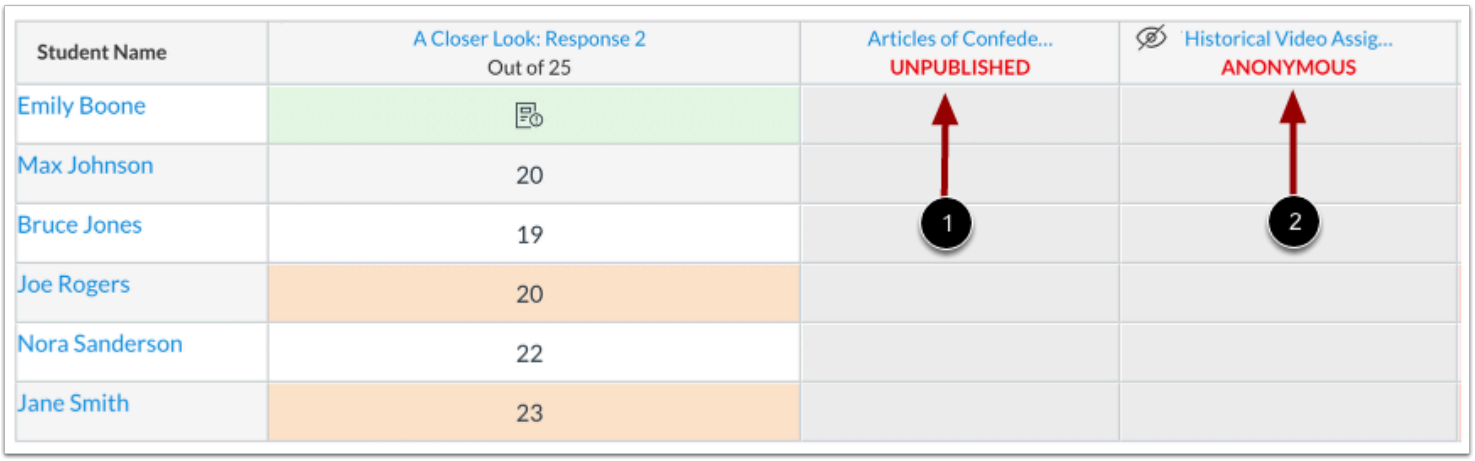
Closed Grading Periods



Student Name	Reading Assignment Out of 20 MANUAL
Emily Boone Biology 101 - B	20
Jessica Doemann Biology 101 - B	15
Max Johnson Biology 101 - B	20
Bruce Jones Biology 101	19
Joe Rogers Biology 101	18
Nora Sanderson Biology 101 - B	20
Jane Smith Biology 101 - B	-

If your course uses multiple grading periods, submission cells for an entire assignment in a closed grading period are grayed out in the Gradebook. Assignments in a closed grading period cannot be edited.

Disabled Columns

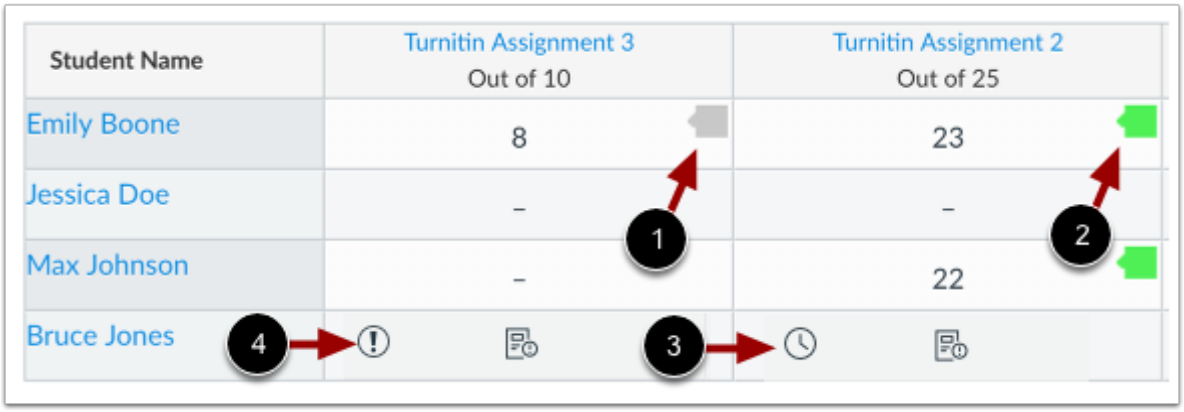


Some columns are completely disabled until the status of the assignment is changed. Disabled columns do not include dashes in the Gradebook cells, which indicates that grades cannot be entered, and display a gray background.

Disabled columns are labeled for unpublished assignments [1] and anonymous assignments [2]. Grades cannot be entered for unpublished assignments until the assignment is published. For anonymous assignments, grade cells do not display any content, including the Needs Grading icons, until assignment grades are unhidden.

Note: Assignments that are both anonymous and moderated display as anonymous, though the Grade Detail Tray displays the assignments as being hidden. Moderated hidden assignments can be updated in the Gradebook, but any entered grades will be overwritten once final grades are posted.

Turnitin Icons



If you create a Turnitin assignment, the Gradebook displays Turnitin score icons in the Gradebook. To view details of the score, click the icon and view more details in SpeedGrader:

- A **Gray** icon indicates that a similarity Report has not been generated yet [1].
- A **Color** icon indicates that a similarity Report has returned a score; the color is based on the Similarity Report percentage score [2].
- A **Clock** icon indicates the Similarity Report is still being generated [3].
- An **Exclamation** icon indicates there was an error when generating the Similarity Report [4].

Learn more about the Turnitin Similarity Report.

How do I sort an individual assignment column in the Gradebook?

Each individual assignment column includes options to sort by grade and assignment status. By default, the Gradebook is sorted by student last name in ascending order.

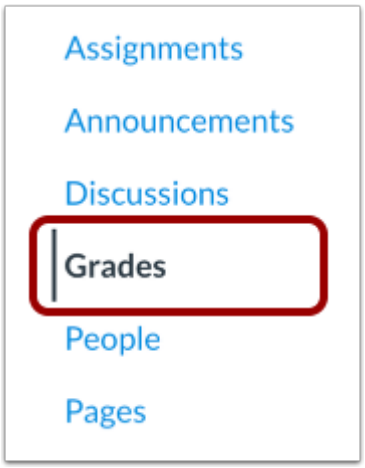
When sorting by status, each grade only displays one status. Sorting may affect any assignments that have been dropped according to a drop rule in the assignments page. The dominant status is always shown, so if an assignment is missing or late but is also a dropped grade, the dropped grade status will be shown. However, you can view the Grade Detail Tray to view additional details about the grade.

The following keyboard shortcuts are supported in the Gradebook:

- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

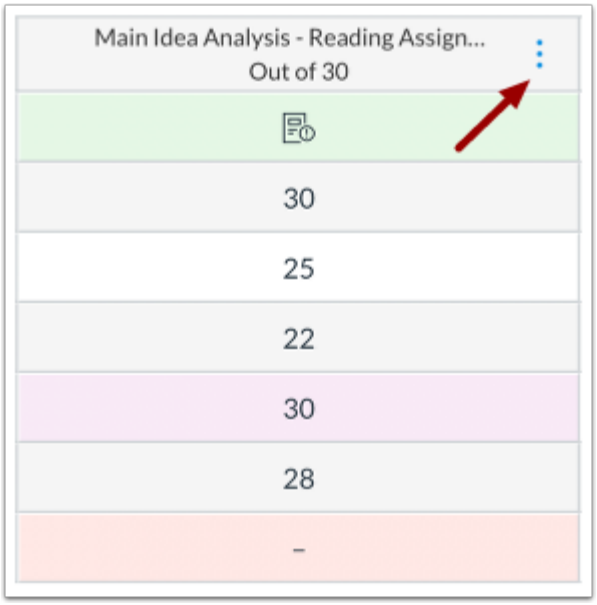
Note: Sorting is not available for anonymous assignments.

Open Grades



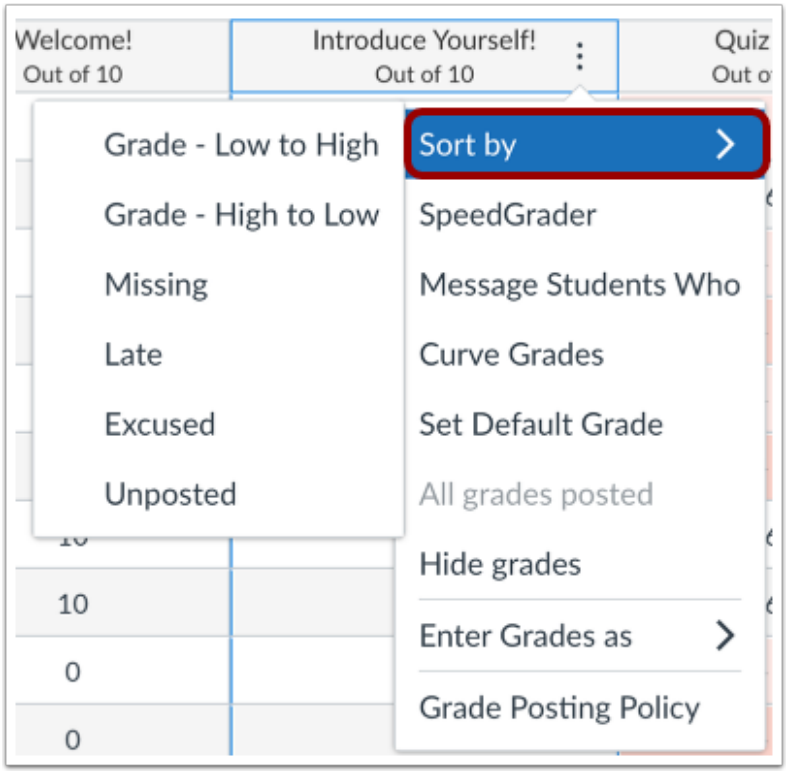
In Course Navigation, click the **Grades** link.

Open Assignment Menu



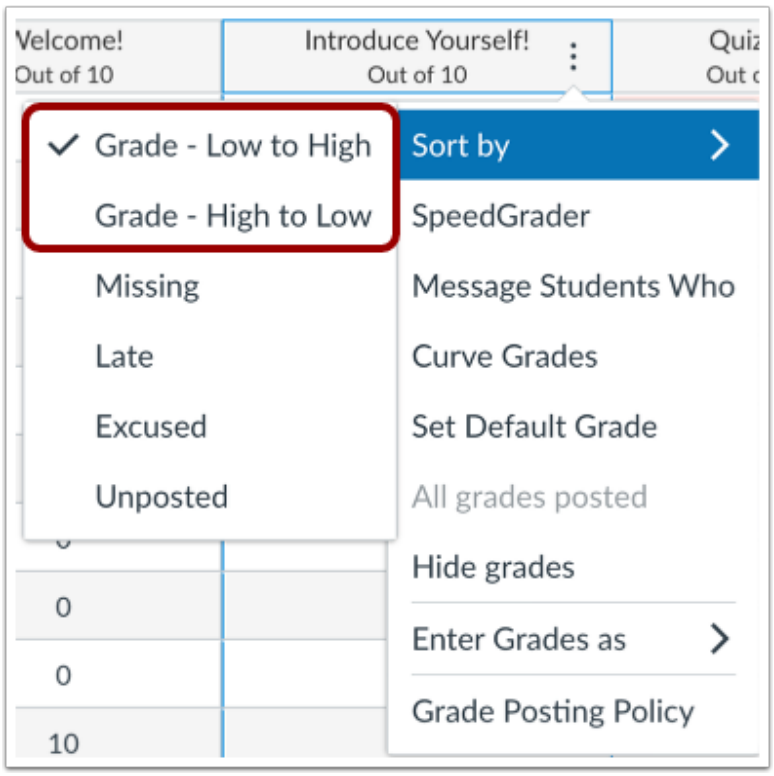
Hover over the assignment column header and click the **Options** icon.

Sort Column



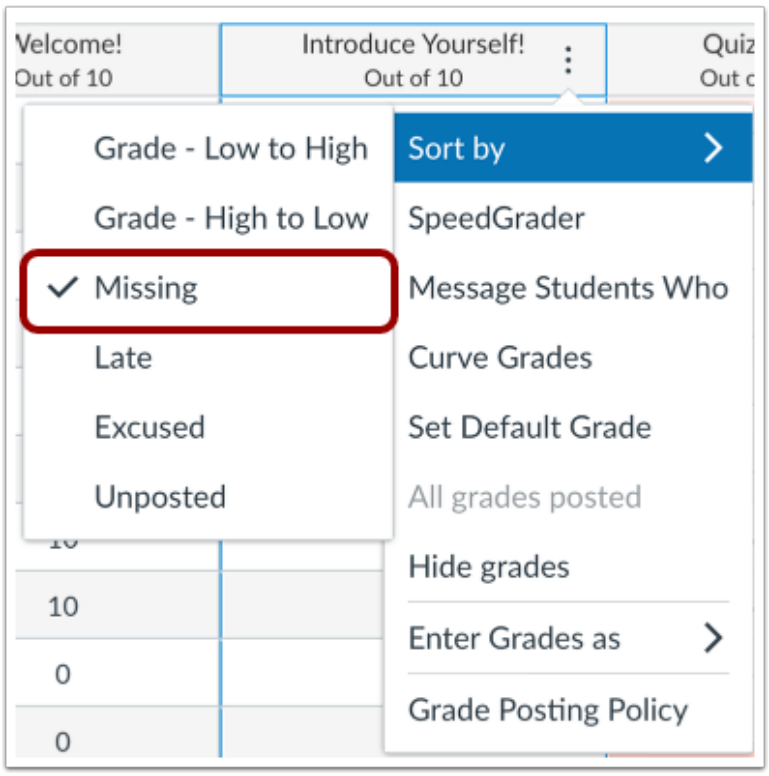
Click the **Sort by** link, then select the option how you want to sort the column.

Sort by Grade



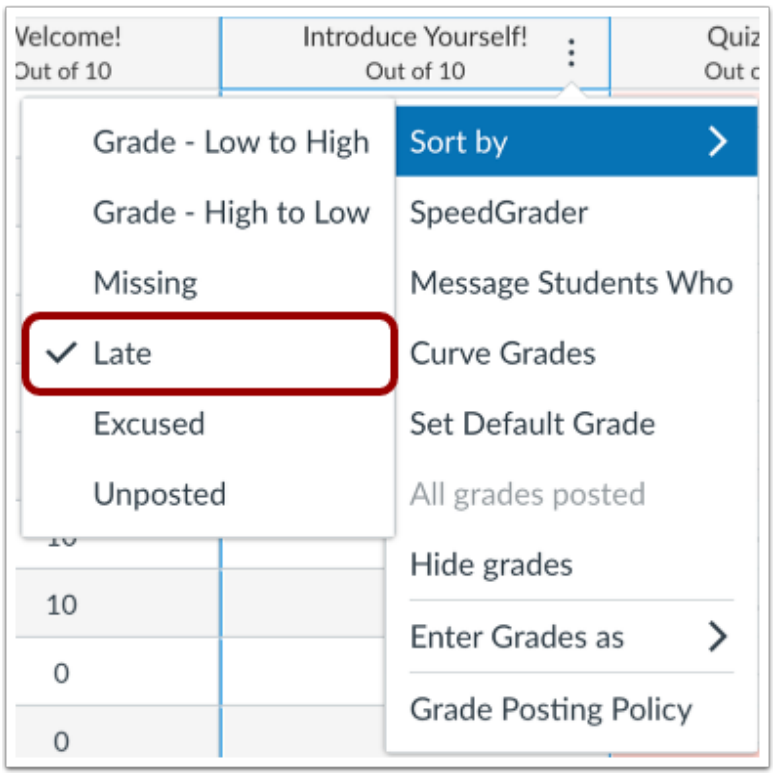
To sort by grade, select the **Grade - Low to High** or **Grade - High to Low** option.

Sort by Missing



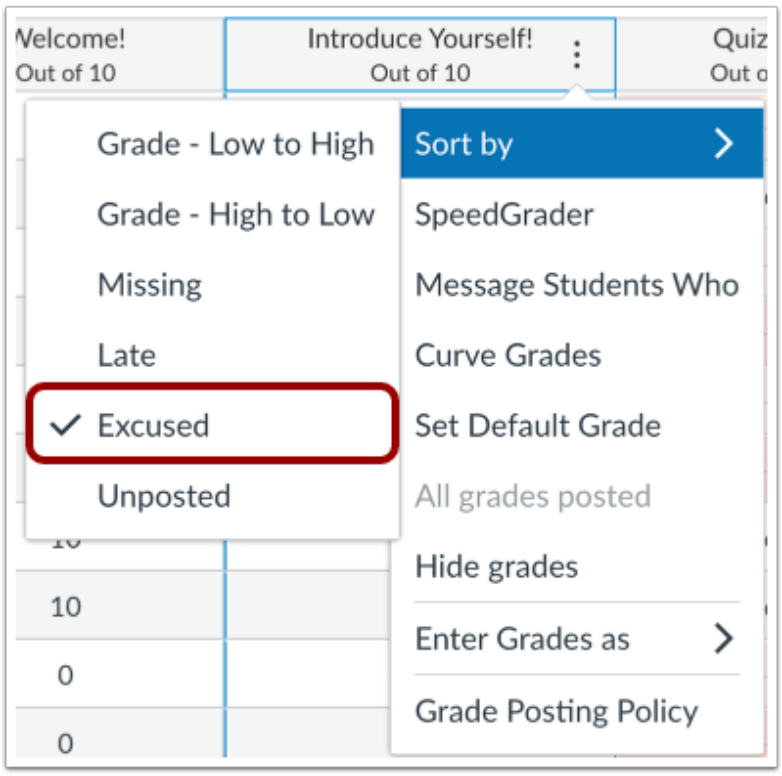
To sort by missing status, select the **Missing** option.

Sort by Late



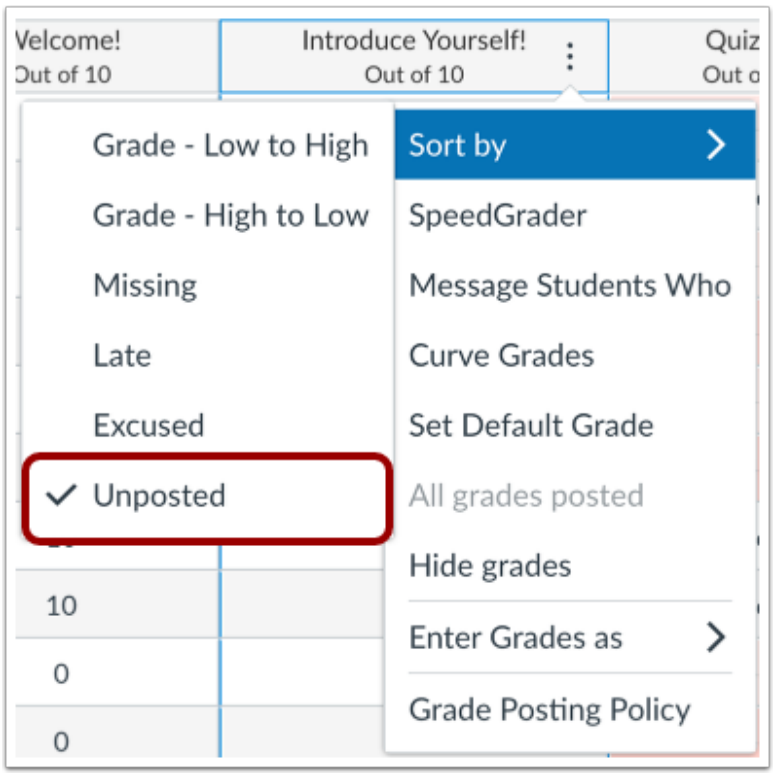
To sort by late status, select the **Late** option.

Sort by Excused



To sort by excused status, select the **Excused** option.

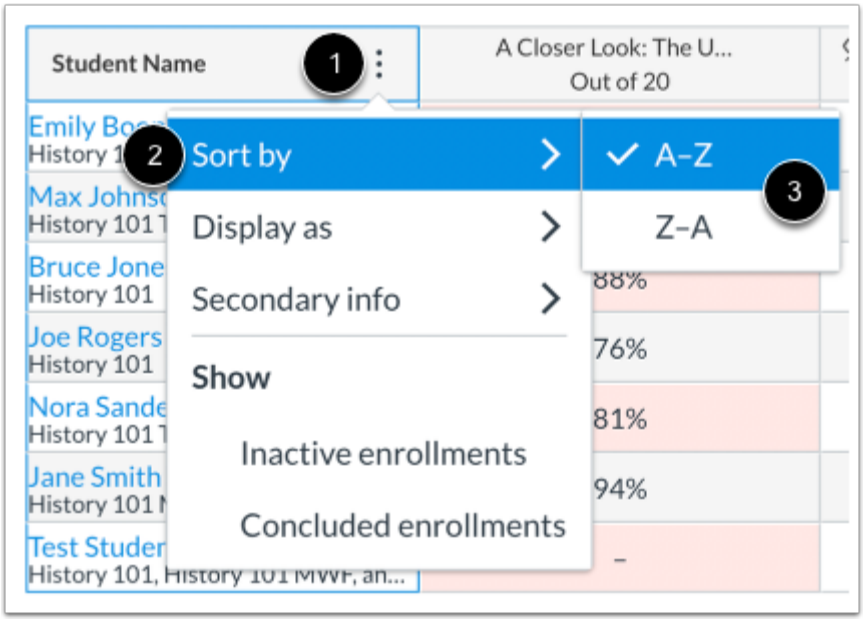
Sort by Unposted



To sort by unposted status, select the **Unposted** option.

Note: You can only filter by the unposted status when the grade posting policy is set to manually post grades.

Sort by Student Name



To remove individual assignment column sorting options, sort by student name.

Click the **Options** icon in the Student Name column [1], then select the **Sort by** option [2] and select a sorting option [3].

How do I change the color for a grading status in the Gradebook?

The Status option allows you to change the default colors in the Gradebook. Each color is a default associated with a Gradebook status: late (blue), missing (red), resubmitted (green), dropped (orange), or excused (yellow). Colors can be adjusted by selecting a default color or using a supported hex code.

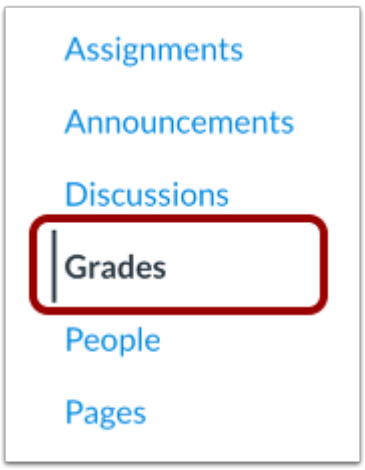
Colors are a per-user setting. Colors set in your course apply to any of your other courses that use the Gradebook, however, they do not apply to any other user who may view the Gradebook. Additionally, status names cannot be changed.

Some assignments may have multiple statuses applied (for example, dropped and resubmitted). In this case, some status colors may override other status colors.

Notes:

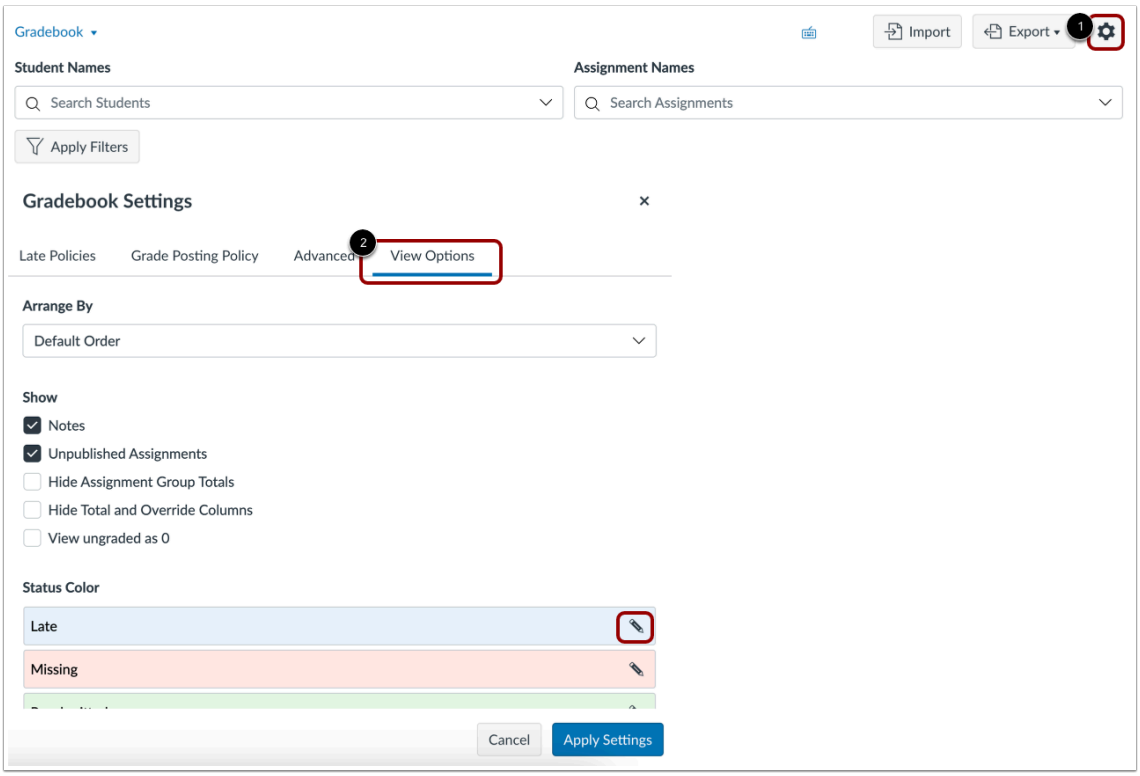
- Some colors may seem darker if they display in a Gradebook row that has an alternating gray background.
- Depending on your institution, custom gradebook statuses may display. You cannot make changes to the custom statuses.

Open Grades



In Course Navigation, click the **Grades** link.

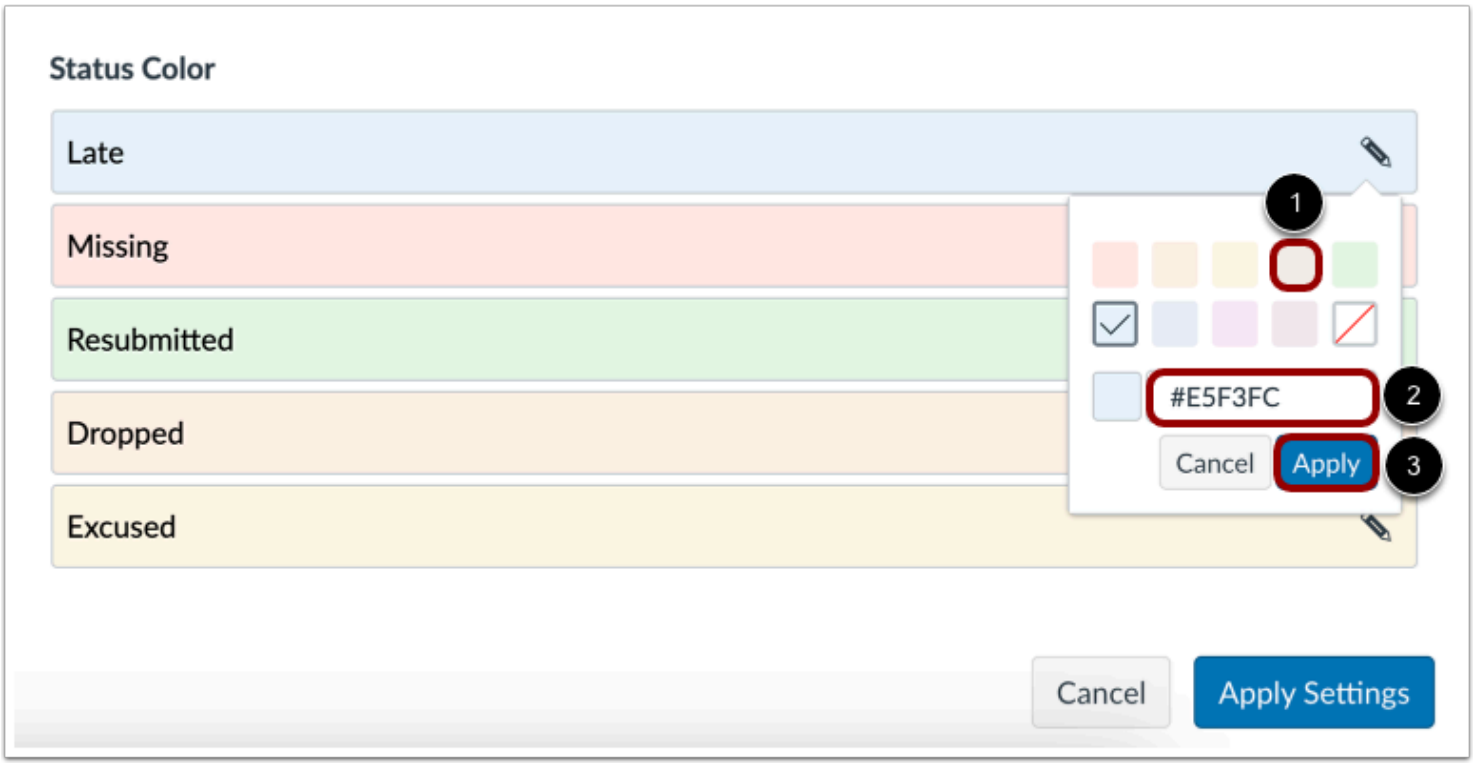
View Status Colors



Click the **Settings** icon [1].

To change the status colors, click the **View Options** tab [2] and click the **Edit** icon [4].

Change Color Status

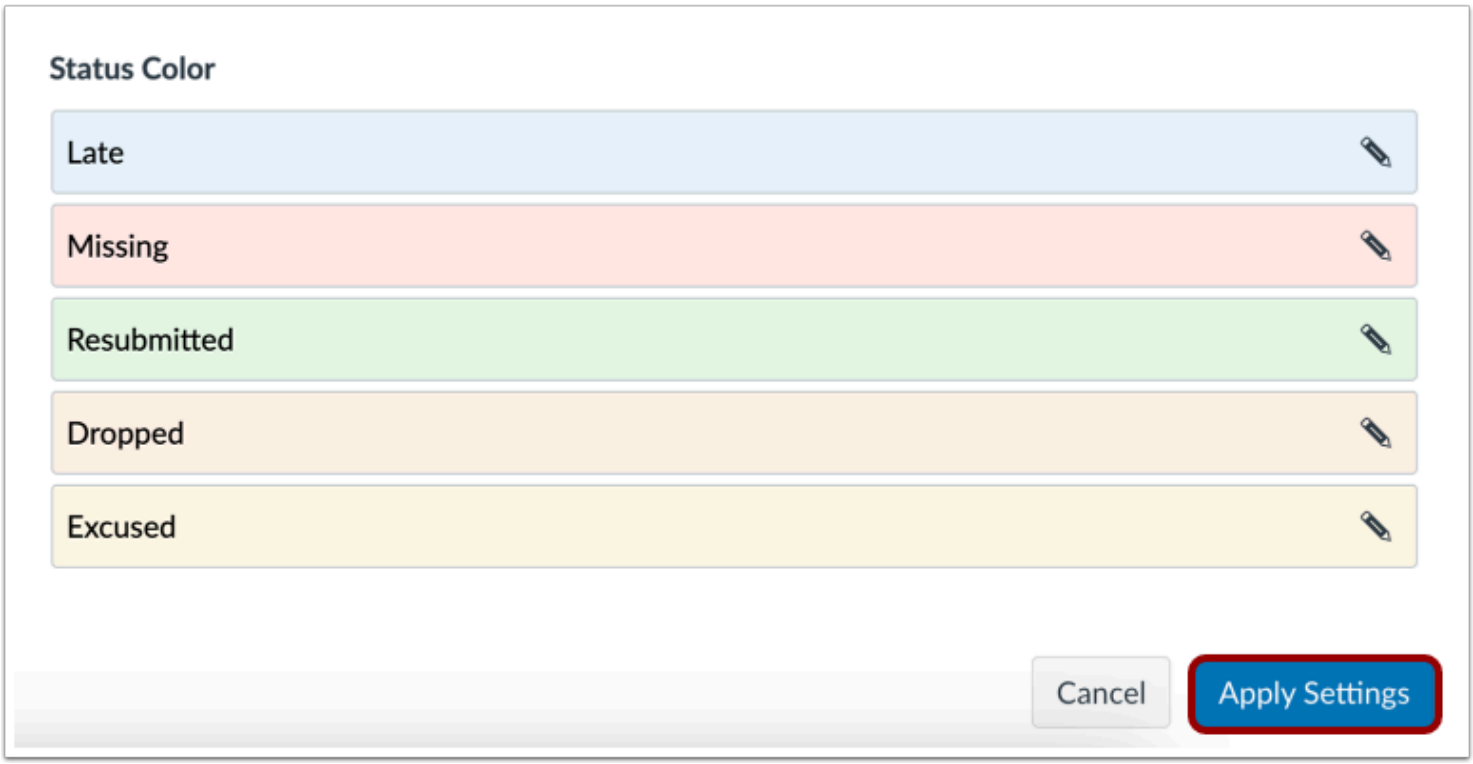


Select the new color for the status. The check mark indicates the selected color [1], and the hex color code displays in the text field [2].

If you want to use a color not shown in the window, you can enter the color's hex code directly in in the text field. The hex field will display a warning icon if the hex code is not valid.

Click the **Apply** button [3].

Apply Settings



Click the **Apply Settings** button.

How do I use posting policies in a course?

You can use posting policies in the Gradebook to manage assignment grade visibility for students. Posted grades are visible to students in your course. Hidden grades are visible to you in the course gradebook, but students cannot see them.

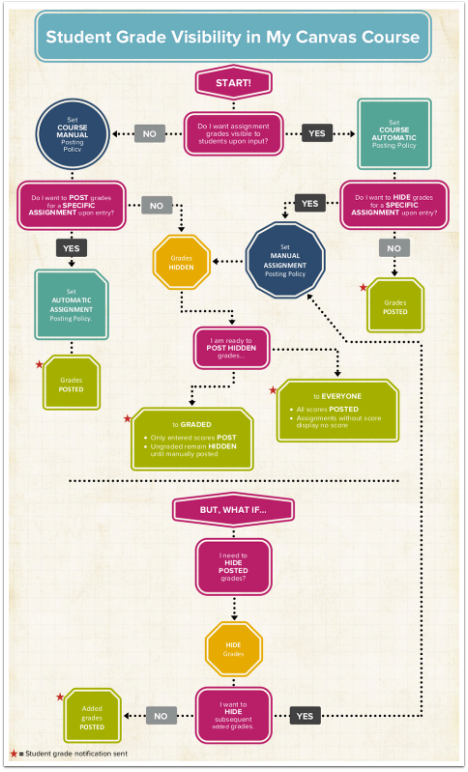
Posting policies can be set for an entire course and/or individual assignments. Assignment-level posting policies will override the course-level posting policy for that assignment. When a posting policy is set to automatic, grades are automatically posted to students when they are entered. When a posting policy is set to manual, grades must be manually posted to students using the Post grades option before they can be viewed.

Posted grades can also be hidden using the Hide grades option. The Hide grades option only hides grades that are currently visible to students. In order to ensure all future assignment grades are hidden, you will need to use a manual posting policy for the assignment or course.

Notes:

- It is recommended that you set course and assignment posting policies before entering grades.
- In Classic Quizzes, students will not be able to see their quiz responses while quiz grades are hidden.
- In New Quizzes, hiding grades does not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the quiz settings menu.

View Posting Policies Flowchart



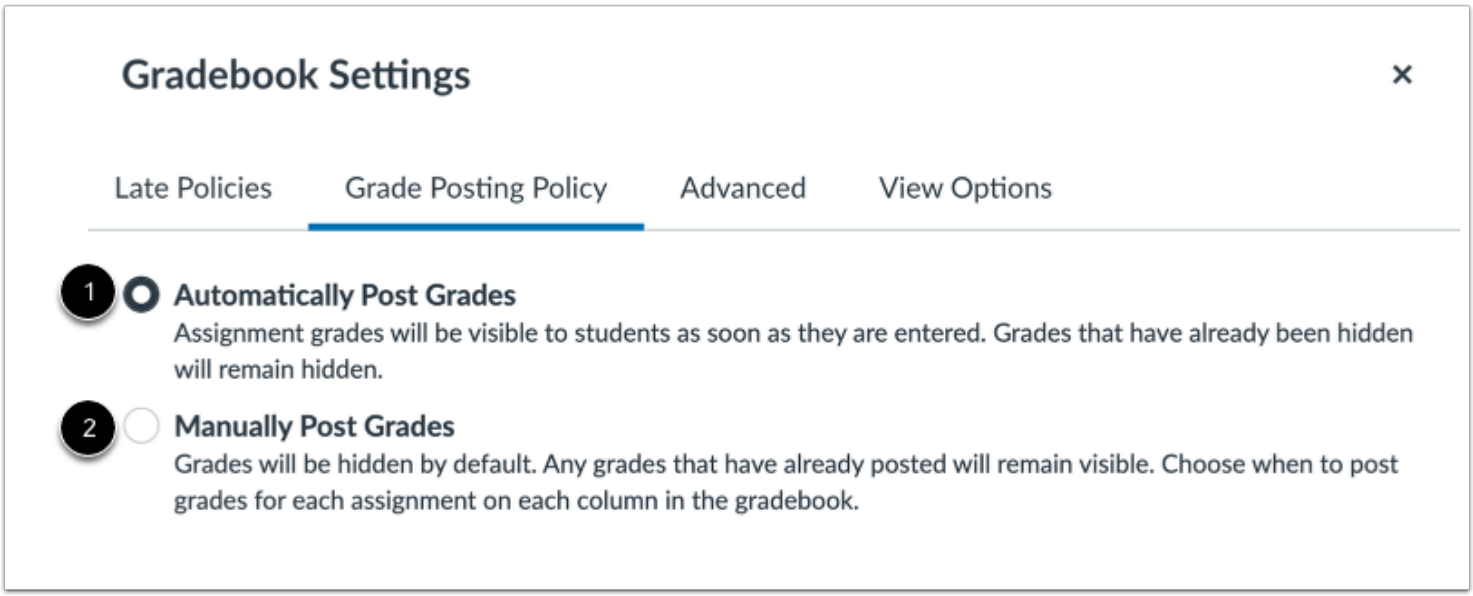
This flowchart outlines how posting policies work for instructors in their courses. You should select a course posting policy based on your general grade posting preference. You can then set posting policies for individual assignments as needed.

You can also hide previously posted grades, especially if you need to fix errors or if grades were posted erroneously.

When students have set grade notification settings, they will receive notifications when grades are posted, as indicated in the flowchart.

You can also view this flowchart as an interactive PDF.

Set a Course Posting Policy

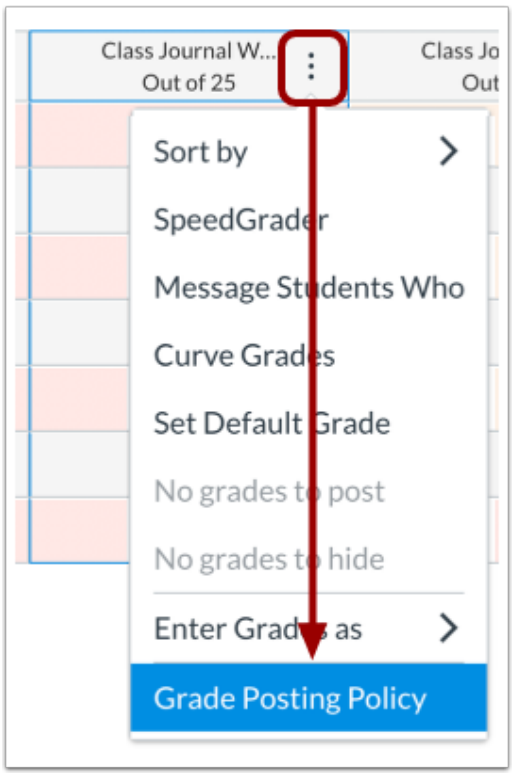


By default, Canvas courses have an **Automatic** posting policy [1]. Assignment grades, grading comments and submission annotations are visible to students as soon as grades are entered in the Gradebook or submitted in SpeedGrader.

Alternatively, you can select a **Manual** posting policy for your course [2]. Assignment grades, grading comments and submission annotations are hidden from students until manually posted. Submission Annotations alone will not trigger the option to post grades; a grade or grading comment would need to be entered. Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.

Learn how to select a course posting policy.

Set an Assignment Posting Policy

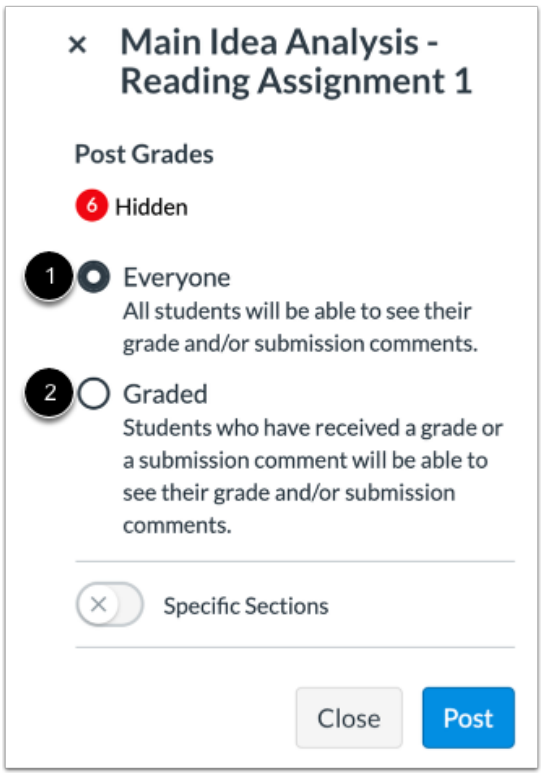


You can also select grade posting policies for individual assignments. When you set an individual assignment posting policy, the course posting policy is overridden for that assignment.

For example, if you use an Automatic course posting policy, you may wish to hide assignment grades for a specific assignment until all submissions are graded. You can set a Manual posting policy for the assignment, and grades will remain hidden from student view until you manually post them in your course.

Learn how to select an assignment posting policy.

Post Hidden Grades



When you are ready to make grades visible to students, you can post grades and/or submission comments for a specific assignment. You can post grades for everyone in the course [1], or you can post only grades for graded submissions [2].

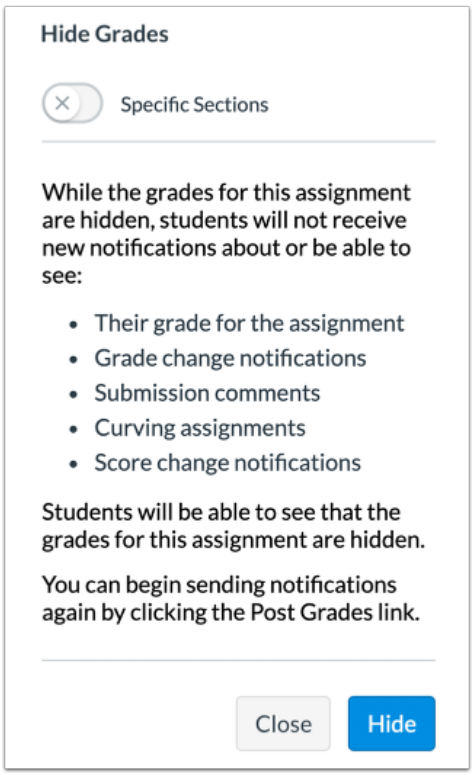
When you post grades for everyone, ungraded submissions display no grade.

When you post grades for graded submissions and/or submission comments, any ungraded assignment grades that are updated later will remain hidden until manually posted.

If you make updates to posted grades, students can view these updates and, depending on their notification settings, may receive a grade-change notification.

Learn about posting grades for an assignment. Learn about posting grades for an assignment from SpeedGrader.

Hide Posted Grades



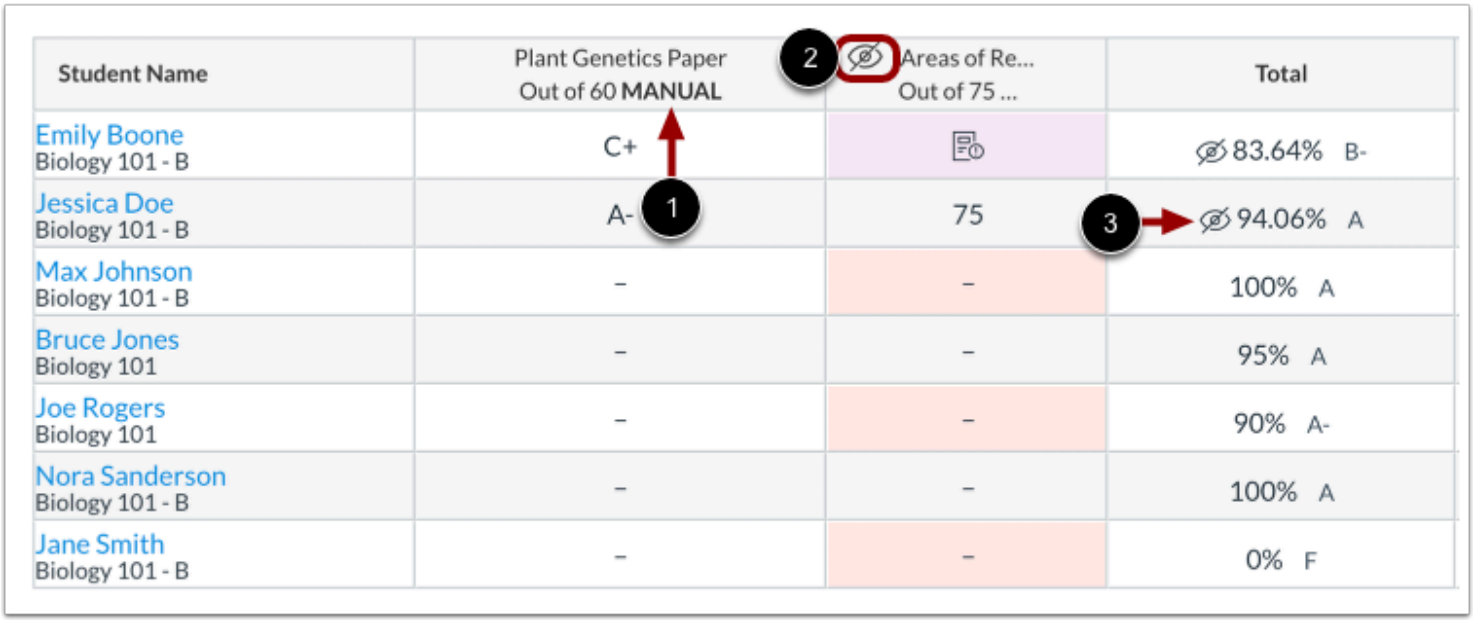
If you need to hide grades that have already posted for students to view, you can Hide Grades in the gradebook. Hiding grades only affects grades that were previously entered.

Learn about hiding assignment grades. Learn about hiding grades for an assignment from SpeedGrader.

Notes:

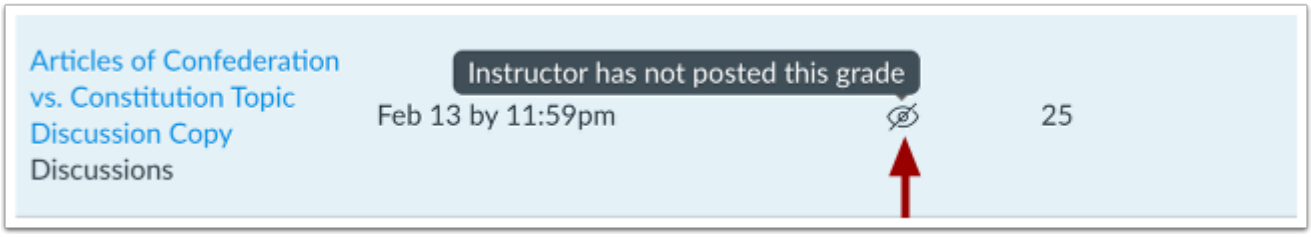
- When you hide grades, the assignment retains its posting policy. If you add assignment grades for additional students to an assignment with an automatic posting policy, those grades display for students.
- After hiding grades, if you want to hide additional student grades for the assignment, set the assignment posting policy to Manual.

View Gradebook Posting Policy Icons



Assignments with a manual posting policy display a **Manual** label [1]. When you enter grades for manual posting policy assignments, the gradebook displays a **Visibility** icon [2]. Students cannot see their assignment grade until you post them. Additionally, when an assignment grade is hidden for a student, the Total column displays a **Visibility** icon [3].

Student View



When assignment grades are hidden, the student grades page displays a **Visibility** icon. Posted grades display in place of the icon.

How do I select a grade posting policy for a course in the Gradebook?

In the Gradebook, you can select a default automatic or manual grade posting policy for all course assignments. Posting policies determine grade visibility for students.

By default, Canvas courses use an automatic course posting policy. All assignment grades are visible to students as soon as they are entered in the gradebook. Grades for anonymous and moderated assignments do not post automatically.

If you select a manual course posting policy, all assignment grades remain hidden from student view by default until you post grades for each 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. You can hide posted grades from the assignment's Options menu. Additionally, when assignment grades are hidden, students cannot see their assignment grade, instructor comments, or grade change notifications. However, instructors can post comments to students before grades are entered.

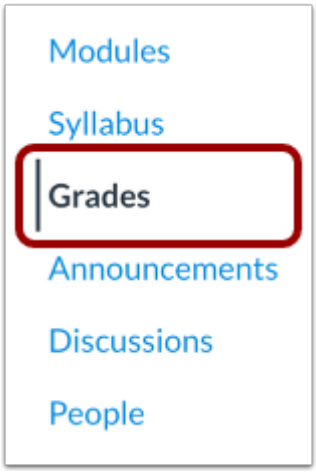
Course post policies apply to all course assignments by default. You can also select a grade posting policy for an individual assignment. Learn more about using posting policies in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

- 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. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses while quiz grades are hidden.
- In New Quizzes, enabling a posting policy will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the quiz settings menu.
- If you copy a course into a new course shell or import course content and include course settings as part of the import, the course posting policy from the original course will be copied into the new course.

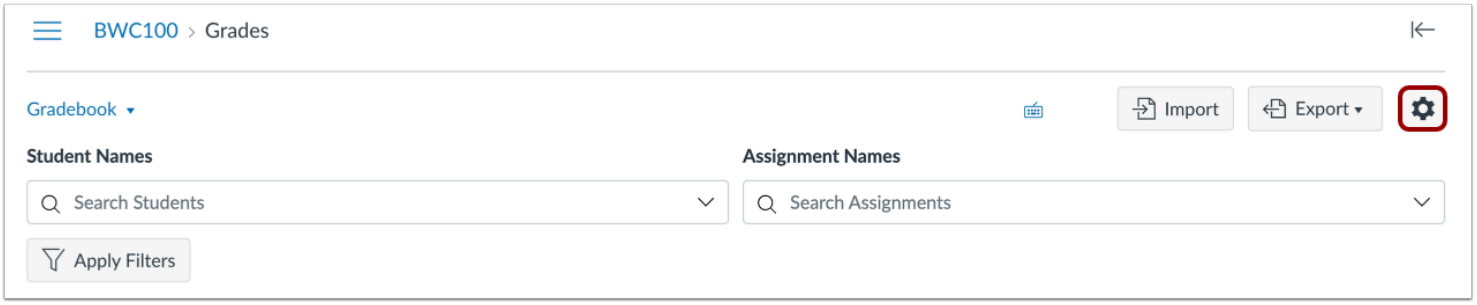
This will override any grade posting policy settings you have in the new course. Additionally, imported assignments will retain their assignment posting policy from the original course.

Open Grades



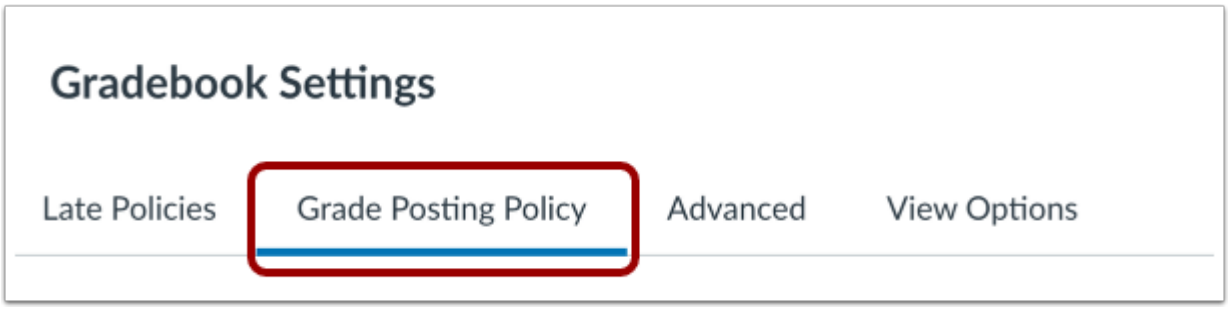
In Course Navigation, click the **Grades** link.

Open Gradebook Settings



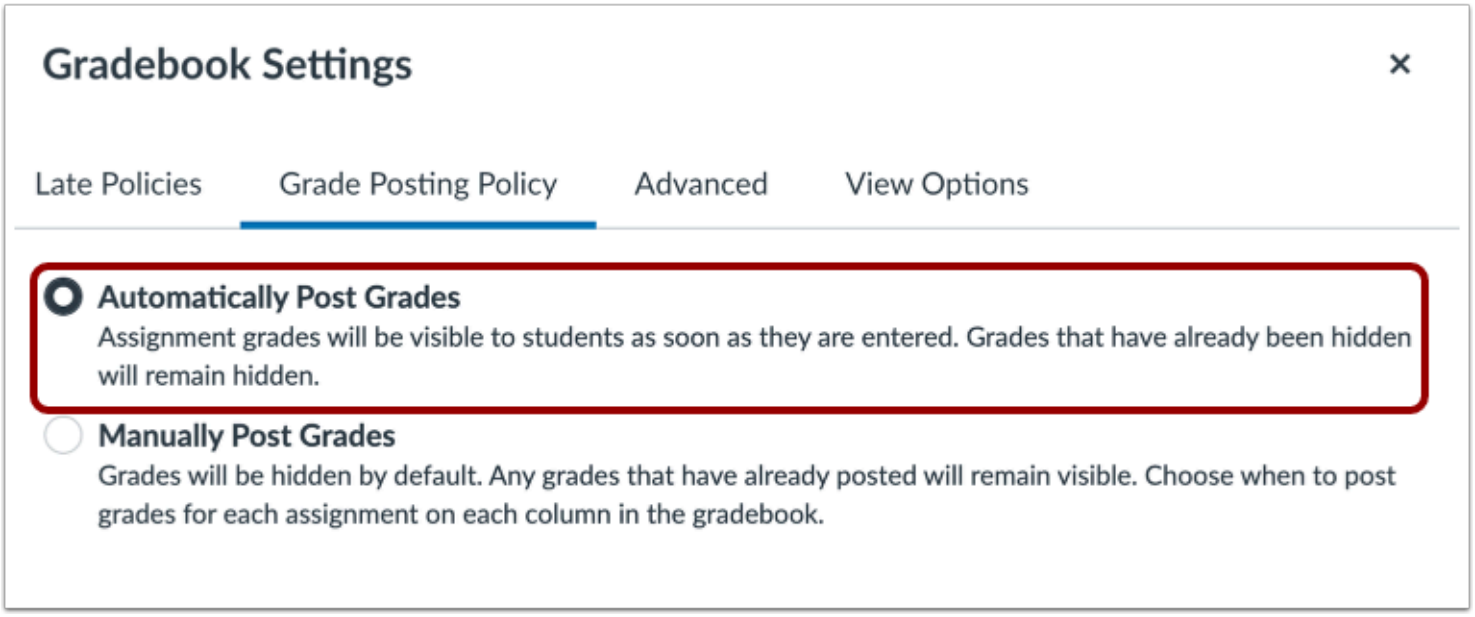
Click the **Settings** icon.

View Grade Posting Policy



Click the **Grade Posting Policy** tab.

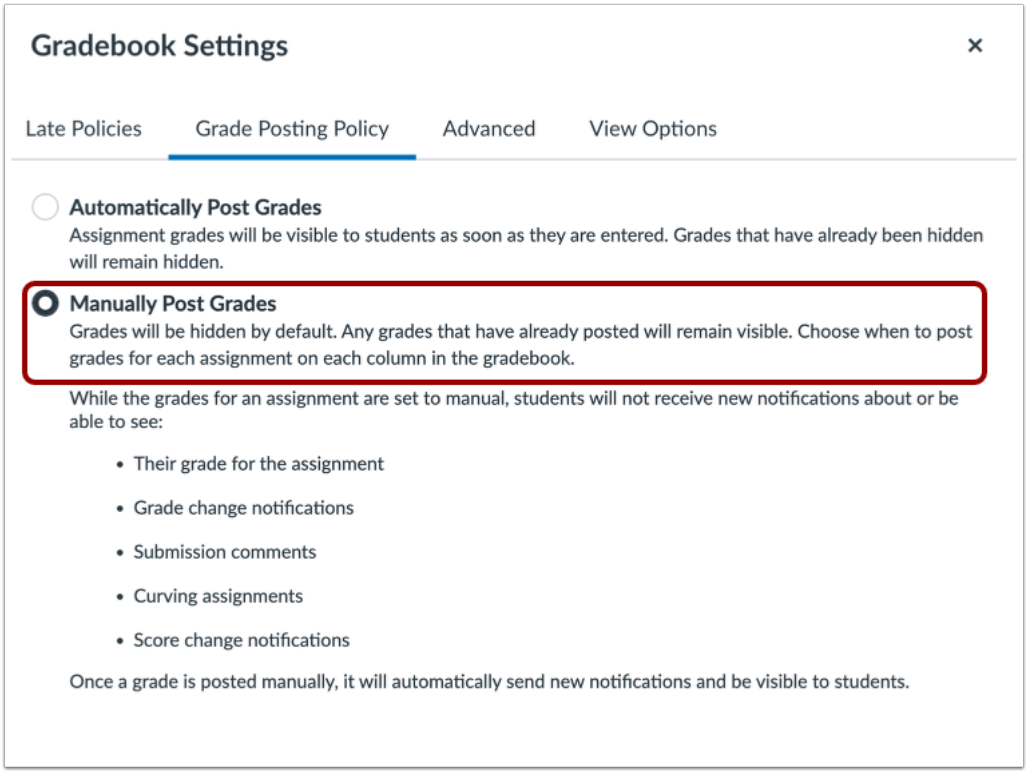
Post Grades Automatically



To post grades automatically, select the **Automatically Post Grades** option. When grades are posted automatically, students can view assignment grades as soon as they are entered.

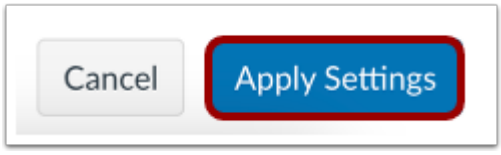
Note: If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

Post Grades Manually



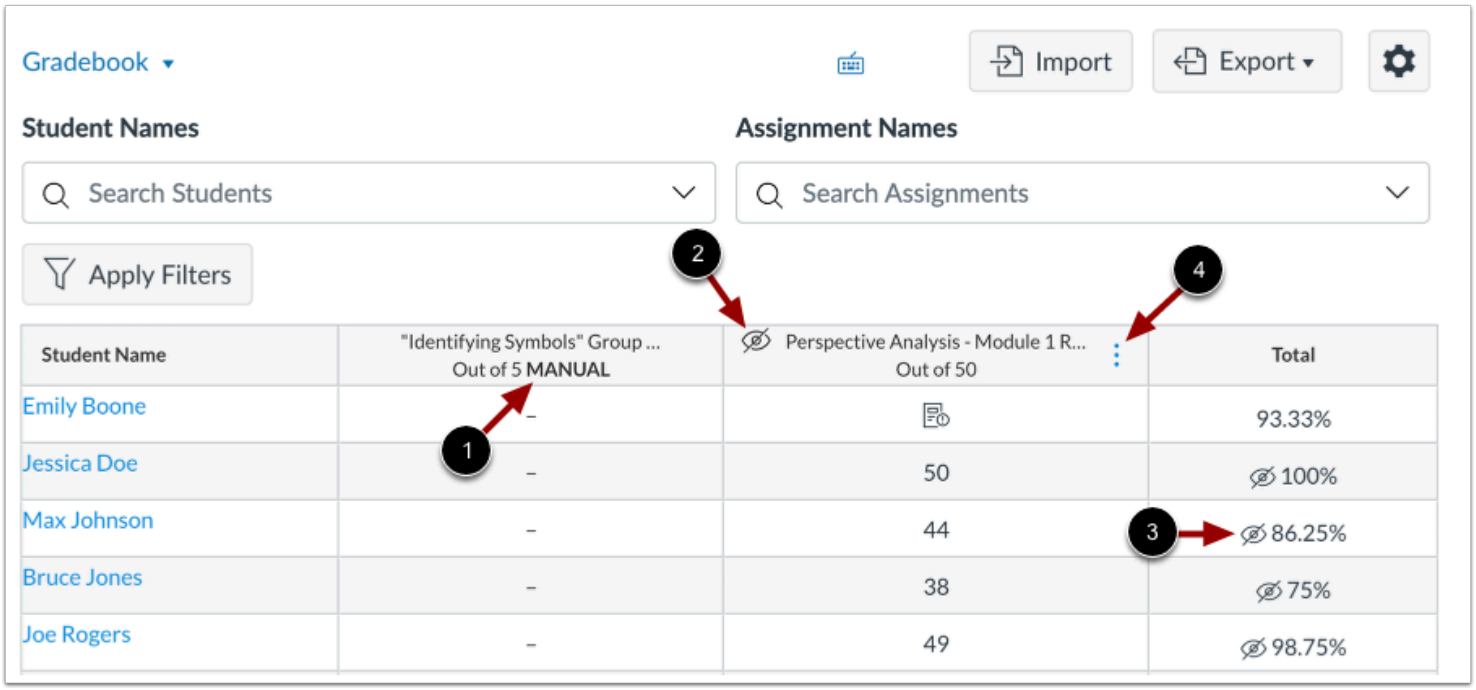
To manually post grades for students to view, select the **Manually Post Grades** option. When the Manually Post Grades option is selected, grades are hidden from student view by default and must be posted to be viewed by students.

Update Policy



To apply changes to the grade posting policy, click the **Apply Settings** button.

View Gradebook



If a manual posting policy has been applied in a course, all assignment headers will display the **Manual** label [1]. This label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

Once a submission has been graded, the assignment header displays the **Visibility** icon [2]. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3]. This indicates that the total grade in the Gradebook differs from the total grade viewed by the student.

To manage the posting policy for an assignment, click the **Options** icon [4].

How do I select a grade posting policy for an assignment in the Gradebook?

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.

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.

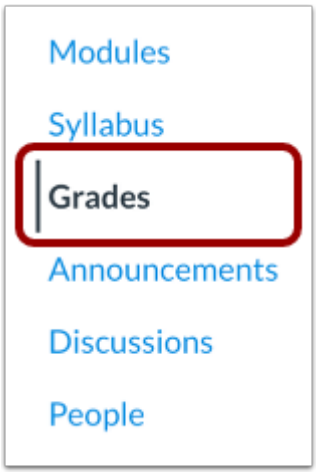
If you select a manual posting policy, assignment grades remain hidden from student view by default until you post grades for the assignment. If you select a manual course posting policy after assignment grades have already been entered, the policy will not apply retroactively and any posted grades will remain visible. You can hide posted grades from the assignment's Options menu. Additionally, when assignment grades are hidden, students cannot see their assignment grade, instructor comments, or grade change notifications. However, instructors can post comments to students before grades are entered.

You can also set a grade posting policy for a course. Assignment-level posting policies override course-level policies for that assignment. Learn more about using posting policies in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

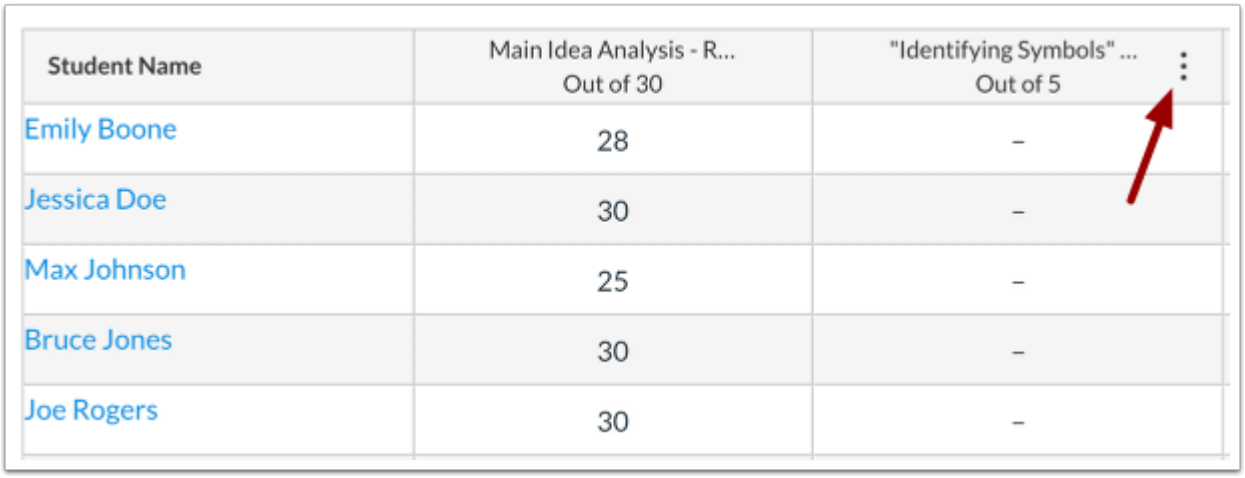
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses in Quizzes while quiz grades are hidden.
- In New Quizzes, enabling a posting policy will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the quiz settings menu.

Open Gradebook



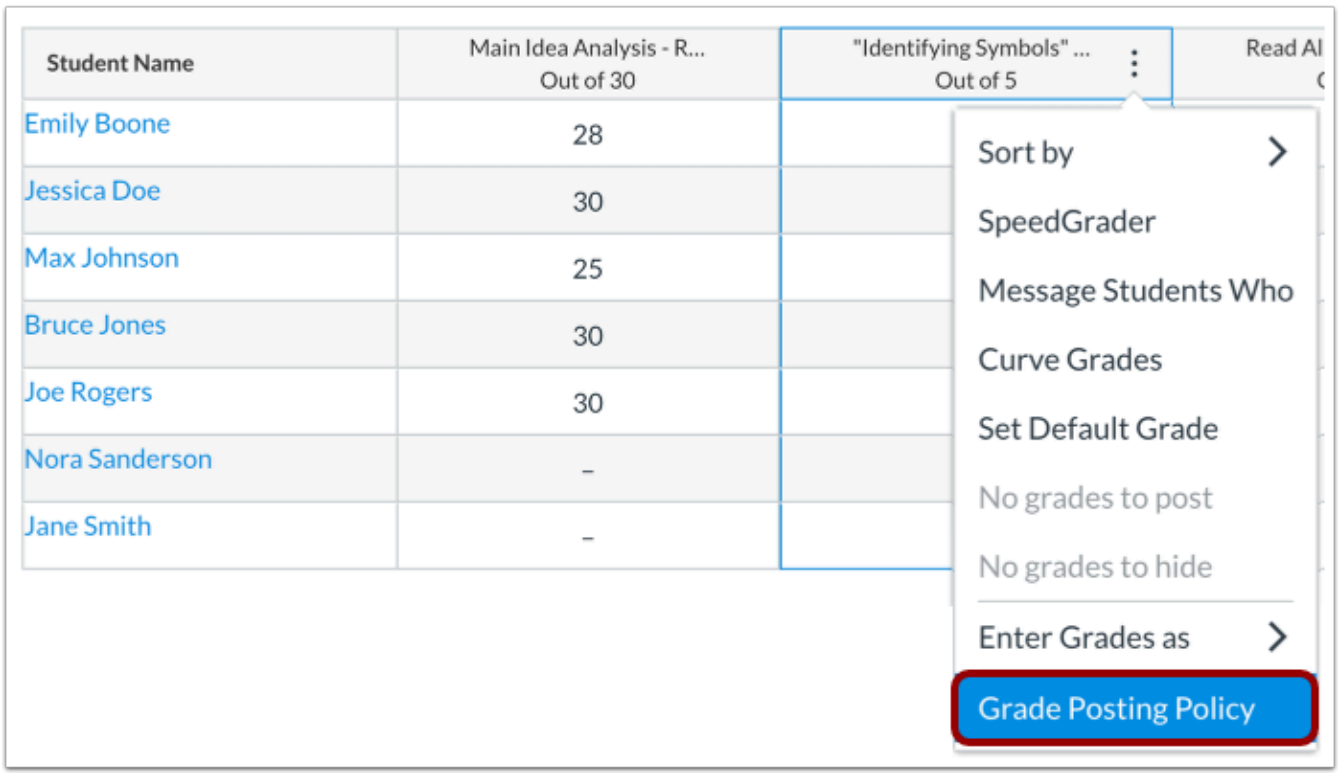
In Course Navigation, click the **Grades** link.

Open Assignment Menu



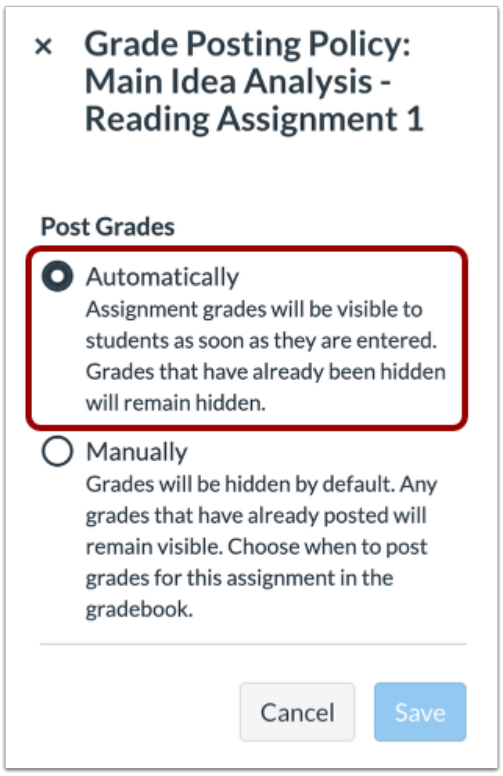
Hover over the assignment column header and click the **Options** icon.

Open Posting Policy



Click the **Grade Posting Policy** link.

Post Grades Automatically

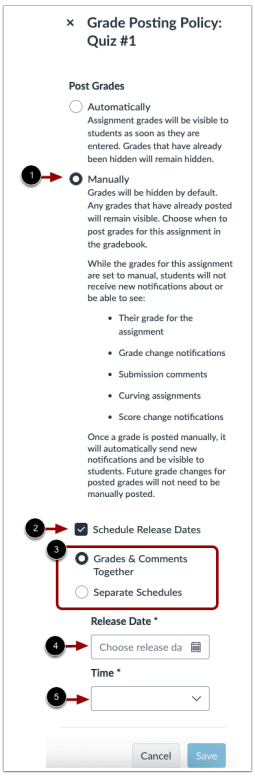


To post grades automatically, select the **Automatically** option. When the Automatically option is selected, students can view assignment grades as soon as they are entered.

Notes:

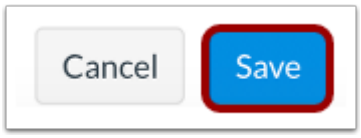
- Anonymous and moderated assignments cannot be set to post grades automatically.
- If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

Post Grades Manually



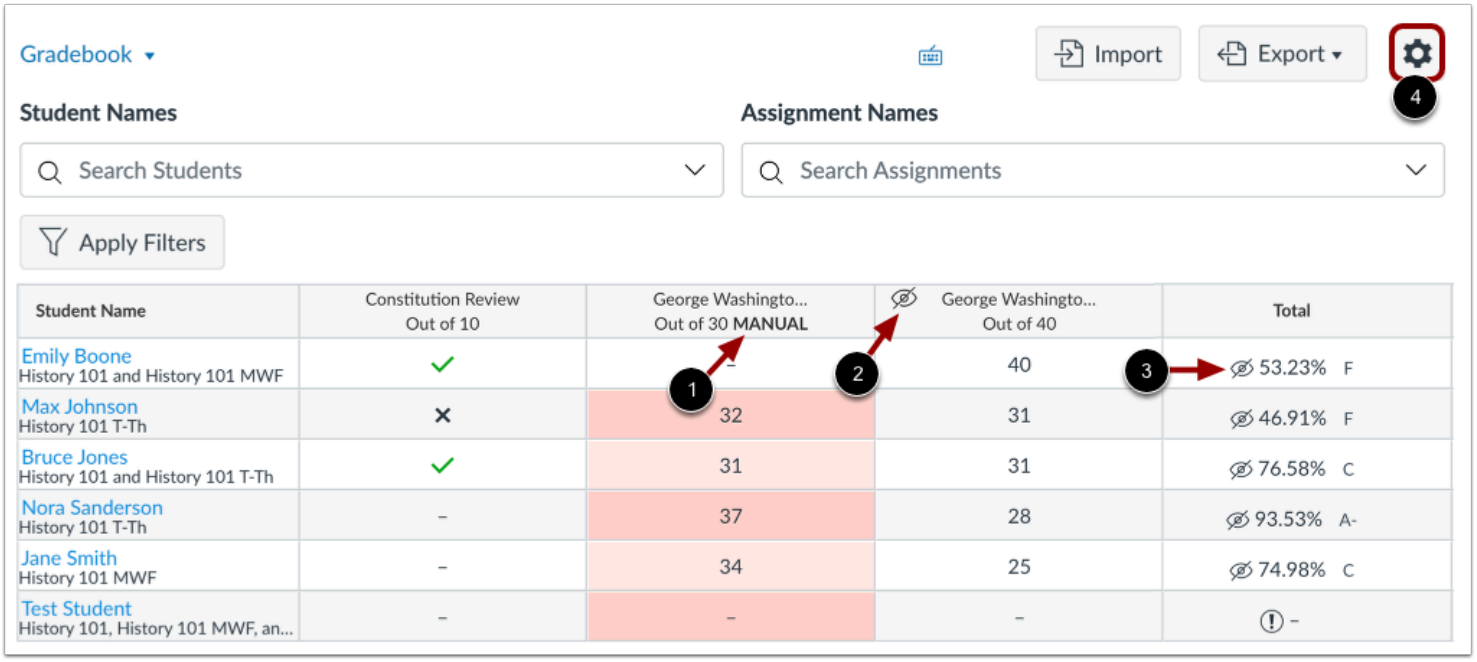
To post grades manually, select the **Manually** option [1]. When the Manually option is selected, grades are hidden by default and must be posted to be viewed by students. To schedule grades posting, click the **Schedule Release Dates** checkbox [2]. Choose whether to release **Grades and Comments Together** or on **Separate Schedules** [3], and set the **Release Date** [4] and **Time** [5].

Update Policy



To apply changes to the grade posting policy, click the **Save** button.

View Gradebook



When a manual posting policy has been applied to an assignment, the assignment header displays the **Manual** label [1]. This label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

Once a submission has been graded, the assignment header displays the **Visibility** icon [2]. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3]. This indicates that the total grade in the Gradebook differs from the total grade viewed by the student.

To manage the default posting policy for a course, click the **Settings** icon [4].

How do I post grades for an assignment in the Gradebook?

You can manually post grades or submission comments for an assignment where student grades have been hidden. Student grades can be hidden in one of three ways: selecting a manual grade posting policy for an assignment, selecting a manual grading posting policy for a course, or hiding scores from an assignment's Options menu. Manual posting policies automatically hide grades for students and should be set before you enter any grades. The option to hide grades from the assignment's Options menu is only available once grades have been entered.

Grades or comments can be posted to everyone or only to students with graded submissions or submissions with comments. When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page. When grades are only posted to students with graded submissions, students with ungraded submissions and no submission comments will see an icon on their grades page that indicates grades are still being worked on. However, students with ungraded submissions that have submission comments will be able to view submission comments.

If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.

Submission comments can be posted even if no grade is entered. Students will be able to see posted comments before grades are posted.

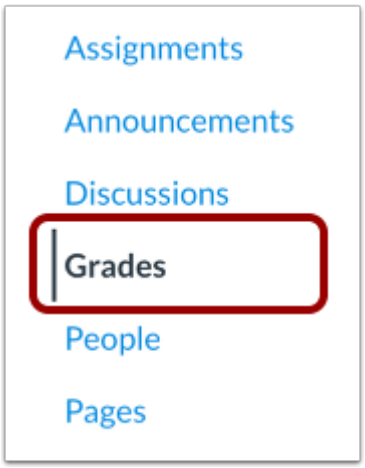
Learn more about managing grade visibility in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

- 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. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous and moderated assignments are hidden by default. Moderated assignments grades and submission comments cannot be unhidden until final grades have been posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Students can view peer review comments while grades are hidden; however, peer review rubrics and instructor comments are only visible after grades or submission comments are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses while quiz grades are hidden.

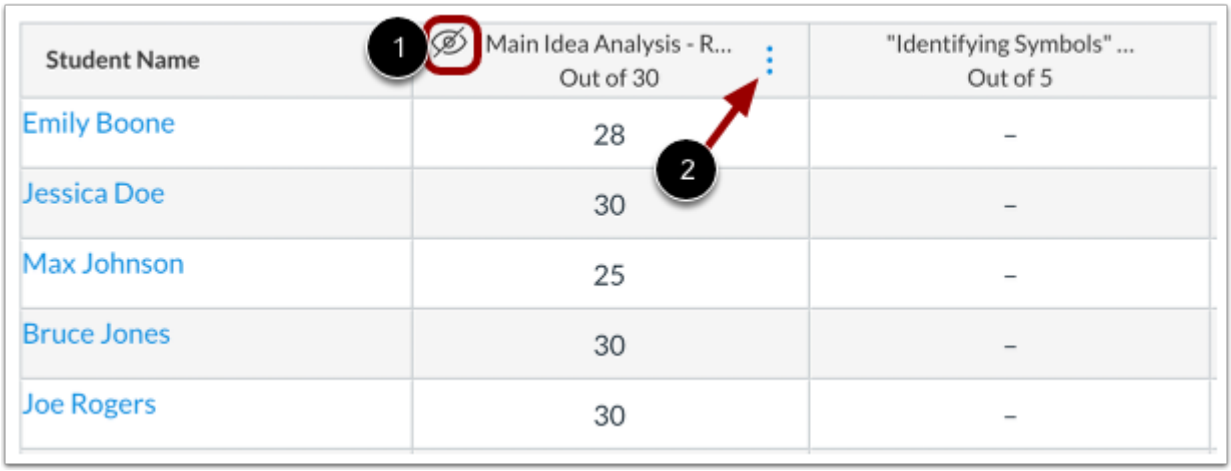
- In New Quizzes, hiding grades will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the quiz settings menu.
- If your institution uses an SIS, posting grades does not automatically sync grades to your SIS. You must first post grades and then sync them to your SIS.

Open Gradebook



In Course Navigation, click the **Grades** link.

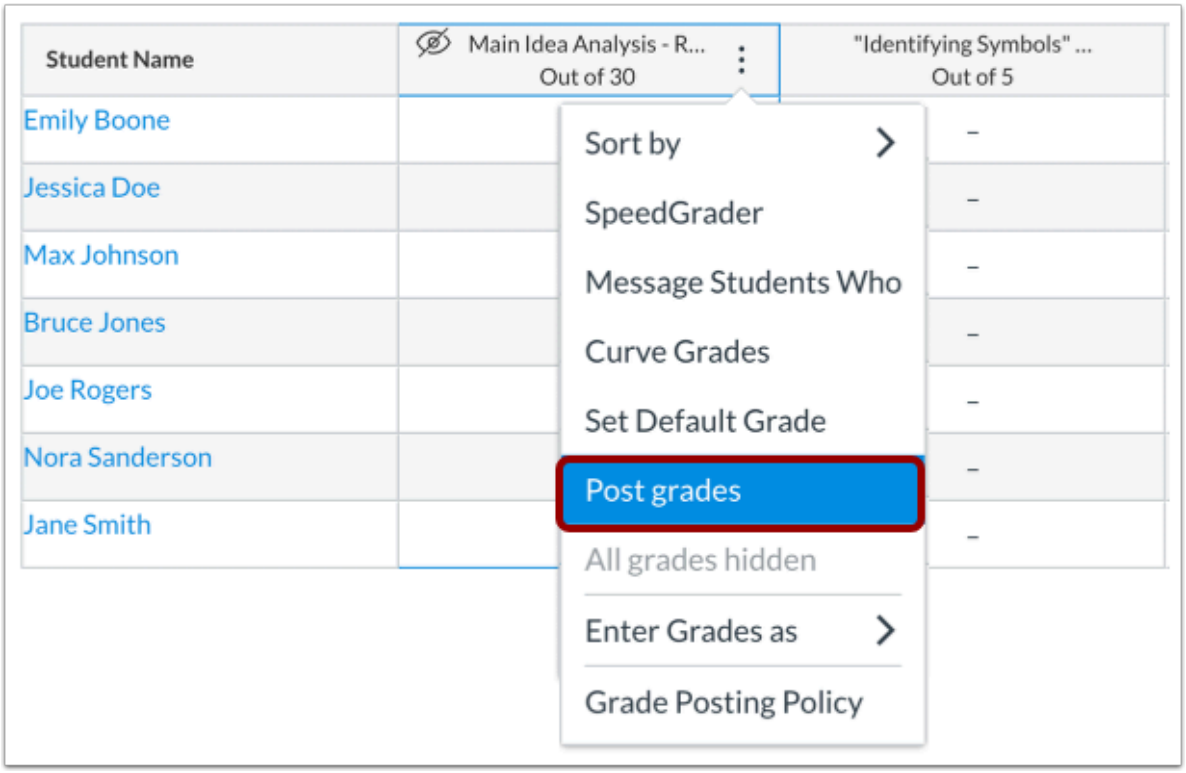
Open Assignment Menu



Any assignment with hidden grades is indicated by the **Visibility** icon [1].

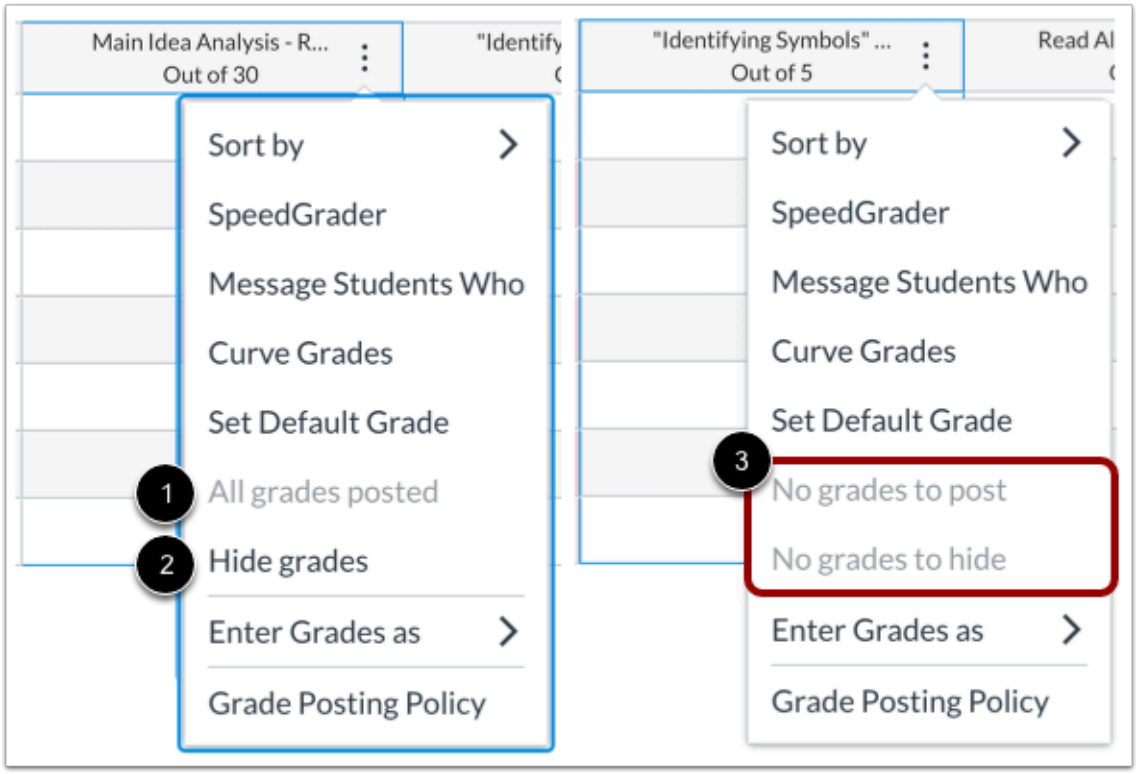
Hover over the assignment column header and click the **Options** icon [2].

Open Post Grades Tray



Click the **Post grades** link.

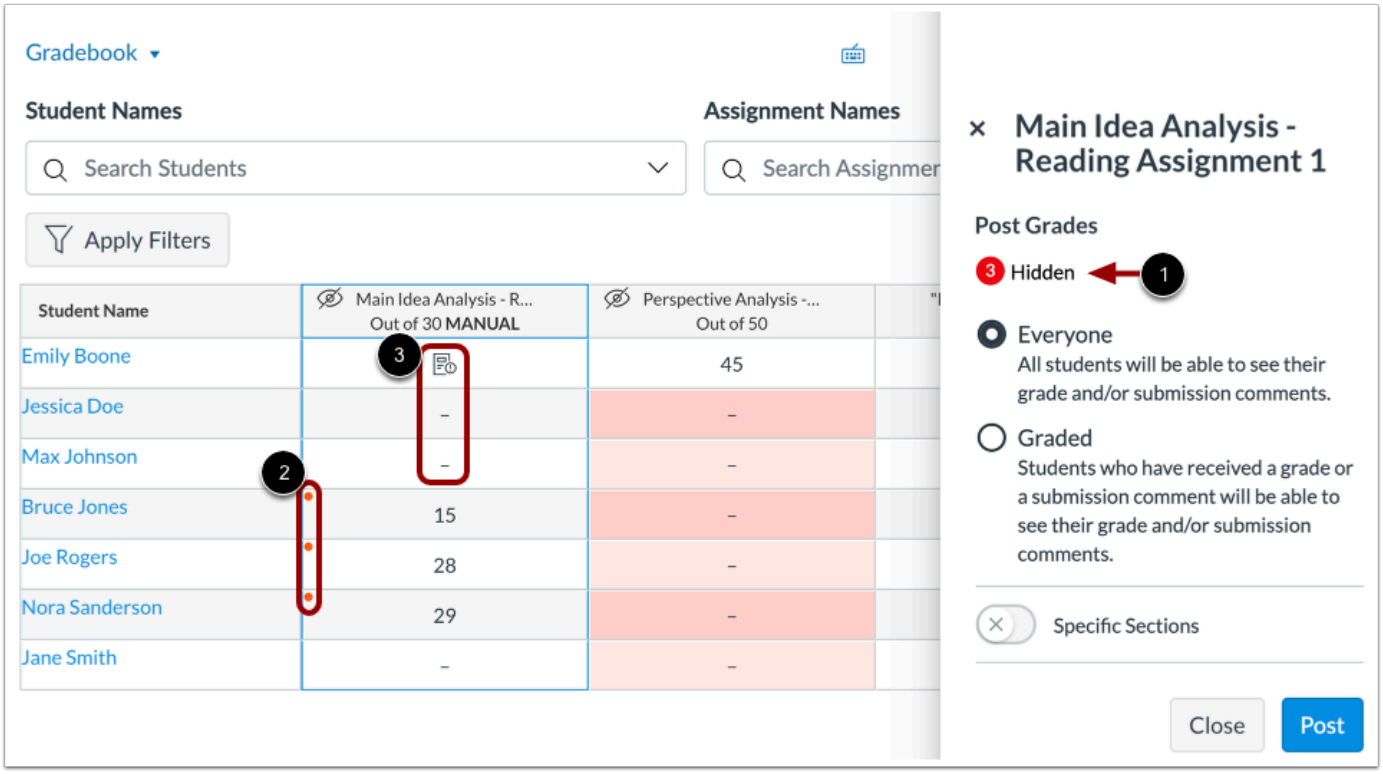
View Other Messages



If student grades are already posted, the Options menu displays that all grades are posted [1]. To hide student grades, click the **Hide grades** link [2].

If there are no grades or comments on the assignment, the Options menu will display that there are no grades to hide or post [3].

View Hidden Grades

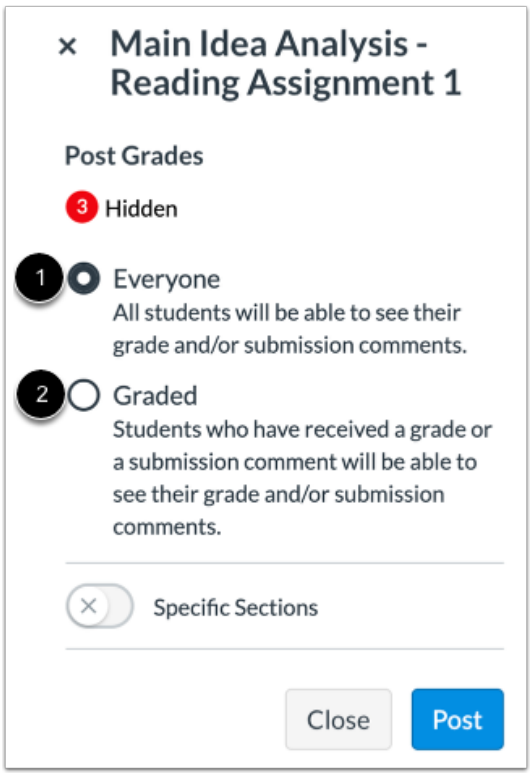


The Post Grades tray includes a numbered indicator that displays the total number of hidden grades for the assignment [1].

When the Post Grades tray is open, hidden grades are indicated by a **Dot** icon [2].

Ungraded submissions with submission comments do not display the Dot icon unless the grades were previously manually hidden [3]. However, comments will still post to students.

Select Posting Option



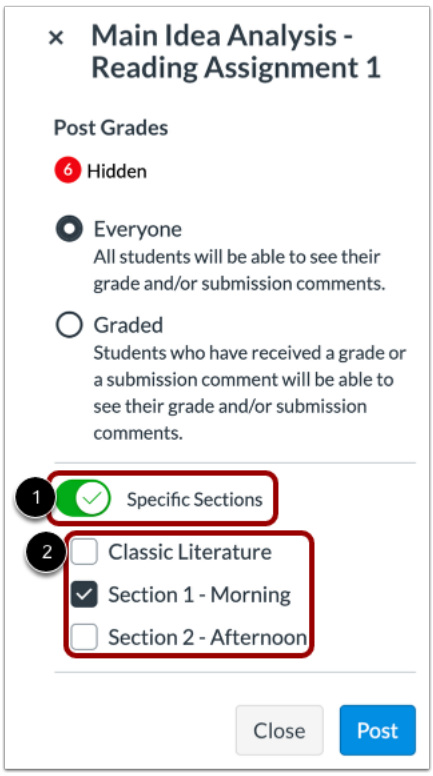
To post grades and submission comments to all students, click the **Everyone** option [1]. When the Everyone option is selected, the Visibility icon will be removed from the grades page for all students, including students with ungraded submissions. An assignment notification will also be sent to all students.

To post grades to students with graded submissions or submissions with comments, click the **Graded** option [2]. When the Graded option is selected, the Visibility icon will only be removed from the grades page for students with graded submissions or submissions with comments. Assignment notifications will only be sent to students with graded submissions.

Notes:

- Grades can only be posted to everyone in anonymous assignments.
- If grades are posted to everyone in an assignment with a manual posting policy, the manual posting policy will become inactive and future grades will be posted automatically.

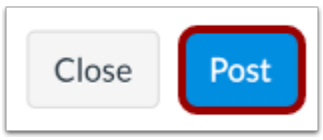
Select Sections



To post grades or comments for specific sections, click the **Specific Section** button [1]. Then select the sections where you want to post grades [2].

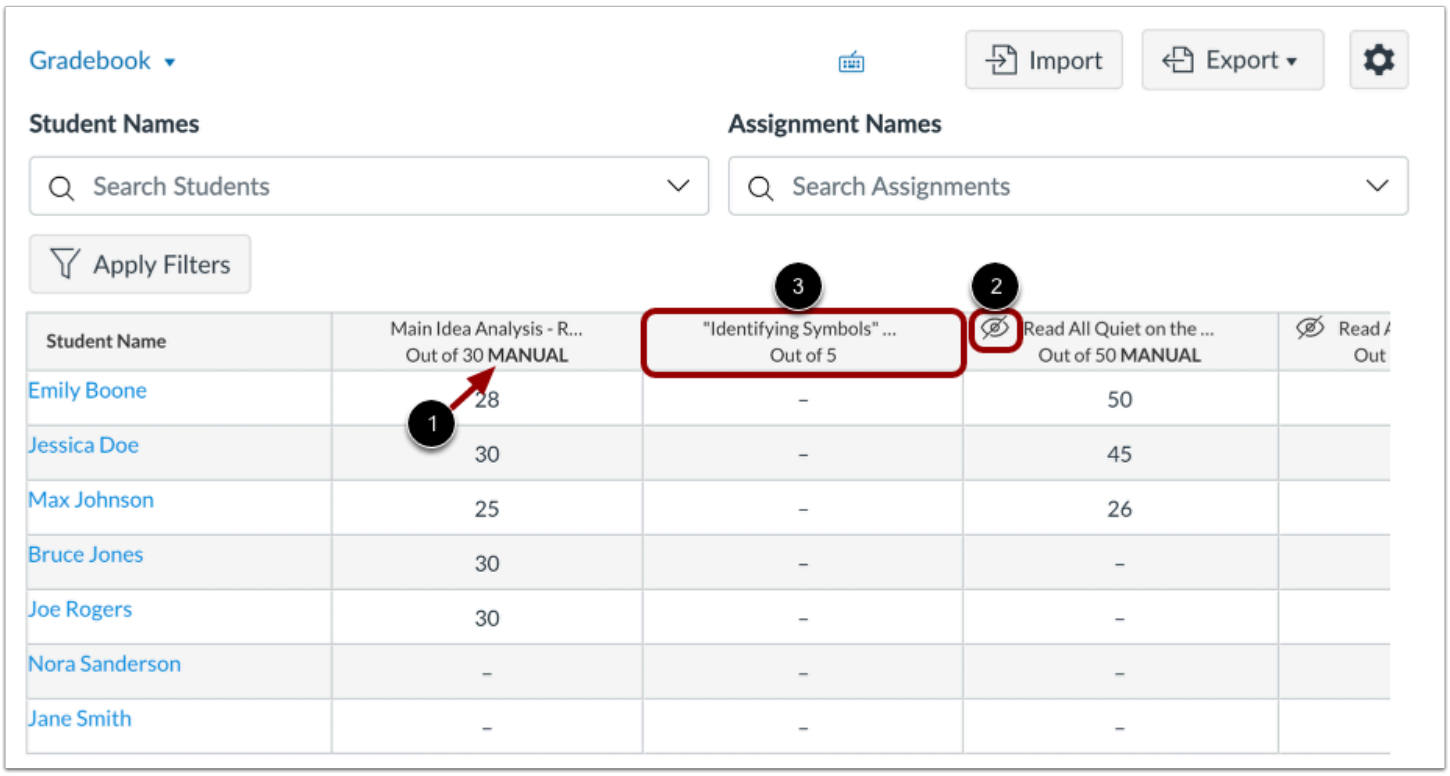
Note: You cannot post grades for specific sections in anonymous assignments.

Post Grades



To post grades or submission comments, click the **Post** button.

View Gradebook



Assignments with a manual posting policy display a **Manual** label [1] in the assignment header. If grades were posted to everyone for an assignment with a manual posting policy, future grades will post to students automatically. If grades or comments were posted only to students with graded submissions or submission comments, future grades will be hidden from students and the Visibility icon will display in the assignment header [2].

Assignments with an automatic posting policy do not display a Manual label in the assignment header [3]. Any future graded submissions will display to students.

How do I hide grades that were previously posted in the Gradebook?

The Hide Grades feature only affects previously posted grades for an assignment. Best practice suggests that instructors should use this feature sparingly (i.e. to hide grades posted in error). To hide all grades upon entry until you are ready to post them for student view, please set a manual posting policy for your assignment.

If you need to hide grades or submission comments that have already posted for students to view, you can hide grades and/or comments in the gradebook or in SpeedGrader. This lesson explains how to hide grades for an assignment that has already been graded and is currently displaying grades to students.

The Hide Grades feature only affects previously entered grades and submission comments. If you want newly-entered grades to be hidden from students, you can set a manual posting policy for an assignment or set a manual posting policy for a course. Assignment-level posting policies override course-level policies for that assignment.

When you hide assignment grades and submission comments, the student grades page displays a visibility icon so students know the assignment grade is hidden. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved grades for the assignment, until the assignment grades are posted. Additionally, students will not receive grade or instructor comment notifications until the assignment grades are posted. In Gradebook exports and reports, hidden grades are part of unposted grades.

The Hide Grades feature should only be used to temporarily hide grades and comments from student view while grading is in progress. It should not be used to conceal grades for longer than reasonably necessary.

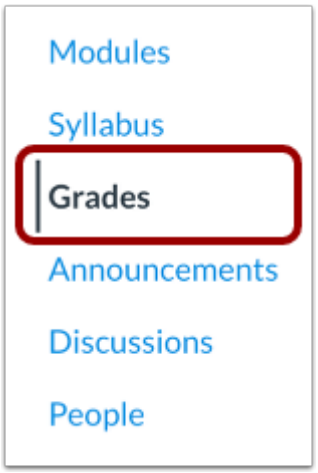
If you do not want students to be able to view their total grade, you can hide the total grade from students. Learn more about managing grade visibility in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

- 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. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments are hidden by default. Moderated assignments cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.

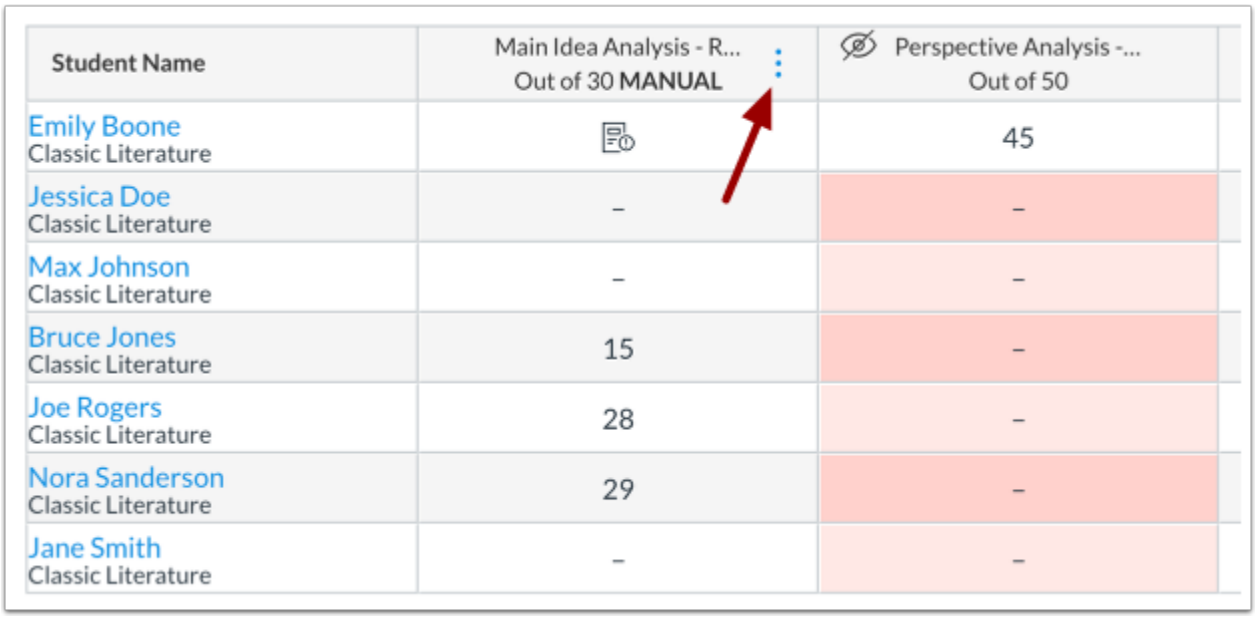
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Classic Quizzes, students will not be able to see their quiz responses in Quizzes while quiz grades are hidden.
- In New Quizzes, hiding grades will not affect a student's ability to access their quiz scores. Student visibility of New Quizzes scores must be managed from the quiz settings menu.
- If you have set an automatic post policy for an assignment or for your course, manually hiding grades only hides assignment scores already in the gradebook. Any scores added to the gradebook after manually hiding grades follow the selected post policy and are visible to students.

Open Grades



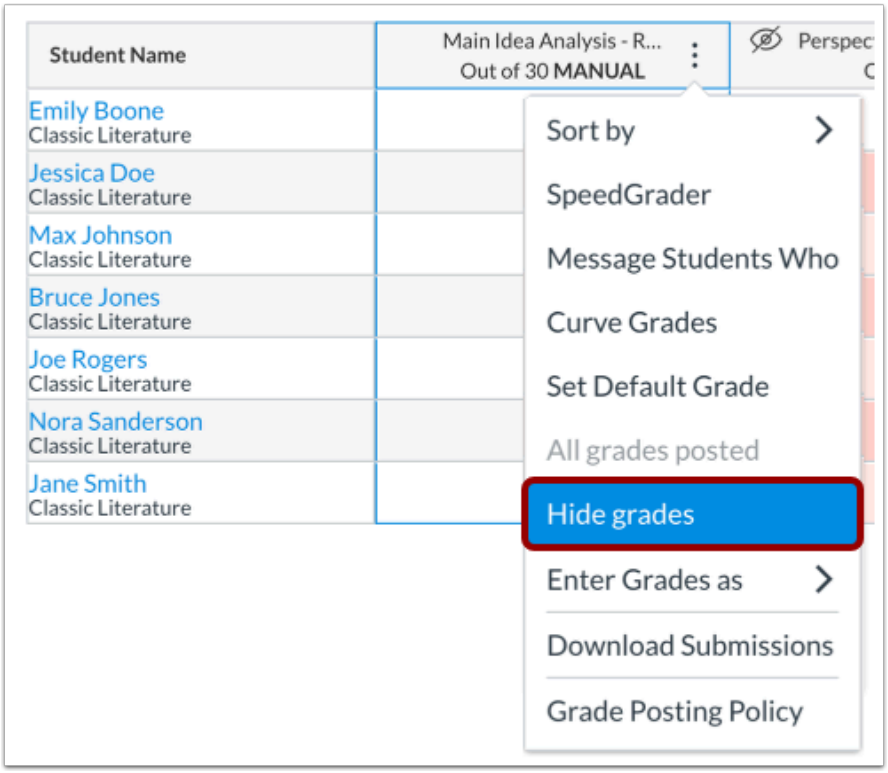
In Course Navigation, click the **Grades** link.

Open Assignment Menu



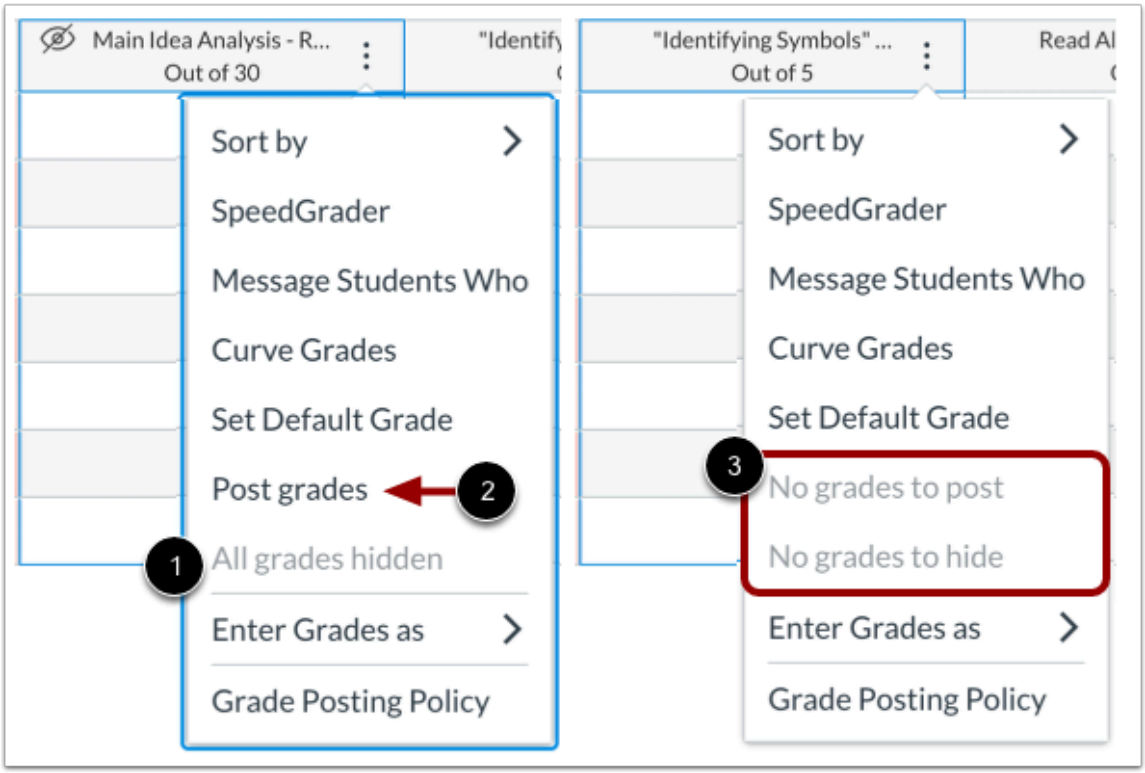
Hover over the assignment column header and click the **Options** icon.

Open Hide Grades Tray



Click the **Hide grades** link.

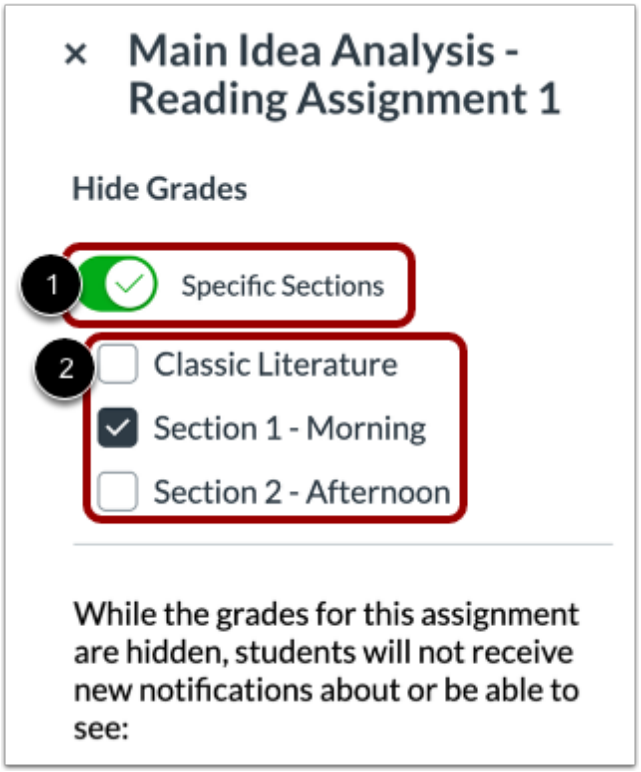
View Other Messages



If student grades and submission comments are already hidden, the Options menu displays that all grades are hidden [1]. To post student grades, click the **Post grades** link [2].

If there are no grades on the assignment, the Options menu will display that there are no grades to hide or post [3].

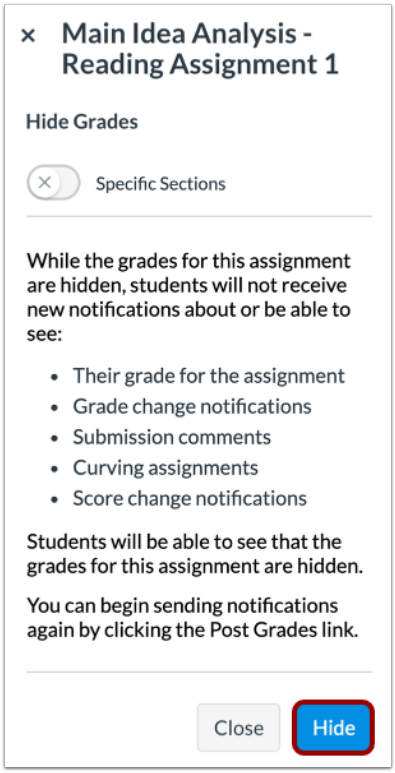
Select Sections



To hide grades for specific sections, click the **Specific Sections** button [1]. Then select the sections where you want to hide grades [2].

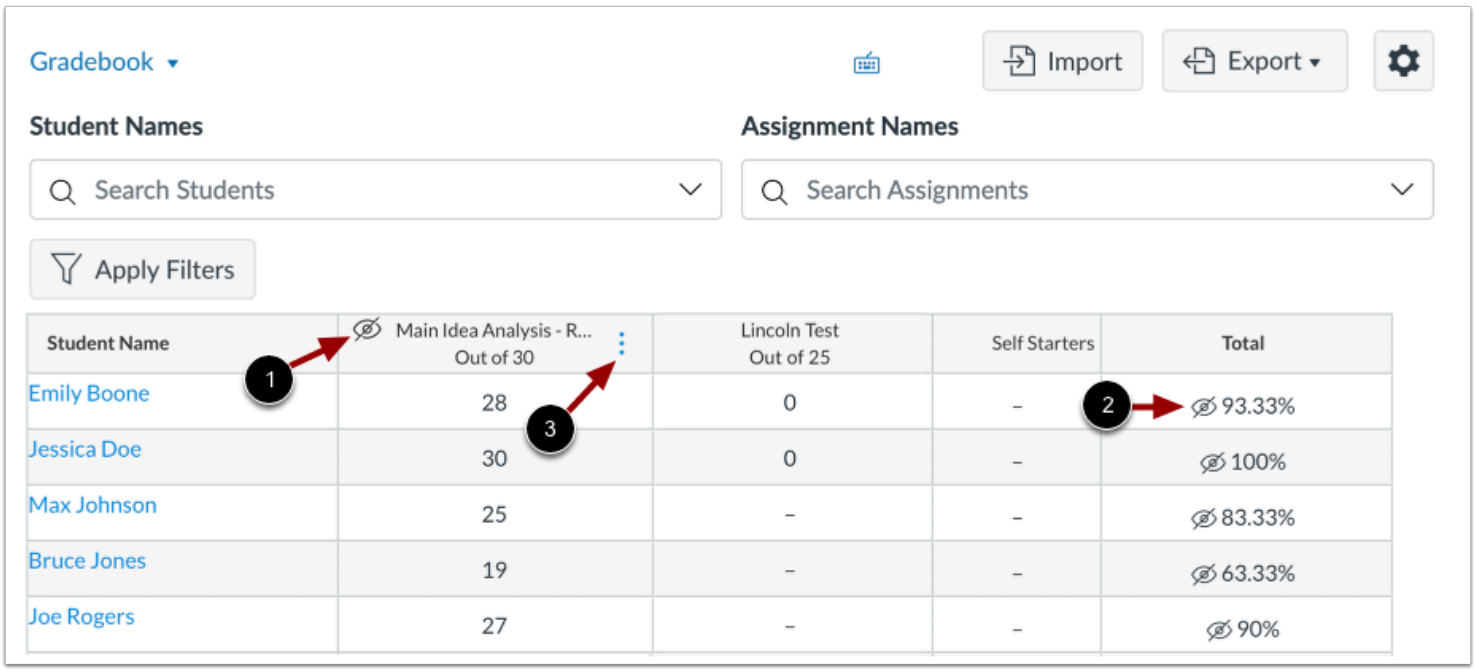
Note: You cannot hide grades for specific sections in anonymous assignments.

Hide Grades



Click the **Hide** button.

View Gradebook



Assignments with hidden grades display the **Visibility** icon [1].

A Visibility icon also displays in the students' Total column [2]. This indicates that the final grade differs from the final grade that students can view in their Grades page.

To post assignment grades, click the assignment's **Options** icon [3].

Notes:

- The Total column only displays graded assignments that have been hidden. Assignments that are set as Not Graded are not affected.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.

How do I change the status of a submission in the Gradebook?

As needed, you can use the Grade Detail Tray to change the status for an assignment, discussion, or quiz submission. Available statuses include late, missing, excused, or none (no status). You can also change the status for a group assignment. Assignments with a late or missing status will display a label on the student's grades page indicating the status. If you do not want status labels displayed on a student's grades page, set the assignment status to None.

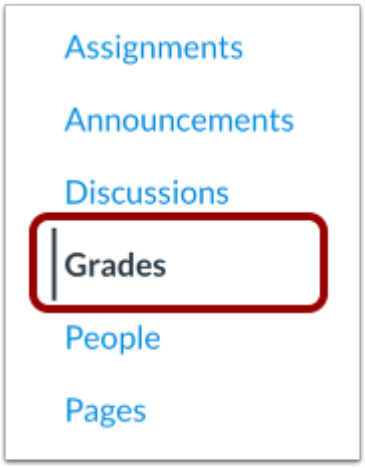
Excused assignments are not calculated as part of a student's total grade. Currently, points are not automatically deducted for assignments with a late status.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

When a missing label is manually applied, the missing label is removed by a new submission or manual removal. Entering a score does not remove a manually-applied missing label.

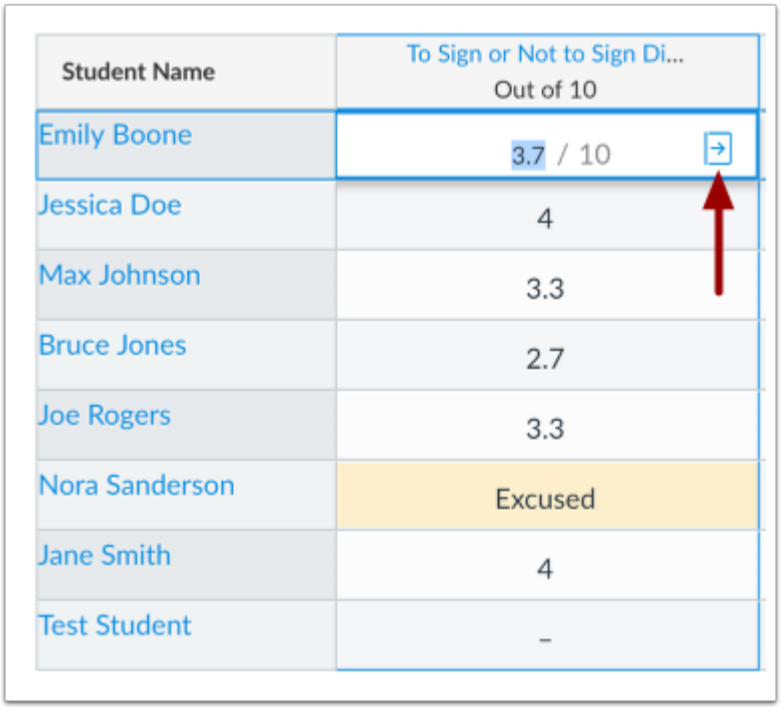
Note: You can change the status colors for each status in the Gradebook; however, you cannot change the status names. You can also change the status of submissions in the SpeedGrader.

Open Grades



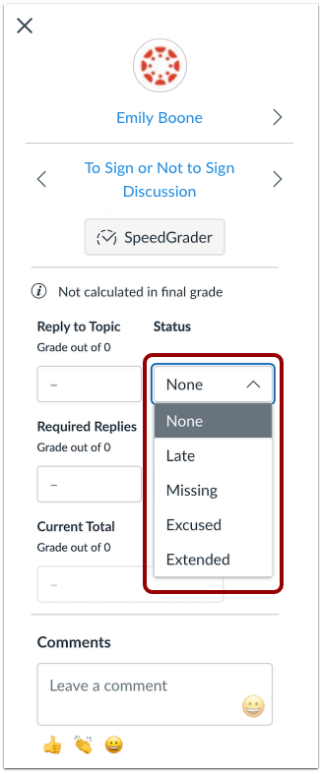
In Course Navigation, click the **Grades** link.

Open Grade Detail Tray



Locate the student name and assignment where you want to change the status. Click the Gradebook cell and click the **Grade Detail Tray** icon.

View Assignment Status

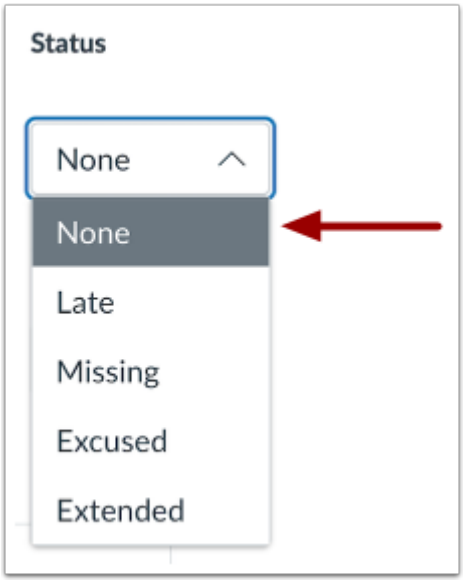


The Status section of the Grade Detail Tray displays available status options. Any selected status is applied immediately. Depending on the assignment's settings and student submissions, a status may already be selected for you.

Notes:

- Color status is only visible in the Gradebook and does not affect the student Grades page.
- Depending on your institution, custom gradebook statuses may display.

Select No Status

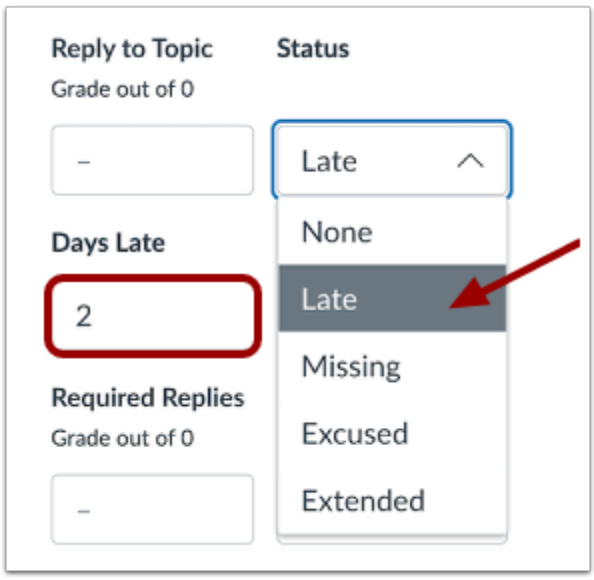


To select no status, click the **None** radio button.

The None status indicates that no status exists, or that the assignment was turned in before the due date.

When a grade is added to an assignment with a missing status, the missing label is automatically removed. You can also update any late or missing assignment to have no status if you do not want a label displayed in the student's grades page.

Select Late Status

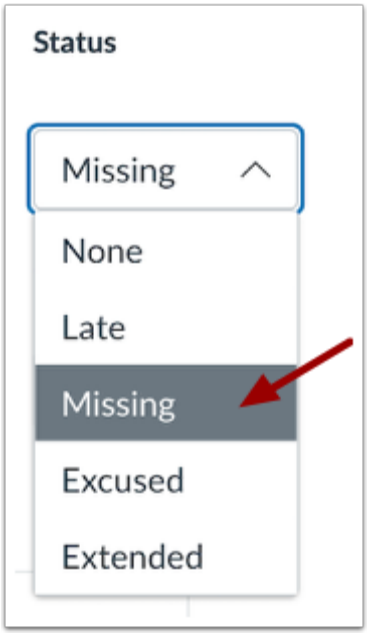


To select a Late status, click the **Late** radio button.

The Late status indicates an assignment that was submitted after the due date. You can enter a number of how many days late the student submitted the assignment.

Note: Currently, the Late field is for reference only and has no effect on the student's grade.

Select Missing Status



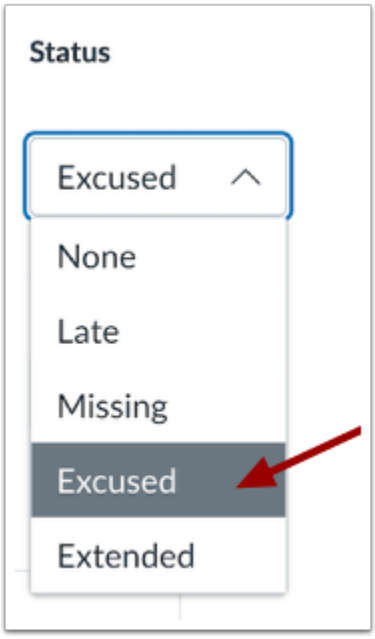
To select a Missing status, click the **Missing** radio button.

The Missing status indicates an online assignment that has not been submitted and is past the due date.

When a missing label is manually applied, the missing label is removed by a new submission or manual removal. Entering a score does not remove a manually-applied missing label.

Note: When the Automatically apply grade for missing submissions setting is enabled, entering MI or mi in the assignment cell applies the missing status to an assignment.

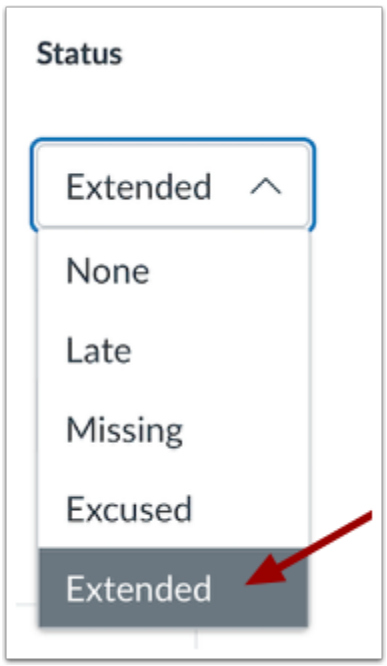
Select Excused Status



To select an Excused status, click the **Excused** radio button.

The Excused status indicates that the student has been excused from making a submission. Students are not able to submit excused assignments, and excused assignments are not calculated in the student's total grade. You can also excuse an assignment by typing EX in the assignment cell.

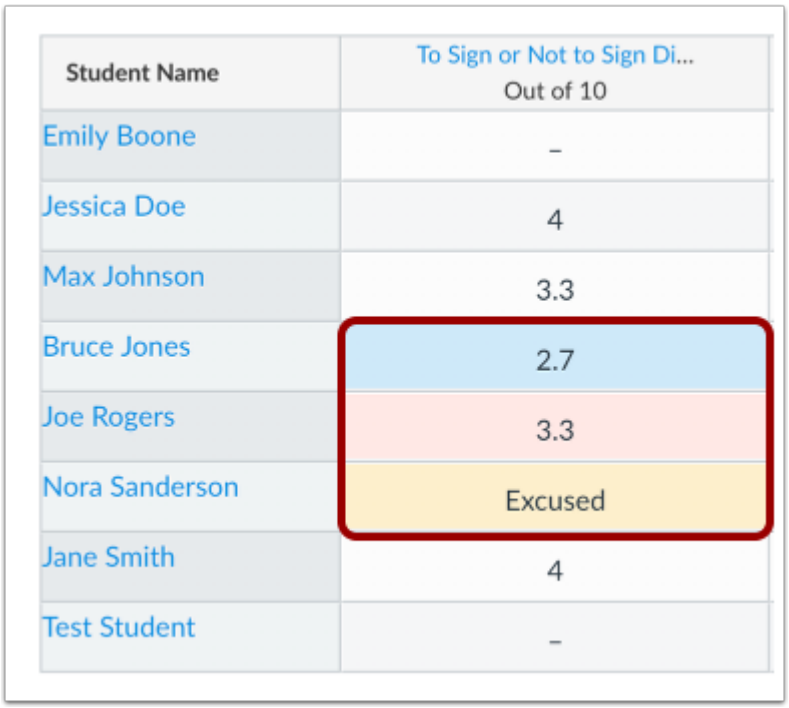
Select Custom Status



Depending on your institution, you may be able to view and select a custom status.

To select a custom status, click the custom status radio button. You cannot make changes to the custom statuses.

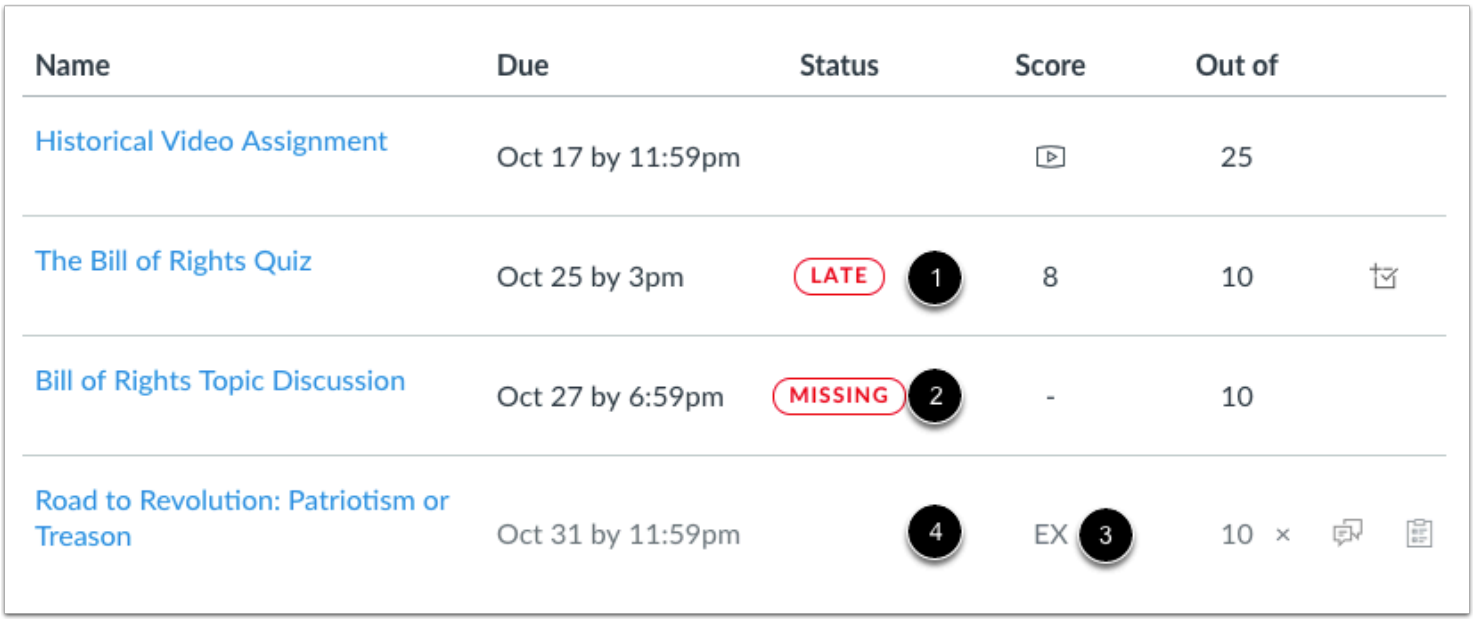
View Assignment Status in Gradebook



Student Name	To Sign or Not to Sign Di... Out of 10
Emily Boone	-
Jessica Doe	4
Max Johnson	3.3
Bruce Jones	2.7
Joe Rogers	3.3
Nora Sanderson	Excused
Jane Smith	4
Test Student	-

Assignment cells in the Gradebook will display the color assigned to the corresponding status.

Student View Assignment Status



The student grades page will display a label corresponding to the status setting in the Gradebook. Labels will display for late assignments [1] or missing assignments [2]. Excused assignments are noted by *EX* in the points column. Students who submit assignments that are marked *EX* can still see their scores when viewing their own grades.

Assignments with no status (none) [4] do not display a label in the Status column of the student grades page.

How do I send a message to students from the Gradebook?

You can use the Gradebook to send messages to your students. This lesson describes how to message students using the Message Students Who option.

You can also message students individually from the Gradebook by using the student context card.

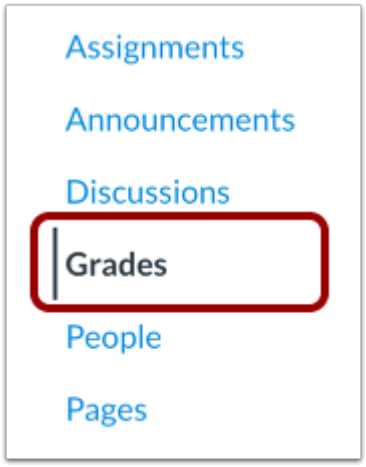
Message recipients are filtered based on specific assignment categories:

- **Have submitted**—students who have submitted the assignment, even if they have a grade or not.
- **Have not yet submitted**—students who haven't submitted the assignment, even if they have been manually awarded a grade.
- **Have not been graded**—students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored less than [point value]**—students who earned a grade on their assignment less than X number of points.
- **Scored more than [point value]**—students who earned a grade on their assignment more than X number of points.
- **Reassigned**—students who have submitted an assignment and you have reassigned it to them.

Although one message is most likely sent to multiple students at the same time, each student receives an individual message, ensuring privacy is maintained.

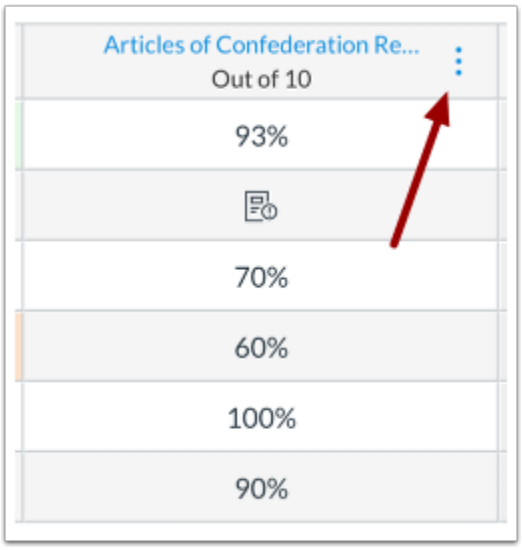
Note: You can also message students through the total column.

Open Gradebook



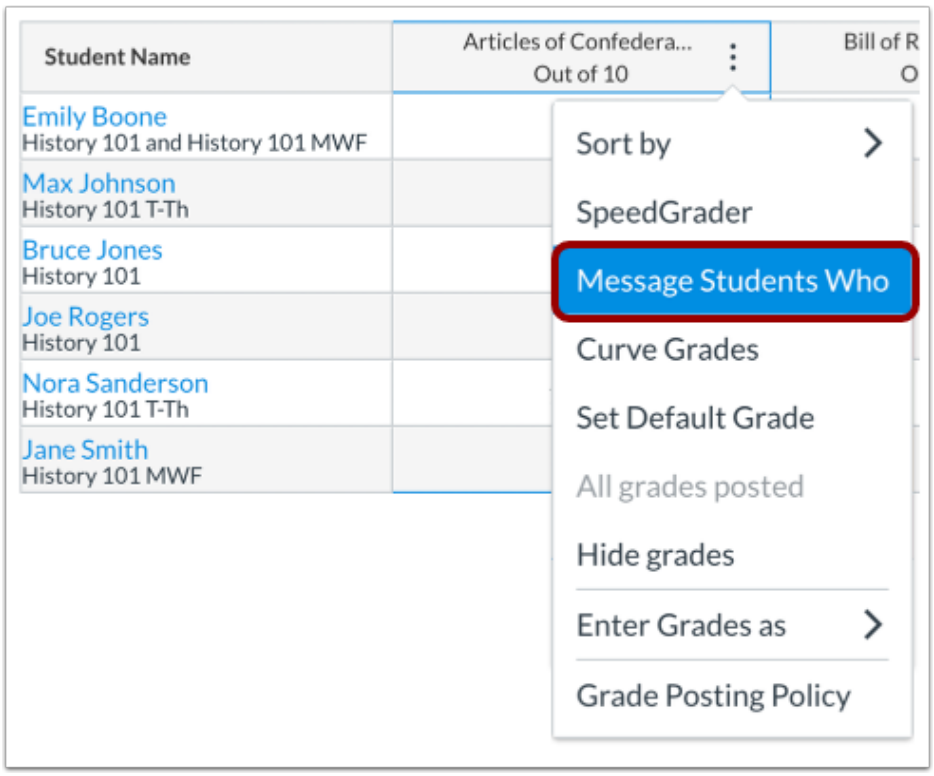
In Course Navigation, click the **Grades** link.

Open Assignment Menu



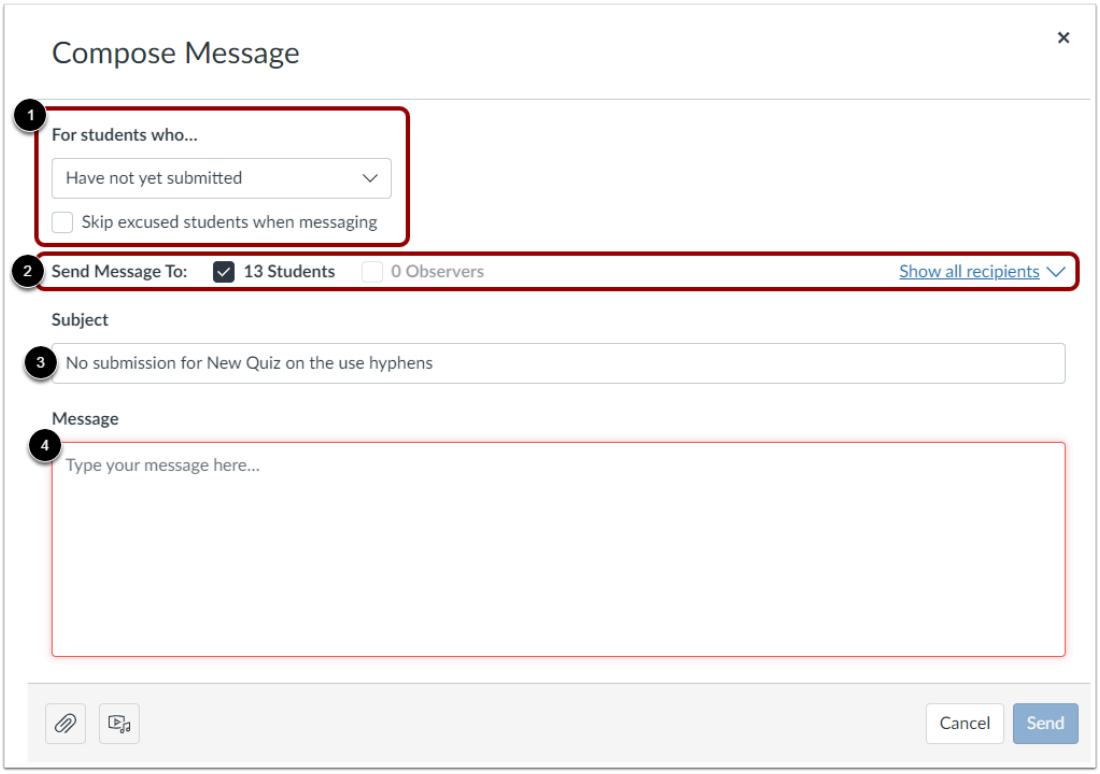
Hover the cursor over the assignment or assignment group column header and click the **Options** icon.

Message Students



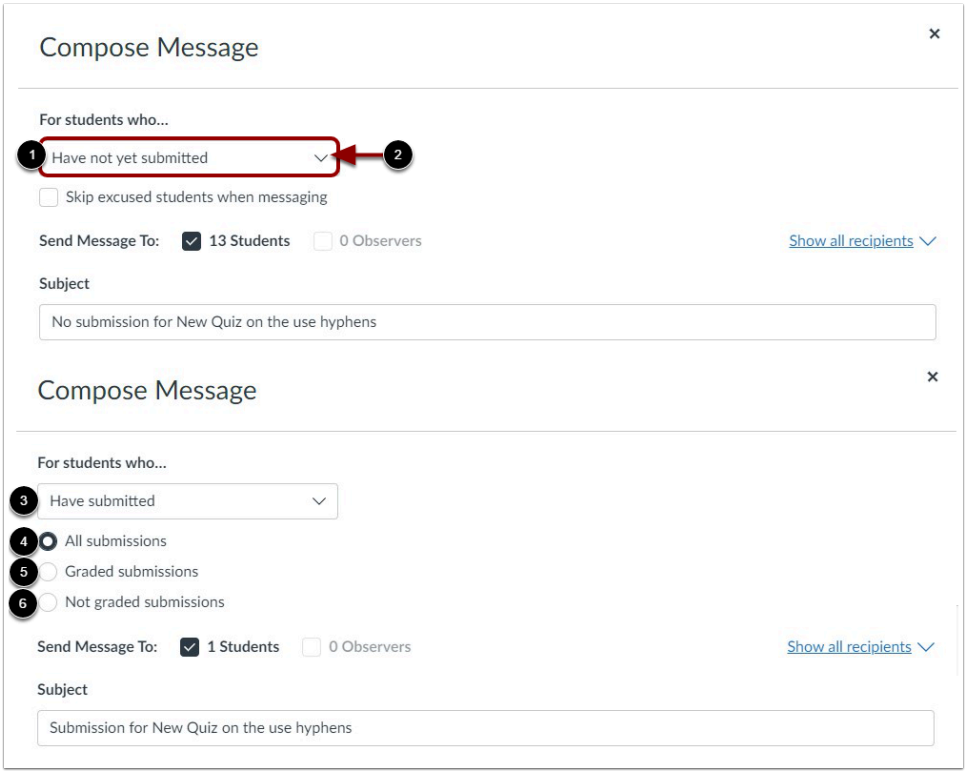
Click the **Message Students Who** link.

View Compose Message



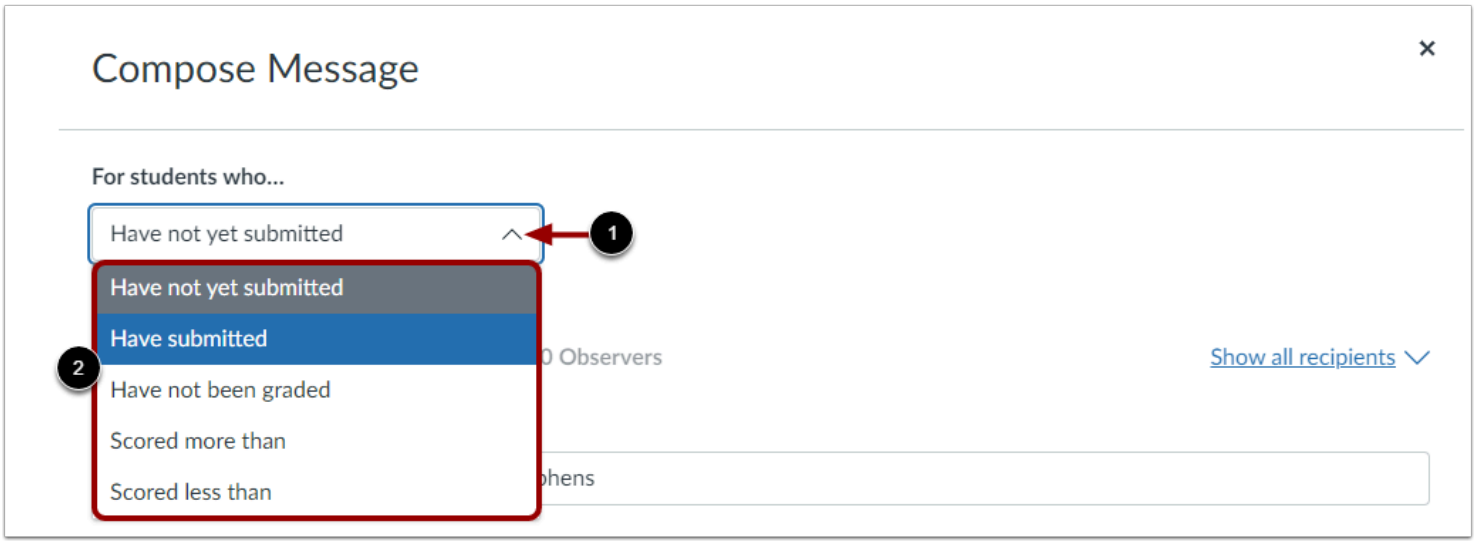
In the Compose Message window, you can select a category of students to message [1], manage the recipients by role or individually [2], enter a message title [3], and compose a message [4].

Select Message Category



Choose a category of students to message in the **For students who** drop-down menu. By default, the **Have not yet submitted** message category is selected [1]. To message students who have submitted, click on the drop-down menu [2] and select **Have submitted** [3], then click one of the following radio buttons:

- **All submissions** [4]: Message students who have any submissions.
- **Graded submissions** [5]: Message students who have graded submissions.
- **Not graded submissions** [6]: Message students who have ungraded submissions.



To message a different category of students, click the **For students who...** drop-down menu [1]. Then select one of the other available categories for assignments [2]:

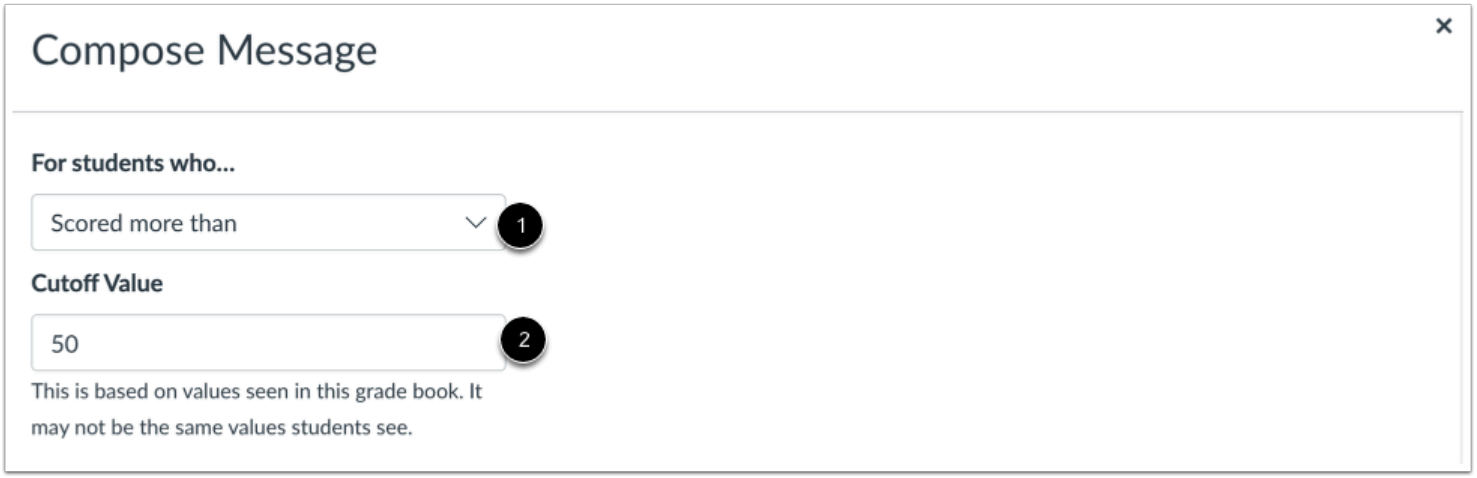
- **Have not yet submitted**: Students who haven't submitted the assignment, even if they have been manually awarded a grade. You have the option to skip excused students.
- **Have not been graded**: Students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored more than [point value]**: Students who earned a grade on their assignment more than a cutoff value.
- **Scored less than [point value]**: Students who earned a grade on their assignment less than a cutoff value.
- **Reassigned**: Students who have submitted an assignment and you have reassigned it to them.

To message students based on an assignment group or the Total column, select one of the following categories:

- **Total grade higher than [percent value]**: Students whose total grade is more than a cutoff value.
- **Total grade lower than [percent value]**: Students whose total grade is more than a cutoff value.

Note: Available categories options vary based on the assignment type or group.

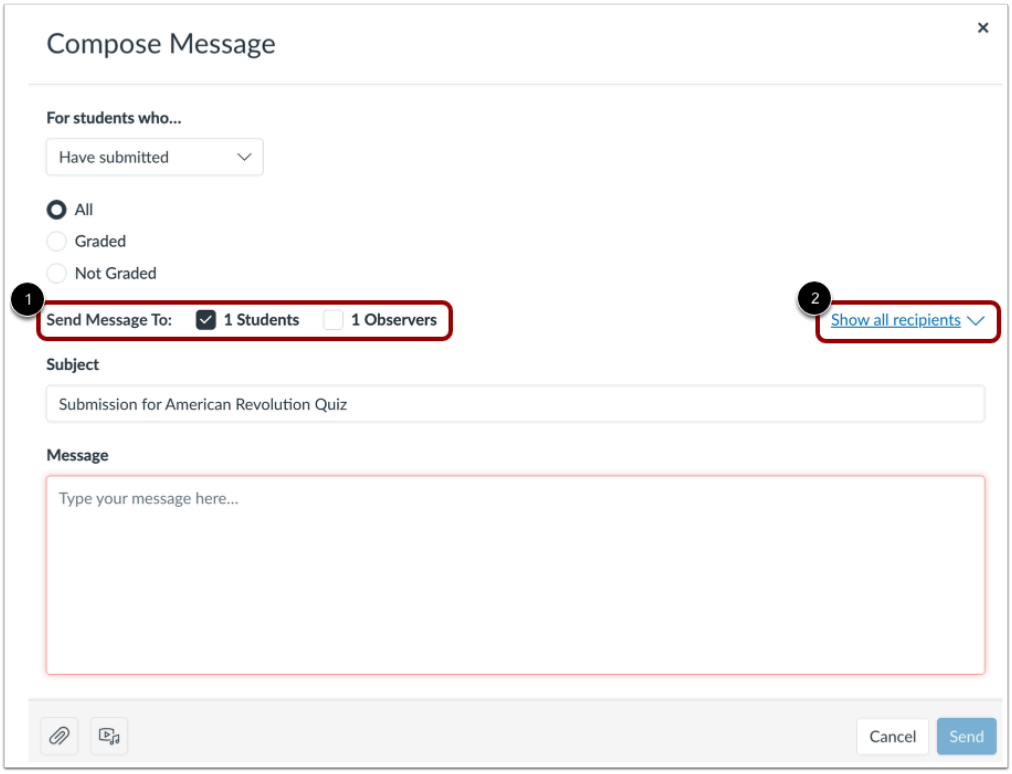
Enter Cutoff Value



If you are messaging students who scored more than or less than a value or whose total score is higher than or lower than a value [1], enter a number of points in the **Cutoff Value** field [2].

Note: The cutoff value is based on values in the open gradebook, and those values may be different than the values students see in their Grades.

Manage Recipients



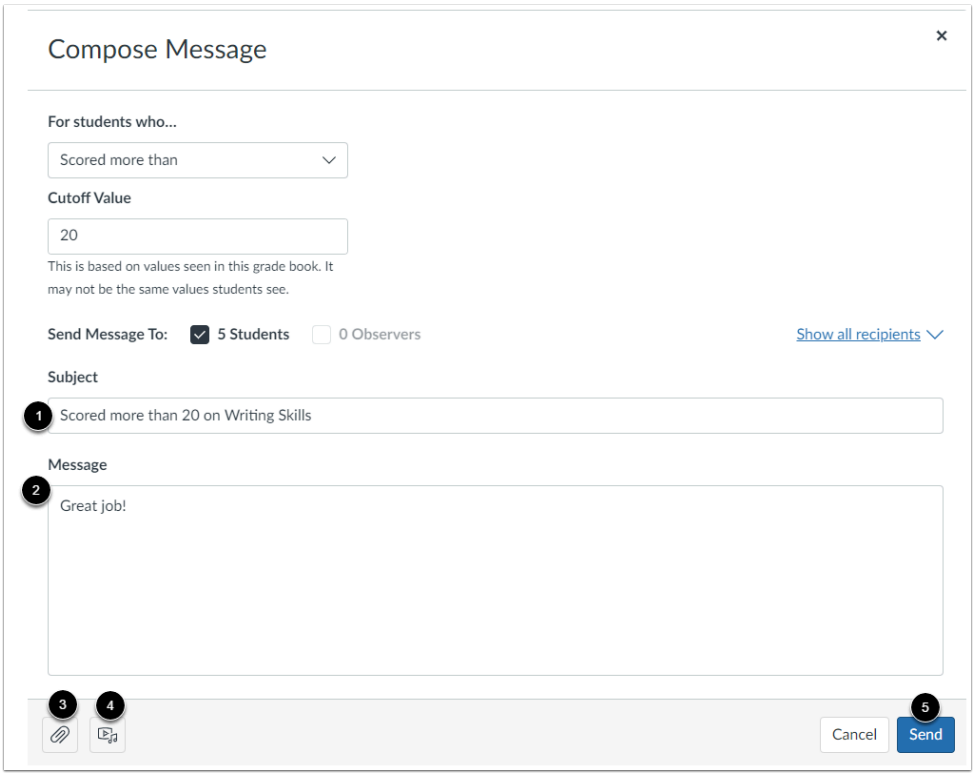
To select or deselect users with a given role, click the checkboxes in the **Send Message To** field [1].

To view, add, or remove specific users, click the **Show all recipients** link [2].



When you show all recipients, you can manage individual recipients included in a message. To remove a user, click the **Remove** icon [1]. To add a user, click the **Add** icon [2].

Enter Message Content



By default, the subject is a message based on your selections. To edit the subject, enter a different subject in the **Subject** field [1].

Type a message to the students in the **Message** field [2].

To attach a file to the message, click the **Attach** button [3].

To create a media recording or upload a media file, click the **Media** icon [4].

To send the message, click the **Send** button [5].

Notes:

- Although one message most likely will be sent to multiple students at the same time, each student receives an individual message.
- You can also message students by Gradebook assignments.

How do I download all student submissions for an assignment in the Gradebook?

If you want to download all student submissions for an assignment, you can download them from the Gradebook in a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the assignment page.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

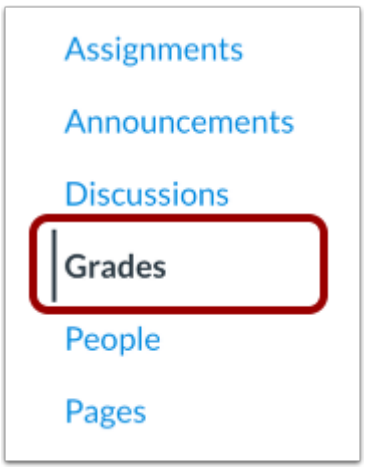
In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

Notes:

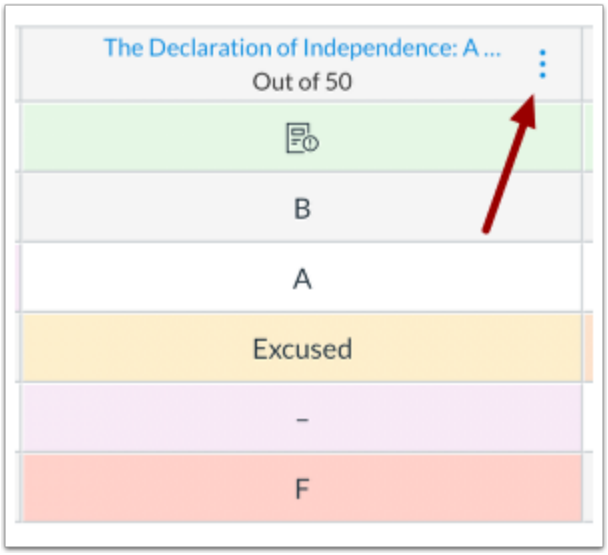
- After downloading student files, you can re-upload all student submissions in the Gradebook. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.
- Students with concluded enrollments are not included in the submissions download.

Open Grades



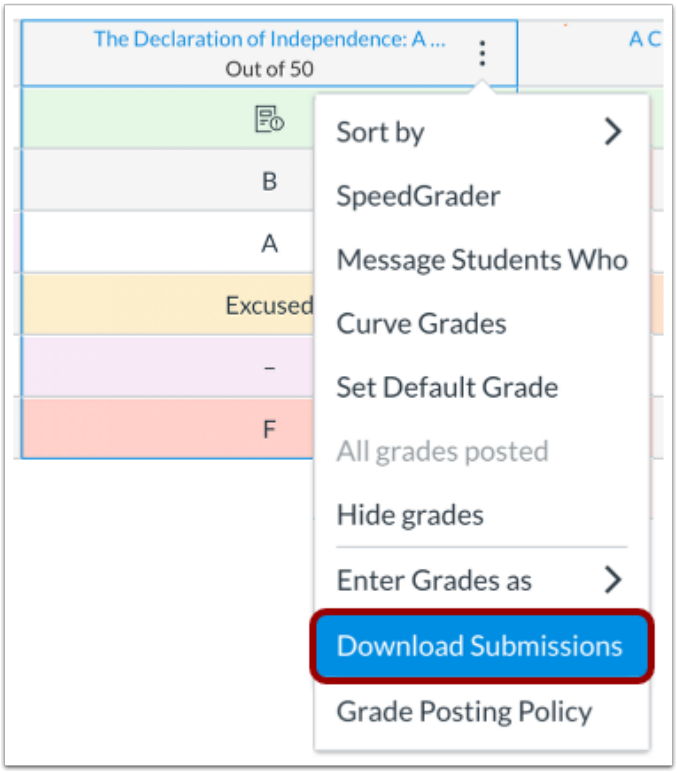
In Course Navigation, click the **Grades** link.

Open Assignment Menu



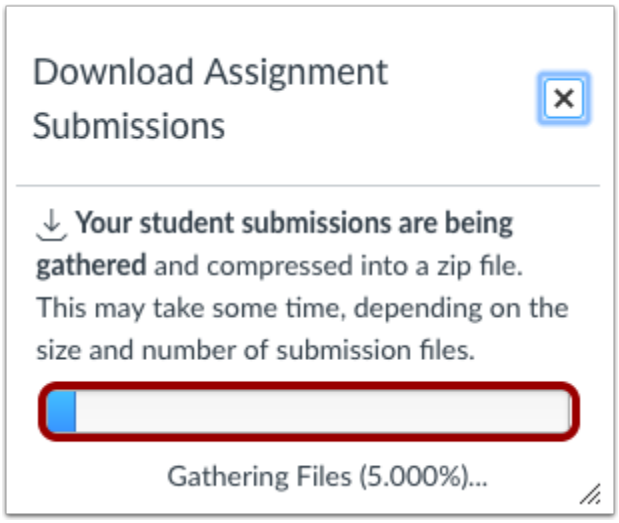
Hover over the assignment column header and click the **Options** icon.

Download Submissions



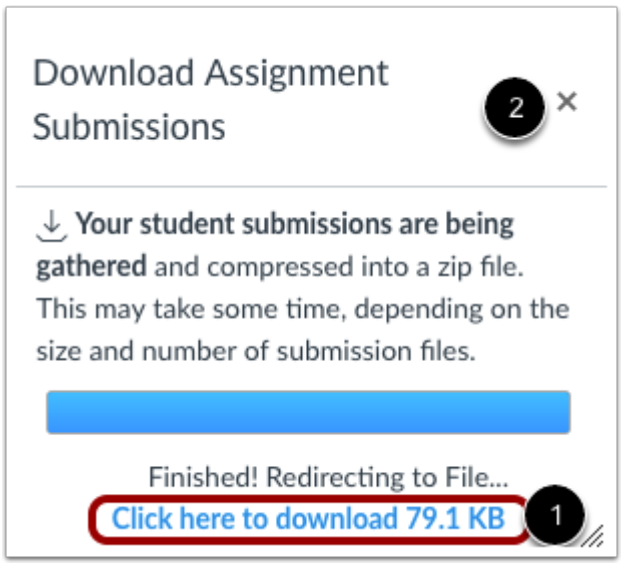
Click the **Download Submissions** link.

View Progress



View the progress of the file compression by tracking the progress bar.

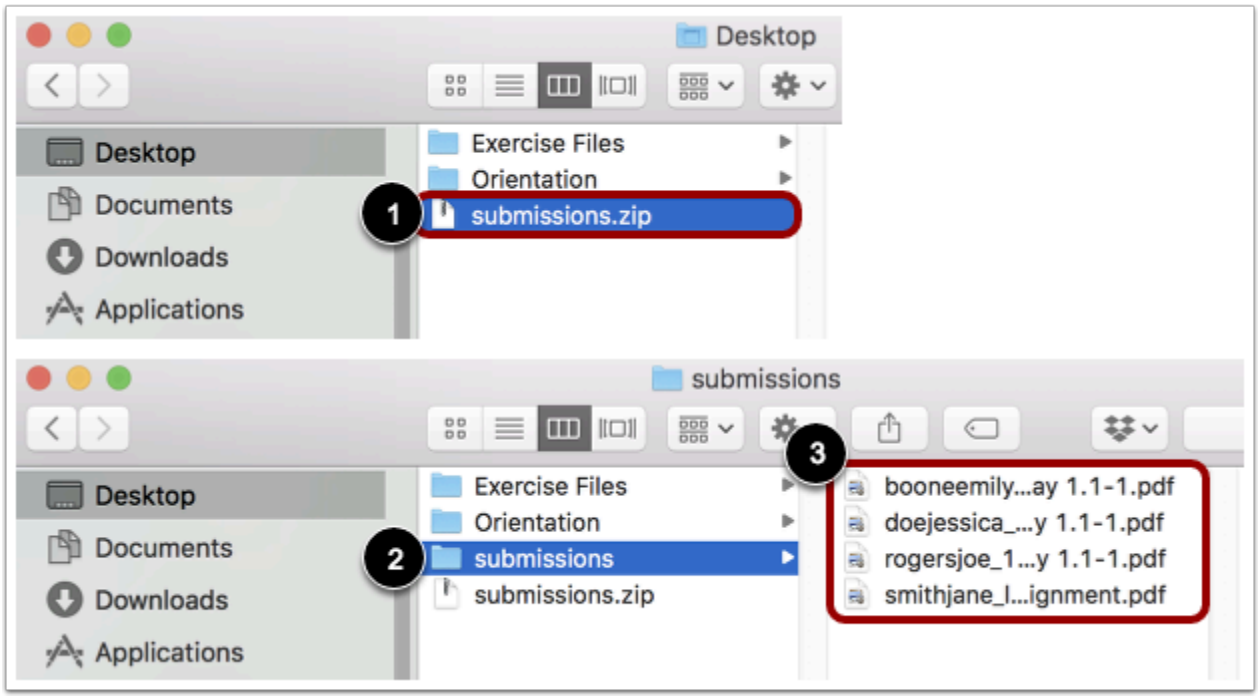
Download File



When the file is finished processing, download the file by clicking the **Click here to download** link [1]. Canvas will also include the size of the download file as part of the link for your reference.

To close the download window, click the **Close** icon [2].

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (Mac users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].

How do I upload all student submissions for an assignment in the Gradebook?

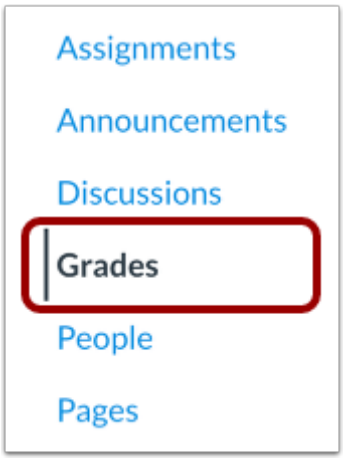
When you download all student submissions from the Gradebook, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

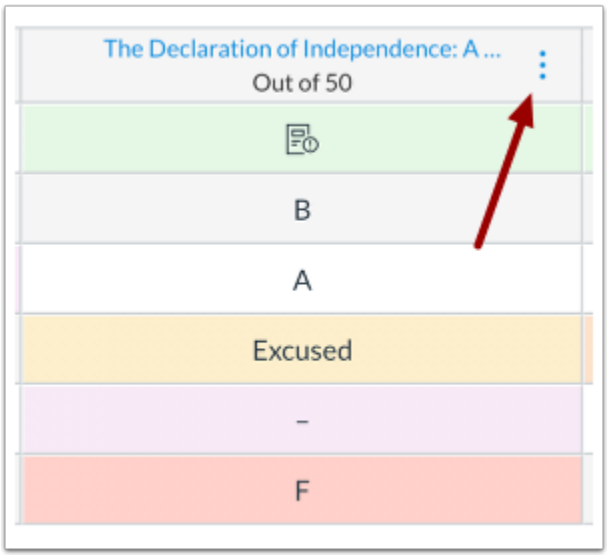
- Files must be compressed as a ZIP file for upload. If you are not sure how to create a ZIP file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Grades



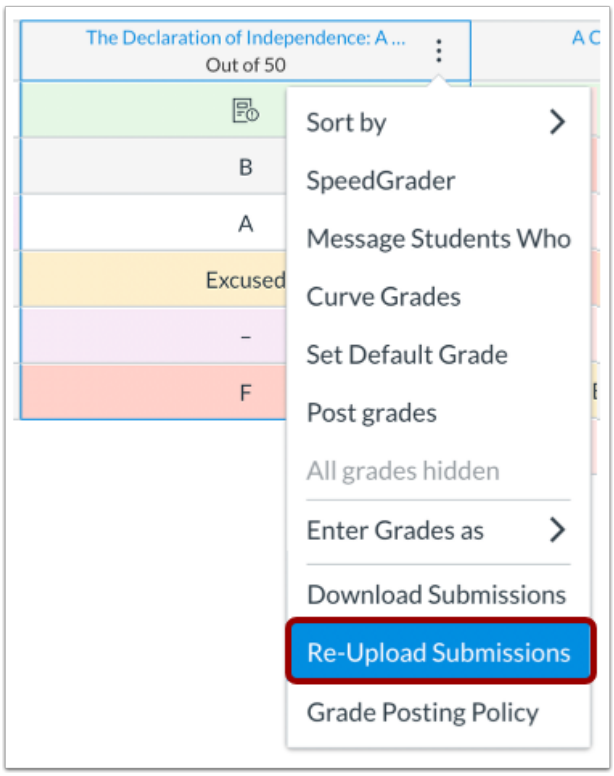
In Course Navigation, click the **Grades** link.

Open Assignment Menu



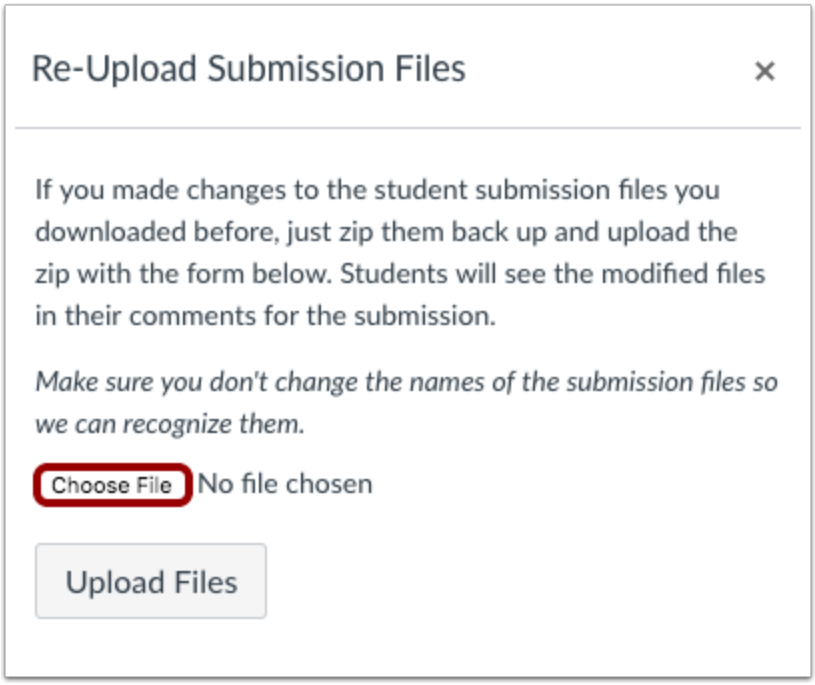
Hover over the assignment column header and click the **Options** icon.

Re-Upload Submissions



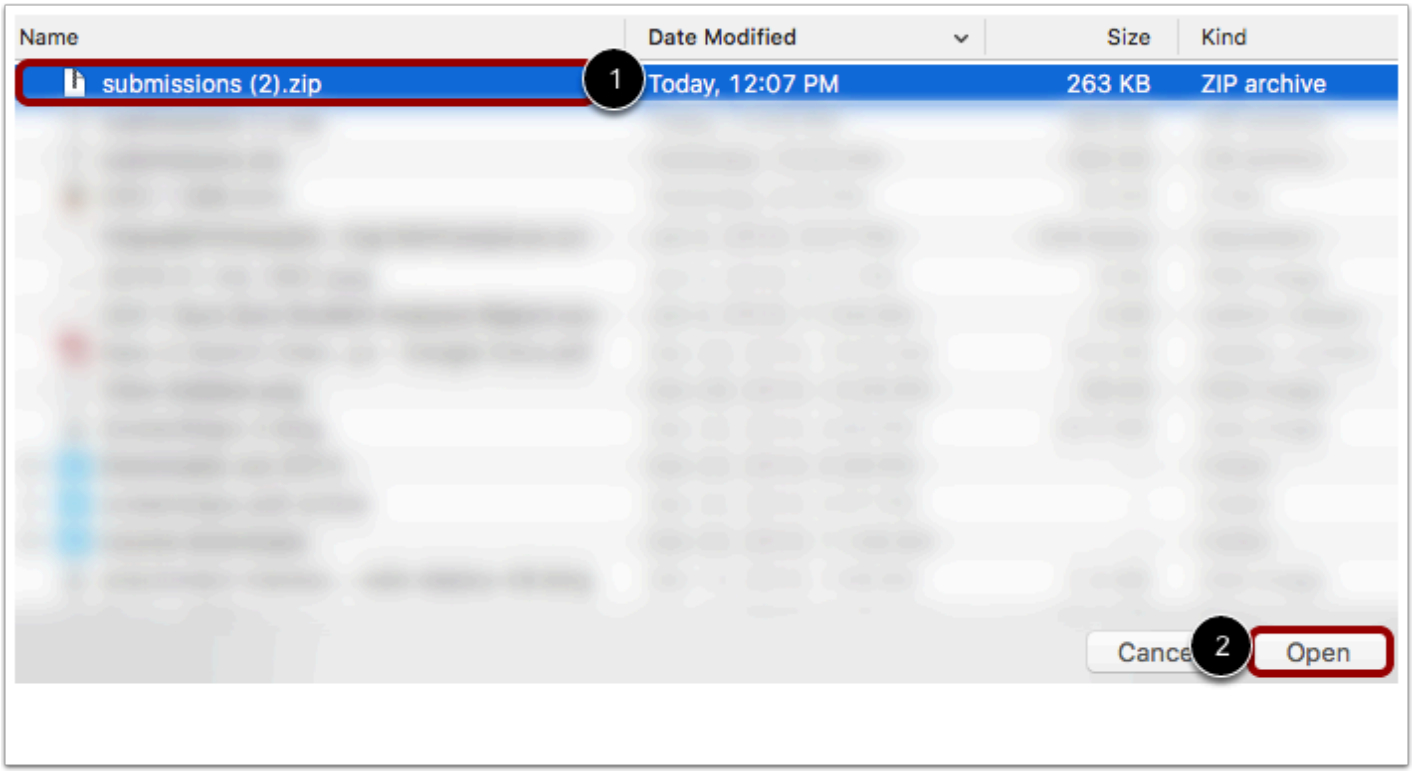
Click the **Re-Upload Submissions** link.

Choose File



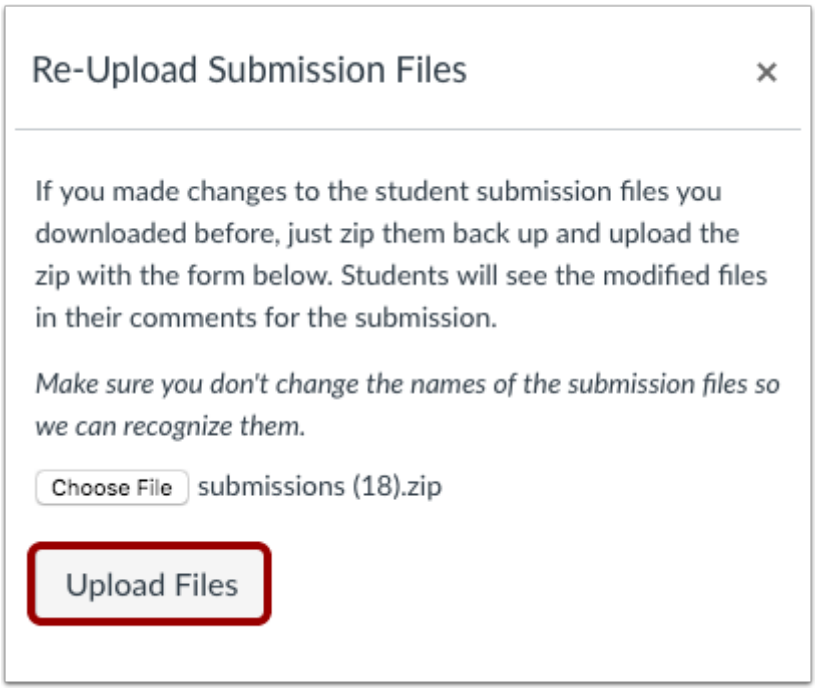
Click the **Choose File** button.

Open File



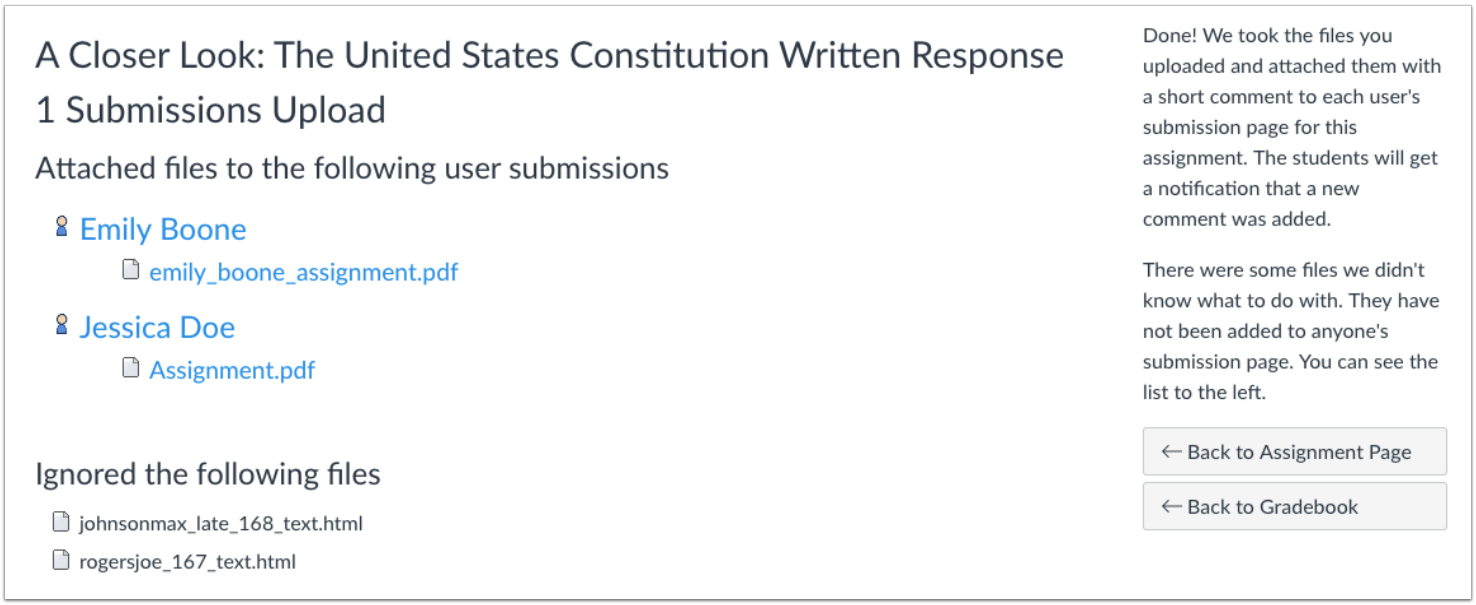
Click the file name to choose the file [1]. Then click the **Open** button [2].

Upload Files



Click the **Upload Files** button.

View Uploaded Submissions



Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

Note: Depending on your computer's operating system, your upload may include hidden files with a ._ prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students' original submission.

How do I enter and edit grades in the Gradebook?

Most likely you will access SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit grades in the Gradebook.

Assignments in the Gradebook are always shown with the assignment's point value. However, you can change the assignment to display grades for a specific grading type.

You can also use a CSV file to import grades.

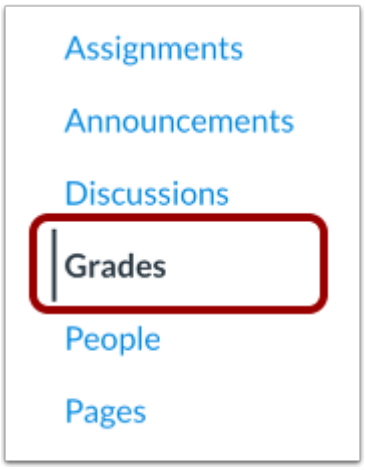
When an assignment score is entered as a letter grade in the Gradebook, the percentage score for the assignment is the upper limit of the range assigned to that letter grade in the grading scheme. If a final grade override is entered as a letter grade, the percentage score for the assignment is the lower limit of the range assigned to that letter grade in the grading scheme.

For example, your course grading scheme may designate a range of 86% to 89% for a B+ letter grade. Entering a B+ for an assignment would assign a percentage of 89% but entering a B+ for a final grade override would assign a percentage of 86%. To ensure students receive a specific percentage for an assignment or final grade, enter the assignment score or grade override as a percentage.

Notes:

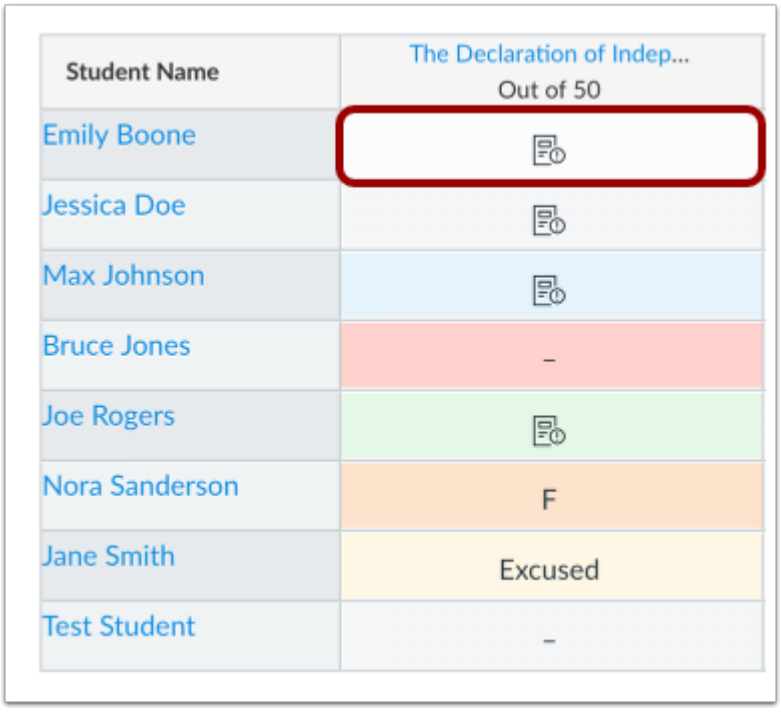
- When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.
- If you unassign a student or section to a differentiated assignment you have previously graded, the grade and submission are removed from the assignment. You can restore the submission by reassigning the assignment to the student.
- When Multiple Grading Periods are enabled in a course, you cannot edit grades for any assignment that has at least one student in a closed grading period.
- Depending on quiz assignment details, quizzes worth zero points may not display in the Gradebook.
- The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.

Open Grades



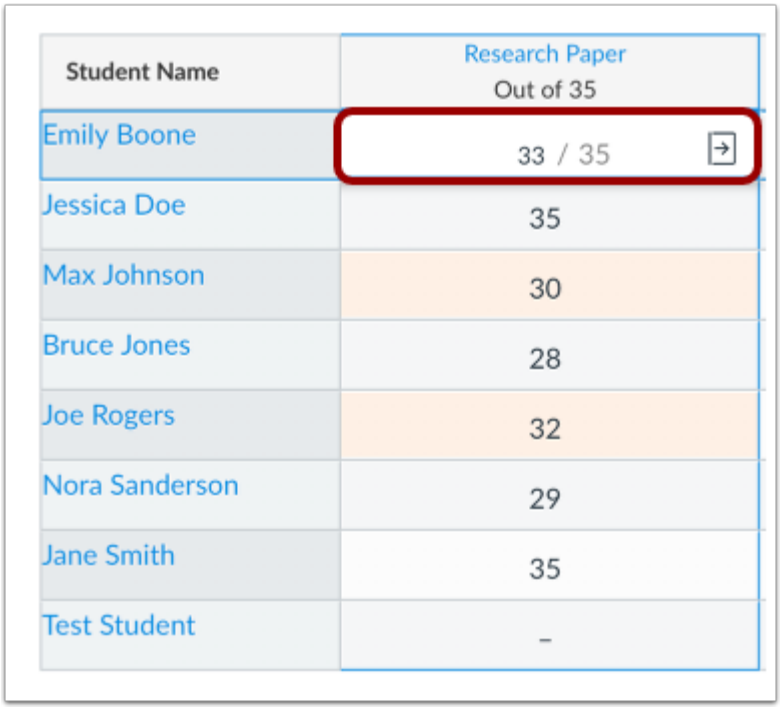
In Course Navigation, click the **Grades** link.

Locate Student Assignment



Locate the student name and assignment where you want to enter a grade.

Enter Grade

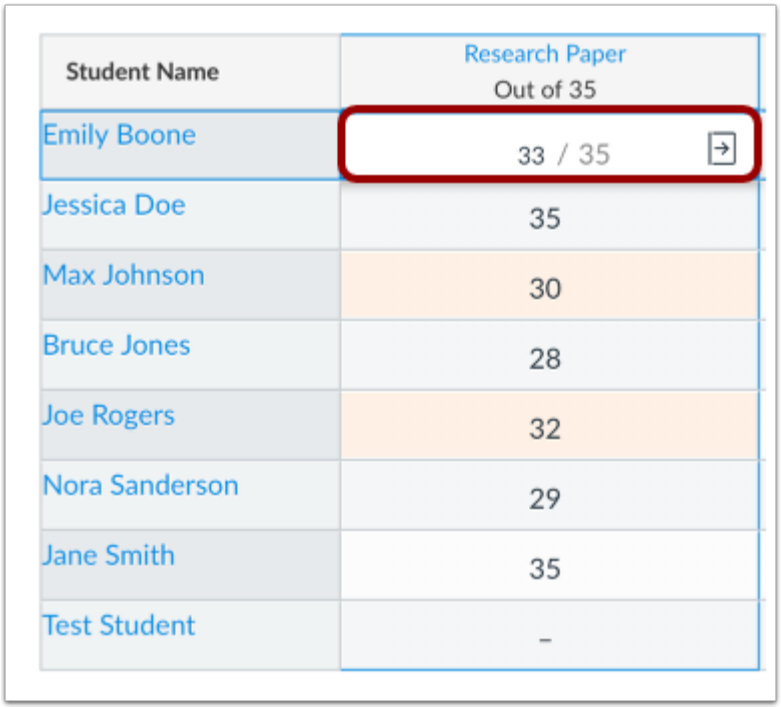


Grades are entered according to the assignment's Display Grade setting. Grades can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA. You can change the assignment to display grades for a specific grading type.

Notes:

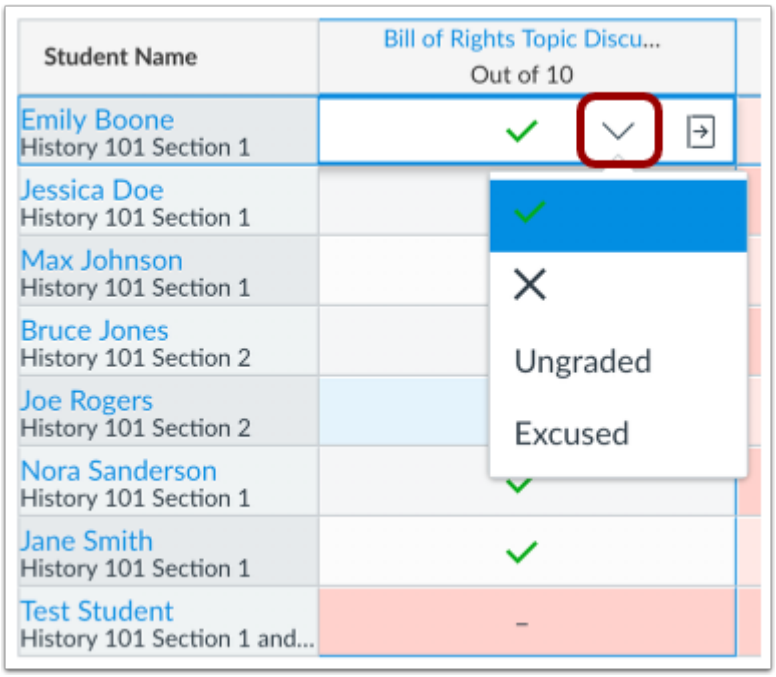
- When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.
- After selecting or entering a grade, make sure to click outside the grade entry cell or press the Return or Enter key to save it. This applies to both complete and incomplete grades.

Enter Points Grade



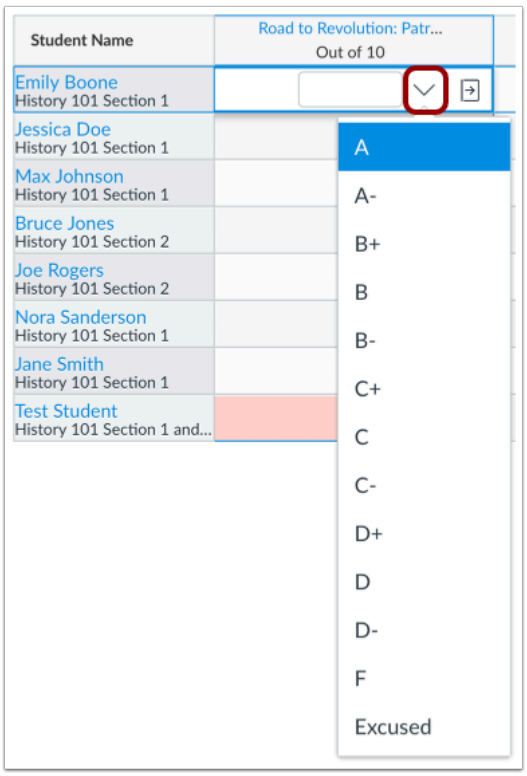
To enter a points grade, enter the number of points in the cell and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

Enter Complete or Incomplete Grade

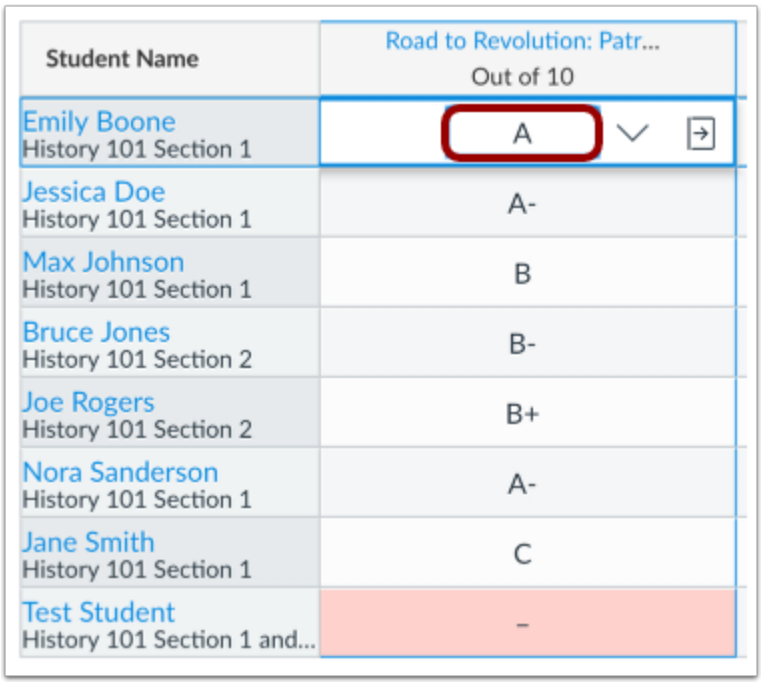


To enter a complete or incomplete grade, click the drop-down menu in the cell and select the desired icon. Grading options include complete, incomplete, ungraded, and excused.

Enter Letter Grade

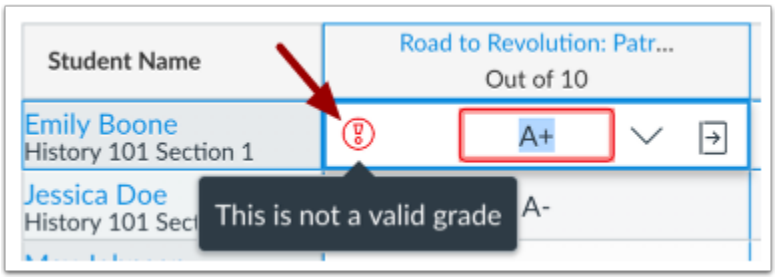


Click the drop-down menu and select a letter grade from the menu.



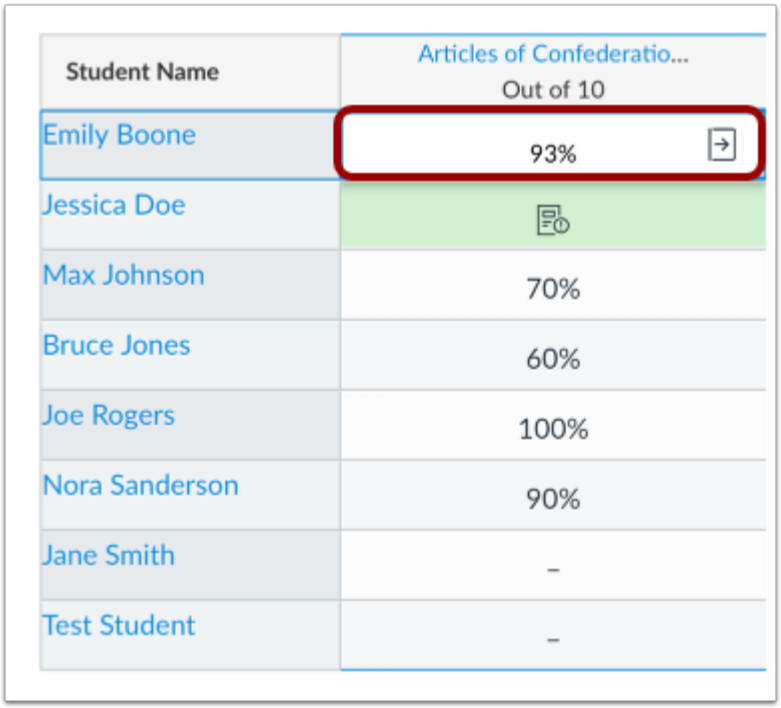
You can also manually enter a letter grade. Enter the letter which corresponds to the letter scale defined by the grading scheme and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

View Letter Grade Validation Error



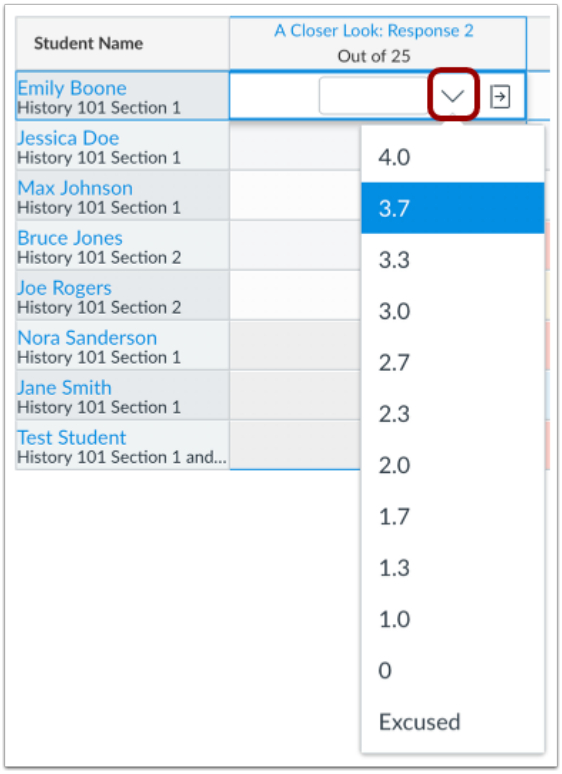
If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.

Enter Percentage Grade

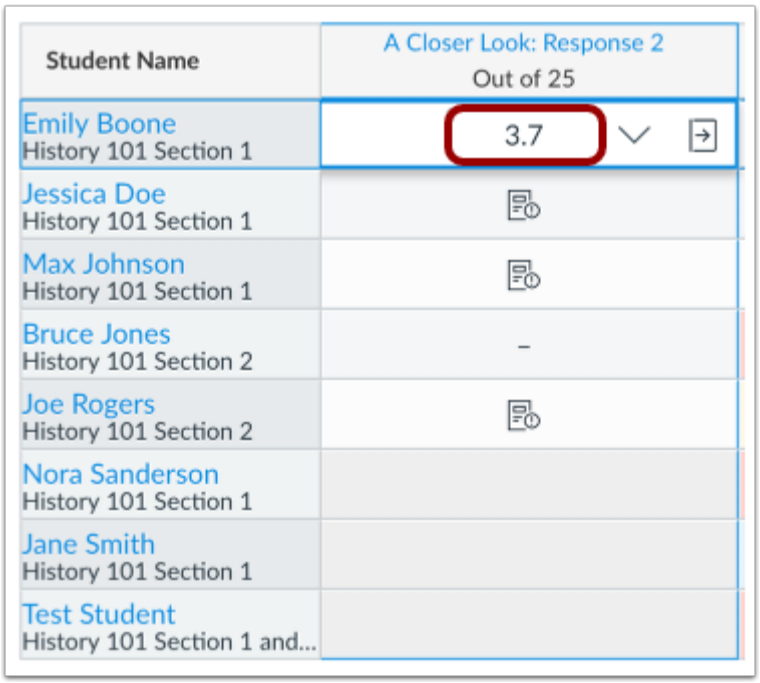


To enter a percentage grade, enter the percent in the cell and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

Enter GPA Grade

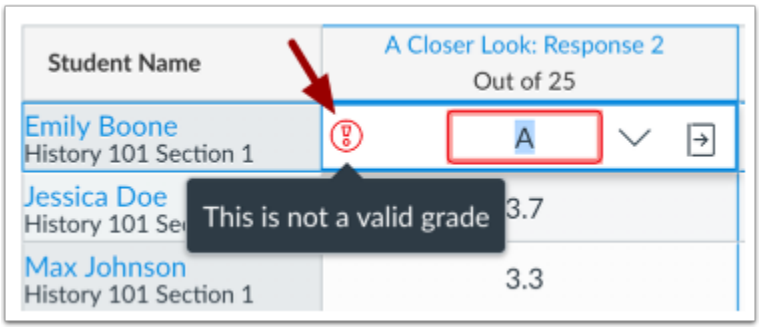


To enter a GPA grade, click the drop-down menu and select the desired grade from the menu.



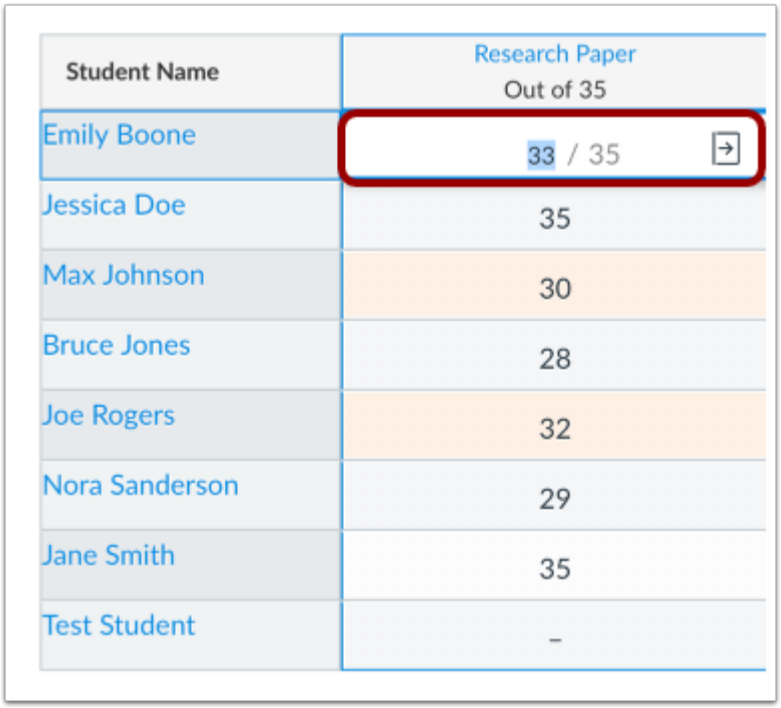
You can also enter the number which corresponds to the GPA scale defined by the grading scheme and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

View GPA Grade Validation Error



If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.

Edit Grade

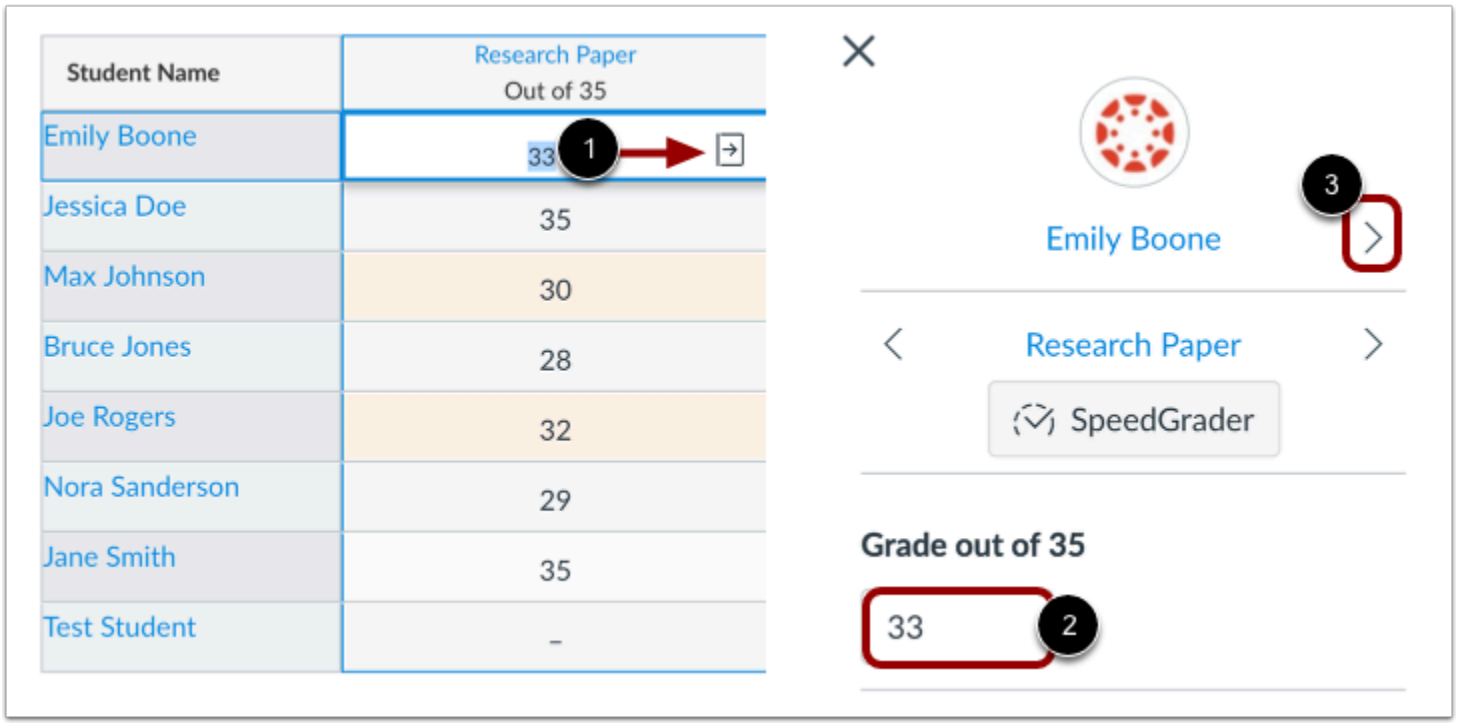


To edit an existing grade in the Gradebook, click the assignment cell for the grade.

To assign a new grade, enter the new grade. To delete the grade, click the Delete key.

To apply the edited grade, press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

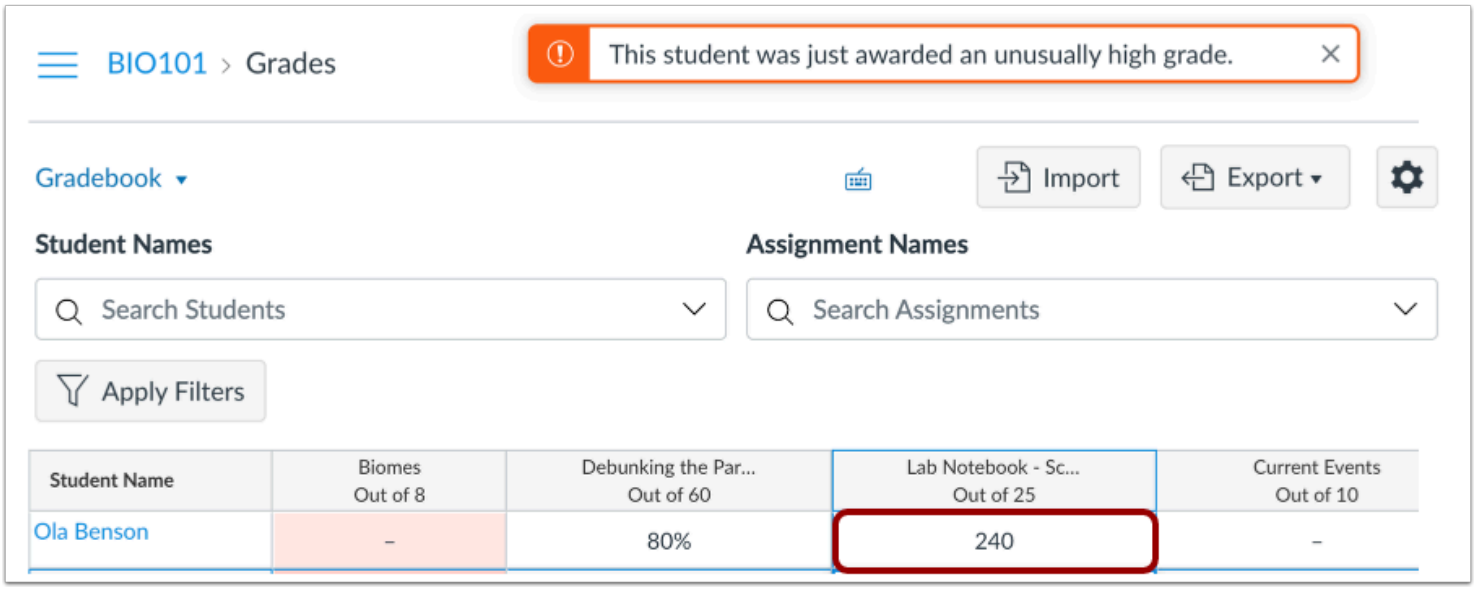
Enter Grade via Grade Detail Tray



Grades can also be entered in the Grade Detail Tray according to the assignment's display grade setting. To open the tray, click an assignment cell for a student and click the **Grade Detail Tray** icon [1]. In the **Grade** field [2], enter the grade for the student.

To advance to the next student, click the arrow icon [3].

View Excessive Points Alert



If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- An assignment is given negative points

How do I enter grades for an individual assignment as a specific grading type in the Gradebook?

Each assignment grade defaults to the point value set in the assignment. However, the **Enter Grades as** menu allows you to view the assignment grade to be viewed by percentage. For Letter Grade or GPA assignments, the grade can also be displayed by the grading scheme set for the assignment.

You can change this option before grading in the Gradebook, or if you've graded an assignment from SpeedGrader, you can change the grades display after they've been assigned. The Grade Detail Tray also displays the assignment grade with the preferred Enter Grades as option.

Viewing or entering grades using the **Enter Grades as** option is for grading convenience only and does not affect the actual grade. In the student Grades page, students will always view the point value and the default grade display set in the assignment.

The following grade entry behavior is supported for each applied option in the Enter Grades menu:

Set to Points—enter grades as points or percentage

- Point entries display as points (e.g. entering 10 for a 10-point assignment displays as 10 points).
- Percentage entries are calculated as a percentage but displayed as the equivalent point value of the percentage (e.g. entering 90% for a 10-point assignment displays as 9 points).
- Grading scheme entries are not supported.

Set to Percentage—enter grades as percentage or grading scheme (if set in the assignment)

- Point values are not supported. Entries without a percent symbol are always calculated as a percentage (e.g. entering 20 as a point value calculates and displays as 20%).
- Percentage entries display as a percentage (e.g. entering 80% for a 10-point assignment displays as 80%). The percent symbol is not required.
- Grading scheme values calculate according to the assignment's grading scheme and display as 1-1% below the upper bound in the grading scheme (e.g. in a grading scheme where B ranges from 84% to 87%, entering a B displays as 86%). Course grading schemes are not supported.

Set to Grading Scheme—enter grades as points, percentage, or grading scheme

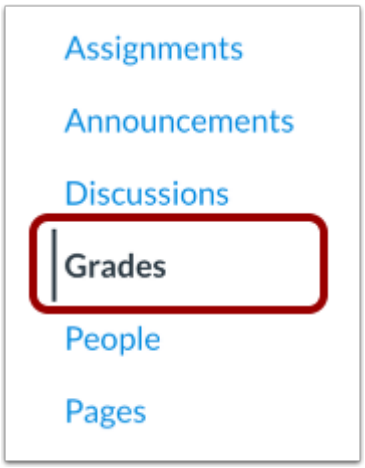
- Point entries calculate according to the equivalent grading scheme of the point value (e.g. in a grading scheme where B ranges from 84% to 87%, entering 26 for a 30-point assignment calculates as 86.67% and displays as a B).
- Percentage entries are calculated as percentages but displayed as the equivalent grading scheme for the percentage (e.g. in a grading scheme where A ranges from 94% to 100%, entering 94% displays as an A).

- Grading scheme values display as the grading scheme value according to the assignment's grading scheme (entering an A displays as an A). Course grading schemes are not supported.

Notes:

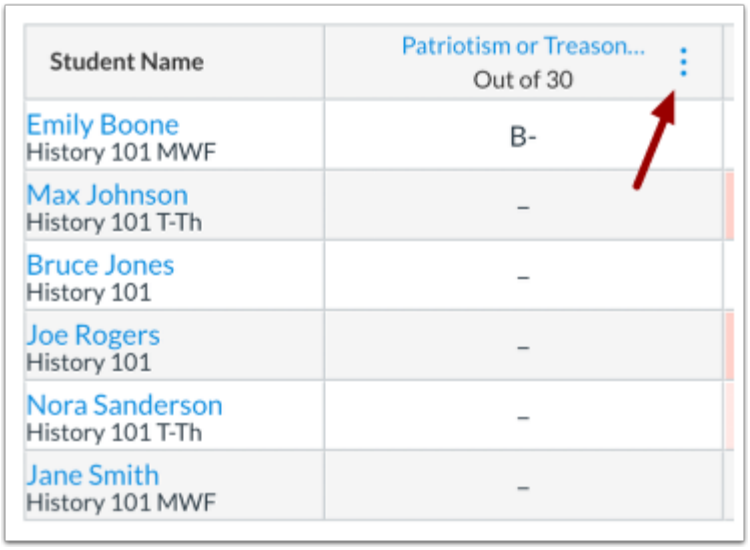
- The Enter Grades as option is not available for complete/incomplete assignment types.
- When an assignment score is entered as a letter grade in the Gradebook, the percentage score for the assignment is the upper limit of the range assigned to that letter grade in the grading scheme. For example, your course grading scheme may designate a range of 86% to 89% for a B+ letter grade. Entering a B+ for an assignment assigns a percentage of 89%. To ensure students receive a specific percentage for an assignment, enter the assignment score as a percentage.

Open Grades



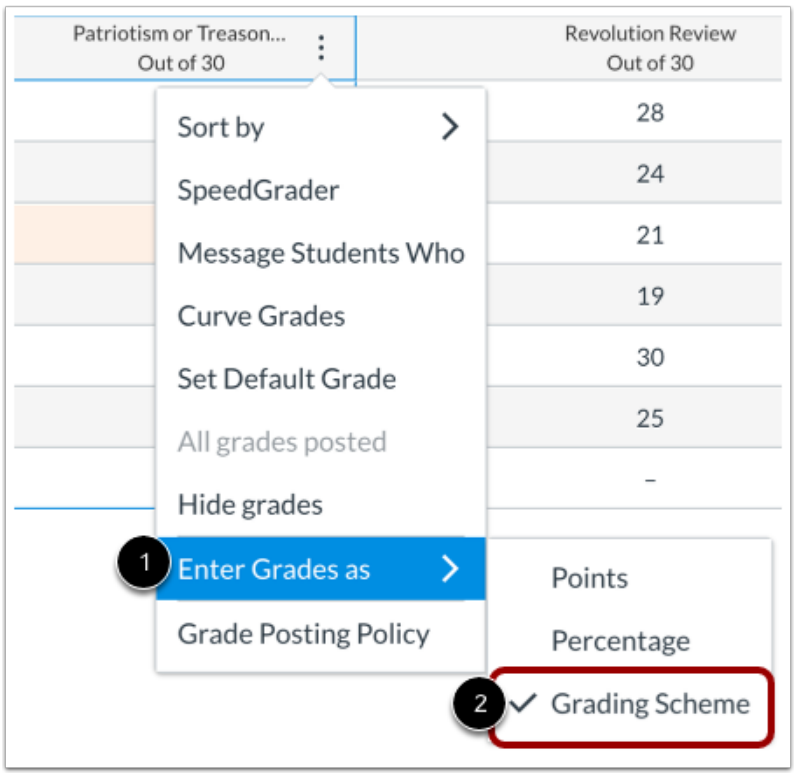
In Course Navigation, click the **Grades** link.

Open Assignment Menu



Hover over the assignment title and click the **Options** icon.

View Grade Entry



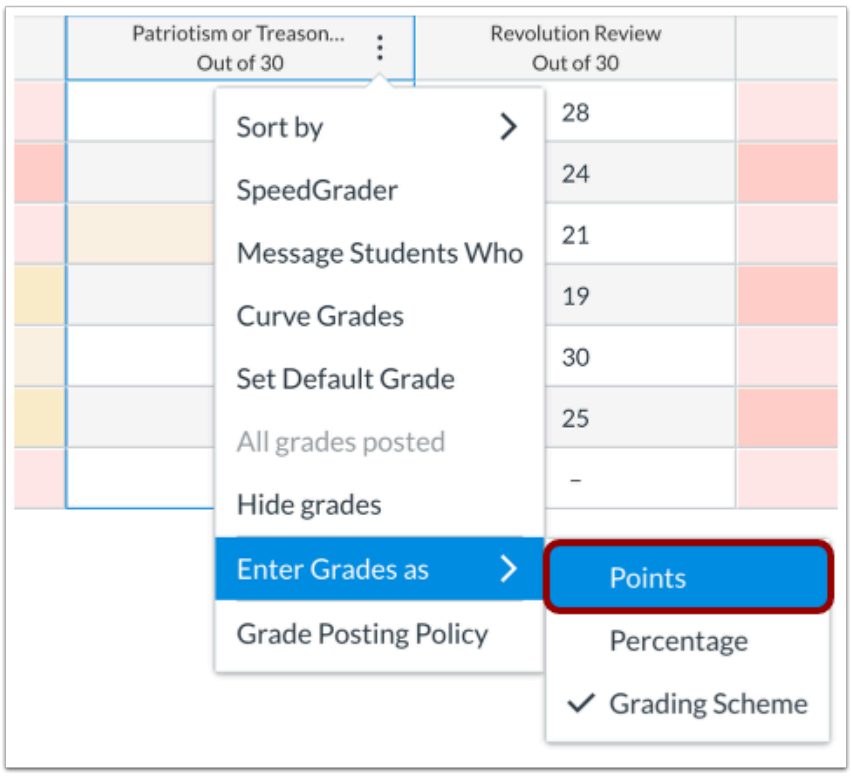
Select the **Enter Grades as** option [1] and view the current grade display option [2]. Unless changed, the assignment defaults to the grade display set in the assignment.

All assignments display the Points and Percentage options.

Additionally, Letter Grade assignments display the grading scheme option.

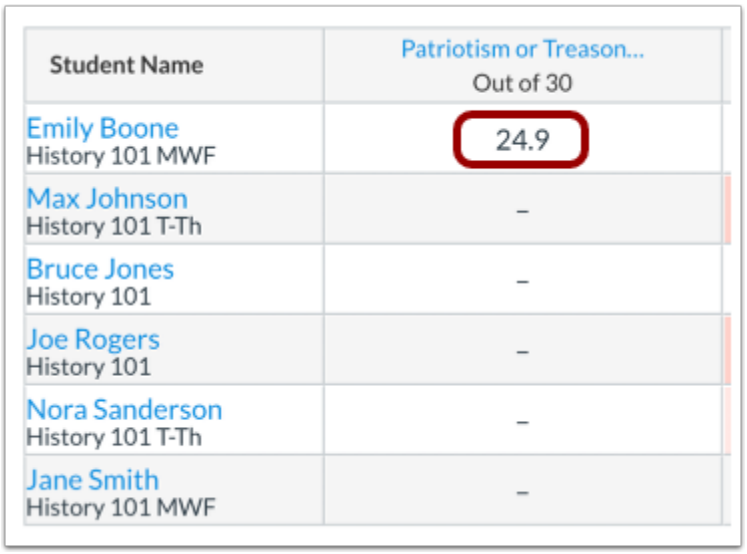
Note: The Enter Grades as option is not available for complete/incomplete assignment types.

Select Grade Entry



If you want to enter grades and have them display in the gradebook using a different grading value, select your preferred grading display as supported for the assignment.

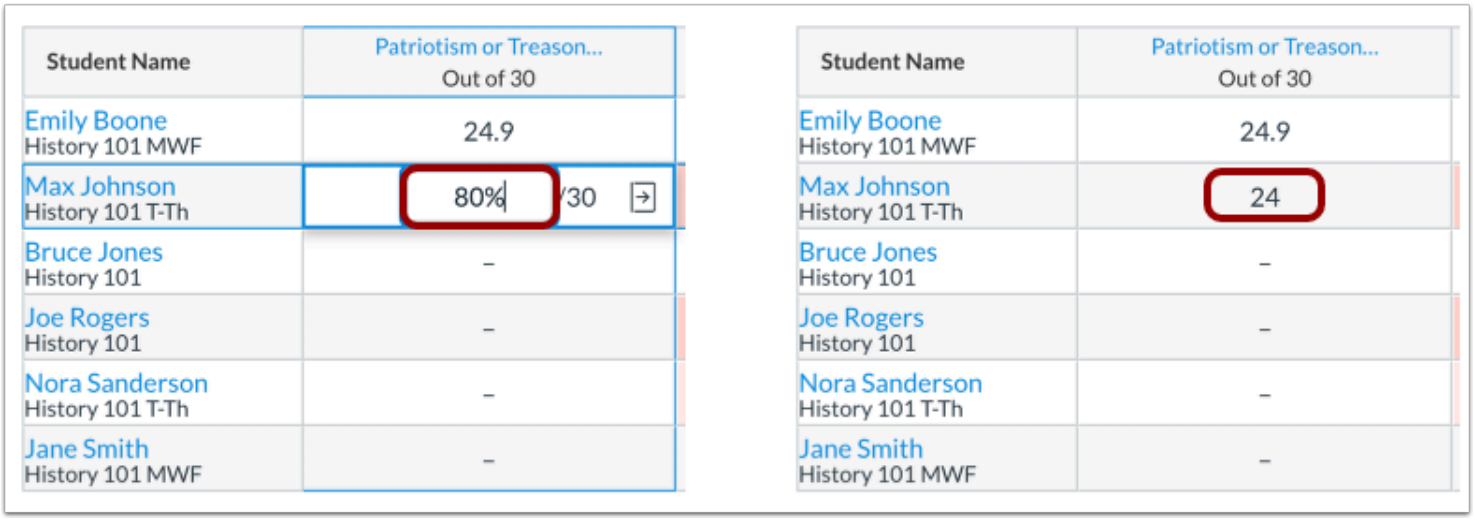
View Grades



Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	–
Bruce Jones History 101	–
Joe Rogers History 101	–
Nora Sanderson History 101 T-Th	–
Jane Smith History 101 MWF	–

In the assignment column, any existing grades will calculate and display according to your grade display preference.

Enter Grades



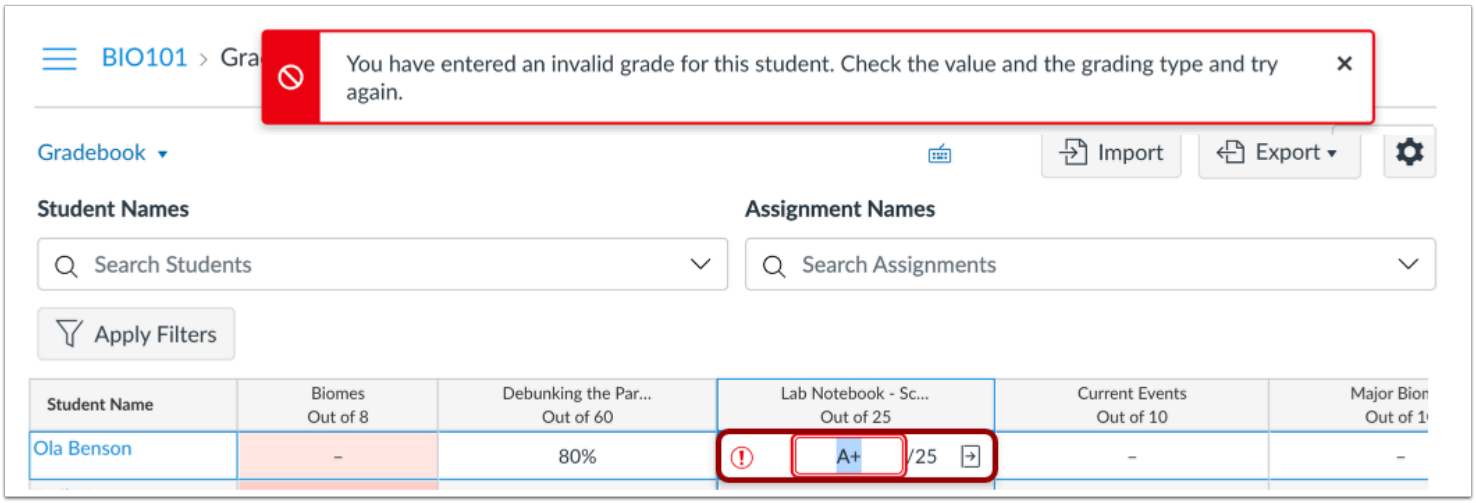
Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	80% /30
Bruce Jones History 101	–
Joe Rogers History 101	–
Nora Sanderson History 101 T-Th	–
Jane Smith History 101 MWF	–

Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	24
Bruce Jones History 101	–
Joe Rogers History 101	–
Nora Sanderson History 101 T-Th	–
Jane Smith History 101 MWF	–

For new grades, enter a grade value according to your grading preference as supported: points, percentage, or grading scheme.

The entered grade will be calculated appropriately and displayed according to the grade display option.

View Grade Warning



If you enter a grade that is not validated through the grading scheme, you will see an invalid grade warning message. A warning icon also displays in the cell with the invalid grade.

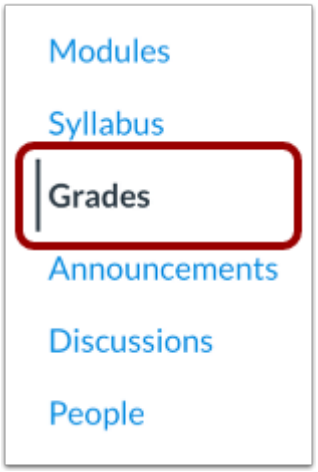
How do I get to SpeedGrader from the Gradebook?

You can access an assignment in SpeedGrader directly from the Gradebook.

Notes:

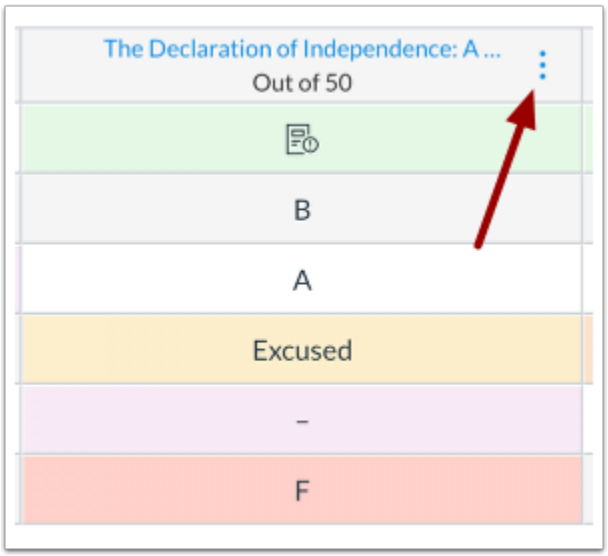
- SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments.
- When a section filter is applied in the Gradebook, SpeedGrader also displays assignment submissions for the same section.

Open Gradebook



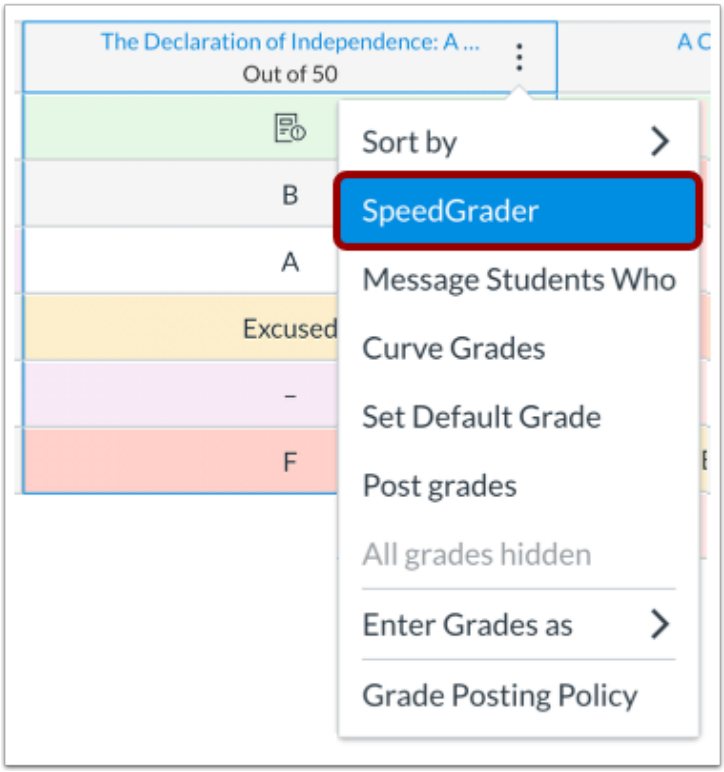
In Course Navigation, click the **Grades** link.

Open Assignment Menu



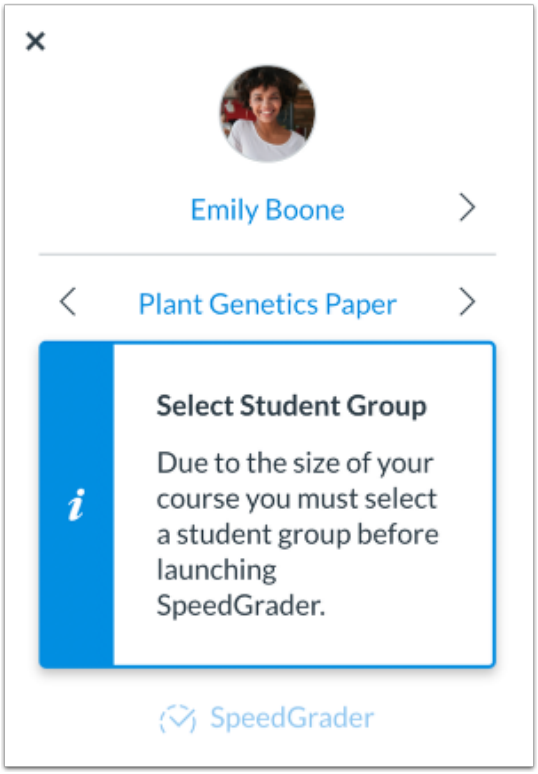
Hover over the assignment column header and click the **Options** icon.

Open SpeedGrader



Click the **SpeedGrader** link.

Select Student Group



If you have enabled the Launch SpeedGrader Filtered by Student Group setting, you must select a student group before launching SpeedGrader. To select a student group in the Gradebook, choose a student group in the Gradebook filters.

How do I curve grades in the Gradebook?

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

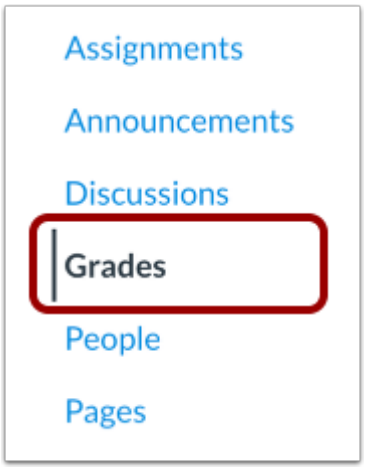
To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Canvas would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. This type of scoring creates a predictable distribution, but it means that students will compete against their classmates for scoring.

To learn more about how curved grades are calculated, view the Curving Grades in Canvas resource document.

Note:

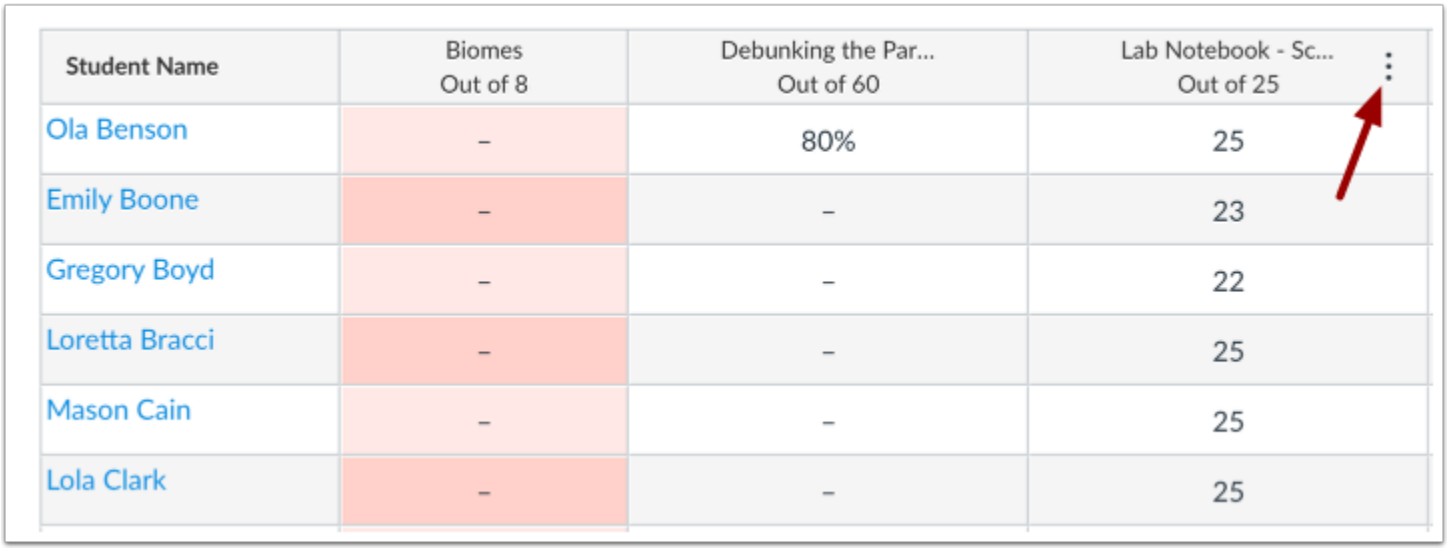
- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.
- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.
- When Moderated Grading is enabled for an assignment, the Curve Grades option is not available before grades are released.
- Curved grading is available in the Gradebook Individual View.

Open Gradebook



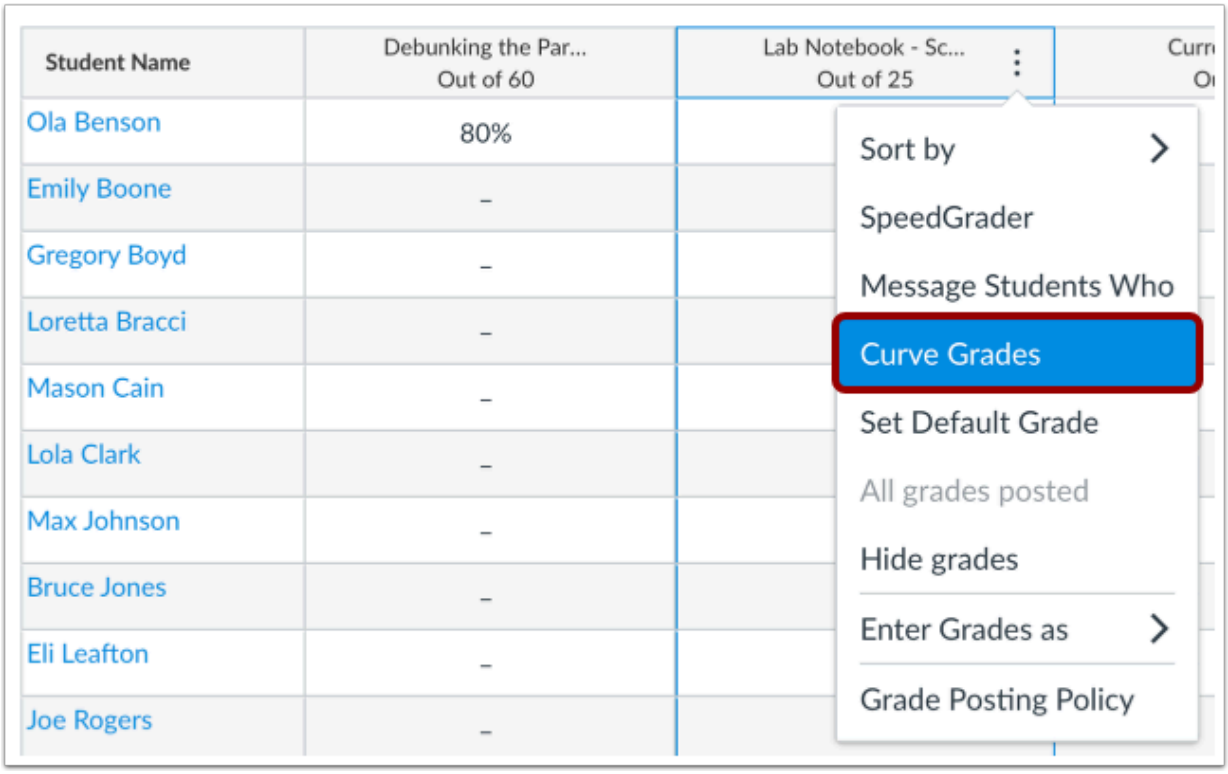
In Course Navigation, click the **Grades** link.

Open Assignment Menu



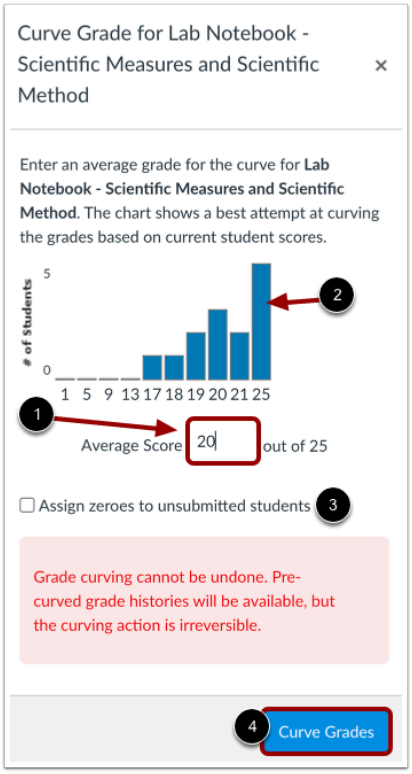
Hover over the assignment column header and click the **Options** icon.

Curve Grades



Click the **Curve Grades** link.

Set Curve Score



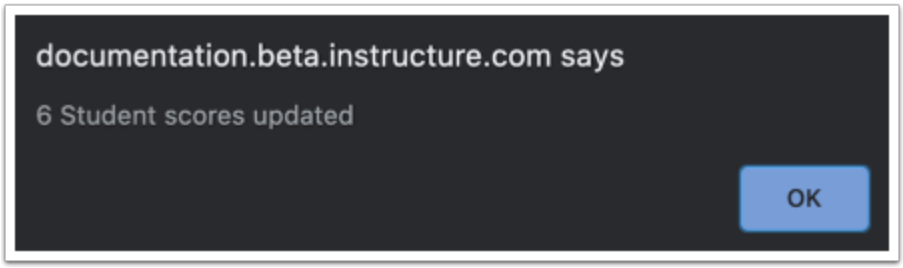
In the **Average Score** field [1], type the average grade for the curve score. The graph above the Average Score field will change depending on what score is entered and give you an approximation of what the new scores would look like [2]. You can adjust the average score as necessary to produce a desired grading outcome.

You can assign zeros to students who did not submit their assignments by clicking the **Assign zeroes to unsubmitted students** checkbox [3]. To curve grades, click the **Curve Grades** button [4].

Note:

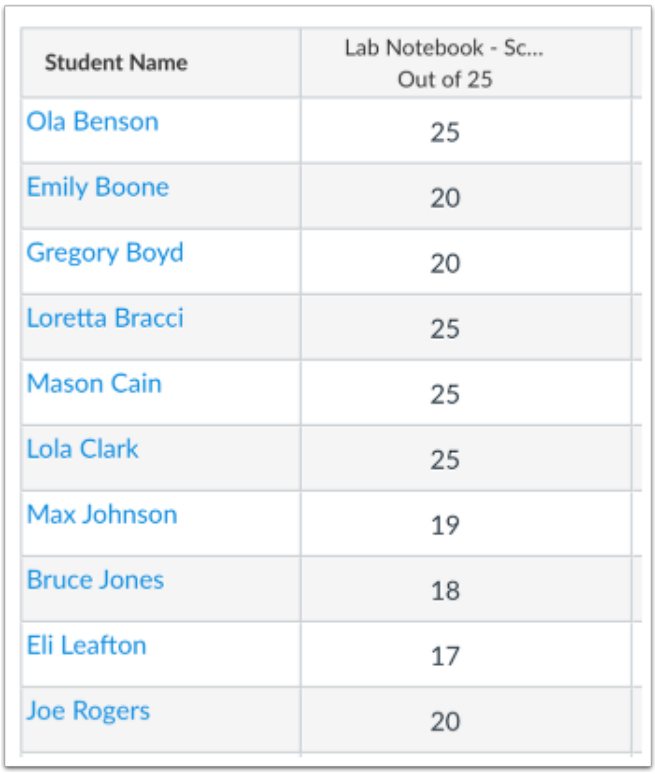
- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores.

View Updated Scores



Canvas displays how many scores were updated. Click the **OK** button.

View Curved Grades



Student Name	Lab Notebook - Sc... Out of 25
Ola Benson	25
Emily Boone	20
Gregory Boyd	20
Loretta Bracci	25
Mason Cain	25
Lola Clark	25
Max Johnson	19
Bruce Jones	18
Eli Leafton	17
Joe Rogers	20

View the new grades for the assignment.

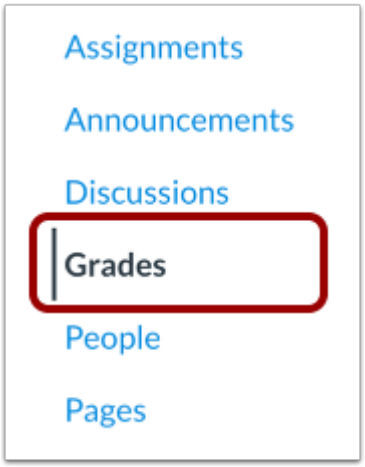
How do I set a default grade for an assignment in the Gradebook?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. Default grades can either be applied to all students or only students who have not yet received a grade.

Notes:

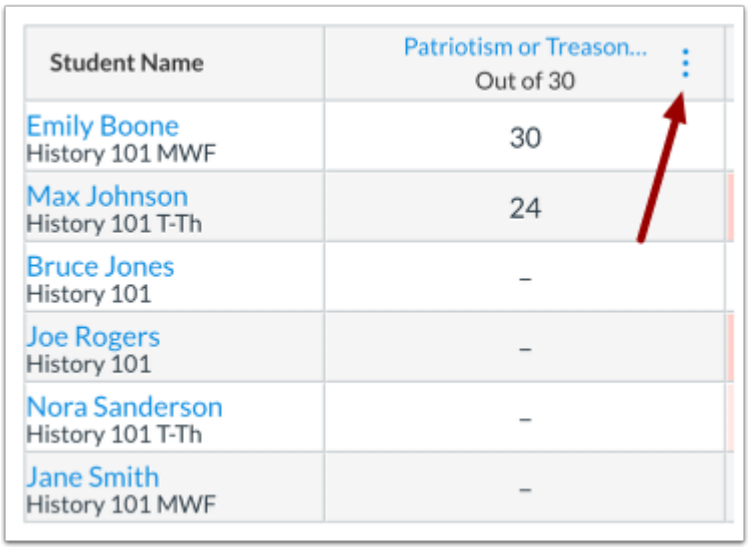
- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.
- When Moderated Grading is enabled for an assignment, the Set Default Grade option is not available before grades are released.
- Submission status is not factored into default grade application.
- Default grade applies only to the selected section.

Open Grades



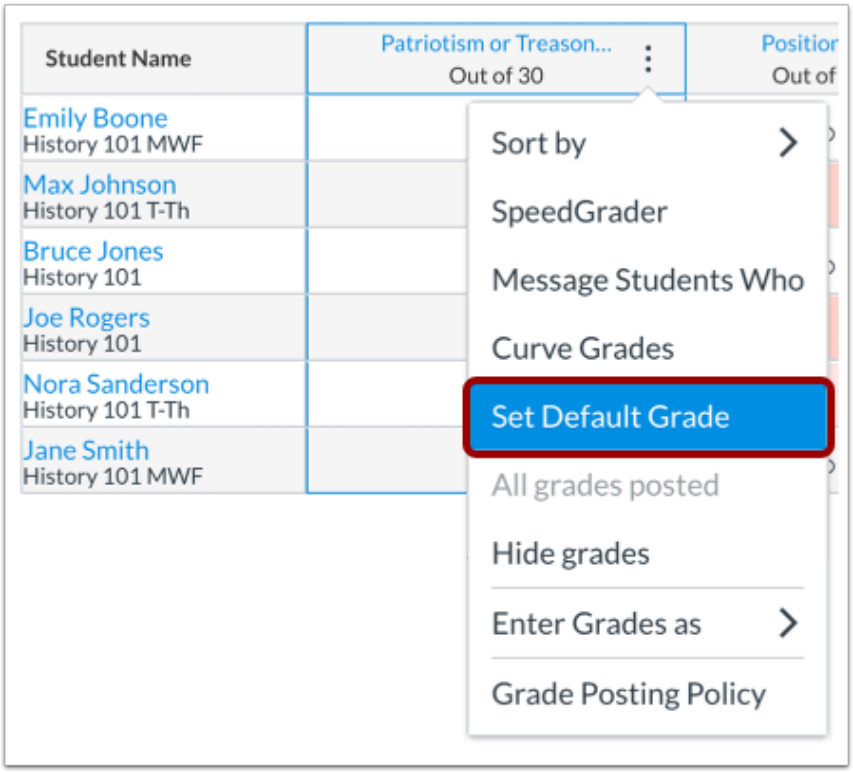
In Course Navigation, click the **Grades** link.

Open Assignment Menu



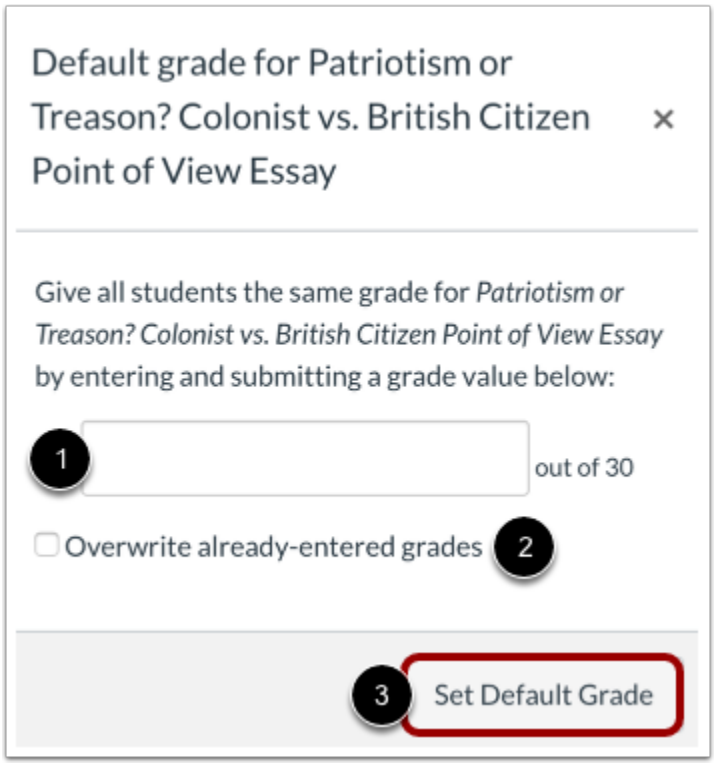
Hover over the assignment column header and click the **Options** icon.

Set Default Grade



Click the **Set Default Grade** link.

Create Default Grades



Type the default grade value in the **Grade Value** field [1]. If you would like to overwrite existing grades for the assignment, select the **Overwrite already-entered grades** checkbox [2].

Click the **Set Default Grade** button [3].

Notes:

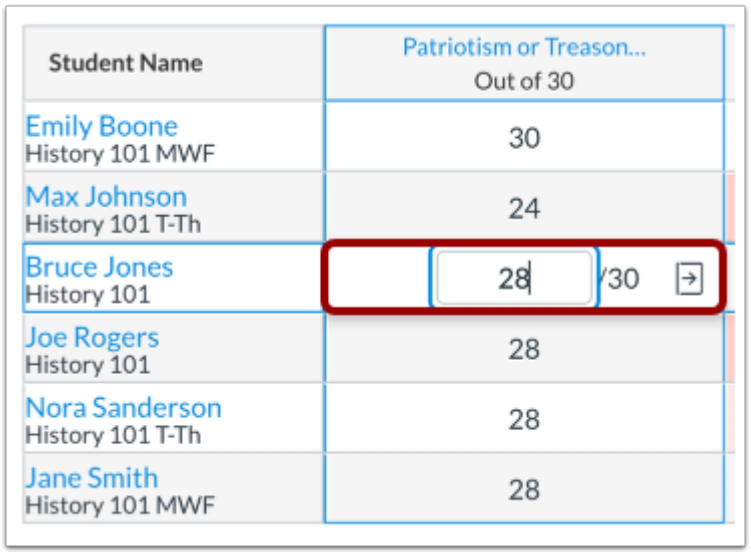
- If the Grade Value field is left empty and the Overwrite already-entered grades checkbox is checked, all assignment grades will be removed.
- A default grade will be assigned to students regardless of submission status.
- To have all assignments default grade set as missing, enter mi into the grade value field.
- The default grade applies only to the selected section.

Verify Default Grades



Click the **OK** button.

View New Grades



Default grades are automatically entered for all students who have no grade and who never had a grade. However, if the student had a grade and it was deleted, the default grade is not applied, unless you selected the Overwrite checkbox.

To change a grade, click the default grade and enter in an updated score.

How do I apply a Missing Submission policy in the Gradebook?

The Missing Submission policy lets you automatically apply a grade for all missing submissions in the Gradebook. A submission is labeled missing when the assignment is an Online submission type, the due date has passed, and it has not been submitted. Only submissions with a status of Missing are affected by the Missing Submission policy. The Missing Submission policy is set per course.

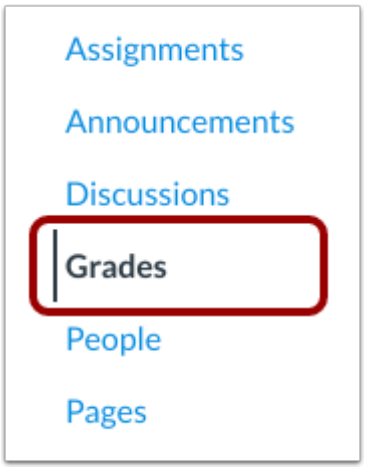
The Missing Submission policy allows you to define a grade that will be granted for missing submissions as a percentage of the total points possible. The percent entered is multiplied by the total points possible on the assignment and the resulting value will be awarded to missing submissions. For example, if the Missing submission grade is set to 20% and the assignment is worth 10 points, all missing submissions for that assignment will be awarded a grade of 2 points (10 points possible x 20% = 2 points awarded). To award all missing submissions with a grade of 0, the Missing submission grade can be set to 0%.

Notes:

- If a submission is received after the due date, the Missing label will be automatically replaced by the Late label. However, any label can be manually removed in the Grade Detail Tray. Learn how to change the status of a submission.
- When a missing assignment is submitted, the new submission must be updated in the gradebook or the grade will not change.
- Setting a Missing Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Missing in the Grade Detail Tray.
- Applying a missing submission policy does not affect previously graded missing submissions. Therefore, the Missing Submission policy should be set up when a course is created prior to creating assignments.
- The Missing Submission policy does not affect submissions in closed grading periods or submissions for concluded enrollments.
- The Missing Submission policy is not automatically applied to No Submission, On Paper, or External Tool assignments with the exception of New Quizzes quizzes. However, you can add a Missing label in the Grade Detail Tray. Learn how to change the status of a submission.
- If a Missing Submission policy is applied in a course, missing submissions for Complete/Incomplete assignments are awarded an Incomplete grade with a score of 0, regardless of the Missing submission grade value.
- Disabling a course Missing Submission policy does not revert grades that were submitted when the policy was enabled.
- The Missing Submission policy does not apply to unpublished assignments.

Troubleshooting Tip: If you believe that a grade is not being applied correctly to a missing submission, check the assignment submission type and due date. The Missing Submission policy only applies to assignments using the Online submission type. If the assignment submission type is not set to Online, you can edit the submission type. Due dates must be in the past. If the assignment due date is not in the past, you can edit the due date.

Open Grades



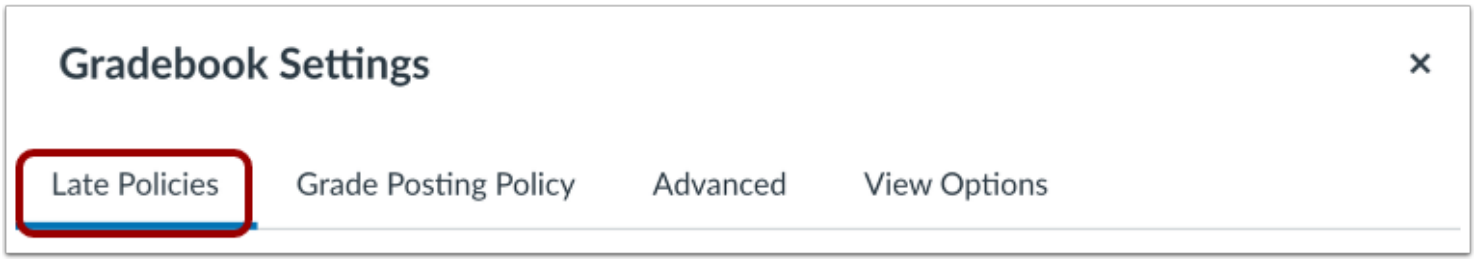
In Course Navigation, click the **Grades** link.

Open Gradebook Settings



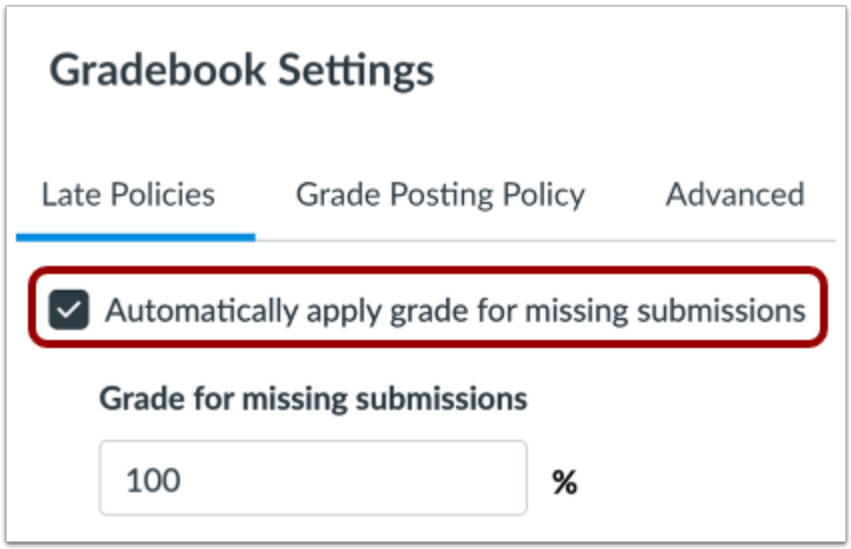
Click the **Settings** icon.

View Late Policies



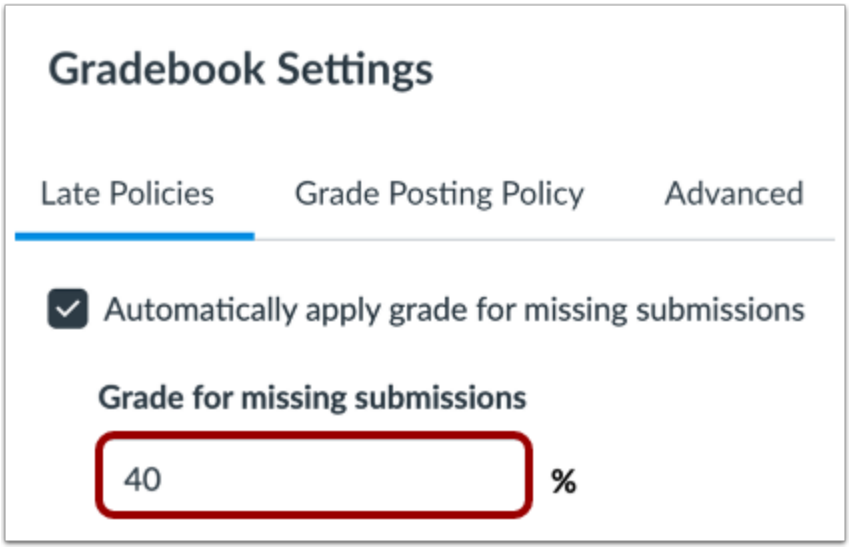
In Gradebook Settings, view the **Late Policies** tab.

Apply Missing Submission Policy



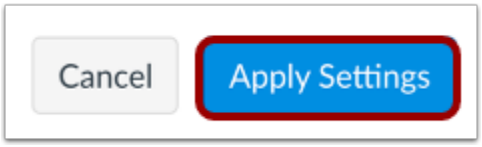
Click the **Automatically apply grade for missing submissions** checkbox. Selecting this checkbox will automatically apply the grade you set for any missing submissions in the course.

Set Missing Submission Percentage



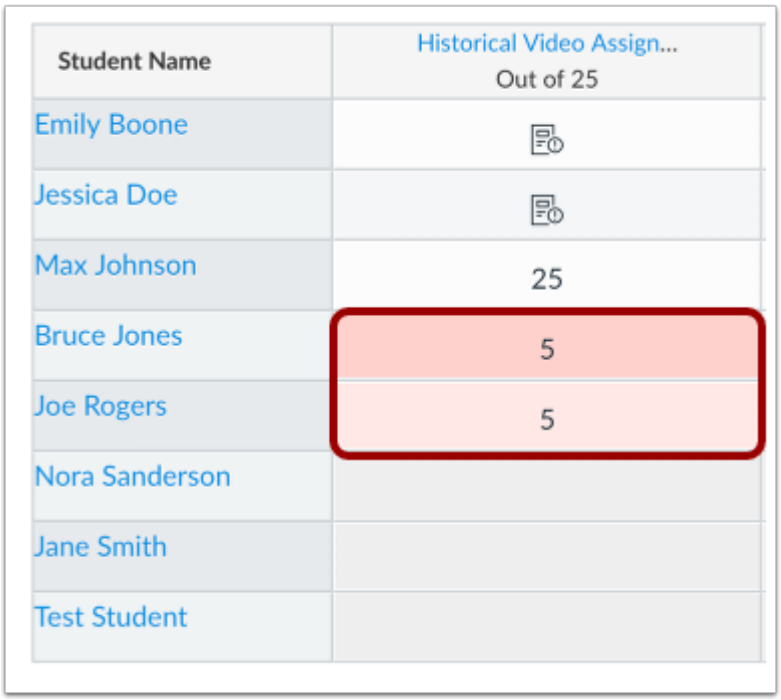
Set a percentage in the **Grade percentage for missing submissions** field. Applying Missing after a manual grade preserves the grade. Entering a grade after Missing keeps the grade but requires manual removal of Missing.

Apply Settings



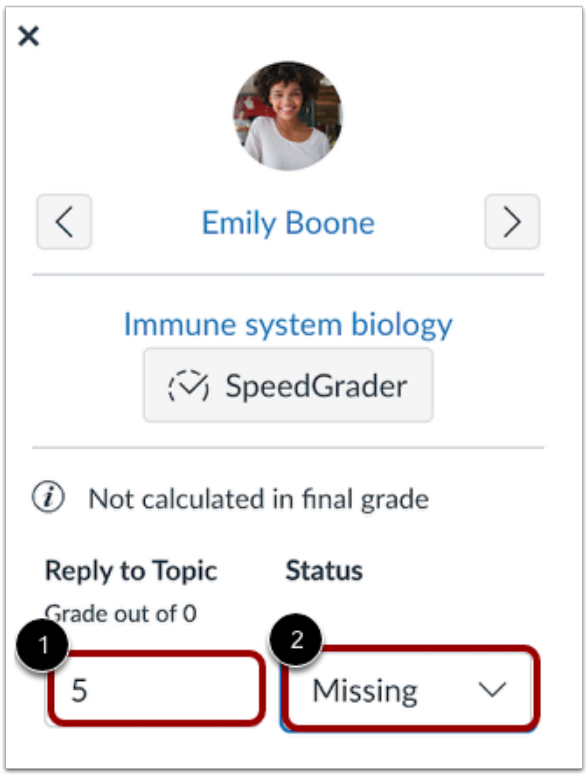
Click the **Apply Settings** button.

View Grades



View the affected grades in the Gradebook.

View Grade Detail Tray



In the Grade Detail Tray, you can view details about the submission. When a Missing Submission policy is applied to a submission, the grade for missing submissions displays [1] and the status is **Missing** [2].

To remove the Missing status from a submission, you can select a different status. If you enter a new grade, the **Missing** status label will remain, and the manually entered grade will replace the automatic one.

How do I apply a Late Submission policy in the Gradebook?

The Late Submission policy allows you to automatically deduct points on all late submissions. A submission is labeled late when it has been submitted past the due date. Only assignments with a status of Late will be affected by the Late Submission policy. The late policy will be applied to a submission when it is graded.

Late Submission policies only apply to the course in which they are configured. Late Submission policies will affect previously graded assignments, but do not affect assignments in closed grading periods or submissions for students with concluded enrollments. Disabling a Late Submission policy will not remove late penalties from previously graded assignments.

The Late Submission policy allows you to define a percentage of the total points possible on an assignment that will be deducted for late submissions. Points can be deducted per day or hour the submission is late. For example, if the Deduct field is set to 10%, the interval is selected for Day, and the assignment is worth 10 points, 1 point will be deducted per day. If a submission is 2 days late, and the student is awarded full points, their final grade on the assignment would be 8 points (2 days late x 1 point deduction per day = 2 point Late Penalty).

To calculate a late penalty, Canvas rounds up the day or hour to the next whole number. For example, you may set a 10% per day late submission policy. If a student submits a 10-point assignment 1.3 days late, the late penalty will round 1.3 days up to 2 days. The student's score will reflect a 20% (2 point) late submission deduction.

Additionally, you can define the lowest possible grade threshold for a late policy. The lowest possible grade percentage is the lowest score a student can receive when late policy deductions are applied to grades entered above that percentage. Any grade awarded equal to or below that percentage will not receive late policy deductions.

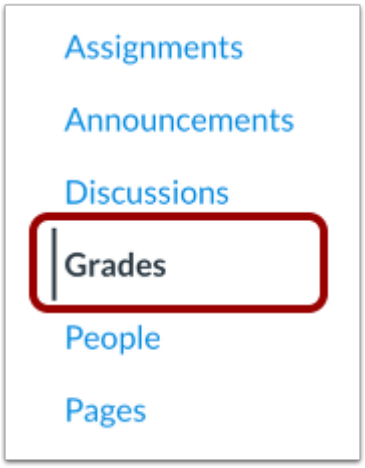
For example, if the Late Submission policy is set to deduct 10% per day for late submissions, and a student submits 8 days late to an assignment worth 10 points, the student's grade would be 2 points if they were awarded full credit on the assignment (8 days late x 1 point deducted per day = 8 point Late Penalty). However, if the Lowest grade possible is set to 60%, the student's grade will be adjusted to 6 points. Any grades awarded that are less than or equal to 6 will not have late policies applied.

Notes:

- Setting a Late Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Late in the Grade Detail Tray.

- For the calculation of the Late Penalty, days late will be rounded up to the next whole number. For example, if a student submits 1.3 days late, the Late Penalty will treat the student as 2 days late. This behavior also applies for hour durations.
- Applying a deduction to late submissions will automatically affect any previously graded submissions. Therefore, the Late Submission policy should be set up when a course is created prior to creating assignments.
- The Late Submission policy will not affect submissions in closed grading periods or submissions for concluded enrollments.
- The Late Submission policy will not be automatically applied to No Submission or On Paper assignments. However, you can change the status of a submission in the Gradebook and add a Late label to the submission in the Grade Detail tray.
- The Late Submission policy will not affect submissions for Complete/Incomplete assignments.
- The Late Submission policy may not work correctly when applied to a quiz created using the Classic Quizzes tool and when also using a Missing Submission policy. To ensure the late deduction is properly calculated for these quizzes, you must set an Until date and time that occurs after the Due date. If you do not set an Until date for the quiz, you can set the quiz fudge points to 0 in SpeedGrader when grading the quiz.
- When taking a multiple-attempt quiz, a student who makes a new attempt after the due date has passed will receive deductions on all attempts, including attempts made before the due date.
- The Late Submission Policy is not supported when using multiple attempts in New Quizzes.
- When using external tools, the same rules apply to all submissions and grades.

Open Grades



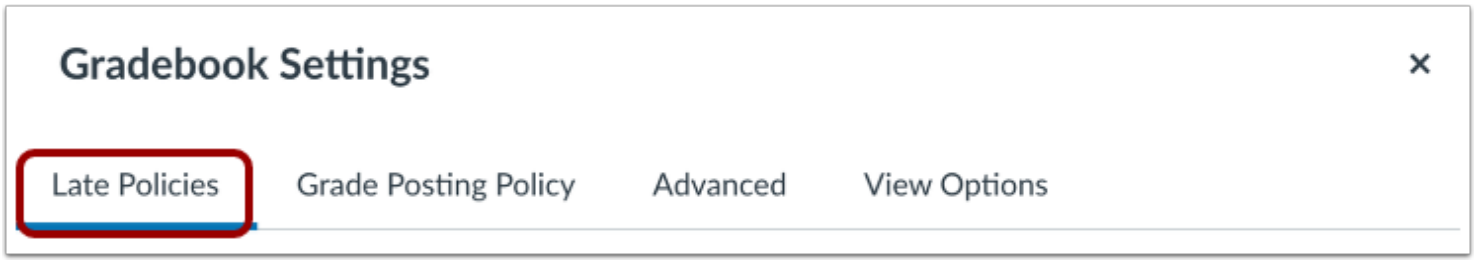
In Course Navigation, click the **Grades** link.

Open Gradebook Settings



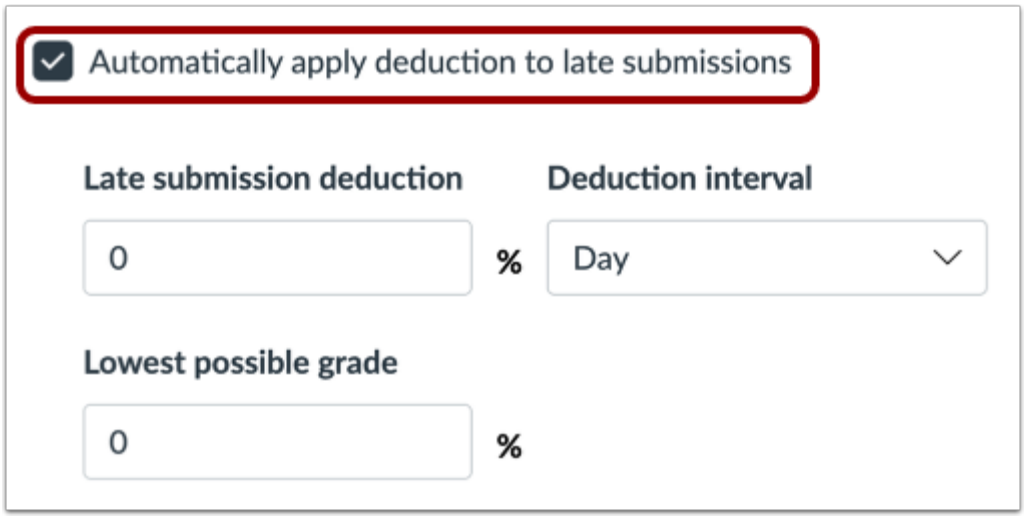
Click the **Settings** icon.

View Late Policies



In Gradebook Settings, view the **Late Policies** tab.

Apply Late Submission Policy

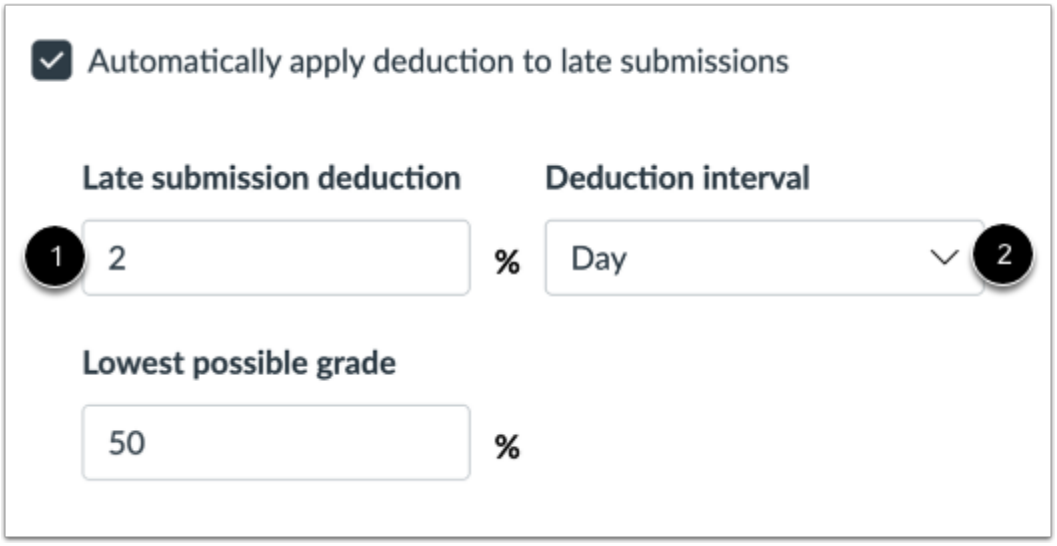


Click the **Automatically apply deduction to late submissions** checkbox.

Notes:

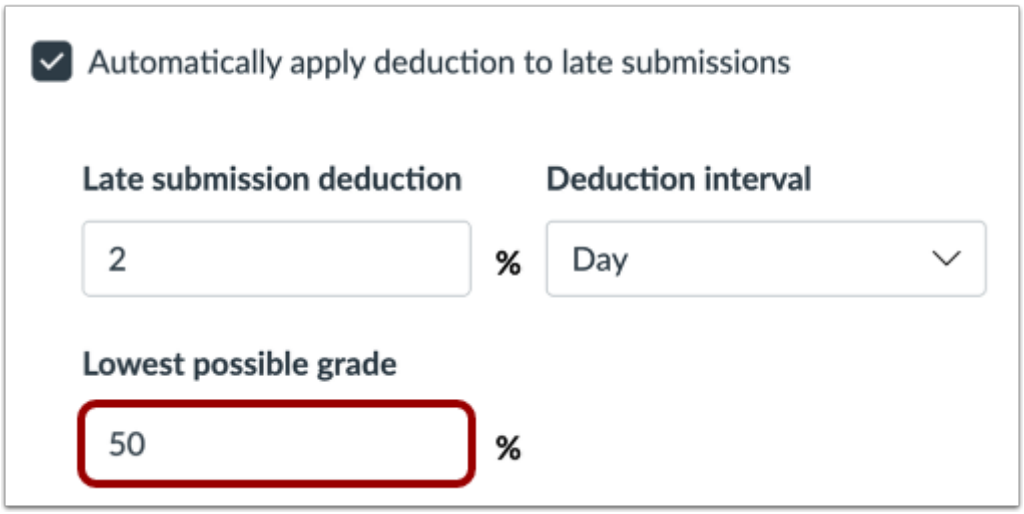
- Selecting this checkbox will automatically apply the deduction you set for any late submissions in the course that have previously been graded as well as apply to future late submissions you grade.
- When taking a multiple-attempt classic quiz, a student who makes a new attempt after the due date has passed will receive deductions on all attempts, including attempts made before the due date.

Set Deduction



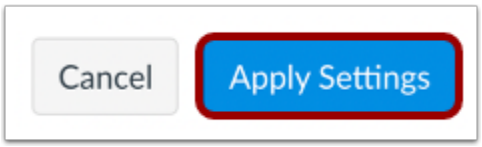
To set the percentage you want late submissions to be deducted, set a percentage in the **Late submission deduction** field [1]. Then set the interval for which you would like Canvas to deduct points in the **Deduction interval** drop-down menu [2]. Available interval options are Day or Hour.

Set Lowest Possible Grade



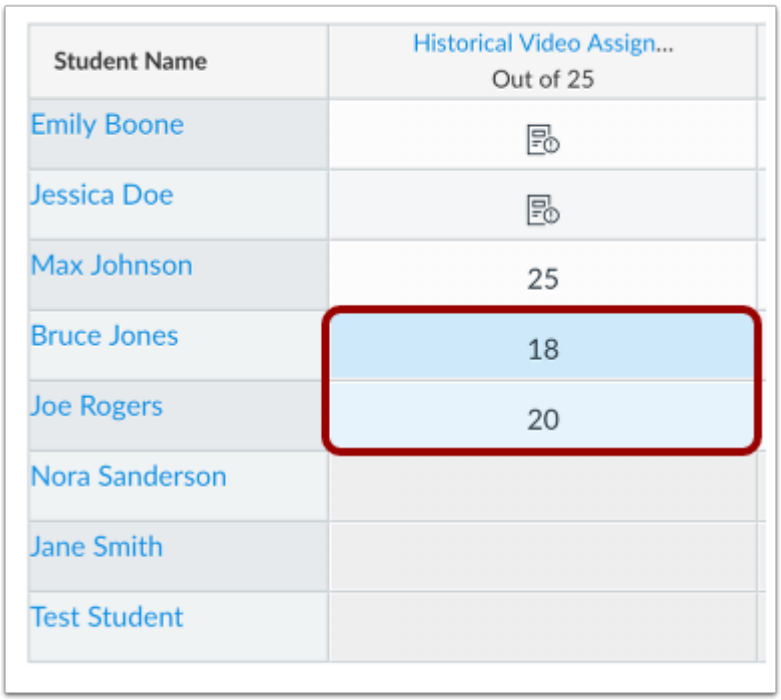
To manage the lowest possible grade threshold for the late policy, enter a percentage in the **Lowest possible grade** field. The lowest possible grade percentage is the lowest score a student can receive when late policy deductions are applied to grades entered above that percentage. Any grade awarded equal to or below that percentage will not receive late policy deductions.

Apply Settings



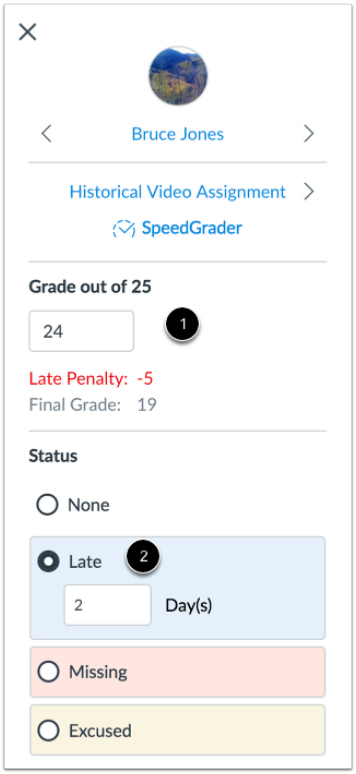
Click the **Apply Settings** button.

View Grades



View the affected grades in the Gradebook.

View Grade Detail Tray

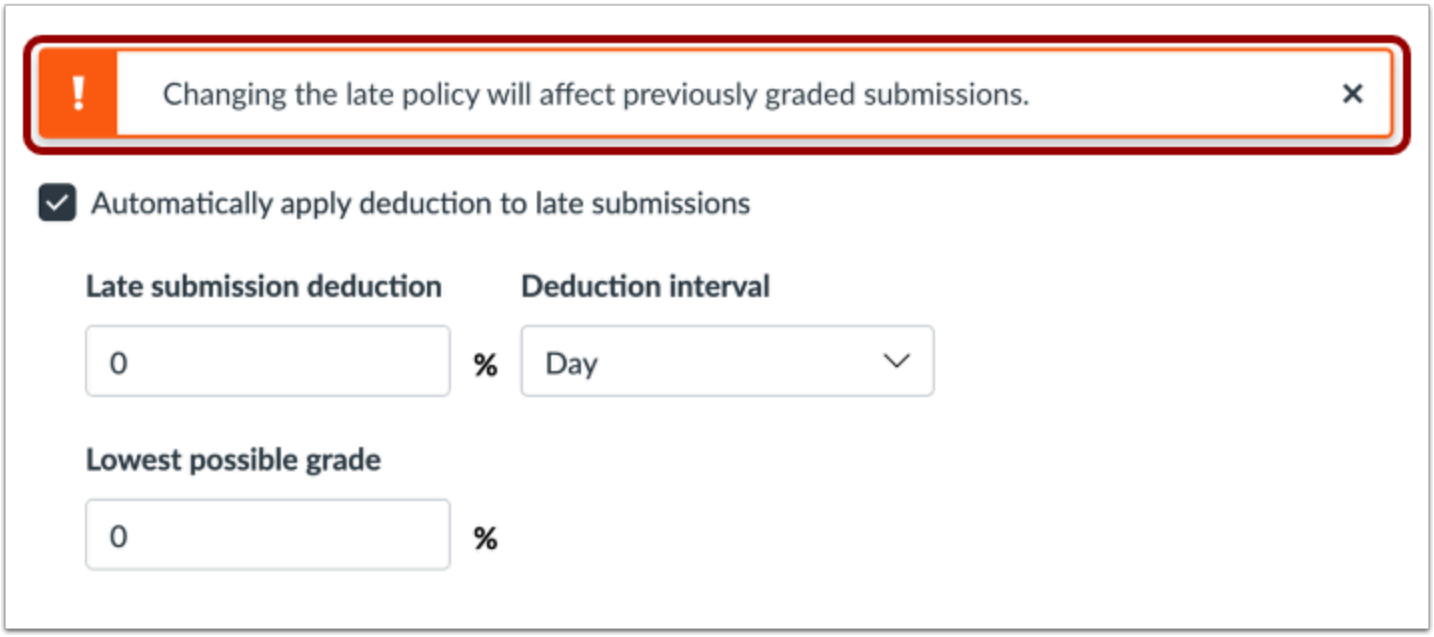


In the Grade Detail Tray, you can view details about the student's grade and adjust settings on each student's individual submission.

In the **Grade info** section [1], you can view or edit the grade you awarded the student for their submission, the late penalty deduction, and the student's final grade on the assignment.

In the **Status** section [2], you can view how many days late the student submitted the assignment and adjust the amount of days late in the interval field. You can also manually change the submission to a status other than Late, but changing the status will remove any late penalties that had been automatically applied to the student's submission.

View Late Policy Warning



If you set a late policy, and then adjust any of the parameters, Canvas will display a warning to notify you that changing the late policy will affect previously graded submissions. To exclude a submission from the late penalty you will have to manually change a submission's status to something other than late in the Grade Detail Tray.

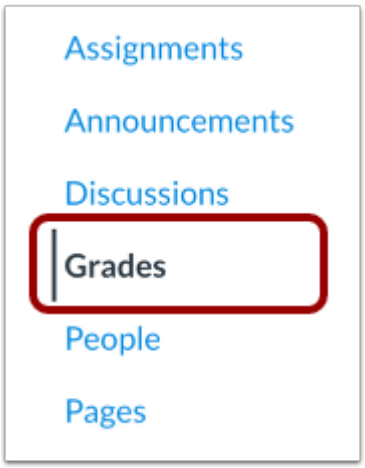
How do I submit an assignment on behalf of a student as an instructor?

If enabled by your institution, you can submit an assignment on behalf of a student in the Gradebook.

Notes:

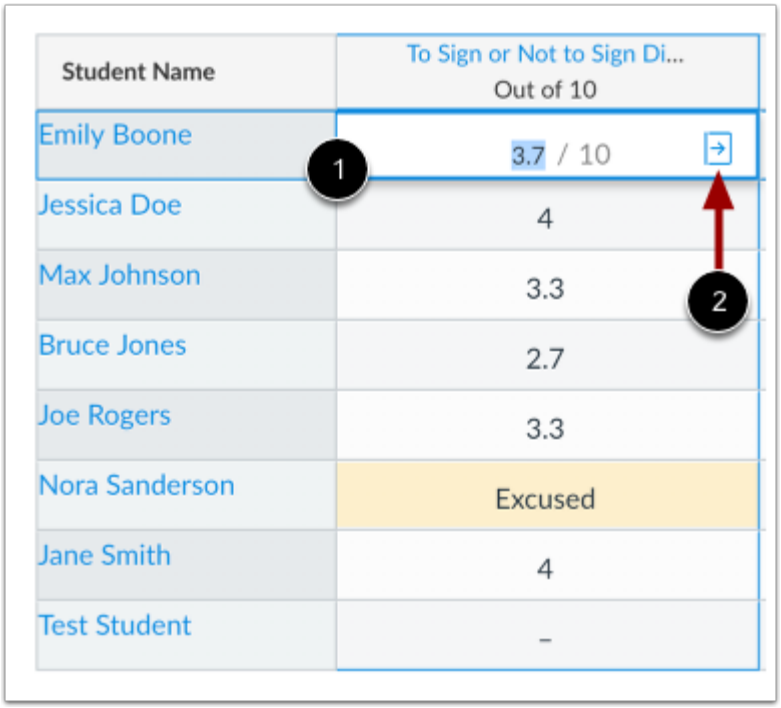
- A File Upload submission type must be allowed to submit an assignment on behalf of a student.
- If you are unable to submit on behalf of a student, your institution has not enabled this permission. Please contact your Canvas admin.

Open Grades



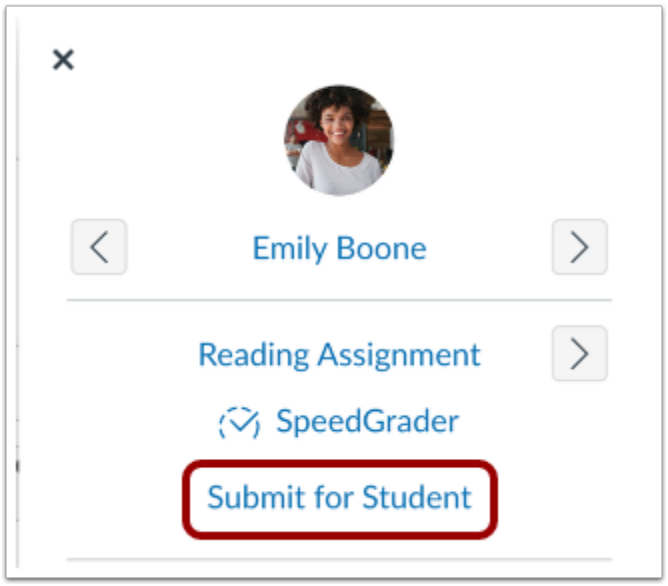
In Course Navigation, click the **Grades** link.

Open Grade Detail Tray



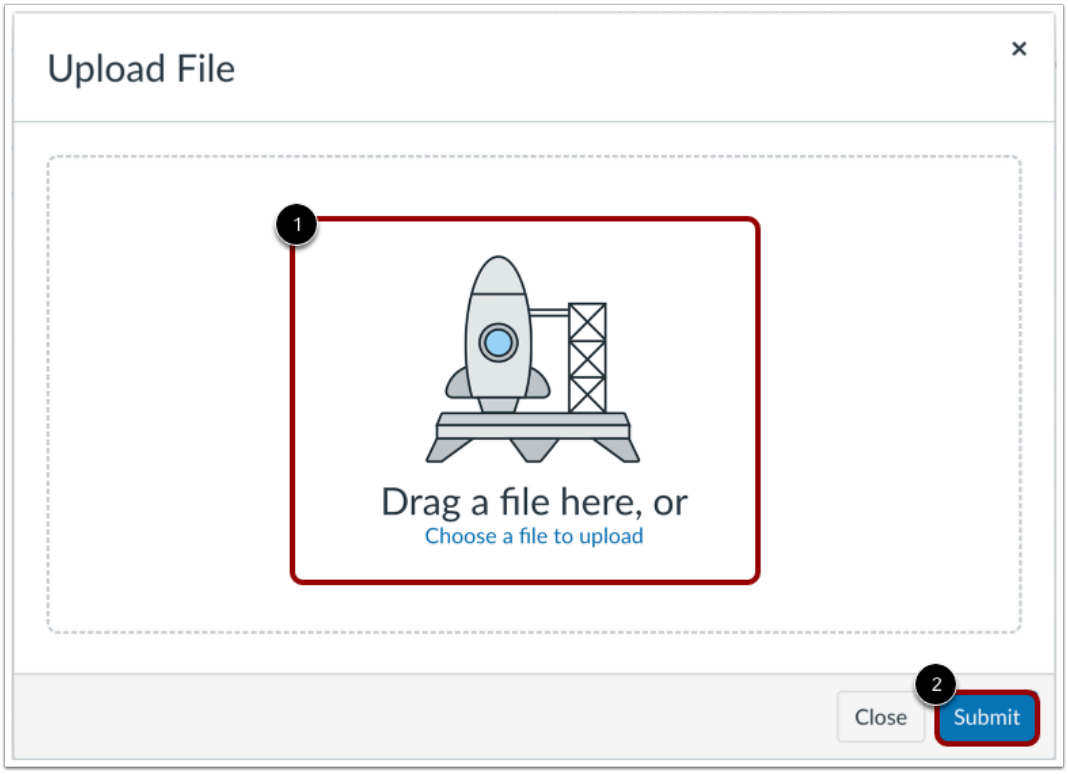
Locate the student name and assignment. Click the Gradebook cell [1] and click the **Grade Detail Tray** icon [2].

Submit for Student



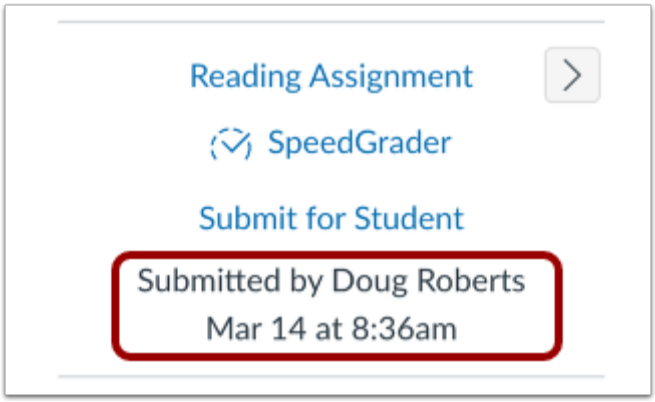
To submit for a student, click the **Submit for Student** link.

Upload File



To upload a file from your computer, drag and drop a file [1], or browse your computer files by clicking the **Choose a file to upload** link [2]. To submit the file, click the **Submit** button [3].

View Submission Details



View submission details in the Grade Detail Tray. You can also view the uploaded file uploaded in Speedgrader.

Note: Students and Observers can see the submission details when they view the assignment.

How do I override a student's final grade in the Gradebook?

The Final Grade Override allows you to enter a final grade for students that is different from the grade automatically calculated by Canvas in the Gradebook. You can enter a letter grade or a percentage. A letter grade results in the lower bound of the grading scheme. A percentage is retained as the override score.

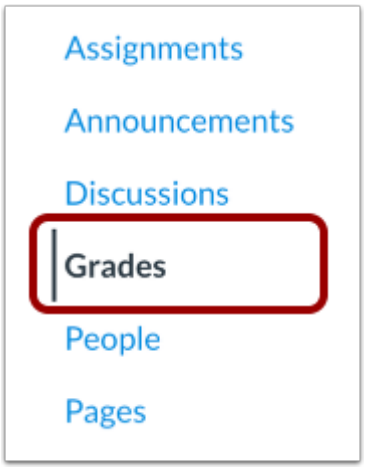
An override can be applied to final grades in grading periods, but the overridden grades from the grading period will not affect the student's total final course grade.

Students can view the overridden grade in their Grades page. However, students will not know the score has been overridden.

Notes:

- Final Grade Override is currently a course opt-in feature. To enable the final grade override feature option, learn how to manage course features.
- When a grader, such as an instructor or TA, enables the Final Grade Override option, the Override column displays for all graders in the course. Likewise, the Override column will be hidden if disabled by another grader in the course.
- The override column is included in Gradebook exports and can be changed with a Gradebook import.
- If your SIS accepts final grades through grade passback, any entered override grades are included in SIS syncs in place of the calculated final grade.
- After the final grade override feature option has been enabled in a course, both the Gradebook and Final Grade Override options cannot be disabled.
- Your Canvas admin may need to configure SIS sync settings for final grade overrides to correctly sync to your SIS.
- When a final grade override is entered as a letter grade, the percentage score for the assignment is the lower limit of the range assigned to that letter grade in the grading scheme. For example, your course grading scheme may designate a range of 86% to 89% for a B+ letter grade. Entering a B+ for a final grade override assigns a percentage of 86%. To ensure students receive a specific percentage for their final grade, enter the grade override as a percentage.

Open Grades



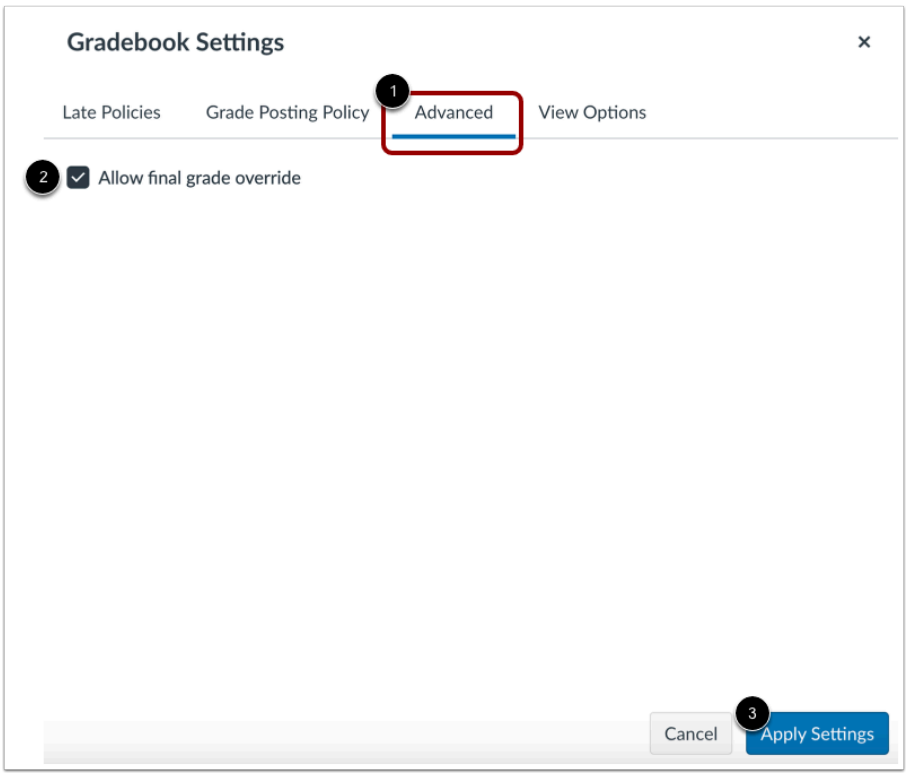
In Course Navigation, click the **Grades** link.

Open Gradebook Settings



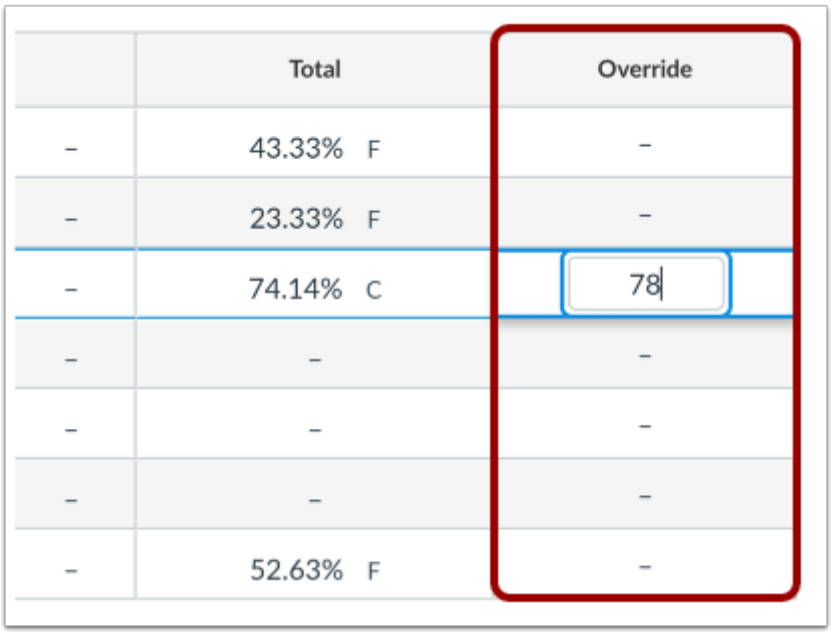
Click the **Settings** icon.

Select Final Grade Override



In Gradebook Settings, open the **Advanced** tab [1] and then click the **Allow final grade override** checkbox [2]. Click the **Apply Settings** button [3].

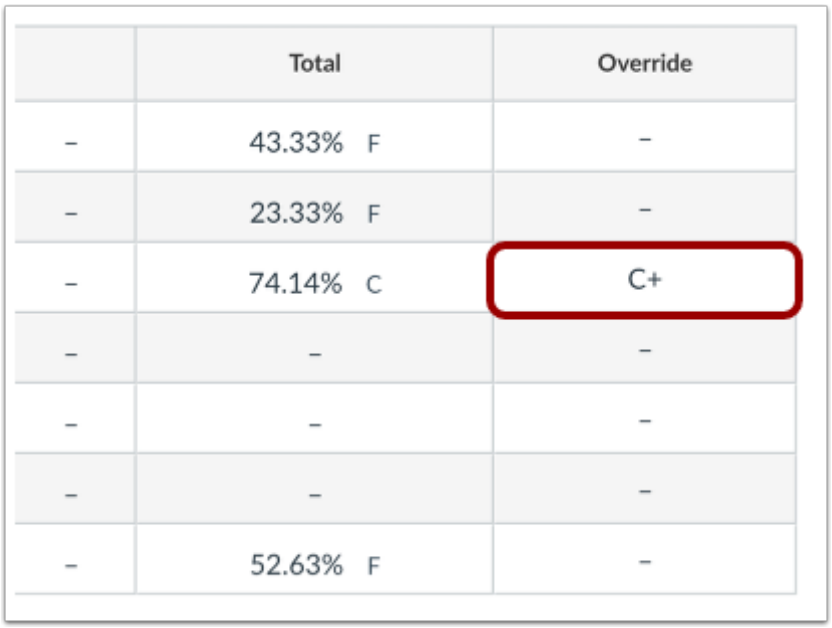
Enter Override Grade



The override column displays at the far right of the Gradebook. Locate the student whose grade you want to override and enter a percentage or a letter grade in the Override column.

To delete an overridden grade, click the grade cell and click the **Delete** key.

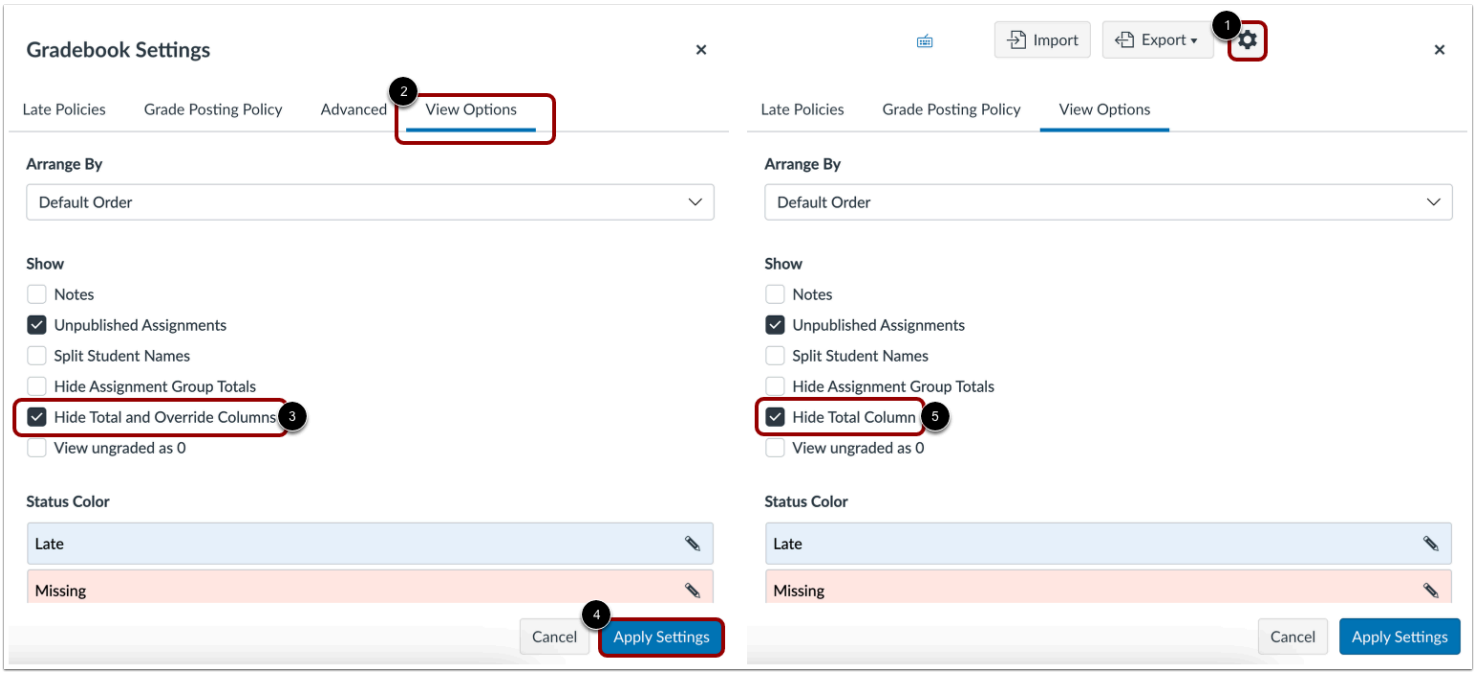
View Override Grade



	Total	Override
-	43.33% F	-
-	23.33% F	-
-	74.14% C	C+
-	-	-
-	-	-
-	-	-
-	52.63% F	-

View the overridden grade.

Show or Hide Total and Override Columns



To show or hide the total and override columns, click the **Settings** icon [1] and click the **View Options** tab [2].

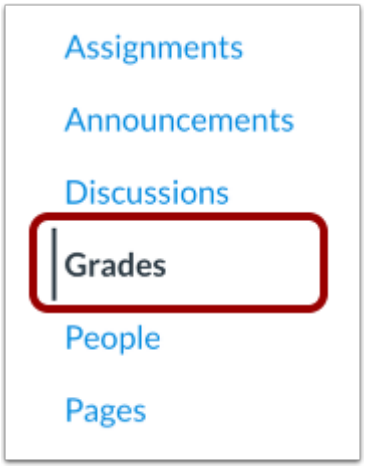
When the Final Grade Override feature option is enabled, click the **Hide Total Column and Override Columns** checkbox [3]. Click the **Apply Settings** button [4].

Note: If the Final Grade Override feature option is disabled, the text in the Show section displays Hide Total Column [5].

How do I leave comments for students in the Gradebook?

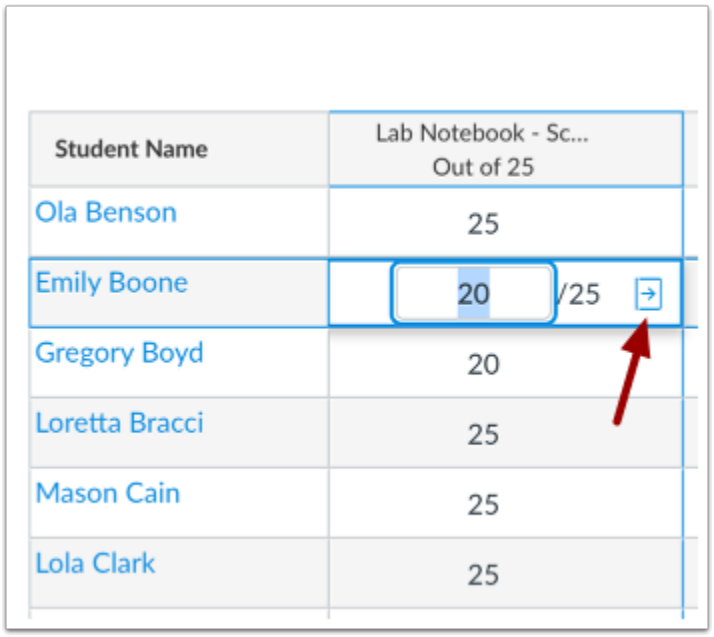
If you want to leave simple feedback for your students, you can leave a text comment directly from the Gradebook.

Open Gradebook



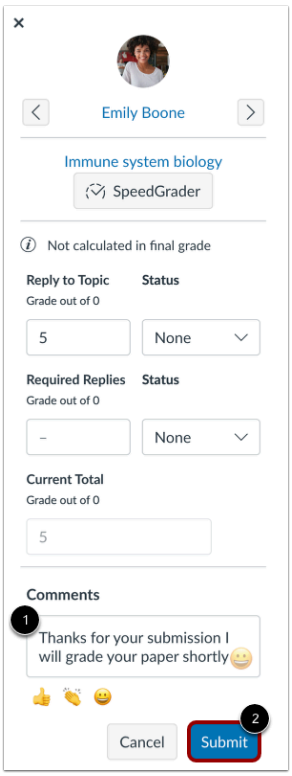
In Course Navigation, click the **Grades** link.

Open Grade Detail Tray



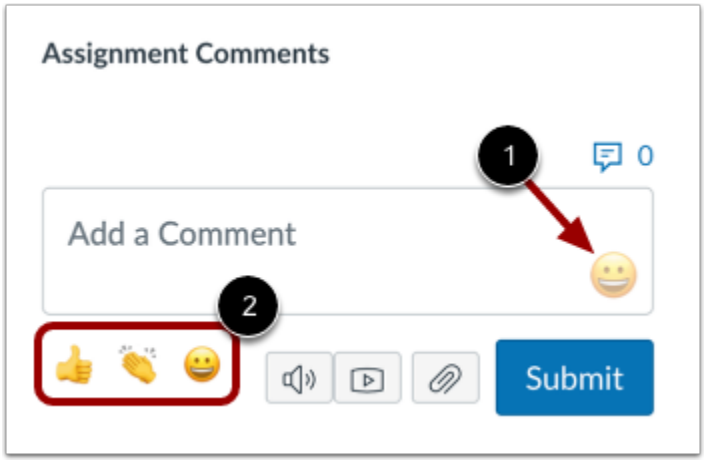
Locate the student name and assignment where you want to leave a comment. Click the Gradebook cell and click the **Grade Detail Tray** icon.

Add Comment



Type your comment in the **Comments** field [1] and click the **Submit** button [2].

Add Emoji

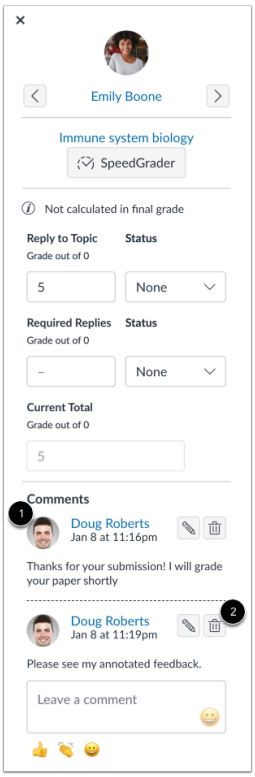


If enabled by your institution, you can add emojis to submission comments.

To select an emoji, click the emoji menu [1].

To use a recently used emoji, click the emoji from the recently used menu [2].

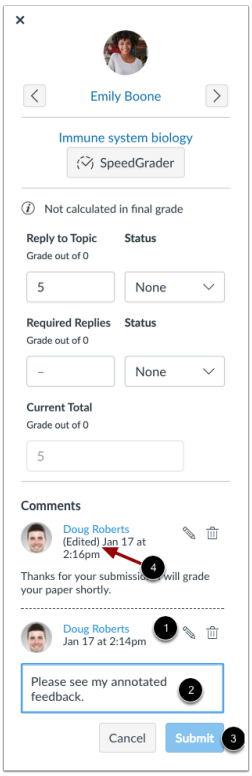
View Comment



Comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom [1].

To delete your comment, click the **Delete** icon [2].

Edit Comment



To edit your comment, click the **Edit** icon [1] and make your edits in the comment box [2]. When you have finished editing your comment, click the **Submit** button [3]. The time stamp of the edited comment will indicate the comment has been edited [4].

Note: Edits to group assignment comments only apply to the student where the edits are made. Additional edits must be made in the Grade Detail tray for each student.

How do I import grades in the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

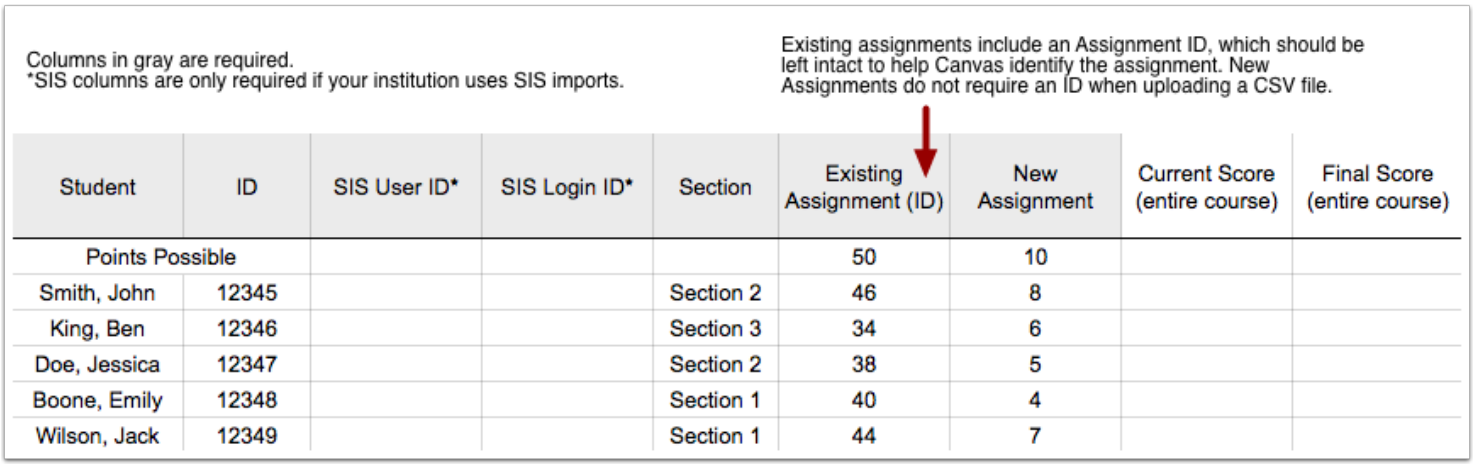
If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status, comments, or grade posting policies.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
- All changes made to non-read-only columns are included in the upload. However, read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments names containing the text Current Score, Current Points, Current Grade, Final Score, Final Points, Final Grade, Override Score, Override Grade, Override Status.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.
- CSV file uploads ignore reserved column names as well as hidden and deleted custom columns. Reserved column names include Student, ID, SIS User ID, SIS Login ID, Section, Integration ID, and Root Account.
- Grade changes to Classic Quiz submissions may display as fudge points in SpeedGrader.

Create CSV File



Columns in gray are required.
*SIS columns are only required if your institution uses SIS imports.

Existing assignments include an Assignment ID, which should be left intact to help Canvas identify the assignment. New Assignments do not require an ID when uploading a CSV file.

Student	ID	SIS User ID*	SIS Login ID*	Section	Existing Assignment (ID)	New Assignment	Current Score (entire course)	Final Score (entire course)
Points Possible					50	10		
Smith, John	12345			Section 2	46	8		
King, Ben	12346			Section 3	34	6		
Doe, Jessica	12347			Section 2	38	5		
Boone, Emily	12348			Section 1	40	4		
Wilson, Jack	12349			Section 1	44	7		

For new files, save the file as Grades-Course_Name.csv.

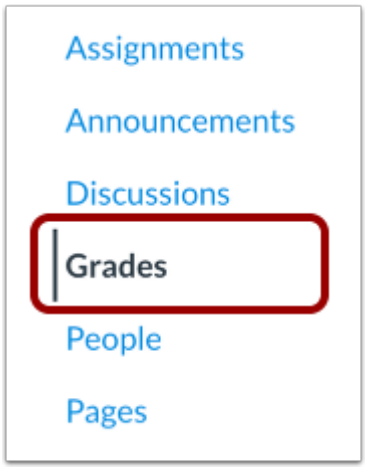
Required columns and order

- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)

Notes:

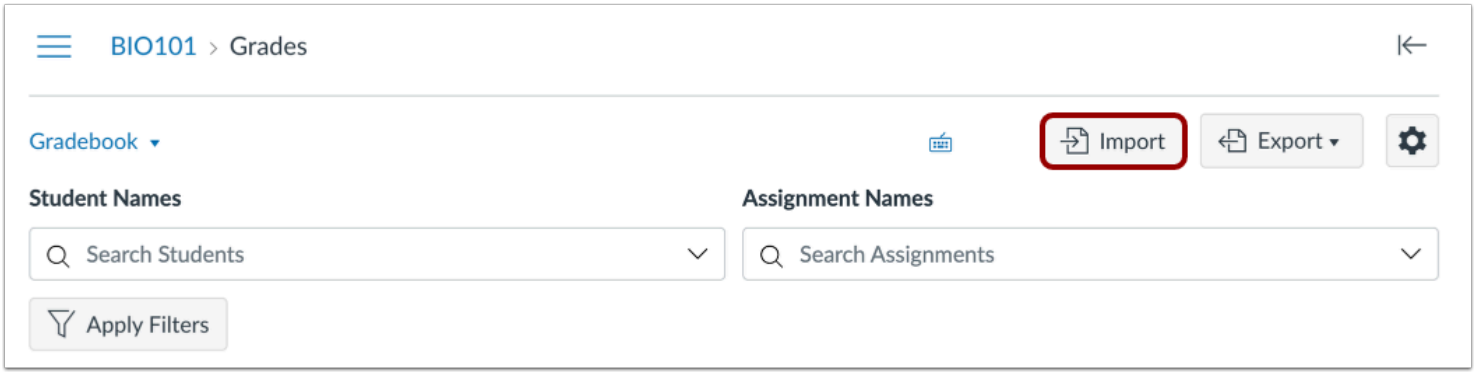
- If you don't want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.
- If Discussion Checkpoints are enabled in your course, the CSV will show additional columns.
  - Graded Discussion with Checkpoints (if applicable)
  - Graded Discussion with Checkpoints Reply to Topic (if applicable)
  - Graded Discussion with Checkpoints Replies Required (if applicable)

Open Gradebook



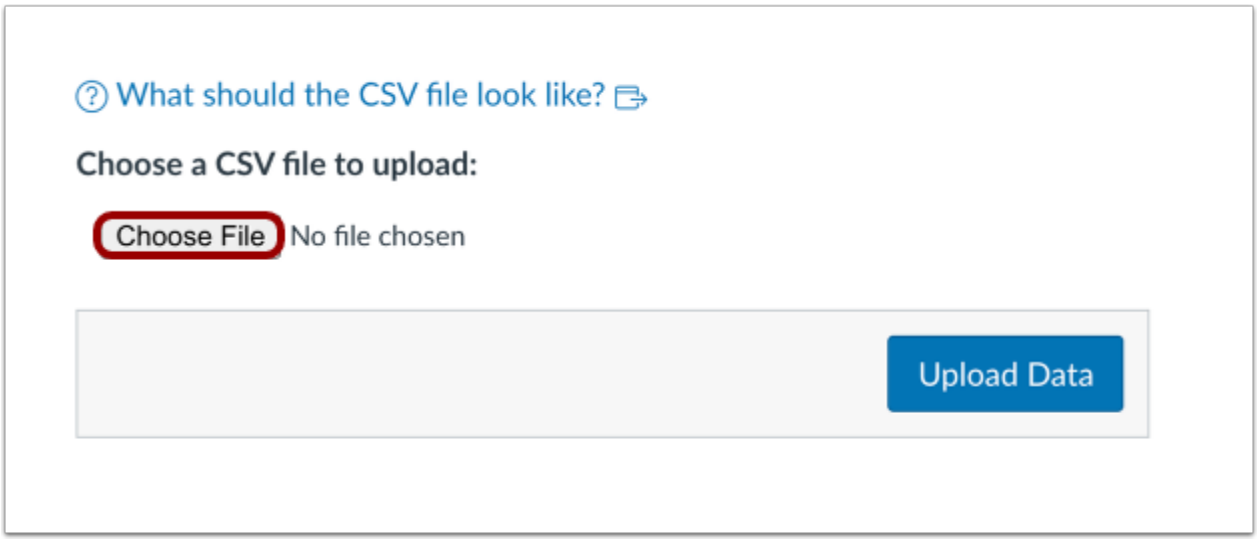
In Course Navigation, click the **Grades** link.

Upload Scores



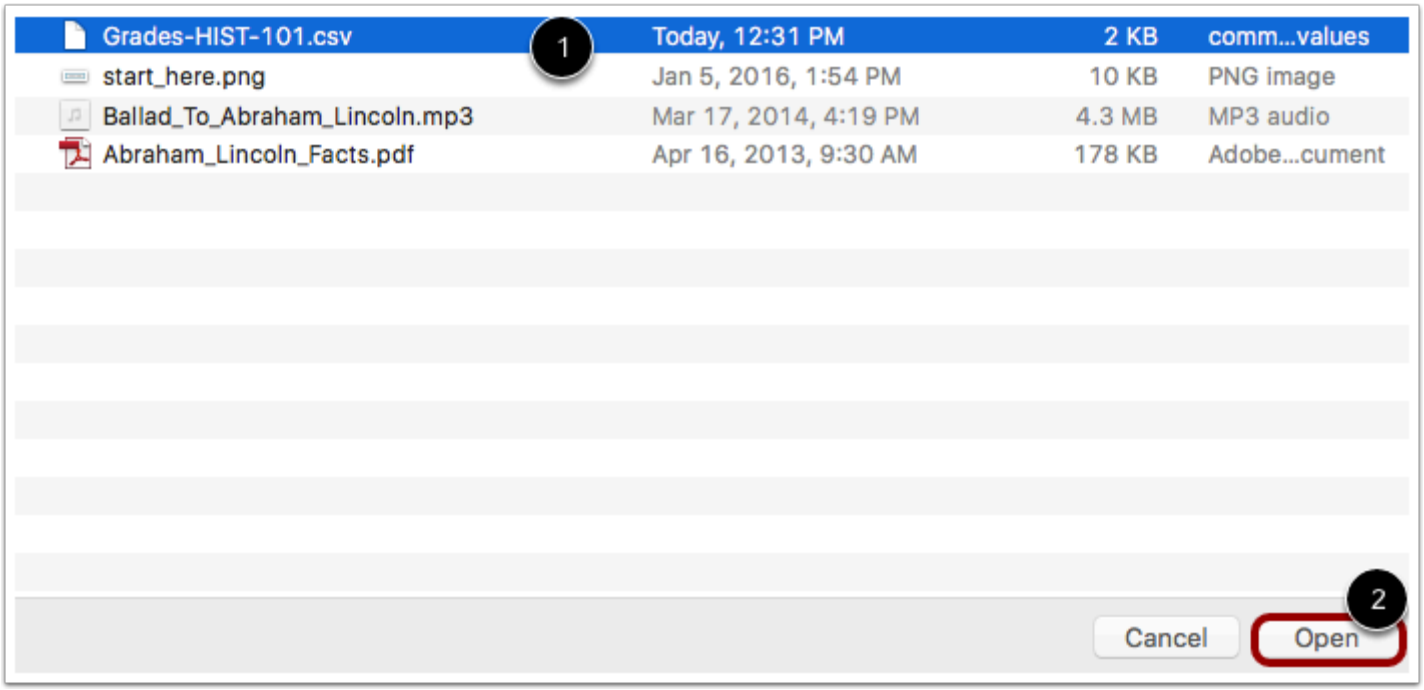
Click the **Import** button.

Choose File



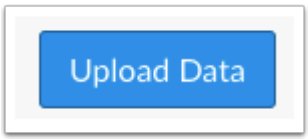
Click the **Choose File** or Browse button (depending on your browser).

Open File



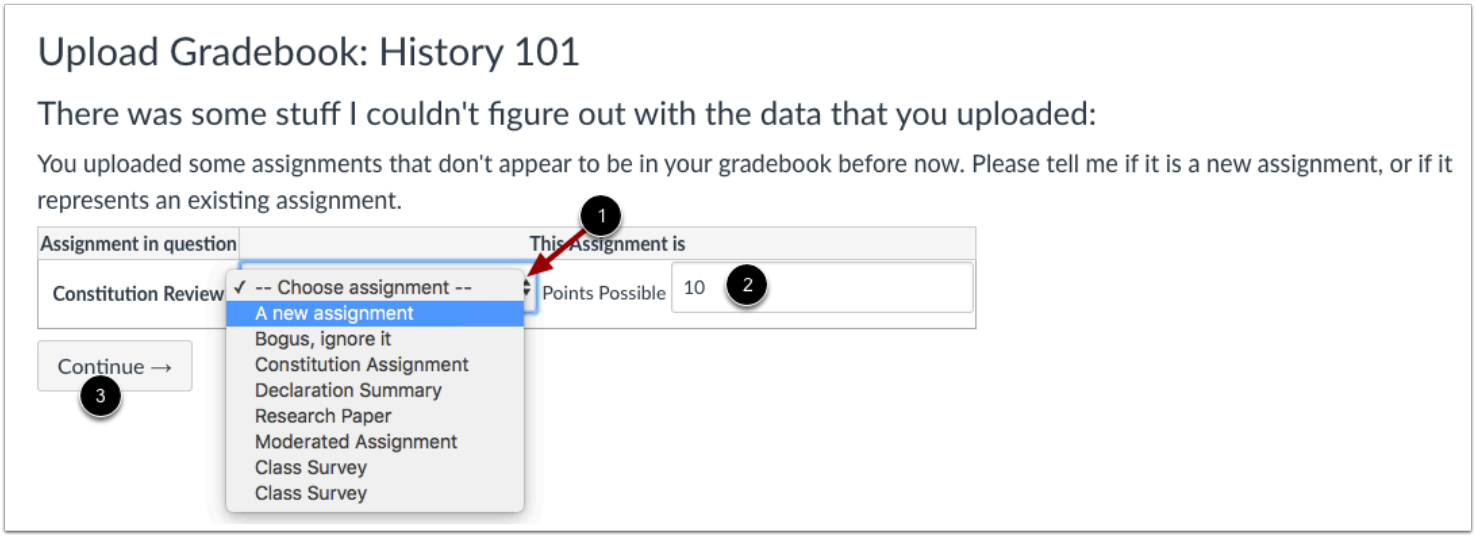
Locate the CSV file [1] then click the **Open** button [2].

Upload Data



Click the **Upload Data** button.

Upload New Data

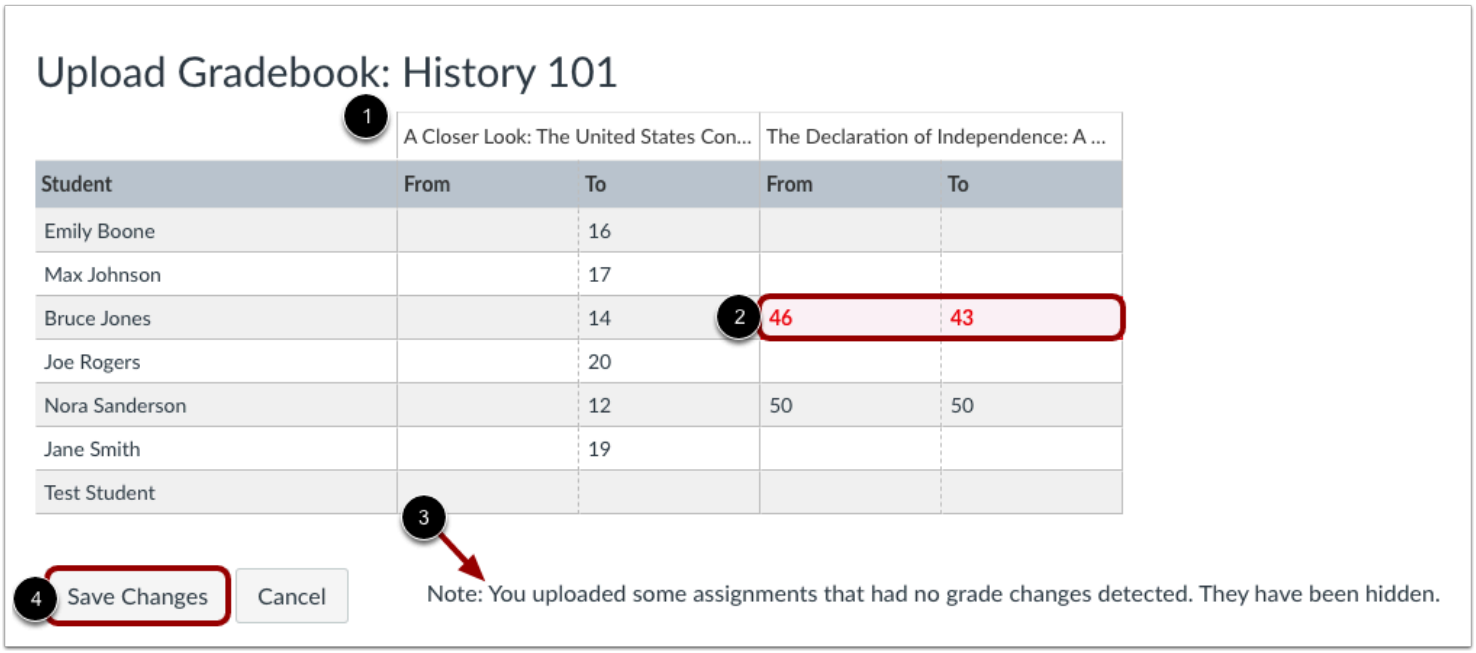


If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the **A new assignment** option [1]. Then assign the number of points possible [2]. Click the **Continue** button [3].

Notes:

- When multiple grading periods is enabled, CSV file uploads cannot create new assignments.
- New assignments created via a CSV file upload are automatically published and maintain the course posting policy.

Save Changes

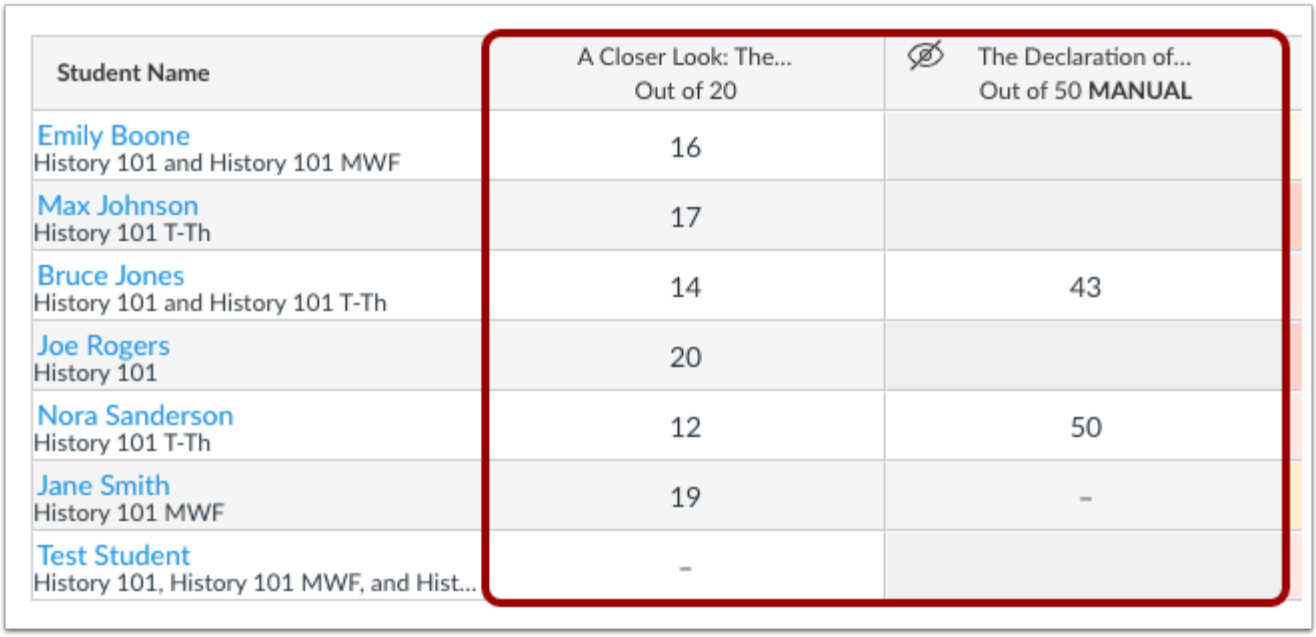


Review the changes made to your Gradebook [1]. Any changes that will result in a lower grade than the previous version are highlighted in red [2].

If you upload assignments with no grade changes, they will be hidden from the upload [3].

Click the **Save Changes** button [4].

View Updated Gradebook



Student Name	A Closer Look: The... Out of 20	The Declaration of... Out of 50 MANUAL
Emily Boone History 101 and History 101 MWF	16	
Max Johnson History 101 T-Th	17	
Bruce Jones History 101 and History 101 T-Th	14	43
Joe Rogers History 101	20	
Nora Sanderson History 101 T-Th	12	50
Jane Smith History 101 MWF	19	-
Test Student History 101, History 101 MWF, and Hist...	-	

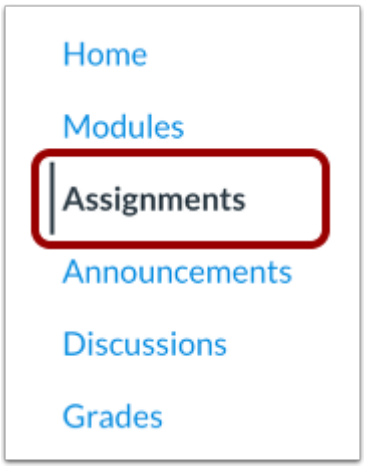
View the updated data in the Gradebook.

How do I publish final grades for a moderated assignment?

A moderated assignment supports up to two provisional grades and one moderator grade. However, provisional grades are not included in the Gradebook and are only visible to moderators. Students cannot view any comments or grades until the grade is posted. You can either select grades directly in the Moderate page or you can select grades when reviewing the moderated assignment submission and comments.

Note: Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

Open Assignments



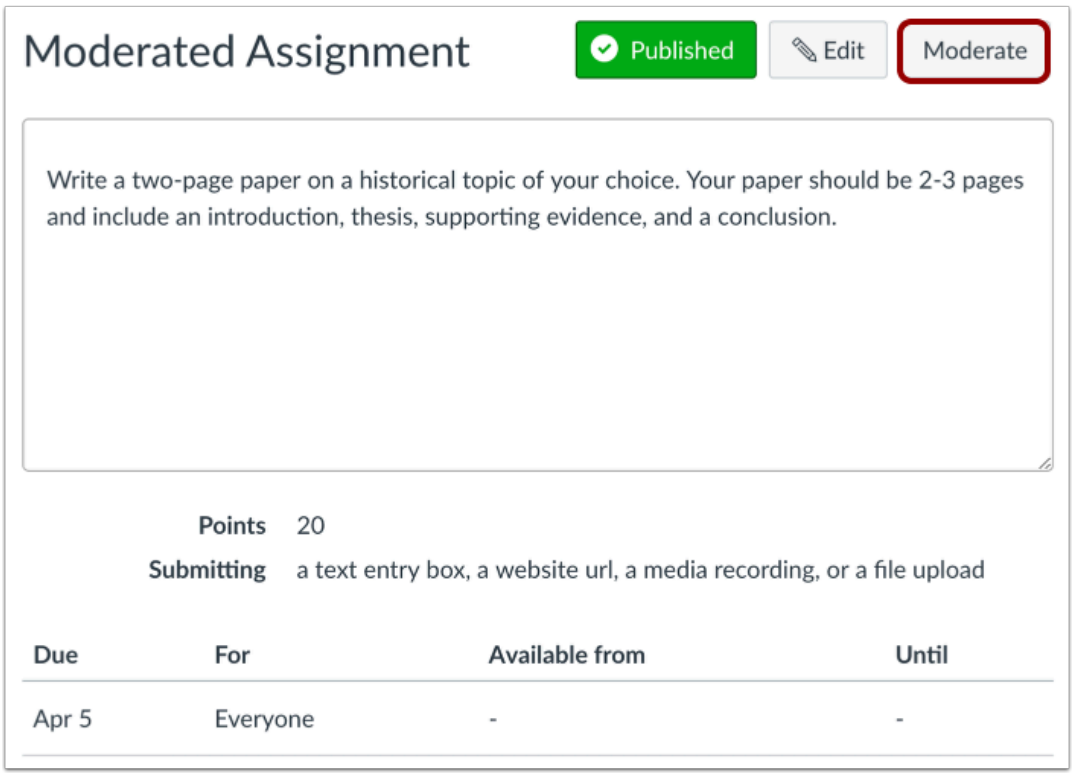
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the title of the assignment.

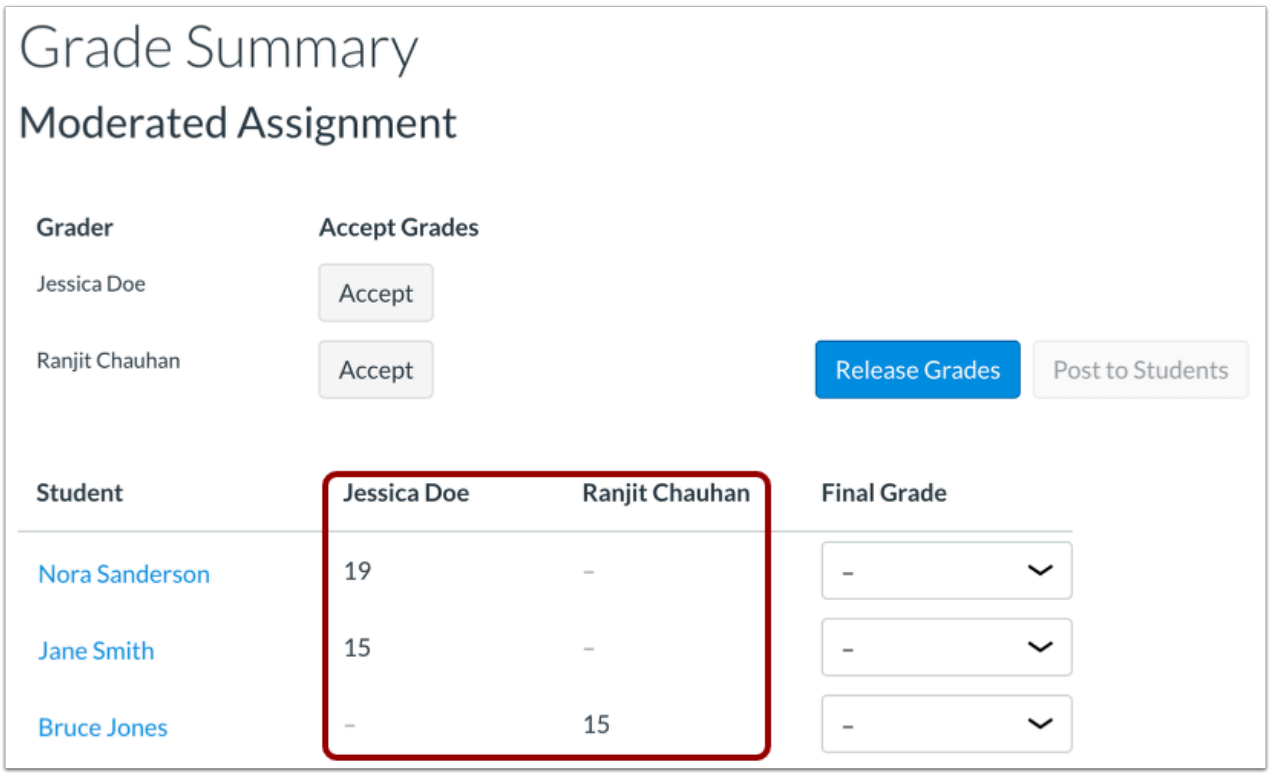
Open Moderate Page



Click the **Moderate** button.

Note: Your assignment must be published before you can add students to the moderation set.

Confirm Final Grades



Confirm all students have received a grade by a grader.

If a student does not yet have a final grade, you can apply a grade by accepting grades for a grader or using the Final Grade drop-down menu to assign a grade.

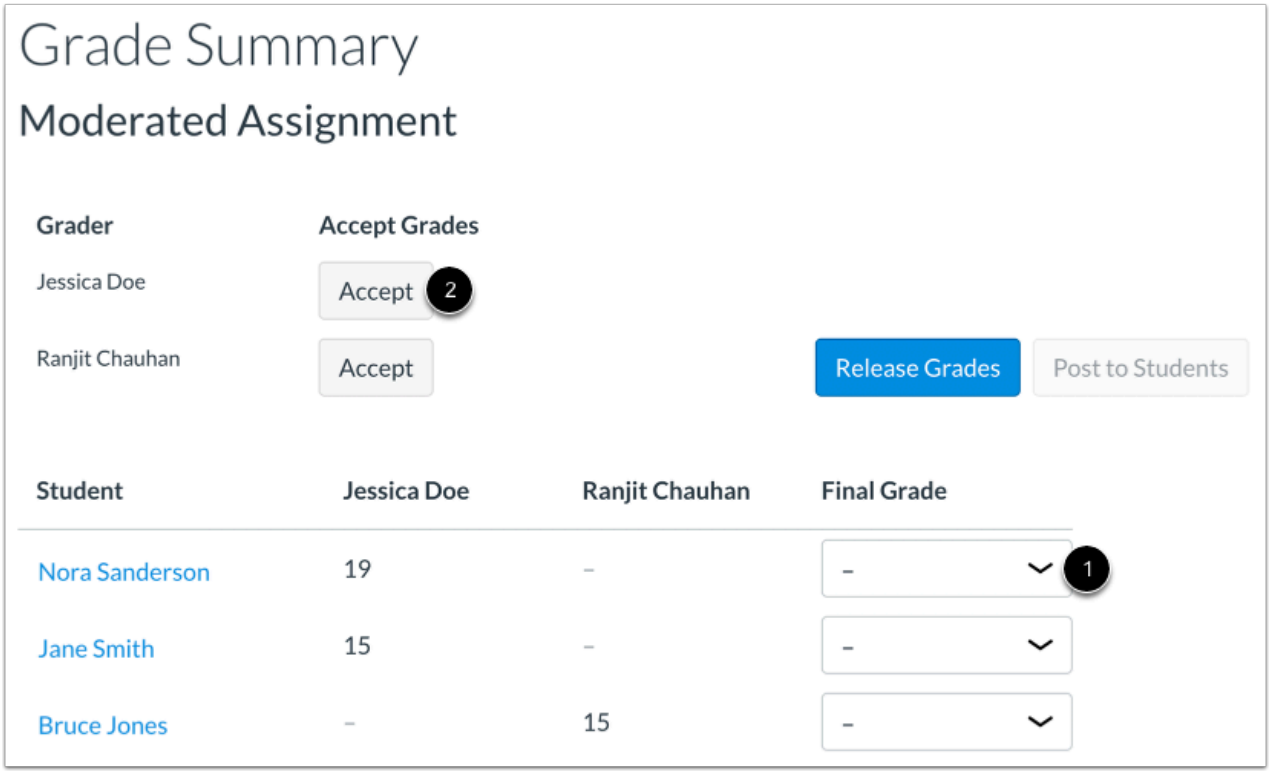
View SpeedGrader Submissions



If you want to view a submission in SpeedGrader, click the name of the student.

Note: If the assignment is also anonymous, the anonymized student names link to the submission for that specific student.

Select Final Grades



To select a final grade for each student, click the **Final Grade** drop-down menu and select the grader's name [1].

To select all the grades as final grades, click the **Accept** button [2]. Once selected, the Grade Summary page confirms the grades have been accepted.

Notes:

- If the Accept button is grayed out, or if the assignment does not display the Accept button at all, one or more submissions have been graded by multiple graders and includes grading conflicts that you must resolve manually.
- Accepting grades for a grader cannot be undone. However, you can change a final grade assigned to a student by assigning a custom grade, if needed.
- Any annotations and rubrics that were not selected become inaccessible once the grade is released.

Set Custom Grade



To give a student a custom grade, select the text in the drop-down menu and type the custom grade. Press the Enter or Return key on your keyboard to save the custom grade.

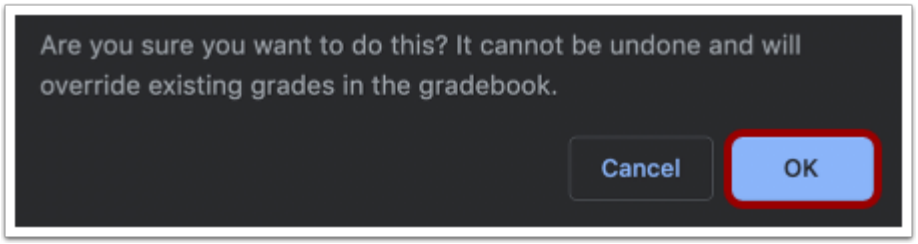
Release Grades



When you are ready to release grades, click the **Release Grades** button.

Note: Once a grade is released, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

Confirm Grades



Canvas confirms you want to release grades to the Gradebook. To continue, click the **OK** button.

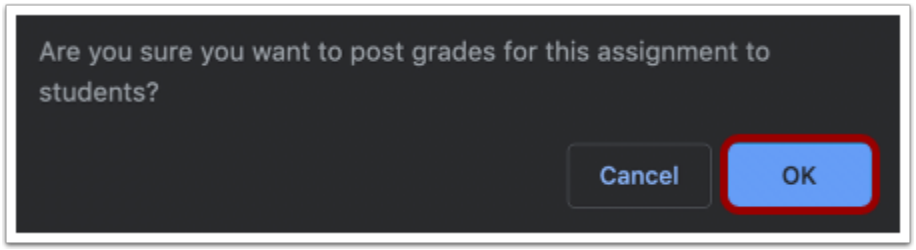
Post Grades



When you are ready to post grades for the assignment so grades are visible to students students, click the **Post to Students** button.

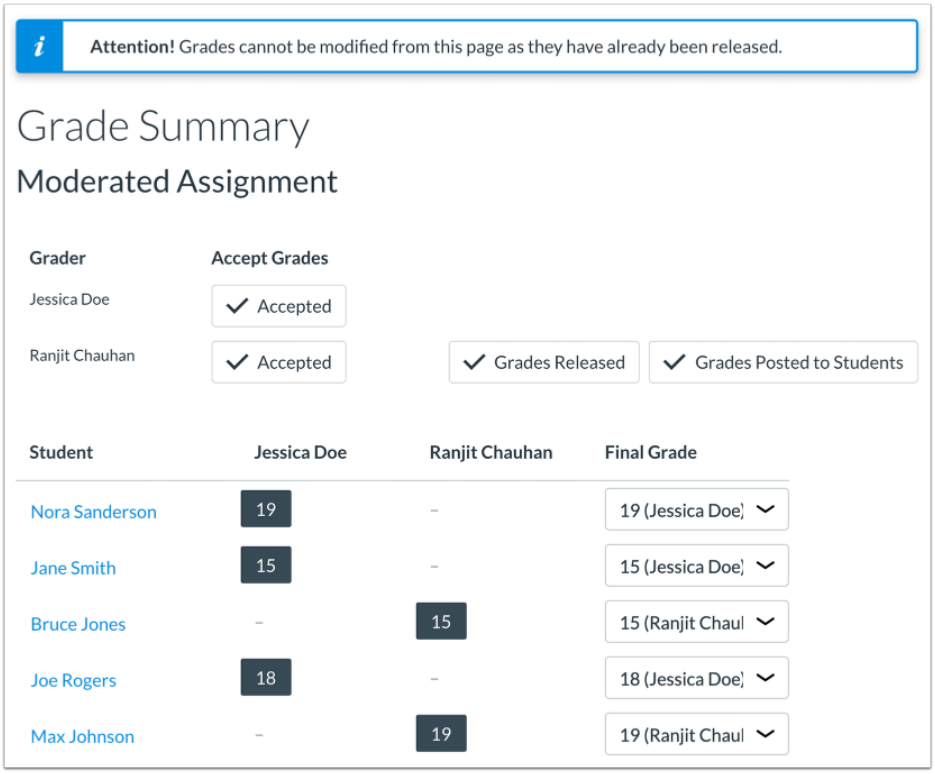
Note: Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

Confirm Grades



Canvas confirms you want to post grades for this assignment to students. To continue, click the **OK** button.

View Posted Grades



Canvas confirms grades for the assignment were released to the Gradebook and posted to students. Grades in the Moderate page cannot be changed.

How do I view the history of all grading changes in the Gradebook?

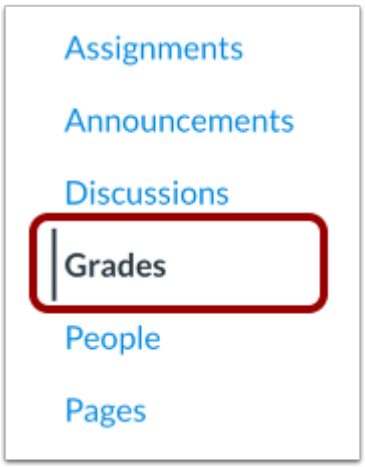
You can view the history of all Gradebook changes in your course using the Gradebook History page. Gradebook History is a read-only log that allows you to see who graded each artifact. Options are available to filter grading history by student, grader, artifact, and date.

For quizzes, you can view historical data for any regraded quizzes.

Notes:

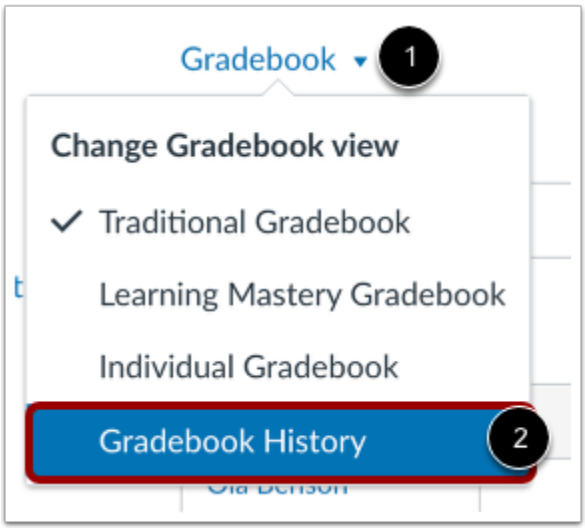
- Gradebook history displays changes made within the last 365 days.
- Gradebook history will reflect any grade changes made to assignments with a manual posting policy, even if grades are not yet visible to students.
- If you have enabled the Final Grade Override feature option, you can filter by the Final Grade Overrides Only option.

Open Grades



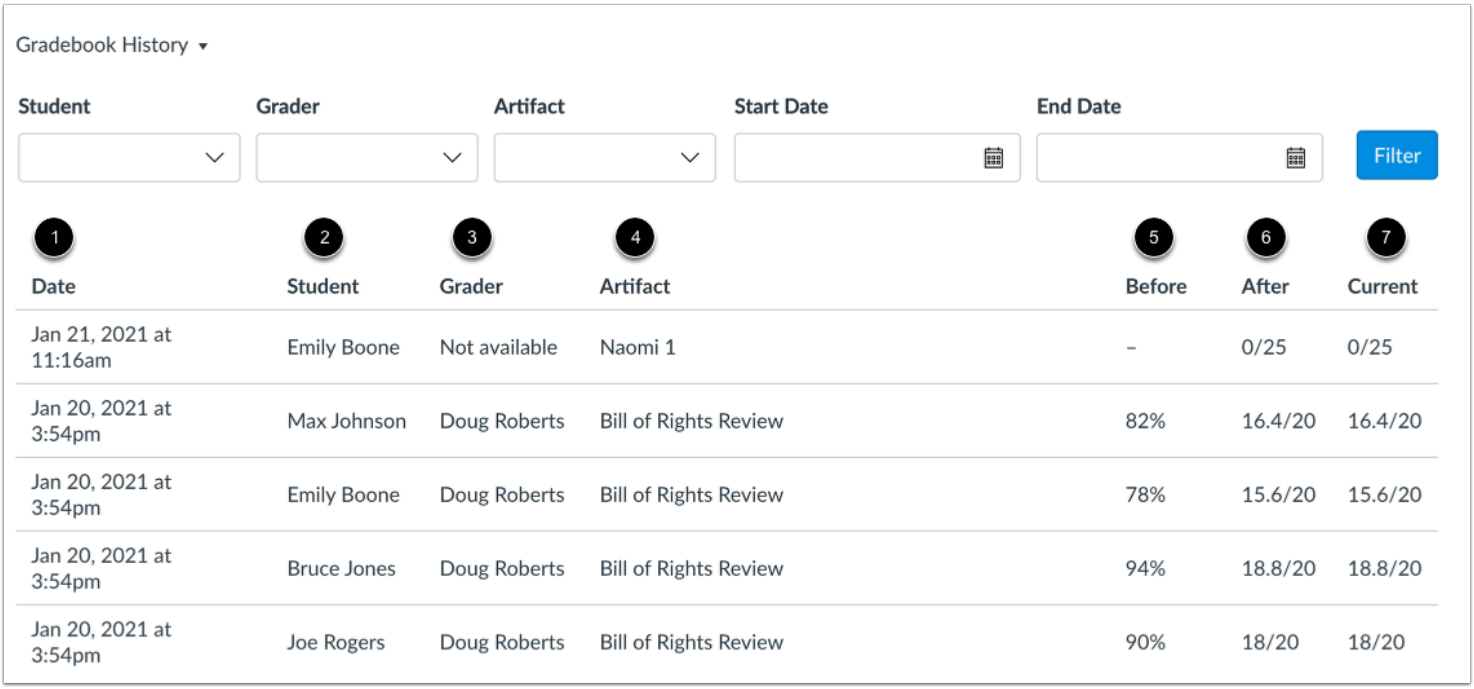
In Course Navigation, click the **Grades** link.

View Grading History



Click the **Gradebook** menu [1] and select the **Gradebook History** link [2].

View Gradebook History

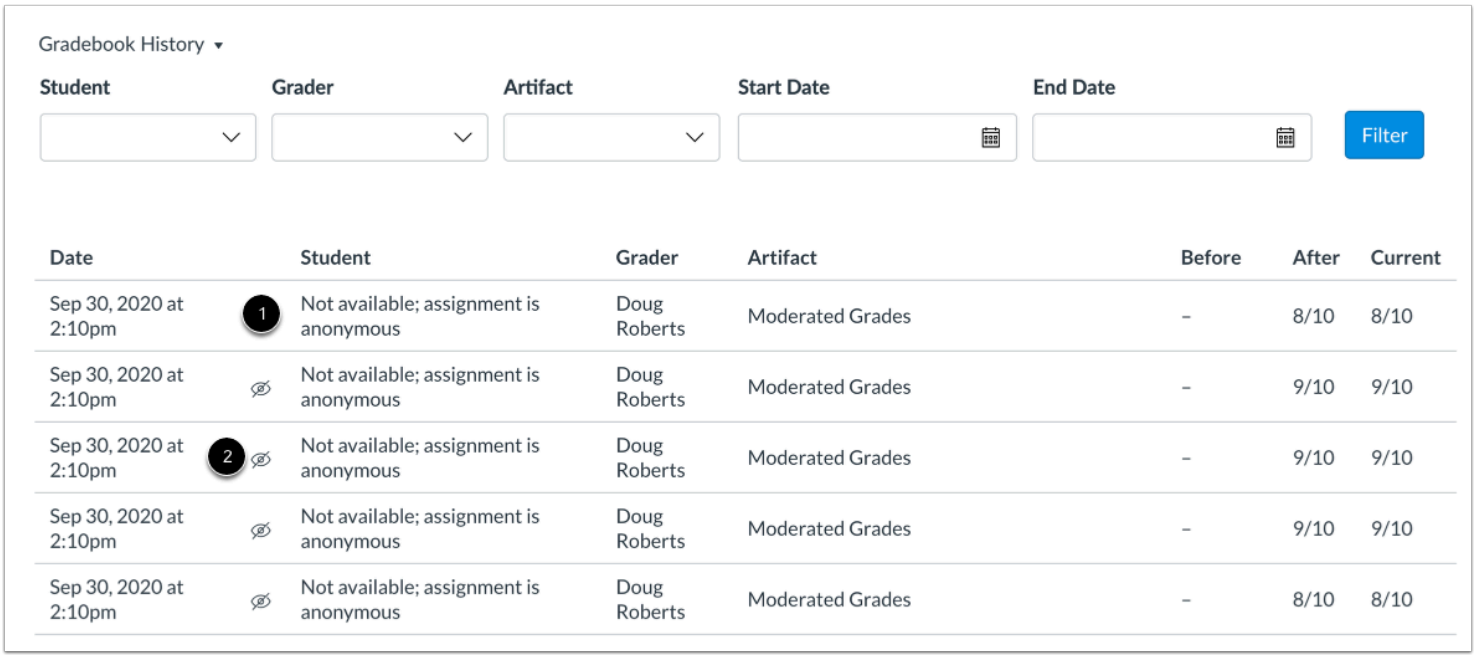


The Gradebook History page displays recent grade changes in the course. Each grade change lists the date of the change [1], the student whose grade was changed [2], the grader who changed the grade [3], and the artifact where the grade was changed [4].

Additionally, you can view a summary of the grade before it was changed [5], after it was changed [6], and the current grade for the assignment [7].

Note: If you are grading in a course where you can only interact with users in your same section, the Gradebook history page will only display results for users within your same section.

View Anonymous Assignments in Gradebook History

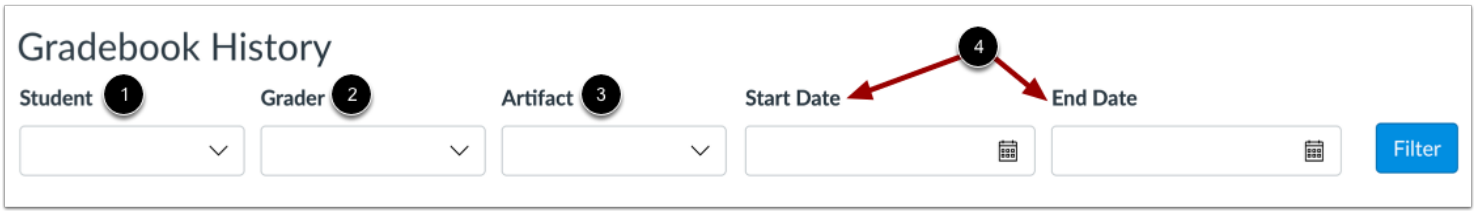


Any grade changes related to an anonymously graded assignment do not include student names in the search results [1].

If the anonymous grading option is removed from the assignment at a later time, the Gradebook History page displays an icon showing that the assignment was previously graded anonymously [2].

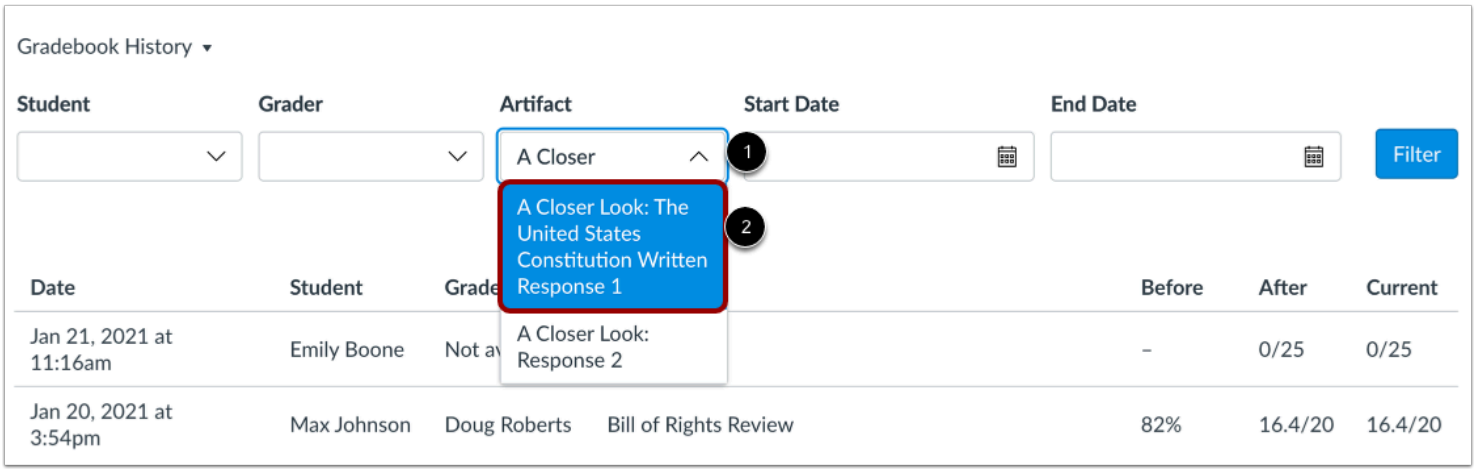
Note: Posting grades for an anonymous assignment will remove anonymity from the assignment.

View Filters



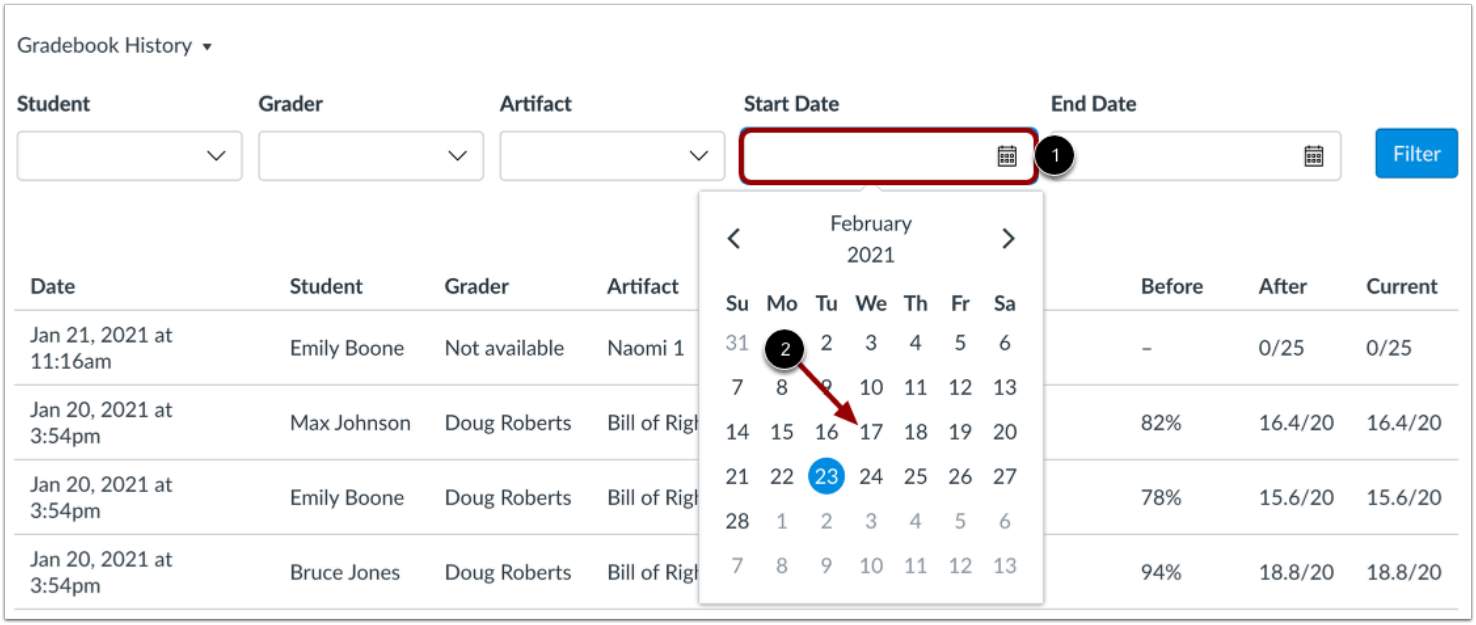
If you want to locate a specific grade change, you can filter grading history by student [1], grader [2], artifact [3], and start or end date [4].

Filter by Name



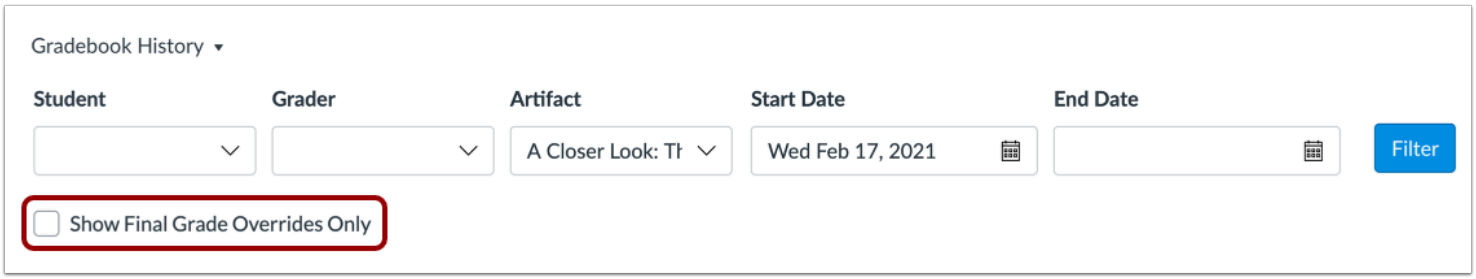
To filter grading history by student, grader, or artifact, start typing the name in the search filter[1]. Canvas will automatically populate matching names. Select the name from the results [2].

Filter by Date



If you also want to filter grading history by start or end date, click the date field [1] and then select a date from the calendar [2].

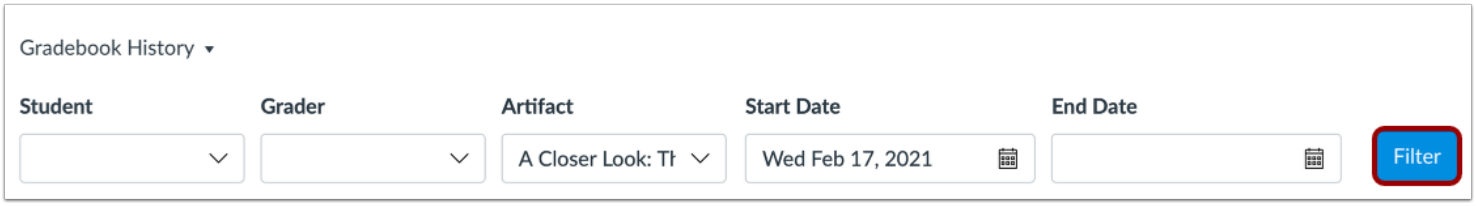
Filter by Final Grade Overrides Only



To filter the Gradebook History to display only final grade overrides, click the the **Final Grade Overrides Only** checkbox. The Final Grades Overrides checkbox only displays if you have enabled the Final Grade Override feature option.

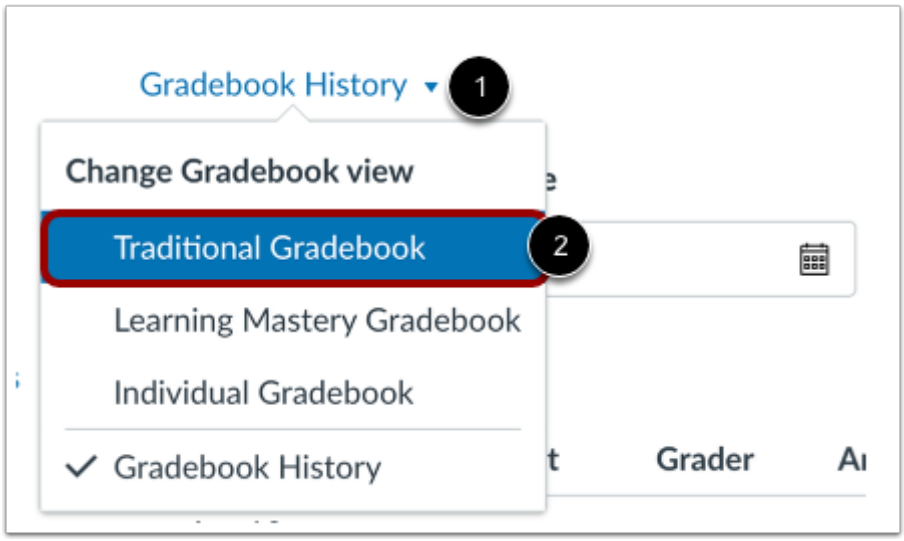
By default, the filter displays both assignment grade changes and override grade changes. If you filter by final grade override, you cannot filter by any other filters.

Apply Filter



To apply your specified filters, click the **Filter** button.

Return to Traditional Gradebook



To return to the gradebook, click the **Gradebook History** menu [1] and select the **Traditional Gradebook** link [2].

How do I view a student's Grades page in a course from the Gradebook?

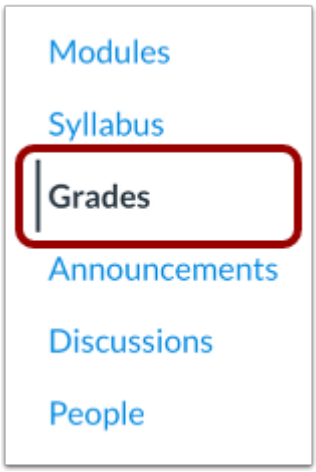
As an instructor, you can access the Grades page for a student in your course. This Grades page shows you how a student views his or her grades in the course and also allows you to add individual comments to group submission assignments. You can choose to restrict options in the grades page to students, such as hiding grade summary totals and hiding grade distribution graphs.

You can also view the grades page for a generic student in Student View.

Notes:

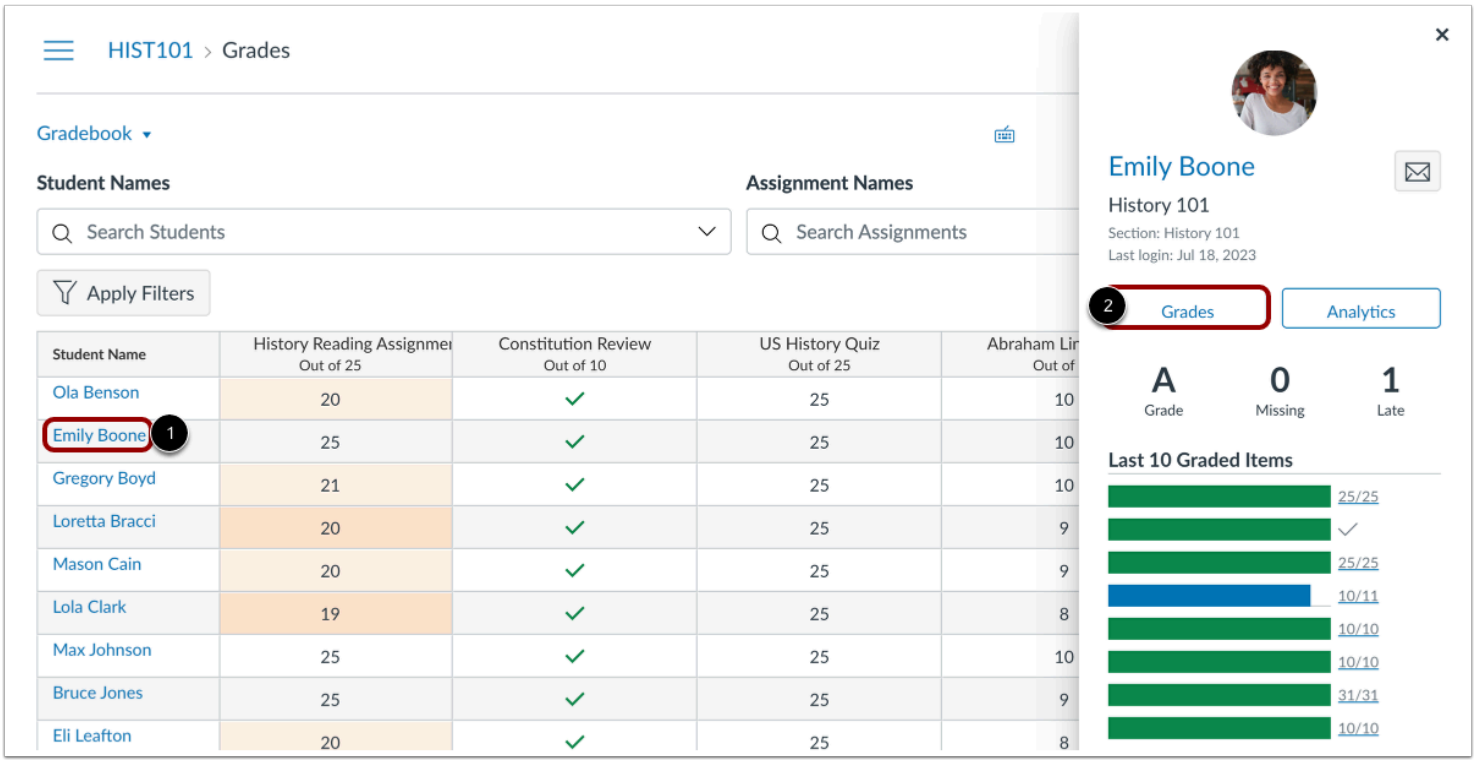
- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by hidden assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- Student Grades can also be viewed from a student's user details page.

Open Grades



In Course Navigation, click the **Grades** link.

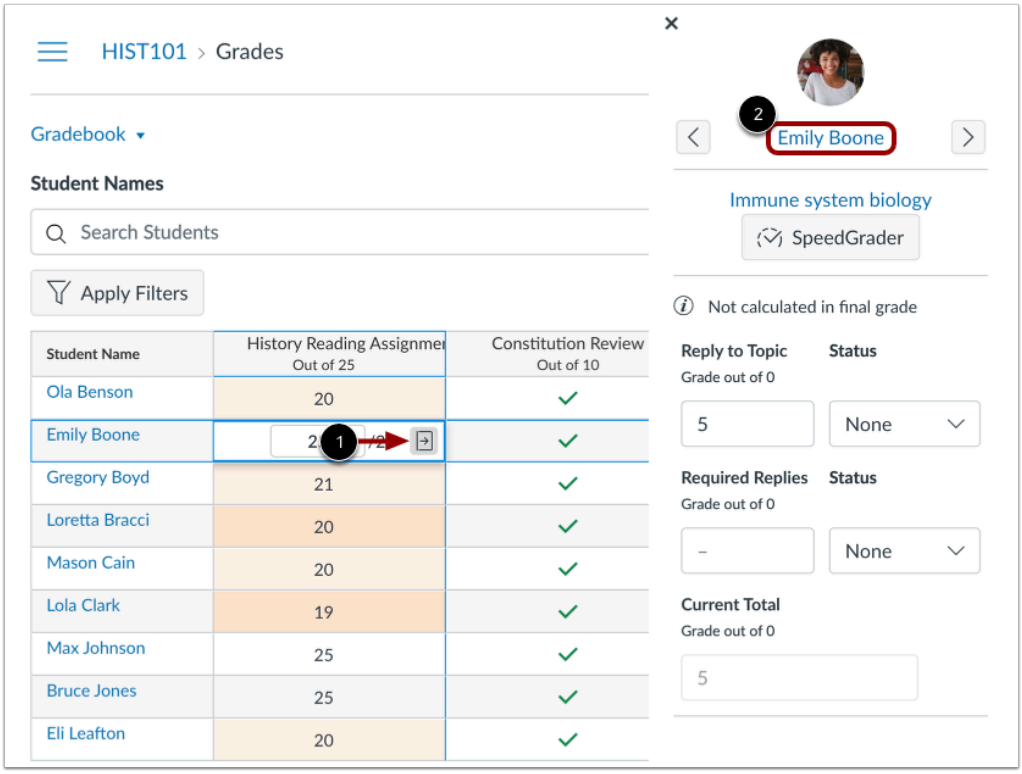
Access Grades via Context Card



You can view a student's Grades page from the context card.

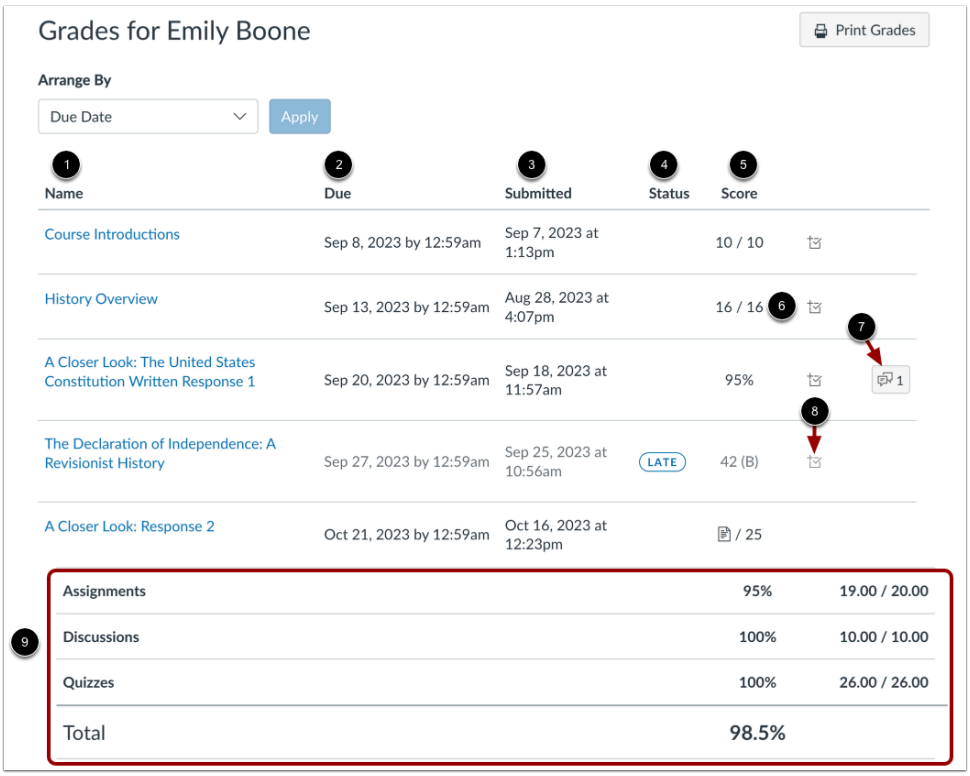
To view a student's context card, click the name of the student [1]. Then click the **Grades** button [2].

Access Grades via Grade Detail Tray



You can also access the student's grades page from the Grade Detail Tray. Click the assignment cell for a student and click the **Grade Detail Tray** icon [1]. Then click the name of the student [2].

View Student Grades



In the Grades page, you can see how a student views their grades in the course. Students can view the name of the assignment [1], the due date [2], the submission date [3], the assignment status [4], the score or assignment submission type [5], the total number of points for the assignment [6], and any comments [7] and rubrics, if any.

If allowed, the student can view distribution score details and graphs in the assignment scoring details [8]. You will only see scoring details if more than five other students have submitted that assignment in the course. If you do not see the scoring details, then fewer than five students have submitted the assignment. As the instructor, you can hide grade distribution graphs.

Students can also view their assignment group score totals and their total grade for the course at the bottom of the Grades page [9]. As the instructor, you can hide total scores.

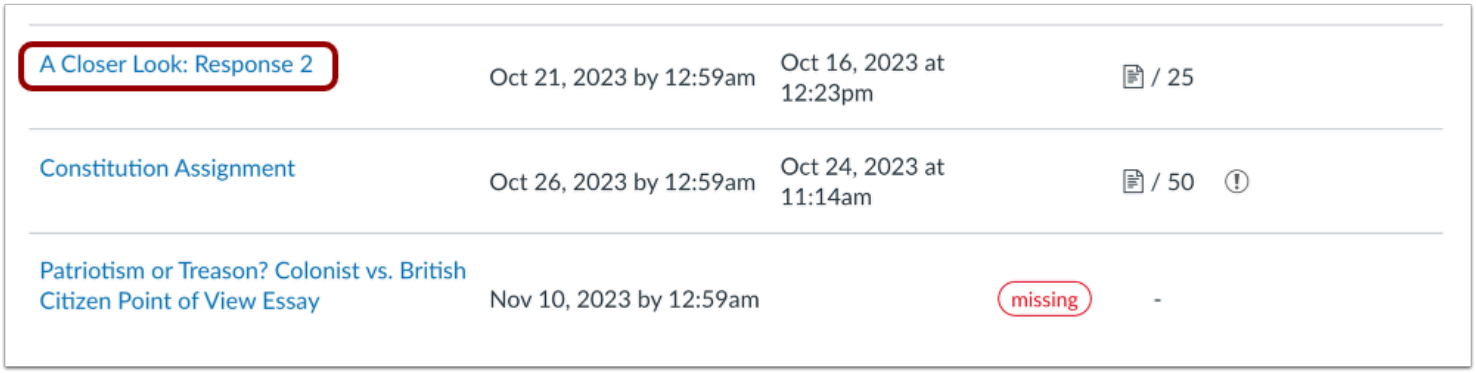
Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by hidden assignments, outstanding manually graded quiz questions,

weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.

- When your course includes grading periods, the student Grades sidebar displays assignment groups when an individual grading period is being viewed. However, groups only display if the groups are active as part of the selected grading period. An assignment group displays if the group has at least one assignment due for the student in the selected grading period.
- When grading periods are weighted and the All Grading Periods option is selected, the sidebar displays the weights of each grading period.
- If an assignment allows multiple attempts, the Submitted column only displays the most recent submission date.

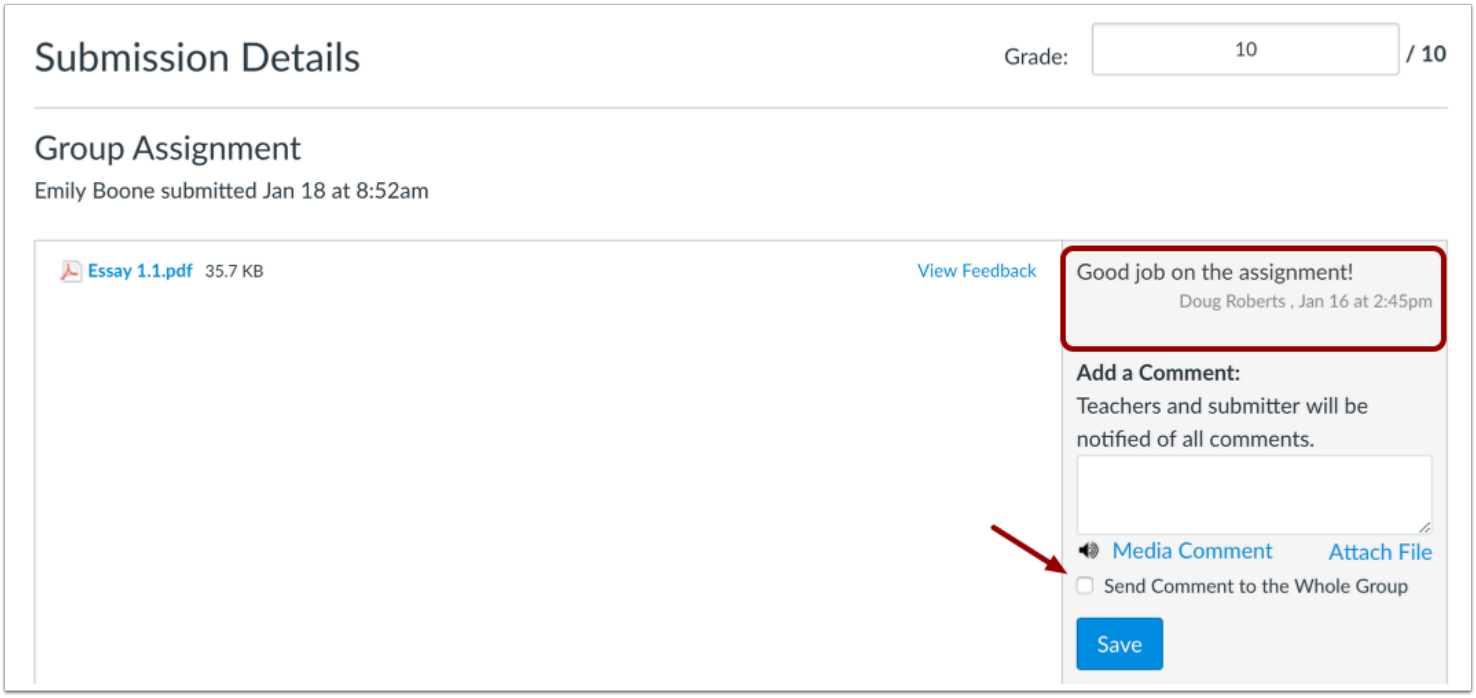
View Assignment Details



You can also view assignment details, preview assignments, and view feedback the same way a student experiences assignments in Canvas. The assignment details page is also where a student views any annotated feedback you may add to an assignment.

To view submission details, click the name of the group assignment.

View Group Assignment Comments



For group assignments, the submission details page may include individual comments added to a group assignment.

By default, group assignments that award the same grade to all group members do not display any individual comments when grading group assignments in SpeedGrader. Likewise in SpeedGrader, you cannot add comments for an individual user in a group assignment.

However, the assignment details page allows you to leave individual comments for the student in group assignments where all members get the same grade. To reply to the student (and not all group members), do not select the **Send Comment to the Whole Group** checkbox.

Individual comments also appear in the Submission Comments filter in Conversations.

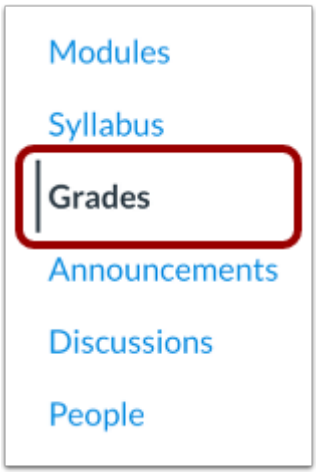
How do I export grades in the Gradebook?

You can export scores from the Gradebook and download them to your computer as a CSV file. The Gradebook CSV assignment columns display in the same order as shown in the Gradebook for an individual user.

Notes:

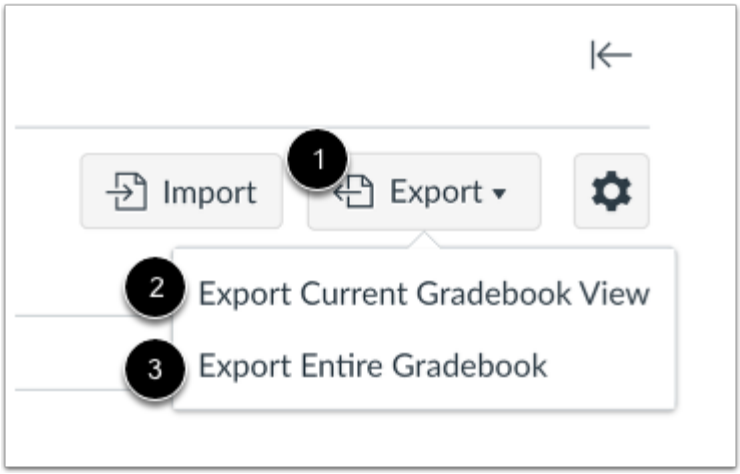
- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- When a grading period filter is applied in the Gradebook, the export displays the filtered grading period results. However, assignment group total columns will display across all grading periods.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- The Total column in the Gradebook displays a running total of all graded assignments in the course, including assignments with hidden grades. The CSV download includes read-only columns for current and final scores. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero. Assignments with hidden scores are unposted grades and shown in separate columns for unposted current score and unposted final score, respectively.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- Concluded and inactive enrollments are not included in the CSV file unless their respective option, Show Concluded Enrollments or Show Inactive Enrollments, is enabled in the Gradebook Settings menu.
- Complete/incomplete assignments are shown as full or no credit (e.g. for a 10-point assignment, 10 or 0).
- If you have the Final Grade Override option enabled in your course, the Gradebook export will include the override grade. Changes to the Final Grade Override display in the import confirmation page.
- Gradebook export files automatically save to your user files in an *Unfiled* folder.
- If you have set manual grade posting policies for specific assignments, those assignments will display the posting policy in the CSV file. However, the grade posting policy cannot be modified via the CSV file.
- In the exported gradebook, assignment grades always show as points, regardless of the assignment or gradebook view settings.

Open Grades



In Course Navigation, click the **Grades** link.

Export Scores

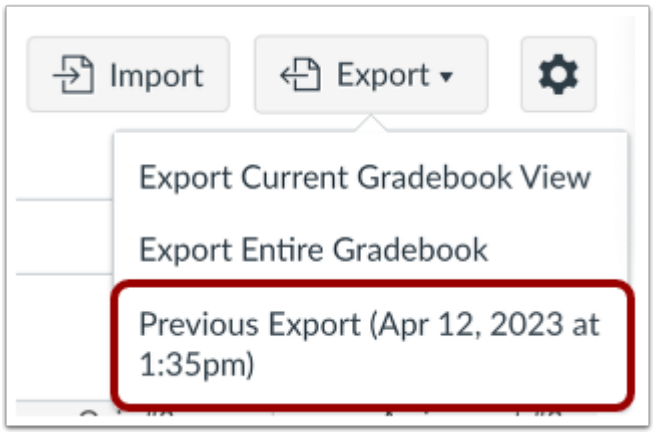


Click the **Export** button [1], then click the **Export Current Gradebook View** link [2].

If you are using grading periods and want all grading periods included in your CSV file, click the **Export Entire Gradebook** link [3].

When the export is completed, Canvas downloads the CSV file automatically to your computer.

View Exported Scores



If you navigate away from the page during the export, the CSV file will appear as a previous download in the Export menu so it can be downloaded again. The Gradebook allows you to view a previous export.

If you made changes to the Gradebook after exporting a file and want to export a new file, click the Export link again.

Notes:

- Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.
- Gradebook export files automatically save to your user files in an *Unfiled* folder.

Edit Scores

	A	B	C	D	E	F	G	H	I	J
1	Student	ID	SIS User ID	SIS Login ID	Section	Introduction:	Unit 1 Discus	Unit 2 Discus	Expectations	Unit 1 Assigr
2	Points Possible					15	15	15	15	25
3	Boone, Emily	76		emily.boone	History 101 - Section B		12		15	
4	Doe, Jessica	172		jessica.doe.c	History 101 - Section B		13	13	10	20
5	Johnson, Ma	168		max.johnson	History 101 - Section B		12	14	12	21
6	Jones, Bruce	158		bruce.jones.(	History 101 - Section B		14	15	14	23
7	Sanderson, N	38		nora.sanders	History 101 - Section B			14	15	24
8	Smith, Jane	40		jane.smith.ca	History 101 -	14	10	15	14	24

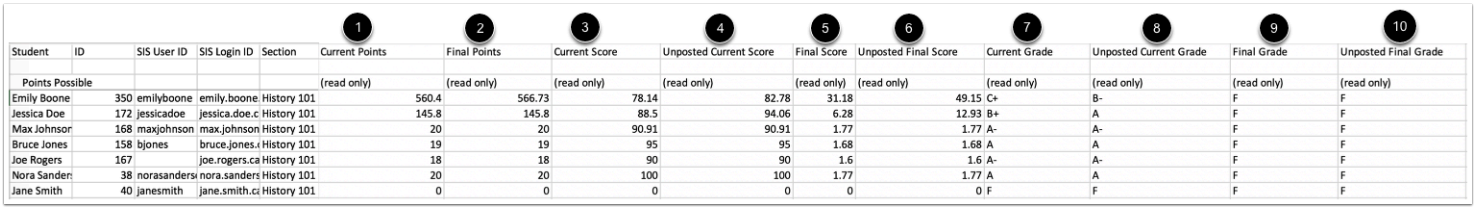
Edit the scores in Microsoft Excel. Make sure to save the file as a CSV file type.

Once you have made changes, you can upload it to your course.

Notes:

- If Discussion Checkpoints are enabled in your course, the CSV will show additional columns.
  - Graded Discussion with Checkpoints (if applicable)
  - Graded Discussion with Checkpoints Reply to Topic (if applicable)
  - Graded Discussion with Checkpoints Replies Required (if applicable)

View Read-Only Columns



					1	2	3	4	5	6	7	8	9	10
Student	ID	SIS User ID	SIS Login ID	Section	Current Points	Final Points	Current Score	Unposted Current Score	Final Score	Unposted Final Score	Current Grade	Unposted Current Grade	Final Grade	Unposted Final Grade
Points Possible					(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
Emily Boone	350	emilyboone	emily.boone	History 101	560.4	566.73	78.14	82.78	31.18	49.15	C+	B-	F	F
Jessica Doe	172	jessicadoe	jessica.doe.c	History 101	145.8	145.8	88.5	94.06	6.28	12.93	B+	A	F	F
Max Johnsor	168	maxjohnson	max.johnson	History 101	20	20	90.91	90.91	1.77	1.77	A-	A-	F	F
Bruce Jones	158	bjones	bruce.jones.(	History 101	19	19	95	95	1.68	1.68	A	A	F	F
Joe Rogers	167		joe.rogers.ca	History 101	18	18	90	90	1.6	1.6	A-	A-	F	F
Nora Sander	38	norasanders	nora.sanders	History 101	20	20	100	100	1.77	1.77	A	A	F	F
Jane Smith	40	janesmith	jane.smith.c	History 101	0	0	0	0	0	0	F	F	F	F

The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

- **Current Points [1]:** Reflects points for graded assignments
- **Final Points [2]:** Reflects points for all assignments
- **Current Score [3]:** Reflects scores for graded, posted assignments
- **Unposted Current Score [4]:** Reflects scores for graded assignments and includes hidden assignments
- **Final Score [5]:** Reflects overall score including unsubmitted assignments as zero but excluding hidden assignments
- **Unposted Final Score [6]:** Reflects total score, including unsubmitted assignments as zero and hidden assignments
- **Current Grade [7]:** Reflects course grade based on graded, posted assignments
- **Unposted Current Grade [8]:** Reflects course grade based on graded assignments, including hidden assignments but excluding unsubmitted assignments
- **Final Grade [9]:** Reflects overall course grade including unsubmitted assignments as zero but excluding hidden assignments
- **Unposted Final Grade [10]:** Reflects overall course grade, including unsubmitted assignments as zero and hidden assignments

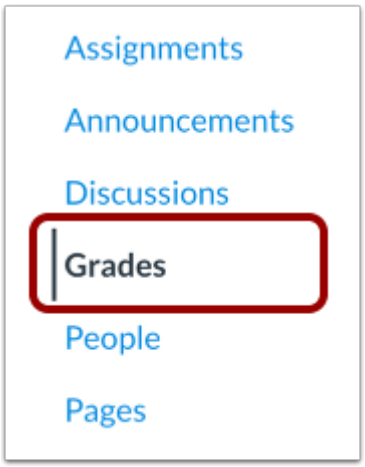
How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using Learning Mastery Gradebook Individual View.

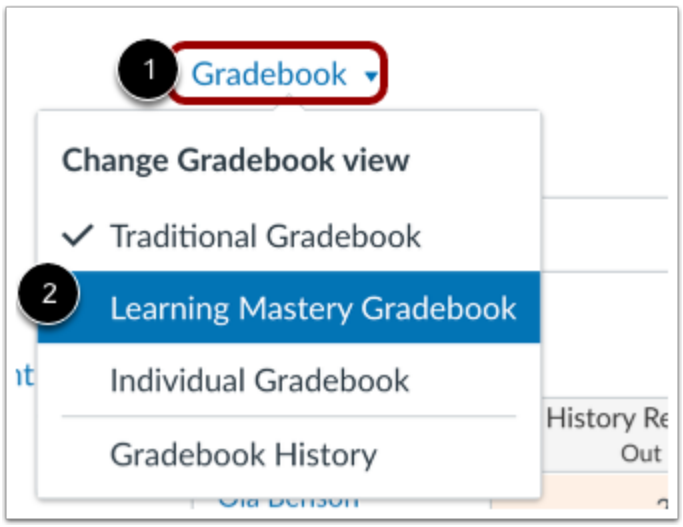
Note: The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, visit the Feature Options tab in Course Settings.

Open Grades



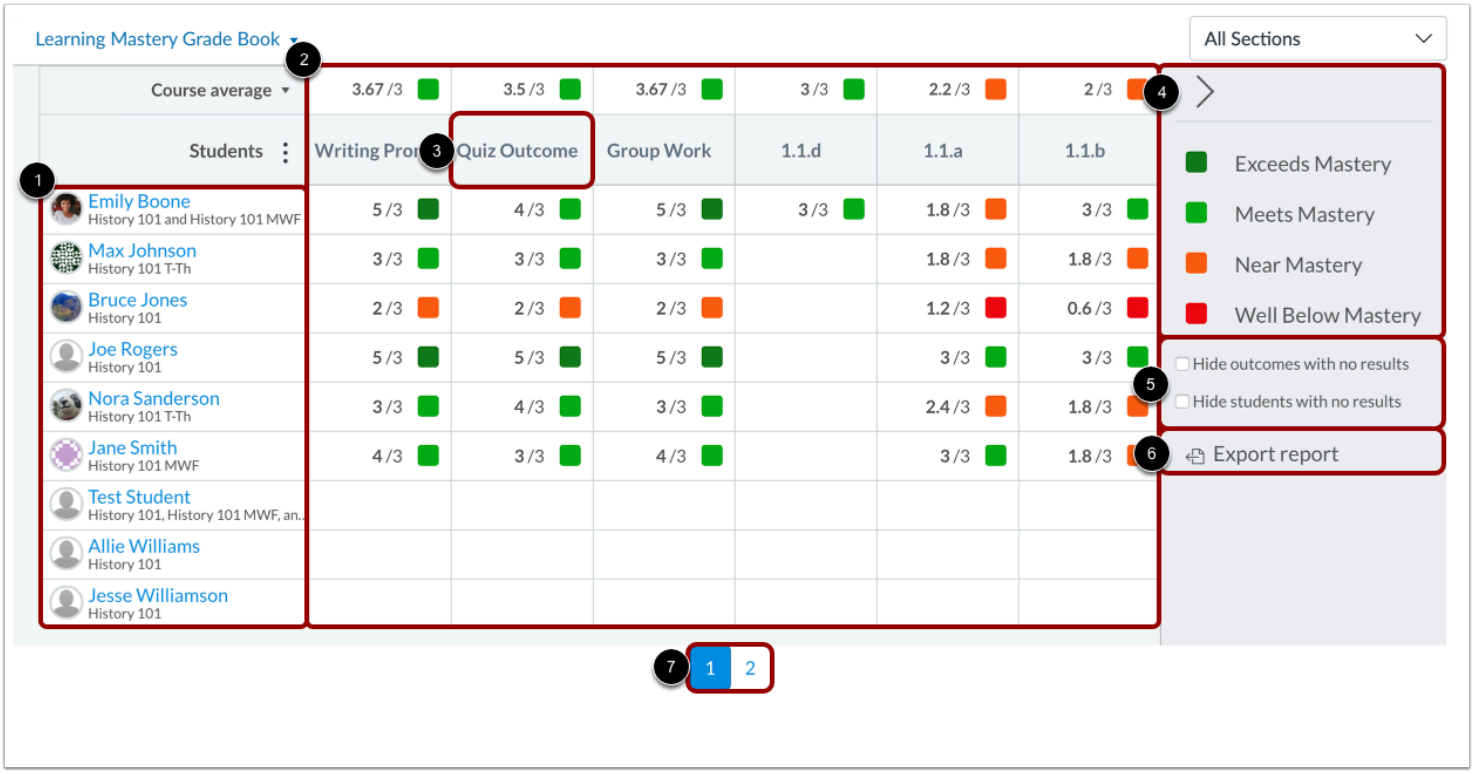
In Course Navigation, click the **Grades** link.

Open Learning Mastery Gradebook



Click the **Gradebook** menu [1], then click the **Learning Mastery Gradebook** link [2].

View Learning Mastery Gradebook



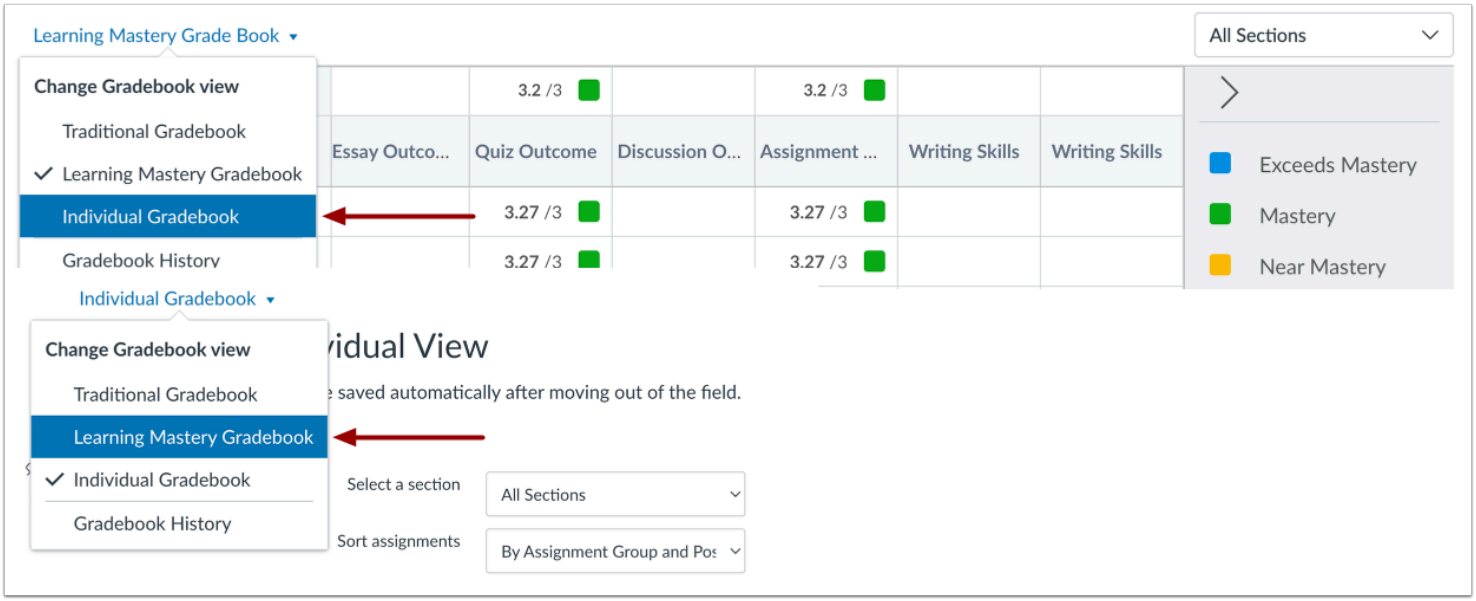
The Learning Mastery Gradebook is organized like the assignments gradebook with the student names and sections on the left [1]. Similar to the assignments gradebook, you can click a student's name to link to their Grades page. Each column consists of a course outcome and the outcome grade for each student [2]. Also like the assignments gradebook, the columns can be sorted, resized, and reordered. Click an outcome column heading to sort the outcome by student name [3].

The Learning Mastery Gradebook also contains a sidebar that shows the outcome levels for the course [4]. The sidebar can be minimized and expanded by toggling the gray arrow icon at the top of the sidebar. You can filter outcomes or students that have no outcome results [5]. You can also export a report of student outcomes [6].

The Learning Mastery Gradebook displays 20 students per page. Use the numbered page navigation buttons to view additional students on other pages [7].

Note: The Hide outcomes and Hide students filters persist for the course while using the same web browser.

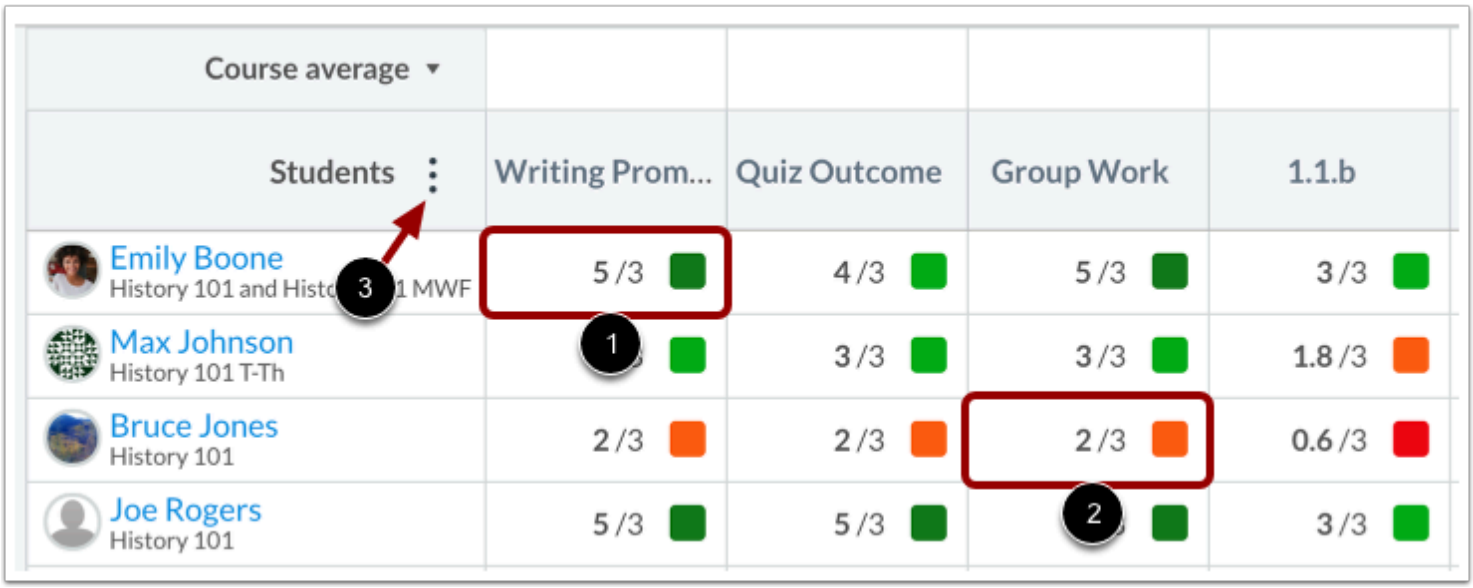
Switch to Individual Gradebook



The Gradebook has two views. The **Learning Mastery Gradebook** allows you to see all students and outcomes at the same time. The **Individual Gradebook** allows instructors to assess one student and one outcome at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the Learning Mastery Gradebook Individual View.

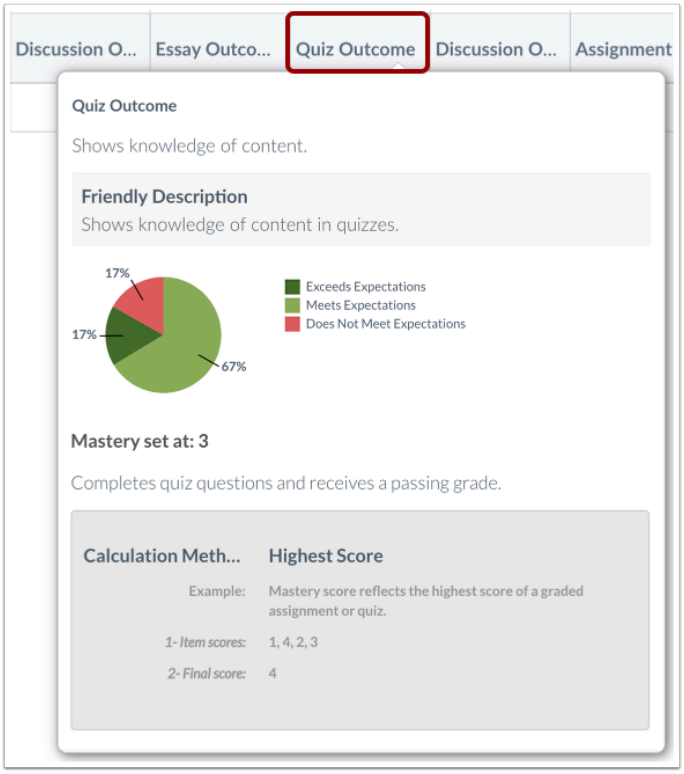
View Student Scores



Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned. The second number indicates the mastery threshold, which is the minimum the students need to achieve mastery for the outcome. For instance, if a student earns a score of 5/3, the student has earned 2 points above the base mastery threshold of 3 points [1]. If a student achieves a score of 2/3, the student has not achieved enough points to reach the mastery threshold [2].

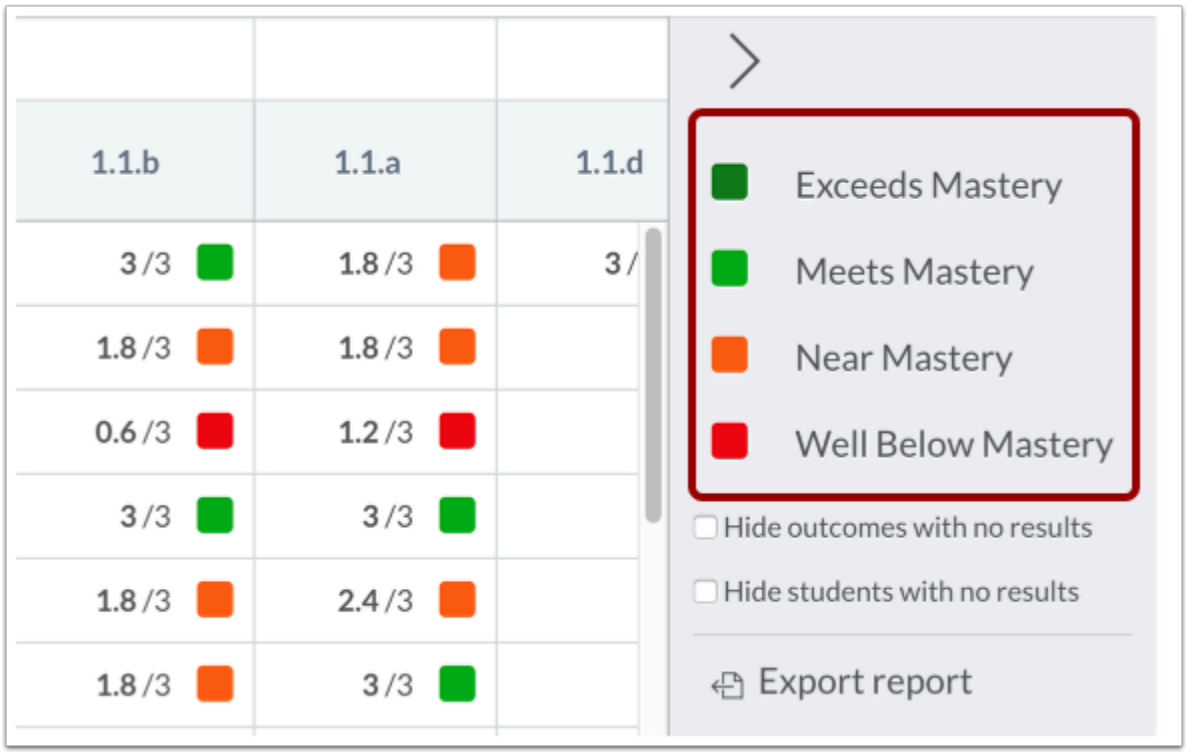
Note: To view scores of inactive or concluded enrollments or unassessed student scores, click the **Options** icon in the Students column [3].

View Outcome Details



Hover over the outcome title to view a breakdown of a specific outcome. The circle graph shows how the individual student scores were divided into the outcomes criterion ratings.

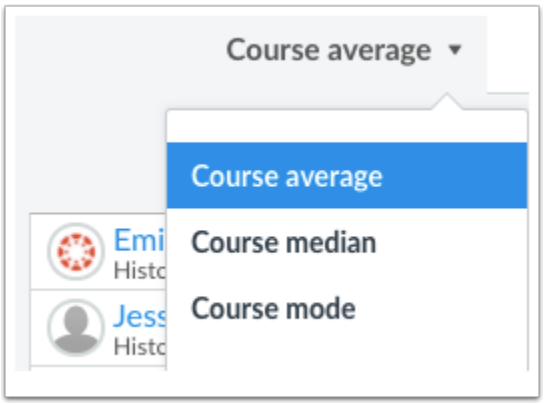
View Course Mastery Levels



Scores are color-coded to show outcomes and the level attained by each student: exceeds mastery (dark green) meets mastery (light green), near mastery (yellow), and well below mastery (red). Toggle the boxes in the sidebar to filter scores for a specific level.

Score levels are calculated based on half of the outcome mastery threshold. For example, if the mastery threshold is 3 points, half of 3 is 1.5. Scores between 1.6 and 2.9 are counted near mastery, while scores less than 1.5 are considered remedial. Therefore, a student score of 2/3 would be above 1.5 and count as near mastery.

View Course Statistics

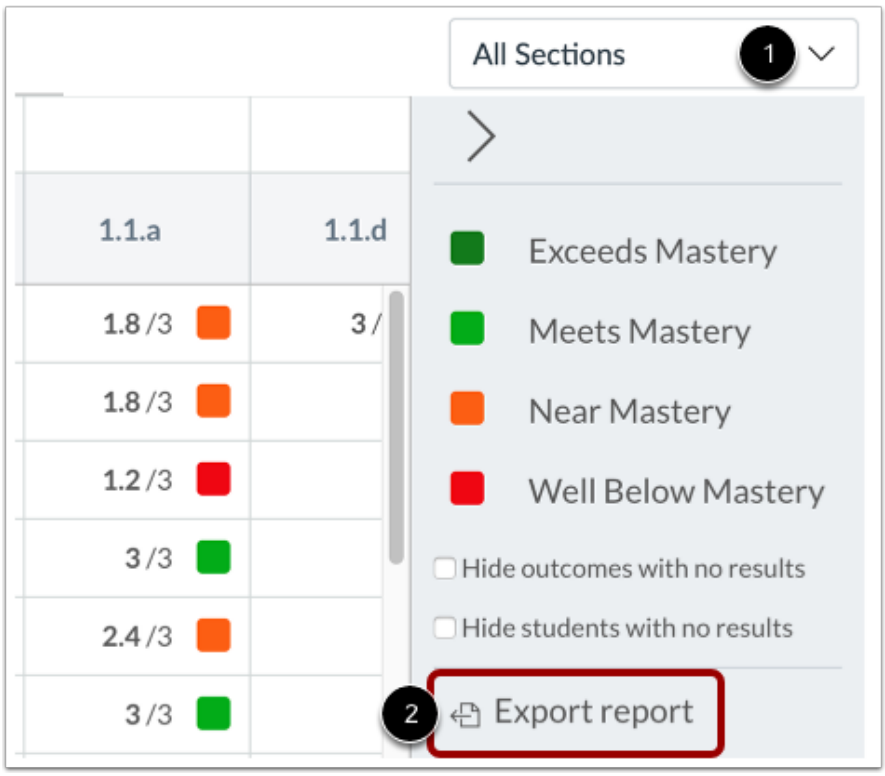


Outcome statistics for the entire course or a course section can be viewed according to course average, course median, or course mode. Select the preferred statistic from the drop-down menu next to the score indicator for each outcome.

The course average is calculated by adding all the earned scores then dividing the total of the mastery scores. The course mode is calculated by finding the score that occurs most often. The course median is calculated by sorting the scores in ascending order, then finding the middle score. These course statistics also display color-coded level results based on the outcome results.

Note: If an outcome is aligned to multiple items, the gradebook statistics will always generate from the student's highest outcome score within that course.

Export Report



Click the **All Sections** drop-down menu to view by section [1]. Click the **Export report** link to download a CSV file of the Learning Mastery Gradebook [2].

View Report

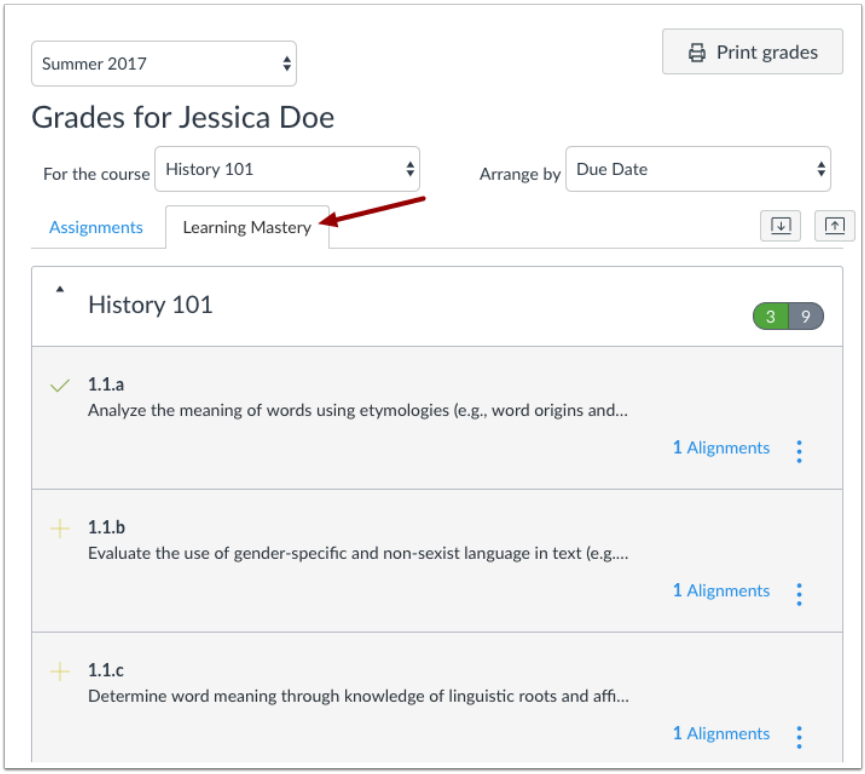
Student name	Student ID	Student SIS ID	Writing Prompt Outcome result	Writing Prompt Outcome mastery points
Max Johnson	21	21142572	3.0	3.0
Bruce Jones	22	21142573	3.0	3.0
Emily Boone	20	21142571	3.0	3.0
Jane Smith	23	21142574	3.0	3.0
Nora Sanderson	24	21142578	3.0	3.0

The student learning outcomes report will include the following columns in the CSV file:

- Student Name
- Student ID
- Student SIS ID
- [Outcome] result
- [Outcome] mastery points

Note: All learning outcomes in the Learning Mastery Gradebook will be included in the report.

Student View



On the Student Grades page, you can choose to let each student see his or her outcome scores by clicking the Learning Mastery tab. Students can view the outcomes and expand them to view individual outcome items.

To show students their outcome scores, visit Course Settings and open the Feature Options tab. Then enable the Student Learning Mastery Gradebook feature option.

Note: Outcome names are the same as in the Learning Mastery Gradebook unless you create a custom name for the student view. Learn to create custom Outcome names.

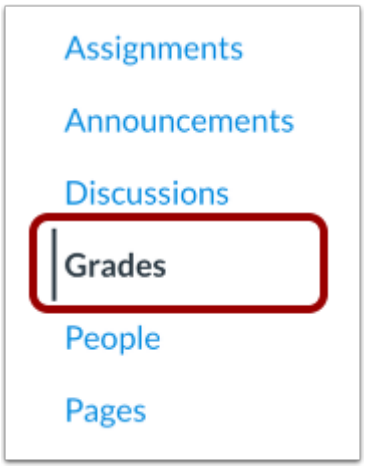
How do I view outcomes or student results individually in the Learning Mastery Gradebook from the Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the Learning Mastery Gradebook Default View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

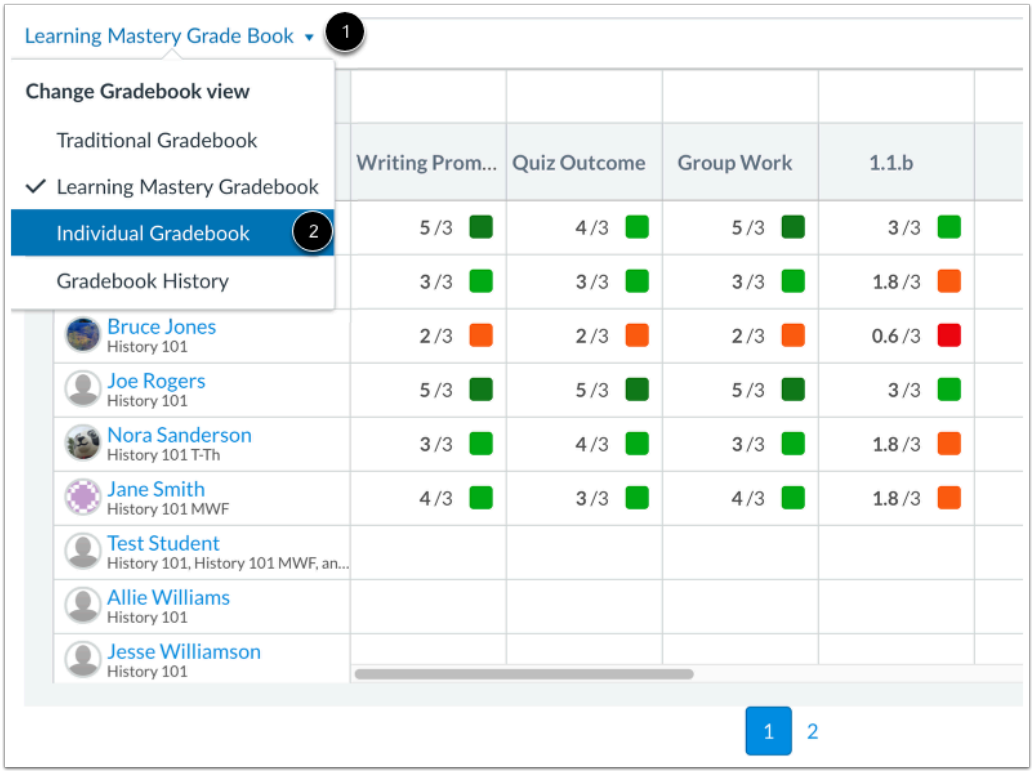
Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

Open Gradebook



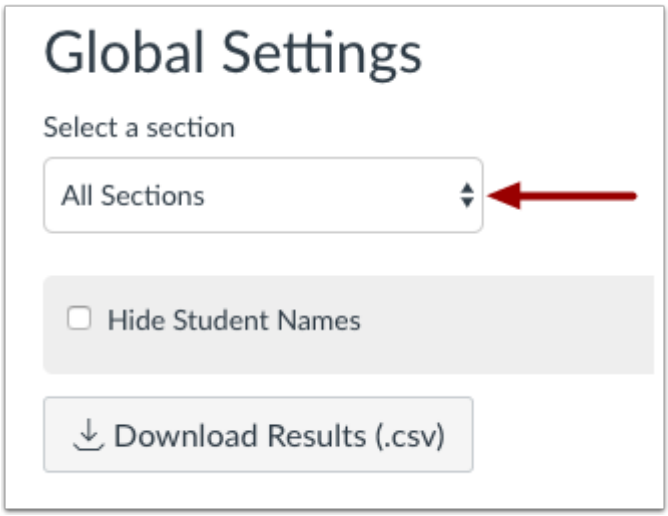
In Course Navigation, click the **Grades** link.

Switch to Individual Gradebook



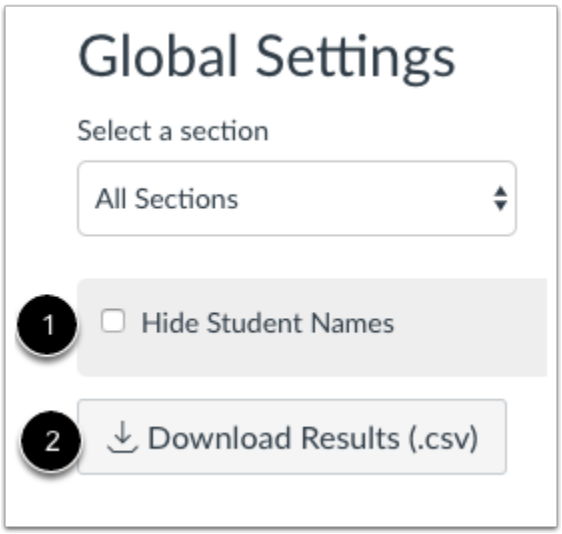
Click the **Learning Mastery Gradebook** menu [1] and then click the **Individual Gradebook** link [2].

Select a Section



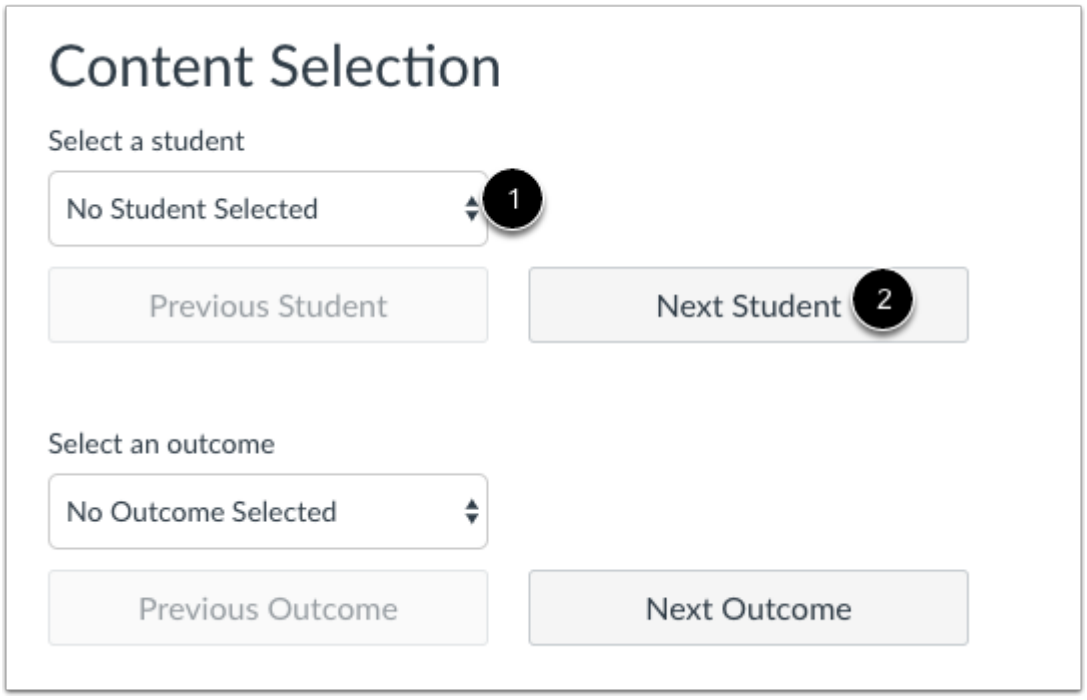
In the section drop-down menu, select the section you want to view.

Hide Student Names



To hide student names in the Gradebook Individual View, select the **Hide Student Names** checkbox [1]. To download scores in a CSV file, click the **Download Results** button [2].

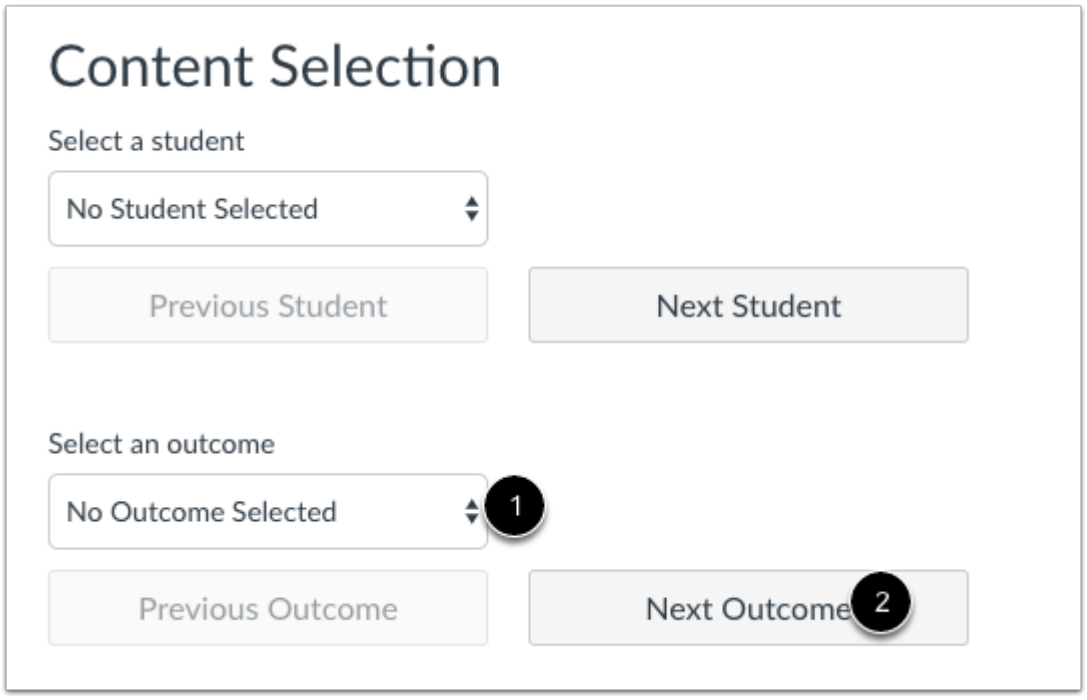
Select Student



In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2].

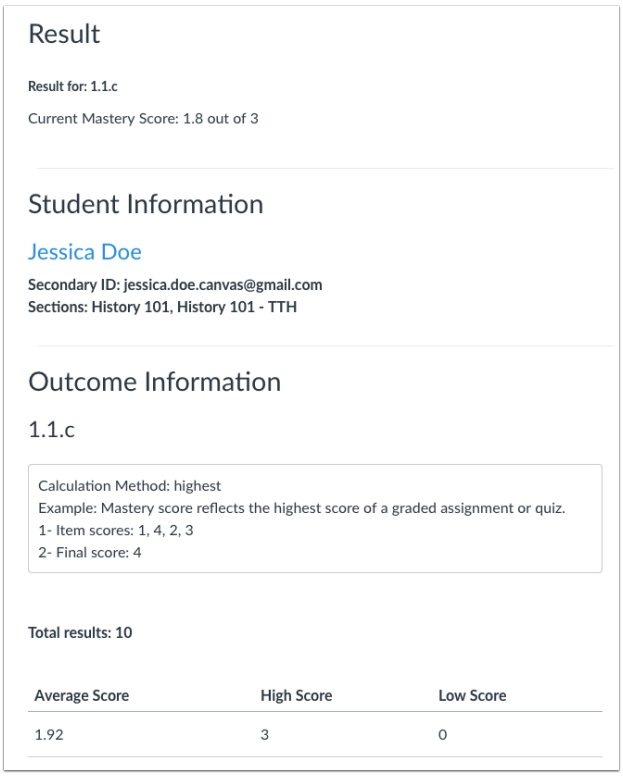
Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

Select Outcome



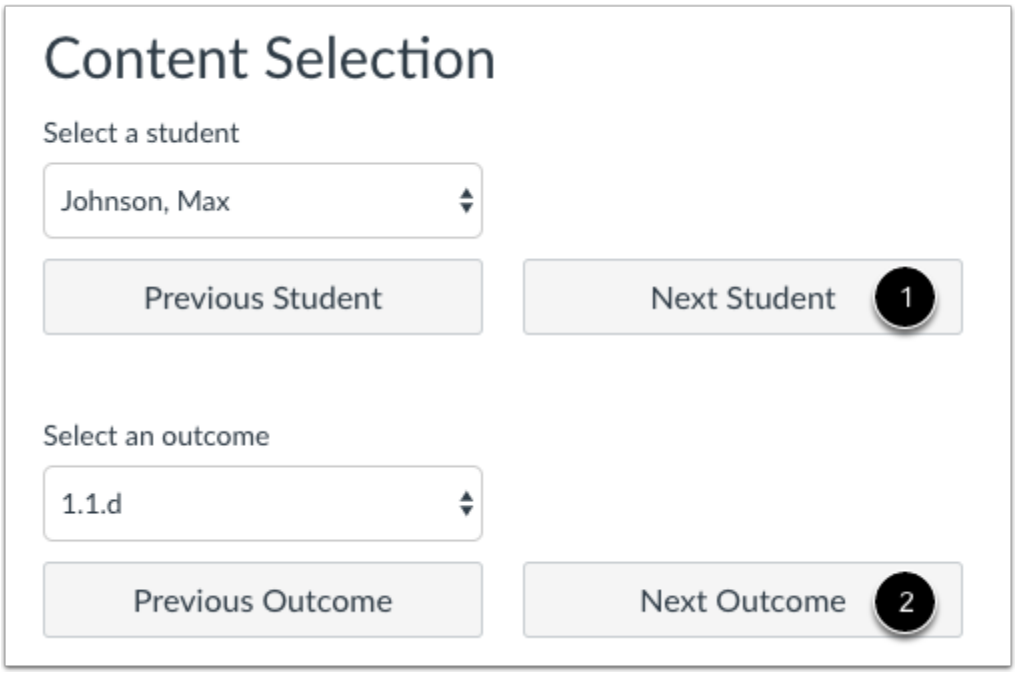
In the Assignment drop-down menu [1], select the outcome you want to view. If you want to view the first outcome in your course, click the **Next Outcome** button [2].

View Gradebook Information



Once you select a student and an outcome, the Result, Student Information, and Outcome Information will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

View Next Student or Outcome

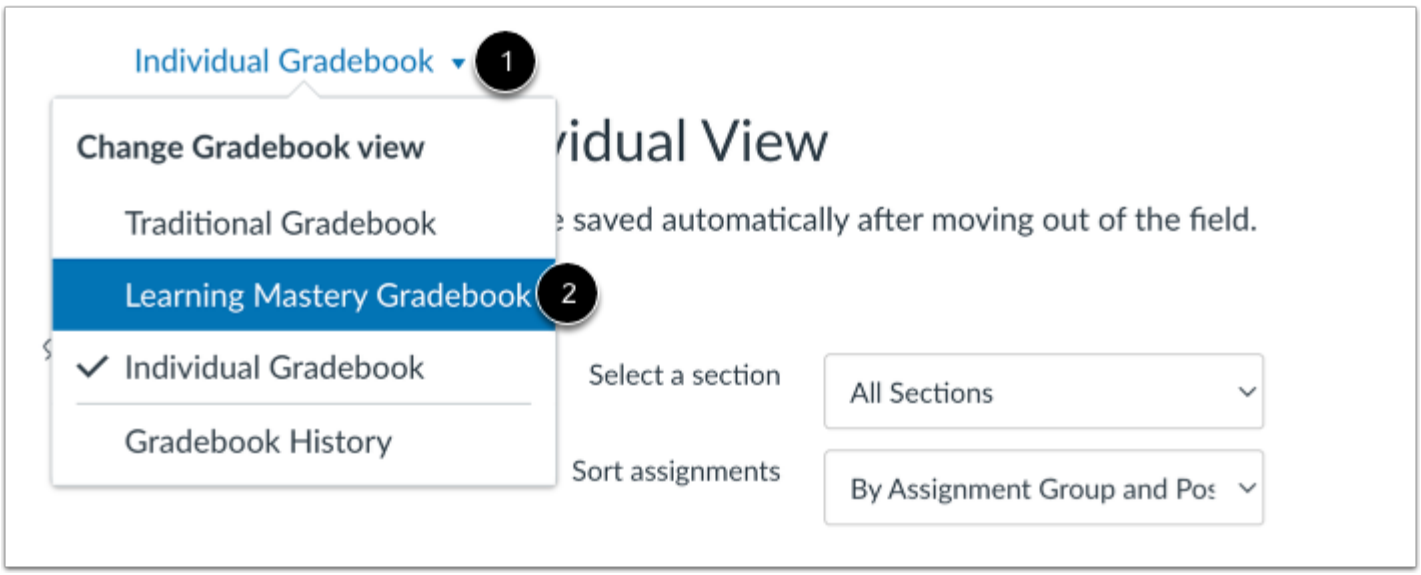


To view the next student, click the **Next Student** button [1].

To view the next outcome, click the **Next Outcome** button [2].

You can always select individual students and/or outcomes by clicking each respective drop-down menu.

Switch Gradebooks



To switch to the Default Learning Mastery Gradebook, click the **Gradebook** drop-down menu [1] and then click the **Learning Mastery Gradebook** link [2].

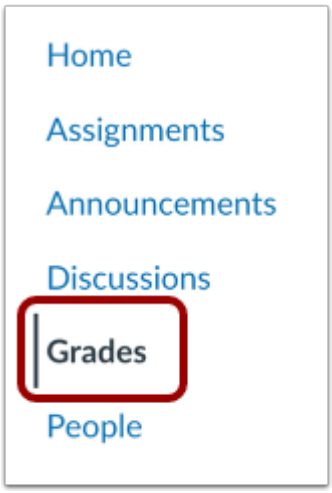
How do I apply scores to ungraded assignments as an Instructor?

If enabled by your institution, the Apply Score to Ungraded feature option allows you to apply scores to all ungraded submissions and artifacts from assignment groups and Total column menus.

Notes:

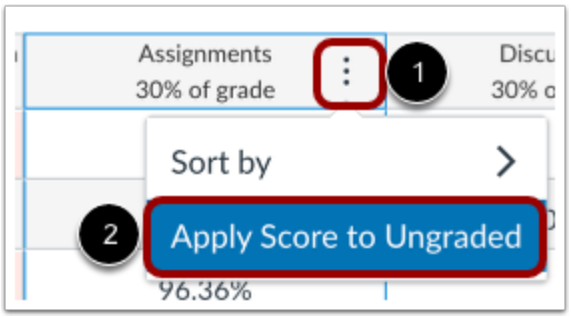
- In moderated assignments, the Apply Score to Ungraded only works after grades are released to the gradebook.

Open Grades



In Course Navigation, click the **Grades** link.

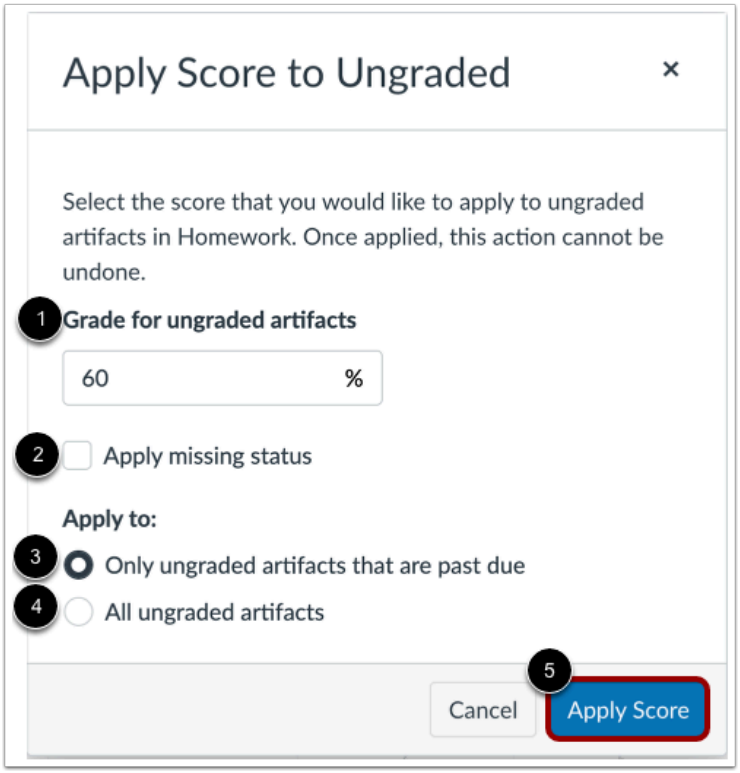
Open Apply Score to Ungraded



Hover over the Assignment group column header and click the **Options** icon [1].

To apply a score to ungraded submissions and artifacts, click the **Apply Score to Ungraded** link [2].

Add Apply Score to Ungraded

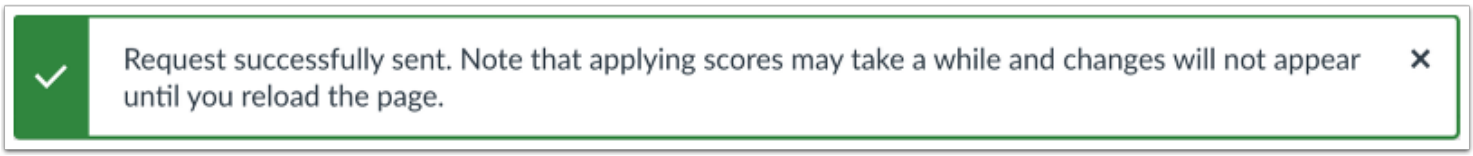


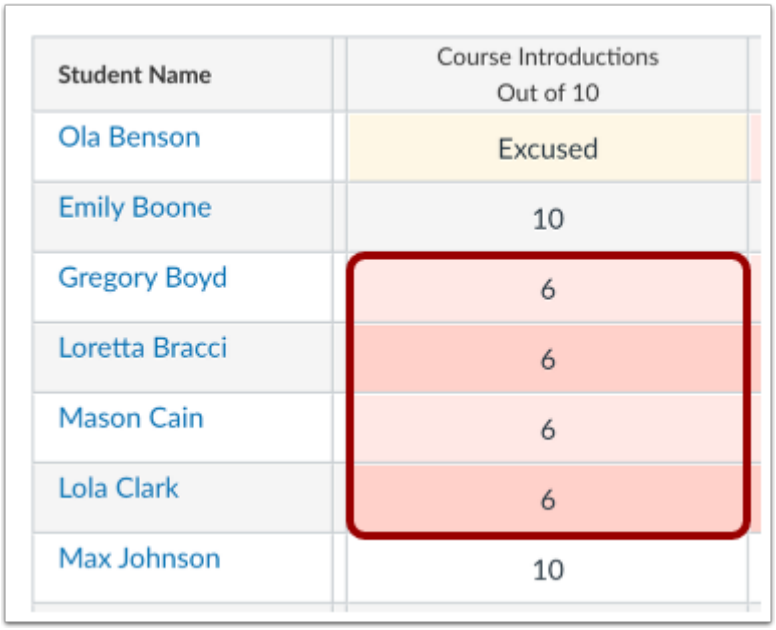
To apply a certain grade for ungraded submissions and artifacts, enter the grade percentage in the **Grade for ungraded artifacts** field [1]. If you would like to apply the missing status, click the **Apply missing status** checkbox [2].

You can choose to apply the grade to **Only ungraded artifacts that are past due** [3] or **All ungraded artifacts** [4].

Click the **Apply Score** button [5].

View Applied Scores





To view the applied grades, you must reload the page.

How do I apply Submission Stickers in Gradebook?

The Submission Stickers feature option allows instructors to add stickers to individual and group assignment submissions per attempt, offering an engaging way to provide feedback.

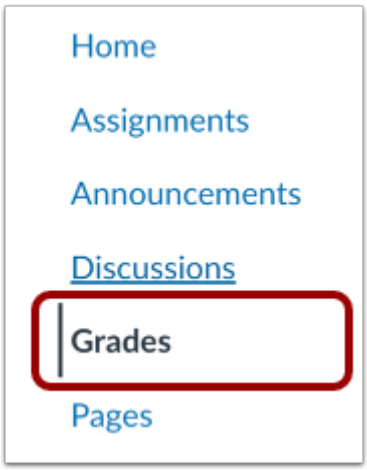
Once enabled at the account or course level, instructors can apply stickers through the Traditional Gradebook tray, Individual Gradebook, and SpeedGrader.

Stickers are also supported for anonymous assignments, ensuring privacy. For moderated assignments, stickers can be added once they are published. Stickers follow post policies, meaning grades must be posted for students to view them.

Notes:

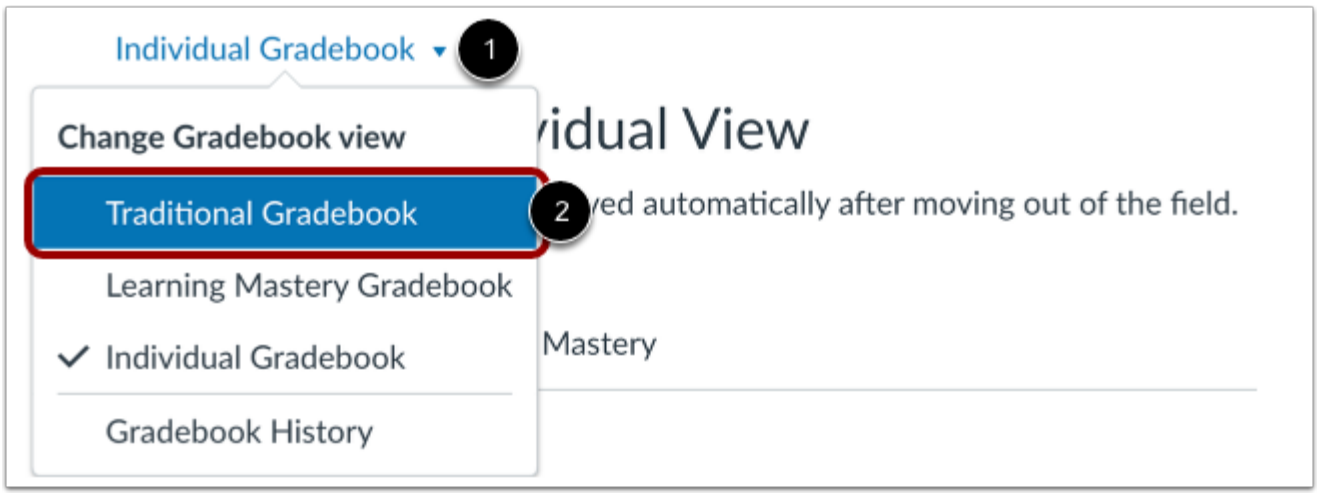
- Submission Stickers only work in courses that have also enabled the Assignment Enhancements feature option.
- By default, the Submission Stickers feature option is disabled.

Open Gradebook



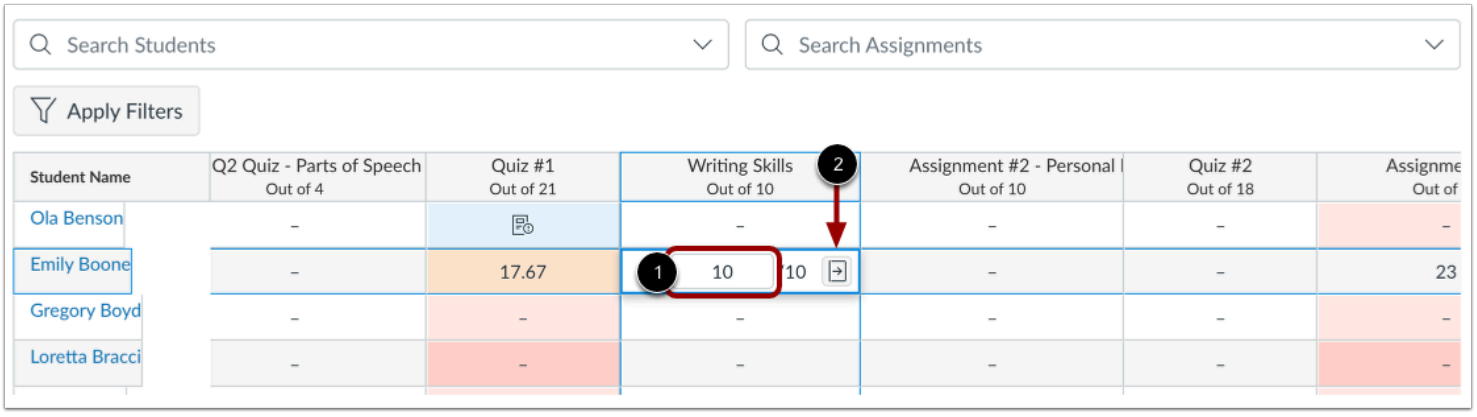
In Course Navigation, click the **Grades** link.

Apply Submission Stickers in Traditional Gradebook



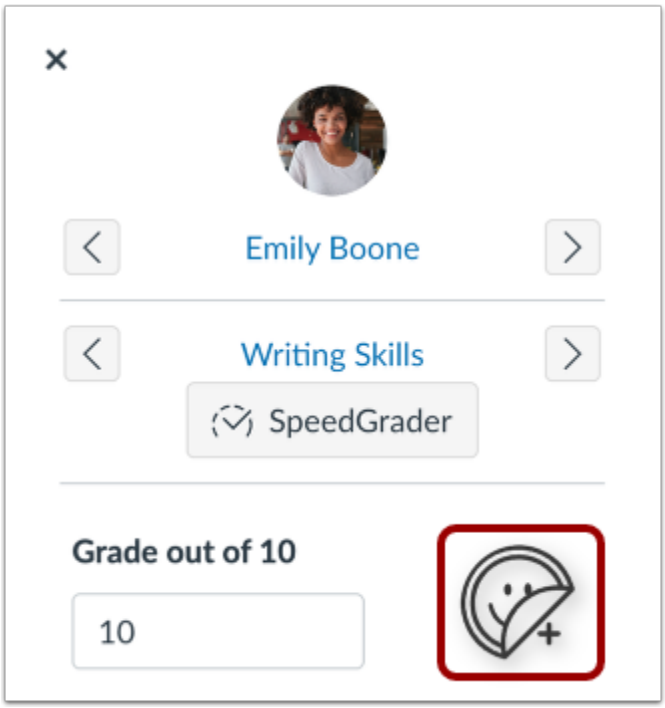
If you are in a different Gradebook view, you can switch to Traditional Gradebook by clicking the **Gradebook** drop-down menu [1]. Then select the **Traditional Gradebook** option [2].

View Grade Detail Tray



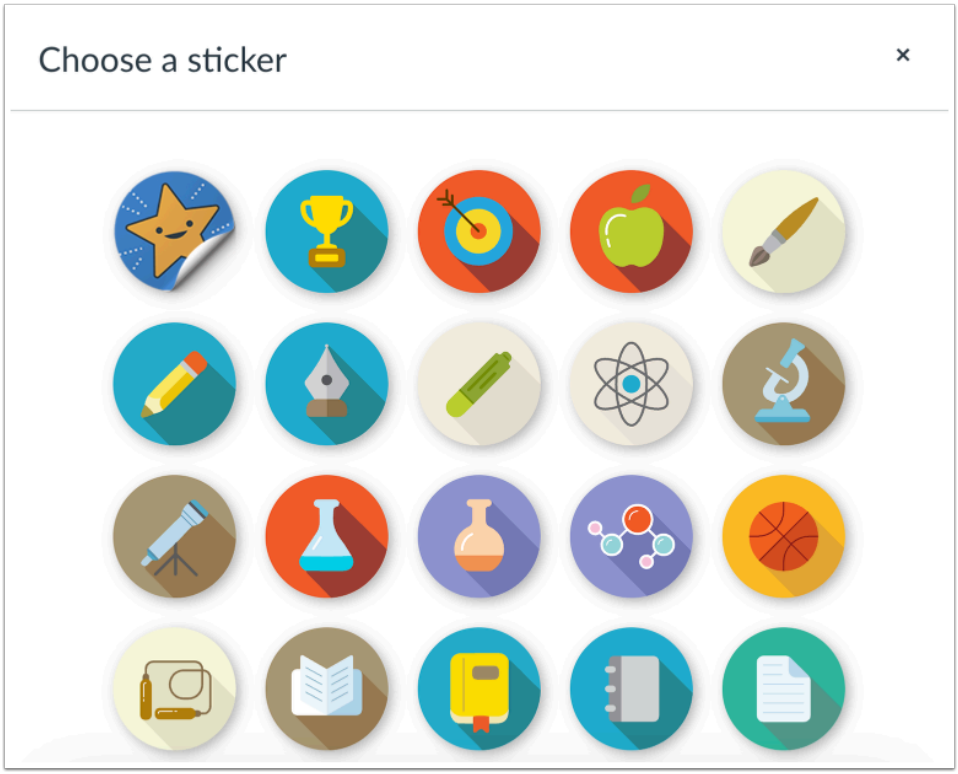
Click the Gradebook cell [1] then click the **Grade Detail Tray** icon [2].

Add Submission Sticker



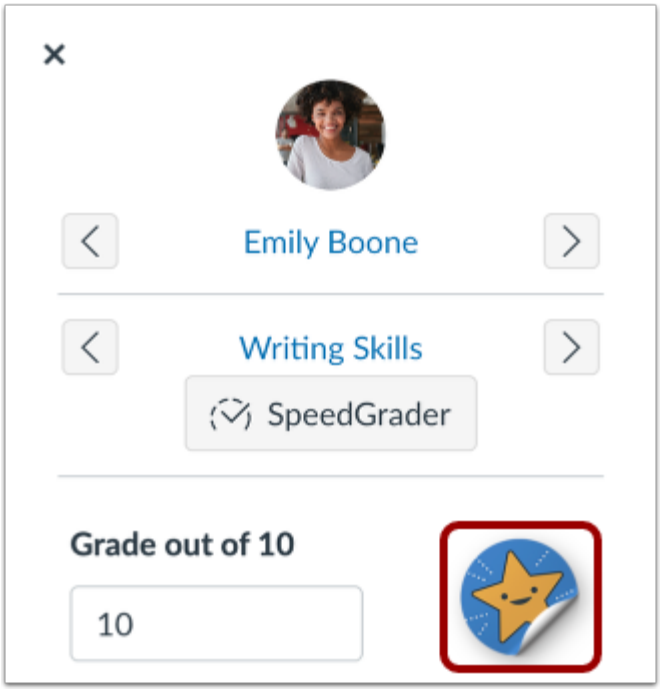
To add a sticker, click the **Submission Sticker** icon.

Choose Sticker

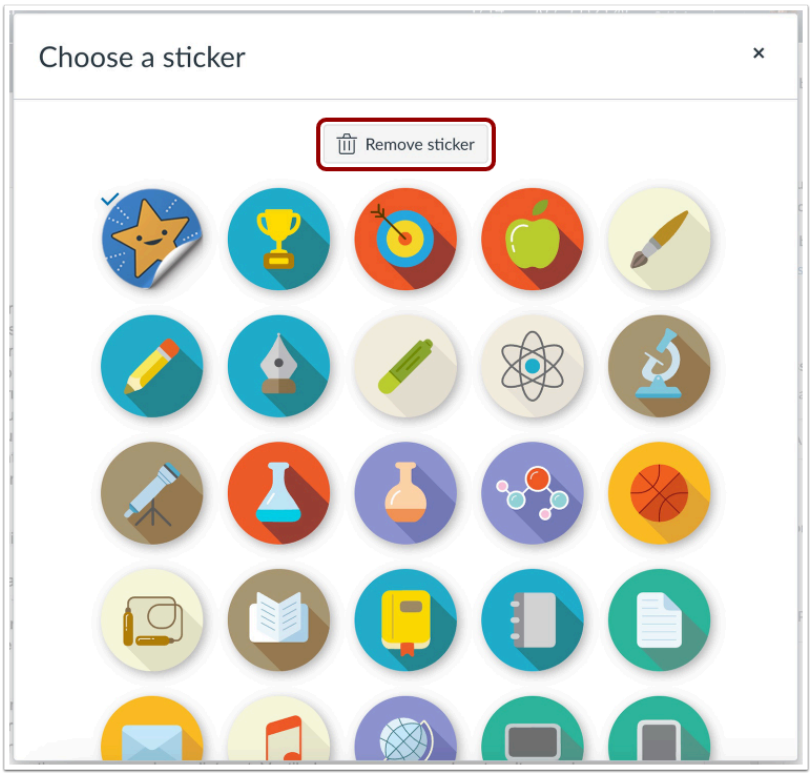


Select a sticker from the **Choose a sticker** pop-up window.

Remove Submission Sticker

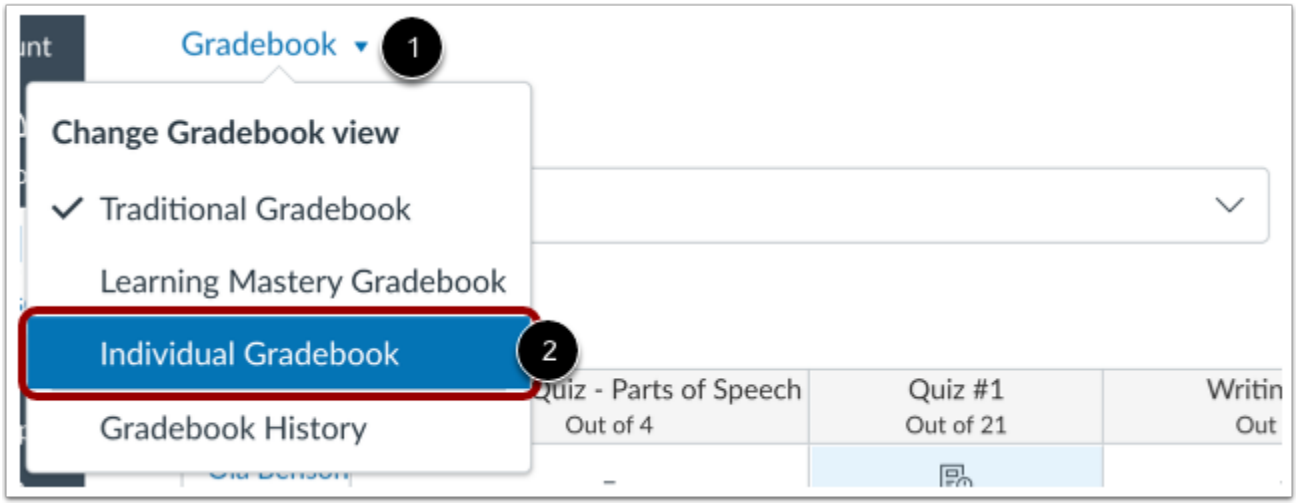


To remove the Submission Sticker, click the sticker.



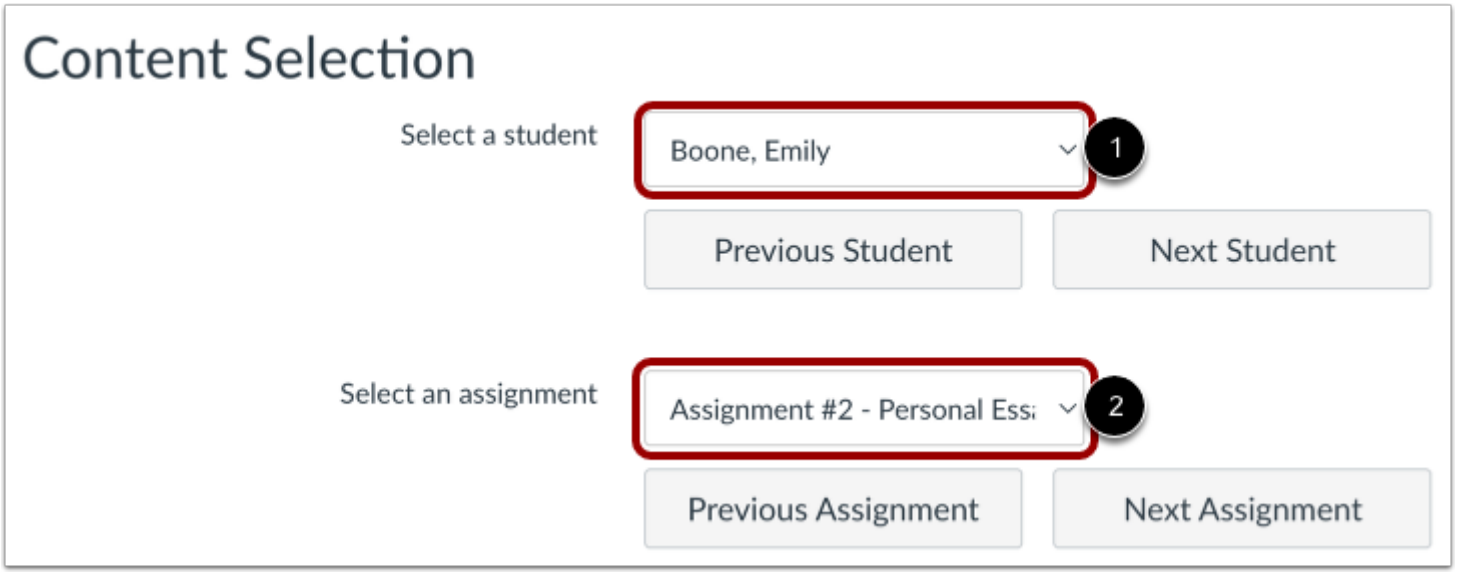
In the Choose a sticker pop-up window, click the **Remove sticker** button.

Apply Submission Stickers in Individual Gradebook



To switch to Individual view, click the **Gradebook** menu [1], then click the **Individual Gradebook** option [2].

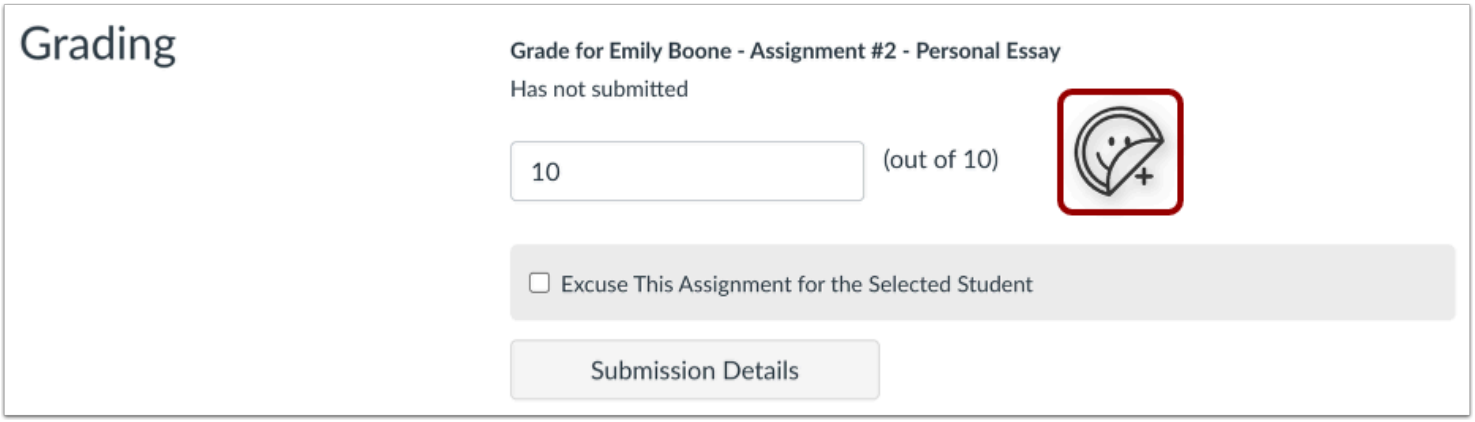
Select Student and Assignment



In the **Select a student** drop-down menu, select the name of the student you want to apply the Submission Sticker to.

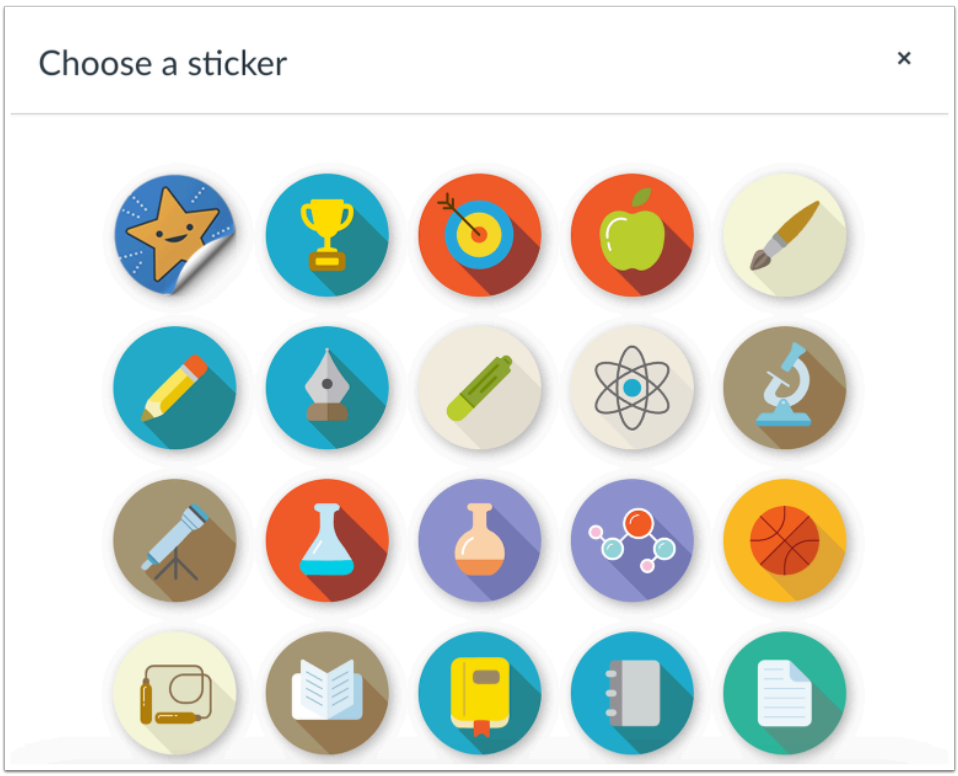
In the **Select an assignment** drop-down menu, select the student's assignment.

Add Submission Sticker



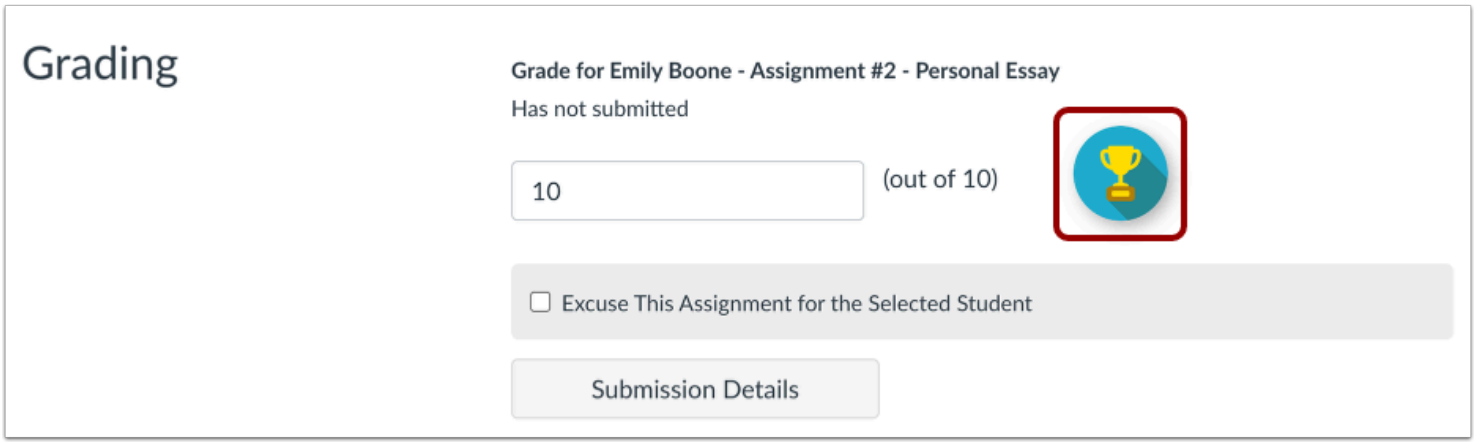
Once you select a student and an assignment, the Grading, Student Information, and Assignment Information sections will display all corresponding content. In the Grading section, click the **Submission Sticker** icon.

Choose Sticker

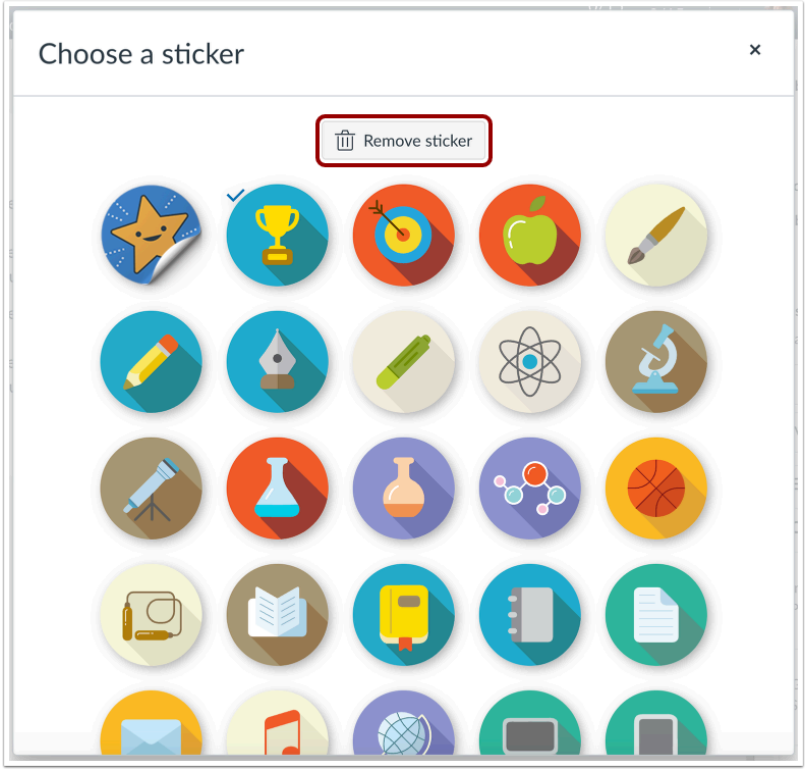


Select a sticker from the **Choose a sticker** pop-up window.

View Submission Sticker



To remove the Submission Sticker, click the sticker.



In the Choose a sticker pop-up window, click the **Remove sticker** button.

How do I use Differentiated Tags in the Gradebook as an instructor?

This guide applies to institutions who have opted-in to the Differentiation Tags feature preview. If your user interface displays differently, the feature has not been enabled at your institution. To learn more about the feature preview, ask questions, or comment on functionality, navigate to the Differentiation Tags user group.

A Canvas administrator will need to enable Differentiation Tags setting at the account level or sub-account level. This setting can also be locked for sub-accounts.

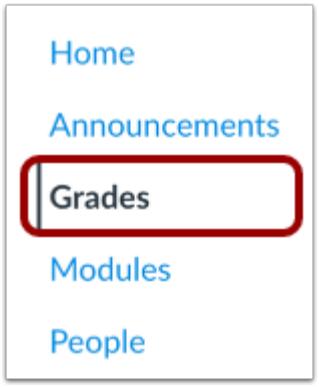
You can use differentiation tags to assign specific content to customized sets of students. These sets are not visible to students. Additionally, admins can access differentiation tags through Canvas Data for reporting and analysis.

As an instructor, you can create and manage Differentiation Tags from the People page.

Notes:

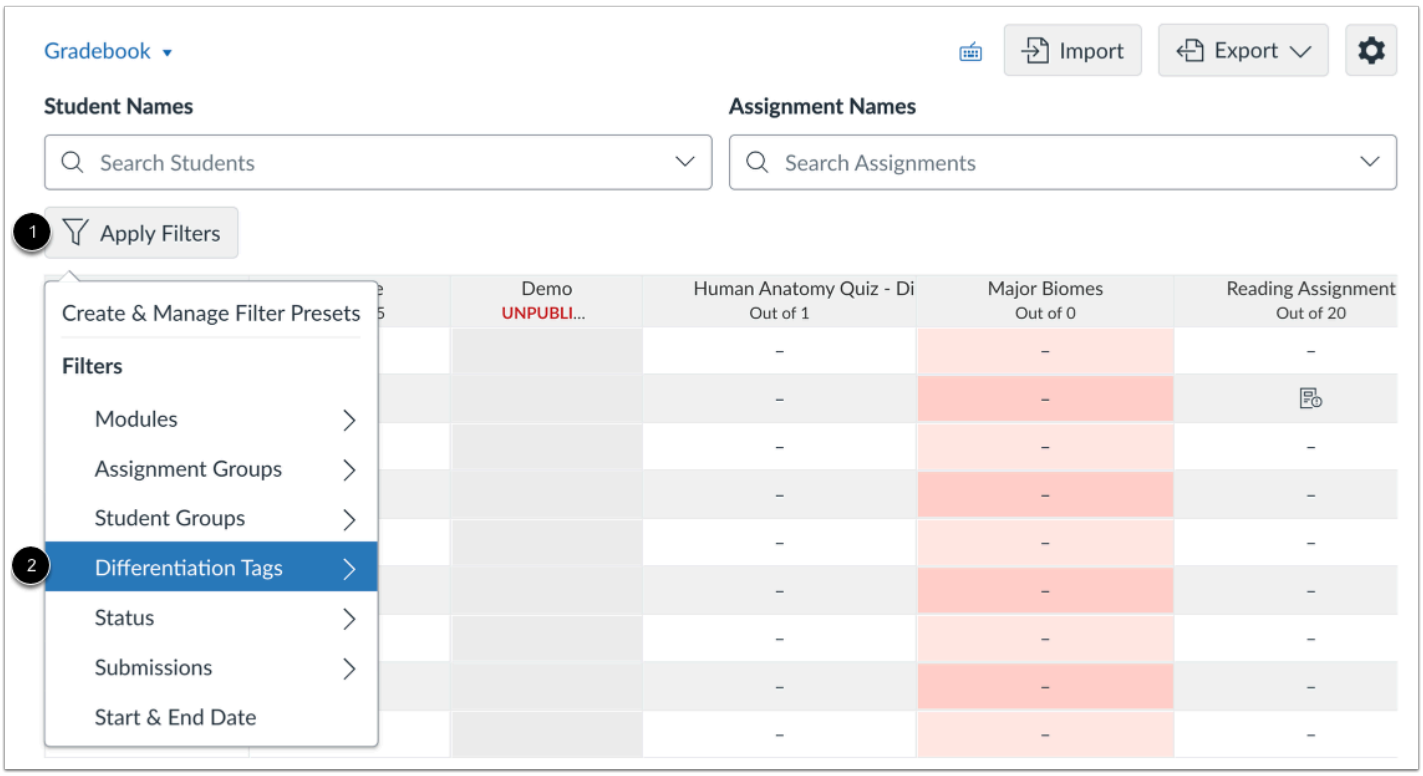
- If the Differentiation Tags feature option is enabled and locked at the root account, the sub-account setting will display. However, if the feature option is enabled and unlocked at the root account but disabled in the sub-account, the sub-account setting will not be displayed.
- Both the Differentiation Tags Feature Option and Account setting must be enabled.
- Differentiation tags are not retained during course exports or imports.
- Each course is limited to 40 tags total and 10 variants per tag set.
- There is no limit to the total number of tags a student can have; however, a student can only be assigned one tag per tag set.

Open Grades



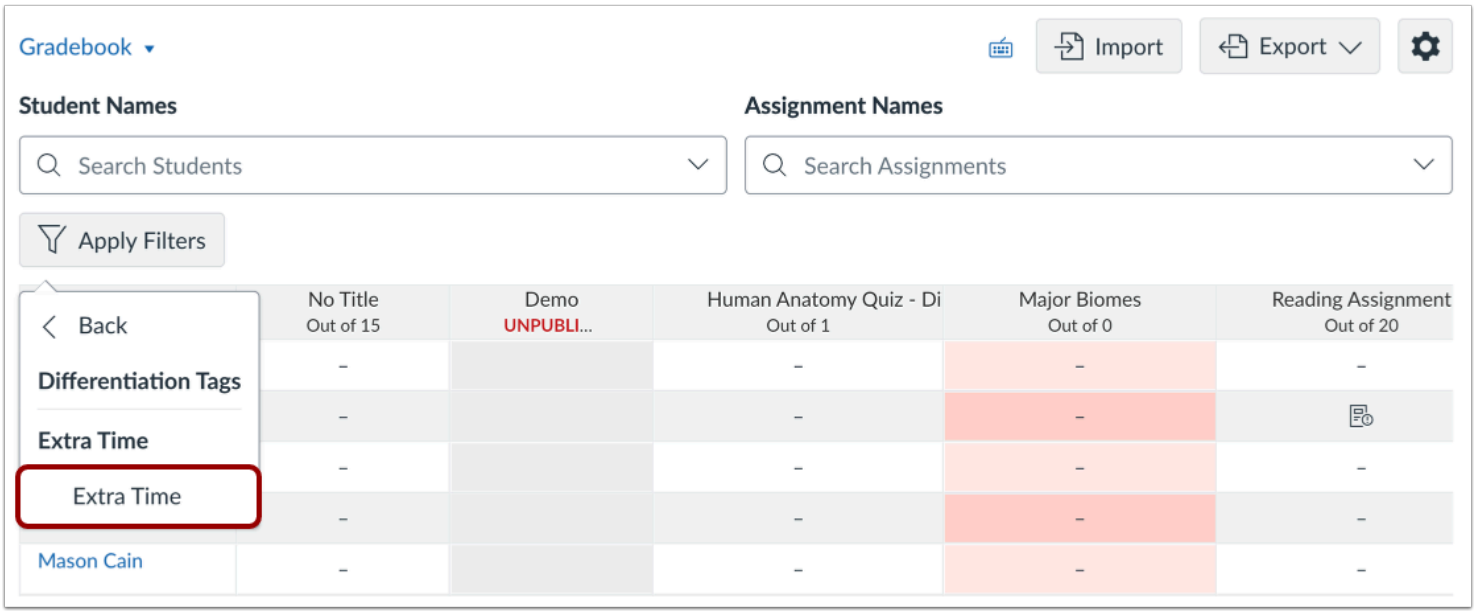
In Course Navigation, click the **Grades** link.

Filter by Differentiation Tags



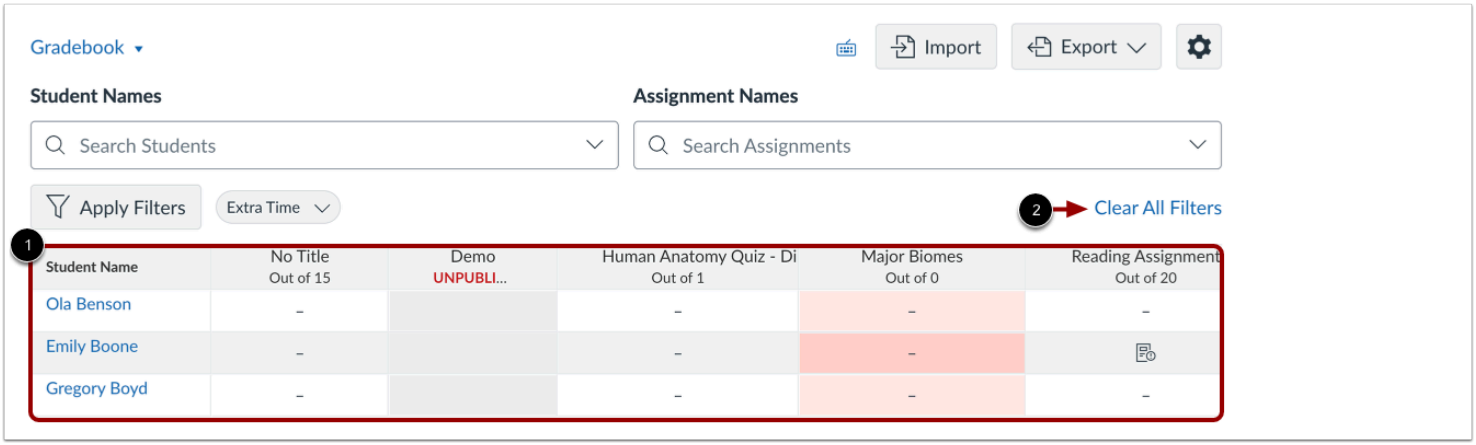
In the Gradebook, click the **Apply Filters** button [1] and then select the **Differentiation Tags** option [2].

Select Tag



Click the tag you want to filter.

View Filtered Students



A list of students assigned with the selected tag displays [1]. To remove the filter, click the **Clear All Filters** link [2].

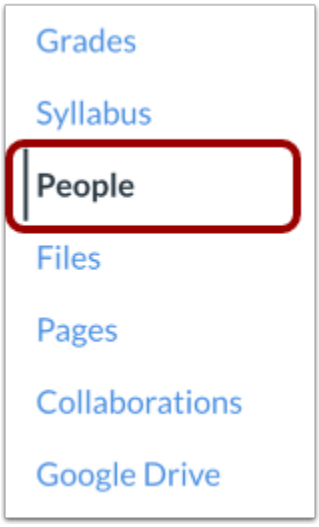
Groups

How do I view all groups in a course as an instructor?

Canvas has two types of groups: student groups and group sets. Student groups can be created by either an instructor or a student and are self-organized by students. Group sets are groups that you create to use for graded assignments.

Learn more about Groups.

Open People



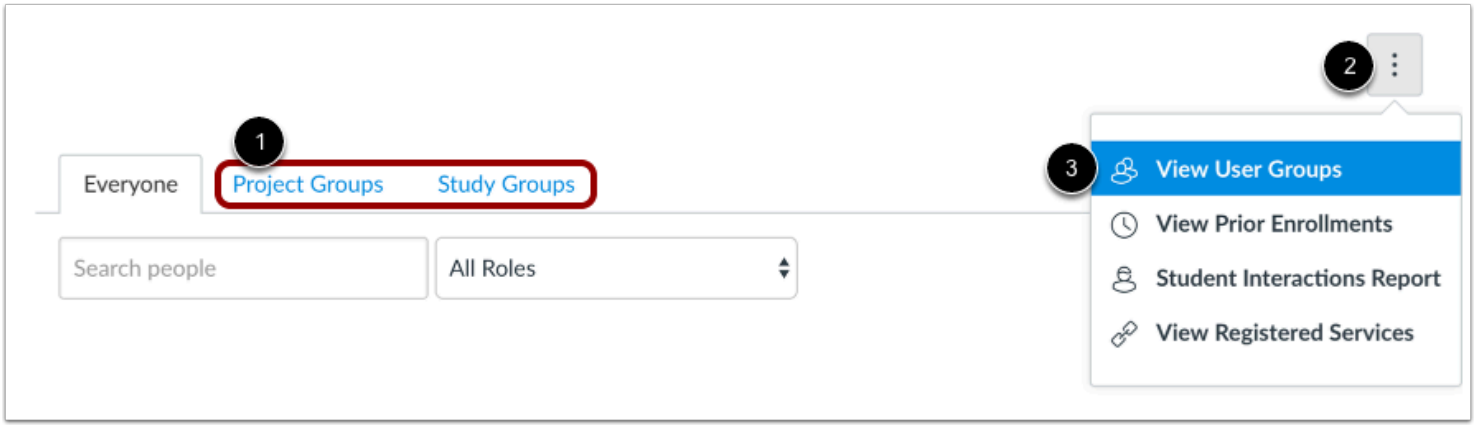
In Course Navigation, click the **People** link.

View Group Sets



If at least one group has been created in the course, the People page defaults to the **Everyone** tab [1], which displays all users in your course. Otherwise, the page asks you to add a group set using the **Add Group Set** button [2]. You can add a group set at any time.

View User Groups



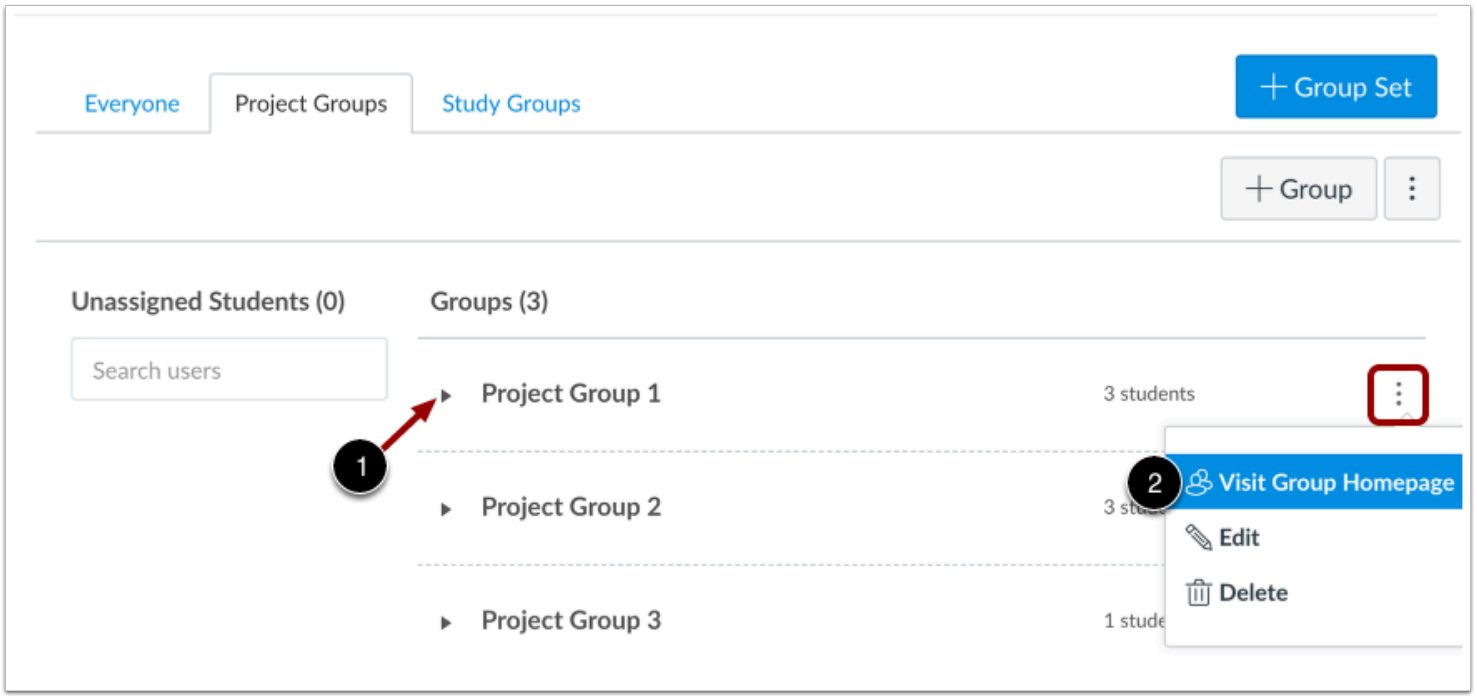
Once you create a group set in the course, the group set displays as a linked tab for easy access to the group set information [1]. You can click any tab to view a group set for a user group.

You can also click the **Options** menu [2] and select the **View User Groups** link [3]. The page will open the first group set in the course.



When you view a group set, the outlined tab shows the group set you are viewing. Click any tab to view another group set.

View Groups

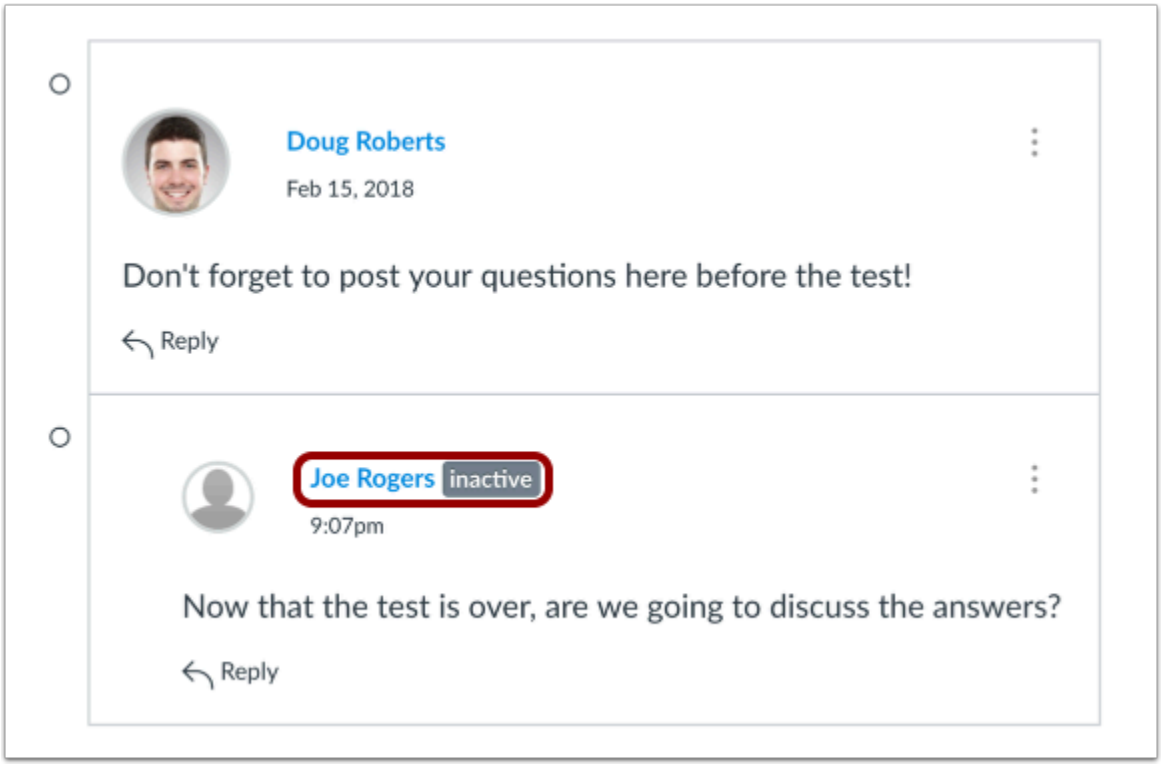


As part of creating a group set, groups are also created manually, automatically, or by importing a CSV file.

By default, all groups are collapsed in the page. You can expand each group and see which students are assigned to each group in the group set, if any, by clicking the arrow next to the group name [1].

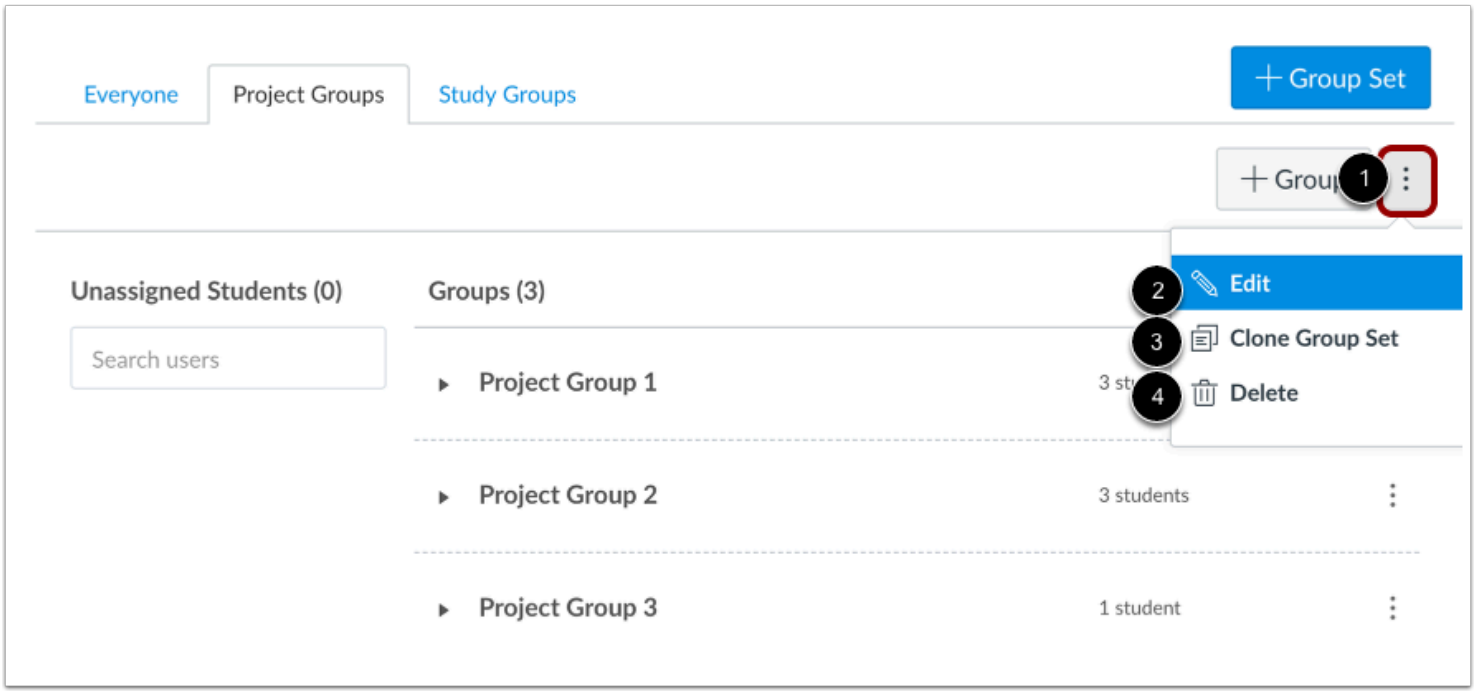
Once students are participating in a group, you can open the group Options menu and view content and activity within a group [2].

View Enrollment Notice



If a group includes an inactive student, a label displays next to the student's name. Inactive student group submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignment and cannot view course grades. Students can view the student's name but will not know the student is inactive. To improve the group experience for all group members, inactive students should be moved to another group.

Manage Group Set



To manage the details of the group set, click the **Options** menu [1].

To edit the group set, click the **Edit** link [2].

To clone the group set, click the **Clone Group Set** link [3]. Cloning a group set will copy the entire group set, including all groups, group leaders, and memberships. You can also create a new name to differentiate the cloned group set. If you do not change the name, the group name will remain the same but identified as a clone.

If you want to modify a group but the group includes student submissions, you should clone the group instead of modifying the group memberships. Modifying the group may have unintended consequences for student grades.

To delete the group set, click the **Delete** link [4]. Deleting a group set also deletes all the groups within the group set.

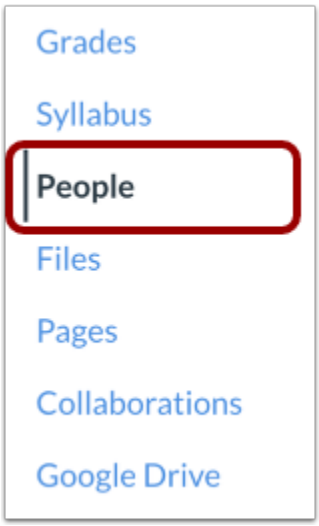
How do I add a group set in a course?

Group sets house the different groups within a course. Before creating a new group set, you may want to view the existing group sets. You can also clone an existing group set. You can also edit or delete an existing group set.

Once you have created a group set, you can manually create groups in the set or automatically create groups in the set. Alternatively, you can create and assign students to groups by importing a CSV file.

Note: Canvas allows you to create up to 200 groups.

Open People

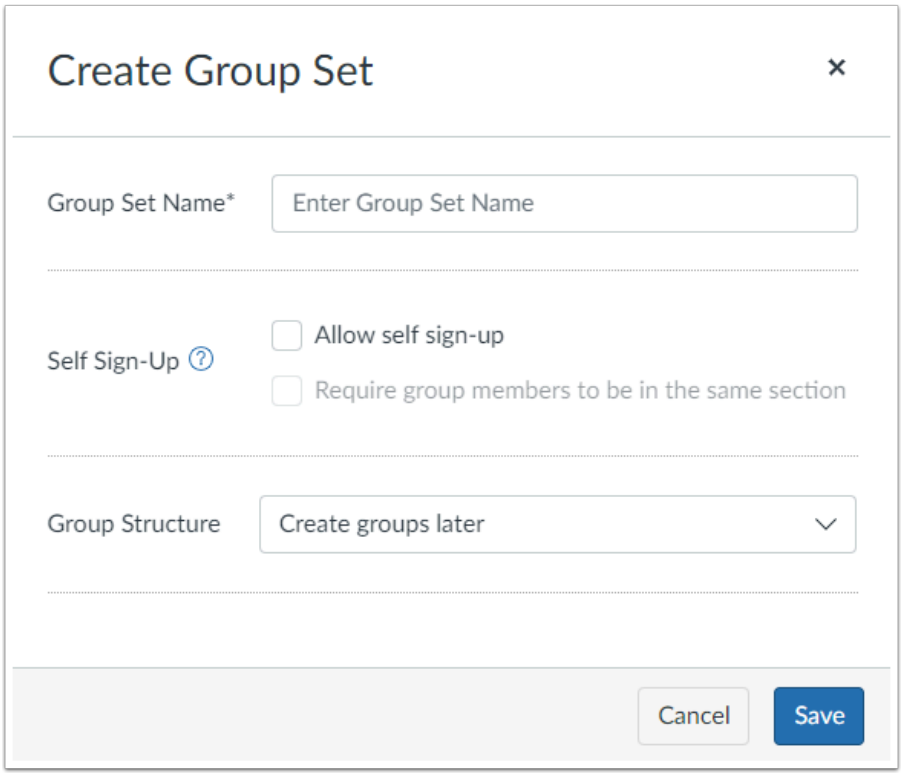


In Course Navigation, click the **People** link.

Add Group Set

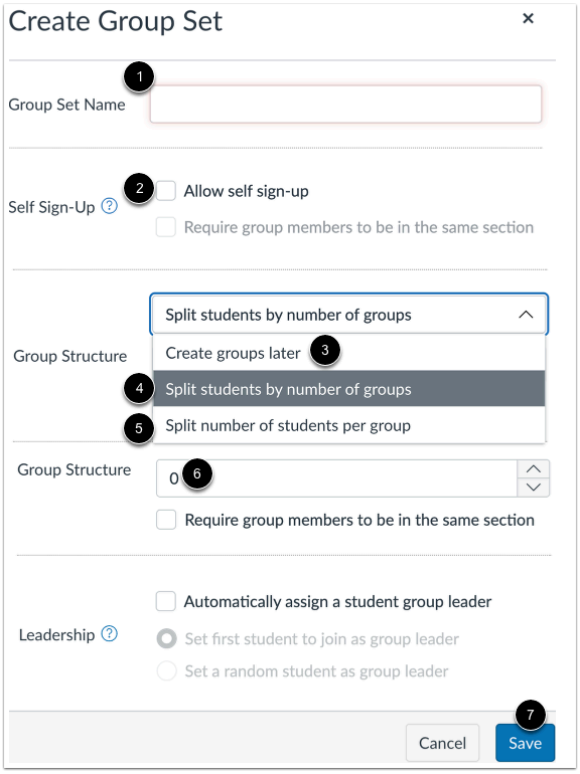


Click the **Add Group Set** button. The **Create Group Set** window will pop up.



The **Create Group Set** window displays.

Save Group Set



Name the new group by typing it in the **Group Set Name** field [1].

You can allow self sign-ups by selecting the **Allow self sign-up** checkbox [2].

To manually create groups or create groups using a CSV file, click the **Create groups later** option [3].

From the drop-down menu, select the **Split students by number of groups** option [4].

You can automatically create groups by splitting the students into equal groups or selecting the number of students per group. To split the students into a number of equal groups, select the **Split students by [number] groups** option in the drop down menu [5].

To create groups with a certain number of students, use the arrows or type the number of students per group in the dialog box [6].

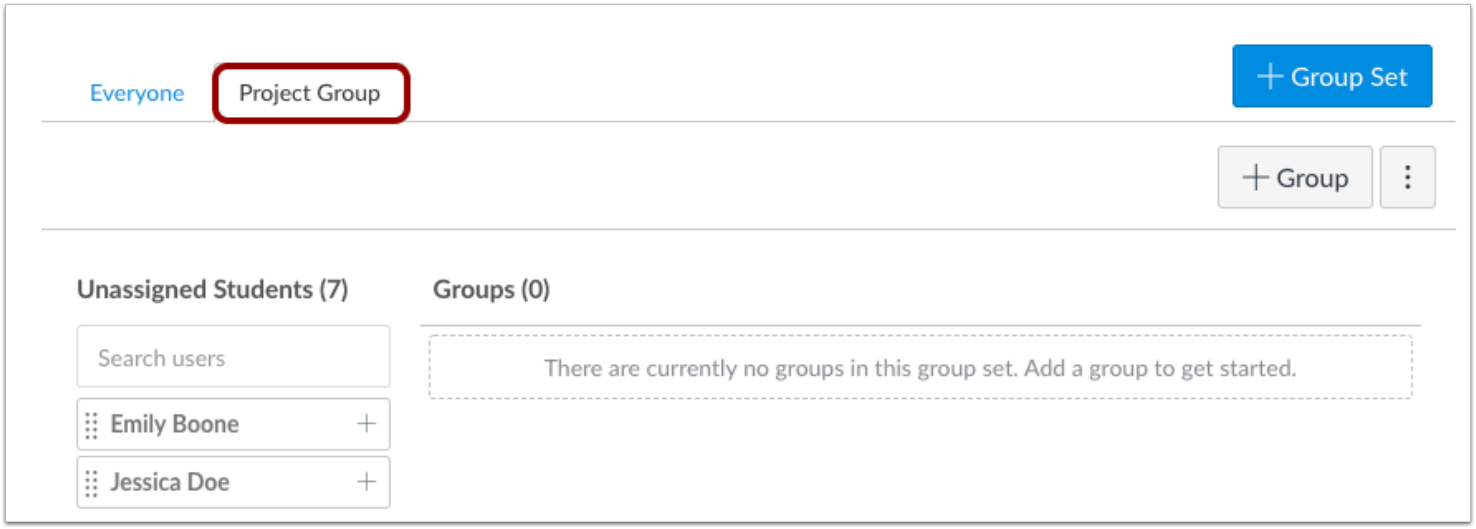
Click the **Save** button [7].

Notes:

- Except when creating groups manually, you can automatically set student group leaders.

- The Require group members to be in the same section option is available in self sign-up and automatically created groups. When the Require group members to be in the same section checkbox is selected, a tool tip displays the message: Students who are enrolled in multiple sections will be put in a group by themselves.
- The maximum number of groups that Canvas can create for an automatically assigned group set is 200. If you ask Canvas to create more than 200 groups, it will only create 200.

View Group Set



View the group set you created.

How do I edit or delete a group set in a course?

Once you have created a group set, you can edit it at any time. Editing a group set allows you to change the group set name, create self sign-up groups, and assign a student group leader.

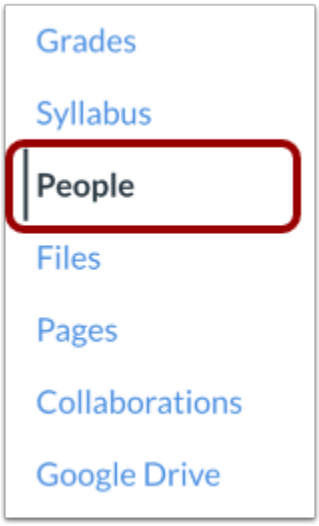
If self sign-up is allowed, you can also set or change the number of group members allowed in a group, but changing a member limit will apply to all groups in your group set. You can modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.

You can delete a group set from your course if necessary. Deleting a group set also deletes all groups within that set.

Notes:

- If you delete a group set that has been used for a graded group assignment, student names, rather than group names, display in SpeedGrader. However, students that were assigned grades prior to deleting the group set will still display the same submission, grade, and assignment comments.
- If the deleted group set was assigned for a future group assignment and is not replaced with another group set, students may see a warning that their submission is being used for a group. However, their submission, grade, and assignment comments will only display for them.

Open People



In Course Navigation, click the **People** link.

Open Group Set



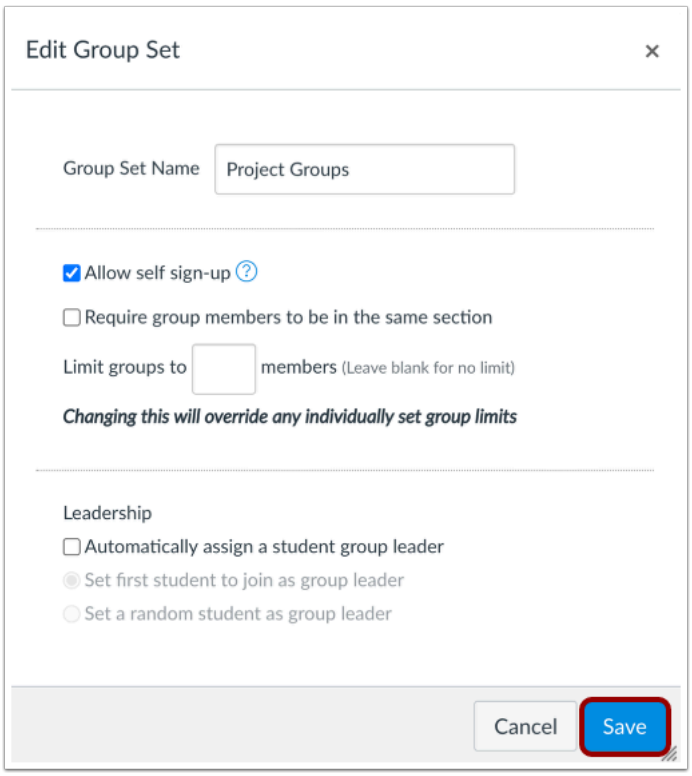
Click the name of the group set.

Edit Group Set



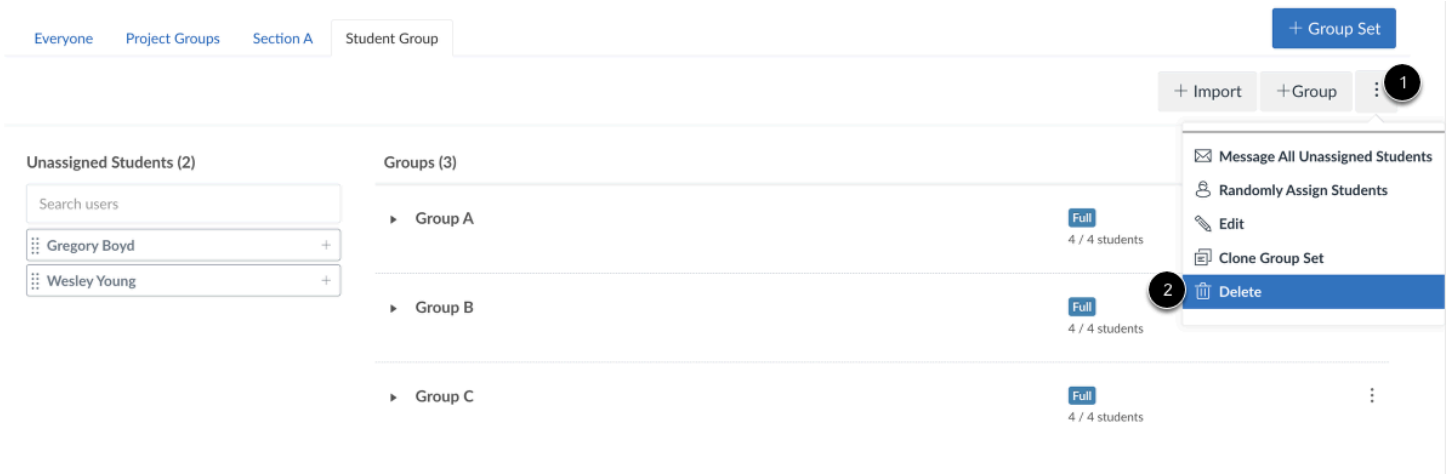
In the group set, click the **Options** menu [1], then click the **Edit** link [2].

Save Group Set



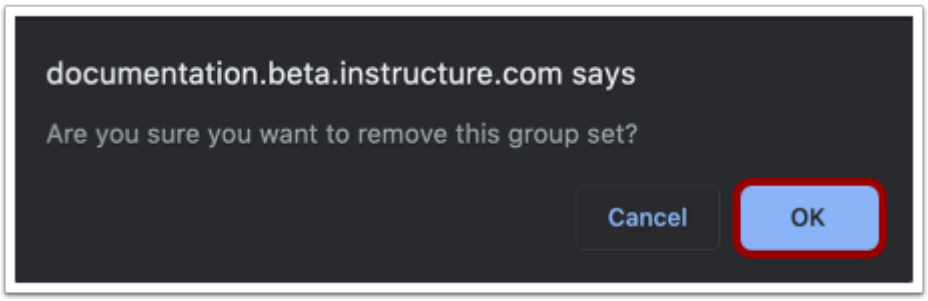
Make edits as necessary to the group set. When you are finished, click the **Save** button.

Delete Group Set



In the group set, click the **Options** menu [1], then click the **Delete** link [2].

Confirm Deletion



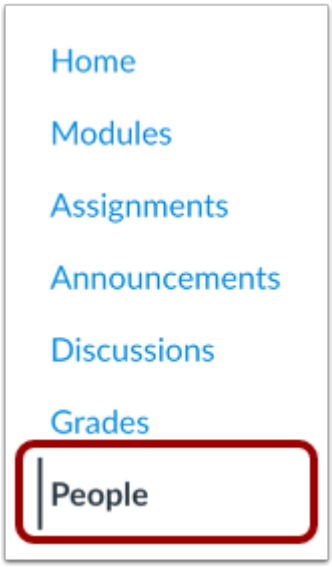
Click the **OK** button.

How do I import groups in a group set?

In a group set, you can choose to create and assign students to groups by importing a CSV file. Alternatively, you can choose to manually create groups or automatically assign students to groups in a group set.

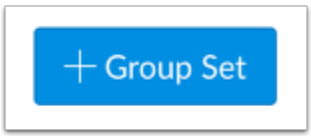
Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People



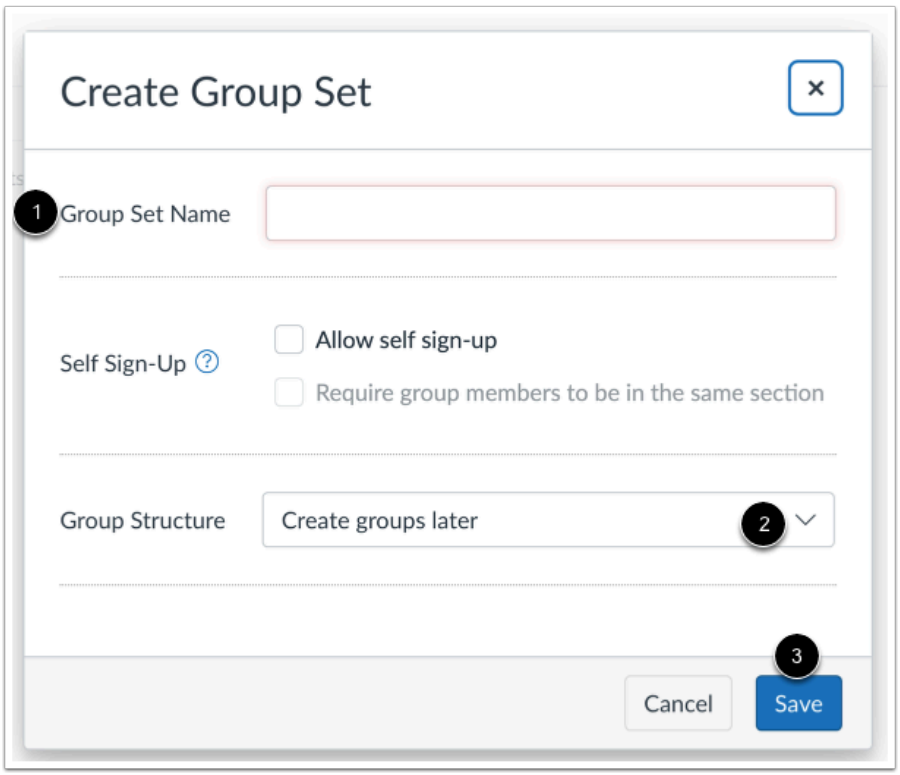
In Course Navigation, click the **People** link.

Add Group Set



Click the **Add Group Set** button.

Save Group Set



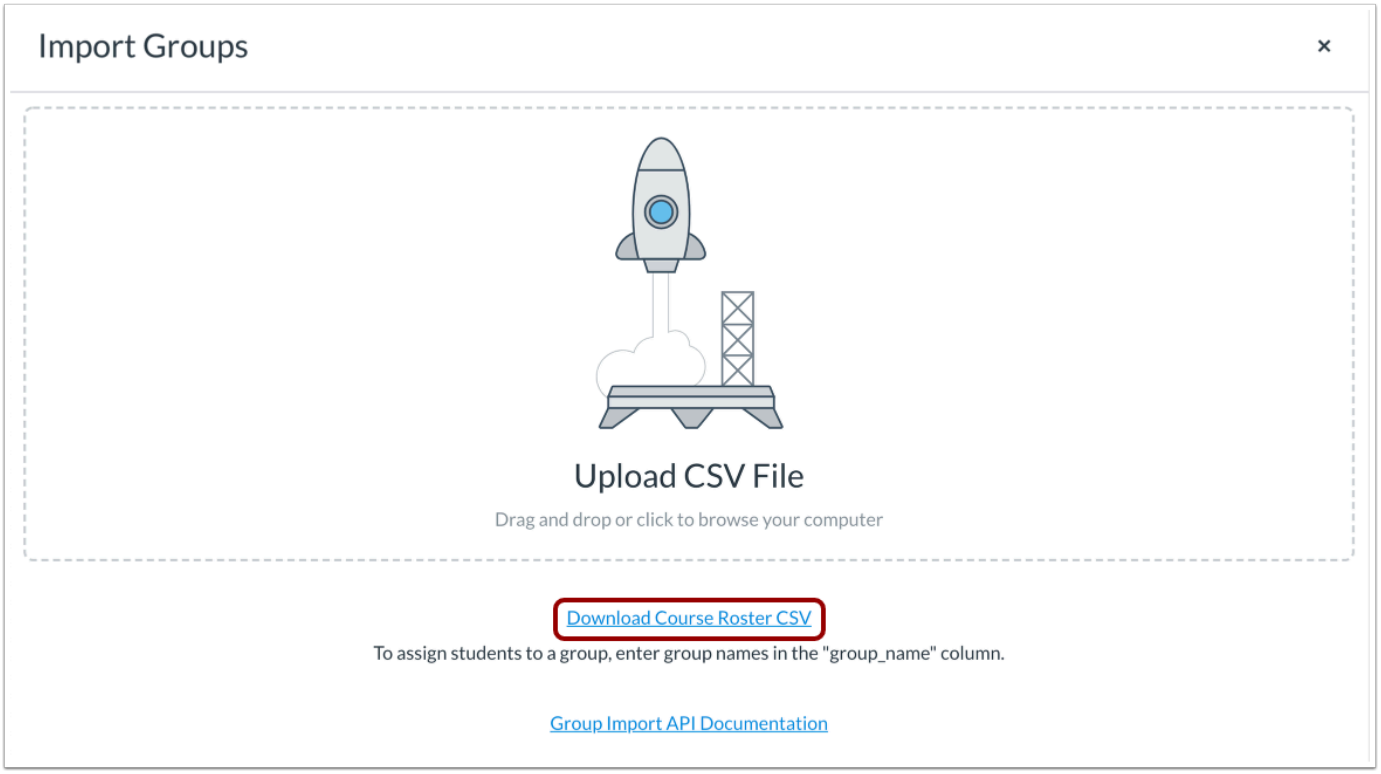
Add a name for the group set [1]. Select the **create groups later** option [2]. Then click the **Save** button [3].

Import Groups



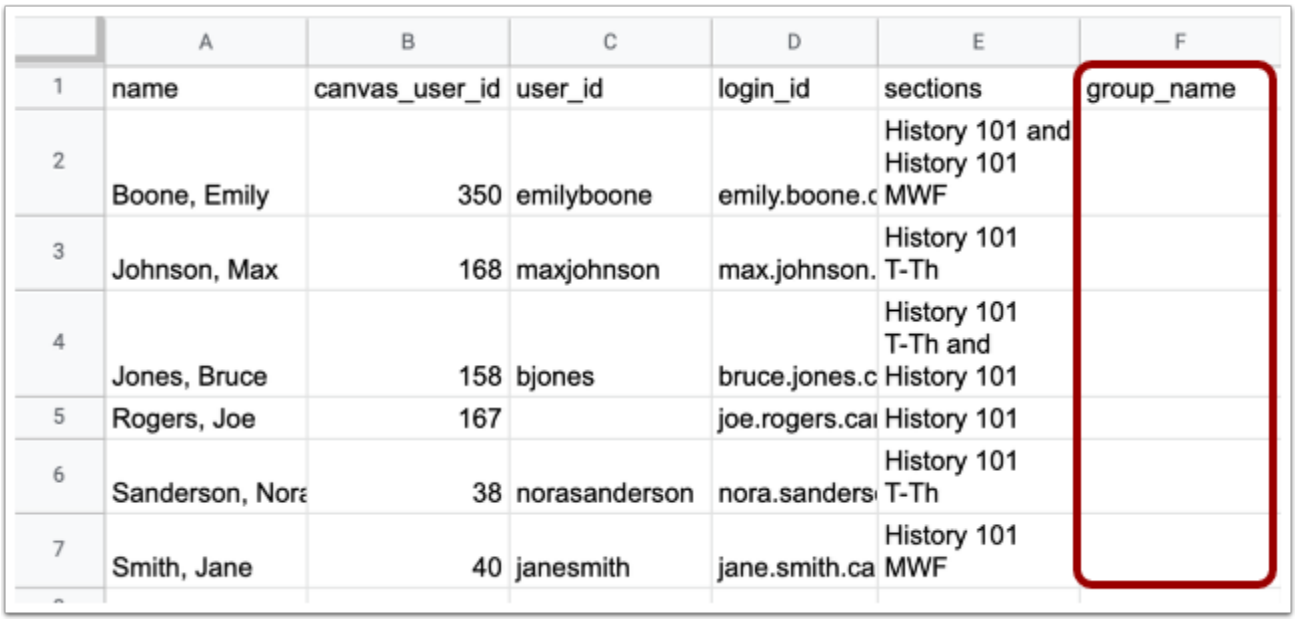
To import groups, click the **Add Import** button.

Download Course Roster CSV File



On the Import Groups page, you can download a template CSV file by clicking the **Download Course Roster CSV** link.

Edit Course Roster CSV File



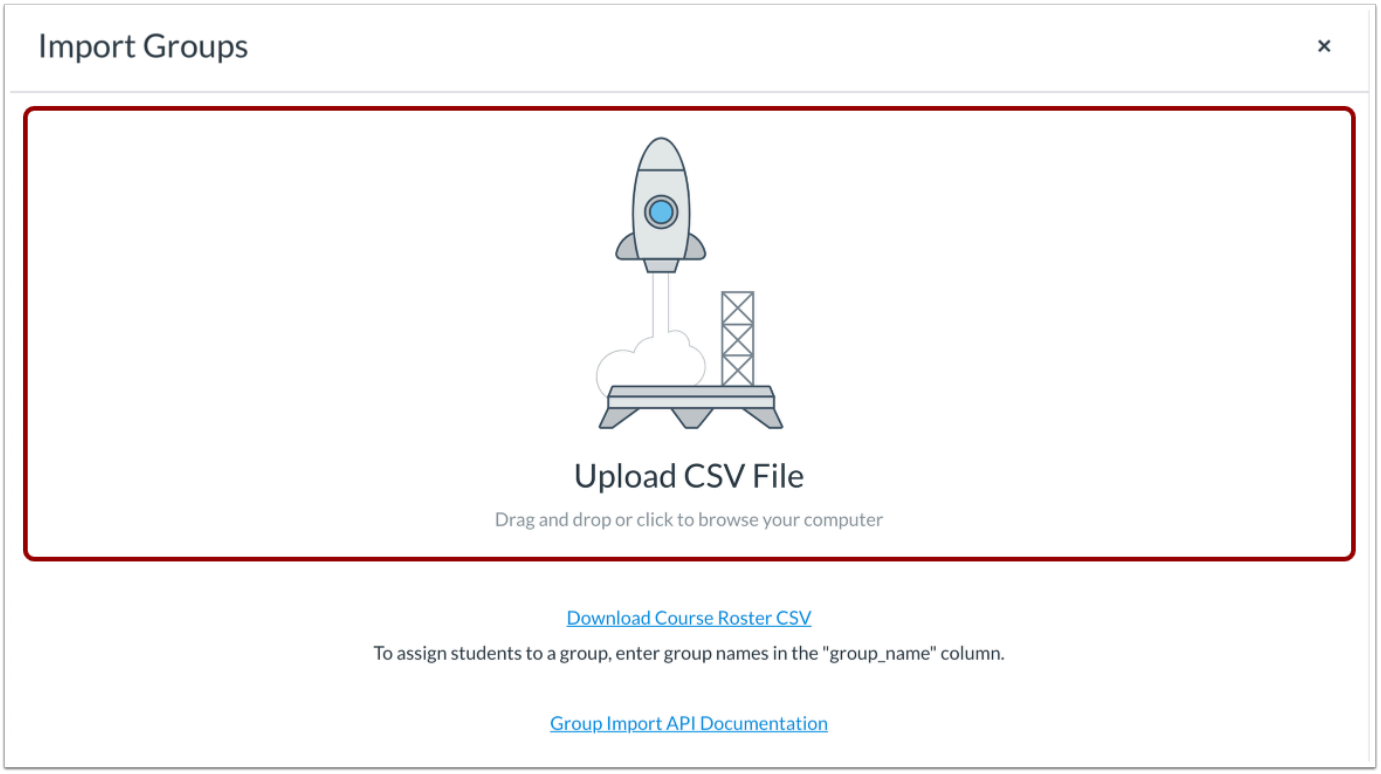
	A	B	C	D	E	F
1	name	canvas_user_id	user_id	login_id	sections	group_name
2	Boone, Emily	350	emilyboone	emily.boone.c	History 101 and History 101 MWF	
3	Johnson, Max	168	maxjohnson	max.johnson.	History 101 T-Th	
4	Jones, Bruce	158	bjones	bruce.jones.c	History 101 T-Th and History 101	
5	Rogers, Joe	167		joe.rogers.ca	History 101	
6	Sanderson, Nora	38	norasanderson	nora.sanders	History 101 T-Th	
7	Smith, Jane	40	janesmith	jane.smith.ca	History 101 MWF	

The Course Roster CSV includes information for each student in the course where applicable, including student name, canvas user ID, user ID, login ID, sections, and group name.

To assign students to a group, enter group names in the "group_name" column.

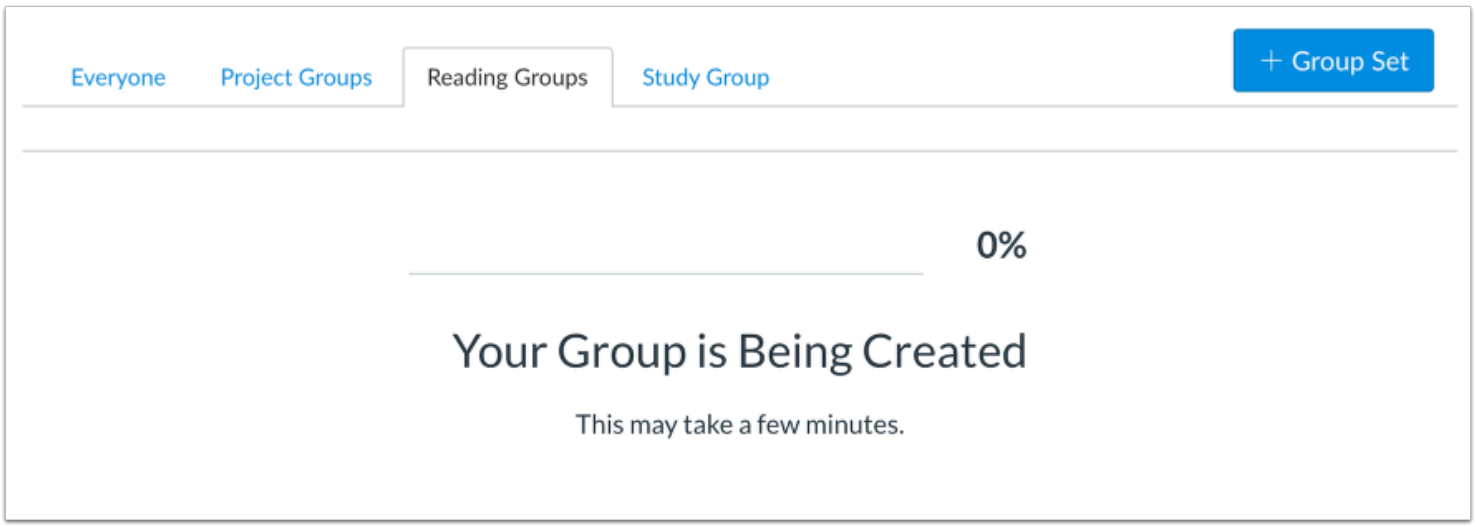
When you're finished editing, save the file as a CSV.

Upload CSV File



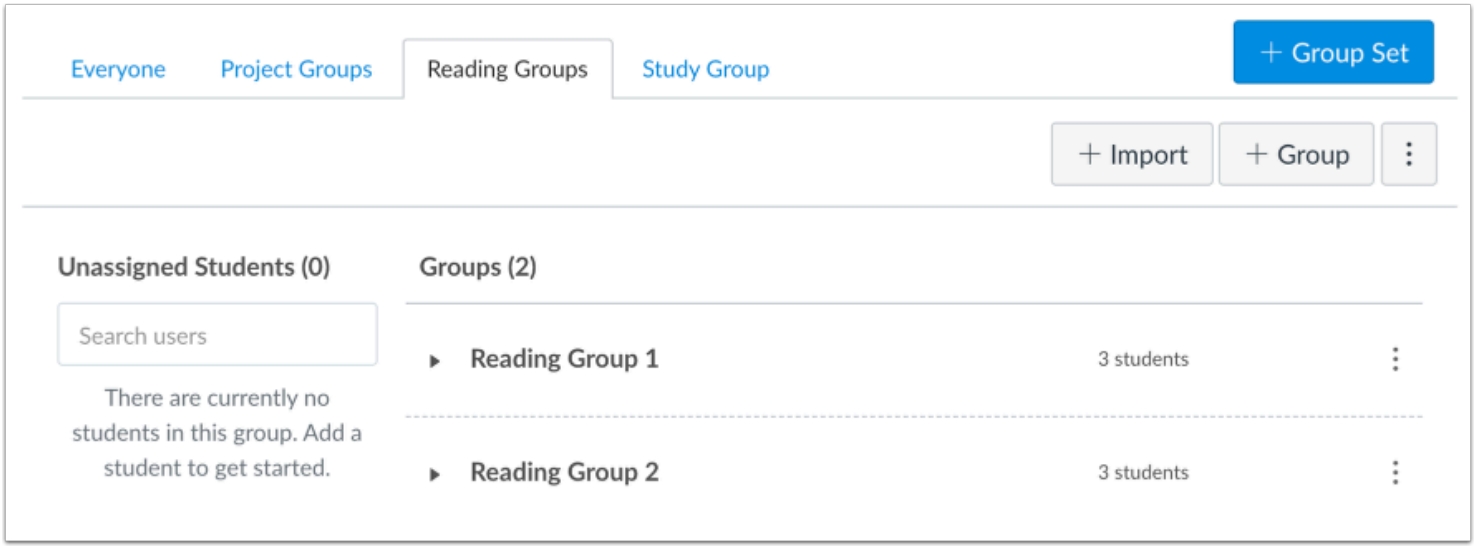
On the Import Groups page, you can upload your CSV file by clicking and dragging the file or clicking the **Upload CSV File** area to browse files on your computer.

Monitor CSV File Upload



A progress bar displays the status of the group creation.

View Groups

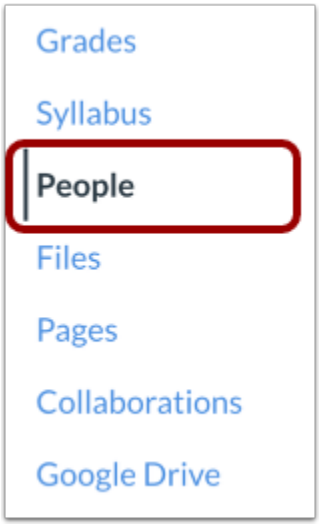


Created groups display in the group set.

How do I automatically create groups in a group set?

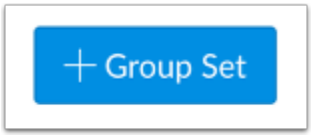
In a group set, you can automatically create groups for users to participate in. You can also manually create groups in a group set or create groups by importing a CSV file.

Open People



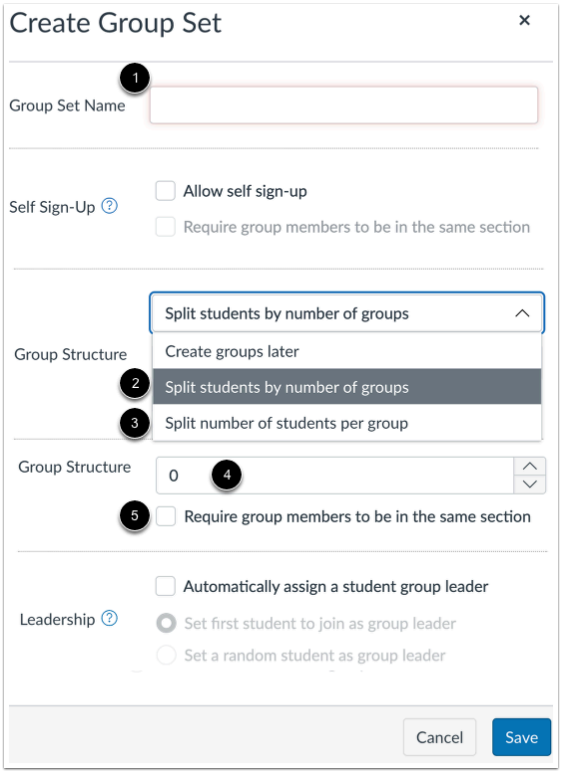
In Course Navigation, click the **People** link.

Add Group Set



Click the **Add Group Set** button.

Create Group Set



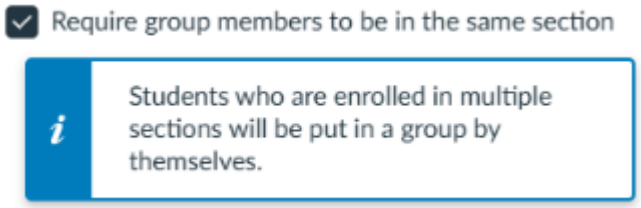
Name your new group by typing in the **Group Set Name** field [1].

To split students into a number of equal groups, select**Split students by number of groups**from the drop-down menu [2]. To create groups with a certain number of students, select**Split number of studentsper group**from the drop-down menu [3]. Then use the arrows or type the number of students per group in the dialog box [4].

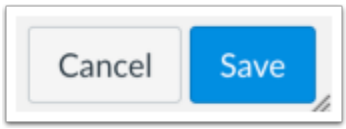
To require group members to be in the same section, click the **Require group members to be in the same section** checkbox [5].

Notes:

- If you require group members to be the same section and split the number of students per group, groups may contain varying numbers of students.
- When the Require group members to be in the same section checkbox is selected, a tool tip displays the message: Students who are enrolled in multiple sections will be put in a group by themselves.



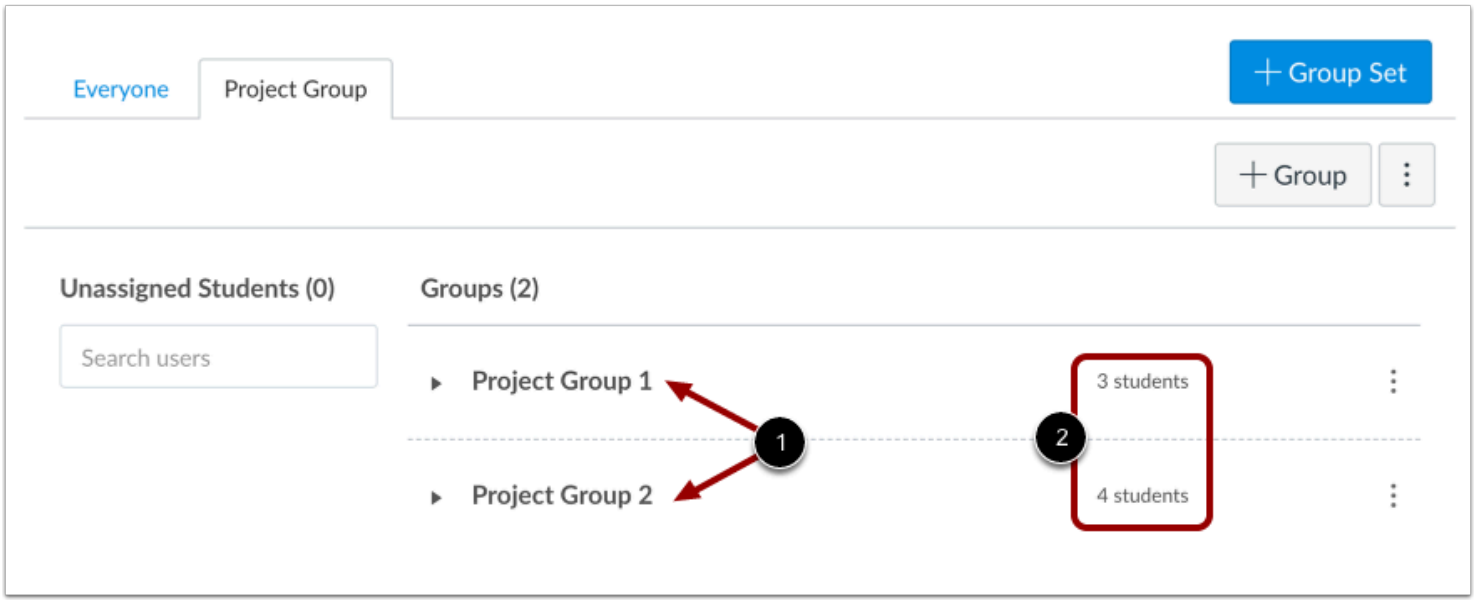
Save Group Set



Click the **Save** button.

Note: Groups will be automatically named based on the group set name.

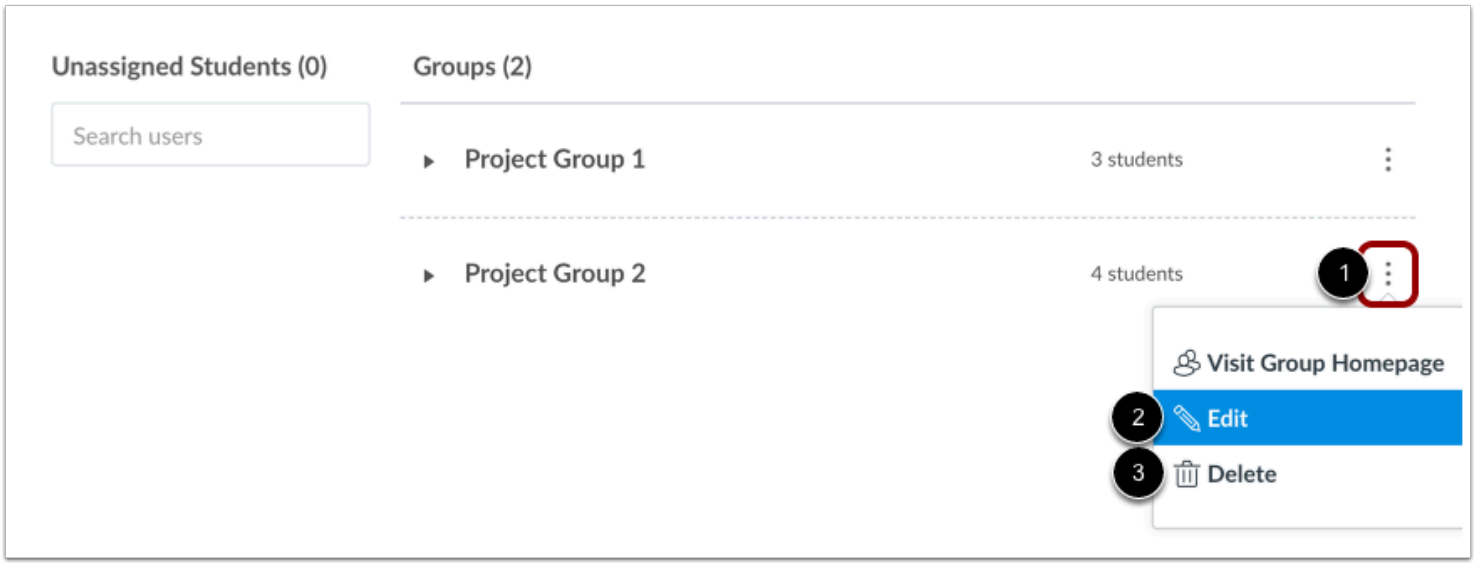
View Groups



The number of groups you created display in the group set [1]. Each group shows the number of students added to each group [2].

You can manually reassign students to a different group if necessary.

Manage Group



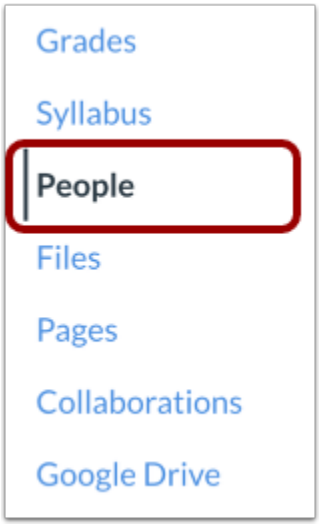
To manage a group, click the **Options** menu [1]. To edit the group name, click **Edit** [2]. To delete the group, click **Delete** [3].

How do I manually create groups in a group set?

In a group set, you can choose to manually create groups. You can also automatically create groups in a group set or create groups by importing a CSV file.

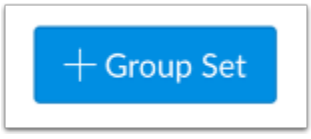
Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People



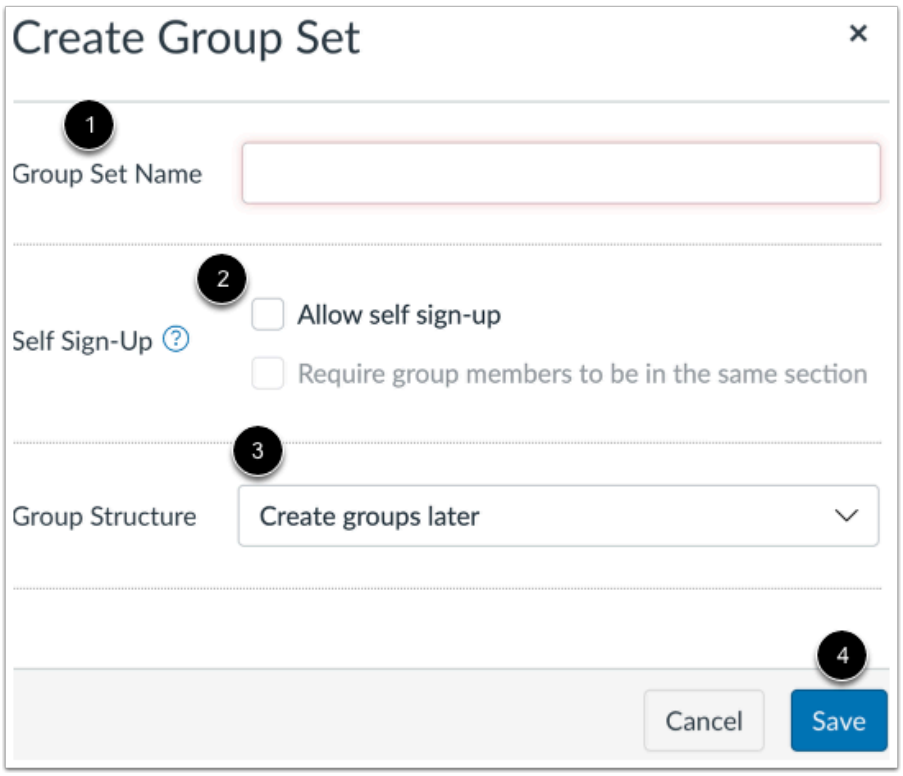
In Course Navigation, click the **People** link.

Add Group Set



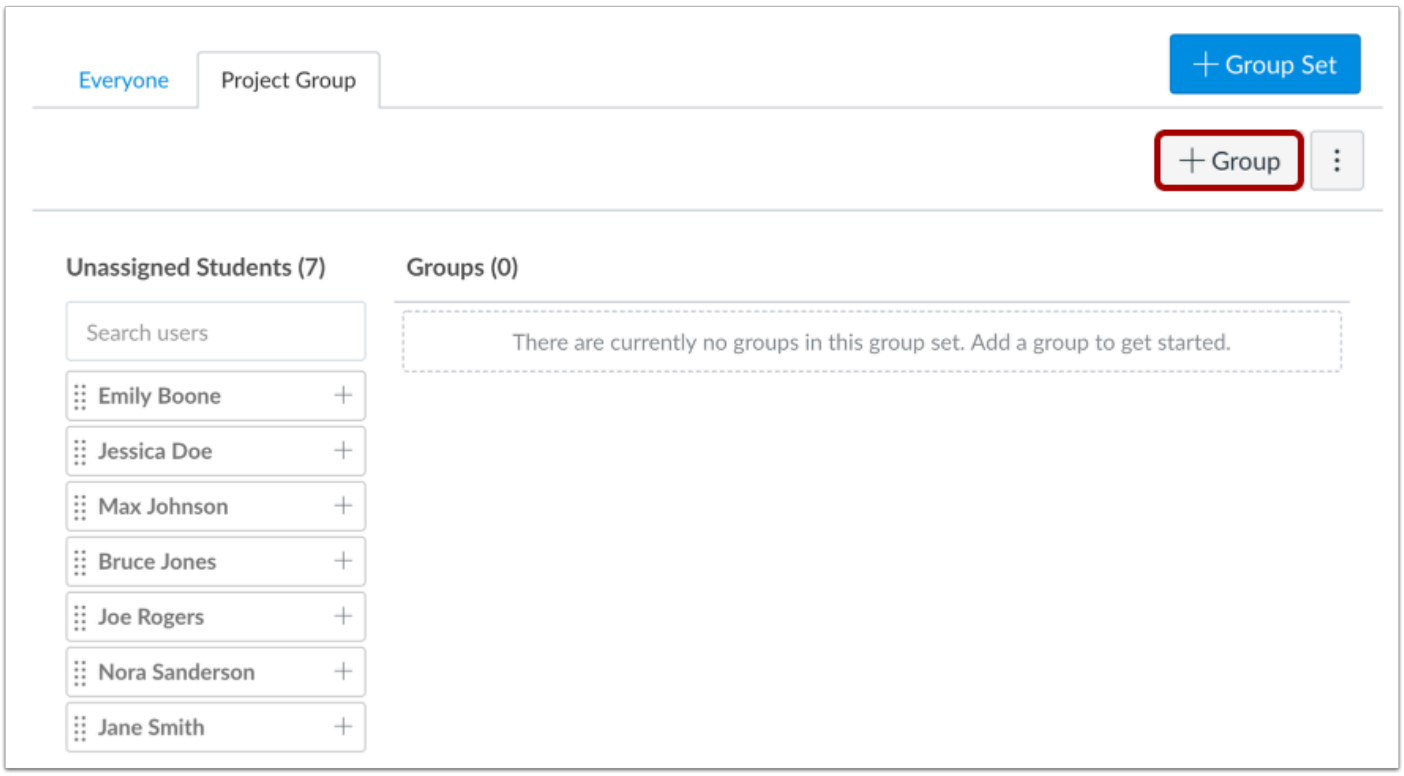
Click the **Add Group Set** button.

Save Group Set



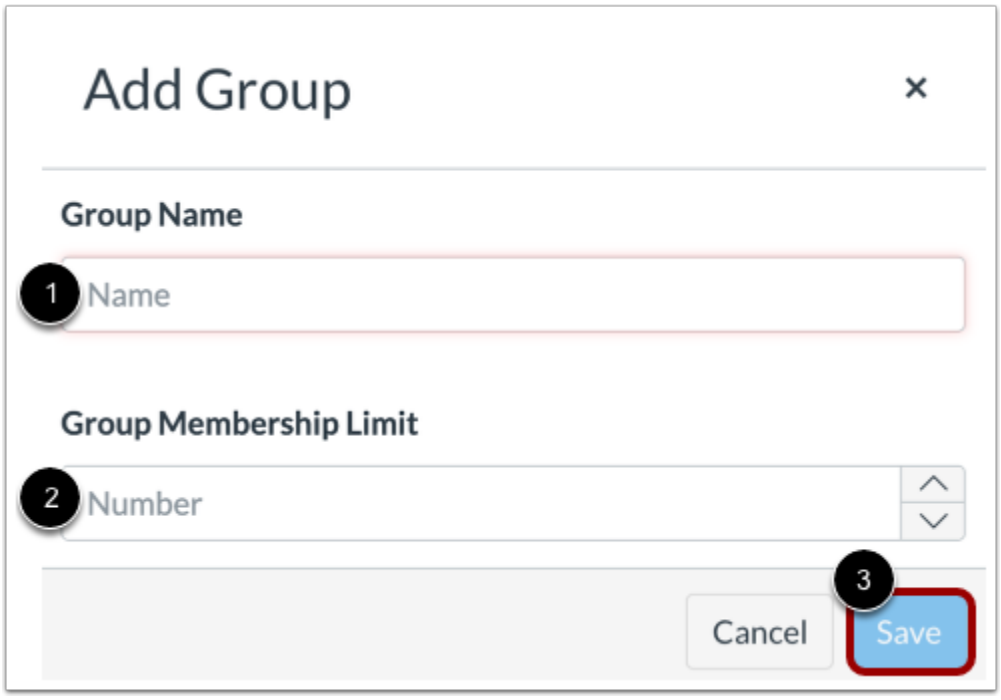
Add a **Group Set Name** [1]. Select whether you would like to allow self sign-up [2]. Make sure the **Create groups later** option is selected from the Group Structure drop-down menu [3]. Then click the **Save** button [4].

Add Group



Click the **Add Group** button.

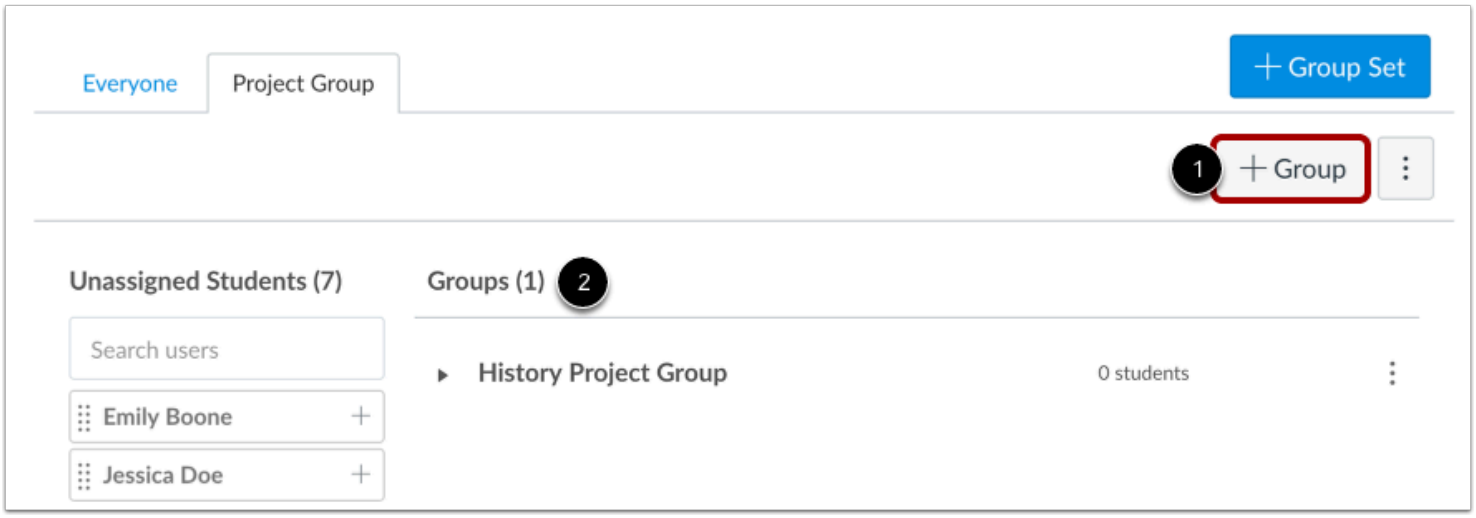
Save Group



Name the group by typing in the **Group Name** field [1]. If you want to limit groups to a specific size, enter the maximum number of group members in the **Group Membership Limit** field [2]. Click the **Save** button [3].

Note: If your group set allows self sign-up and you set a group limit for the entire group set, the group limit will apply to each individual group you create. The option above allows you to modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.

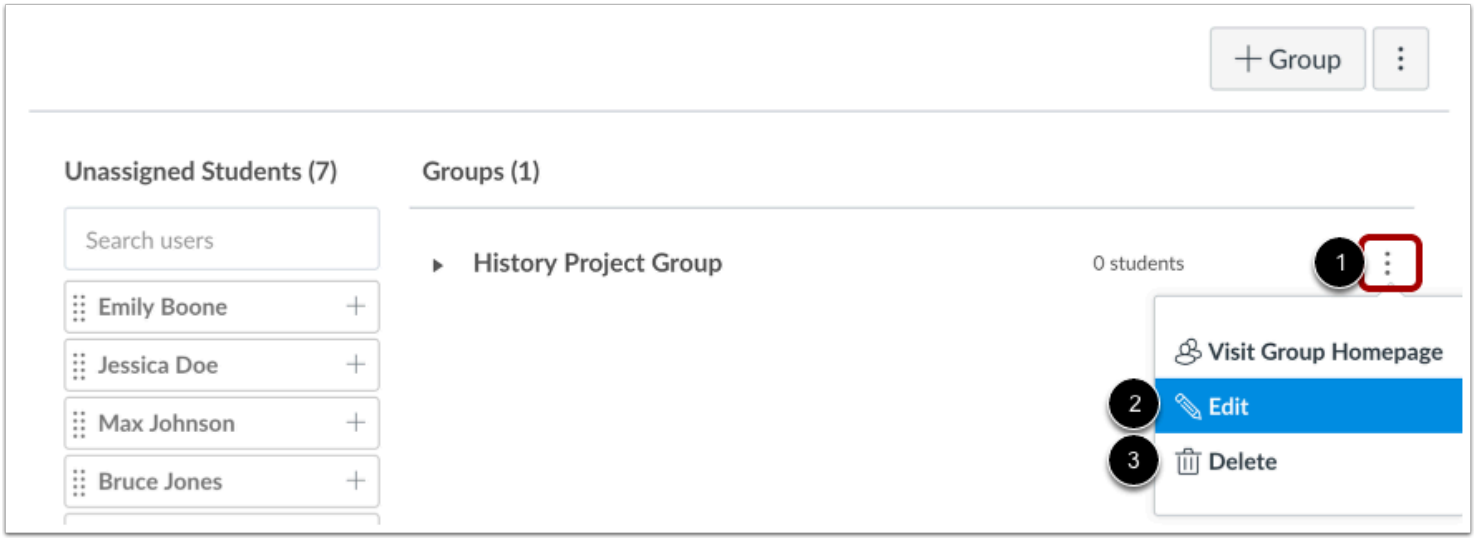
View Group



To create another group, click the **Add Group** button [1]. You can create as many groups as you need. You can keep track of the groups by locating the groups counter [2].

Students can be assigned to groups manually, automatically, or by importing a CSV file.

Manage Group



To manage a group, click the group **Options** menu [1]. To edit the name of the group, click the **Edit** link [2]. To delete the group, click the **Delete** link [3].

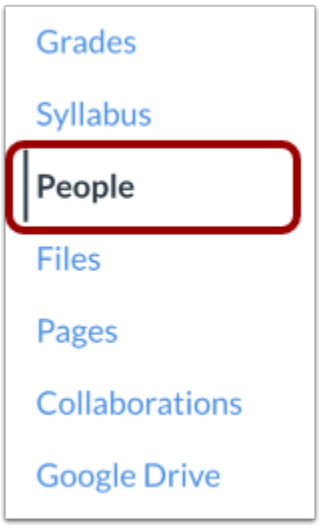
How do I create self sign-up groups in a group set?

Self sign-up groups allow users to choose the group they want to be in as part of a group set. You can also limit the number of members who can sign up for each group.

Notes:

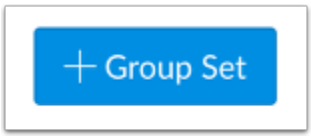
- You may have to change the group settings later if you want to prevent students from switching groups.
- Students are unable to sign up for groups if the People link has been hidden from Course Navigation.

Open People



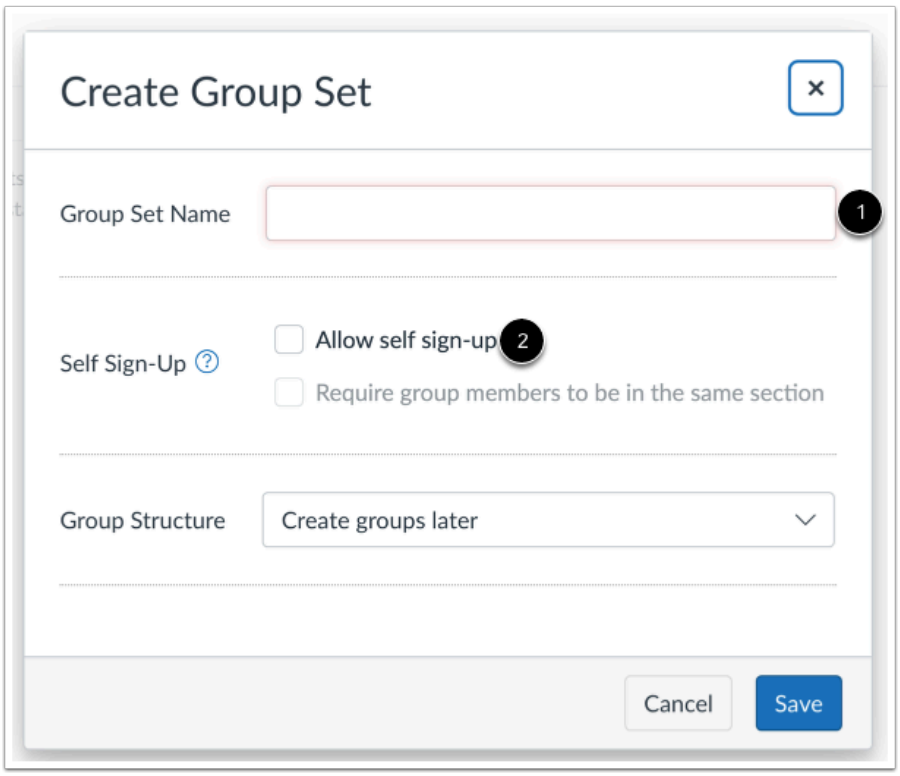
In Course Navigation, click the **People** link.

Add Group Set



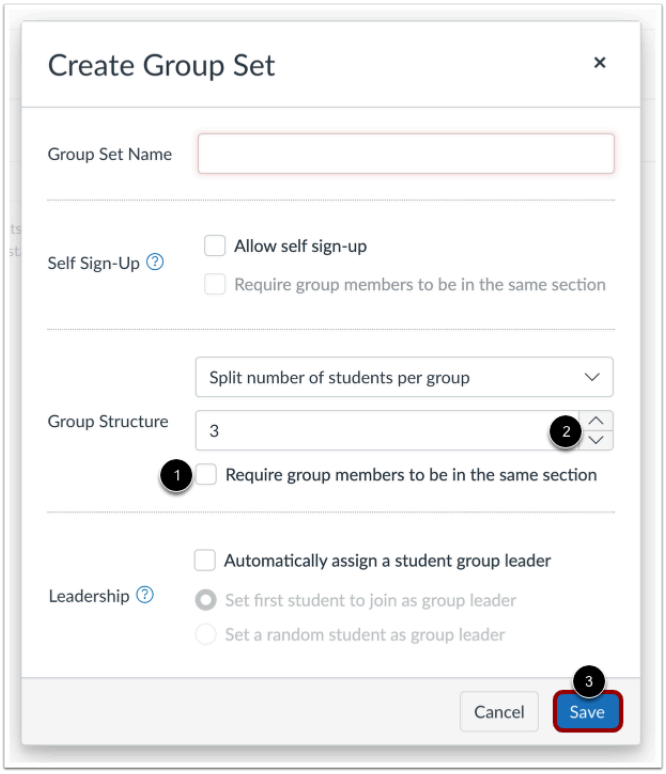
Click the **Add Group Set** button.

Allow Self Sign-up

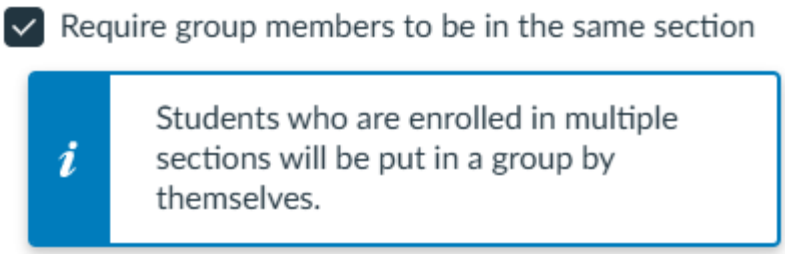


Create a name for the group set in the **Group Set Name** text field [1]. Click the **Allow self sign-up** checkbox [2].

Save Group Set



If you want to require group members to be in the same section, click the **Require group members to be in the same section** checkbox [1]. When the Require group members to be in the same section checkbox is selected, a tool tip displays the message: Students who are enrolled in multiple sections will be put in a group by themselves.

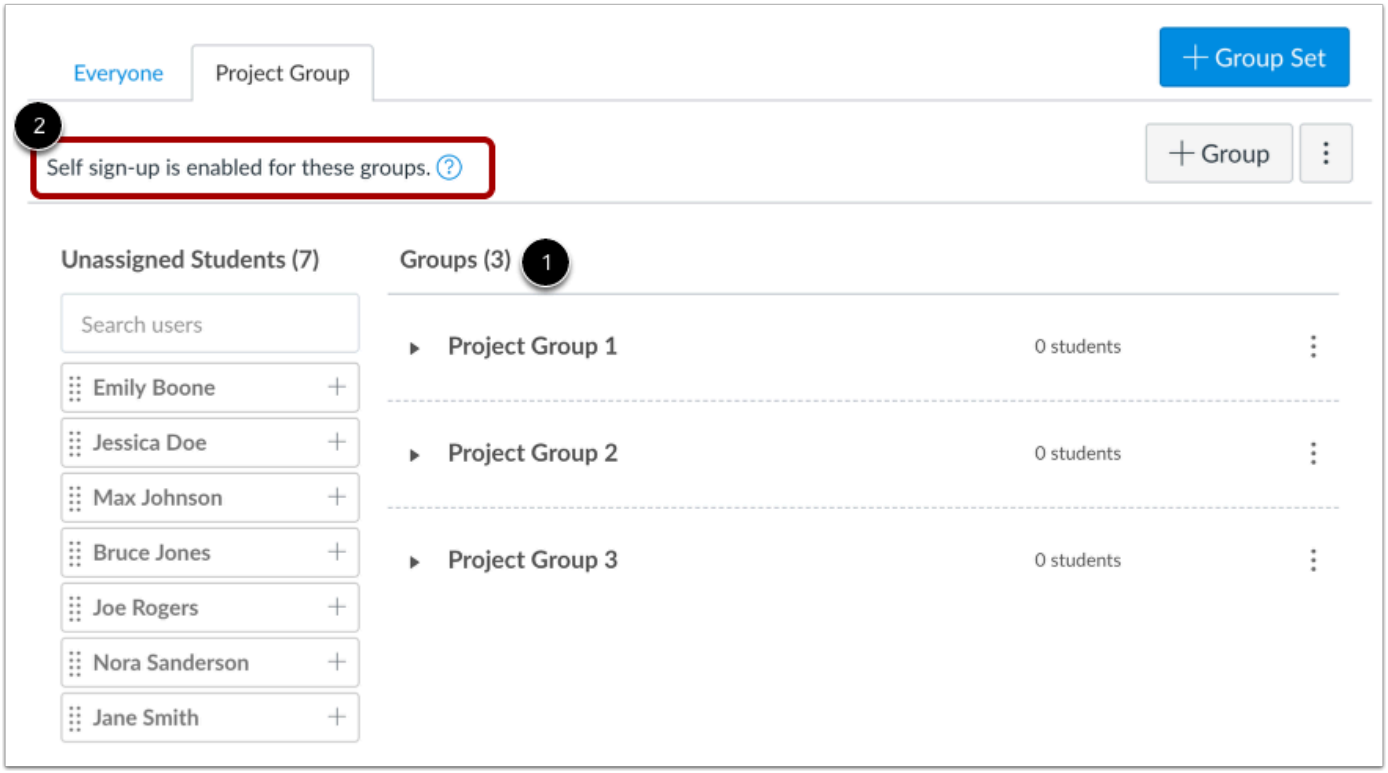


Next to the Group Structure heading, enter the number of groups you would like to create [2]. You can create more groups at a later time, if necessary. You can also use the arrows in the number field to increase or decrease the number.

Click the **Save** button [3].

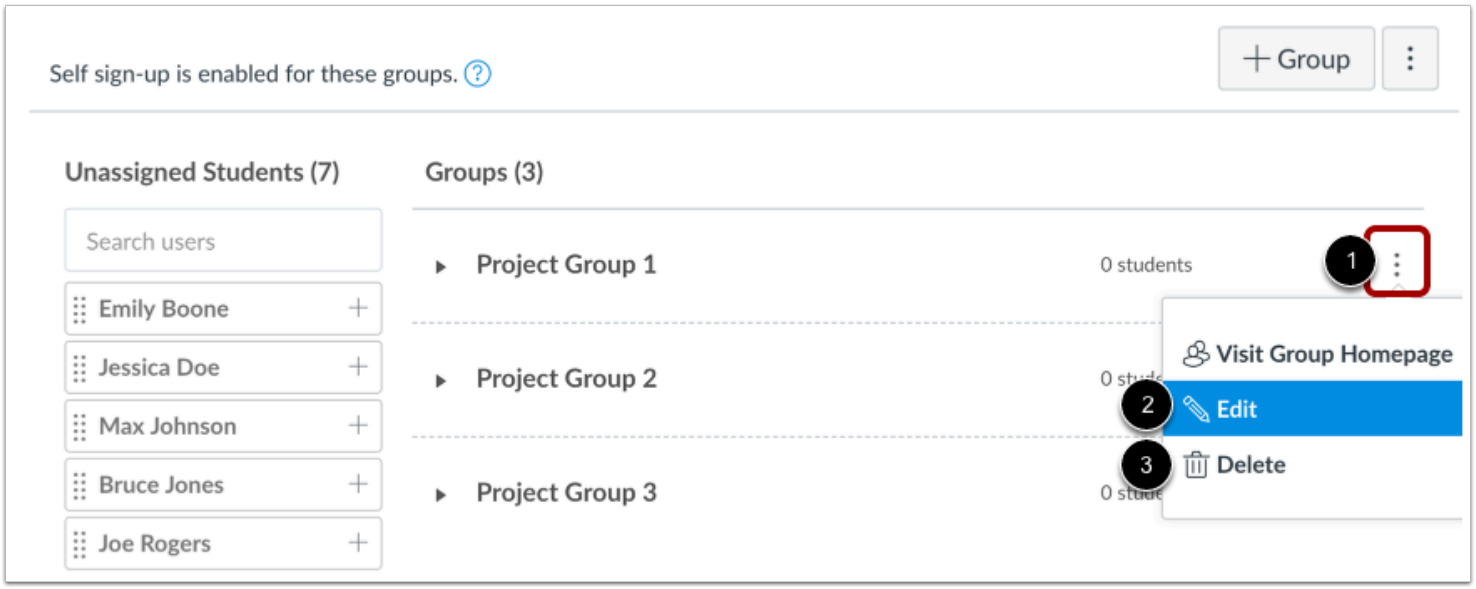
Note: Groups will be automatically named based on the group set name.

View Groups



View your new groups in your group set [1]. Verify your self sign-up group underneath the group title and group settings [2].

Manage Group



To manage a group, click the group Options menu [1]. To edit the name of the group, click the **Edit** link [2]. To delete the group, click the **Delete** link [3].

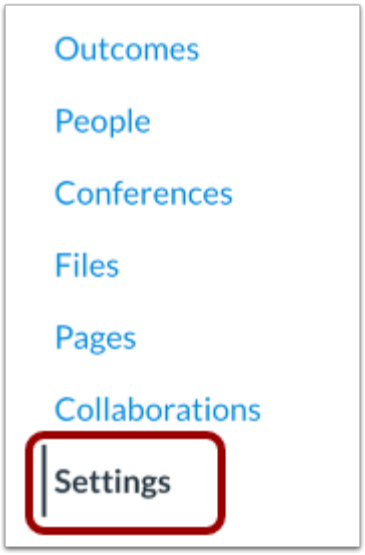
How do I allow students to create their own student groups?

You can allow students to create their own student groups in your course. Groups created by students cannot be used to assign group projects. Students can be a member of more than one student group. Students can create students groups to create study groups, collaborate on projects, host discussions, and schedule meetings and conferences.

When new student groups are created, they will display on the Student Groups tab on the People page.

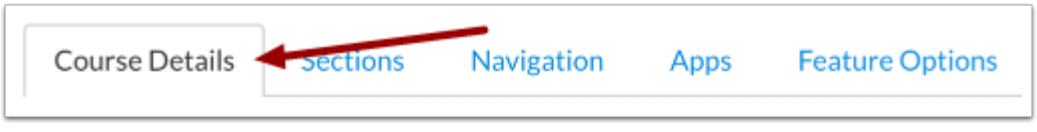
Note: If necessary, student groups listed in the Student Groups tab on the People page can be deleted. However, the Student Groups group set cannot be deleted if student groups have been added to the set.

Open Settings



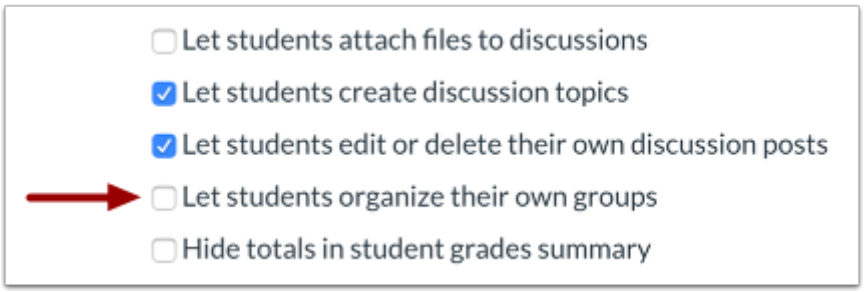
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Enable Student Groups



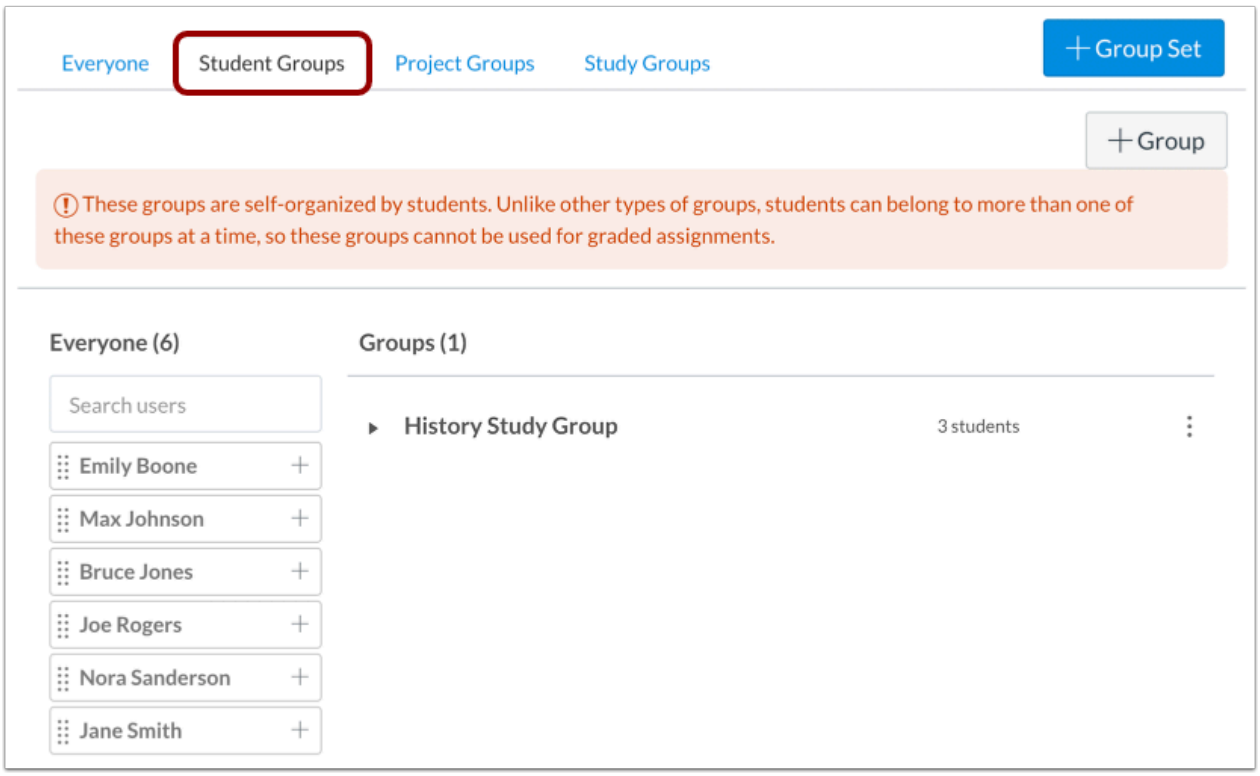
To allow students to create their own student groups, select the **Let students organize their own groups** checkbox.

Update Course Details



Click the **Update Course Details** button.

View Student Groups

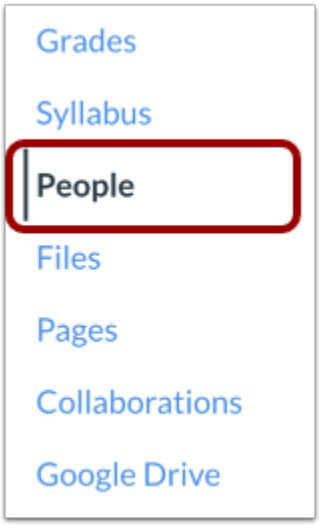


On the People page, you can view student groups. Click the **Student Groups** tab to view groups created by your students.

How do I automatically assign students to groups?

Once you create groups in a group set, you can randomly automatically assign students to those groups. Alternatively, you can choose to manually assign students to groups or create and assign students to groups by importing a CSV file.

Open People



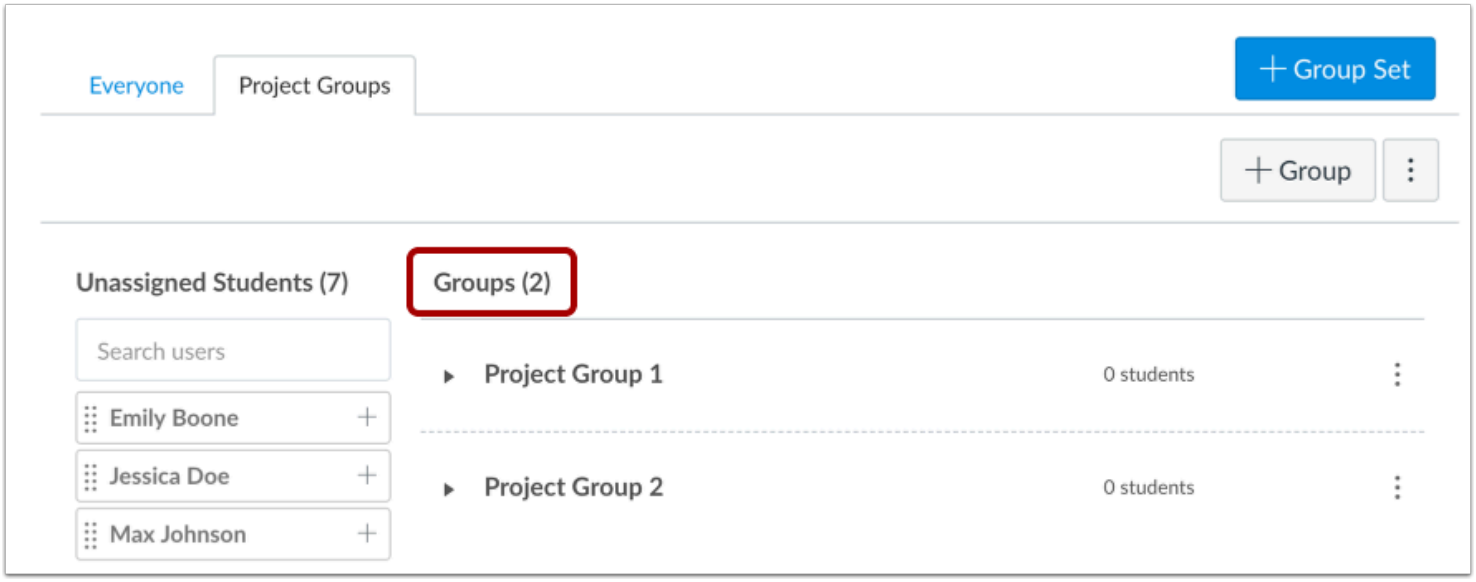
In Course Navigation, click the **People** link.

Open Group Set



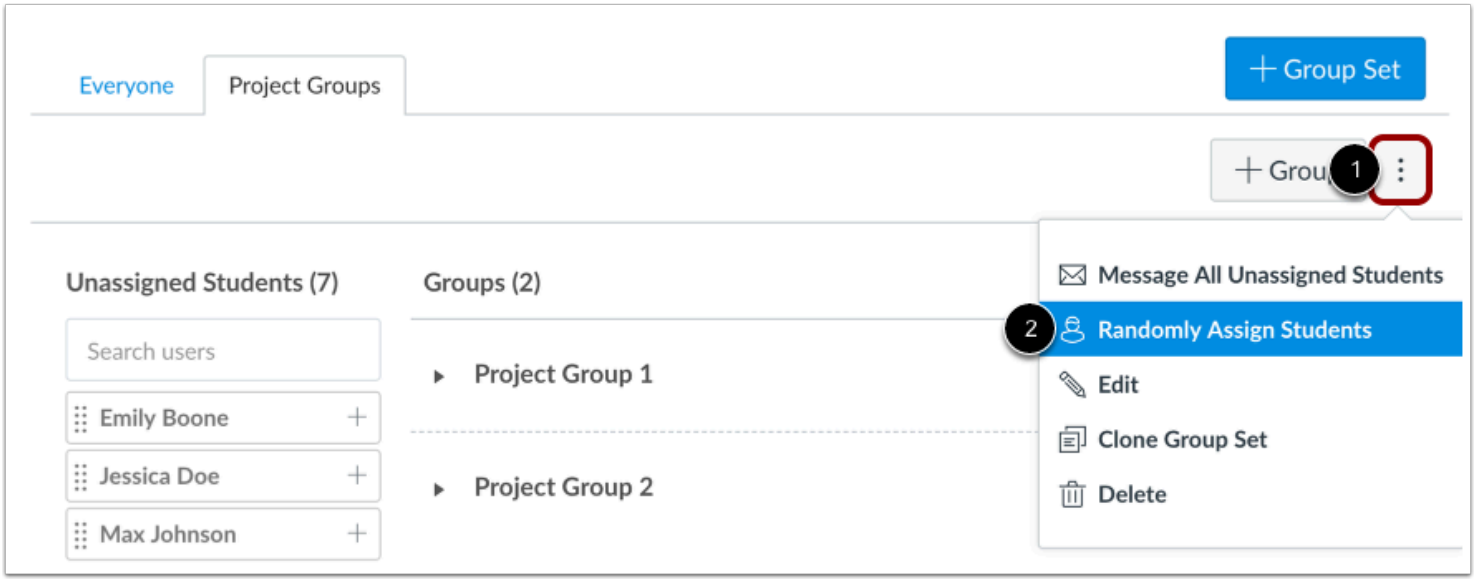
Click the name of the group set.

Confirm Groups



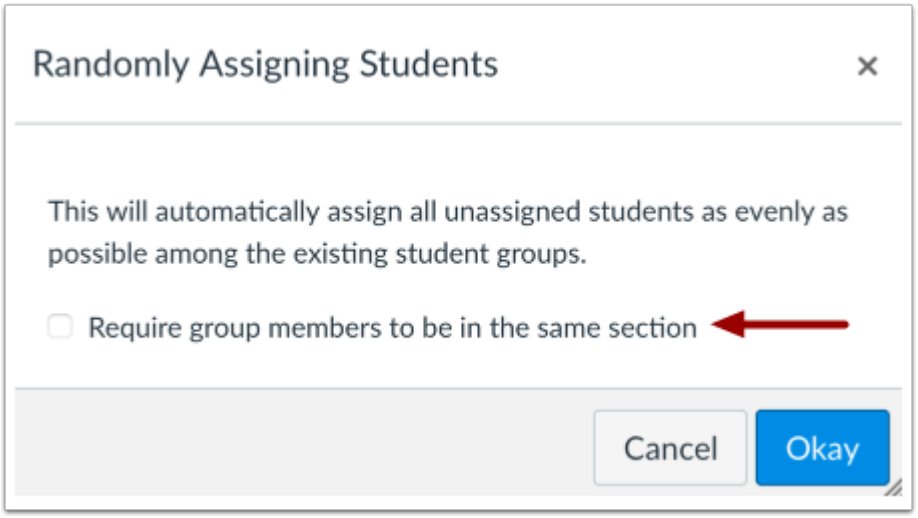
Confirm you have created all the groups for this group set. If you need more groups, you can create additional groups manually.

Randomly Assign Students

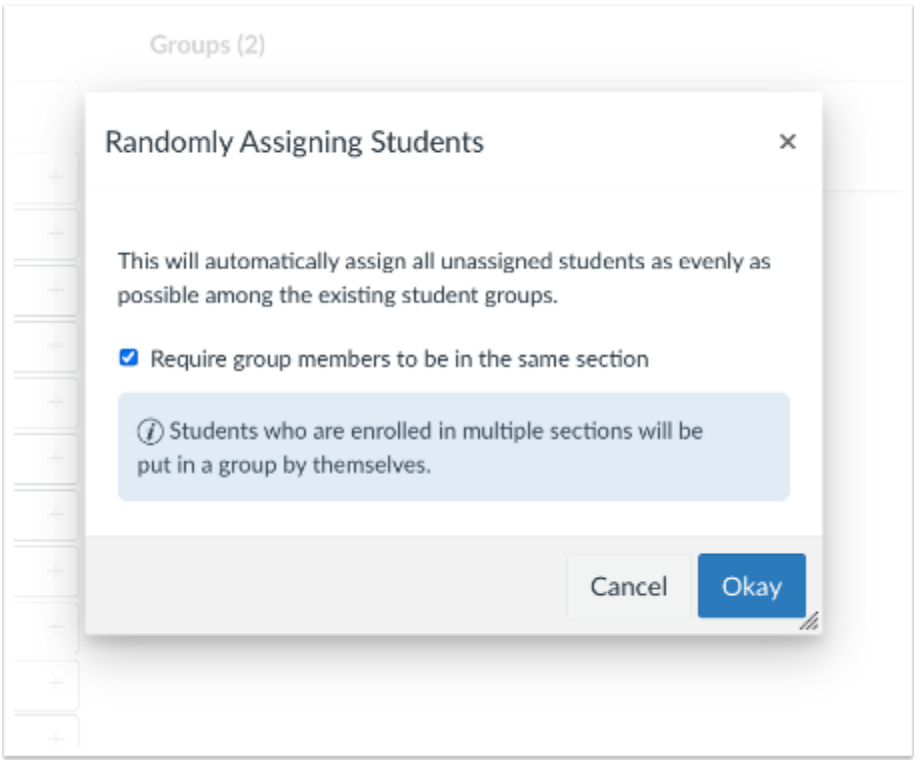


Click the **Options** menu [1], then click the **Randomly Assign Students** link [2].

Require Same Section for Groups



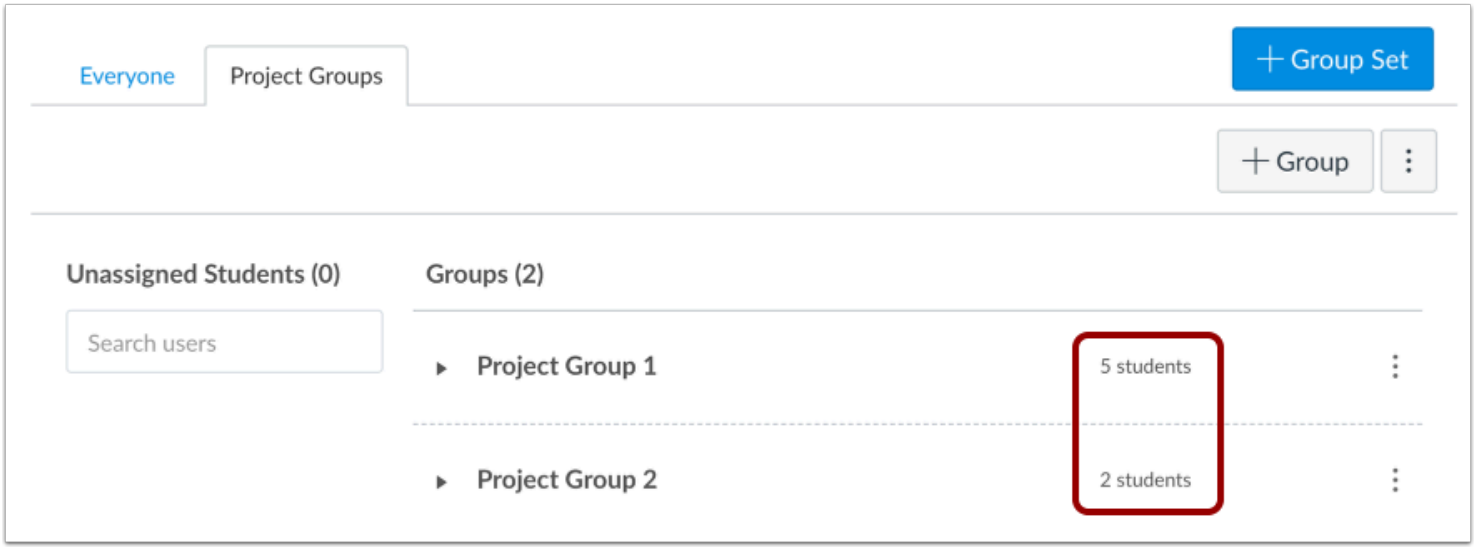
If you want to require group members to be in the same section, select the **Require group members to be in the same section** checkbox.



When the Require group members to be in the same section checkbox is selected, a tool tip displays the message: Students who are enrolled in multiple sections will be put in a group by themselves.

Click the **Okay** button.

View Groups



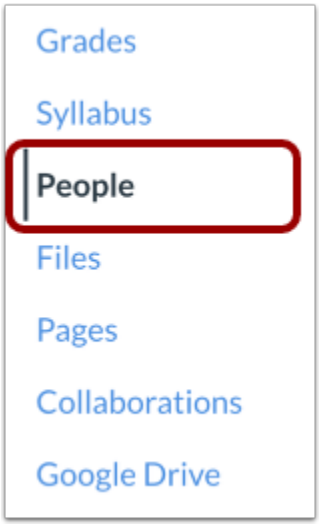
View the group assignments. You can move students between groups if necessary.

How do I manually assign students to groups?

As an instructor, you can manually add students to a group in both published and unpublished courses. Alternatively, you can choose to automatically assign students to groups or create and assign students to groups by importing a CSV file.

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People



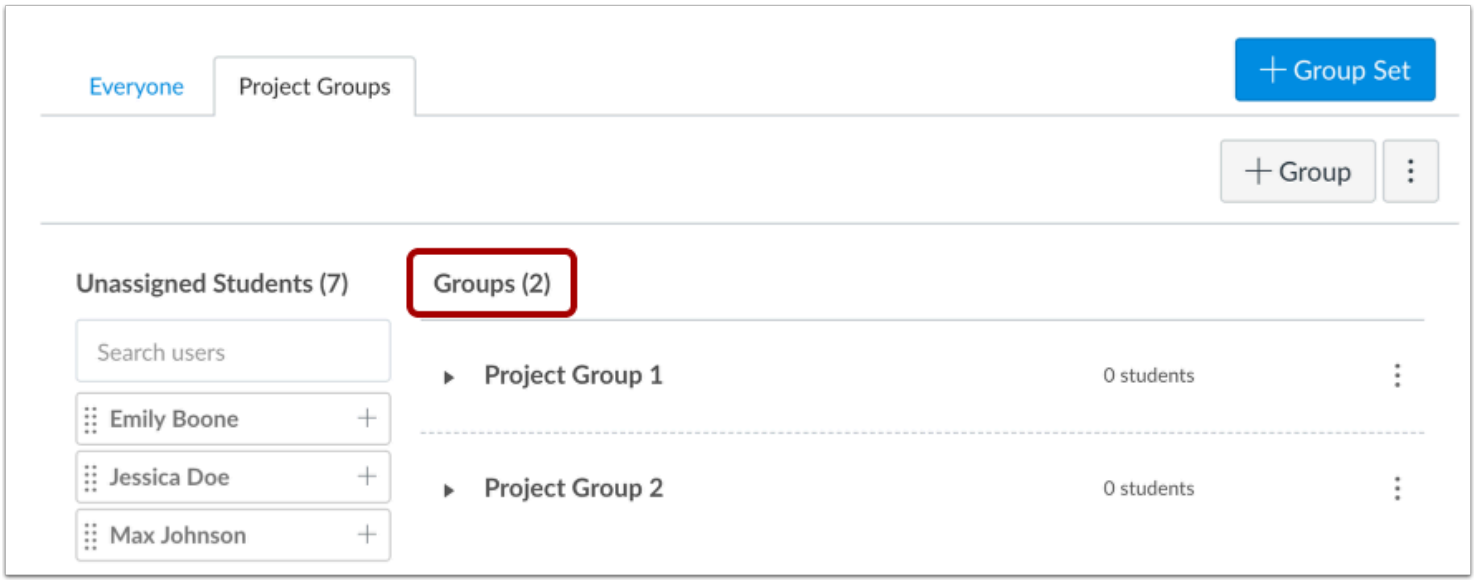
In Course Navigation, click the **People** link.

Open Group Set



Click the name of the group set.

Confirm Groups



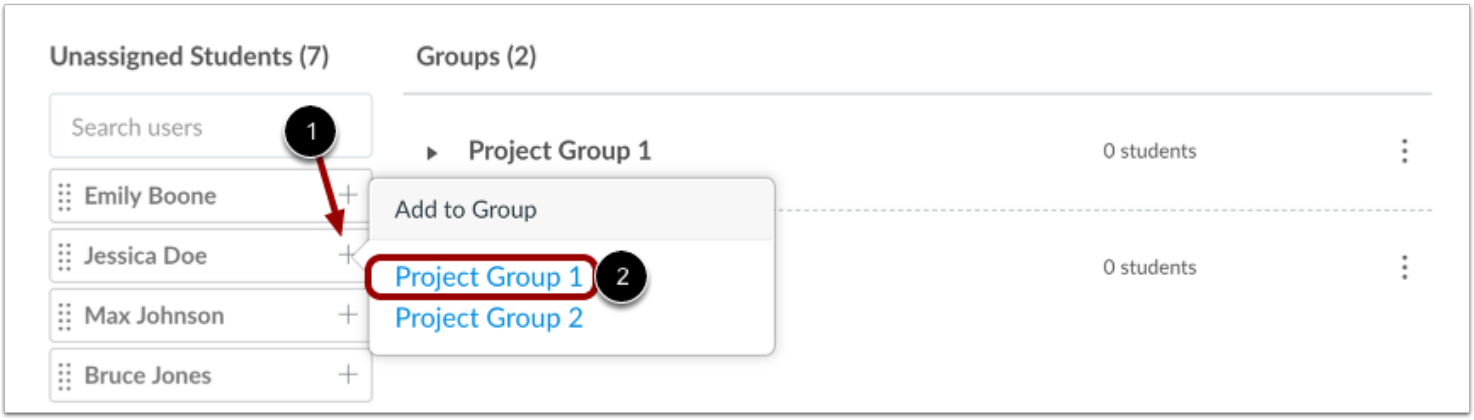
Confirm you have created all the groups for this group set. If you need more groups, you can create additional groups manually.

Manually Assign via Drag and Drop



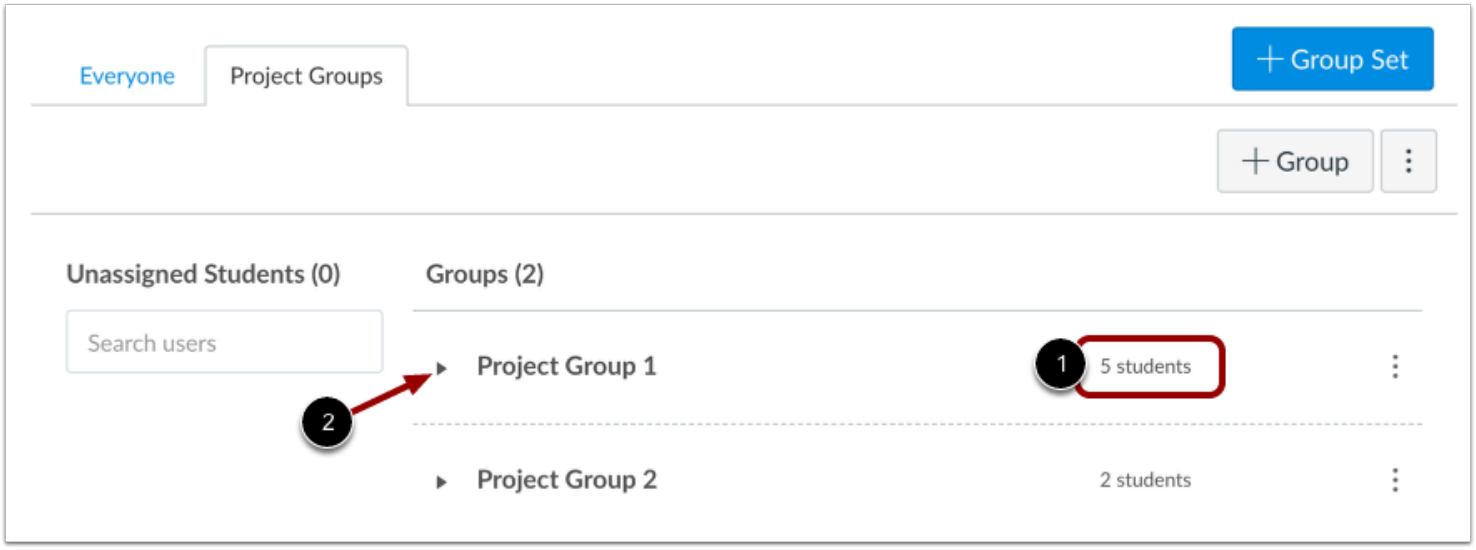
In the Unassigned Students section, find the student you want to add to a group [1]. Click the student's name and drag it to the group [2].

Manually Assign via Add Icon



You can also click the student name **Add** icon [1] and select the group name [2].

View Groups



Canvas will update the member count for that group to show the student has been added [1].

Continue to manually add students to groups until all students have been added.

To expand the group and view all group members, click the arrow icon next to the group name [2].

You can also move students between groups if necessary.

How do I assign a student leader to a group?

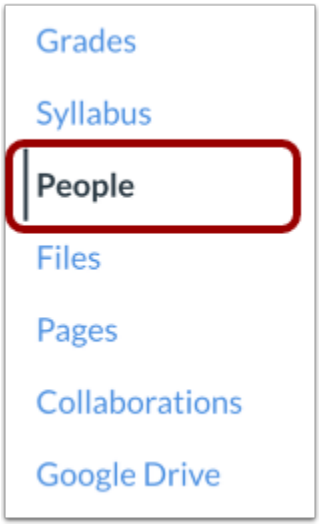
You can assign a student group leader to help manage a group within your course. You can assign group leaders automatically or manually. When students are assigned to be a group leader, they can manage members of the group and edit the group name. However, they cannot change the number of members allowed in the group.

Students do not receive any notification that they have been added as a group leader, but they can access groups directly from the Groups link in Global Navigation or through the People page in the course.

Notes:

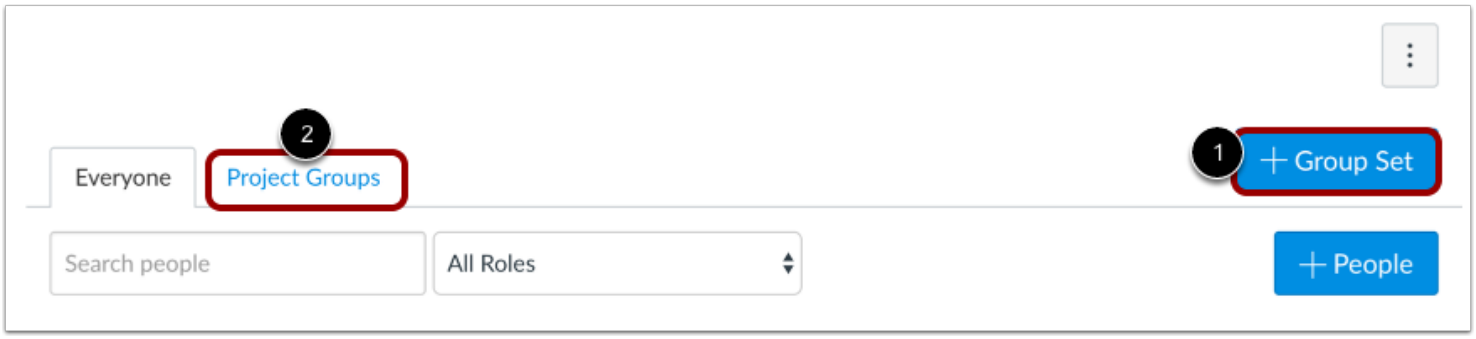
- If an assigned group leader drops out of the course, you will have to select a new group leader only if the group leader was assigned manually. If you automatically assigned a group leader as part of creating a group set, Canvas will automatically assign another leader to the group.
- Students should be assigned to groups before group assignments are published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group or students who were removed from a group.

Open People



In Course Navigation, click the **People** link.

Open Group Set

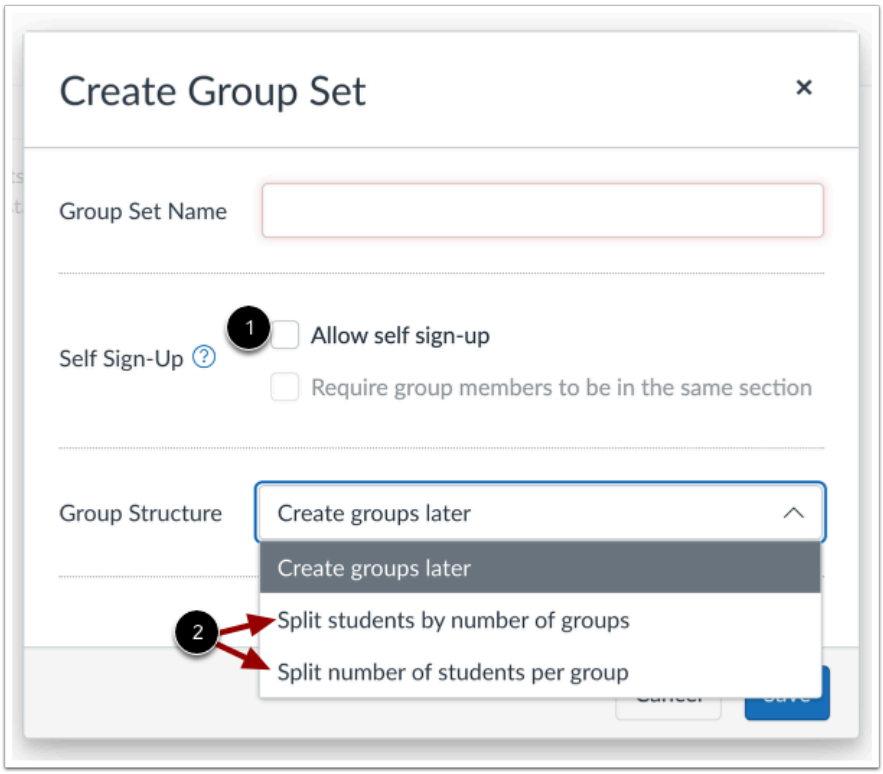


You can add a group leader as part of a group set.

To create a new group set, click the **Add Group Set** button [1].

Note: You can also edit existing group sets [2].

Create Group Set

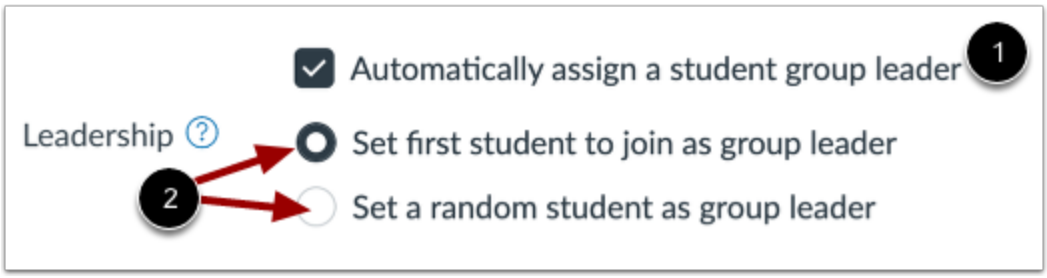


You can automatically assign group leaders when creating a new group set when:

- Allowing Self Sign-up groups [1]
- Automatically creating groups for student distribution [2]

Note: If you want to create groups manually, you also have to set a student leader manually.

Automatically Assign Leader



In the Leadership section, click the **Automatically assign a student group leader** checkbox [1]. Then select the radio button for your assignment preference [2]:

- *Set first student to join as group leader.* This option tells Canvas to assign the first student who joins the group as the group leader.
- *Set a random student as group leader.* This option tells Canvas to choose a student randomly.

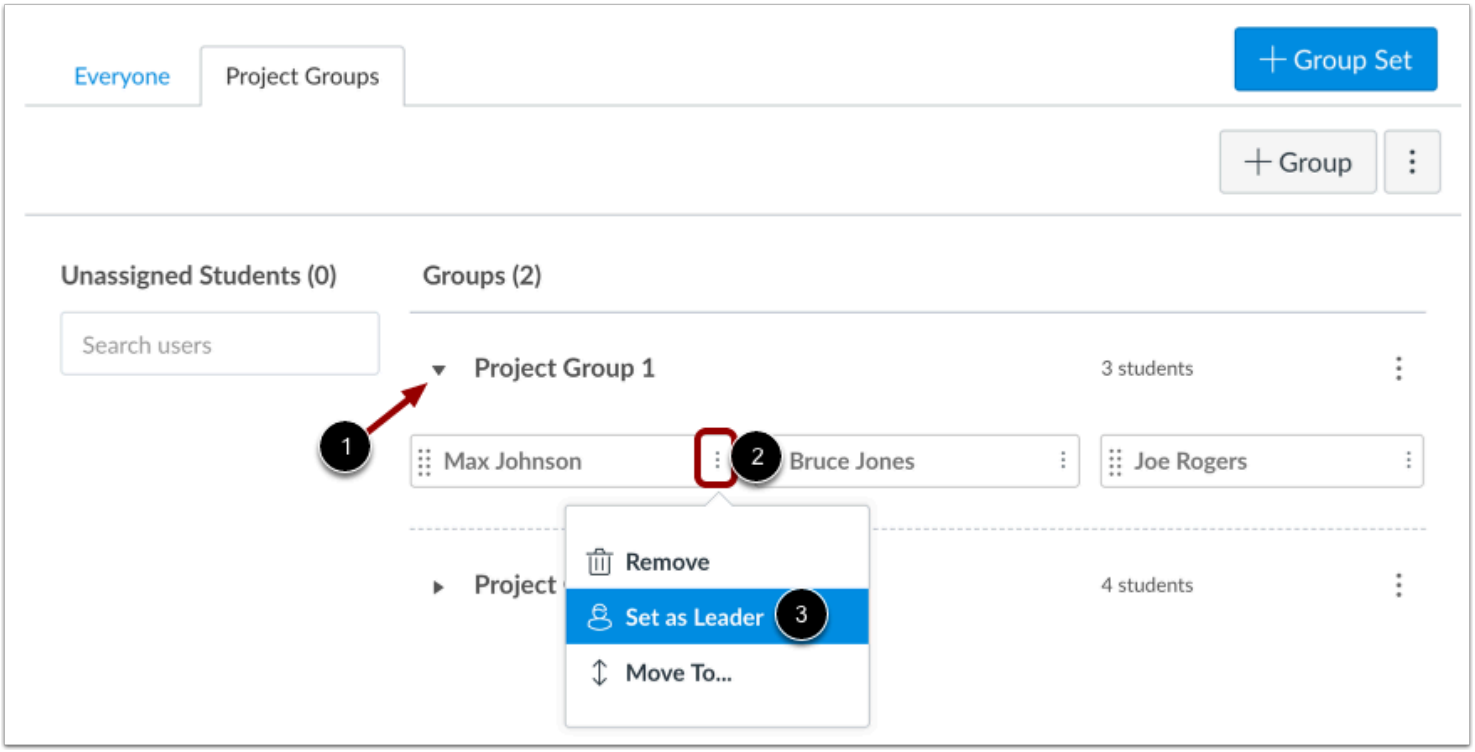
Note: If you choose to have Canvas split your students into an equal number of groups automatically, you can select either radio button for the leadership option. If you select the first radio button, the first student who joins each group as part of the automatic group distribution process will be the group leader.

Assign in Individual Group



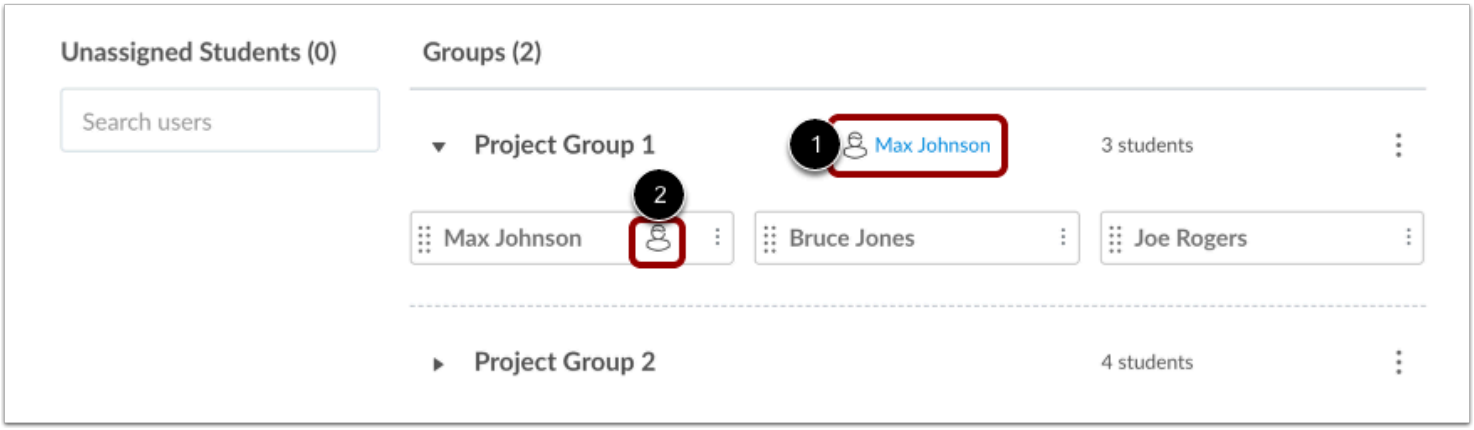
To add a leader in an individual group, click the name of a group set.

Manually Assign Leader



Expand the group where you want to add a group leader [1]. Locate the student name and click the user **Options** icon [2]. Select the **Set as Leader** link [3].

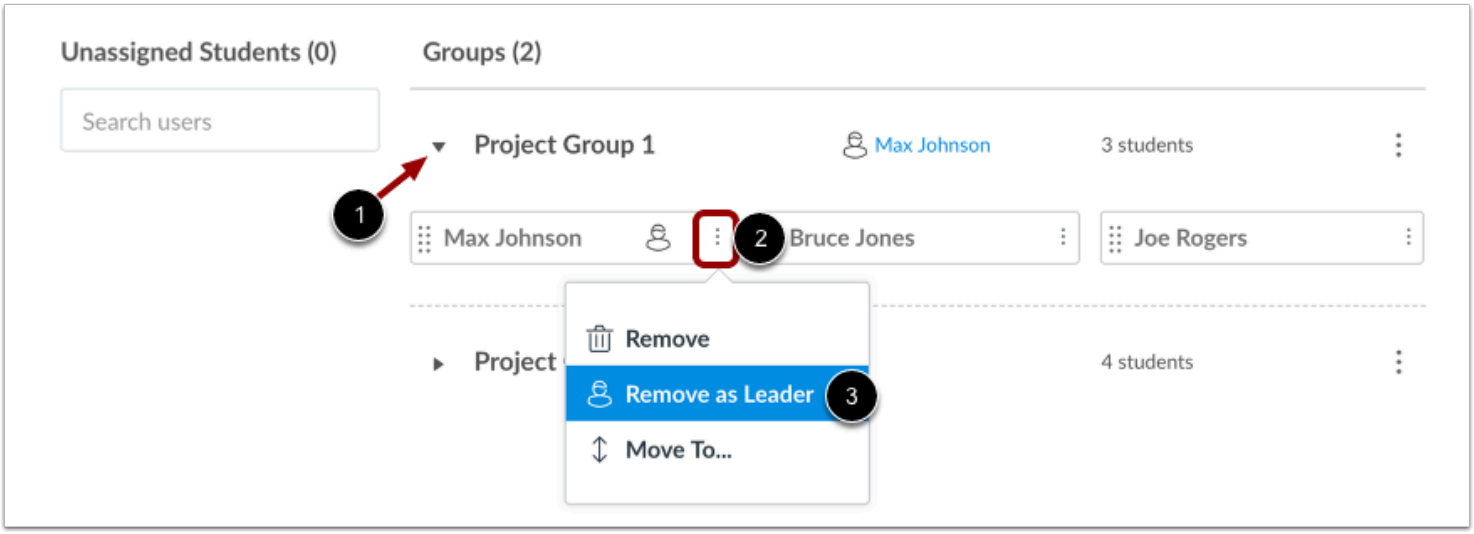
View Student Leader



View the student name next to the name of the group [1], which indicates the student is the leader for that group.

When viewing the list of group members, you can also quickly identify the group leader as the student name will display a People icon [2].

Remove Student Leader

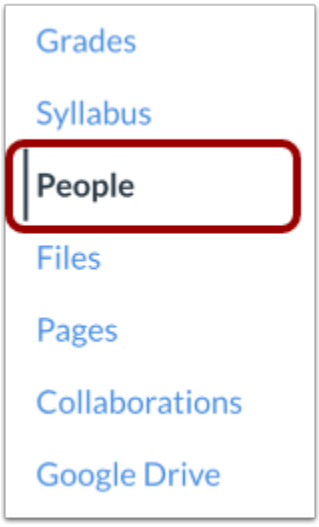


You can manually remove a group leader at any time. To remove a student group leader, expand the group to view all students [1]. Locate the student group leader and click the user **Options** menu [2]. Then select the **Remove as Leader** link [3].

How do I message students who have not signed up for a self sign-up group?

If you have created a self sign-up group within your course, you can message students who have not yet signed up for a group and remind them to do so.

Open People



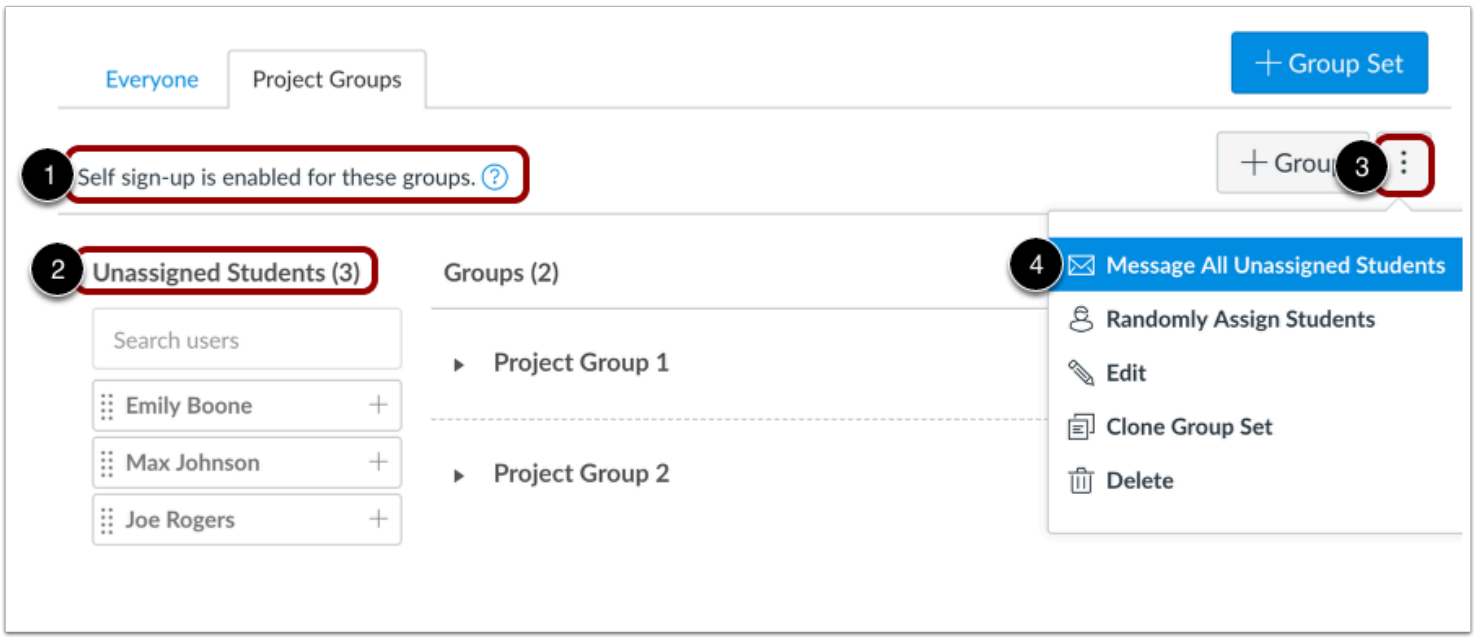
In Course Navigation, click the **People** link.

Open Group Set



Click the name of the group set.

Message All Unassigned Students

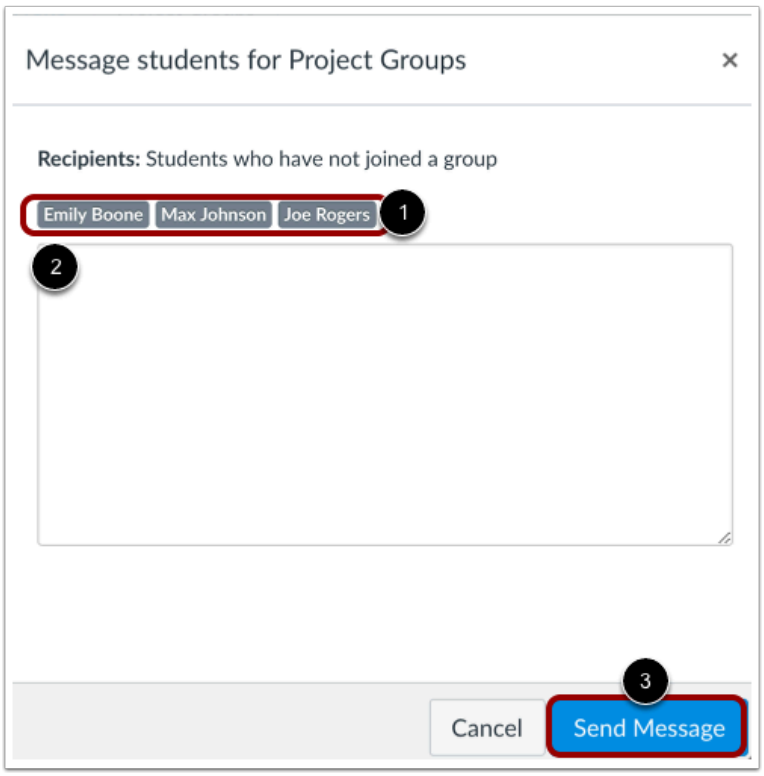


Verify that self sign-up is enabled for the group set [1] and that unassigned students exist for the group set [2].

Click the group set **Options** menu [3], then click the **Message All Unassigned Students** link [4].

Note: The Message all Unassigned Students link will not display if all students have been assigned to a group.

Send Message



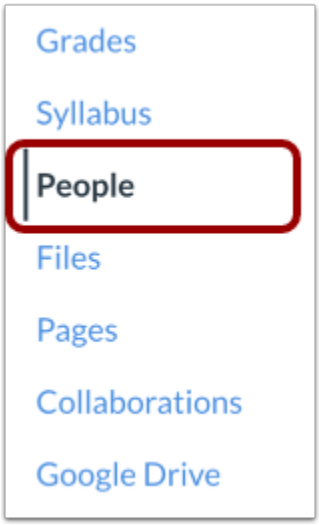
Canvas populates the recipient list with the names of students who have not yet joined a group [1]. Type your message into the text area [2]. Click the **Send Message** button [3].

How do I prevent students from switching groups in self sign-up groups?

When self-sign up is enabled for a group, students are able to switch groups. To prevent students from switching groups you can disable self sign-up at any time.

If a group has a student leader, the leader will be able to manage group memberships through the course People page regardless of self sign-up settings. However, student group leaders cannot change the number of members allowed in a group.

Open People



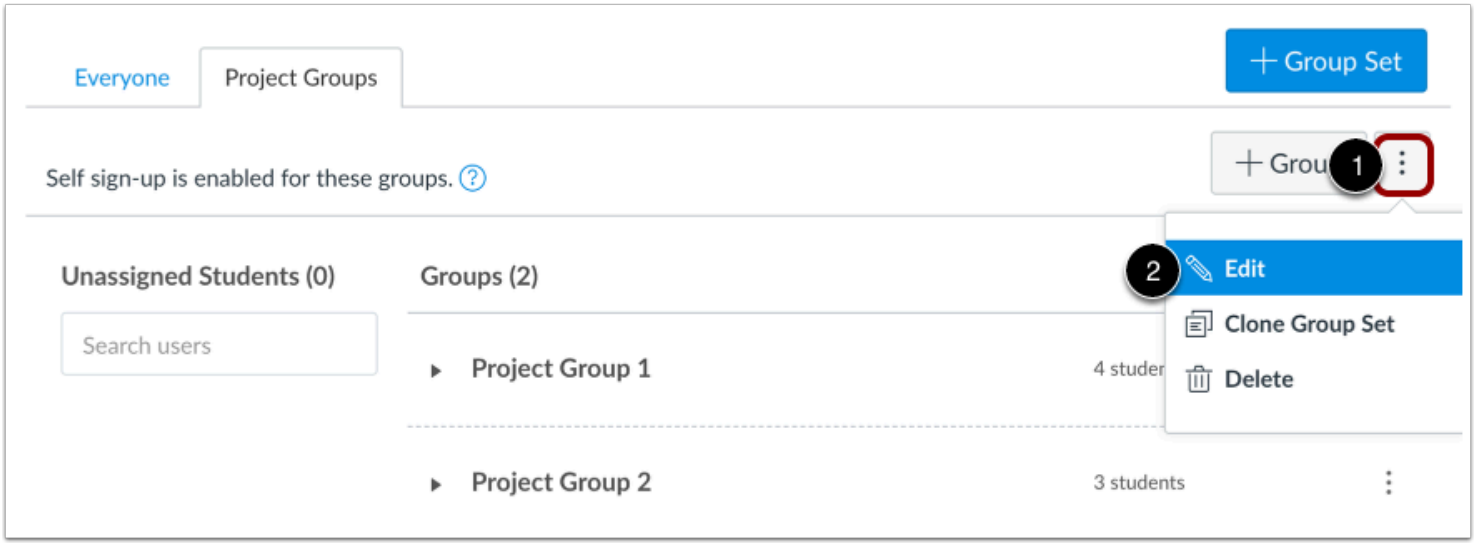
In Course Navigation, click the **People** link.

Open Group Set



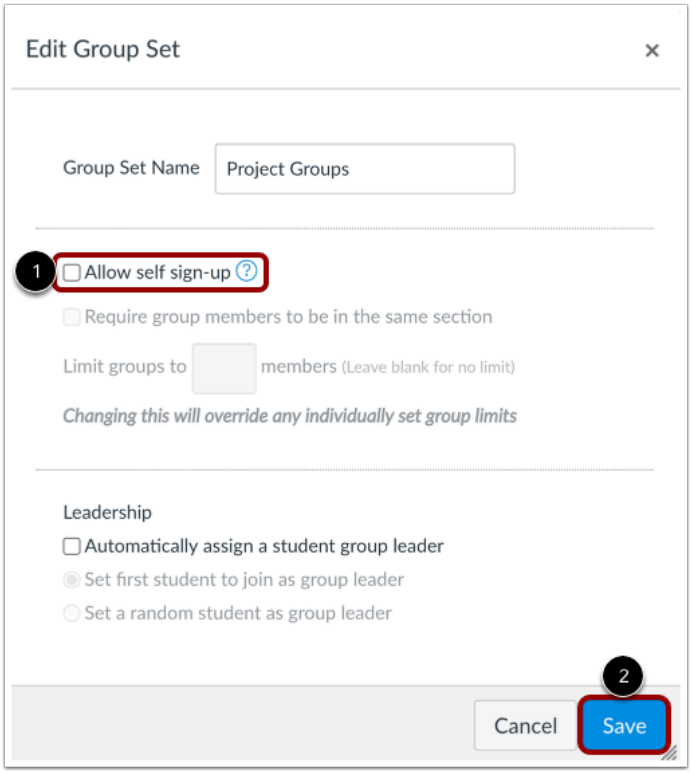
Click the name of the group set.

Edit Group Set



Click the group set **Options** menu [1], then click the **Edit** link [2].

Save Group Set



Deselect the **Allow self sign-up** checkbox [1]. Click the **Save** button [2].

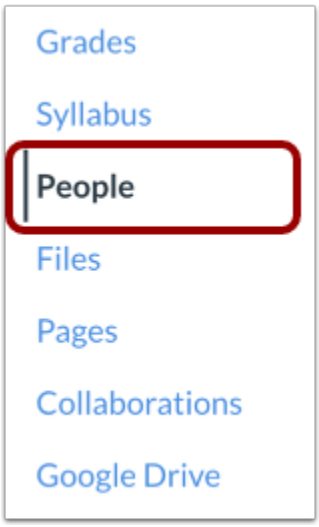
How do I move a student into a different group?

You can move students within groups. However, changes should be made before assigning a group to an assignment.

If a student is added to or removed from a group after receiving submissions, the submissions and grades may not align correctly. If a student is added to a group after the group submission, any re-submissions will overwrite the original submission; all previous grades will remain but the Gradebook will show the assignment was resubmitted since last graded. If you want to move a group member with a graded submission, you may want to clone the group set instead.

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People



In Course Navigation, click the **People** link.

Open Group Set



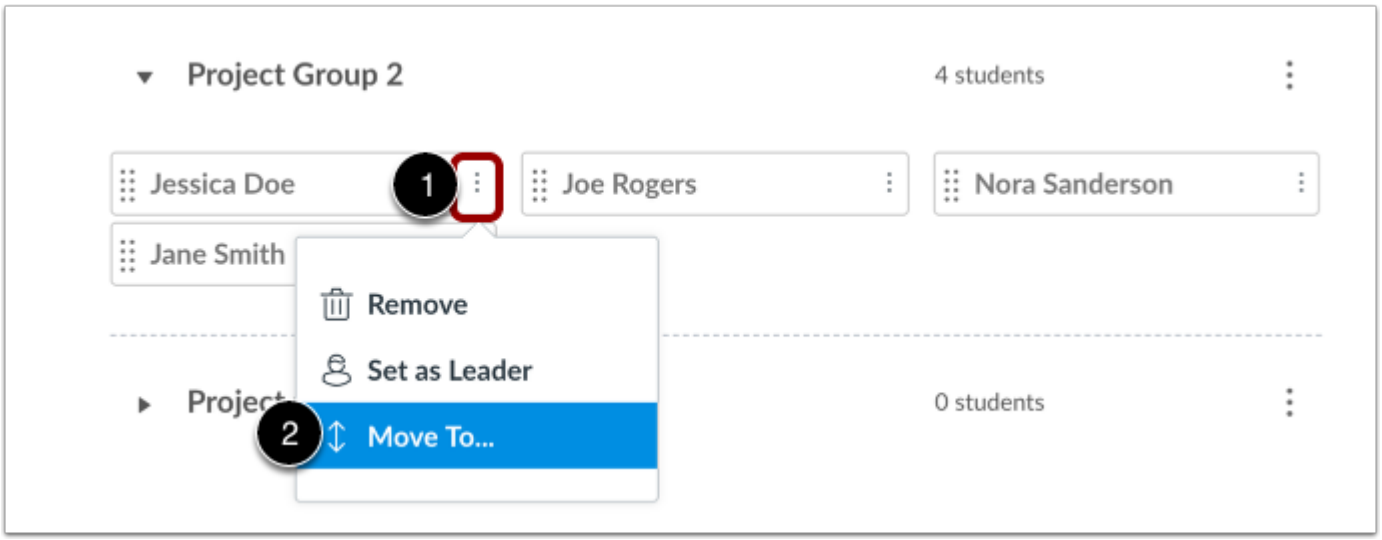
Click the name of the group set.

Move Student via Drag and Drop



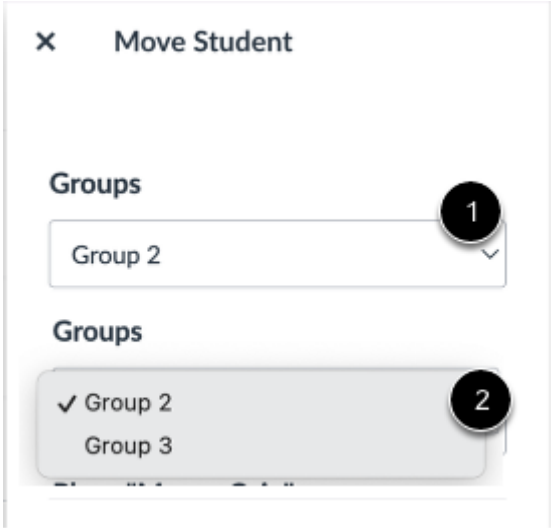
Expand the group where you want to move the student [1]. Click the student's name and drag it to another group [2].

Move Student via Move To Option

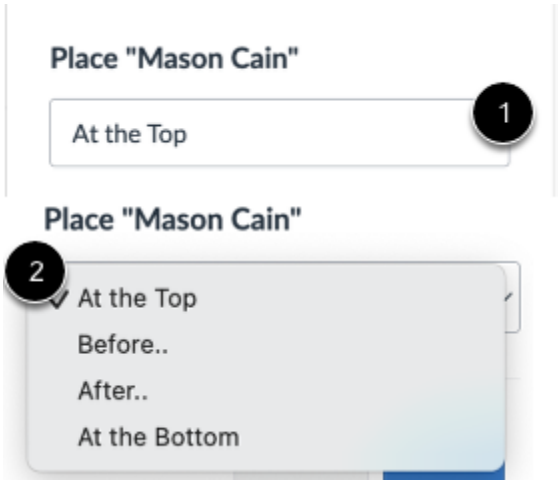


You can also click the student name **Options** menu [1] and select the **Move To...** link [2].

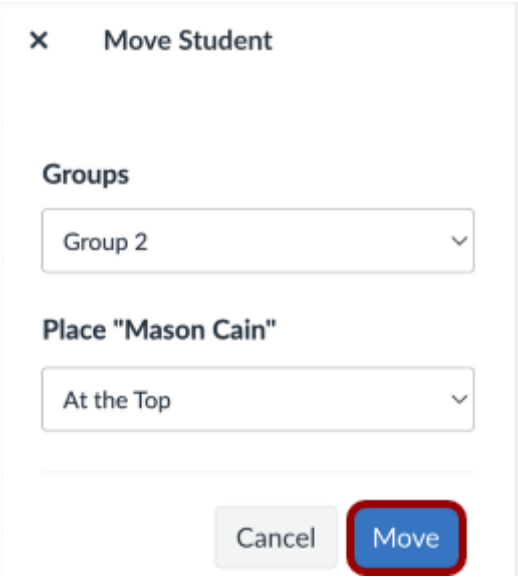
Move Student



In the Move Student sidebar, click the **Group** drop-down menu [1]. Select the group where you want to move the student [2].

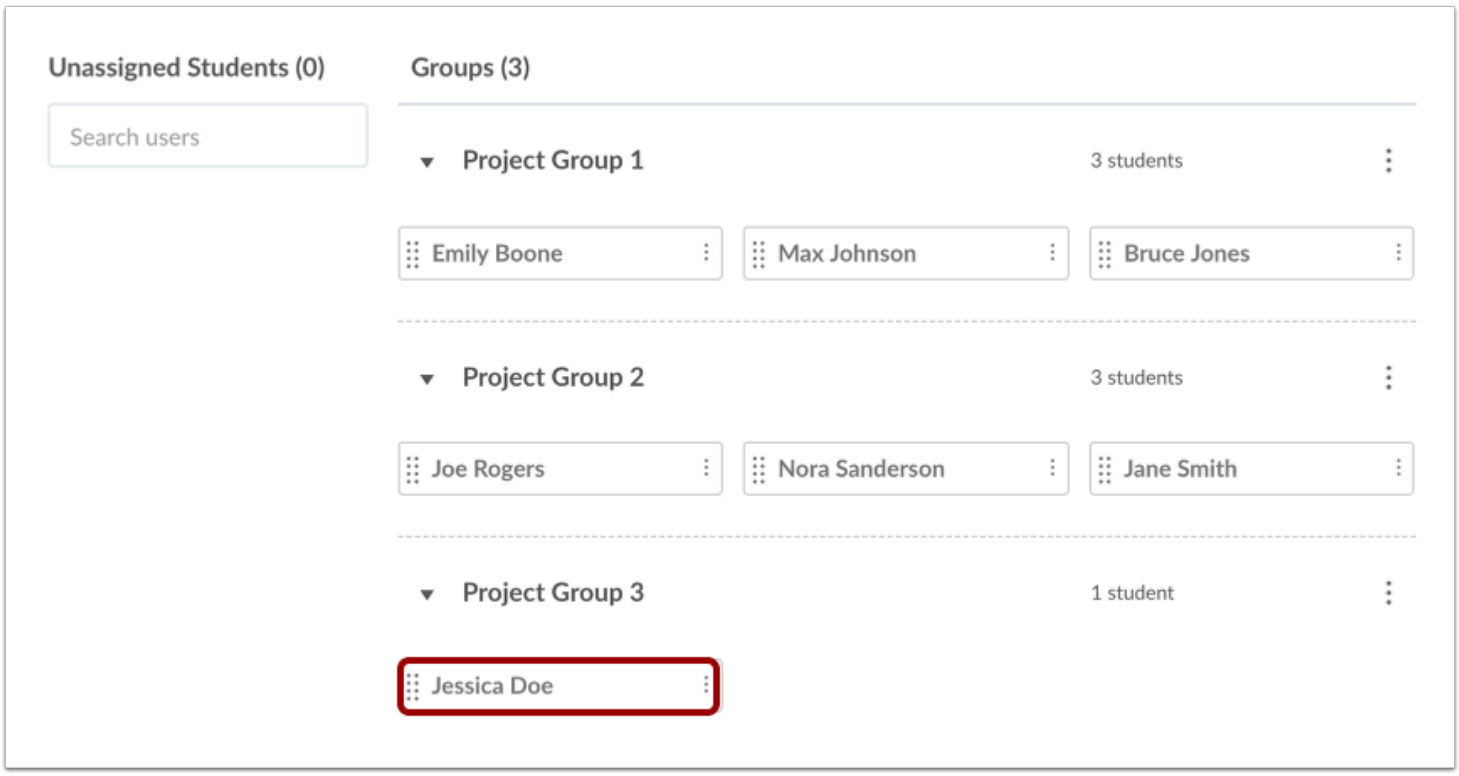


Next, click the **Placement** drop-down menu [2]. Select the desired placement option (e.g., At the top, After.., Before.., or At the bottom).



Click the **Move** button.

View Groups

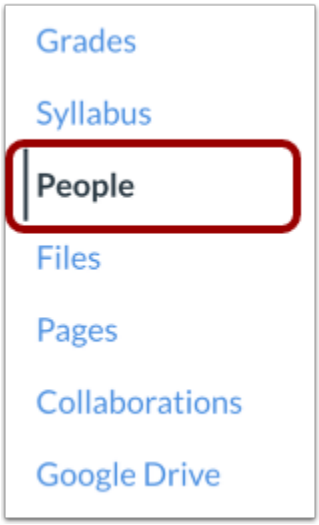


Verify the student has been moved to a different group.

How do I view content and student activity within a group as an instructor?

As an instructor, you can view what is happening in groups by viewing each user group. You can view student activity within the group and view group-created content. You can also access student groups to create group collaborations and add other group-specific content if necessary.

Open People



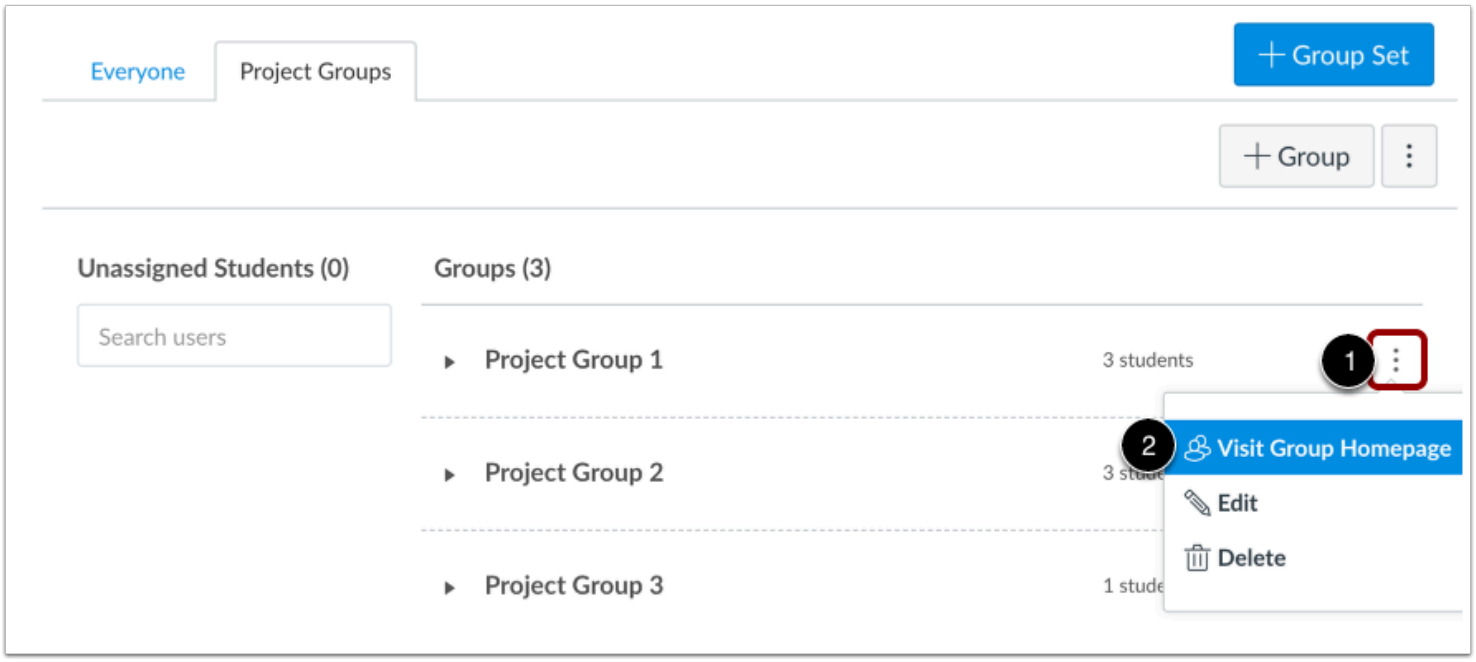
In Course Navigation, click the **People** link.

Open Group Set



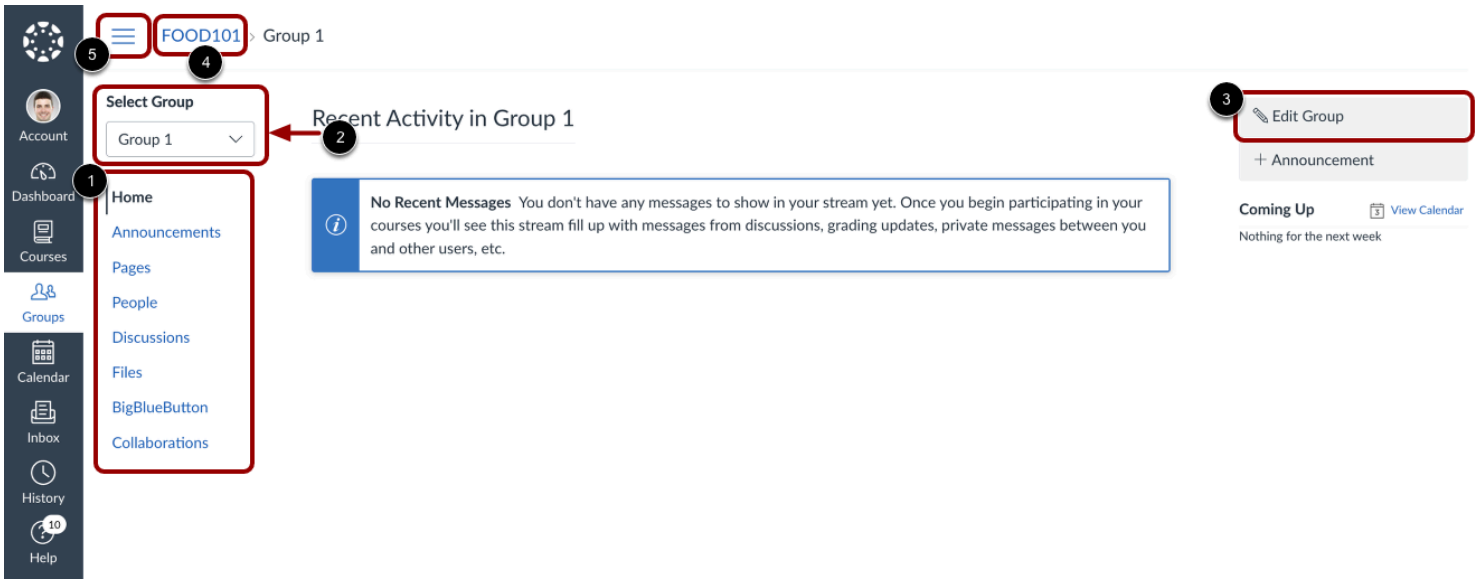
Click the name of the group set.

Visit Group Home Page



Next to the group name, click the **Options** menu [1]. Then click the **Visit Group Homepage** link [2].

View Group Home Page



As the instructor, you can view all of the student activity within the group by clicking any link in the Group Navigation Menu [1]. You can also participate in any content area in the group, such as creating a collaboration for the group or viewing a group discussion. However, you can still create collaborations and group discussions from the course. Group members can also create their own content for the group.

When viewing a student group, you can easily switch and view all groups within a group set by clicking the **Select Group** dropdown menu [2]. Also, instructors and student group leaders can view the **Edit Group** link [3], which allows quick access to edit the name of the group.

To return to the course home page, view the breadcrumbs link and click the name of the course [4].

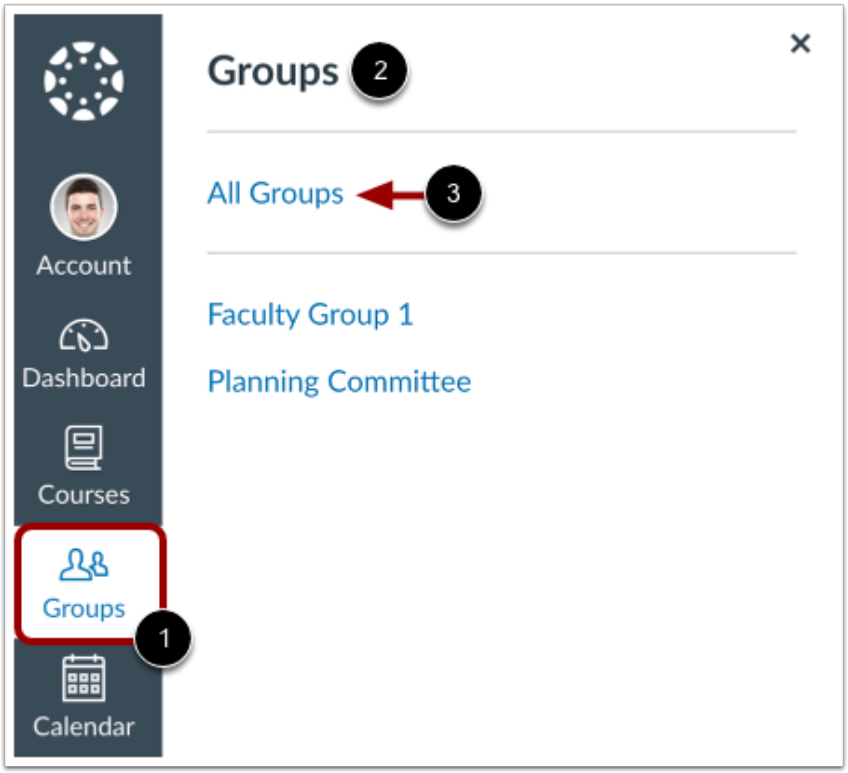
Note: To expand or collapse the Group Navigation Menu, click the **Menu** icon [5]. When you choose to expand or collapse the Group Navigation menu, your preference is applied to all groups in which you are a member.

How do I view my instructor groups in Canvas?

As an instructor, you may be part of institutional groups created by your Canvas admins. Canvas helps you access your instructor groups in the Course Navigation menu. If you do not see any groups listed, you have not been enrolled in a group.

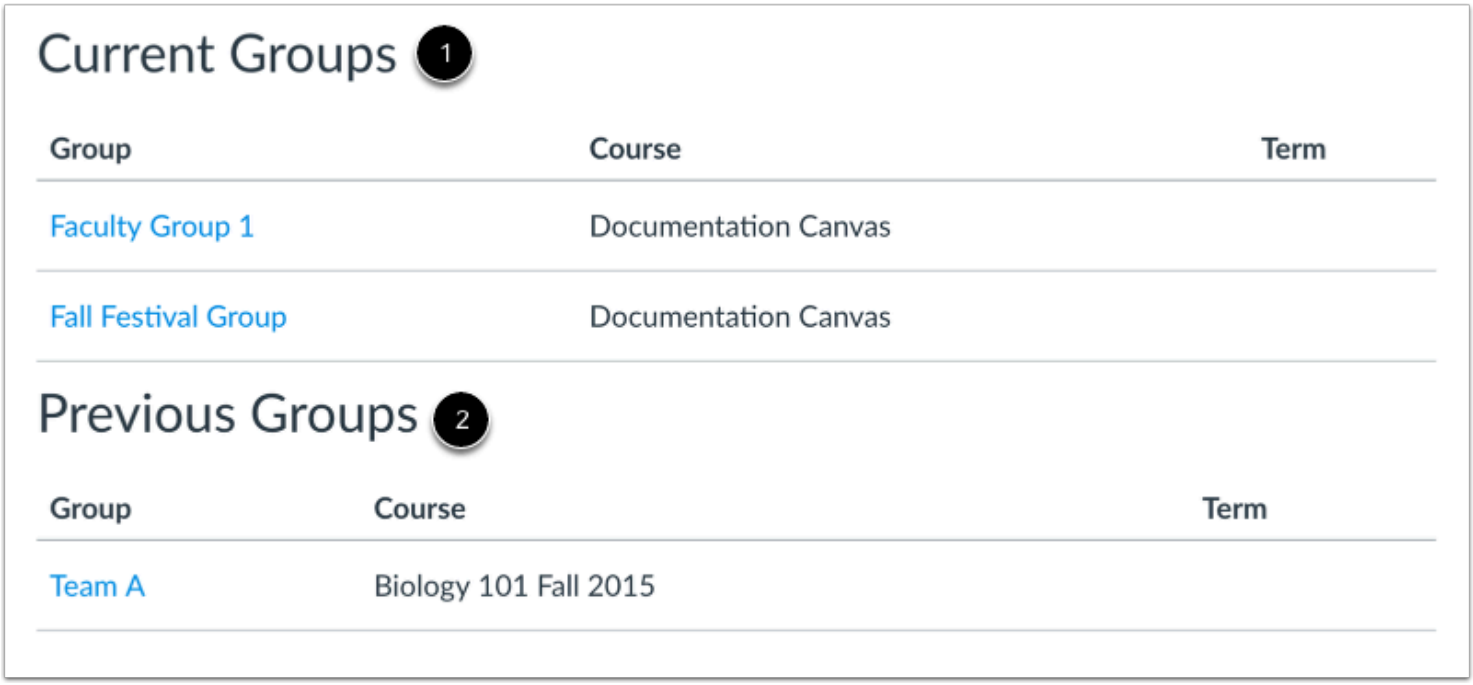
Note: Instructor groups are separate from course groups. You can access and manage course groups from within a course.

Open Groups



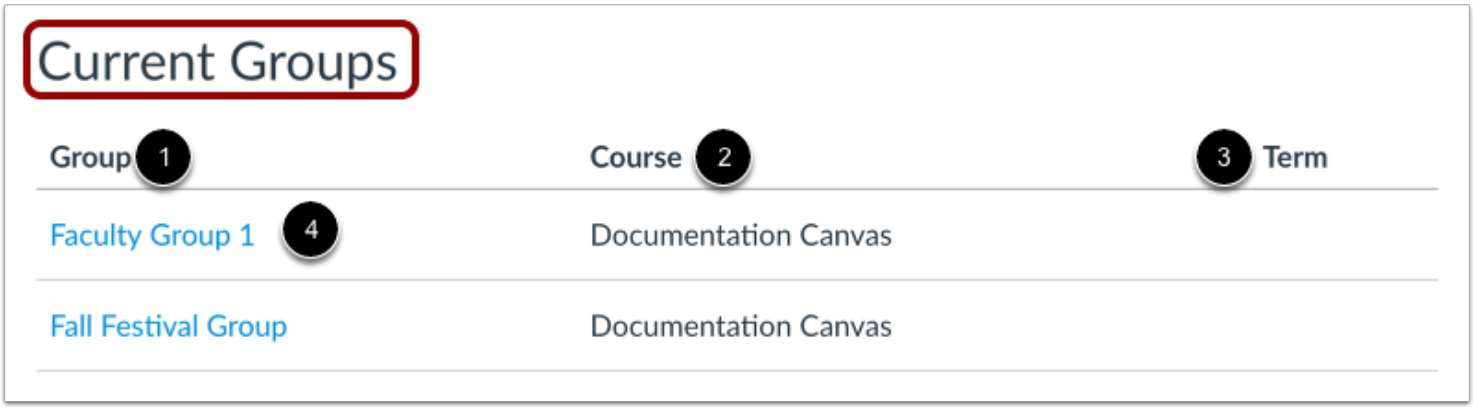
In Global Navigation, click the **Groups** link [1], then view your groups [2]. To view all your groups, click the **All Groups** link [3].

View Groups



Groups are organized into Current Groups [1] and Previous Groups [2].

View Current Groups

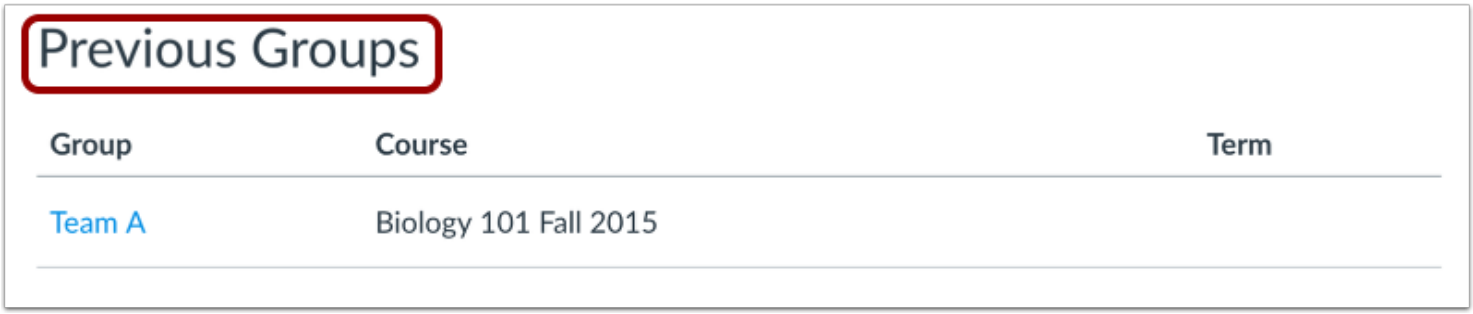


Current Groups are groups in courses that are part of the current semester or term. You can view the name of the group [1] and the course name for the group [2]. If a course includes a term date [3], the term date

displays next to the course name. Depending on access settings for a course, Current Groups can also display groups in courses that have been published but have not yet started.

Groups that are available to you are listed in blue text [4]. These groups are associated with current courses. To open a group, click the name of the group.

View Previous Groups



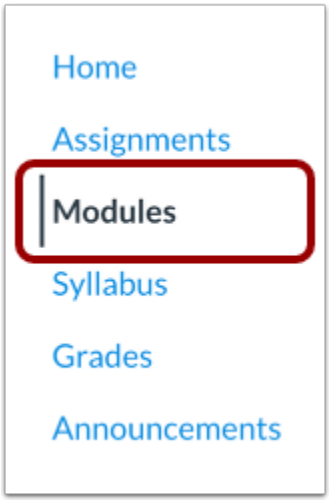
Groups under the **Previous Groups** heading are groups that are part of courses that have concluded. If the group includes a link, the group is still available as a read-only archived group. Prior users can view group material but cannot participate in the group.

Modules

How do I use the Modules Index Page?

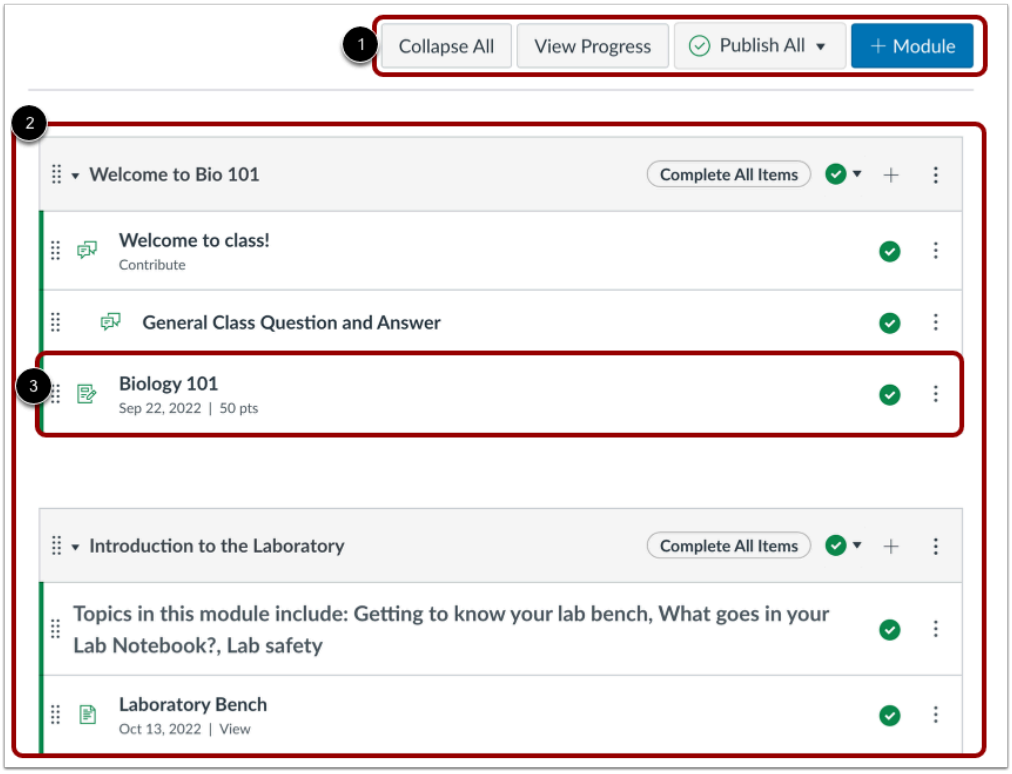
Modules control the entire flow of your course and its content. As an instructor, you can add modules, add items to a module, and manage module settings. You can also reorder all modules and module items.

Open Modules



In Course Navigation, click the **Modules** link.

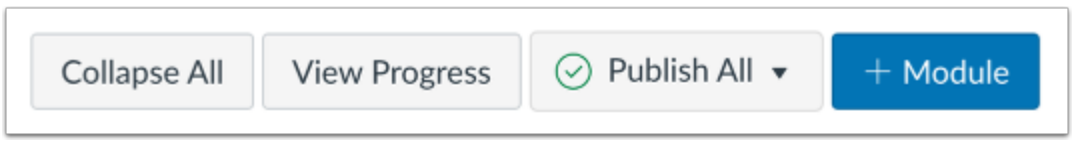
View Modules Index Page



The Modules Index Page is designed with global settings at the top of the page [1] followed by individual modules [2]. Course content items are nested within each module [3].

Note: The Modules Index Page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Modules Global Settings

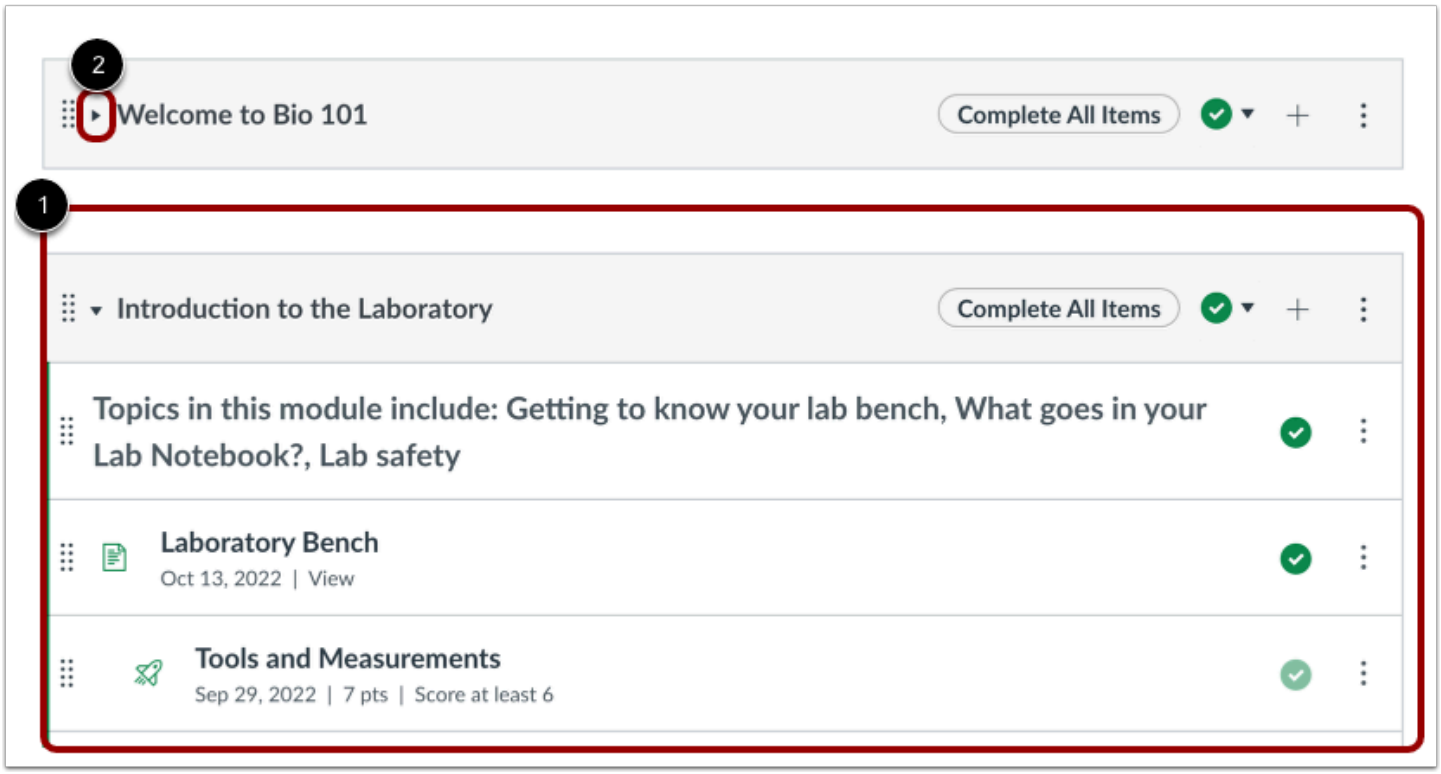


Global settings include collapsing or expanding all modules, viewing a student's progress in a module, bulk publishing and unpublishing modules and module items, and adding new modules.

Notes:

- The Collapse All button displays if one or more modules are expanded. The Expand All button displays if all modules are collapsed.
- If a user with a course enrollment collapses or expands one or more modules, the Modules Index Page retains the state of each module when they return to the page.

View Modules

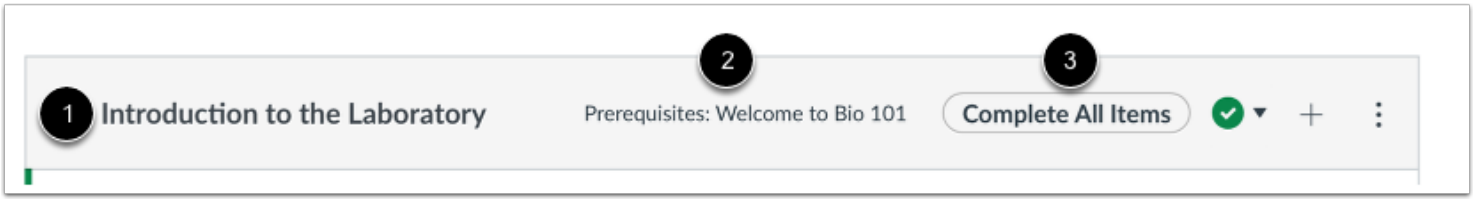


In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module. By default, modules are expanded and show all items in the module [1]. To collapse the module, click the collapse arrow [2].

Note: If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module.

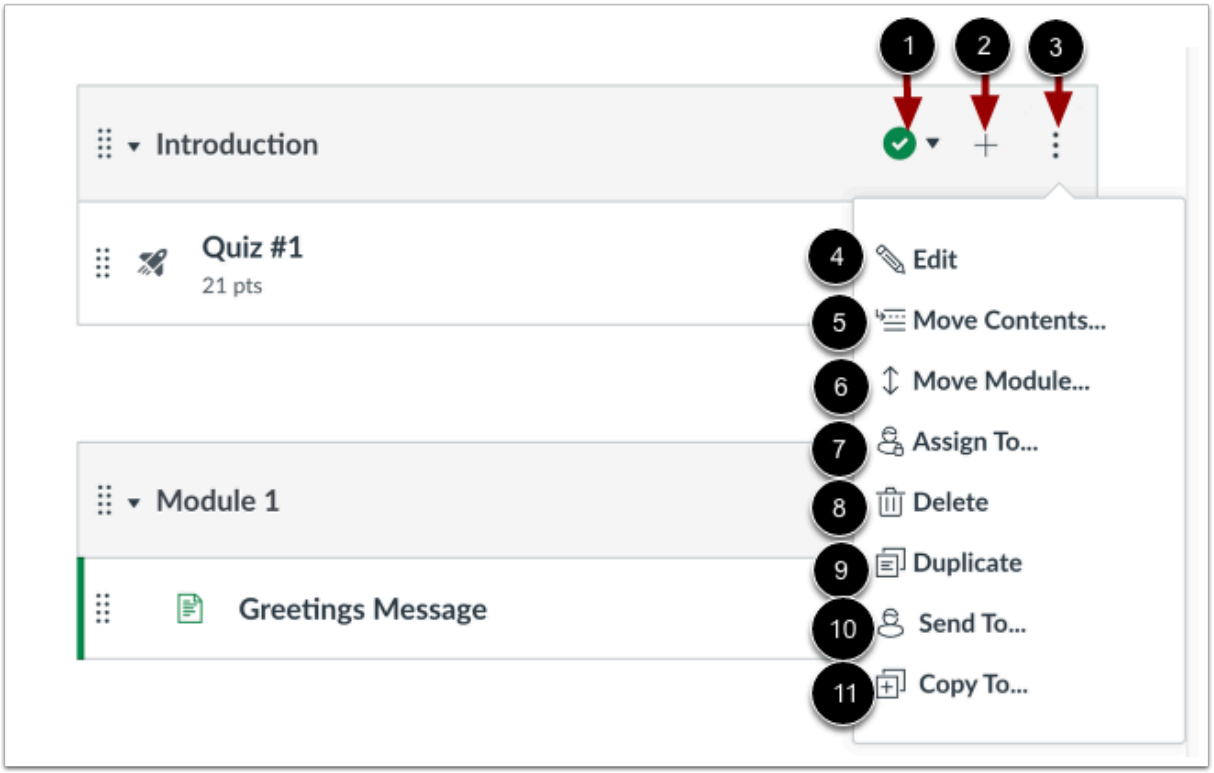
View Module Header



Each module header contains the name of the module [1].

The header may also contain module prerequisites [2] and module requirements [3].

Manage Module



The icons in the module header control the entire module.

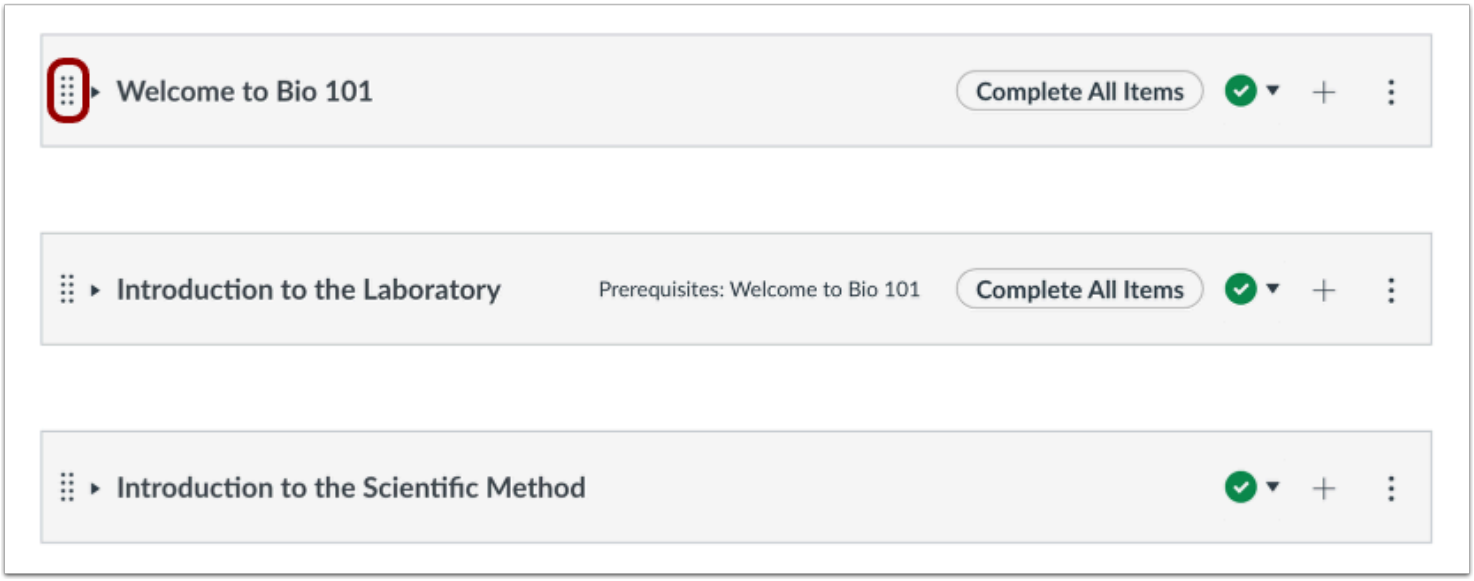
To publish or unpublish a module, click the **Published Status** drop-down menu [1].

To add a new content item to the module, click the **Add** icon [2].

In the **Options** drop-down menu [3], you can edit a module [4]. Edit the module to rename the module, lock modules, set prerequisites, and set modules requirements.

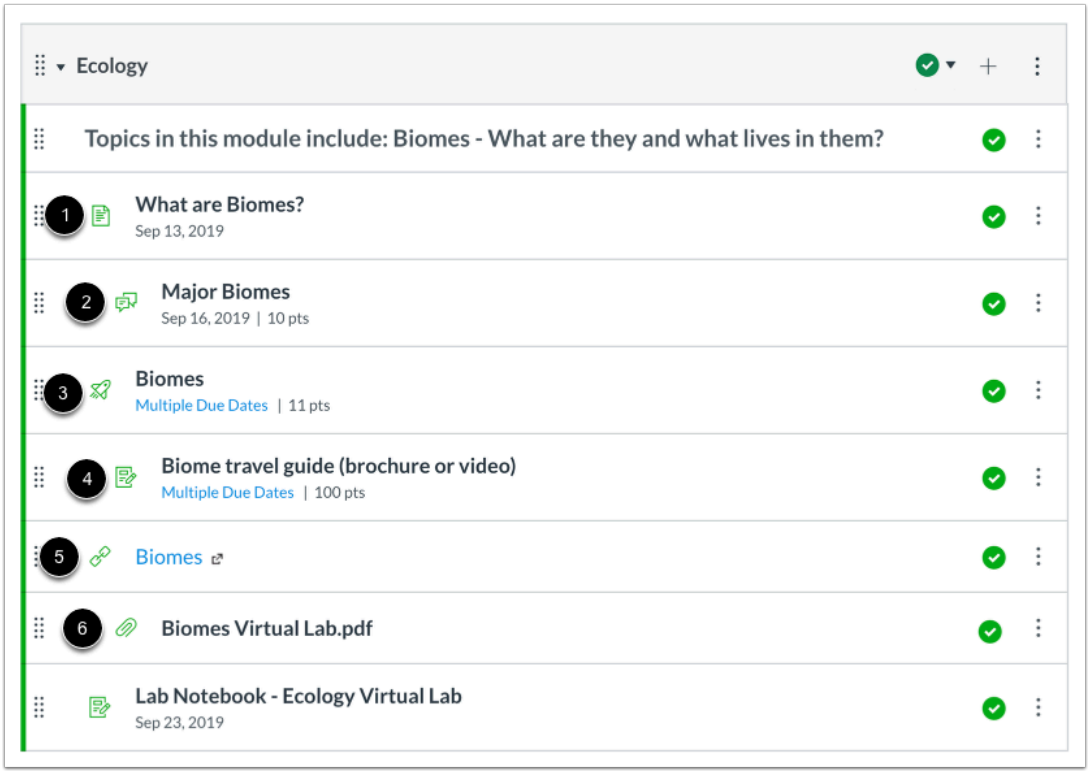
In the **Options** drop-down menu, you can also move module items [5], move the module [6], assign the module to students [7], delete the module [8], duplicate the module [9], send the module to another instructor [10], or copy the module to another course [11].

Reorder Modules



You can reorder a module by hovering over the drag handle next to the name of the module and dragging the module to the desired location.

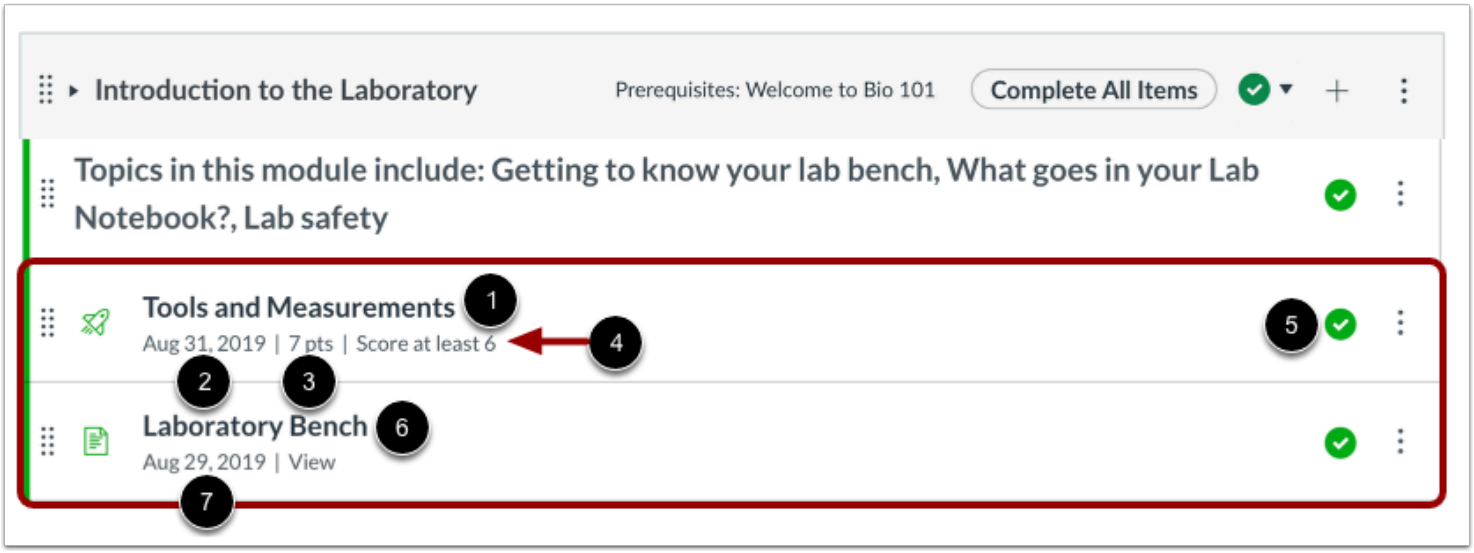
View Module Icons



Modules can be filled with different types of content. Each module item also includes an icon with its type:

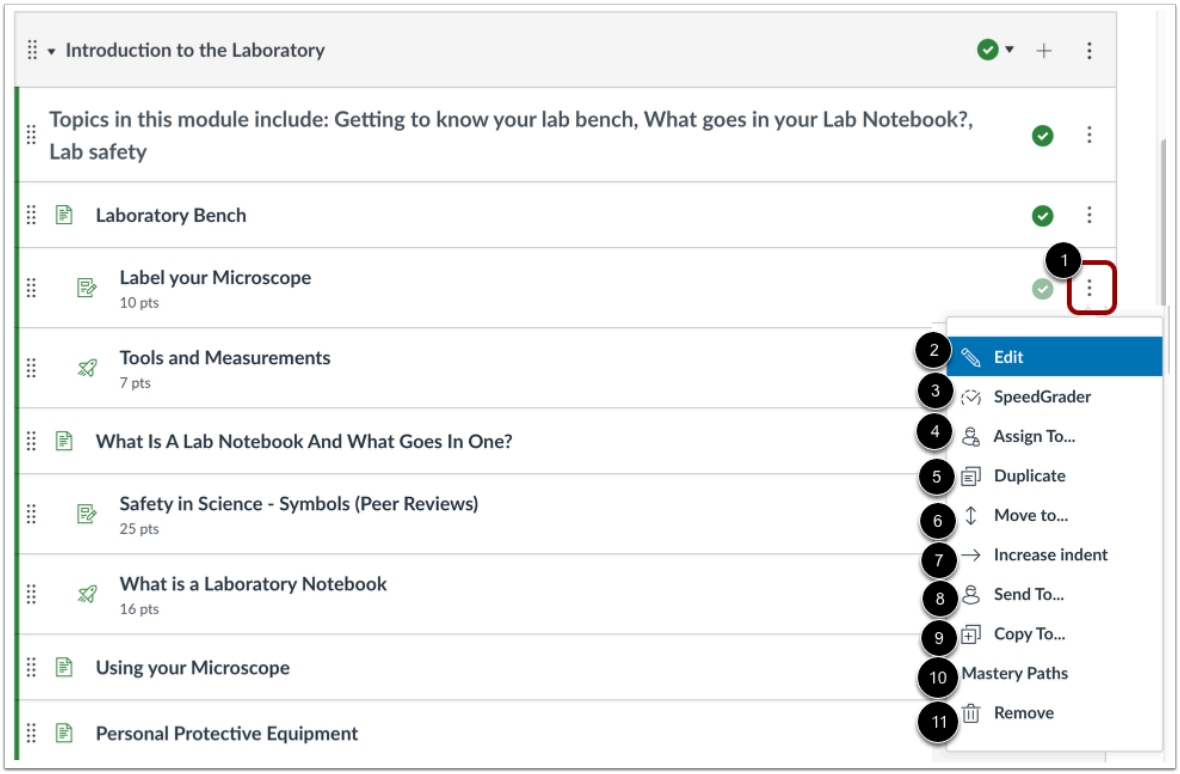
- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view

View Individual Module Item



Each module contains module content items that may display the item name [1], the due date [2], the number of points [3], the module requirement [4], and the module item's draft state status [5]. A module may also include non-graded items [6], such as pages and non-graded discussions. If a To-Do date was added to a non-graded item, the date displays next to the module item [7].

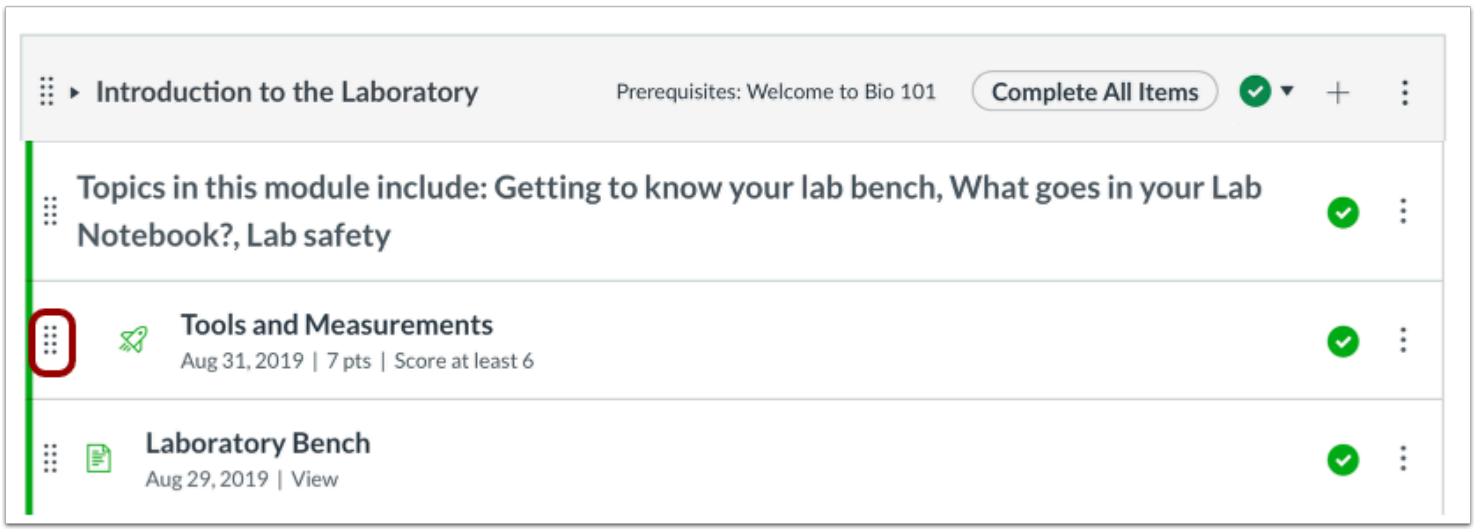
Manage Individual Module Item



To manage an individual module content item, click the **Options** drop-down menu [1]. Use the menu options to edit the content item [2], open SpeedGrader [3], assign the item to specific students [4], duplicate the item if the item supports duplication [5], move the item [6], indent the item up to 5 levels (or remove an indent) [7], send the content to another user [8], copy content to another course [9], add Mastery Paths [10], or remove the content item from the module [11].

Note: The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.

Reorder Module Item



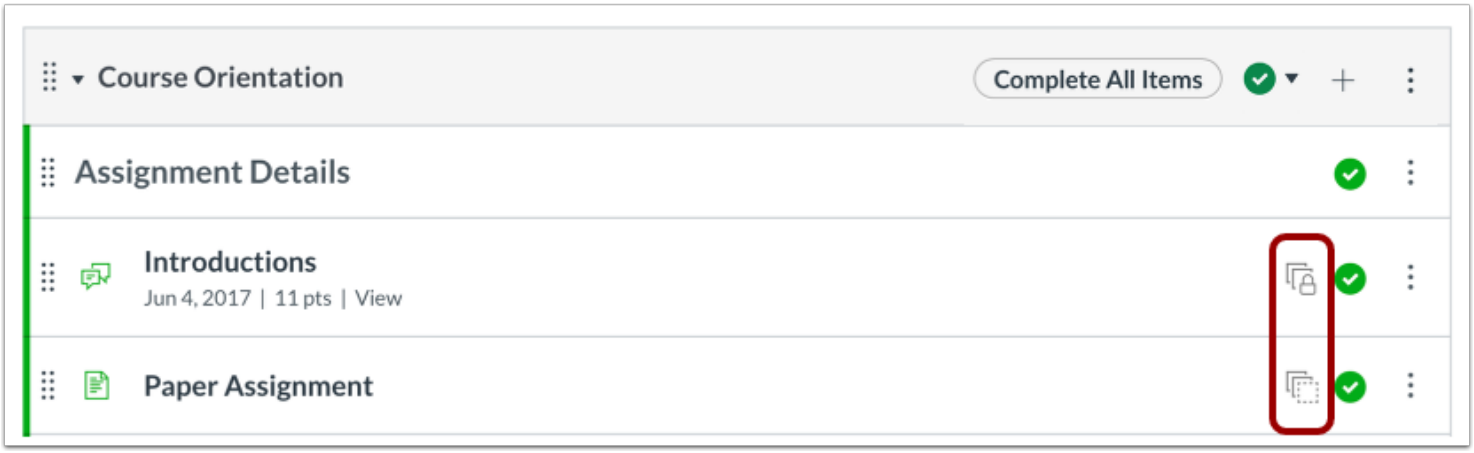
You can also reorder a module item by hovering over the drag handle next to the name of the item and dragging the item to the desired location.

View MasteryPaths



If you use MasteryPaths in your course, you can view the Modules page and tell which module items are set up for MasteryPaths.

View Blueprint Course



If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor. Like with draft state icons, Modules displays the object status as also shown in the object's respective index page.

To find out if your course is a blueprint course, view the Course Details tab in Course Settings. If your course is not a blueprint course, you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

View Scheduled Page Publication



If enabled by your institution, you can schedule when a page will be published and can view when a page is scheduled to publish.

View Student View



To view the modules index page as a student, click the **View as Student** button.

Note: If the course navigation link for the page is disabled and hidden from students, the **View as Student** button does not display.

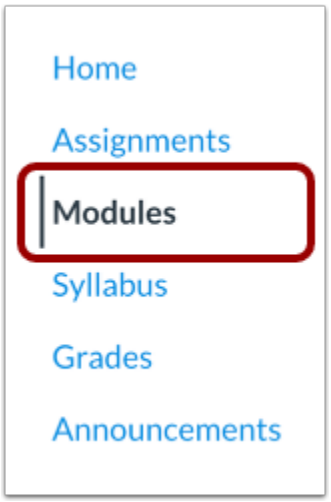
How do I add a module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can add content items, assign the module, or add requirements.

Learn more about Modules.

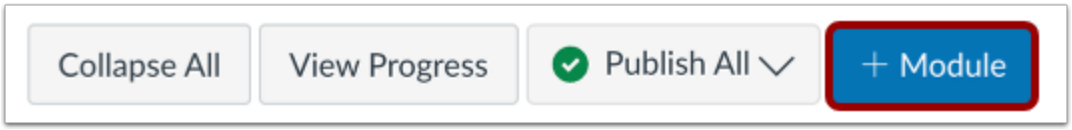
Note: If the Course Home Page is set to modules, modules can be added and managed directly from the Course Home Page.

Open Modules



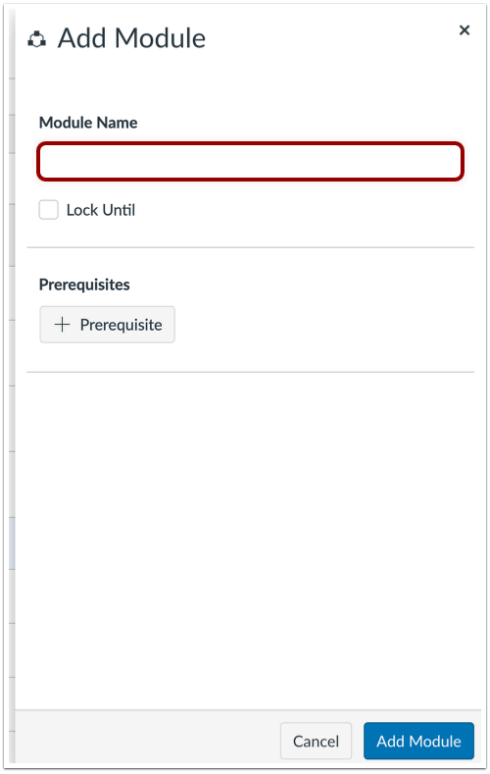
In Course Navigation, click the **Modules** link.

Add Module



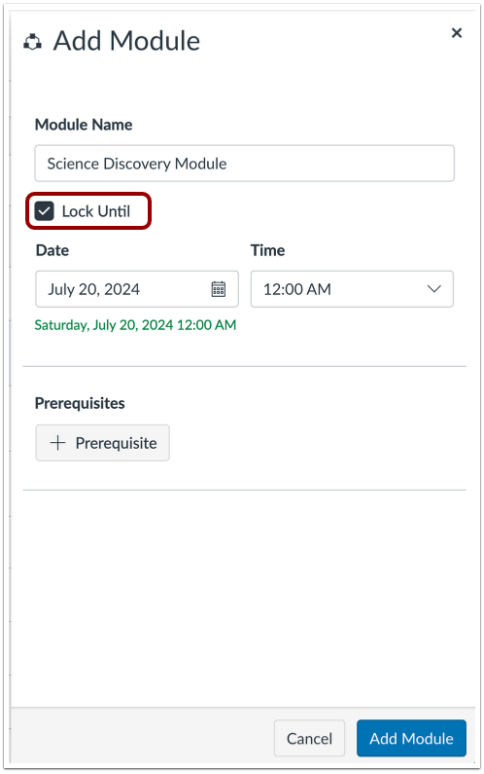
Click the **Add Module** button.

Add Module Name



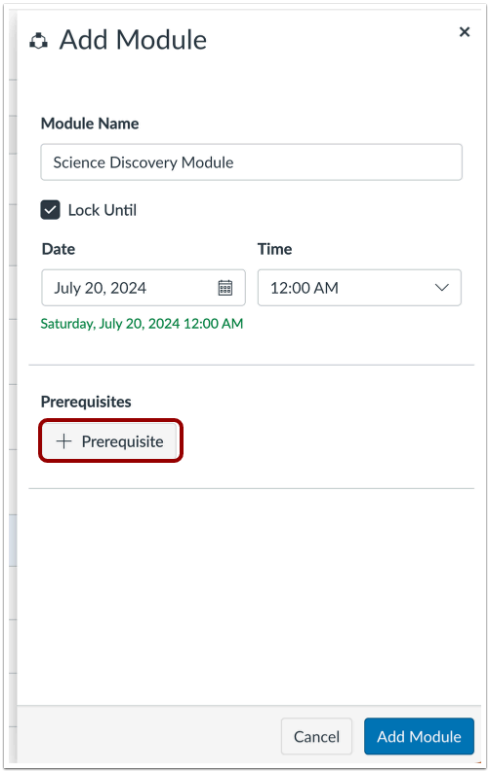
Type a name in the **Module Name** field.

Lock Module Date



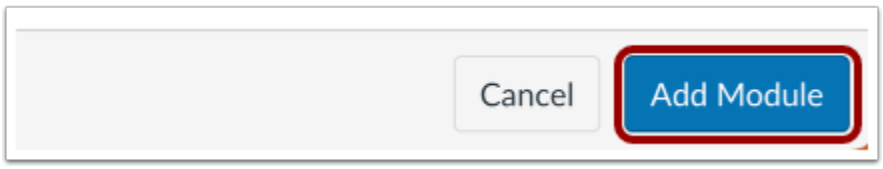
If you want to restrict the module until a specific date, you can lock the module.

Add Module Prerequisites



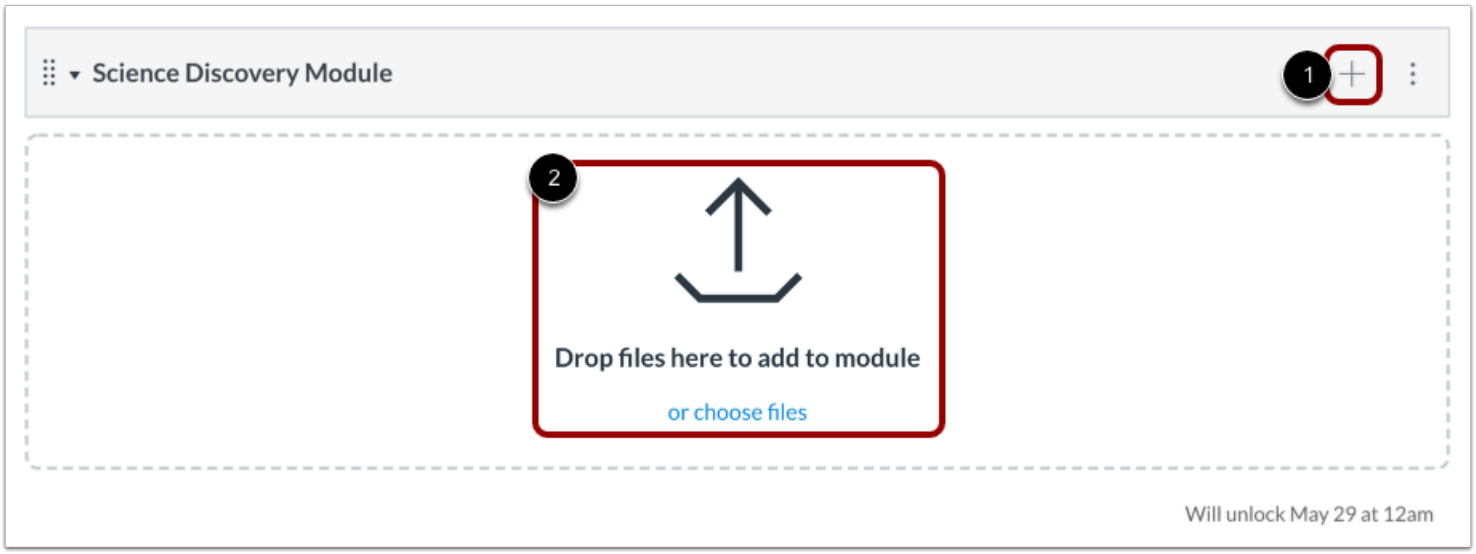
If you have added at least one module to your course, you can require a prerequisite module. A prerequisite module means students must complete the added modules before they can view the new module.

Add Module



Click the **Add Module** button.

View Module



View your created module.

To add items to your module, click the **Add** icon [1] or drag and drop to add files to an empty module [2].

You can also edit the module, assign it, move it, duplicate it, delete it, send it to another instructor, or copy it to another course.

How do I publish or unpublish a module as an instructor?

As an instructor, you can publish or unpublish a module in a course. Unpublished modules are invisible to students.

Modules control the entire flow of your course and its content. When you add items to a Module, please be aware that an unpublished module overrides the state of individual module items.

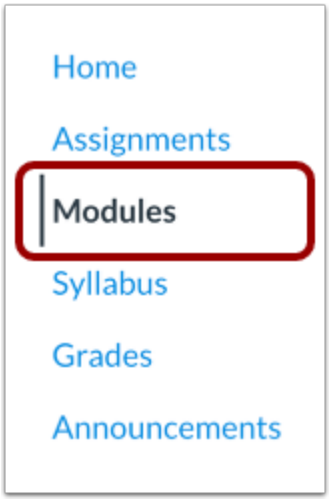
For instance, if you add a published Discussion to an unpublished Module, students cannot view the Discussion on the Modules page. However, they will still be able to see the Discussion in other areas of Canvas, such as the Syllabus and the Calendar, but they will not be able to open or participate in the Discussion. Please be aware of these potential scenarios when adding course content to a Module.

Modules also supports publishing or unpublishing files, in addition to setting a file as restricted. The restricted status applies to files only and can hide files from students. However, please be aware that restricted files may still be visible to students when they are added to modules. Learn more about restricting files in Canvas.

Notes:

- If you are unable to publish or unpublish a module, you may not have the 'Course Content - Edit' permission. To request this permission, please contact your institution's Canvas administrator.
- The Bulk Unpublish Supports Simple Published Files feature allows faster bulk management of published files while preserving complex availability settings, reducing manual effort for content adjustments.
- Files are unpublished through the Unpublish Module and All Items feature when in a simple published state with no other restrictions.

Open Modules



In Course Navigation, click the **Modules** link.

View Status of All Modules



On the Index page, you can view the state of each module. Green icons indicate the module is published [1]. Gray icons indicate unpublished modules [2]. You can change the status of a module by using the module's publishing drop-down menu.

Publish a Module



To publish a module, click the module's publishing drop-down menu [1]. To bulk publish the entire module and all its items, click the **Publish module and all items** option [2]. To only publish the module and not the module items, click the **Publish module only** option [3].

Note: Bulk publishing files in a module is only available when File Copyright is enabled and usage rights are set or disabled in a course.

Unpublish a Module



To unpublish a module and all its items, click the module's publishing drop-down menu [1] and click the **Unpublish module and all items** option [2]. To only unpublish the module and not the module items, click the **Unpublish module only** option [3].

Note: Bulk unpublish is not available for any files within a module.

Change Status of Module Content Items

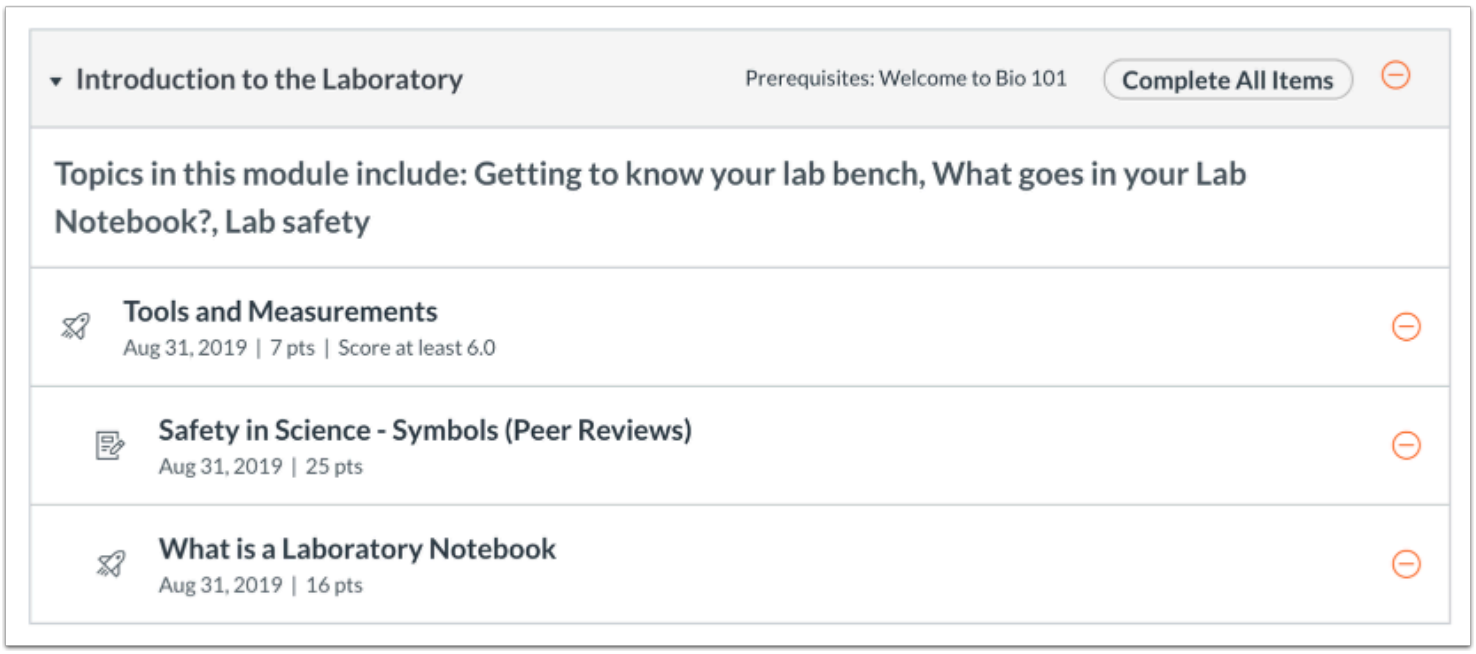


You can view and change the status of individual module content items as well. Although publishing a module will also publish all module items, you can manually unpublish individual module items later [1]. Students cannot view unpublished module items as part of a published module. Learn more about managing assignments, quizzes, discussions, pages, and files.

If you add a restricted file as a module content item, restricted files appear with a **Restricted** icon [2]. Restricted files act as published files and can be viewed by students (depending on the restriction setting). Learn more about restricting files in Canvas.

Note: Please be aware that an unpublished module overrides the state of individual module items. If an item is published within an unpublished module, students cannot view the item on the Modules page but they can still view the published items in other areas of Canvas. However, they will not be able to interact with the item until the module is published.

Modules Student View



Students cannot see any of the actions involved with published status, such as published and unpublished icons and setting icons. Students will only see published modules and available module content items, which are displayed in gray text.

How do I duplicate a module?

You can duplicate assignments, graded discussions, and pages in a module within a course. When a module is copied, the word *Copy* is added to the end of the module.

Duplicating a module defaults the copied module to an unpublished status. Assignment duplication, page duplication, and discussion duplication are currently supported in modules. Please note the exceptions associated with each item type.

Items duplicated in the Modules page follow the same behavior as a new item created in a module. The item displays in the Modules page but is also visible in the item's respective index page. All assignments, pages, and graded discussions within the copied module also include the word Copy at the end of the module item name.

Duplication Limitations

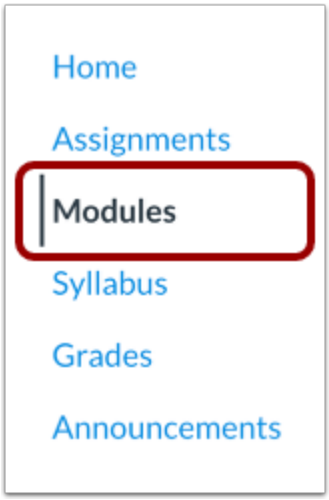
The following limitations apply when duplicating a module:

- **Quizzes**—Only quizzes created with New Quizzes are supported for duplication within modules. If a module contains a quiz created with the classic Canvas quiz tool, the option to duplicate a module does not display in the module menu. Modules can be duplicated by removing the classic quiz from the module. Classic quizzes are indicated by an empty Quiz icon; New quizzes are indicated by a filled Quiz icon.
- **External Tool (LTI) Assignments**—A module cannot be duplicated if it contains an external tool (LTI) assignment. If a module contains an external tool assignment, the option to duplicate a module does not display in the module menu. Modules can be duplicated by removing the external tool assignment from the module. The only exception to LTI tools is New Quizzes.

Notes:

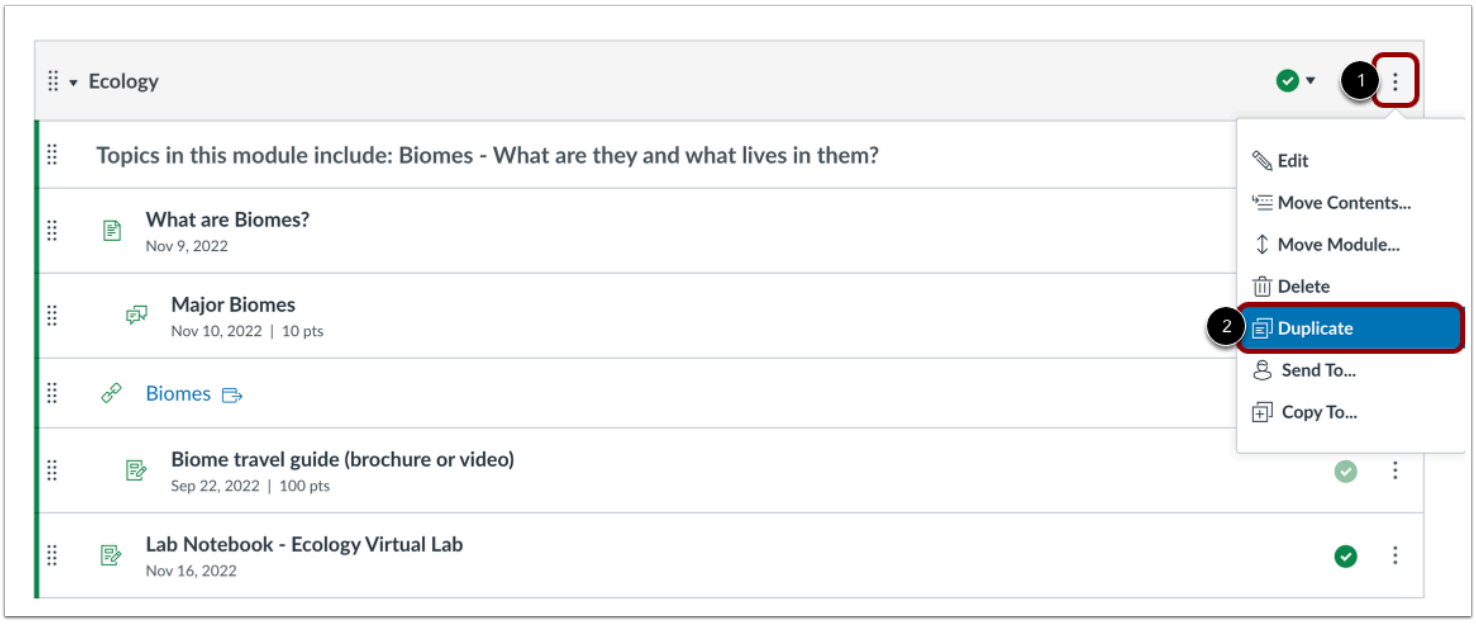
- If applicable, the Modules page displays any Blueprint Course icons after the page is refreshed.
- The content in a MasteryPath module can be duplicated, but the duplicate will not retain the MasteryPath.
- If you have set prerequisites or unlock dates for modules, they are not included as part of the duplicate.

Open Modules



In Course Navigation, click the **Modules** link.

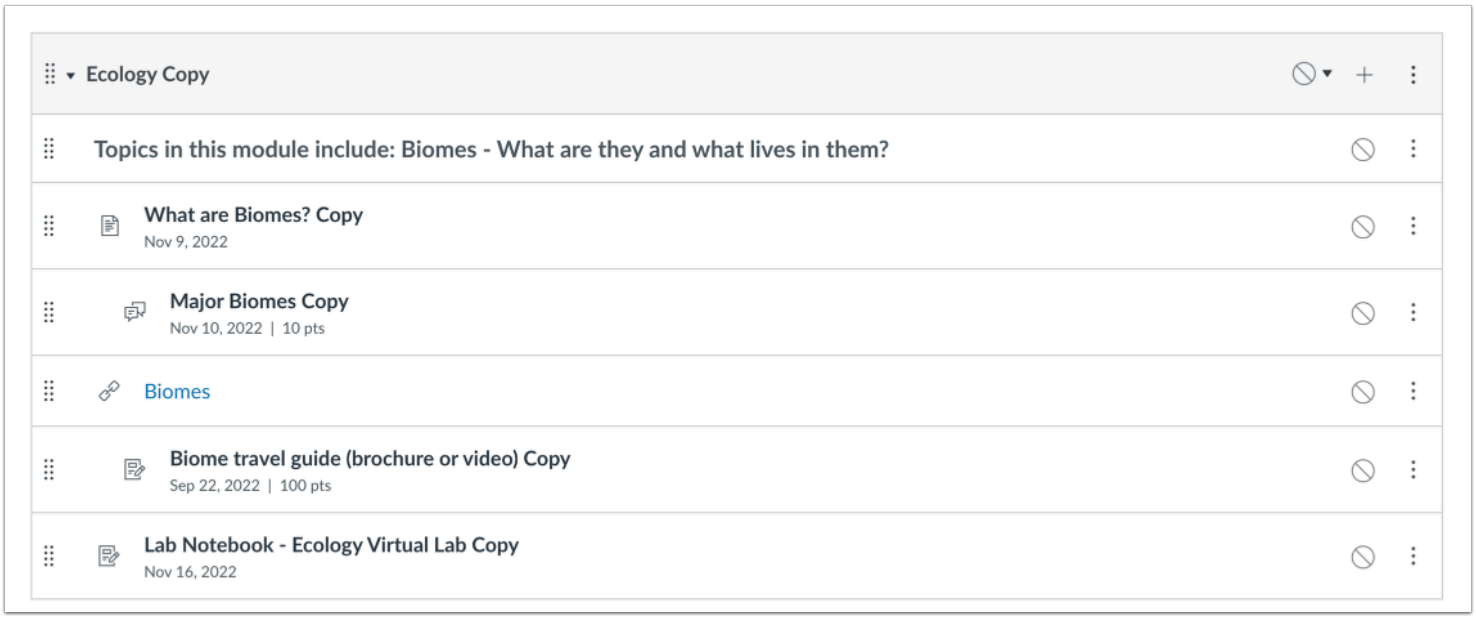
Duplicate Module



Locate the module you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

Note: If a module cannot be duplicated, the Duplicate link will not appear in the Options menu.

View Duplicate



View the duplicate module in the Modules Index Page.

Note: If applicable to your course, the Modules page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

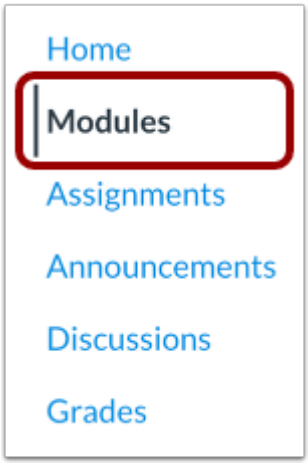
How do I copy a module to another course?

As an instructor, you can copy a module in a course directly into any active course in which you are enrolled. You can also send a module to other instructors at your institution as well as copy individual module items to other courses. When you copy a module, any assets within that module (images, files, etc.) will be included in your module copy.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- If you copy the same module to the same course more than once, the module you previously copied will be overwritten with the newly copied module.

Open Modules



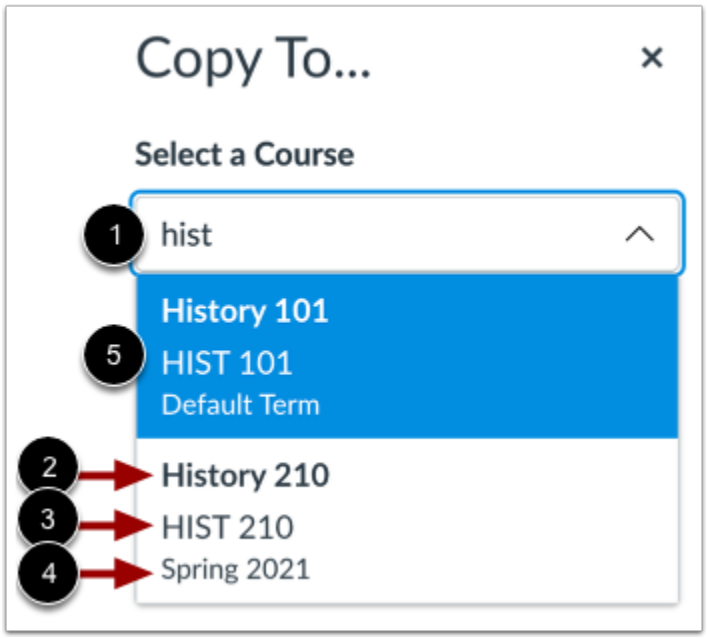
In Course Navigation, click the **Modules** link.

Open Module Options



Locate the module you wish to copy and click the **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



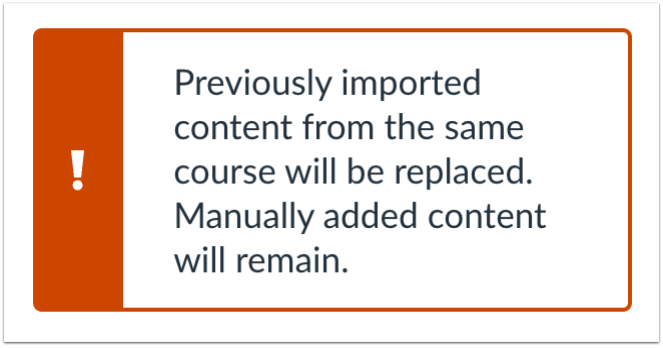
Enter the course code, SIS ID or course name in the **Select a Course** drop-down menu [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the module [5].

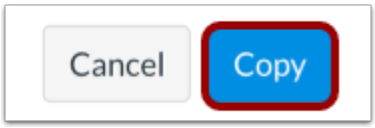
Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Modules cannot be copied to a concluded course.

View Copy To Warning Message



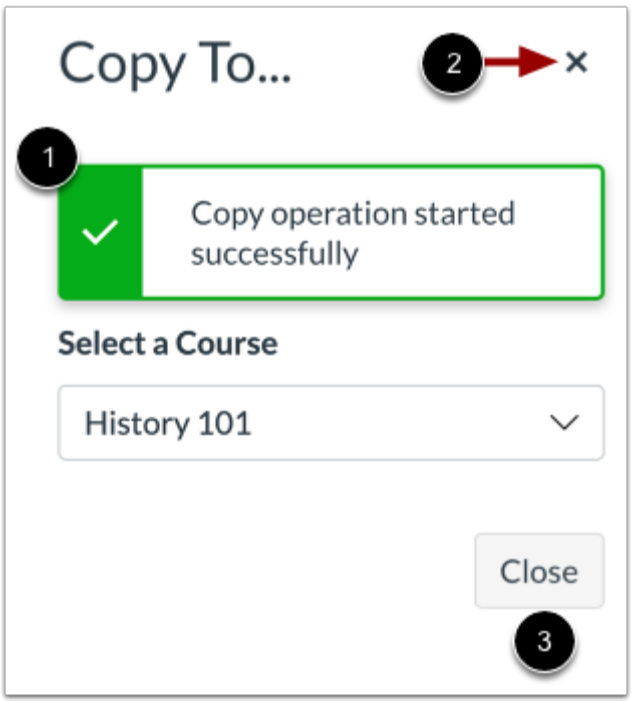
When copying content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Copy Module



Click the **Copy** button.

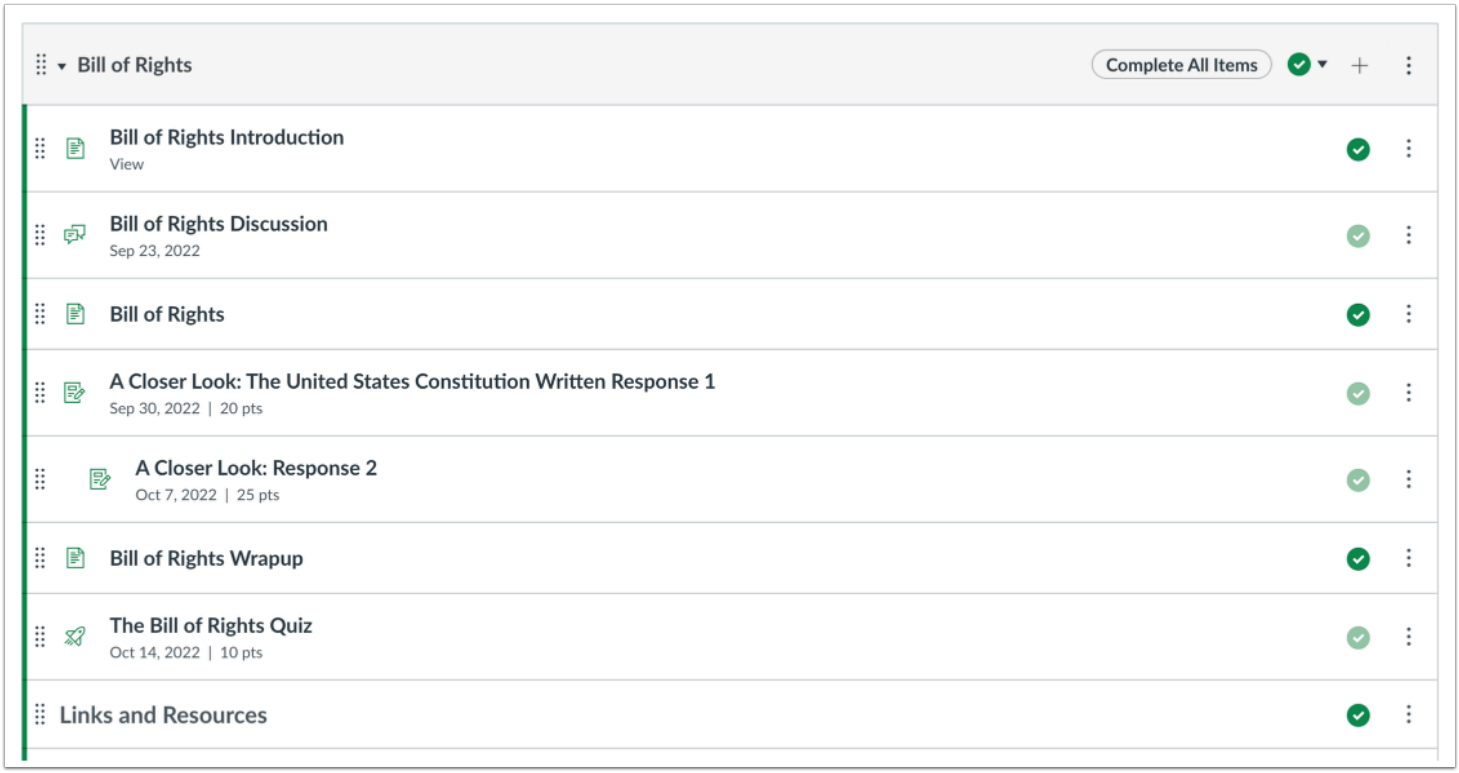
View Copy Notification



Canvas displays a notification when a module copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Module



The copied module displays on the Modules Index Page for the course into which it copied.

How do I send a module to another instructor?

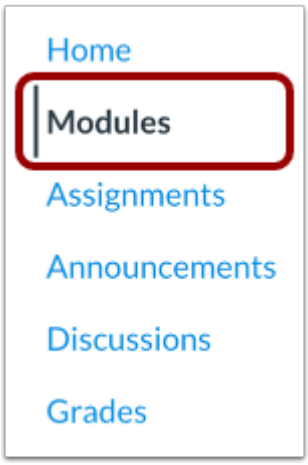
As an instructor, you can send modules in your course to other instructors at your institution. You can also copy a module into another course as well as send individual module items to other instructors.

When you share a module, any assets within that module (images, files, etc.) will be included in the shared file. Module settings are also included in the shared module.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Modules



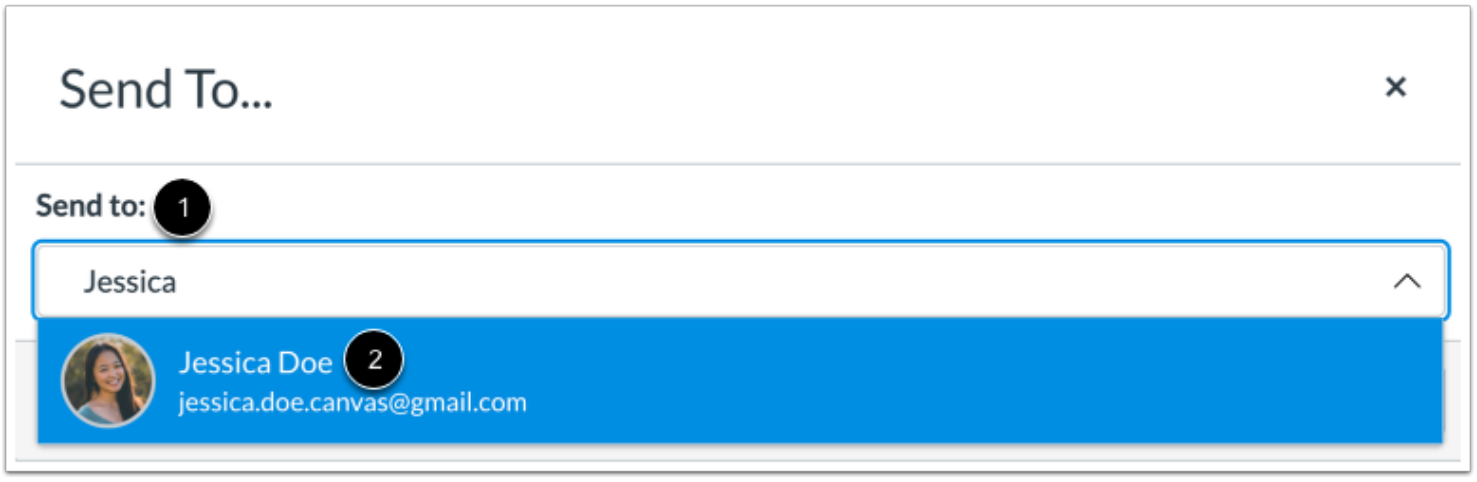
In Course Navigation, click the **Modules** link.

Open Module Options



Locate the module you wish to send and click the **Options** icon [1]. Select the **Send To...** option [2].

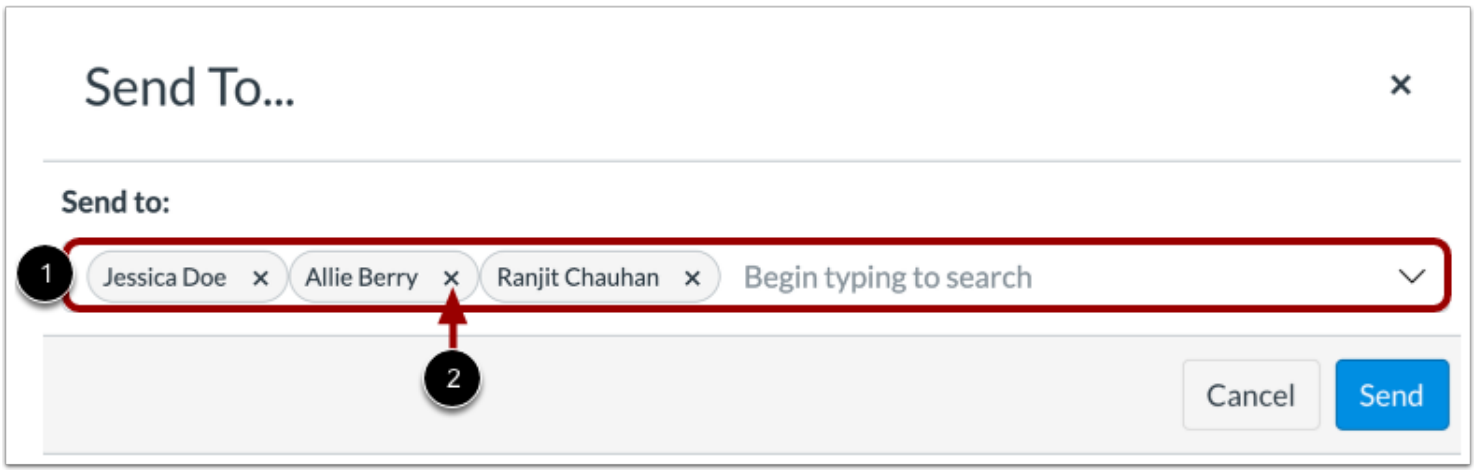
Select Recipient



To send the module to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your module [2].

Note: You can send the module to multiple instructors at one time.

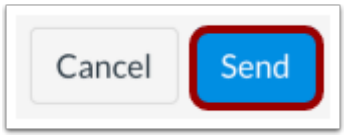
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the module to yourself, add your name to the Send to field.

Send Module



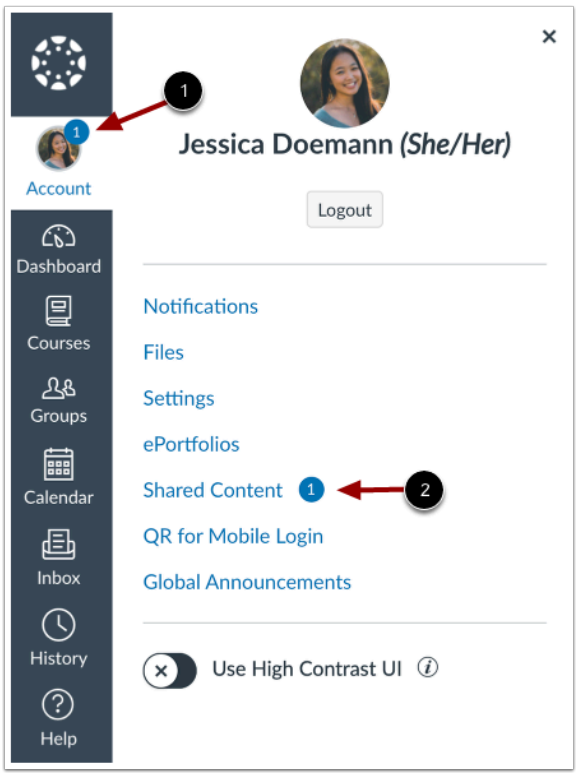
Click the **Send** button.

View Sent Notification



Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, a badge displays on the user's Account icon [1] and in the Shared Content link [2].

Learn how to manage received content.

How do I copy a module item to another course?

As an instructor, you can copy a module item in a course directly into another course in which you are enrolled. You can also send a module item to other instructors at your institution as well as copy an entire course module into another course. When you copy a module item, any assets within that module item (images, files, etc.) will be included in your module item copy.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- If you copy the same module item to the same course more than once, the module item you previously copied will be overwritten with the newly copied module item.

Open Modules



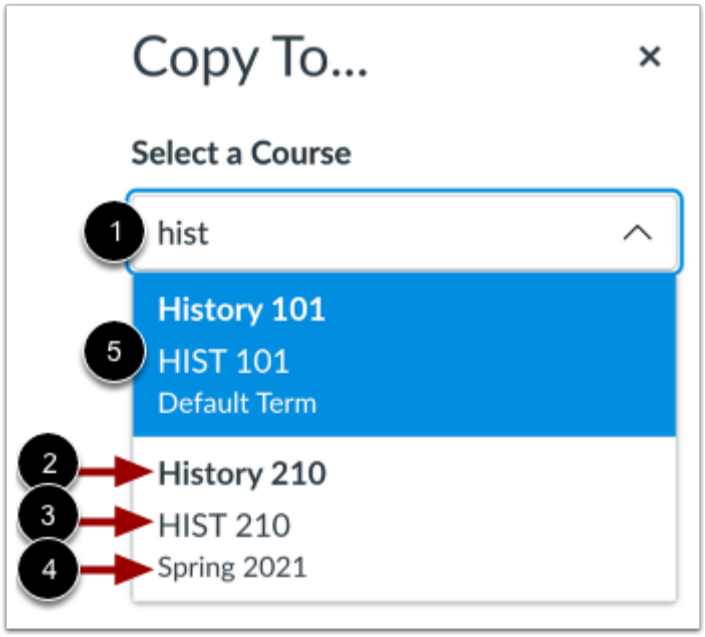
In Course Navigation, click the **Modules** link.

Open Module Item Options



Locate the module item you wish to copy and click the **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



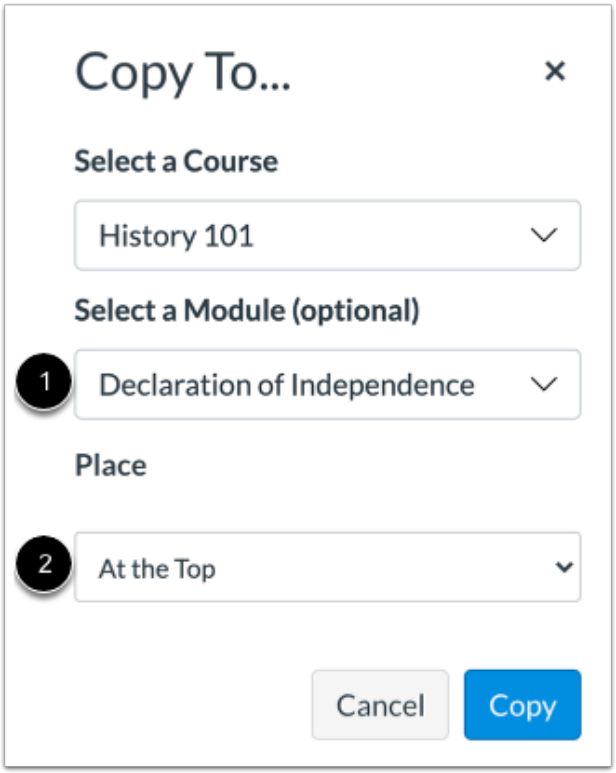
Enter the course code, SIS ID or course name in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the module item [5].

Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Module items cannot be copied to a concluded course.

Select Location

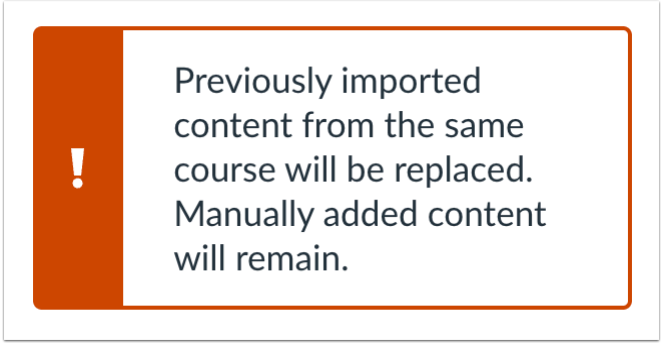


You can copy the module item into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied module item.

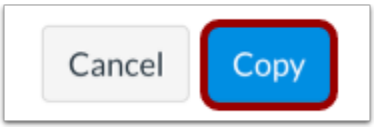
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the module item to the top of the module, before or after a specific module item, or at the bottom of a module.

View Copy To Content Warning Message



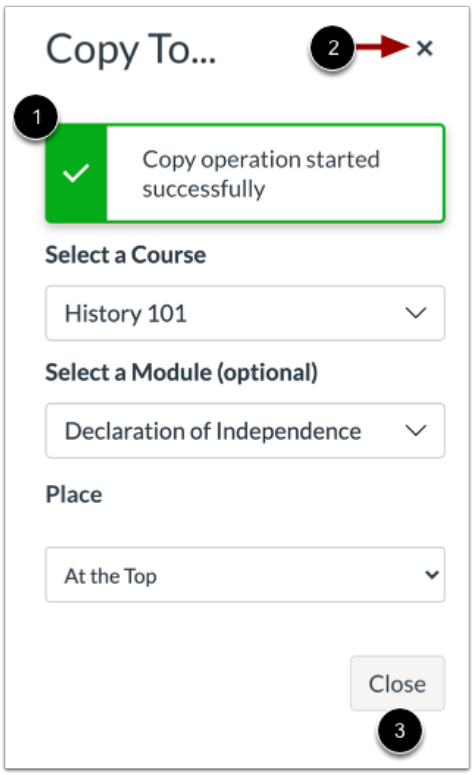
When copying content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Copy Module Item



Click the **Copy** button.

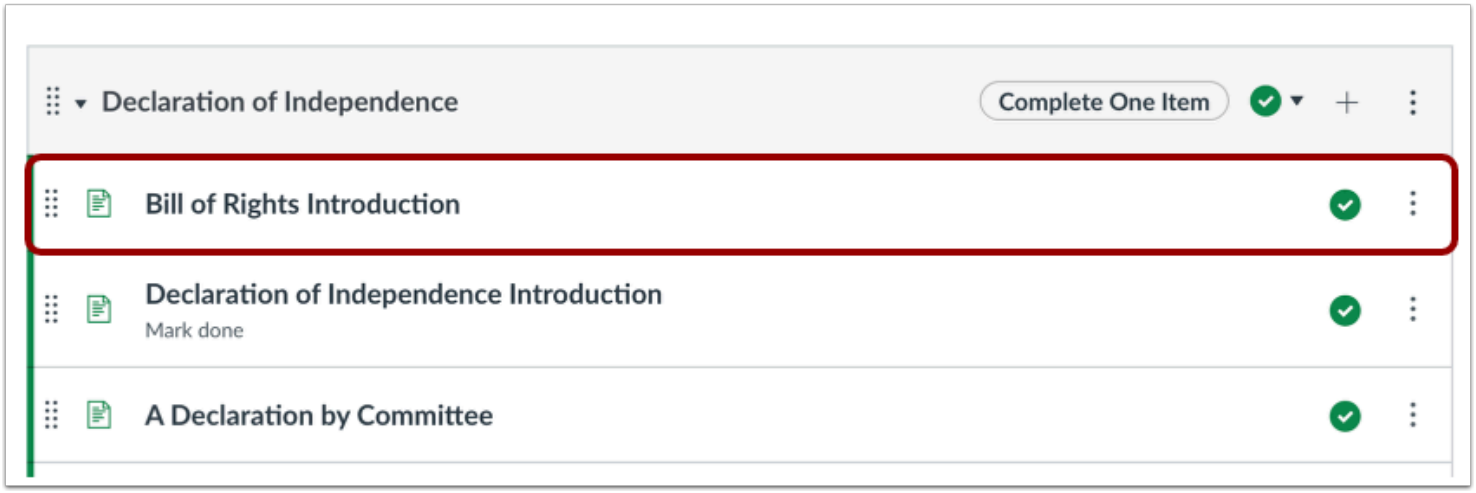
View Copy Notification



Canvas displays a notification when the module item copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Module Item



The copied module item displays on the Modules Index Page for the course into which it copied.

How do I send a module item to another instructor?

As an instructor, you can send a module item in your course to other instructors at your institution. You can also copy a module item into another course as well as send an entire course module to other instructors.

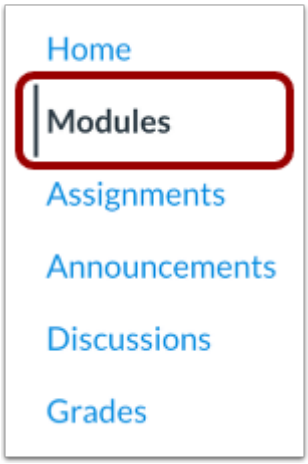
When you share a module item, any assets within that module item (images, files, etc.) will be included in the shared file. Module item settings are also included in the shared module item.

The following module item types can be sent to another instructor: assignments, quizzes, pages, and discussions. Other module item types cannot be sent individually. However, if an entire module is sent to another instructor, all module item types in the module will be included.

Notes:

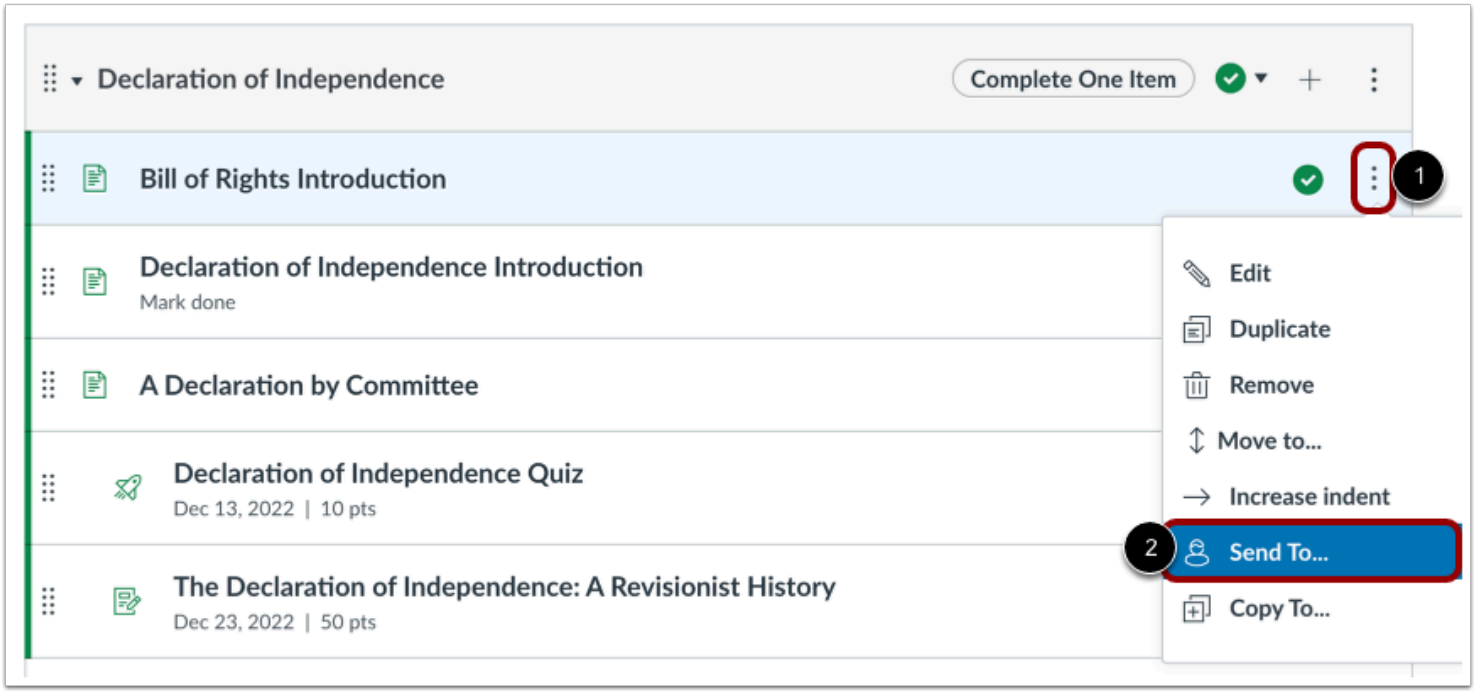
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Modules



In Course Navigation, click the **Modules** link.

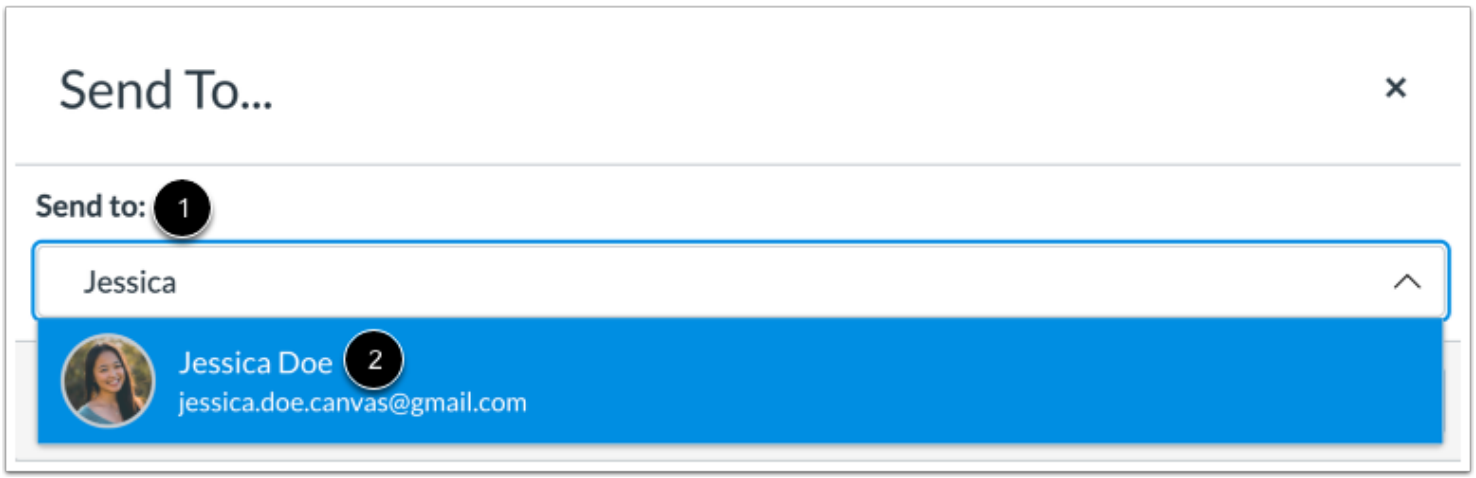
Open Module Item Options



To send an assignment, quiz, page, or discussion module item, click the module item's **Options** icon [1]. Select the **Send To...** option [2].

Note: File, text header, external URL, and external tool module item types cannot be sent individually to another instructor. However, when entire modules are sent to another instructor, they are included.

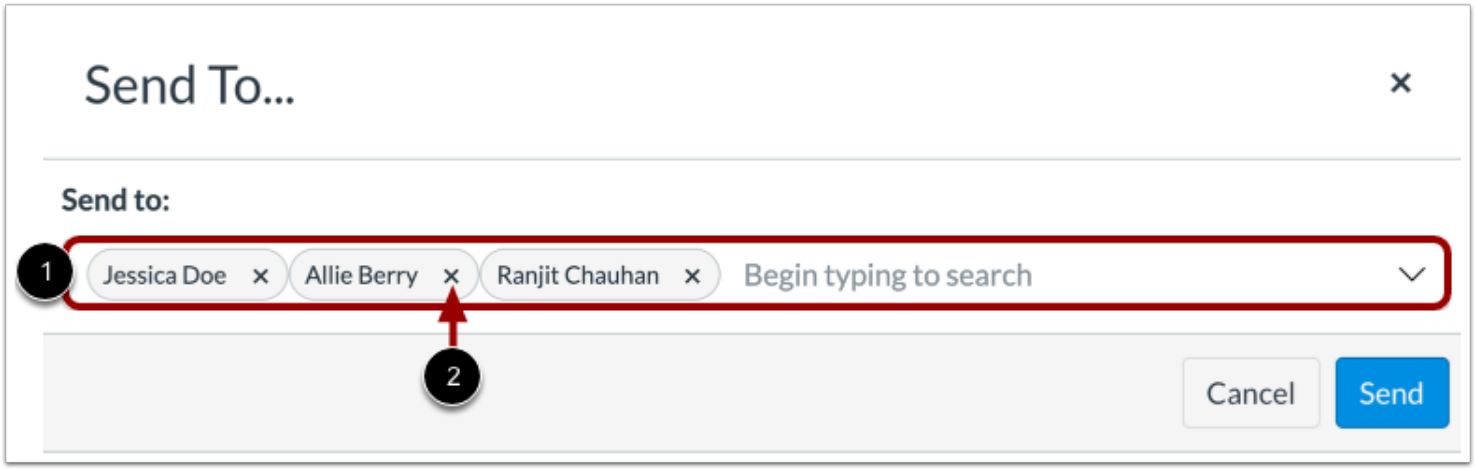
Select Recipient



To send the module item to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your module item [2].

Note: You can send the module item to multiple instructors at one time.

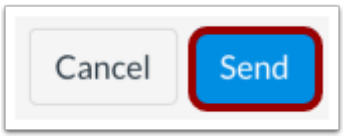
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the module item to yourself, add your name to the Send to field.

Send Module Item



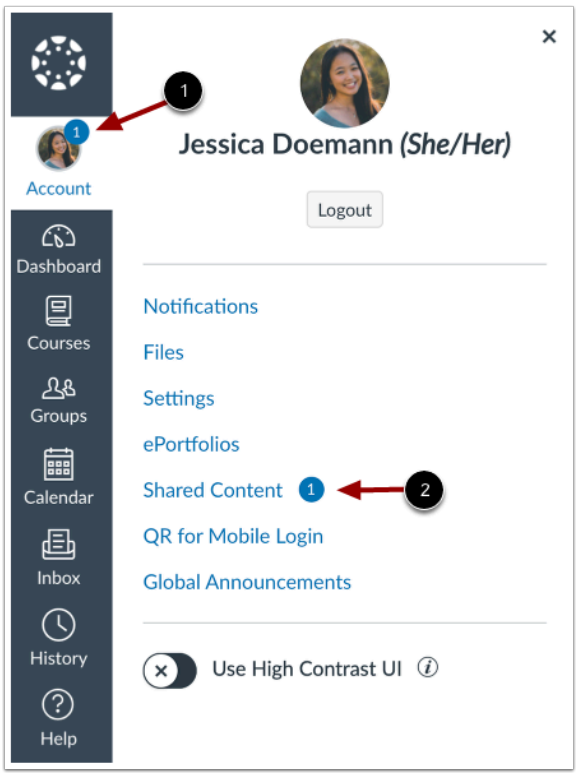
Click the **Send** button.

View Sent Notification



Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, a badge displays on the user's Account icon [1] and in the Shared Content link [2].

Learn how to manage received content.

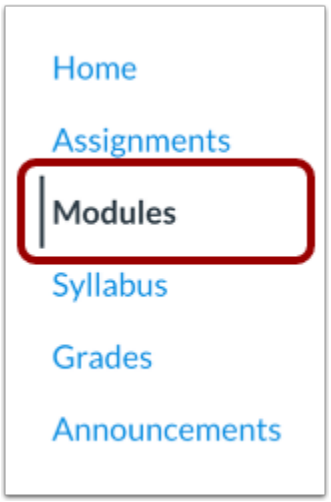
How do I add prerequisites to a module?

When you set a module prerequisite, the module is locked until a student completes the required items in the prerequisite module. However, if the prerequisite module does not have completion requirements, the module will not be locked by adding prerequisites and students will be able to access the module whenever.

When selecting a prerequisite module, you can only choose from previous modules. You may need to reorder modules to correct prerequisite availability.

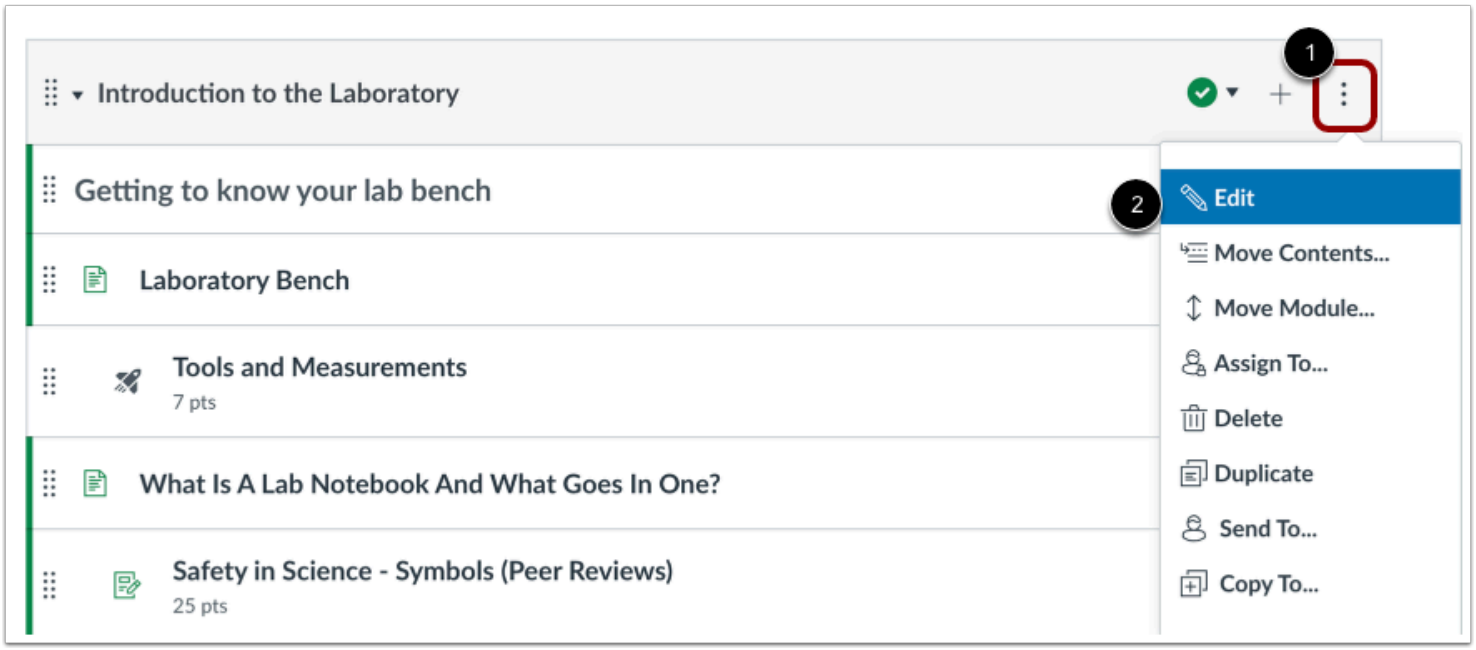
Note: You can only add prerequisites if you have added at least one module.

Open Modules



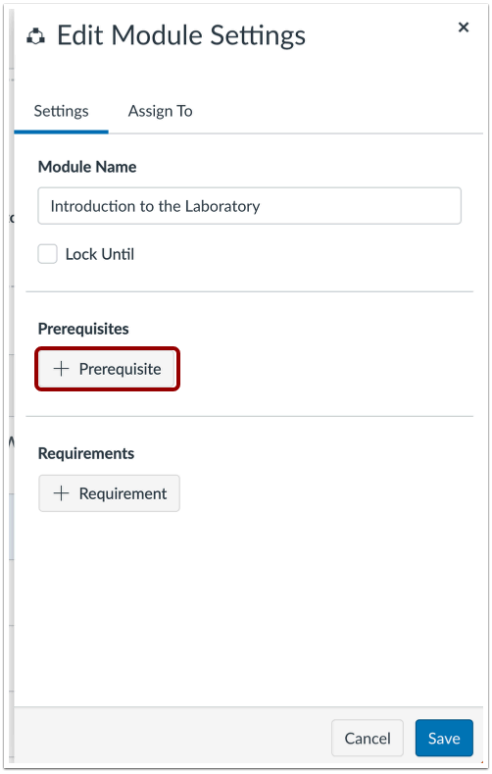
In Course Navigation, click the **Modules** link.

Edit Module



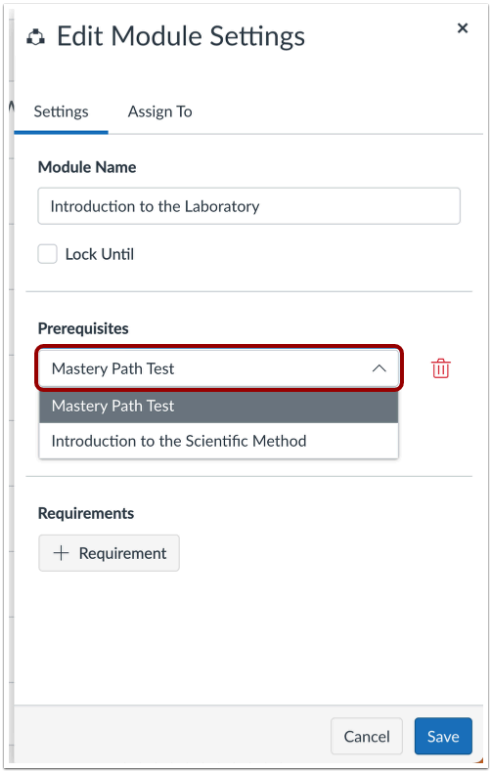
Locate the name of the module and click the **Options** icon [1]. Select the **Edit** link [2].

Add Prerequisite



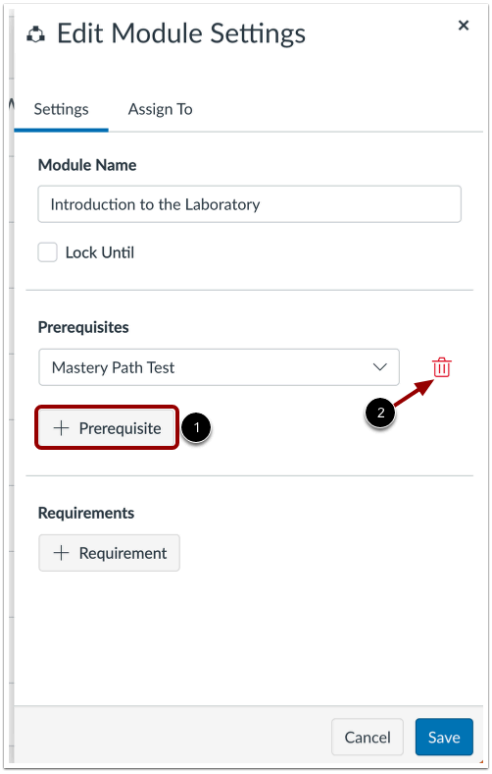
Click the **Add Prerequisite** button.

Set Prerequisite



In the module drop-down menu, select the module students must complete before moving on.

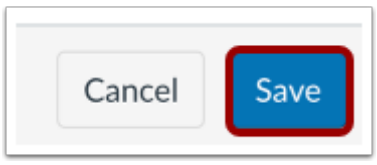
Manage Prerequisites



To add additional prerequisites, click the **Add Prerequisite** button [1]. If you want to ensure students complete modules in order, you should add prerequisites for all modules that come before this module.

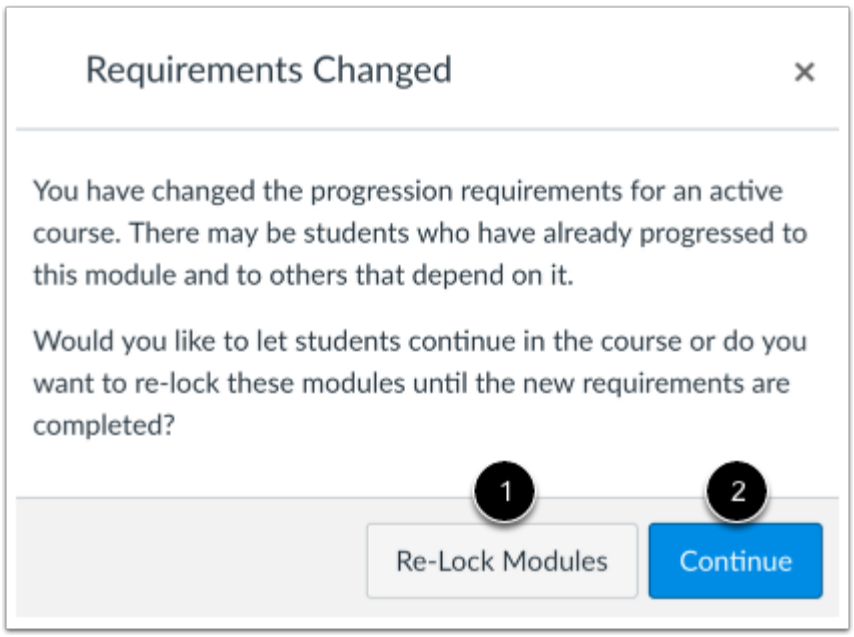
To remove a prerequisite, click the **Remove** icon [2].

Save Module



Click the **Save** button.

Re-Lock Module



If you change prerequisites that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the prerequisites again.

To re-lock the modules, click the **Re-Lock Modules** button [1]. To allow students to continue without any changes, click the **Continue** button [2].

View Module



View your prerequisite(s) in the module header.

How do I add requirements to a module?

When you add requirements to a module, students must complete the defined requirements within the module before the module will be marked complete. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

Note that you cannot add requirements until you have added module items: you can add content items such as assignment types, pages, and files; text headers; external tools; and external URLs.

You can choose to allow students to complete requirements in any order, or you can require them to move through the module sequentially. A requirement to move through module items sequentially relates to the order items are listed on the Modules page, not the order displayed in Module Settings. If you have multiple iterations of an module item, you can set different requirements for each item.

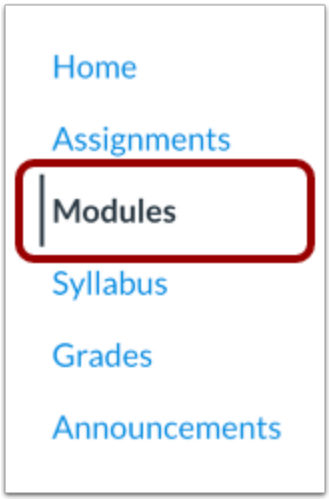
Module requirements are displayed in the order that they exist as module items. You may need to reorder module items so that the requirements are set correctly.

You can also set up prerequisite modules and require students to complete each module in order.

Notes:

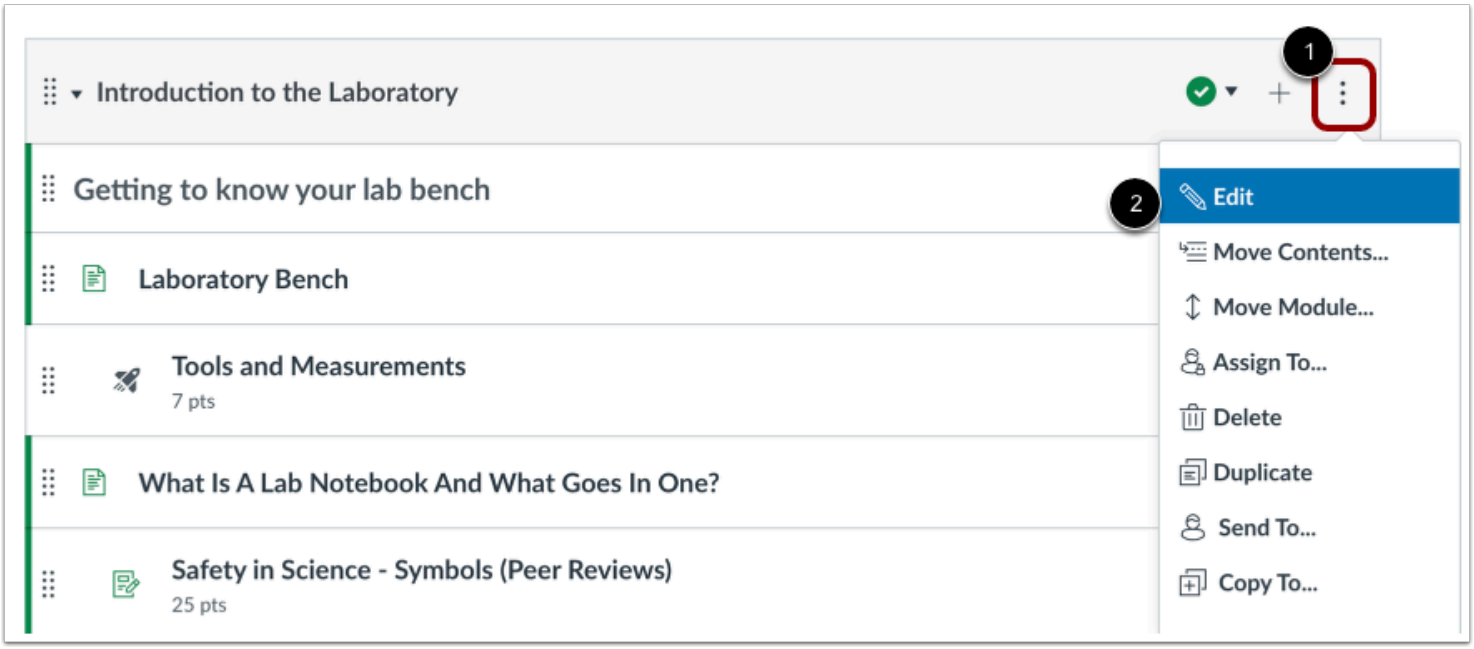
- If you choose to set the requirement type as completing only one option, and you want to use it with graded items, please note that all assignments with their current grades are reflected in the Gradebook. For instance, if you want a module to require a student to submit one of three assignments, the two assignments that aren't submitted still factor into the Gradebook as unsubmitted. You may choose to manually configure the unsubmitted assignments appropriately, either by using the differentiated assignments feature or excusing the assignments in the Gradebook.
- When using requirements in a module, the late policy does not impact Classic Quizzes and does not affect students moving forward in the module. However, late policy deductions for Assignments, Discussions, and New Quizzes can prevent students from moving forward in the module when using the score at least requirement.

Open Modules



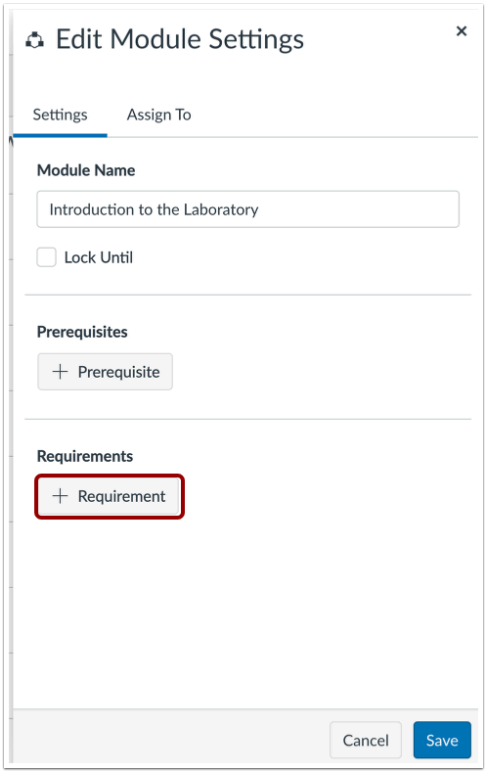
In Course Navigation, click the **Modules** link.

Edit Module



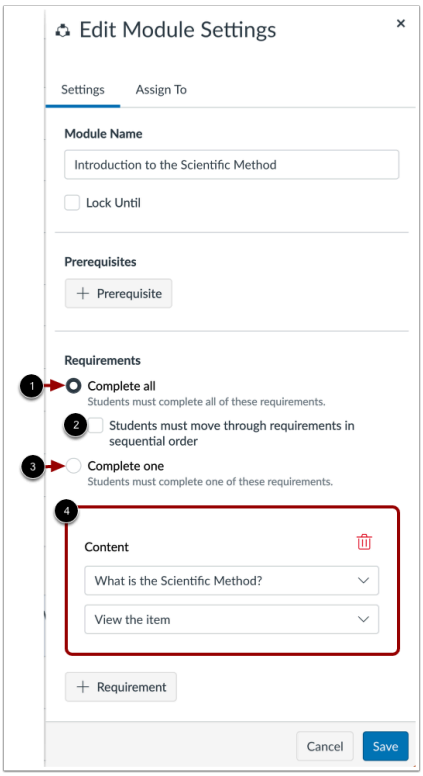
Locate the name of the module and click the **Options** icon [1]. Select the **Edit** link [2].

Add Requirement



Click the **Add Requirement** button.

Set Requirement Type

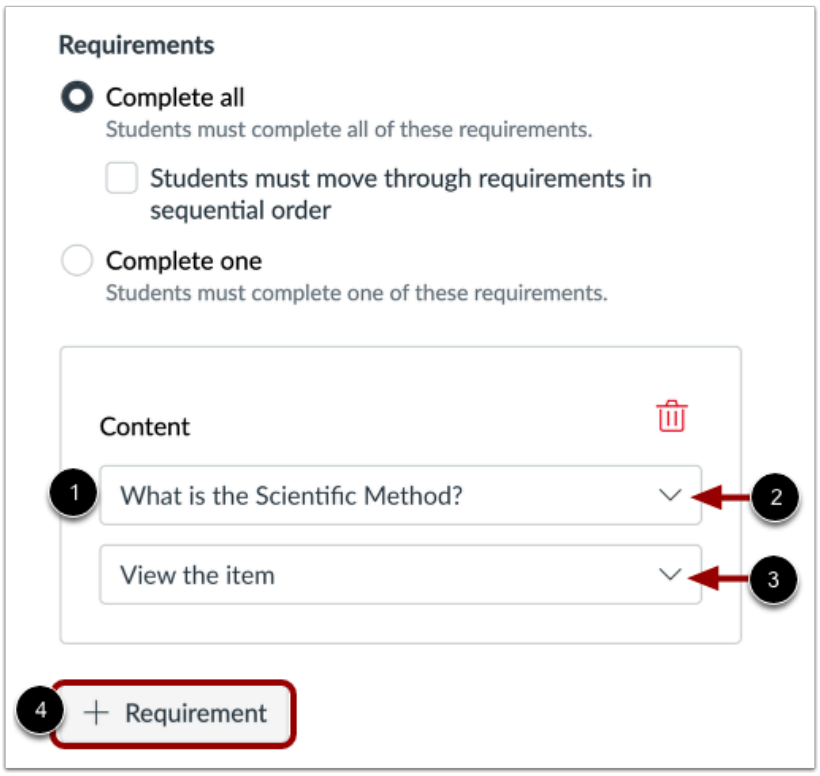


To require students to complete all requirements listed on the Edit Module Requirements page, click the **Complete all** radio button [1]. To require students to complete all requirements in sequential order, click the **Students must move through requirements in sequential order** checkbox [2].

To require students to complete any one of the requirements listed in the Content section, click the **Complete one** radio button [3].

Note: Each requirement setting only applies to the required items listed [4].

Manage Required Items



The requirement setting selected applies to the listed required items.

By default, the first item in the module is listed as a required item [1]. To select a different module item, click the item drop-down menu [2].

To manage how the selected item must be completed, click the completion requirement drop-down menu [3]. Depending on the module item type, you can select one of the following options:

- **View the item**: Students must view the item.
- **Mark as done**: Students must mark the assignment or page as done before they can progress to the next item. This option also synchronizes with the student List View Dashboard and completes the item for the student. However, this behavior is only supported when the item with this requirement is located in one module. Adding the same item within multiple modules is not supported.
- **Contribute to the page**: Students must post a reply to a non-graded discussion or contribute content to a page (make sure students are allowed to edit pages in the course).
- **Submit the assignment**: Students must submit an assignment, post a reply to a graded discussion, or submit a quiz. (Canvas does not allow you to manually enter a grade to fulfill this requirement; a submission must be made by the student.)

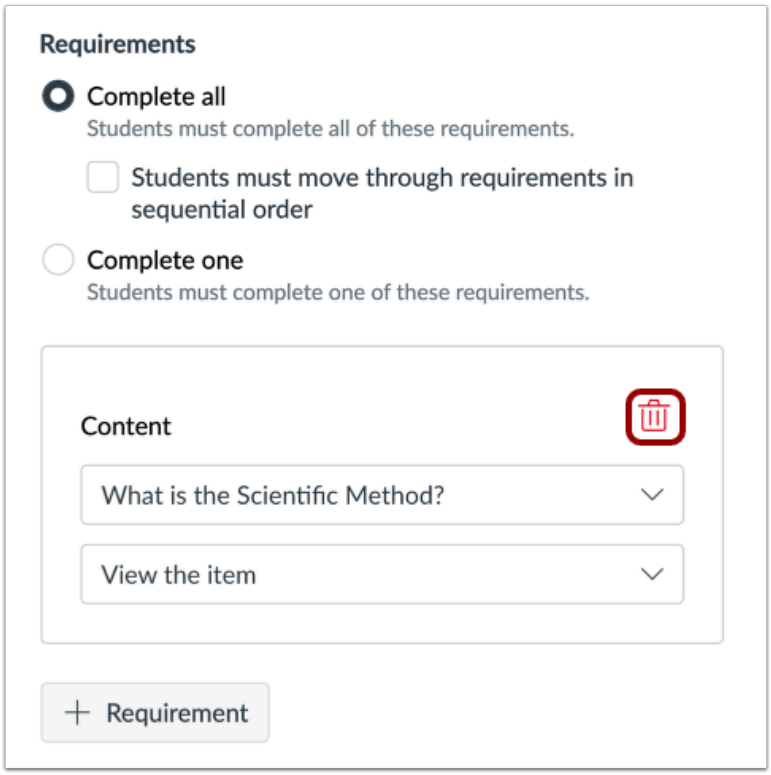
- **Score at least**: Students must meet a minimum submission score. With this option, an additional field appears where you can enter the minimum score that students must earn. This option is available for all graded assignment types, and the grade must be posted in order for the student to progress to the next module.

To add additional required items, click the **Add requirement** button [4].

Notes:

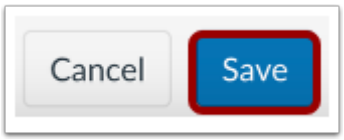
- If you have chosen to have students complete all requirements and would like them to complete each item in the module, you must add each module item as a requirement.
- If you have included a content item in the same module multiple times, you can set different requirements for each item

Delete Requirements



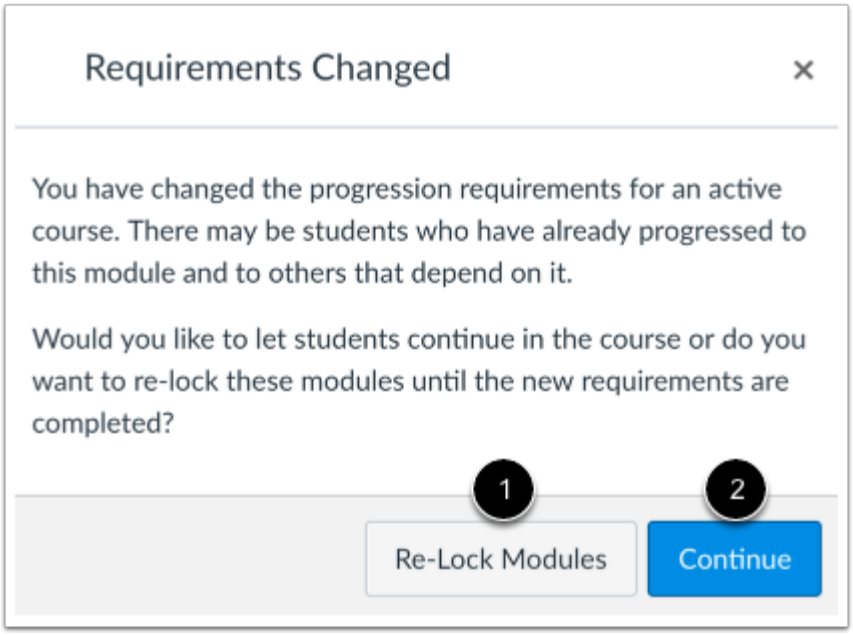
To remove all requirements from a module, click the **Delete** icon.

Save Module



To save requirements, click the **Save** button.

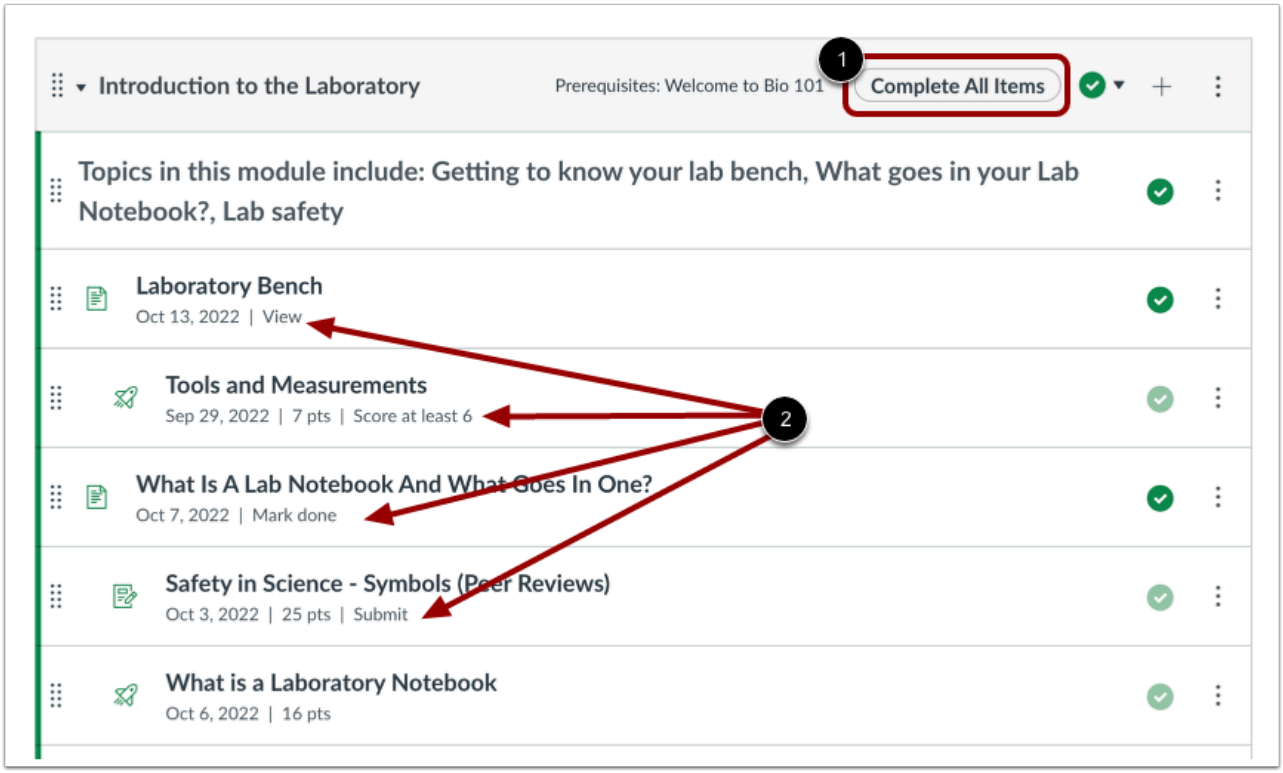
Re-Lock Module



If you change module requirements that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the requirements again.

To re-lock the modules, click the **Re-Lock Modules** button [1]. To allow students to continue without any changes, click the **Continue** button [2].

View Requirements



View the module requirement type [1] and the required items for the module [2].

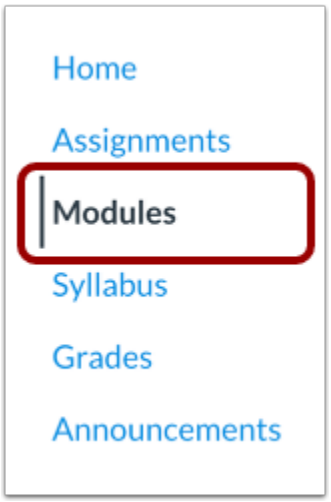
How do I assign a module to individual sections, differentiation tags, or students?

After adding a module, you can assign a module to individual students or sections. If enabled by your institution, you can assign modules to students with differentiation tags.

Notes:

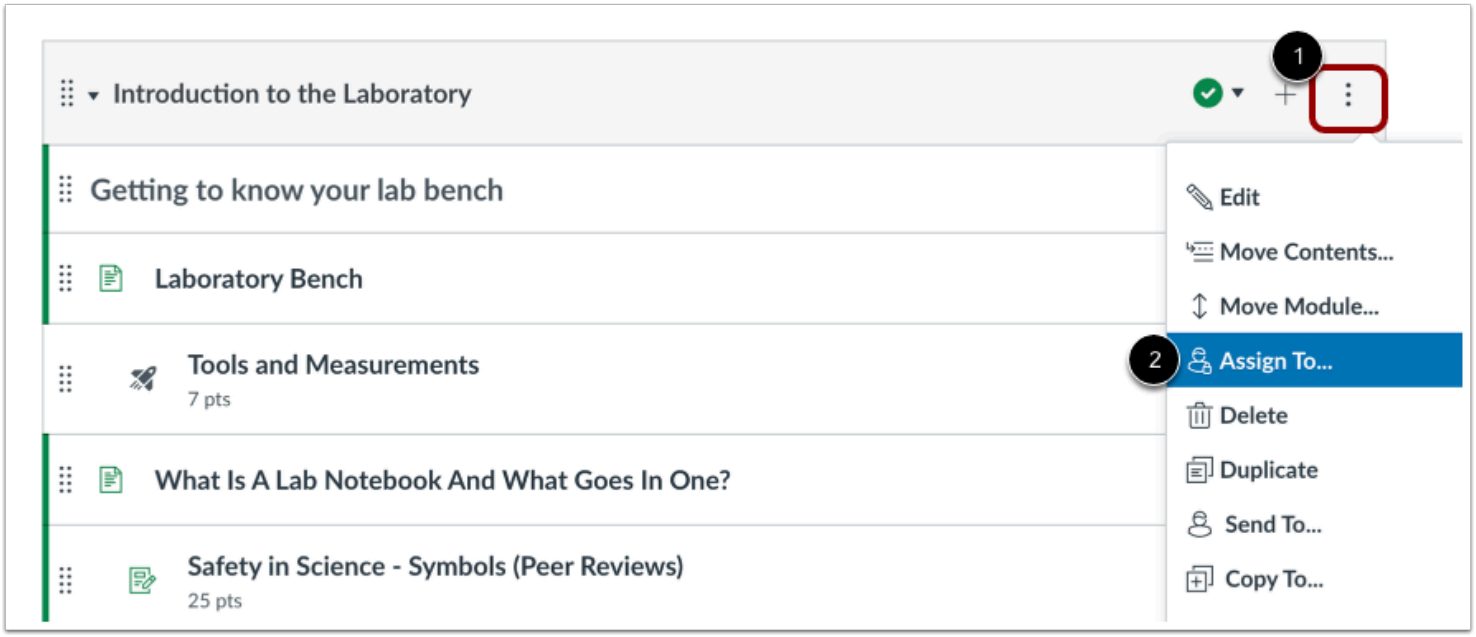
- If a student is assigned only a specific item within a module and not the entire module, they cannot view any items in the module. However, they can view the item on applicable pages. For example, if the module item is an assignment, page, or quiz, it can be viewed on the Assignments, Pages, or Quizzes page respectively.
- If a student is assigned an entire module, but not specific items within that module, students can only view the items they are assigned.
- The "Assign To" settings is not supported in the Teacher apps.

Open Modules



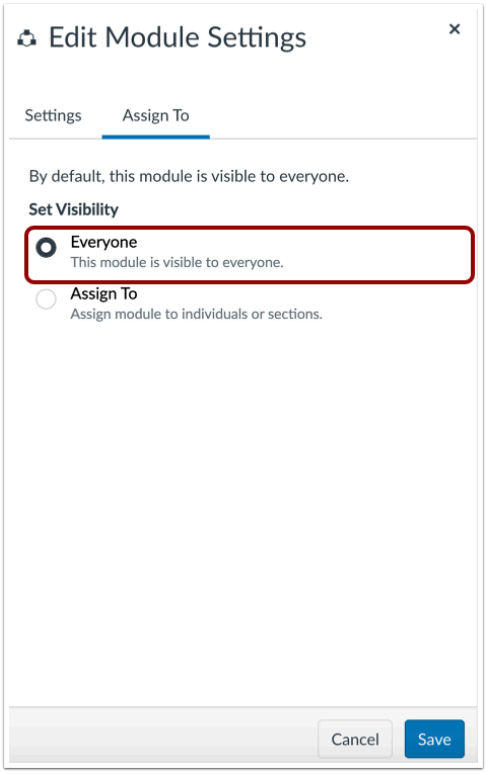
In Course Navigation, click the **Modules** link.

Open Assign To



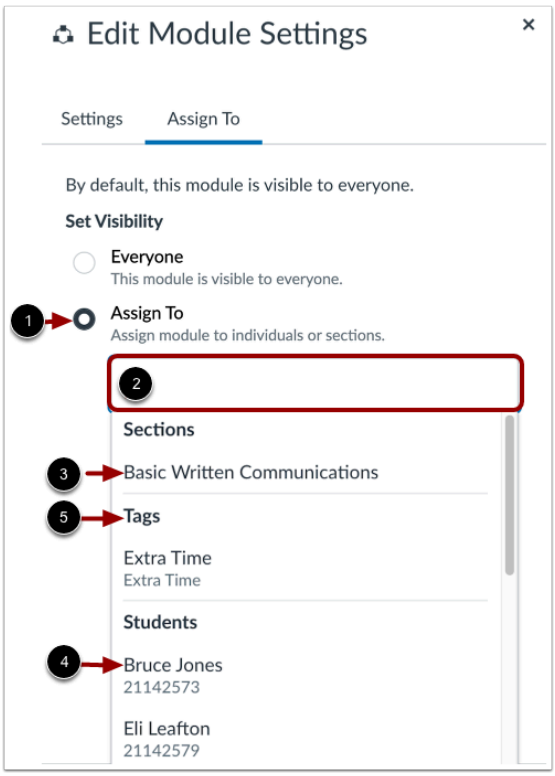
Locate the name of the module and click the **Options** icon [1]. Click the **Assign To...** link [2].

Edit Module Visibility



By default, modules are assigned and visible to everyone in the course.

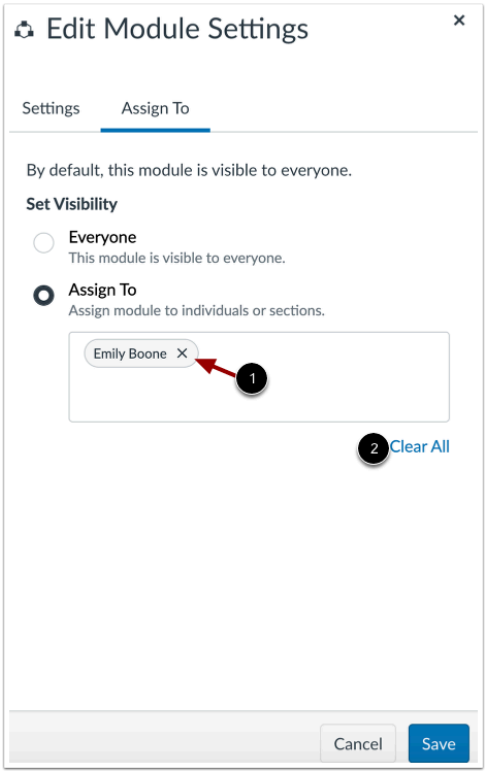
Assign to Individuals, Differentiation Tags, or Sections



To assign the module to individual students or sections, click in the **Assign To** radio button [1]. Then, click the **Individual or Section** field [2] and select a section [3], or an individual student name [4].

If enabled by your institution, you can assign modules to students with differentiation tags [5].

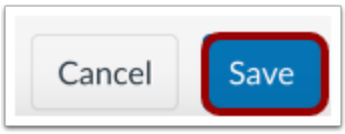
Edit Assignees



You can add multiple students and sections.

To remove a student or section, click the **Remove** icon [1]. To remove all the assignees, click the **Clear All** link [2].

Save Assignees



Click the **Save** button.

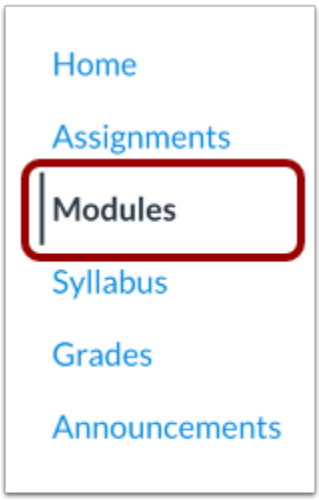
How do I assign a module content item from the Module Index page?

In the Modules Index page, you can assign an existing module content item to students or sections.

Notes:

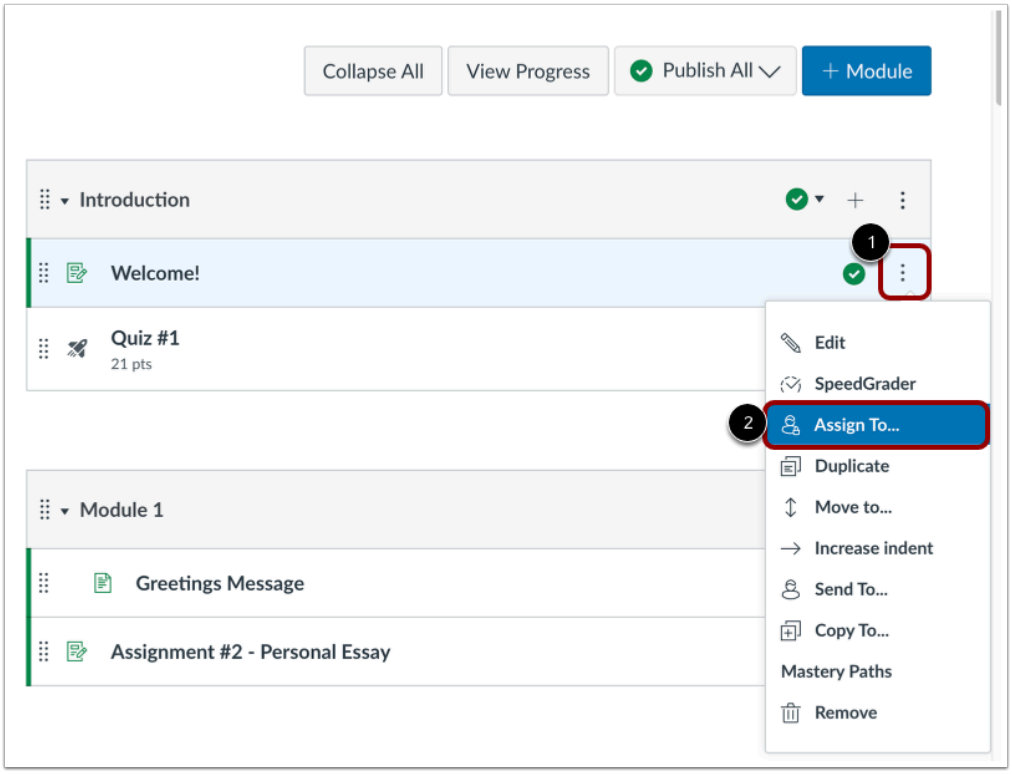
- To assign to a group or make other content item changes, edit the assignment details.
- You can also assign module content items by editing the item as an assignment, quiz, or discussion.

Open Modules



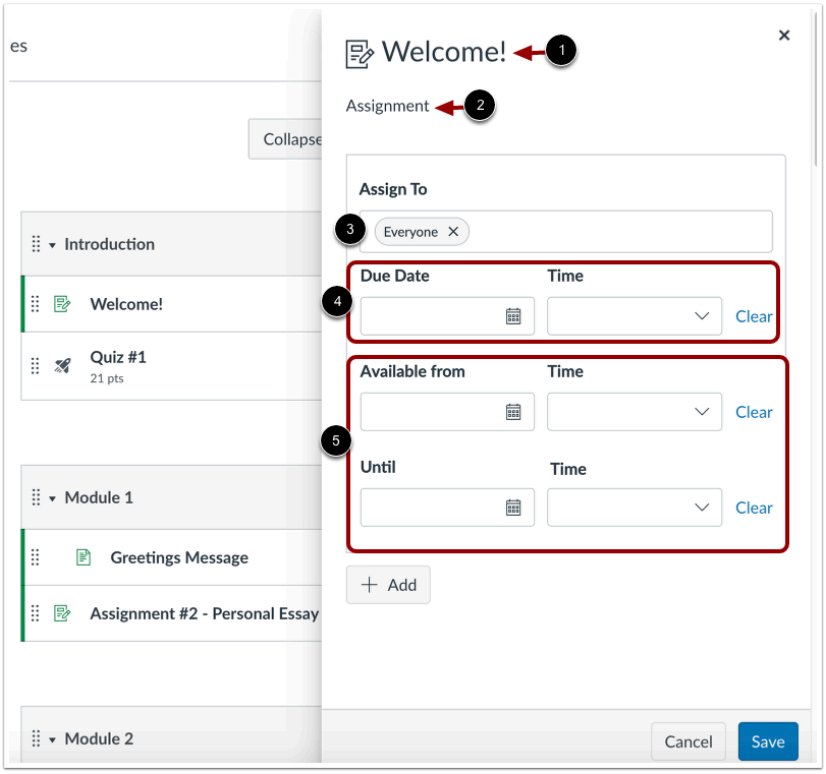
In Course Navigation, click the **Modules** link.

Open Assign To



Click the module content item **Options** icon [1]. Then click the **Assign To...** link [2].

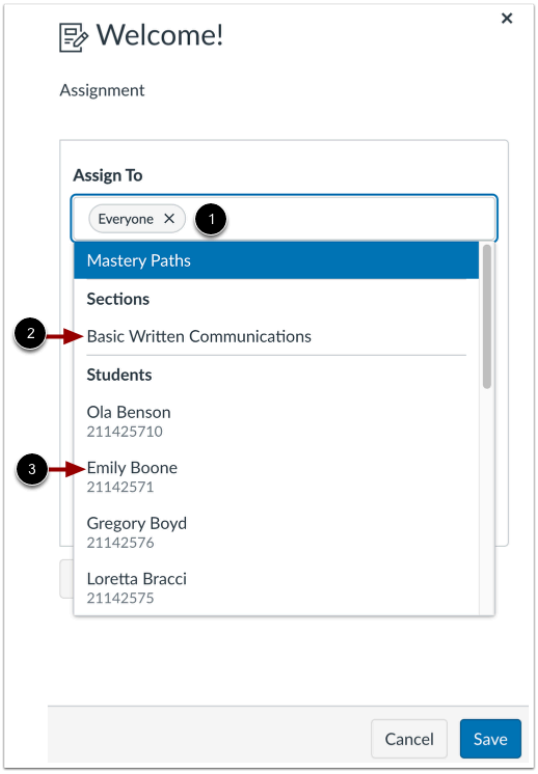
View Current Assignment Details



In the Assign tray, you can view the content item name [1], assignment type [2], and current assignees [3].

Depending on the content type, you can also view the current due date and time [4] and the availability dates [5].

Select Assignees

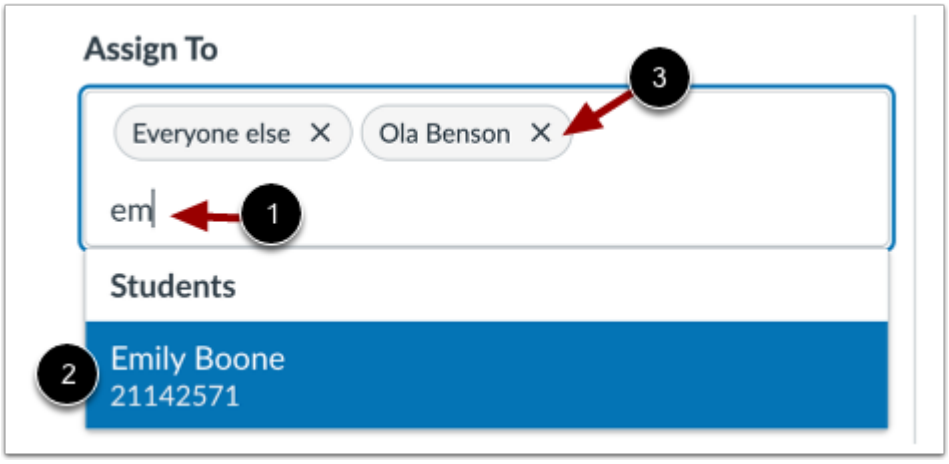


To change the assignees, click the **Assign To** field [1]. Then, select an assignee. You can assign to everyone, to a course section [2], or to an individual student [3].

You can also select the **Everyone else** option or assign to Mastery Paths.

Note: To assign to a group or make other module content item changes, edit the assignment details.

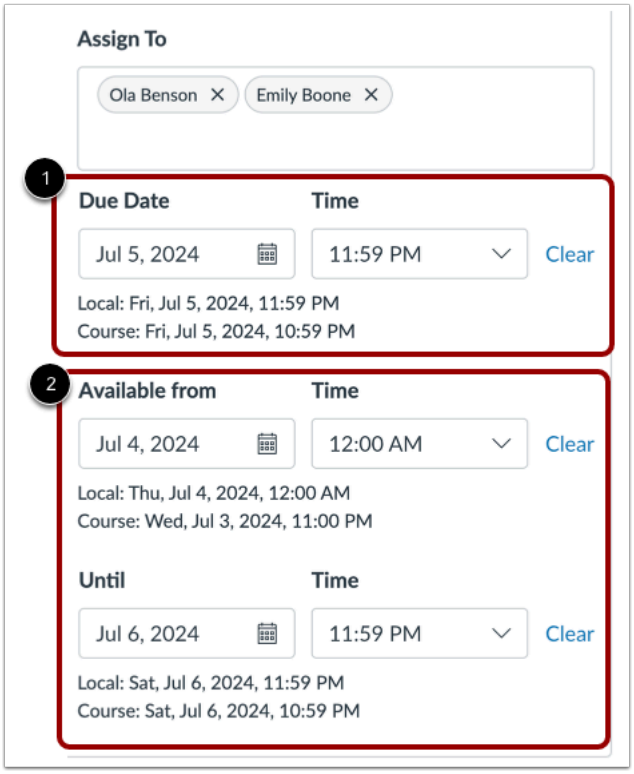
Find Student or Section



To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Edit Due and Availability Dates

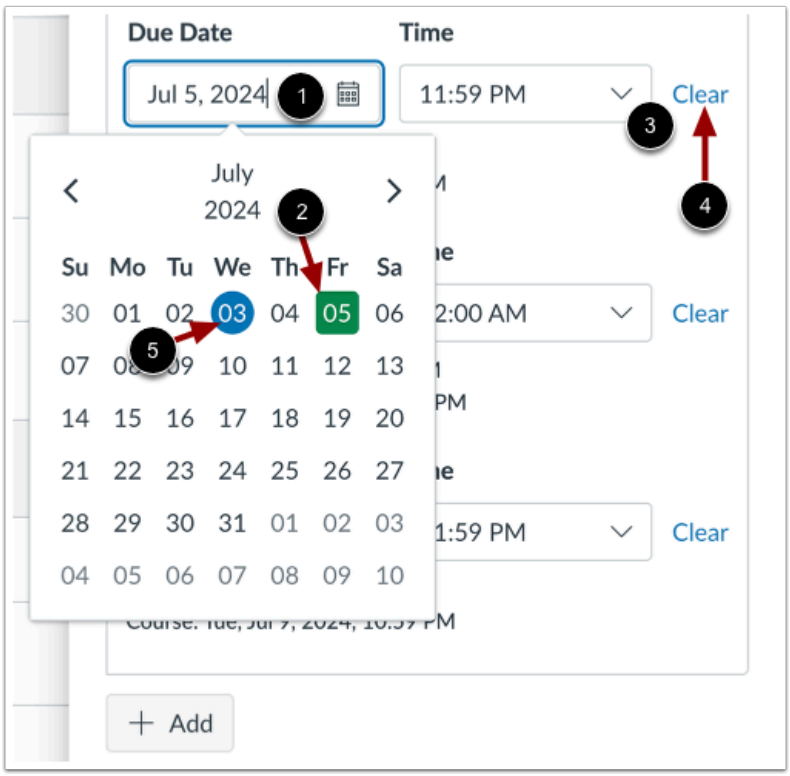


You can change the due date and time [1].

You may also have the option to add availability dates [2].

Note: If a date does not include a time, the listed date defaults to the course's default due time.

Set Dates and Times



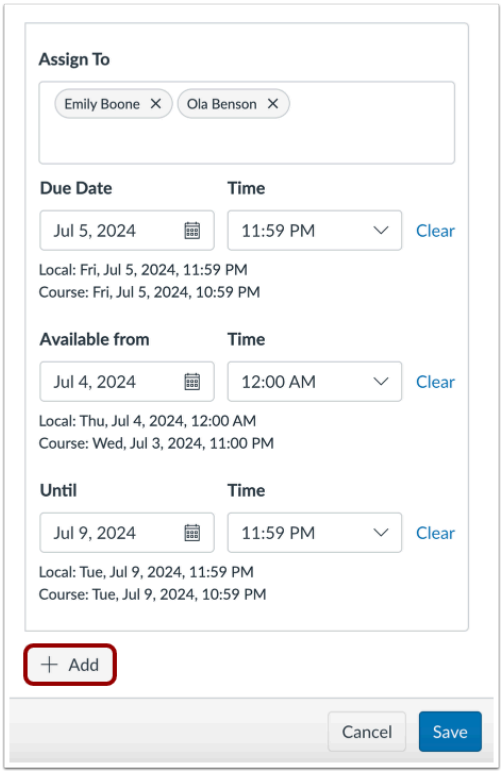
To set dates, enter a date in the **Due Date**, **Available from**, or **Until** field [1]. Or click the field and select a date from the calendar [2].

To set times, enter a time or click the **Time** drop-down menu and select a time [3].

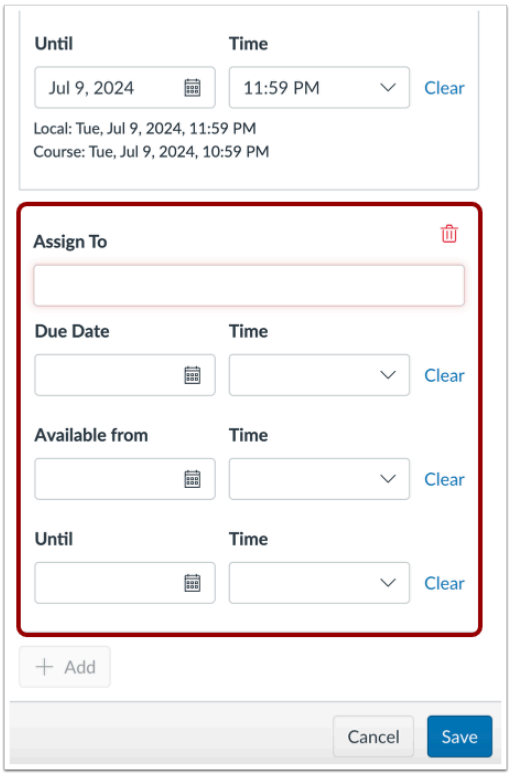
Notes:

- To remove date and time selections, click the **Clear** link [4].
- In the calendar, the current date displays in a blue circle [5].

Add Additional Assignment Details

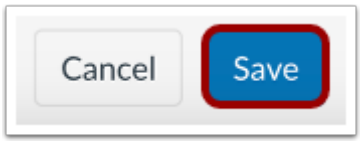


To assign to other students or sections with different dates and times, click the **Add** button.



Enter additional assignees, due dates, and availability dates.

Save Assignment Information



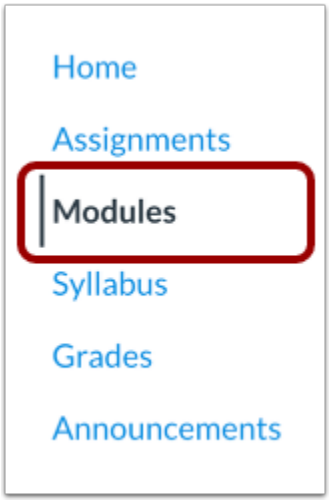
To save the assignment information, click the **Save** button.

How do I edit or delete a module?

You can edit a module in the Edit Module Settings menu. Editing a module allows you to rename the module, lock modules, add prerequisites, add requirements, or edit the module assignment details.

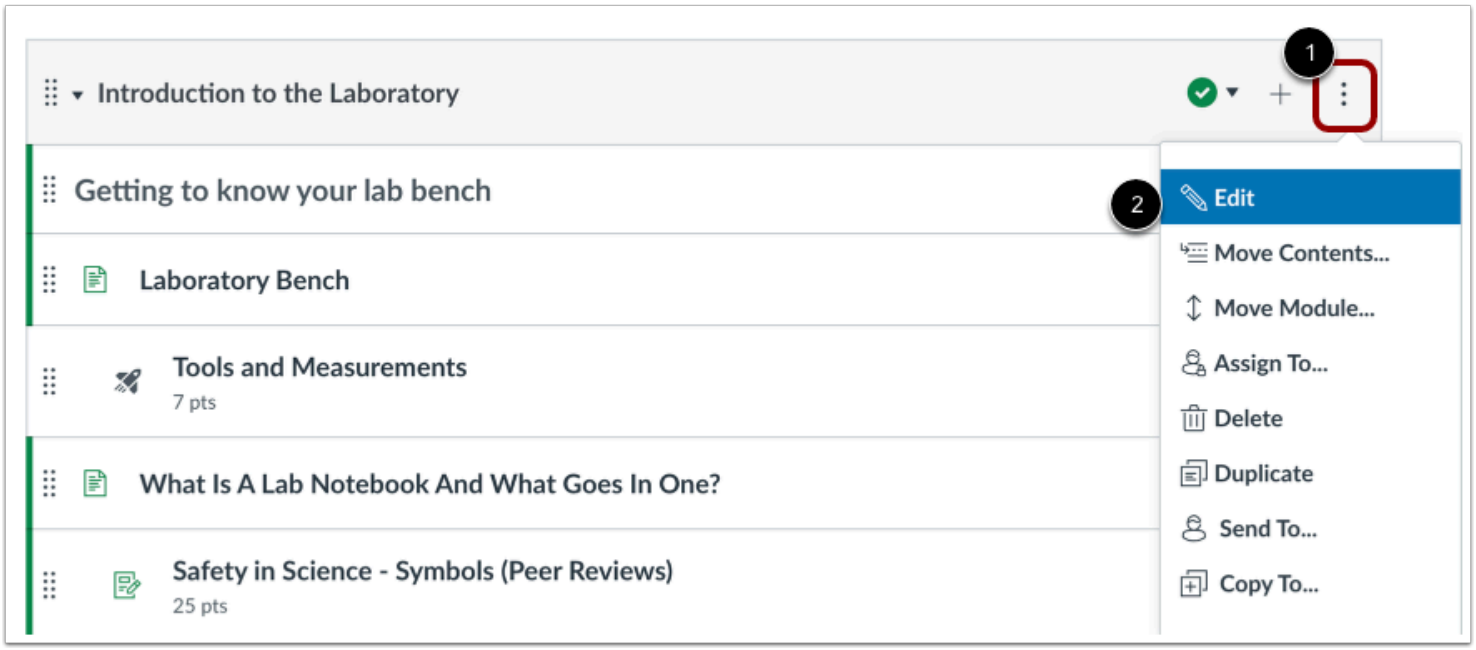
If necessary, you can delete a module in your course. When you delete a module, all of the items in that module are removed, but they are not deleted from the course.

Open Modules



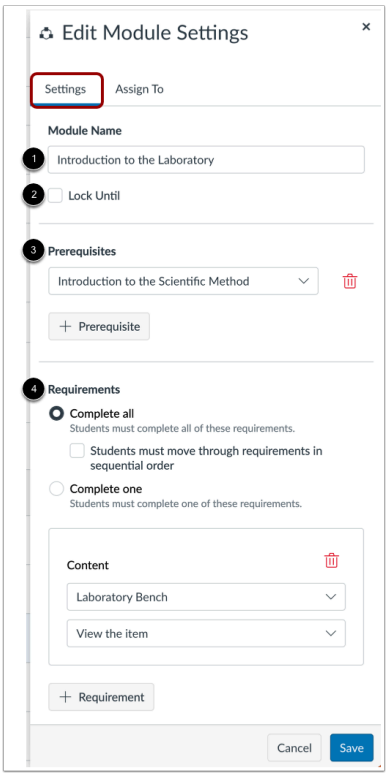
In Course Navigation, click the **Modules** link.

Open Assign To



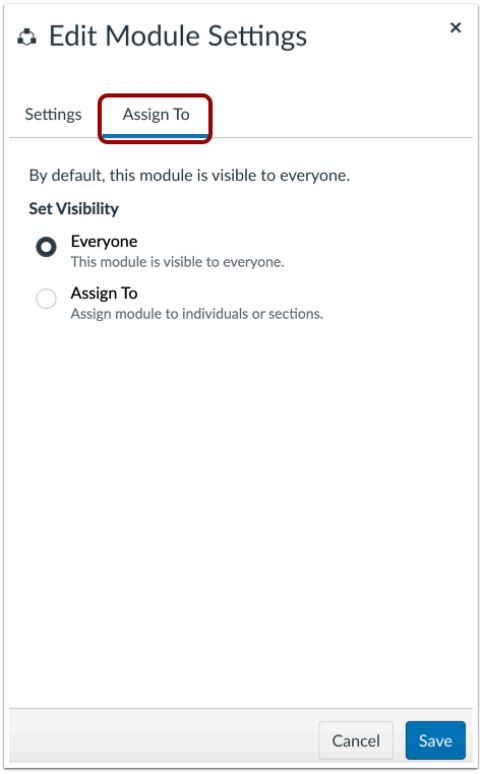
Locate the name of the module and click the **Options** icon [1]. Select the **Edit** link [2].

Edit Module Settings



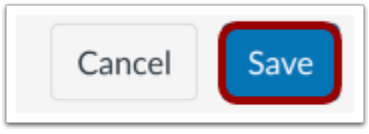
In the **Settings** tab, edit the module settings you want to change. You can rename the module [1], lock the module [2], add prerequisites [3], or add requirements [4].

Edit Module Assignment Details



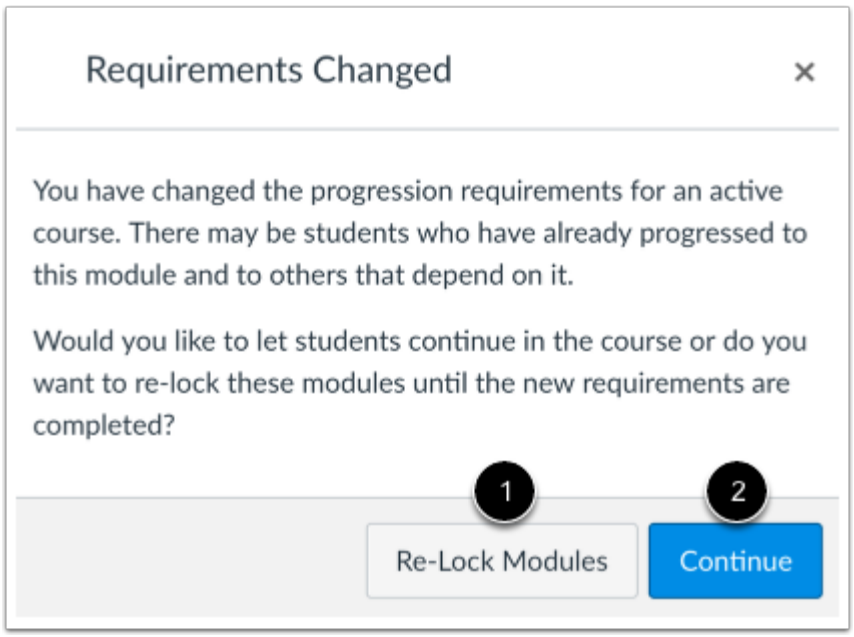
To edit module assignment details, click the **Assign To** tab. You can assign a module to everyone, individual students, or sections.

Update Module



When you are ready to save your Module changes, click the **Save** button.

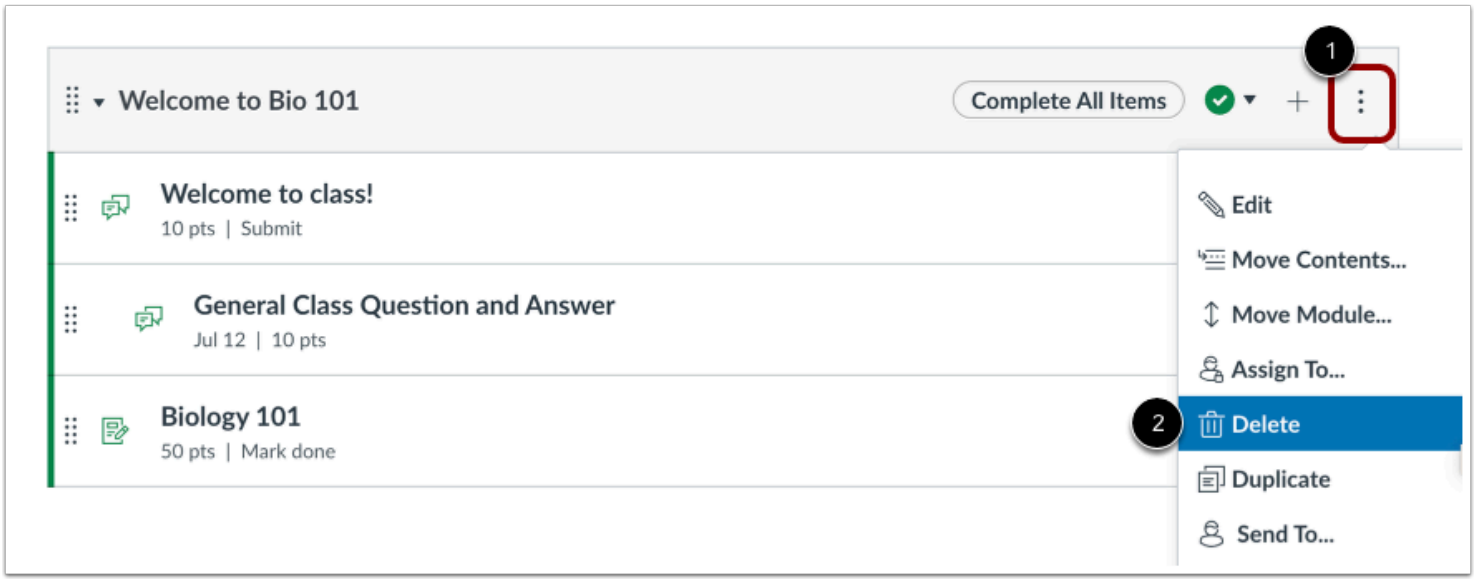
Re-Lock Module



If you change any module requirements or prerequisites that students have already fulfilled, a message asks if you want to let students progress through the course or re-lock the modules and require students to complete the requirements again.

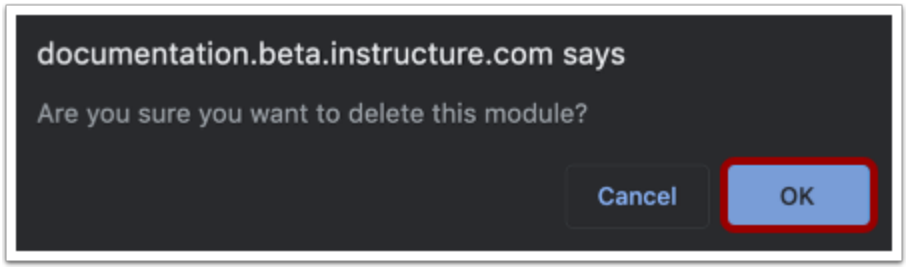
To re-lock the modules, click the **Re-Lock Modules** button [1]. To allow students to continue without any changes, click the **Continue** button [2].

Delete Module



To delete a module from the Modules index page, click the **Options** icon [1]. Then click the **Delete** link [2].

Confirm Deletion



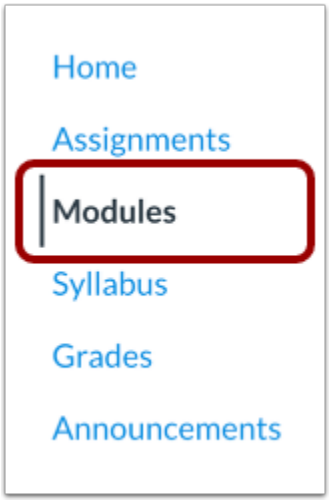
Click the **OK** button.

How do I lock a module?

You can set modules to be locked until a given date by editing module settings. While a module is locked, students can see the module titles and module item names, but they cannot access the module items until after the lock date has passed.

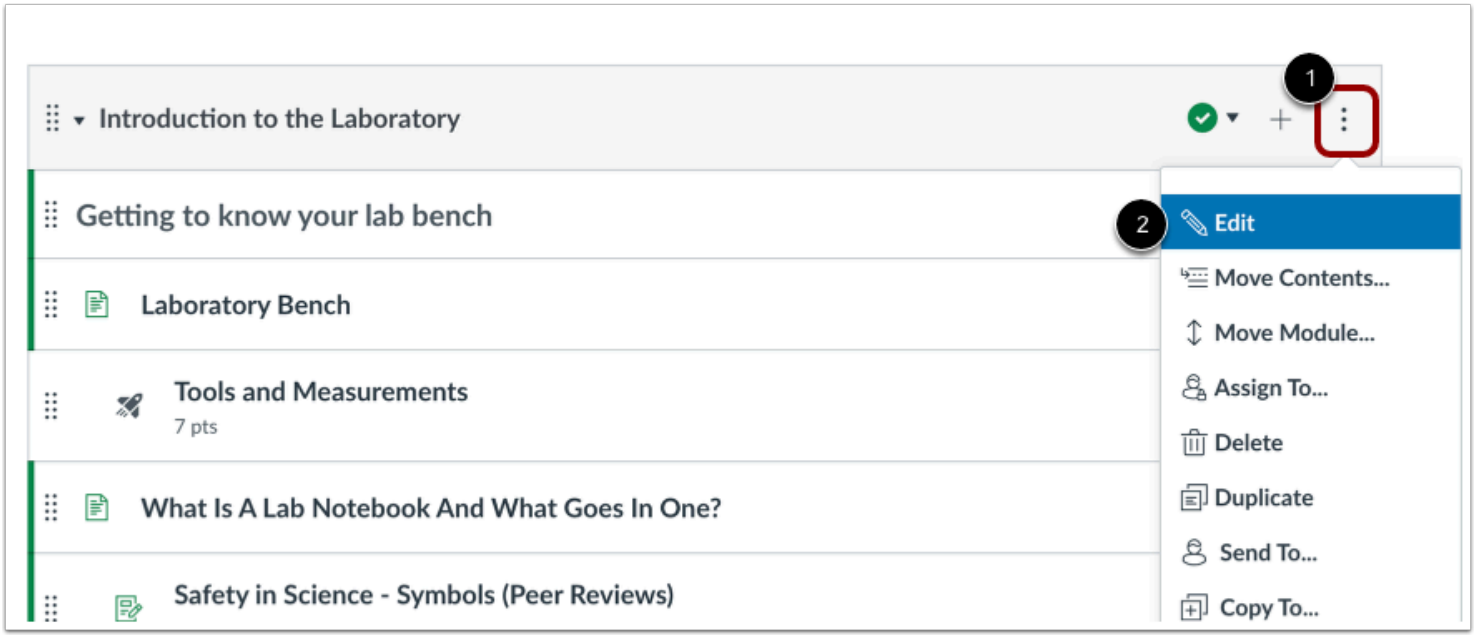
Note: For students to view a module after a lock until date, the module must be published in your course.

Open Modules



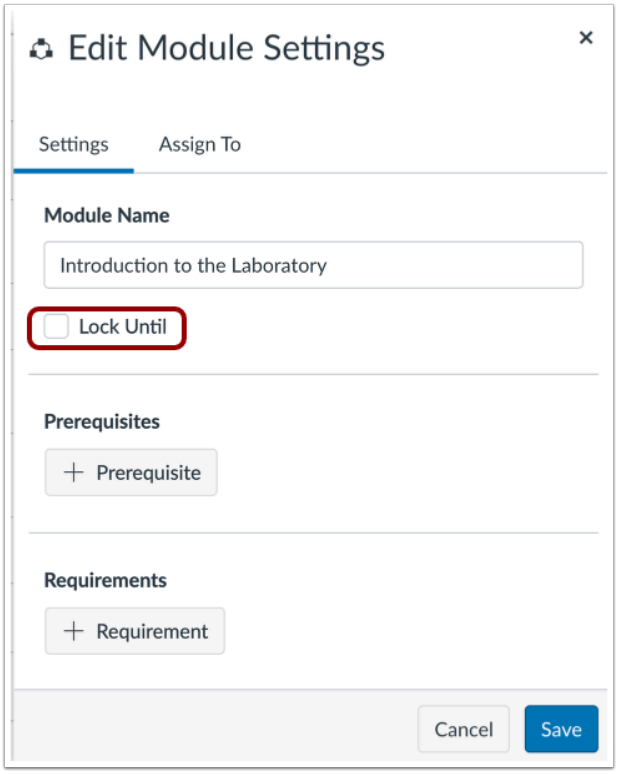
In Course Navigation, click the **Modules** link.

Edit Module Settings



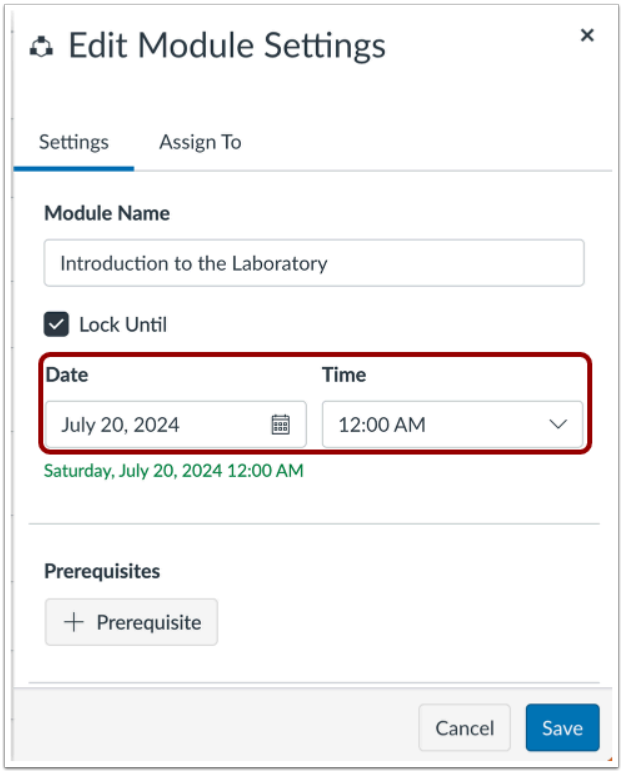
Click the **Options** icon [1]. Select the **Edit** link [2].

Lock Module



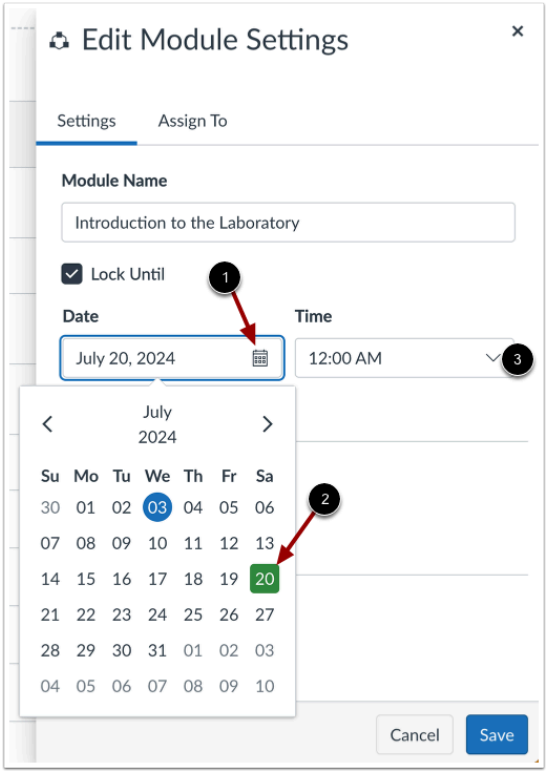
Click the **Lock until** checkbox.

Set Date



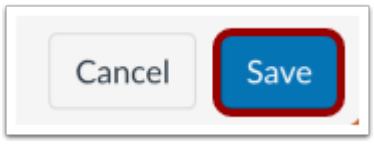
In the Unlock field, enter a date and time that the module should unlock.

Use Calendar



You can also use the calendar to select a date. Click the **Calendar** icon [1]. In the calendar, click the date the module should unlock [2]. To set a specific time, enter a custom time or select a time in the **Time** drop-down menu [3].

Update Module



Click the **Save** button.

View Module

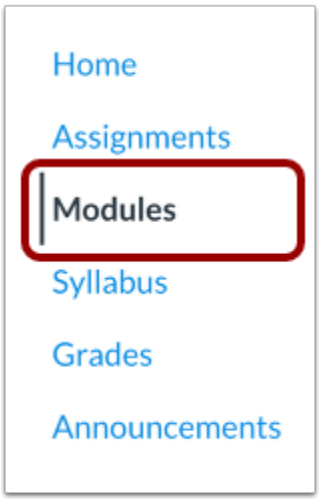


The unlock date and time will appear next to the bottom of the module.

How do I move or reorder a module?

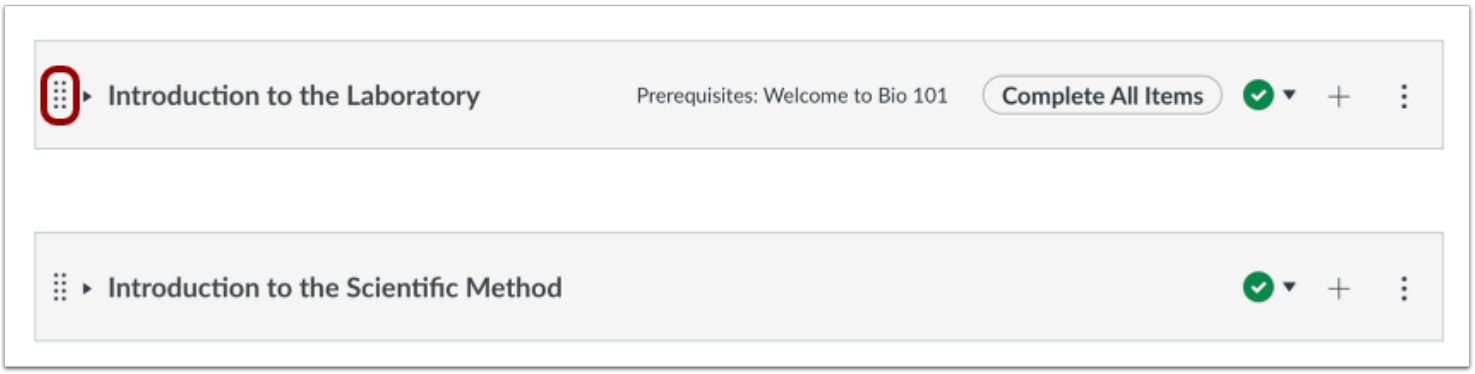
You can move or reorder modules after you've created them. You can manually drag and drop the module, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder module items.

Open Modules



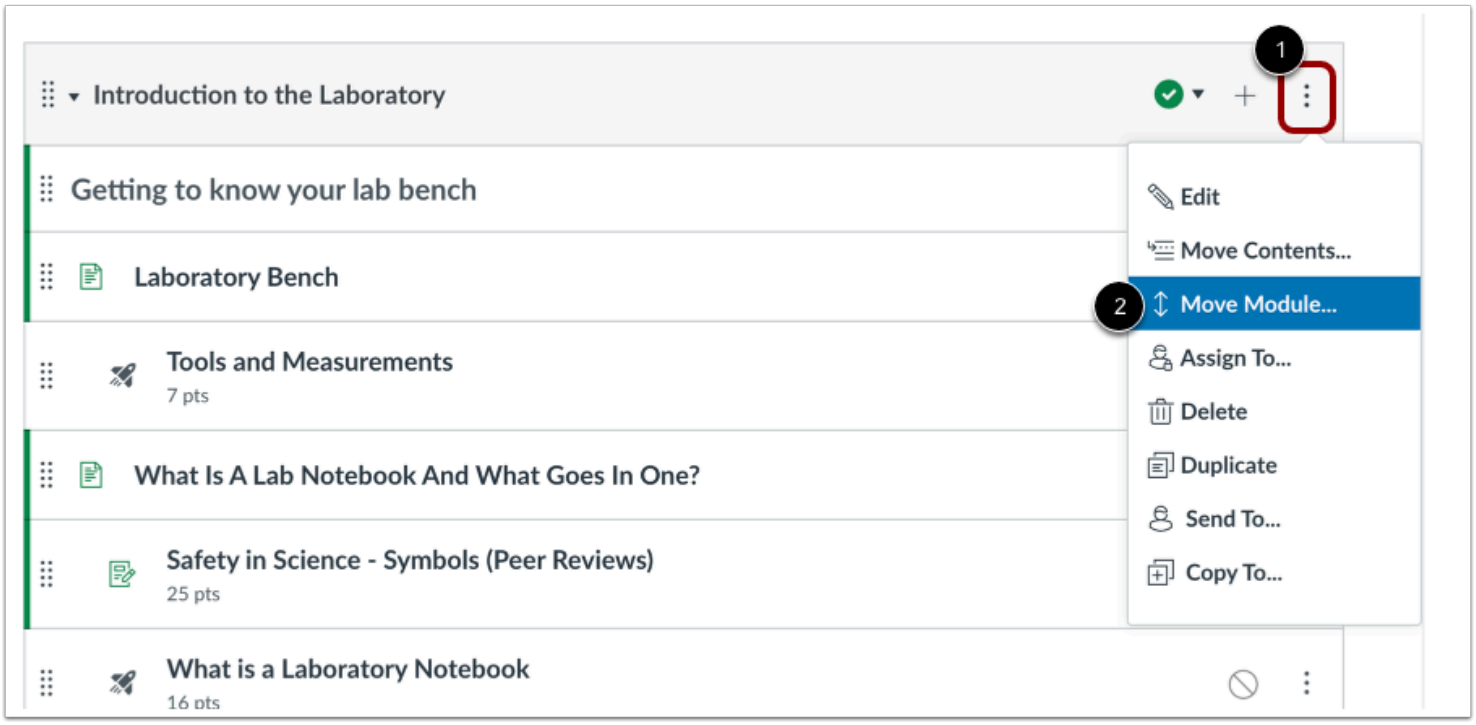
In Course Navigation, click the **Modules** link.

Drag and Drop Module



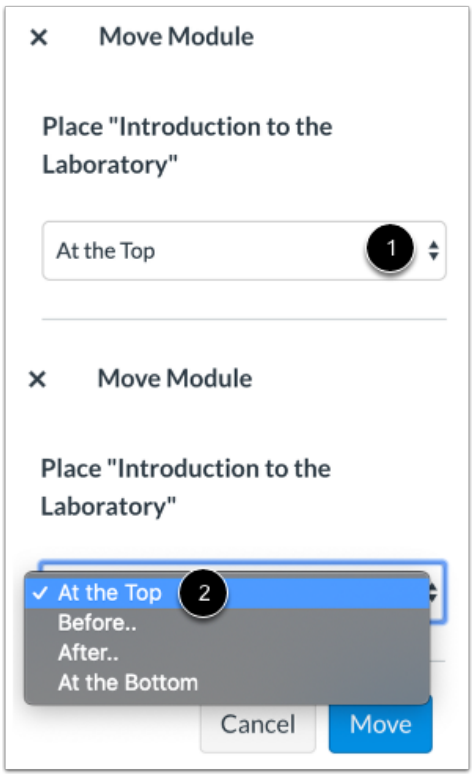
You can use the drag and drop option to reorder modules. Click the drag handle next to the module name. Drop the module in the desired location by releasing the mouse.

Move Module



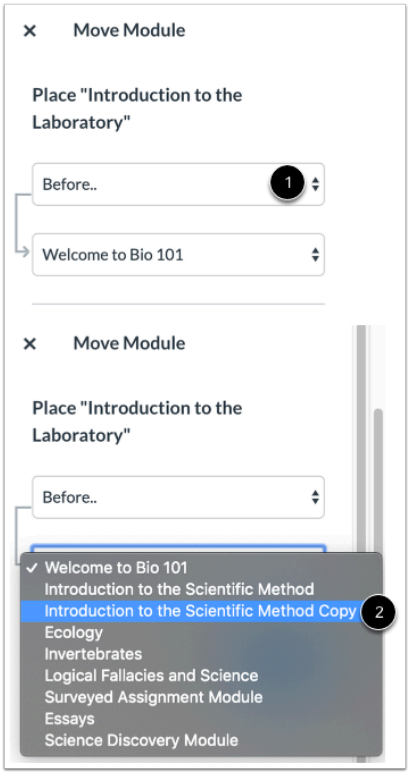
You can also use the Move To option to reorder modules. Click the **Options** icon [1] and select the **Move Module...** link [2].

Place Module Location



In the Move Module tray, click the **Place** drop-down menu [1]. Select the placement of the module you are moving [2]. You can move the module so it is listed first, before a specific module, after a specific module, or as the last module on the page.

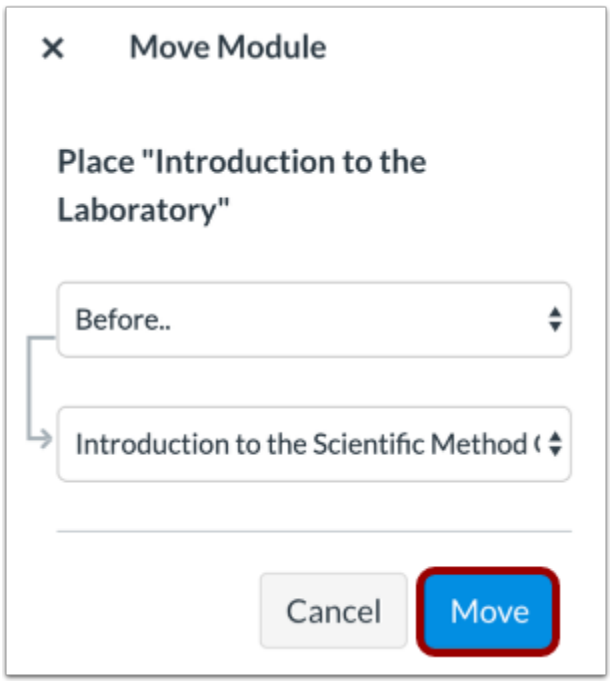
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the module that should be before or after the module you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the module to another location, change the placement options as needed.

Move Module



Click the **Move** button.

How do I add course content as module items?

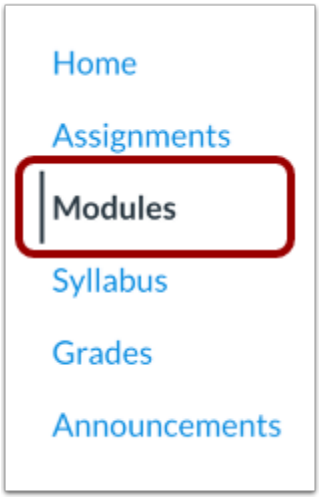
You can add new or existing content items in Canvas to a module. You can also add an item to multiple modules, or multiple iterations of an item to one module.

When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module. Learn more about publishing or unpublishing a module.

Notes:

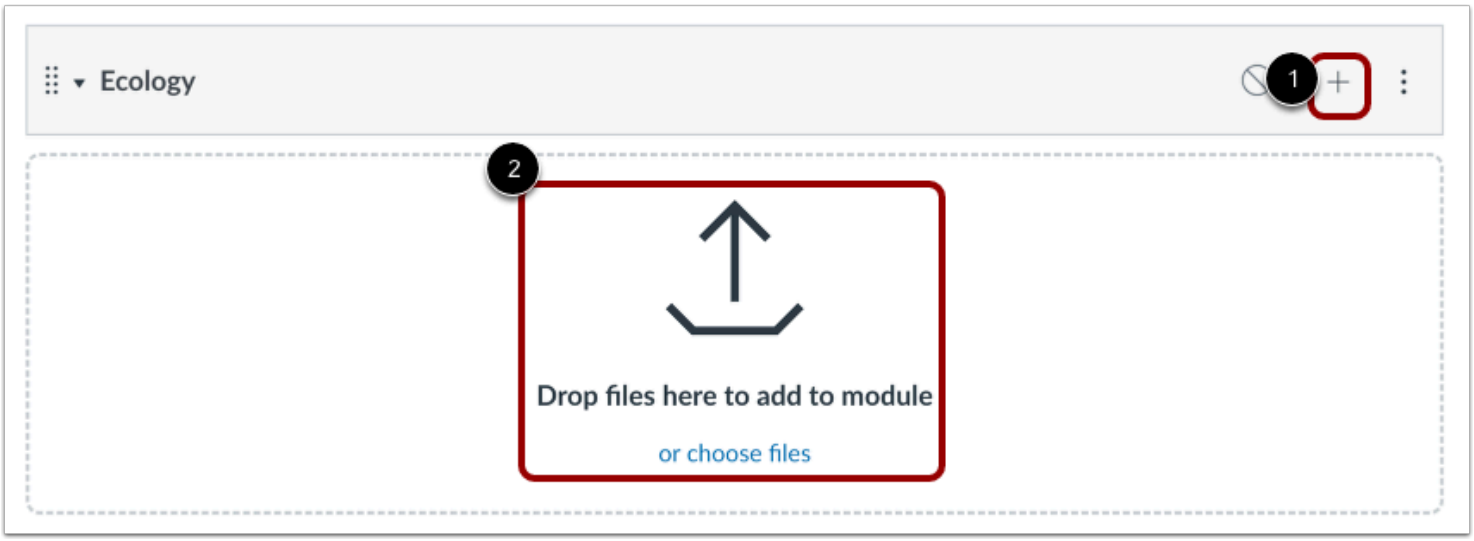
- Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.
- Uploaded files are automatically published and also display in Course Files. When adding a restricted file type to a Module, please be aware that restricted files act as published files and may be viewable to students. Learn more about restricting files in Canvas.
- Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.
- If your course requires you to set usage rights for a file, you must set the usage right before you can publish the file in a module.

Open Modules



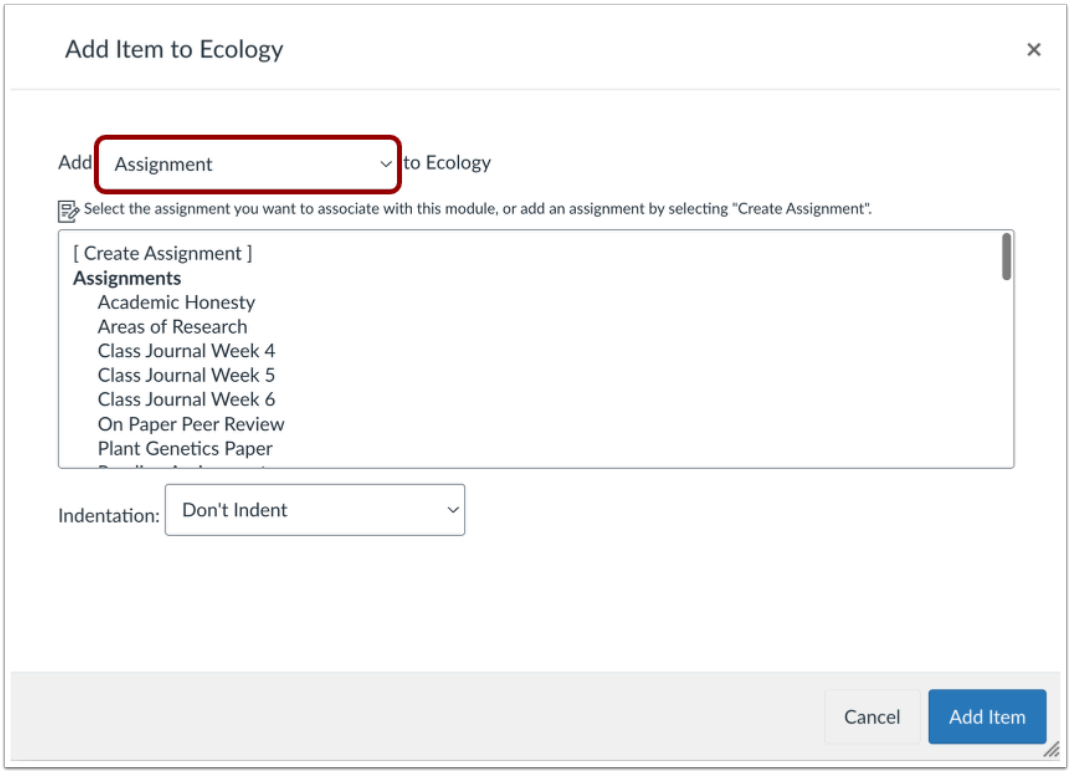
In Course Navigation, click the **Modules** link.

Add Module Item



To add an item, click the **Add Item** icon [1], or drag and drop to add files to an empty module [2].

Add Item to Module



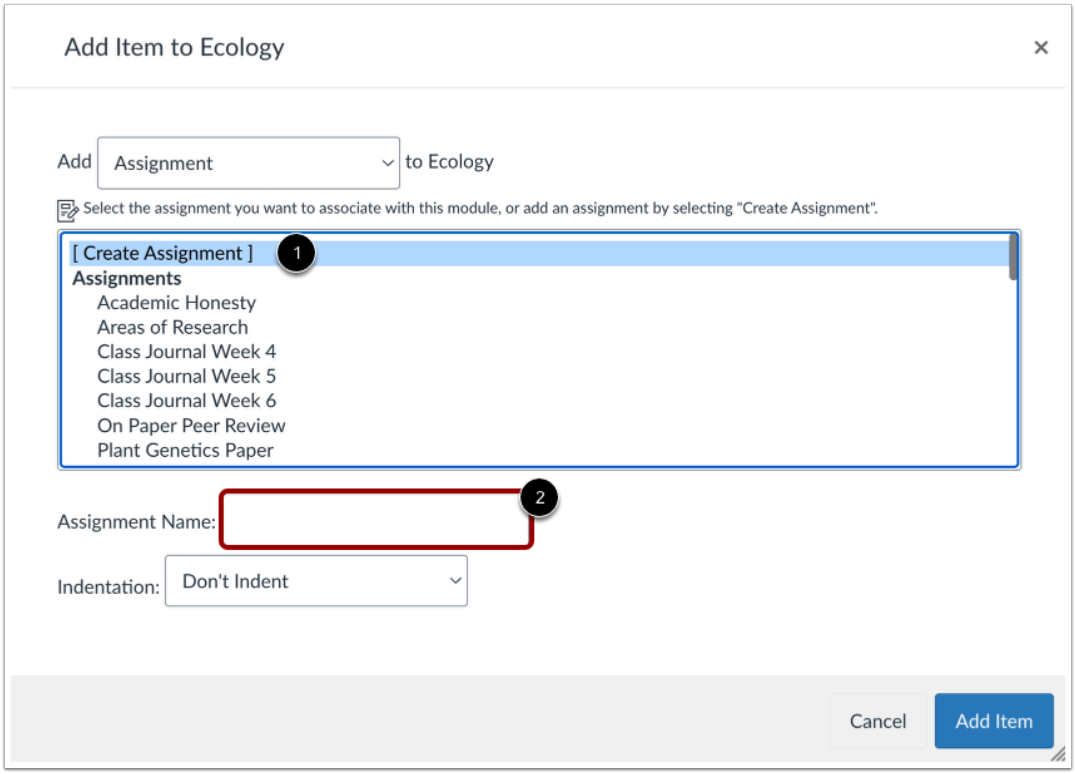
Click the **Add** drop-down menu and select one of the following item types:

- Assignment
- Quiz
- File (document and media file types)
- Page
- Discussion

Notes:

- Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.
- When adding content using the add drop-down menu it loads the first 200 assignments, 400 quizzes, 200 discussions, and 100 external tools.

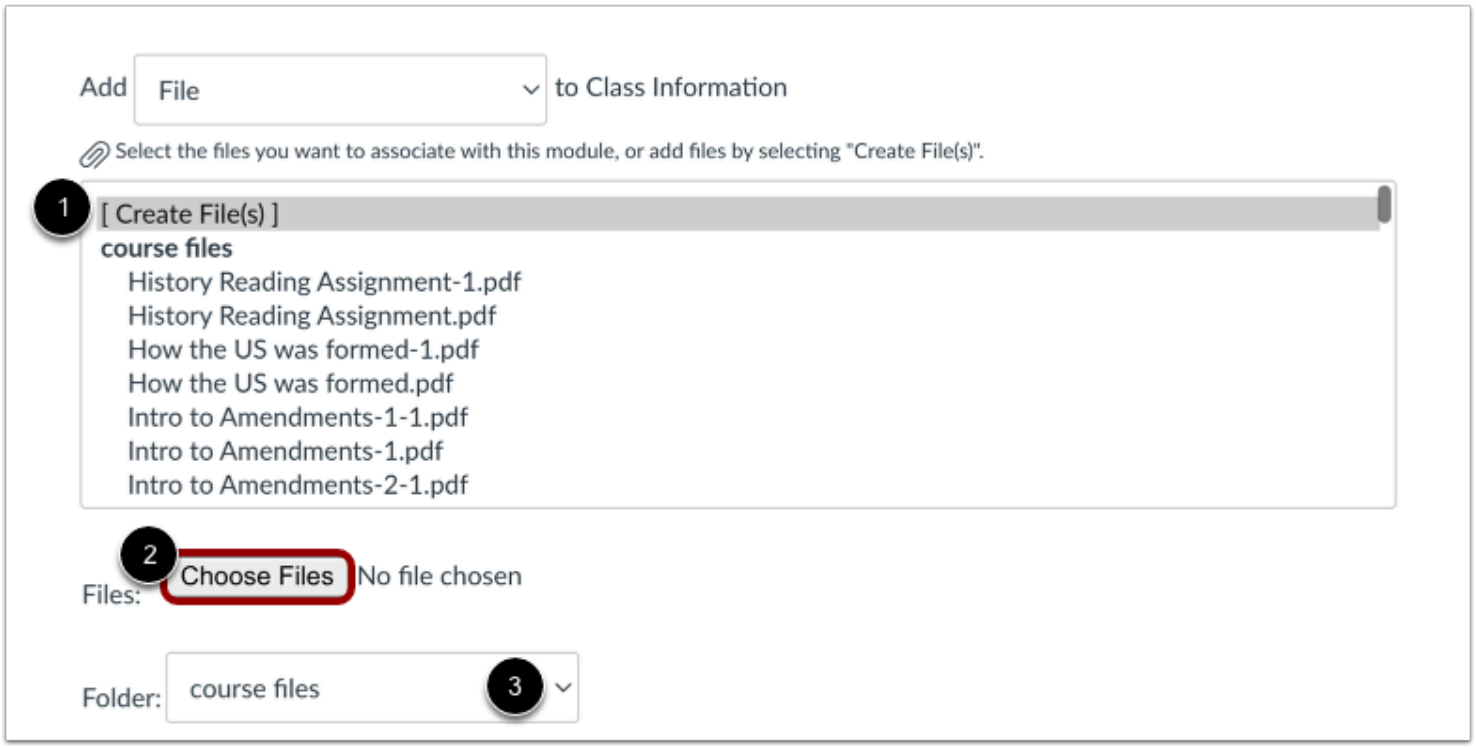
Add New Item



If you want to add a new item, click the **[Create]** link [1] and type a name in the name field [2].

Depending on the item type, when adding new content you may be asked to complete additional fields.

Upload File



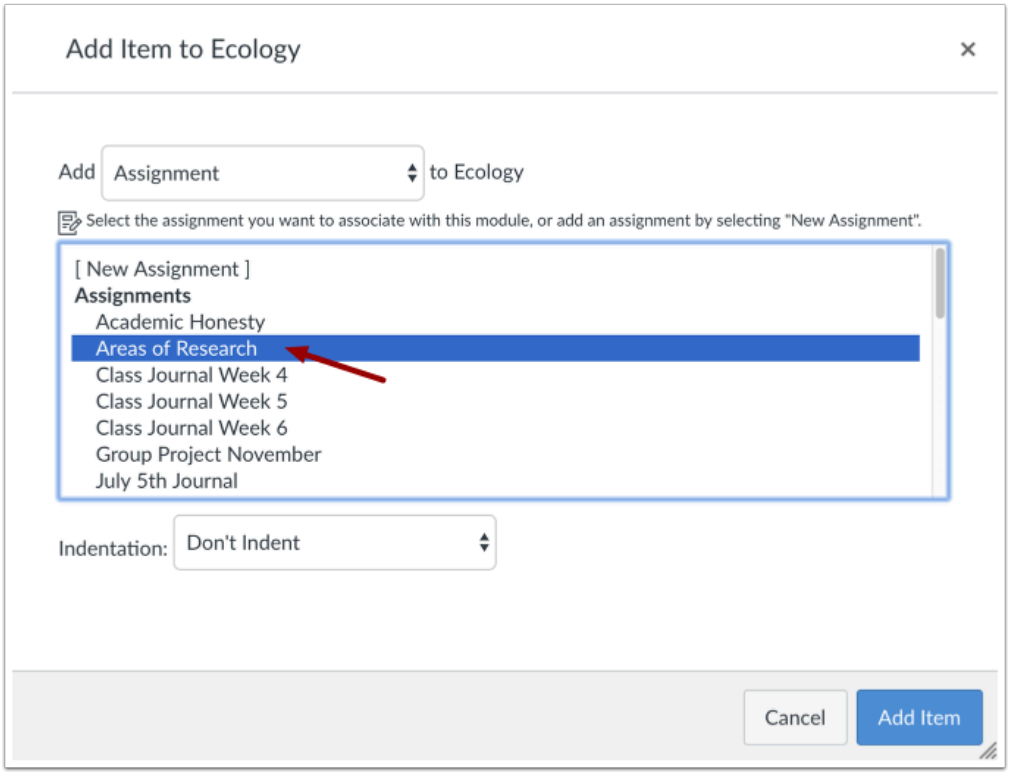
If you are adding a file to a module, you can upload a new file by clicking the **Create File(s)** link [1]. Uploaded files are automatically published and also display in Course Files.

To select a file from your computer, click the **Choose File(s)** button [2]. If enabled by your institution, you may be able to select multiple files.

To select a destination folder for your uploaded file, select an option in the **Folder** drop-down menu [3].

If an uploaded file is a duplicate of an existing file, Canvas displays a prompt asking if the file should be overwritten, renamed, or skipped.

Add Existing Item



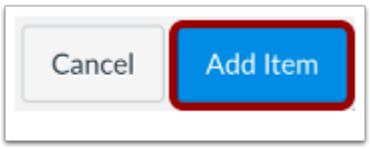
If you have already created the item you want to add, click the name of the item. To select more than one item press Shift and select the first and last item in the list you would like to add.

Indent Item



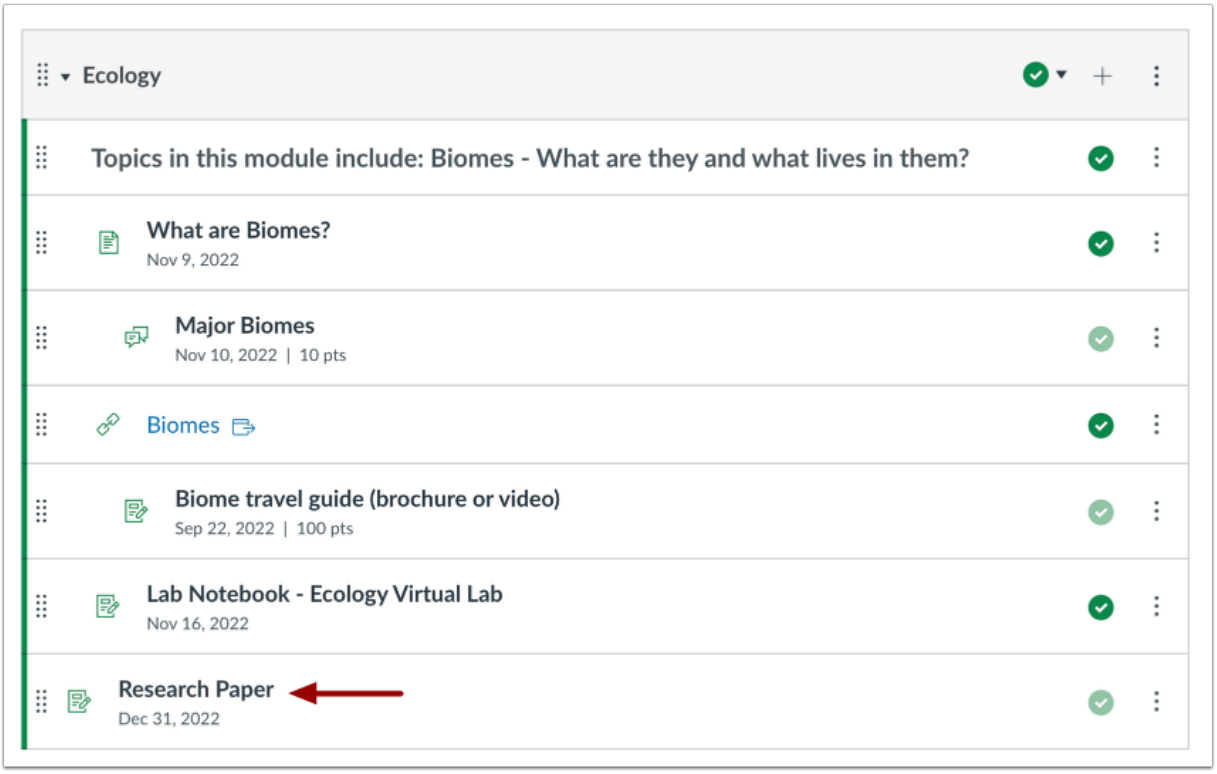
Choose the **Indentation** drop-down menu to indent the item inside of the module.

Add Item



Click the **Add Item** button.

View Module Item



View the selected module item.

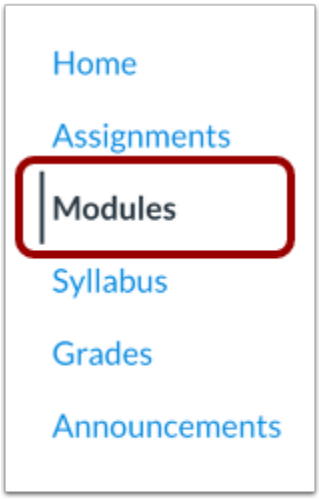
How do I add a quiz as a module item?

You can add an existing quiz or a create a new quiz in a course module. When creating a new quiz, you can select the New Quizzes or Classic Quizzes quiz engine.

When you add items to a module, please be aware that the status of the module overrides the state of the individual module items. You may want to consider leaving all module items in an unpublished state until you are ready to publish the entire module. Learn more about publishing or unpublishing a module.

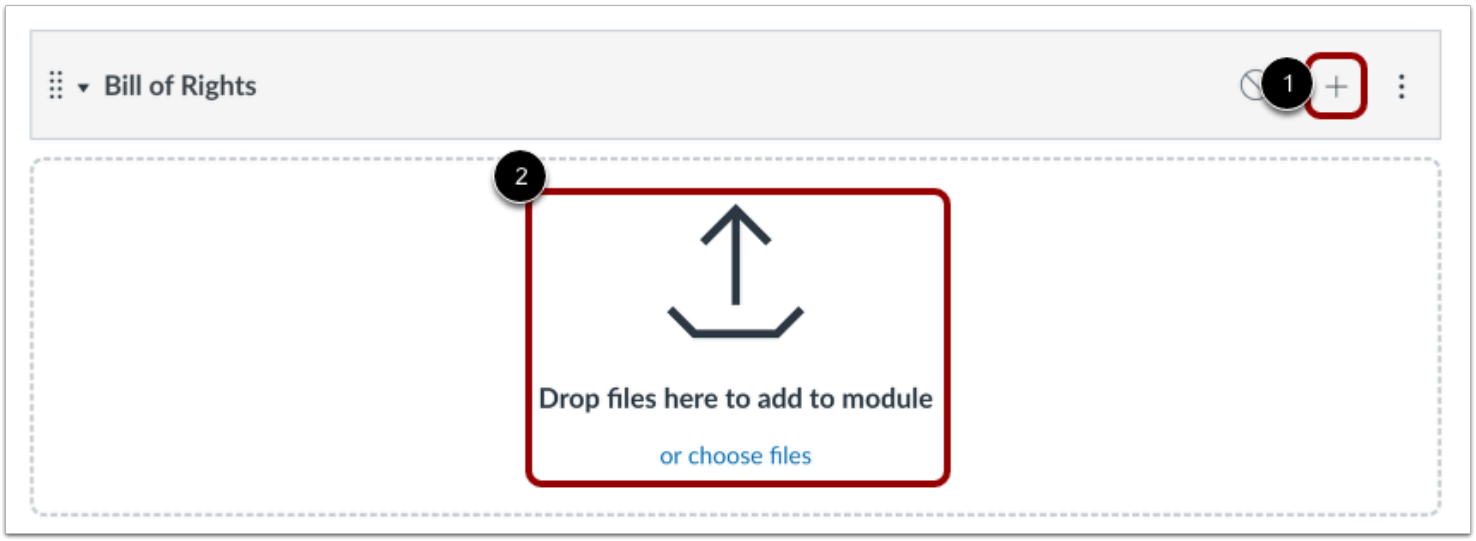
Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules



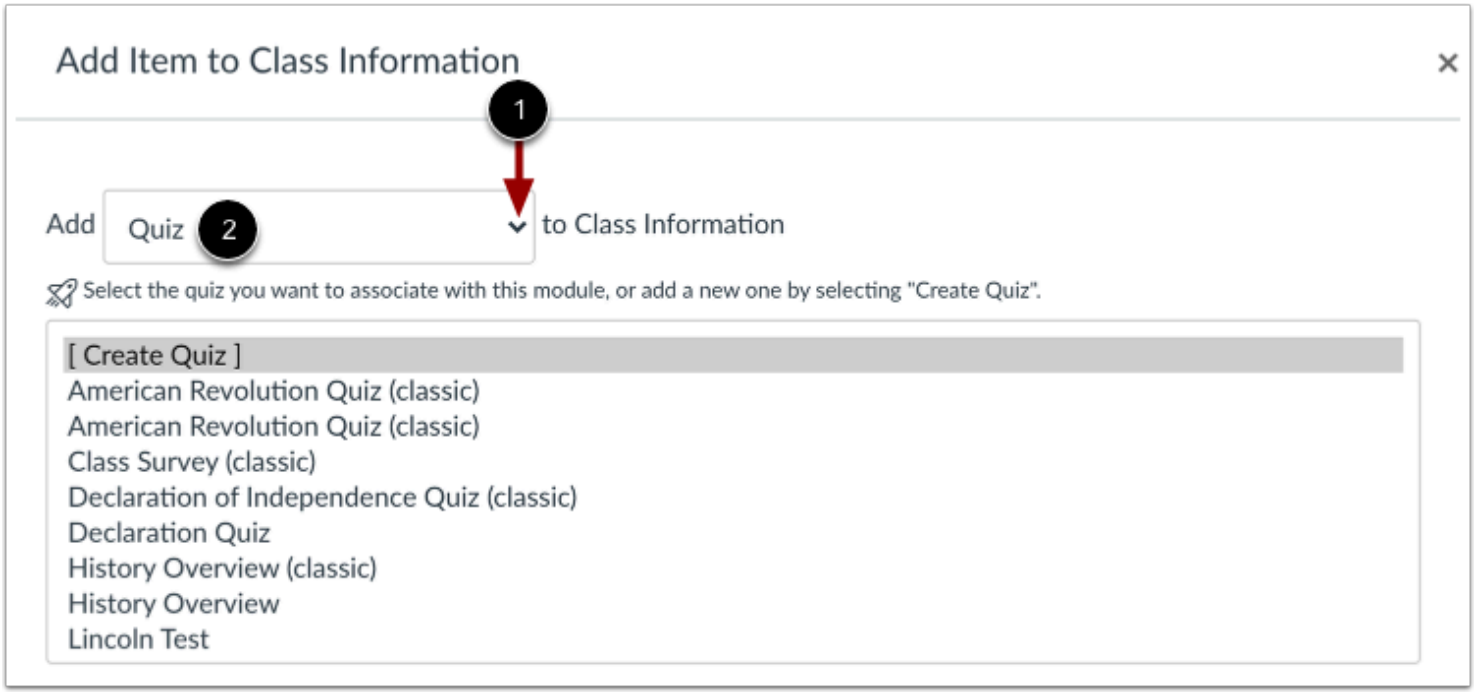
In Course Navigation, click the **Modules** link.

Add Module Item



To add an item, click the **Add** icon [1], or drag and drop to add files to an empty module [2].

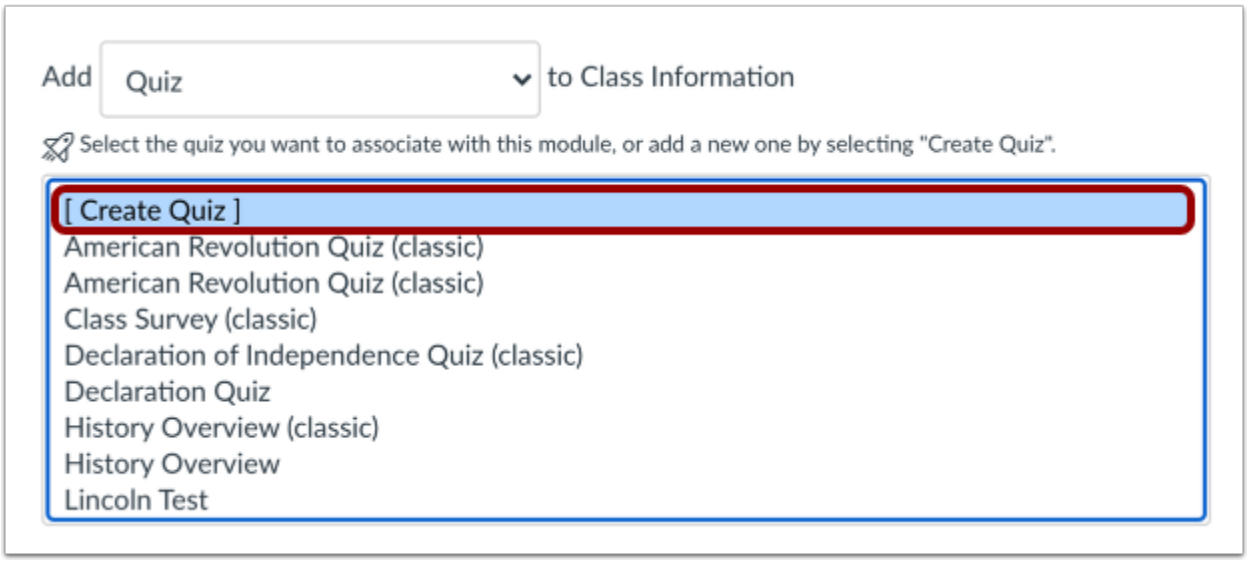
Add Item to Module



In the **Add** drop-down menu [1], select the **Quiz** option [2].

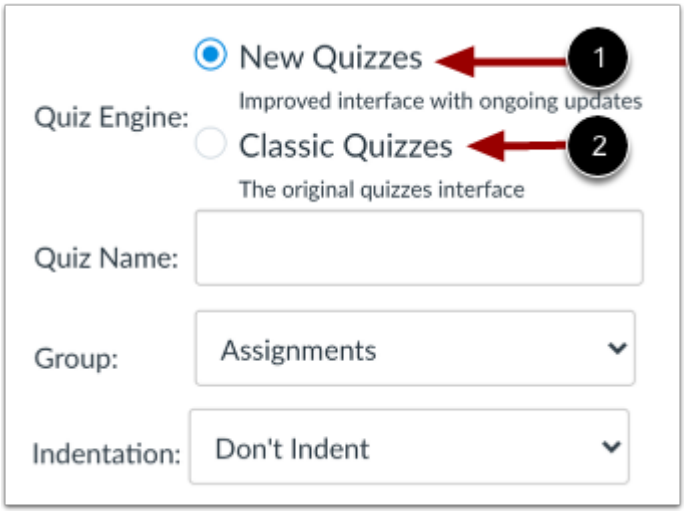
Note: When adding a quiz to a module, the Add Quiz drop-down menu only loads the first 400 quizzes.

Create New Quiz



To create a new quiz, click the **Create Quiz** link.

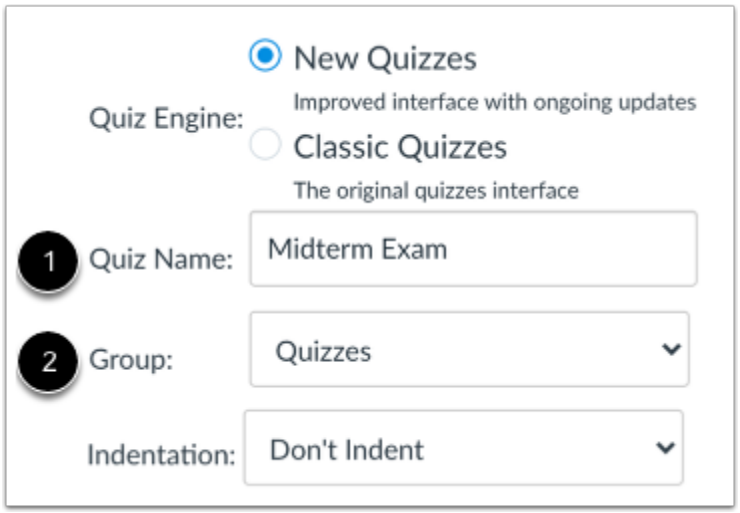
Select Quiz Engine



To create the quiz using New Quizzes, click the **New Quizzes** option [1].

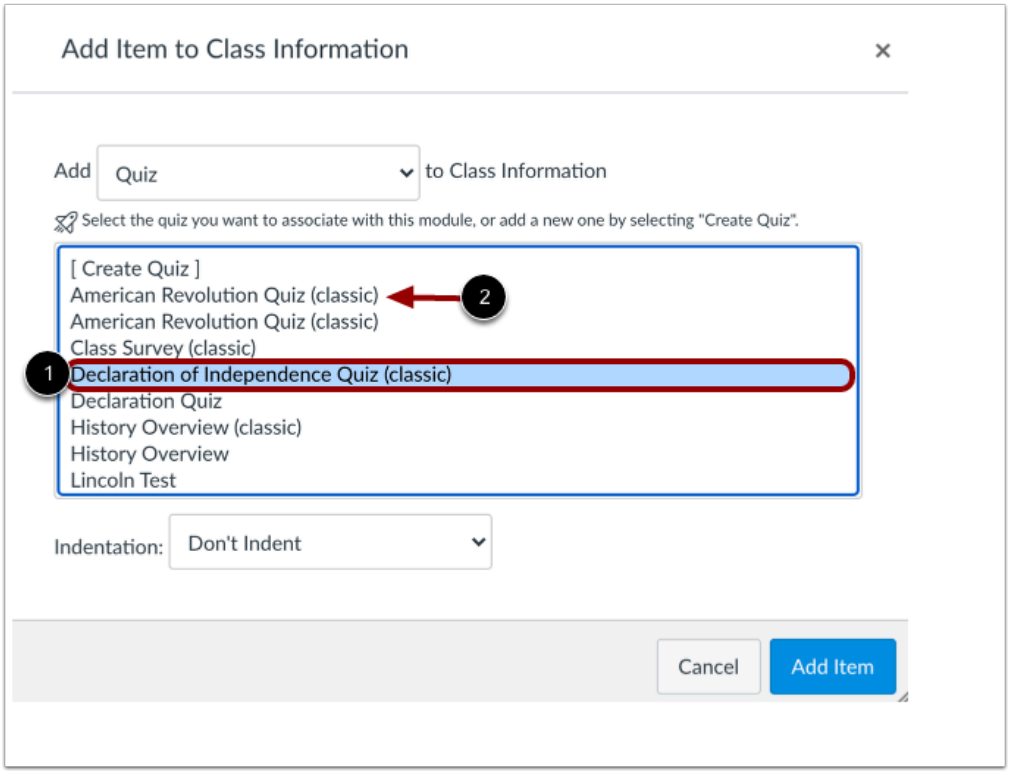
To create a quiz using Classic Quizzes, click the **Classic Quizzes** option [2].

Enter Quiz Details



In the **Quiz Name** field [1], enter the name of the quiz. In the **Group** drop-down menu [2], select the assignment group where the quiz will be added.

Add Existing Quiz



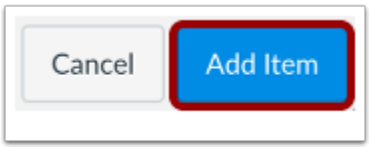
To add an existing quiz, click the name of the quiz [1]. Classic quizzes include the word **(classic)** at the end of the title [2].

Indent Item



In the **Indentation** drop-down menu, select how many levels you want the quiz to be indented in the module. You can select one level, two levels, three levels, or no indentation.

Add Item



Click the **Add Item** button.

View Module Item



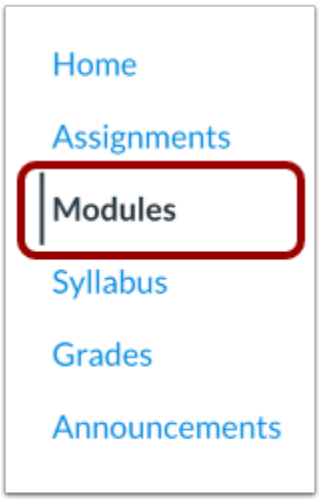
View the quiz. A classic quiz displays an empty quiz icon [1]. To edit a classic quiz, click the name of the quiz [2].

A quiz created in New Quizzes displays a filled quiz icon [3]. To edit assignment details for the quiz, click the name of the quiz. To edit quiz questions, click the **Options** icon [5] and click the **Build** link [6].

How do I add a text header as a module item?

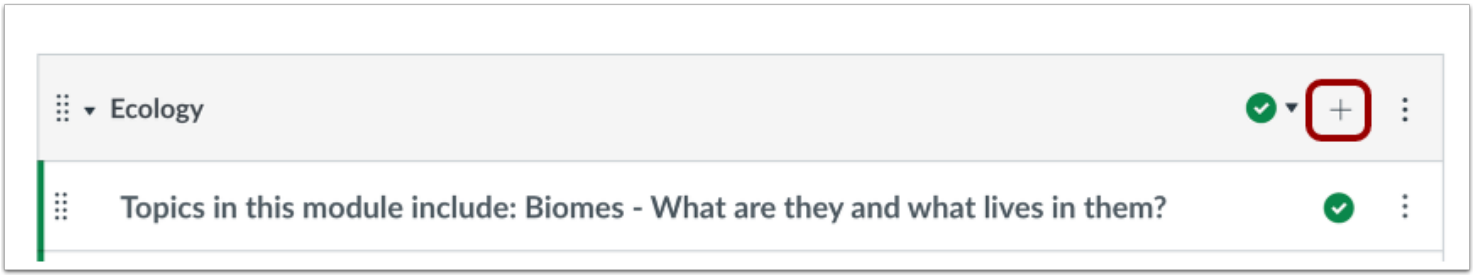
You can add text to your module when you add a new item.

Open Modules



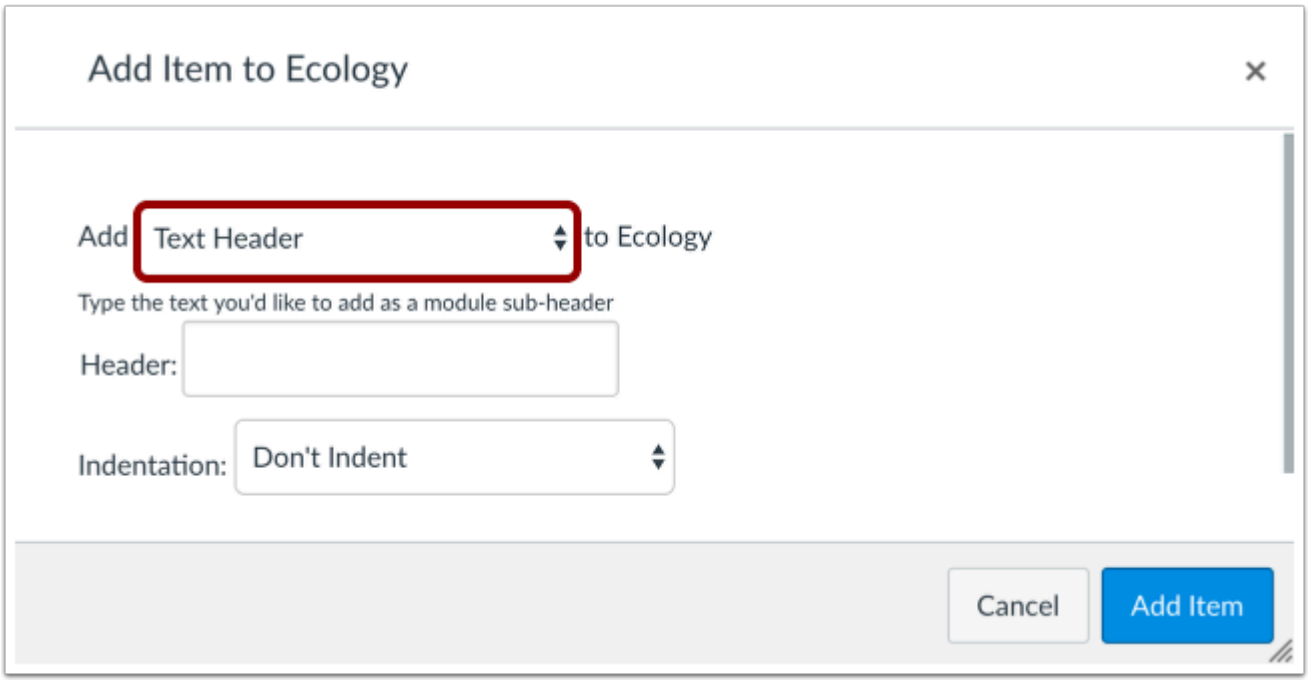
In Course Navigation, click the **Modules** link.

Add Content



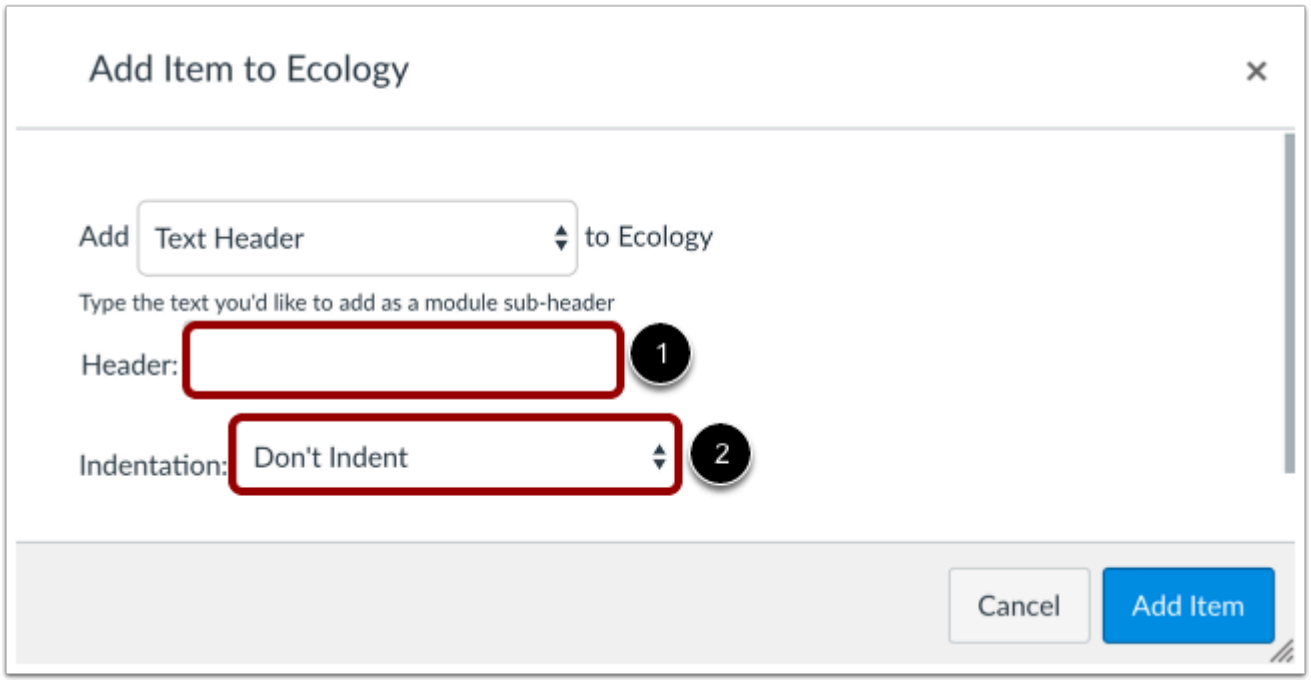
Click the **Add Item** button.

Select Item Type



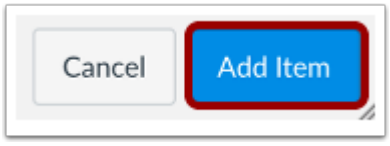
In the **Add** drop-down menu, select the Text Header option.

Add Text



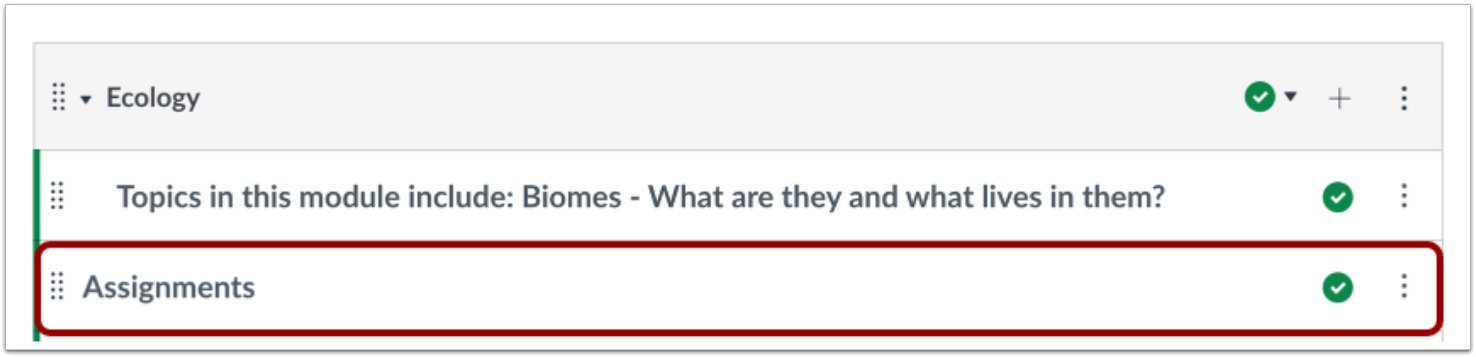
Type the text you wish to add in the header field [1]. Open the Indentation drop-down menu and select the level of indentation for the text header [2].

Add Item



Click the **Add Item** button.

View Module



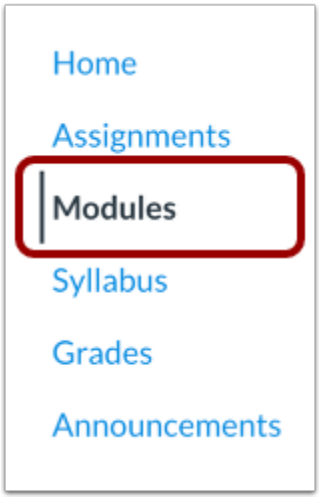
View the new text header in your module.

How do I add an external tool as a module item?

In Modules, you can add links to configured external tools in Course Settings. However, you can still add unconfigured tools if you know the required information for the external tool.

Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules



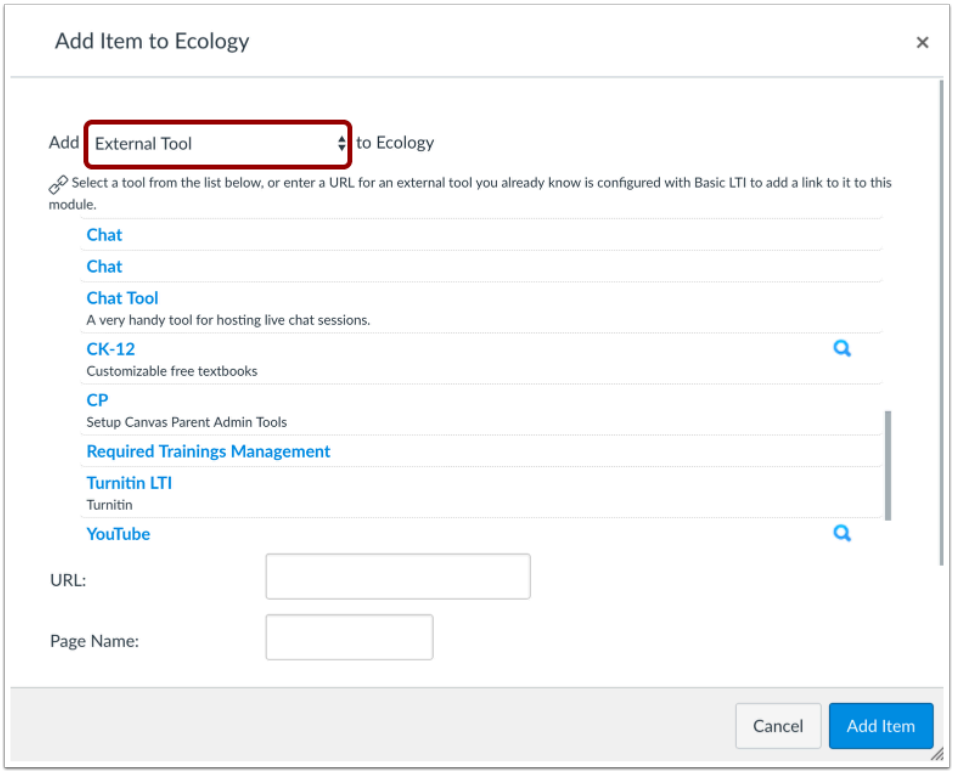
In Course Navigation, click the **Modules** link.

Add Module Item



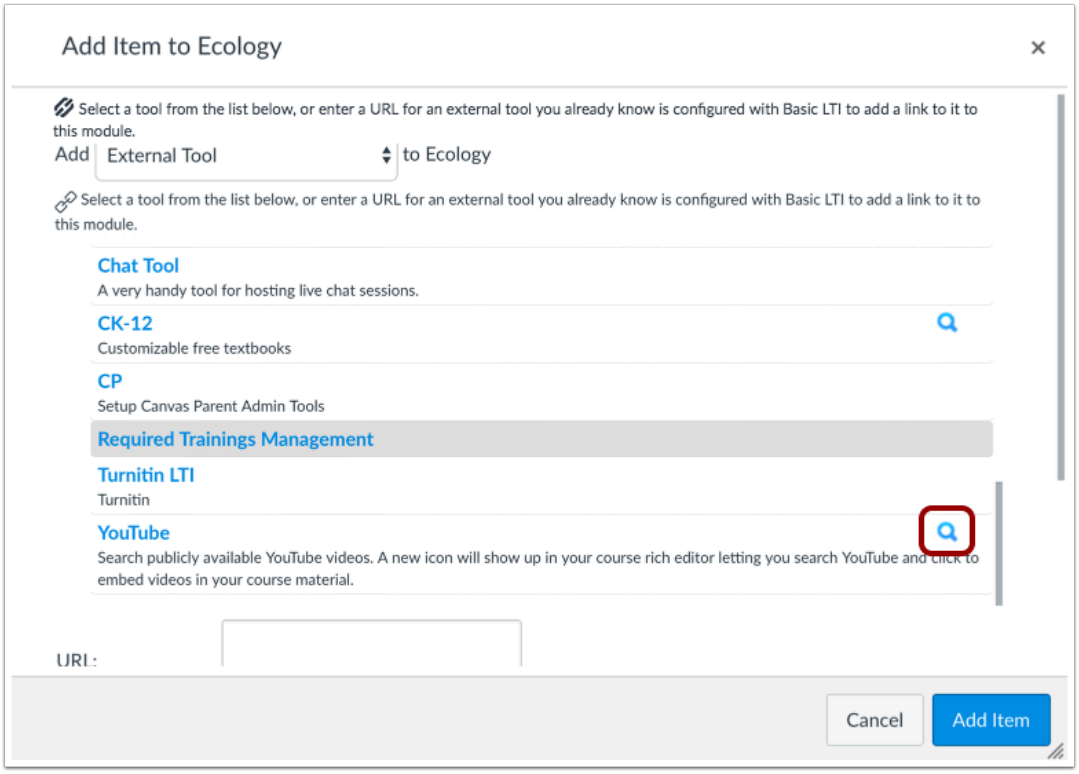
Click the **Add Item** button.

Add External Tool



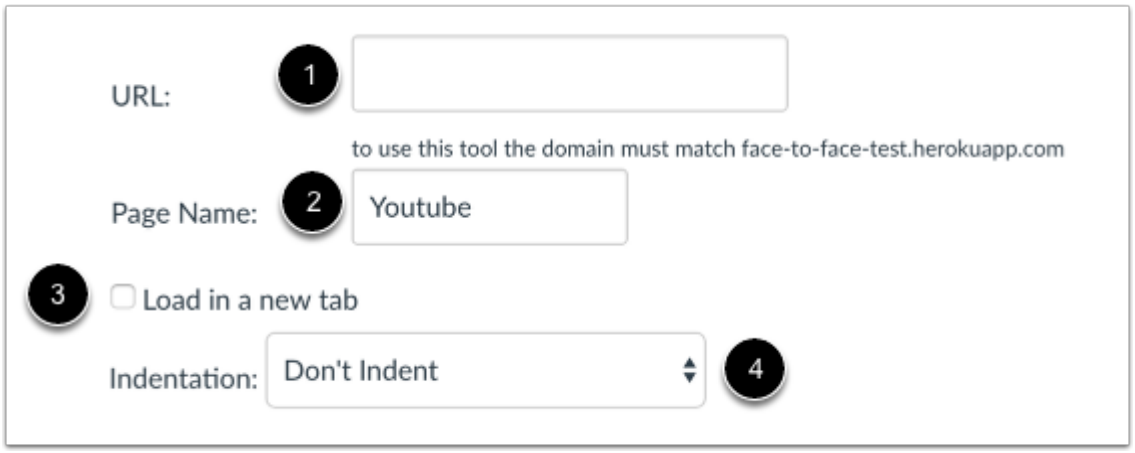
In the **Add [Item Type] To:** drop-down menu, select the **External Tool** option.

Find External Tool



Locate the configured tool and click the **Search** icon. An external window will appear in your browser; follow the instructions to add the tool.

Add Unconfigured Tool



If you want to add a tool that has not been configured in your course, locate the configuration URL for the tool you want to link to and type the URL in the URL field [1].

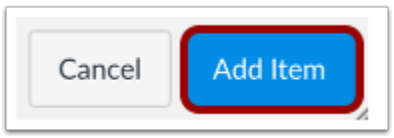
Give your External Tool a Page Name [2].

To have the tool open in a new browser tab, click the **Load this tool in a new tab** checkbox [3]. When adding external tools as module items in the future, the option you select, to open the tool in the existing tab or a new tab, displays as the default.

Choose whether or not to indent the item in the module drop-down menu [4].

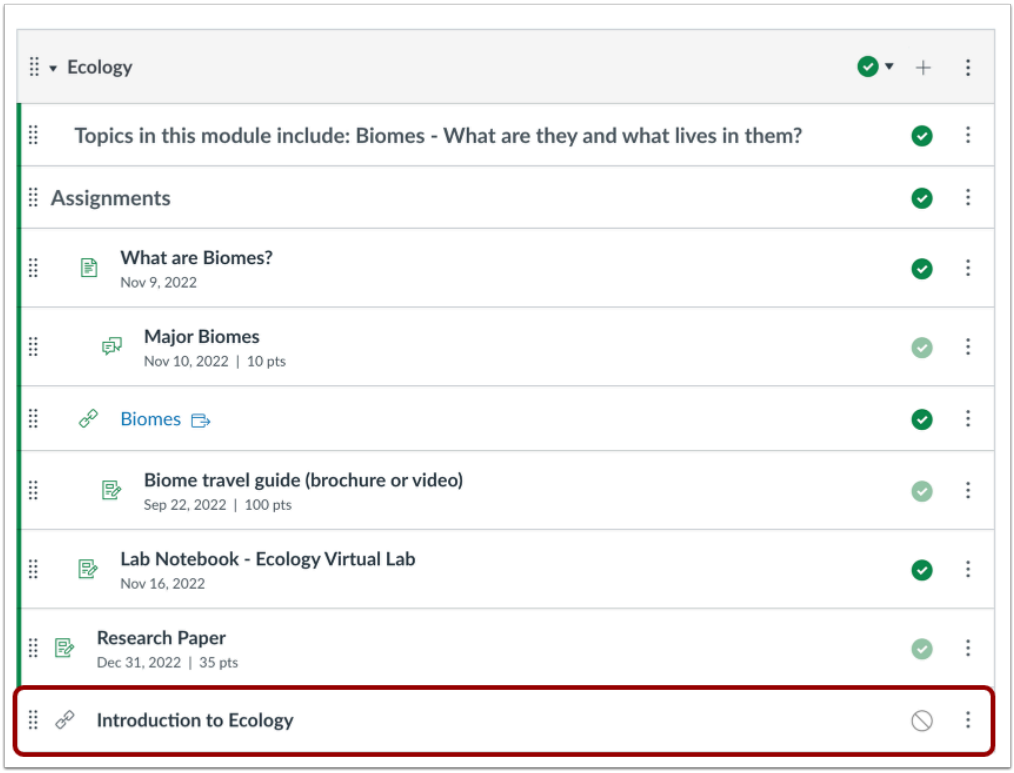
Note: Because Basic LTI configurations can be added at a later time, the dialog will accept URLs that don't match any existing configurations. However, when you try to navigate to an external tool that is not configured, you'll see an error message indicating the problem.

Add Item



Click the **Add Item** button.

View Module



View the external tool in your module.

How do I add an external URL as a module item?

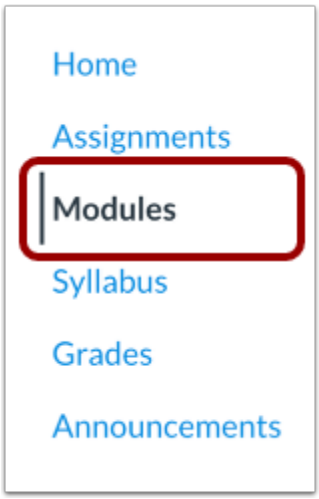
You can add a URL link to your modules.

When adding an External URL to a module, the dialog box includes an option to load the URL in a new browser tab. When this option is selected, Canvas will display the page to students outside of Canvas. If the External URL is part of a module requirement, Canvas will also register the progression so that the module footer will appear and allow the student to advance to the next module item.

When this option is not selected, the content is embedded in an iFrame for easy viewing. However, some sites have disabled embedding and require users to open the content in a new window. Users can open the link in a new window by right-clicking the link and selecting the option to view in a new window or tab.

Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules



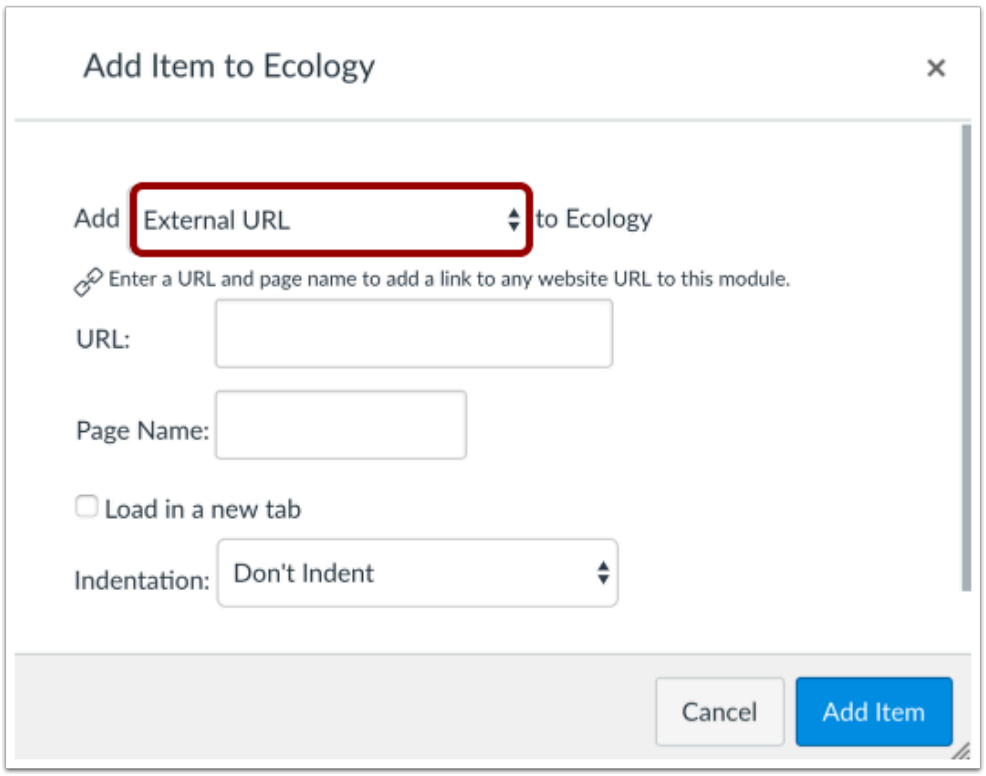
In Course Navigation, click the **Modules** link.

Add Module Item

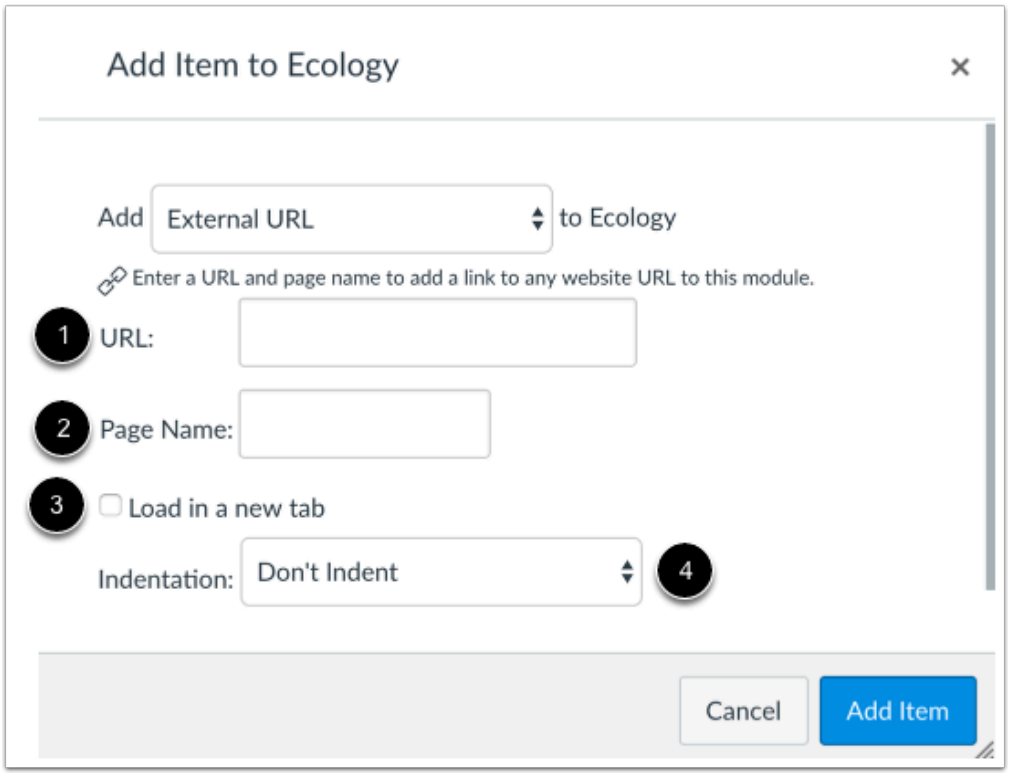


Click the **Add Item** button.

Add External URL



In the **Add [Item Type] To:** drop-down menu, select the External URL option.



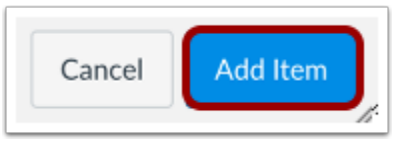
Type or paste the URL in the URL field [1].

Give your External URL a page name [2].

To have the URL open in a new browser tab, click the **Load in a new tab** checkbox [3]. When adding external URLs as module items in the future, the option you select, to open the URL in the existing tab or a new tab, displays as the default.

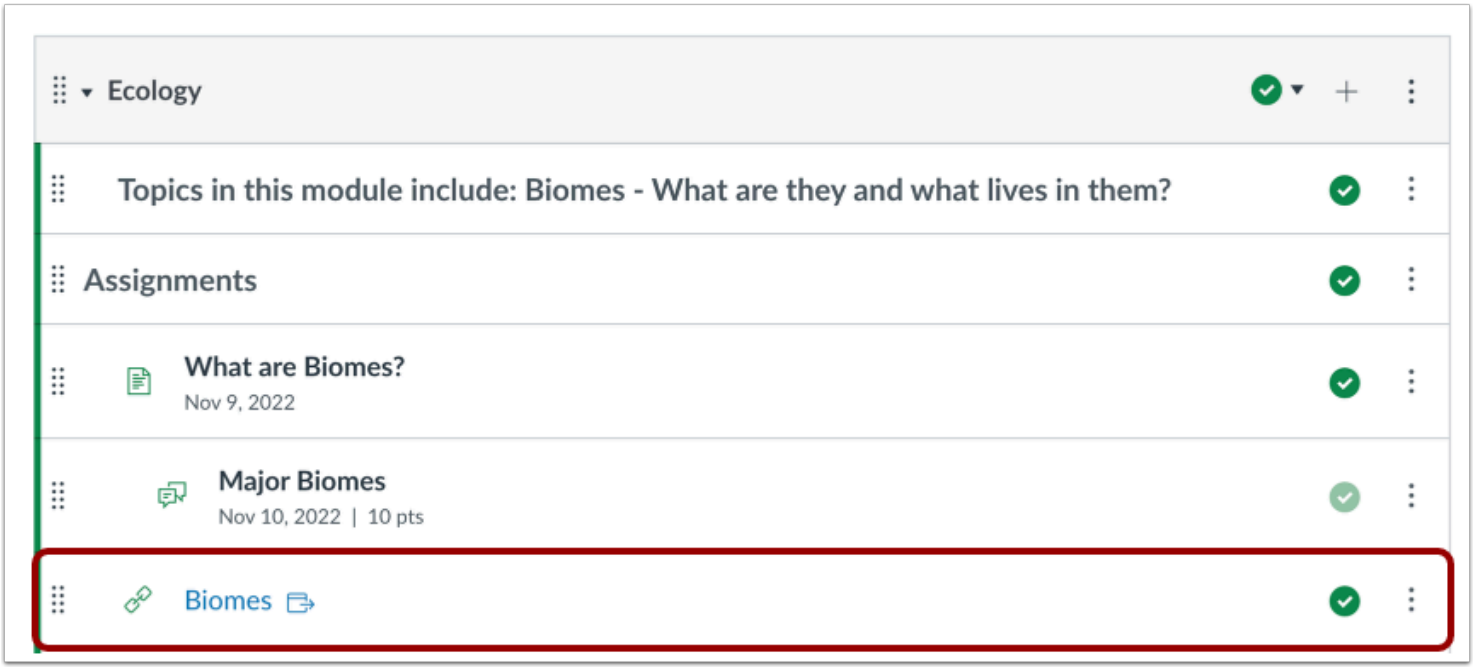
Choose whether or not to indent the item in the module drop-down menu [4].

Add Item



Click the **Add Item** button.

View Module



View the external URL in your module.

How do I duplicate a module item?

You can duplicate assignments, graded discussions, and pages within a module. When a module item is copied, the word *Copy* is added to the end of the item name.

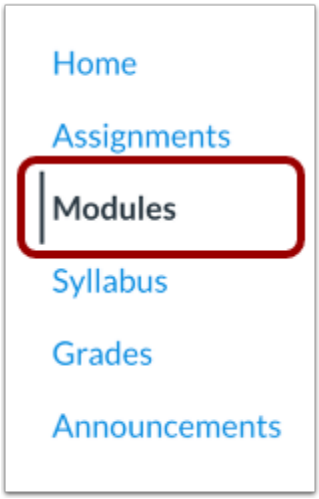
Duplicating a module item defaults the copied item to an unpublished status. Assignment duplication, page duplication, and discussion duplication are currently supported in modules. Please note the exceptions associated with each item type.

Items duplicated in the Modules page follow the same behavior as a new item created in a module. The item displays in the Modules page but is also visible in the item's respective index page.

Notes:

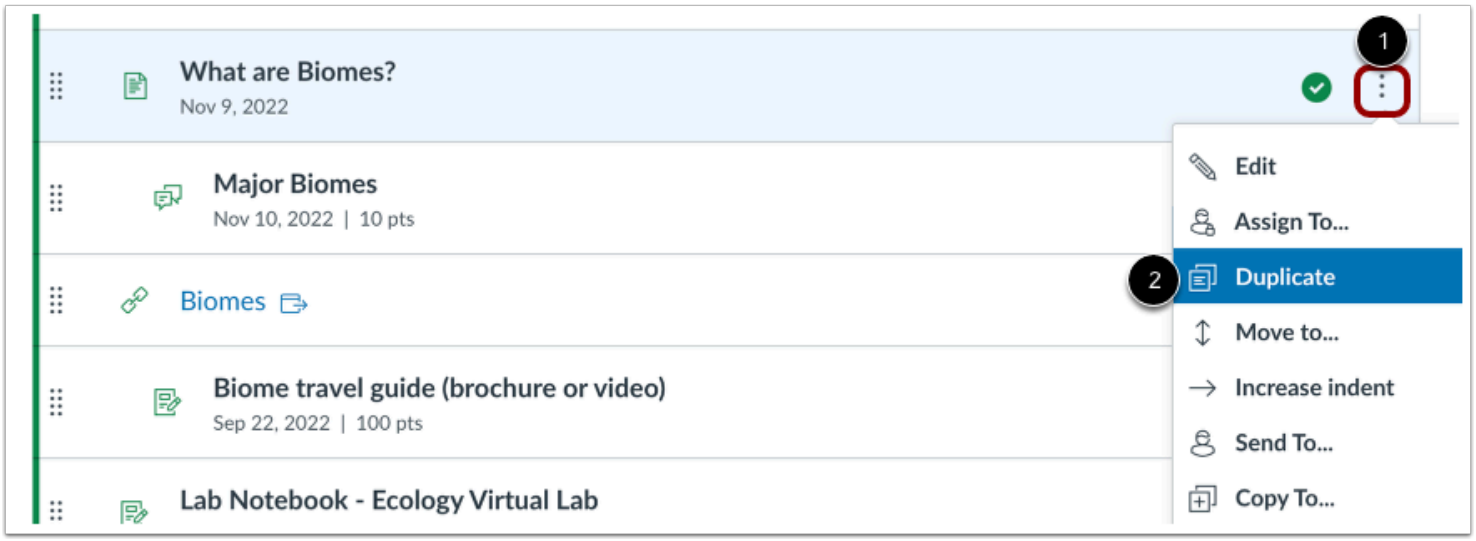
- External links, quizzes, headers, and files cannot be duplicated individually. However, they can be duplicated as part of duplicating an entire module.
- Quizzes created using the classic Canvas quiz tool cannot be duplicated.

Open Modules



in Course Navigation, click the **Modules** link.

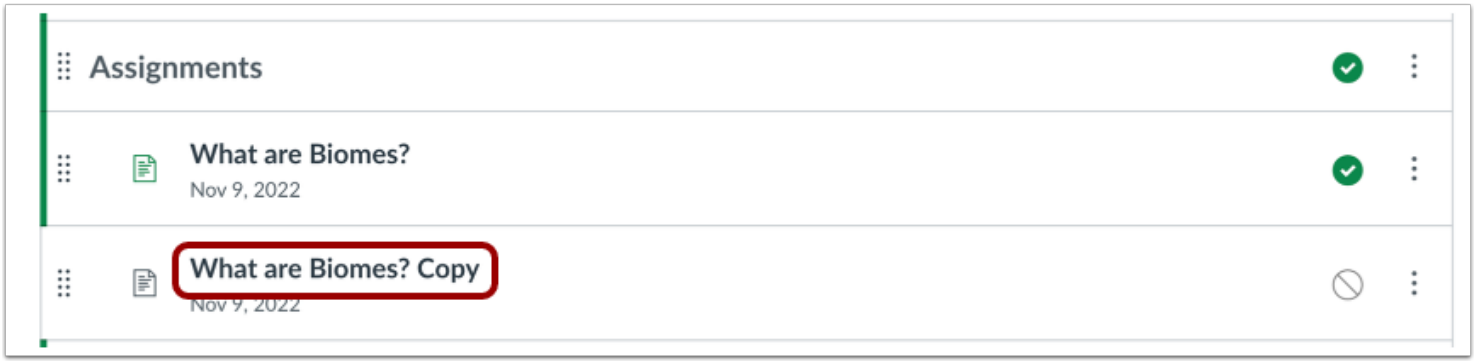
Duplicate Module Item



Locate the module item you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

Note: If a module item cannot be duplicated, the Duplicate link does not display in the options menu.

View Duplicate



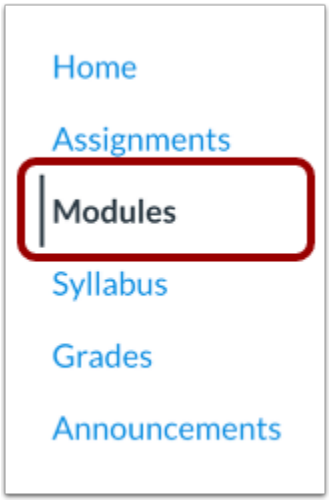
View the duplicate module item in your course.

Note: If applicable to your course, the Modules page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

How do I edit module items?

You can edit module items' names and indentation after they have been created.

Open Modules



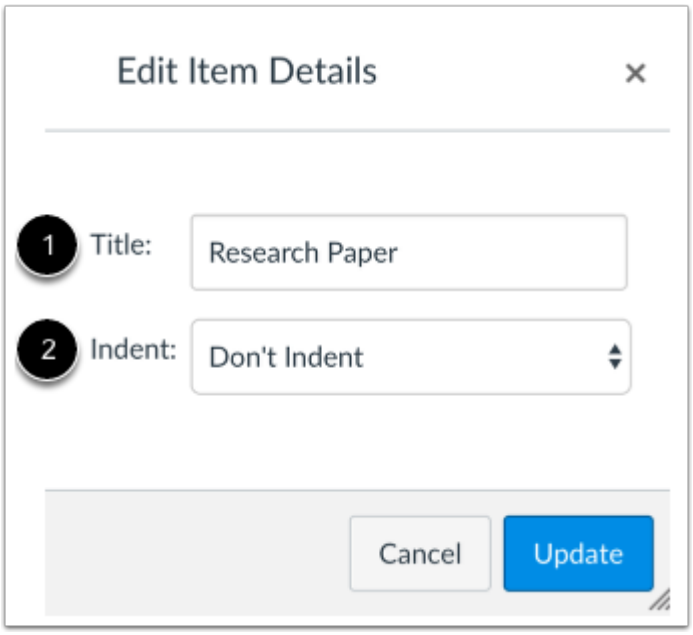
In Course Navigation, click the **Modules** link.

Edit Module Item



Click the **Options** icon [1] and select the **Edit** link [2].

Edit Item Details



You can edit the item title by typing in the title field [1]. You can also edit the indentation level by selecting the indent drop-down menu [2].

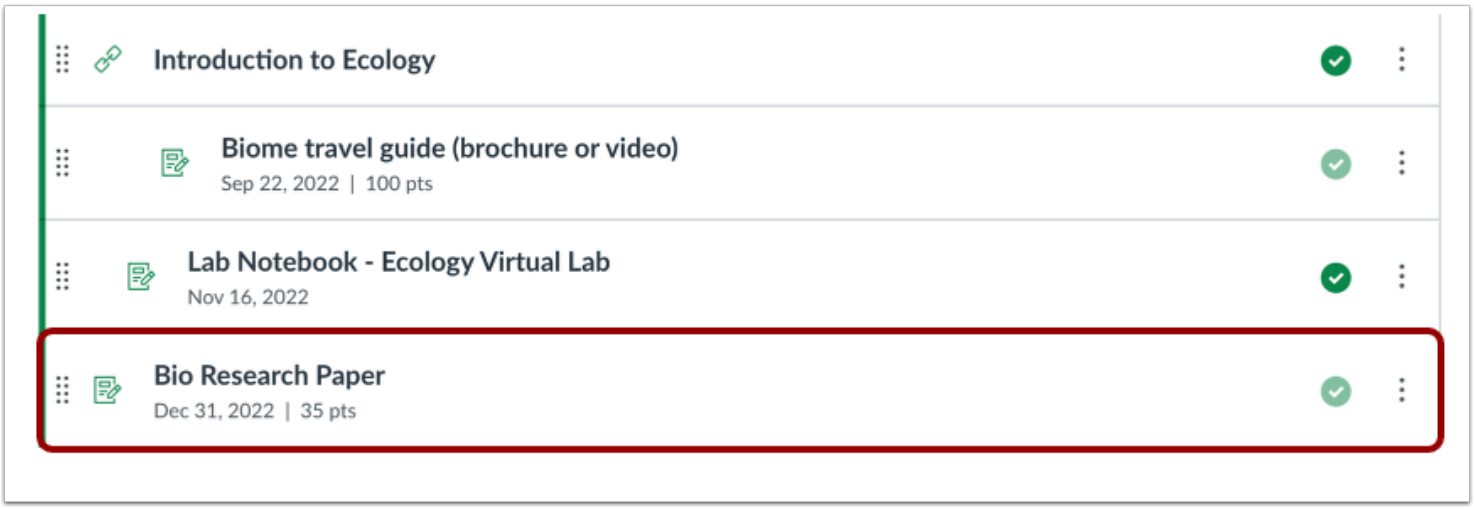
Note: Changes made to one item will be made to all iterations of the item.

Update Item



Click the **Update** button.

View Module Item



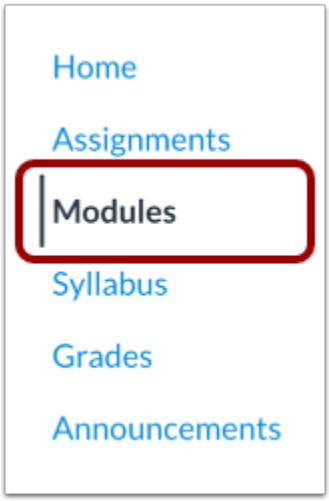
View the changes to the Module item.

How do I remove module items?

You can remove individual content items from your modules.

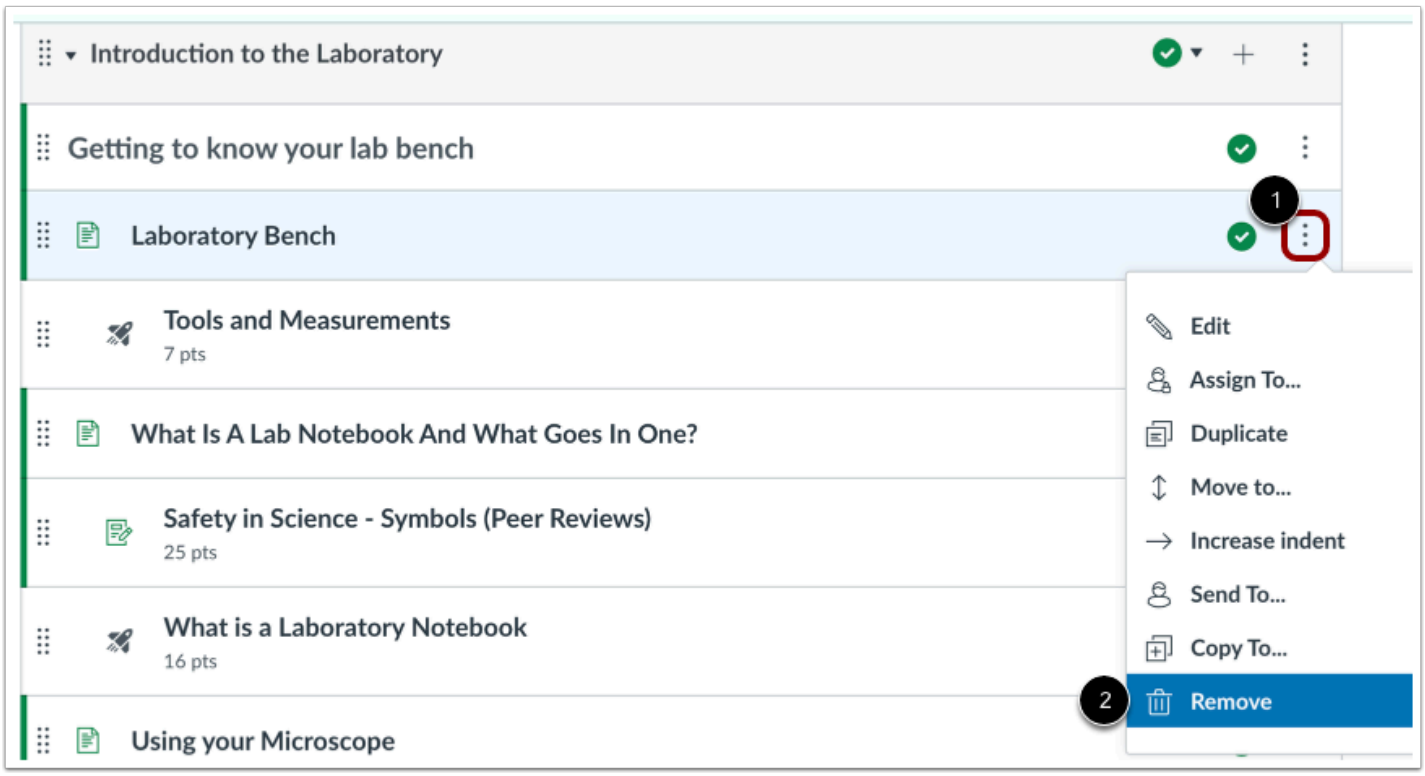
Removing a item will only remove it from the selected module. If you have included the item in other modules, they will not be affected.

Open Modules



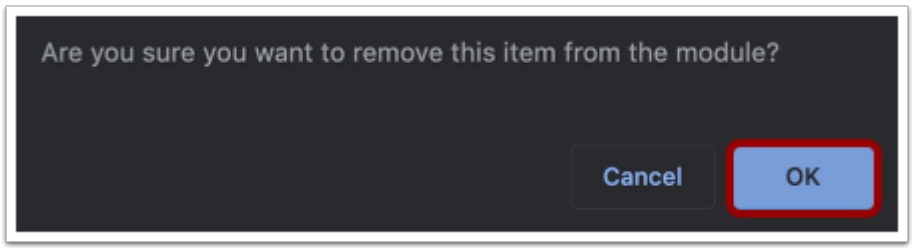
In Course Navigation, click the **Modules** link.

Remove Module Item



Click the **Options** icon [1] and select the **Remove** link [2].

Confirm Removal

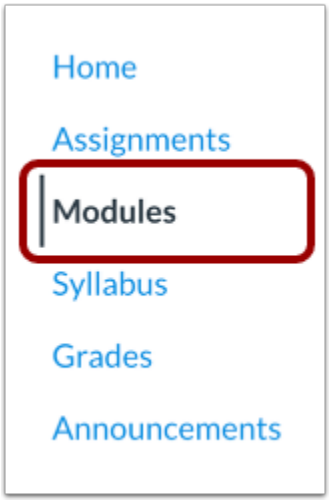


Click the **OK** button.

How do I move or reorder a module item?

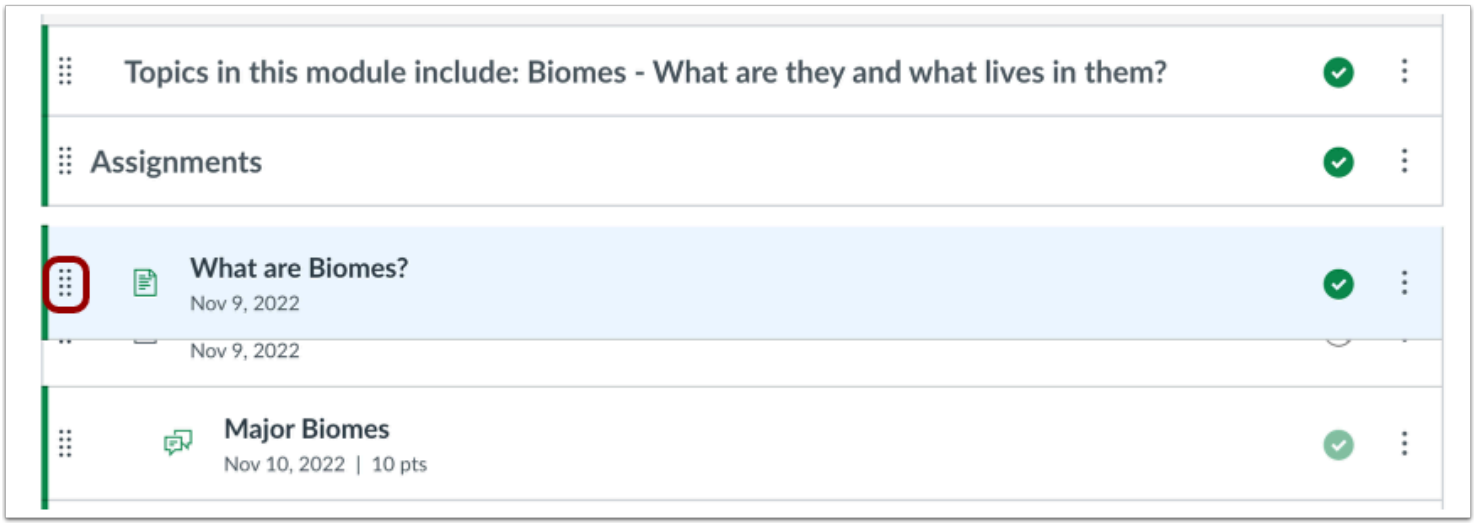
You can move or reorder module items after you've added them to a module. You can manually drag and drop the module item, or you can use the Move To option, which is also accessible for keyboard users.

Open Modules



In Course Navigation, click the **Modules** link.

Drag and Drop Module Item



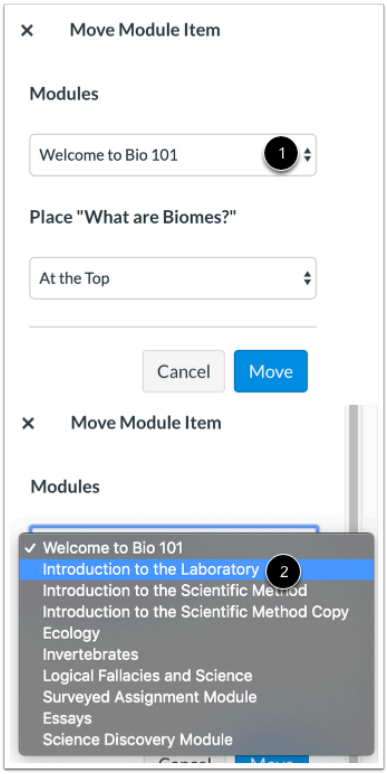
You can use the drag and drop option to reorder module items. Click the drag handle next to the module item name. Drop the module item in the desired location by releasing the mouse.

Move Module Item



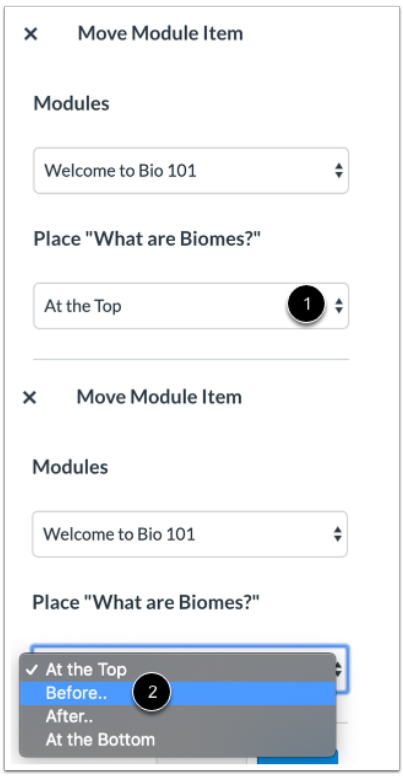
You can also use the Move To option to reorder a module item. Click the **Options** icon [1] and select the **Move to...** link [2].

Select Module



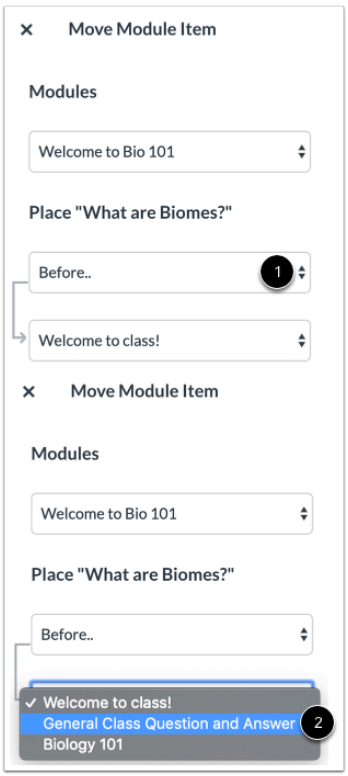
In the Move Module Item sidebar, click the **Modules** drop-down menu [1], then select a module from the list [2]. If you want to keep the item in the existing module, select the existing module name. However, if you want to move the item into another module, select the new module name.

Place Module Item



In the **Place** drop-down menu [1], select the placement of the item you are moving [2]. You can move the module item so it is the first item module item, before a specific item, after a specific item, or the last module item.

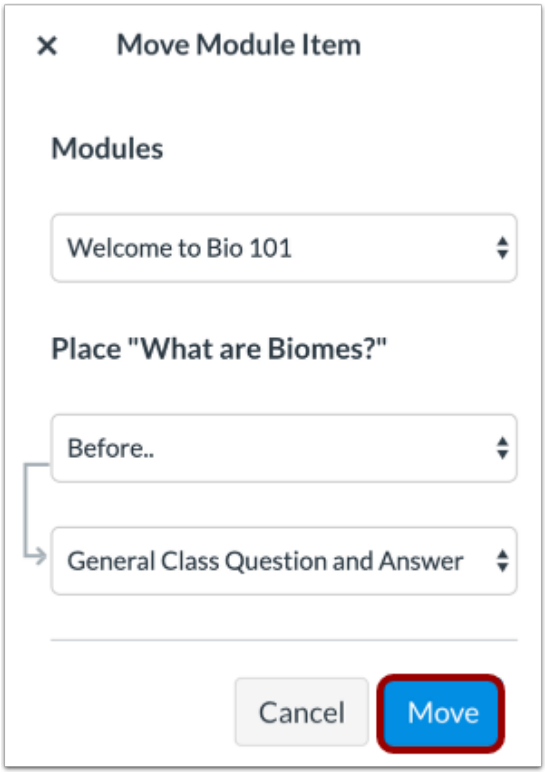
Place Before or After



If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the module item that should be before or after the module item you are moving [2], as indicated by the option selected in the previous menu.

If you want to move the module item to another location, change the sidebar placement options again.

Move Module Item



Click the **Move** button.

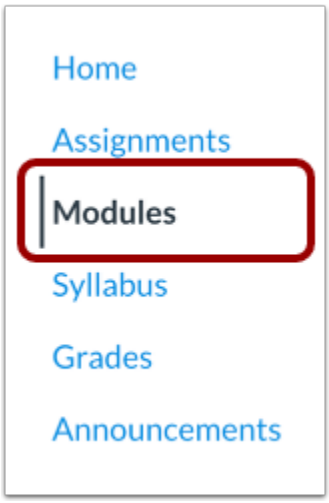
How do I use modules to view the progress of students in a course?

Within Modules, you can view the progress of your students and see how they are progressing through the course.

Module progress is determined by the students completing required elements in the module. If you don't set up any requirements, you won't be able to track your students' progress within each module. Required elements may include requiring the students viewing a page, submitting an assignment, or earning a minimum score on an assignment or quiz. For more information please see the lessons about setting up prerequisites and adding requirements.

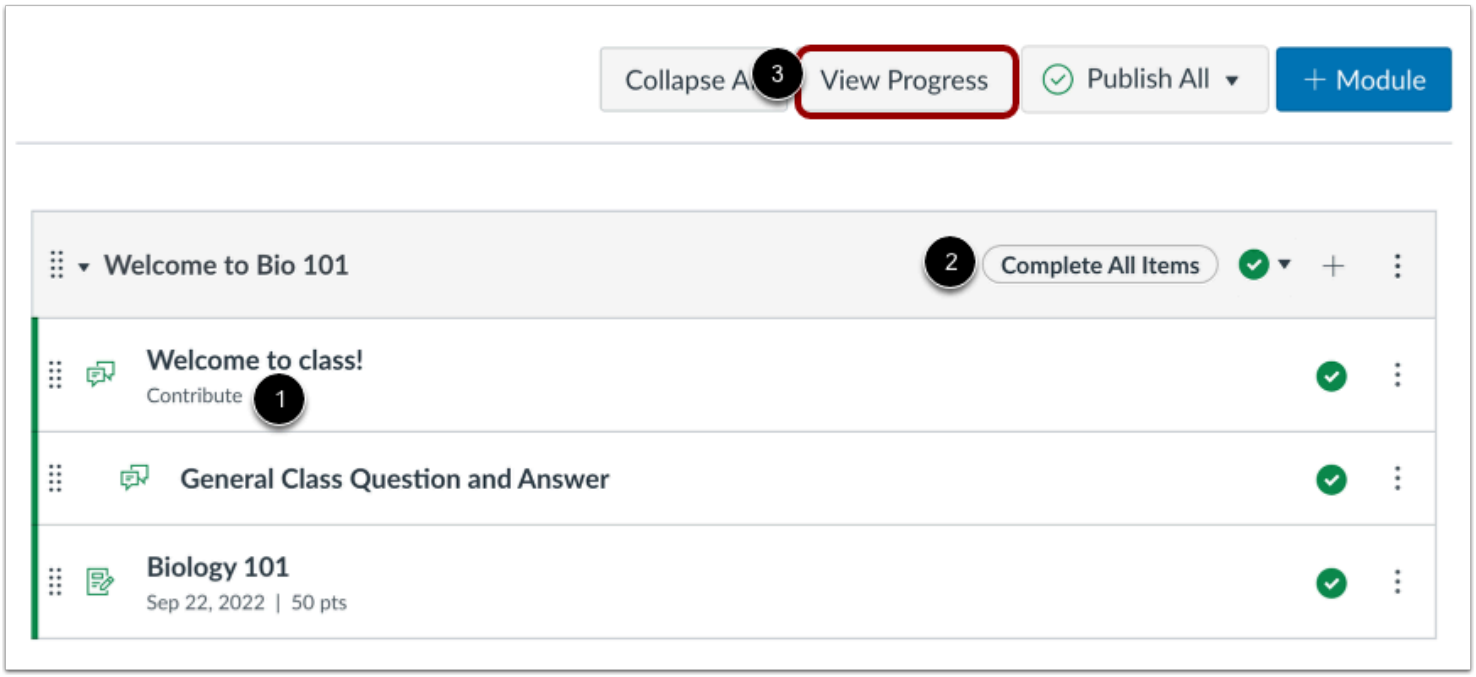
Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules



In Course Navigation, click the **Modules** link.

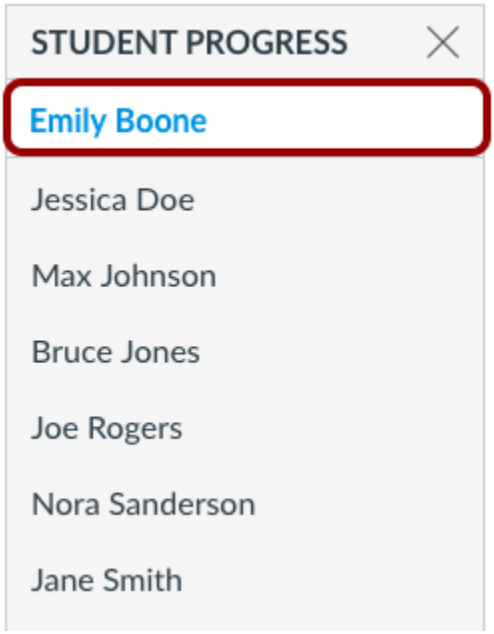
View Student Progress



Modules displays an overview of each module and the content within each module. Any completion requirements are listed next to the module content item [1]. Prerequisite requirements are posted at the top of the module [2].

To view student progress in your course, click the **View Progress** button [3].

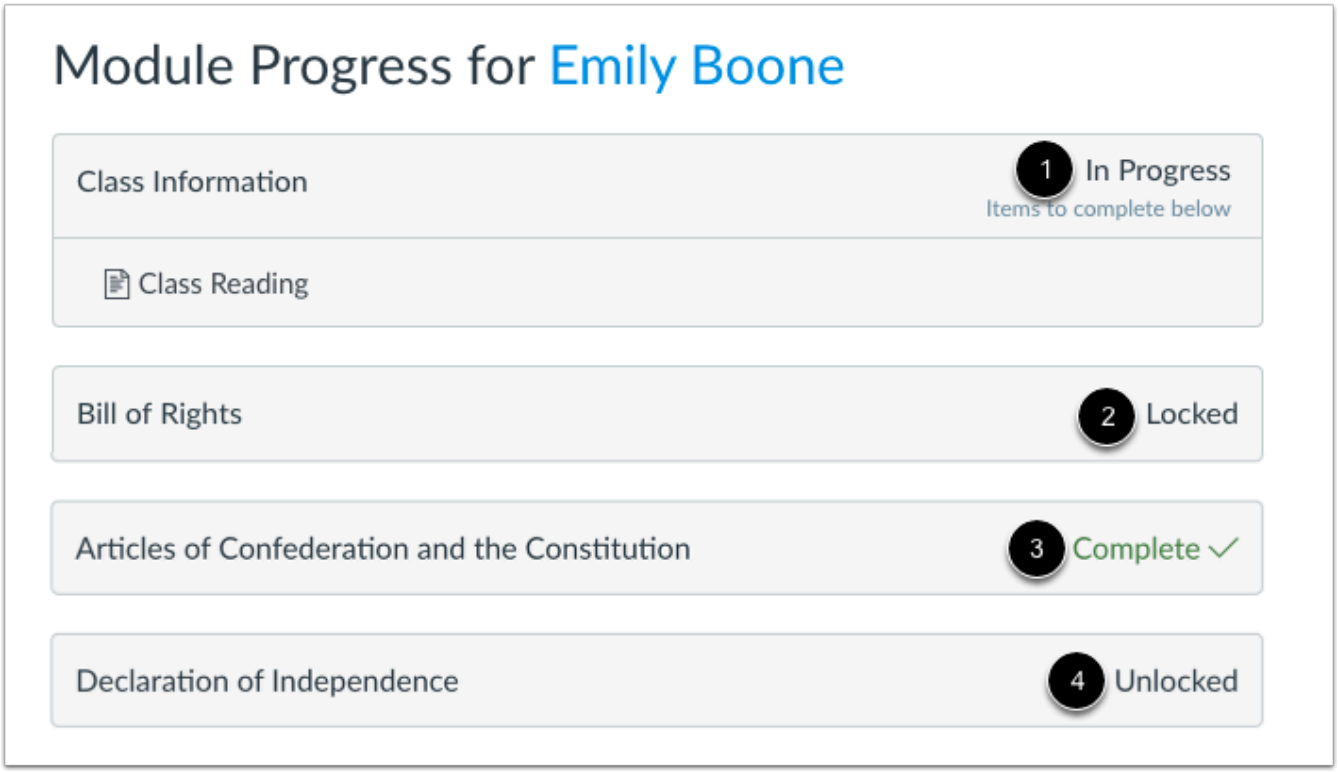
Select Student



When opening the View Progress window, Canvas will always default to show the first student in your course (listed alphabetically by last name).

To view progress for another student, click the student's name in the Student Progress list.

View Module Progress



The Module Progress window shows the progress of each student in your course. Modules can be complete, in progress, locked, or unlocked.

- **In Progress** [1]: the student has started but not finished the module
- **Locked** [2]: the module cannot yet be accessed by the student because of completion or prerequisite requirements
- **Complete** [3]: the student has completed the module, or the module has no completion requirements
- **Unlocked** [4]: the student can access but has not yet started the module

To learn more about what a student is accessing, visit the access report lesson.

How do I view course content offline as an HTML file as an instructor?

If your institution has enabled offline content, you can view your course offline as an HTML file. You can download the HTML file from the Modules page. Currently HTML files can only be generated in the browser version of Canvas and are only supported on a computer.

HTML offline content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In the HTML file, you can view assignment details, availability dates, and point values. Discussions and quizzes only include the description. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the HTML file. If a link can only be accessed online, the link includes an external icon identifying the content as online only.

Course content export packages include all course files, pages, and embedded files added to a module and are viewable as long as the user has permission. Content items locked by modules or by date are not included in offline content and show that the content is not available. Export packages do not include media files embedded from course files.

Offline downloads include all content from the course at the time of the download. You will need to download the course each time you want to view updated course content. After the initial download, the export page shows the history of each download, and the Modules page shows the last time the content was exported.

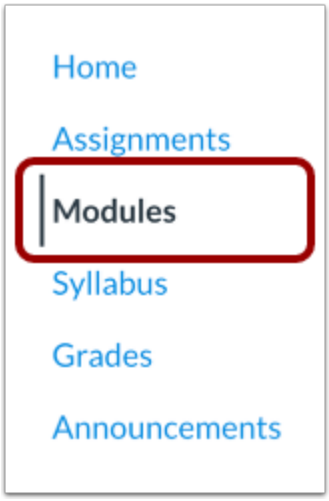
User Guidelines

When exporting course content, all users are notified that they may not reproduce or communicate any of the content in the course, including exported files, without your institution's prior written permission. Please be aware of your institution's online user agreement guidelines, which may include specific course content requirements for instructors.

Notes:

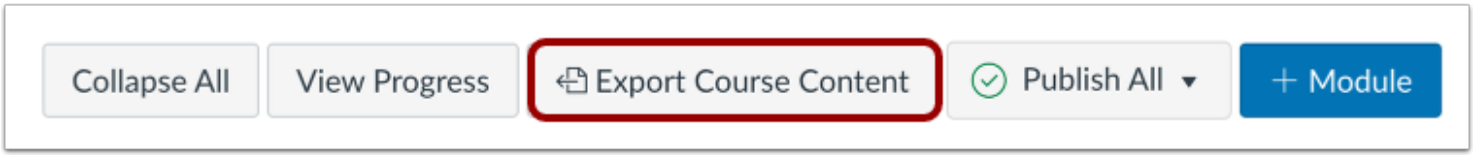
- If your Course Home Page is set to Modules, you can export course content from the Course Home Page.
- Offline content cannot be downloaded once a course is concluded.
- If your Modules page does not display the **Export Course Content** button, confirm that you can allow course content to be exported using the Offline Course checkbox in Course Settings. If your course does not include this checkbox, this feature has not been enabled for your course. However, you can view the Feature Options tab in Course Settings to see if ePub Exporting has been allowed for your course instead. The ePub Exporting feature option allows you and your students to download course content as an ePub file.

Open Modules



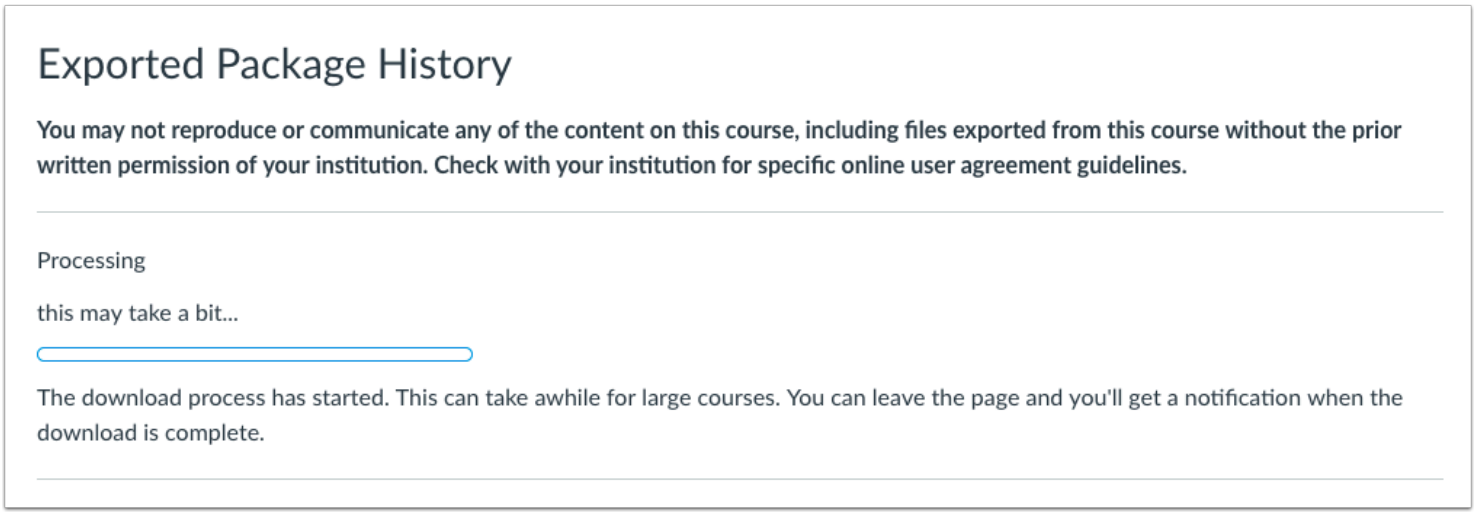
In Course Navigation, click the **Modules** link.

Export Course Content



Click the **Export Course Content** button.

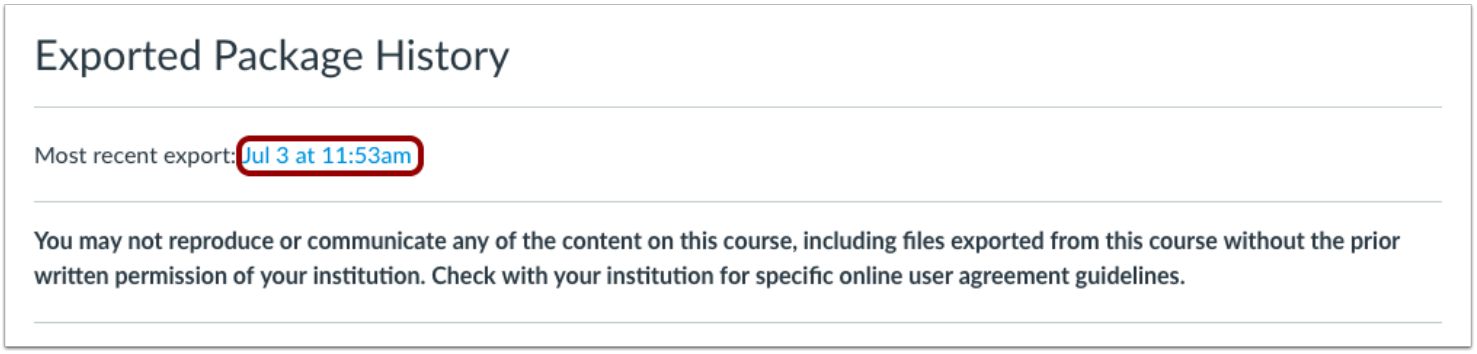
Export Course



The course will download to your computer as a ZIP file. If you remain in the page until the download is complete, the file will download directly to your computer.

If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.

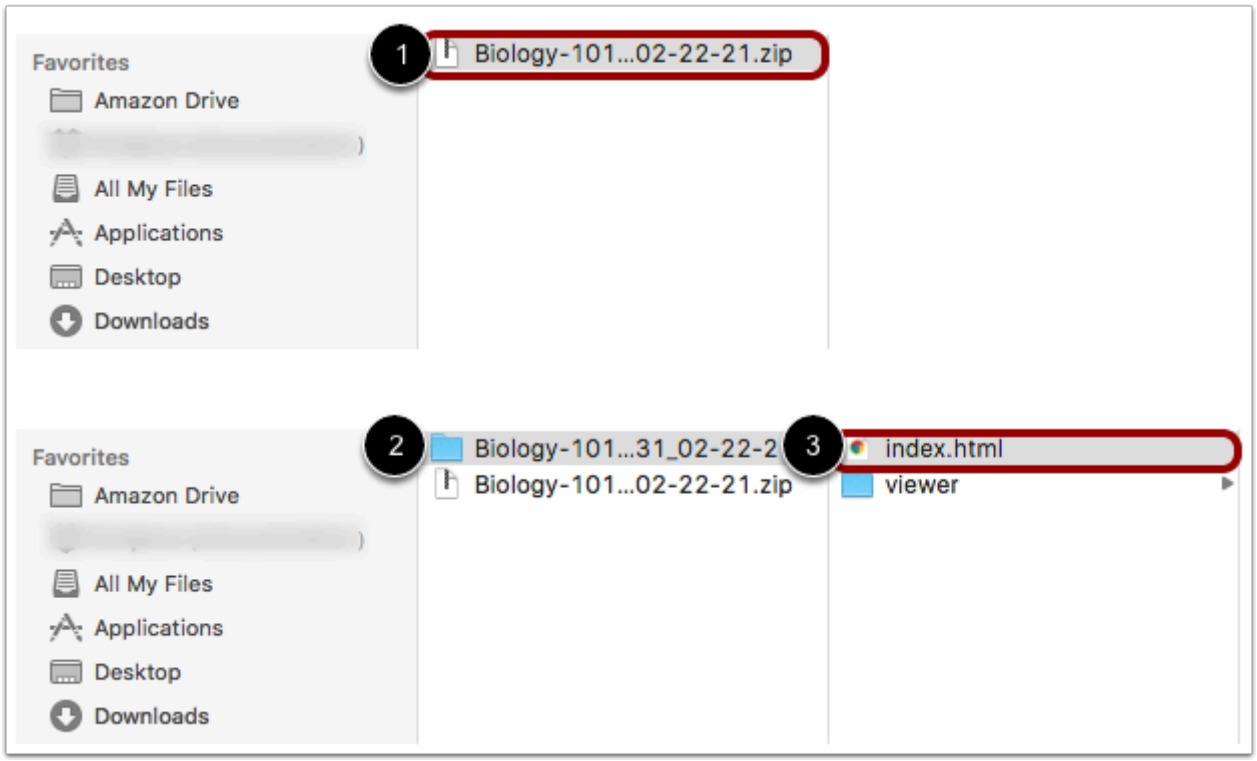
View Export History



When the export is complete, the Exported Package History page shows the most recent export. To download the export again, click the date of the export.

If you export the course again at a later date, the most recent export will always display in the page, along with previous exports.

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. Double click the file to open it (MAC users) or right-click the file and select Extract All (PC users).

When the file expands, open the course folder [2] and open the index.html file [3].

Open Course Content



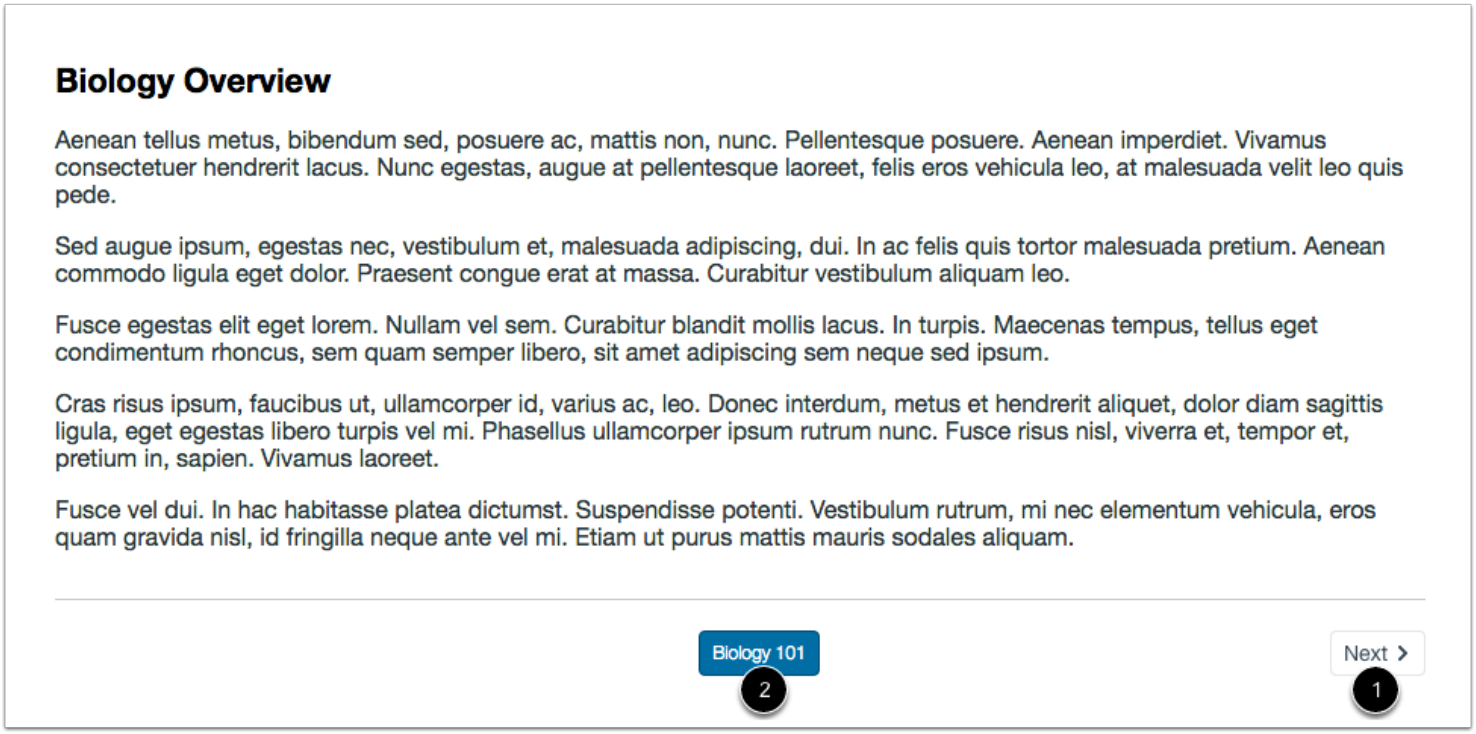
The HTML file will open in your default browser. Offline downloads include all content from the course at the time of the download [1]. You will need to download the course each time you want to view updated course content.

If any content can only be accessed online, the content link includes an external icon identifying the content as online only [2].

To view course files, click the **Files** link [3].

To open course content, click the name of the content [4].

View Course Content



View the content in the course file.

To view the next content item in the module, click the **Next** button [1].

To return to the main Modules page, click the name of the course in the page footer [2].

How do I use Mastery Paths in course modules?

Mastery Paths allows you to customize learning experiences for students based on performance. You can enable Mastery Paths to automatically assign coursework based on the score achieved for a previous assignment. This provides multiple opportunities to show and achieve mastery in a course.

Mastery Paths is based on differentiated assignments, which allows targeted learning activities to be assigned to different users and sections. With Mastery Paths, assignments are differentiated to individual students automatically and no additional work is required aside from grading student assignments as usual. After the initial assignment has been graded (either manually or automatically), the student's score designates which conditional item(s) they are assigned as a learning path. For example, a learning path can assign one set of items to students who score at or above 70% and another set to students who score below 70%. If Student A scores an 70% or higher, they can access Page 1, Page 2, Assignment 1, and Assignment 2. You can require Student A to read both pages and complete at least one assignment. If Student B scores less than 70%, they can access Page 1, Page 3, Page 4, and Assignment 1. You can require Student B to read all three pages and complete the assignment in order to achieve mastery of the subject.

When creating Mastery Paths, source assignments and all differentiated course items should be created, and differentiated items should be designated as conditional items before publishing the course.

Weighted Grading

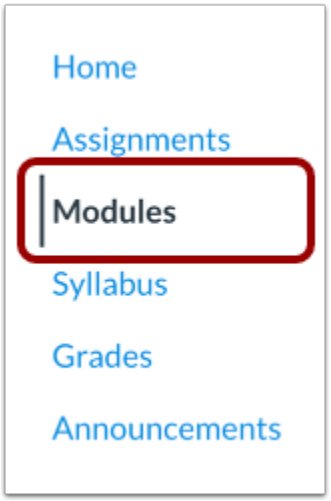
If you use weighted grading in your course, additional course work may affect student's total grades. However, grade calculations are based on the assignments assigned to and completed by the student; students are not penalized for any assignments that are not assigned to them. If you are concerned about grade variances with point values, you may want to review the conditional assignments assigned to each Mastery Path and try to balance out grading totals in each path. Additionally you could evaluate student progress and add individual students to assignments as necessary that they can complete to improve their grade.

Notes:

- The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.
- Most SIS platforms only support due dates assigned to entire sections. Since Mastery Paths assign work to individual students, their assignments and grades wont sync automatically and must be added manually. Please use with caution when syncing to your SIS.
- If your course has a large number of students and/or if a Mastery Path has a large number of associated conditional items, students may experience a delay before they are assigned a path.
- Currently Mastery Paths does not support association with outcomes.

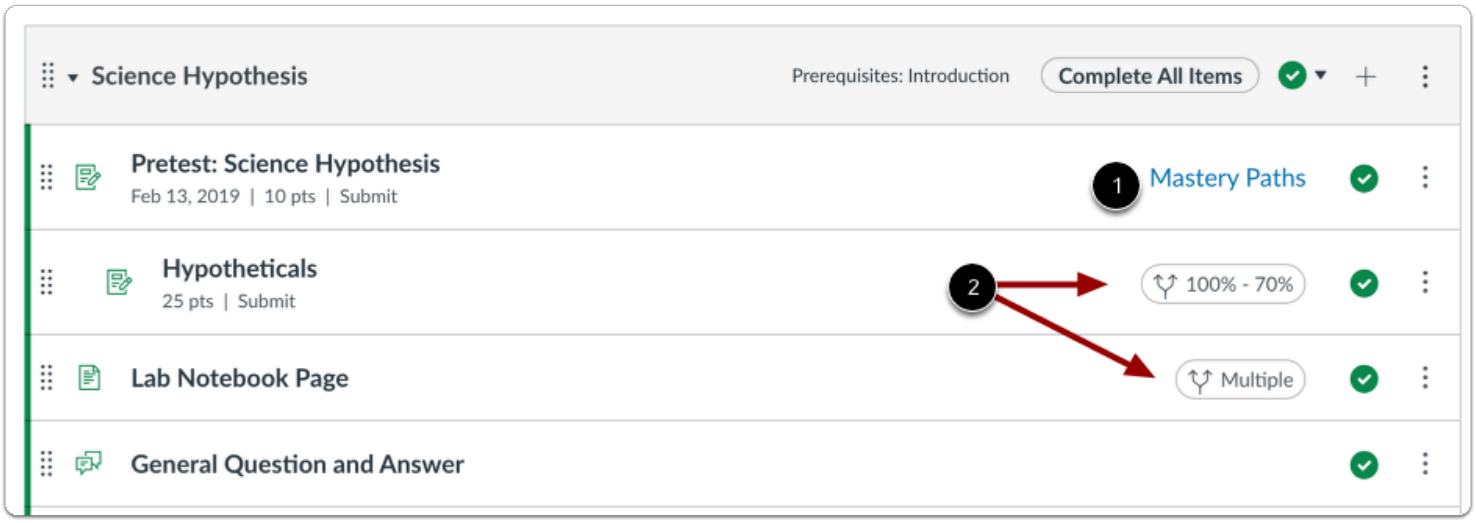
- Files, External URLs, and External Tool module items cannot be used as conditional items in Mastery Paths.
- If you choose to include a page in Mastery Paths, the page will only be accessible from within Mastery Paths and not in the course Pages page.

Open Modules



In Course Navigation, click the **Modules** link.

Add Course Modules



A Mastery Path contains source content [1] and conditional items [2]. Before you can designate source assignments and conditional items for a Mastery Path, all course assignments and pages should be developed and added to Modules as module items. Mastery Paths can be created from module structures in existing courses or new course content.

Indenting module items can be used to help organize the module's structure and visually show which items should be conditional items in a Mastery Path.

Graded assignments, graded discussions, or graded quizzes may be used as the source content for a Mastery Path. A student's source content score determines which conditional item(s) they are assigned.

Any course item except for practice quizzes and ungraded surveys may be designated as a conditional item in a Mastery Path.

Notes:

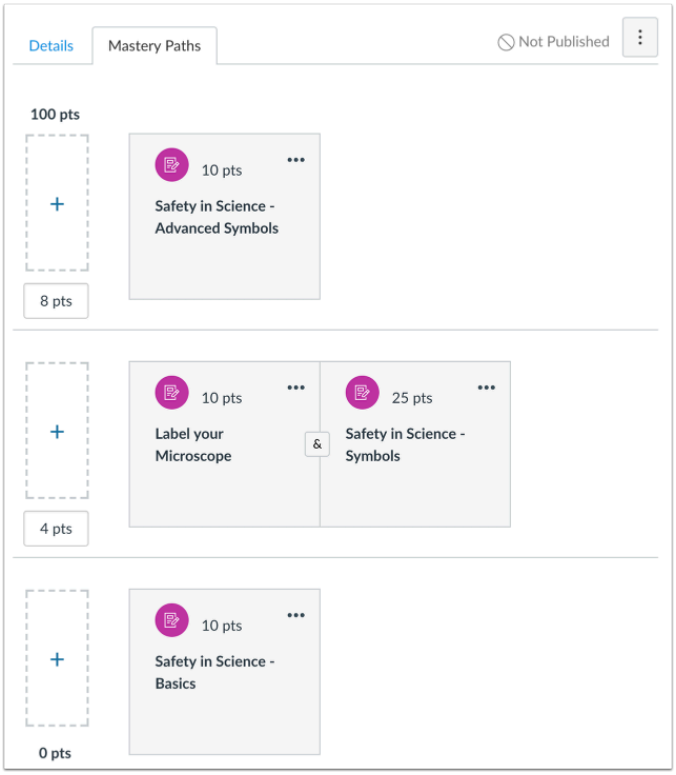
- In Mastery Paths, module prerequisites and requirements are not required, but they are encouraged to guide course organization and conditional paths.
- Files, External URLs, and External Tool module items cannot be used as conditional items in Mastery Paths.

Allow Page Content



Because pages do not require grading, you can only add pages to a Mastery Path as conditional content items. Additionally, a page must be assigned to Mastery Paths before it can be added as a conditional content item.

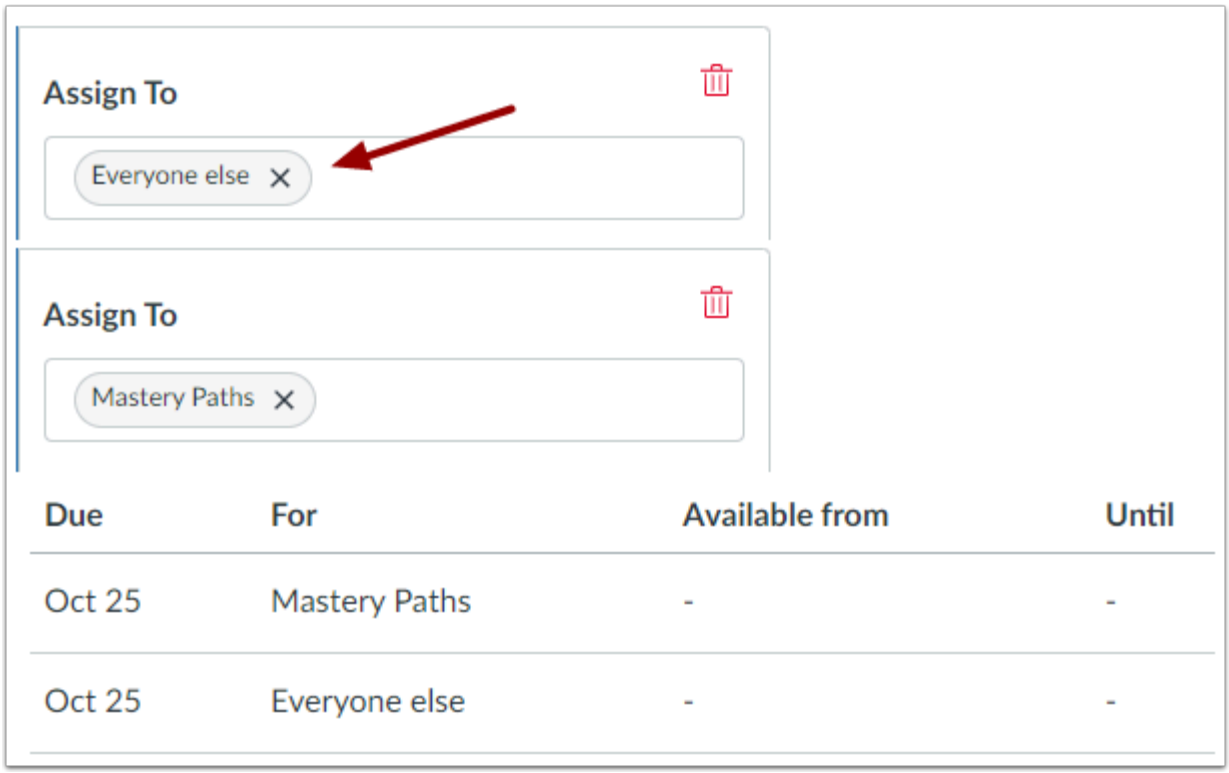
Add Conditional Items



A Mastery Path originates from an assignment assigned to everyone, such as a pre-test or an introductory assignment.

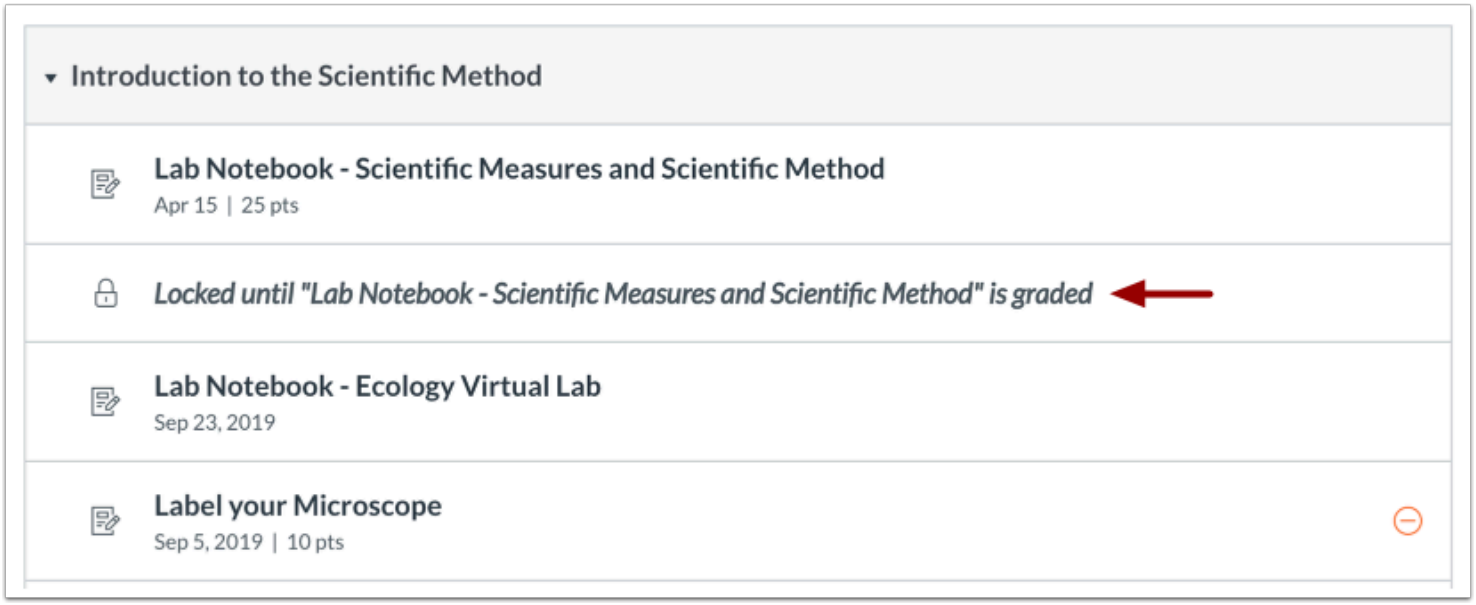
The Mastery Paths configuration page allows you to add conditional content items to the source content item. Conditional content items are selected from the list of module items you have already added to the module. These items are then assigned to specific students through conditional rules in three scoring ranges. After the source content assignment has been graded (either manually or automatically), the student's score designates which conditional item(s) they are assigned as a learning path.

Assign Items to Mastery Paths



By default, assignments in Canvas are assigned to Everyone else, which means all students will be able to view the assignment in their Modules page. Once conditional content items have been added to a Mastery Paths, the conditional assignments must be assigned to Mastery Paths. The Mastery Paths assignment designates the assignment for conditional release only, and the assignment will only display to students whose source content scores fall in a range that releases the conditional assignment to them.

Release Conditional Items



When you create Mastery Paths for your course, students see content added to their Modules page as they move through the course. When the course begins, they will only be able to see items that have been published and assigned to **Everyone** or assigned specifically to them. In contrast, courses that do not use Mastery Paths display all content in the Module, even if the content is locked.

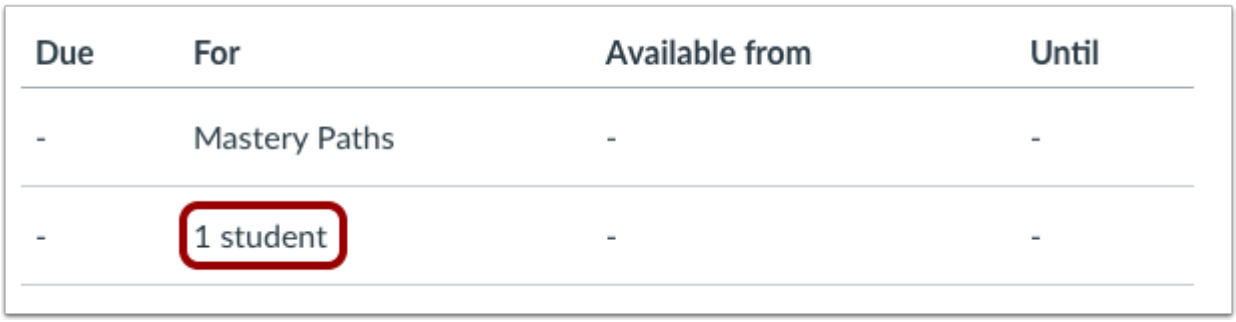
Once a Mastery Path source assignment has been graded (either automatically by Canvas or manually in SpeedGrader), the conditional item(s) will automatically display in the student's Modules page based on the source item's scoring range.

If a Mastery Path source assignment scoring range includes an **Or** option, students must choose which conditional item(s) they wish to complete before proceeding.

Notes:

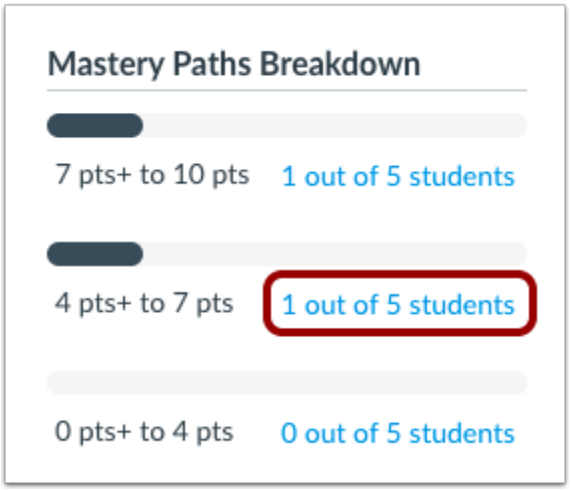
- The Mastery Path process currently only originates from the course Modules page.
- If you set a requirement that module items must be completed in order, when a student completes a Mastery Path that requires any manual grading, all subsequent module items will be locked for the student until the Mastery Path is graded.
- If you regrade a source assignment after a student chooses a Mastery Path option, and the regrade puts the student in a different conditional item range, they will have to complete the conditional item(s) in the reassigned Mastery Path before advancing through the module.

View Student Path Assignment



When a student is assigned or selects a conditional item, the conditional assignment automatically adds the student's name to the assignment as being differentiated to that student.

View Mastery Path Breakdown



Once students complete a source content item for a Mastery Path, you can view the Mastery Paths breakdown. Each scoring range includes a link that shows the number of students in each range. You can click the name of a student in the range, view the student's source content submission and score, and send a message to the student.

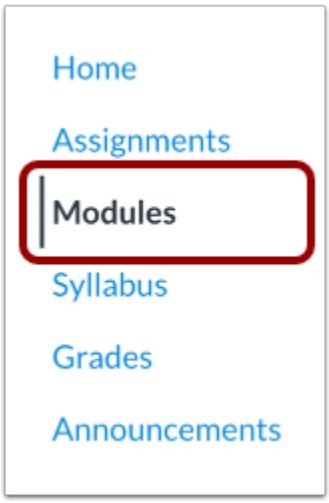
How do I allow a page to be a Mastery Path module item?

If you want to add a page to a Mastery Path in a module, you must first assign the page to Mastery Paths. Otherwise, the page will not appear as a conditional item when you add an item to a Mastery Path.

Notes:

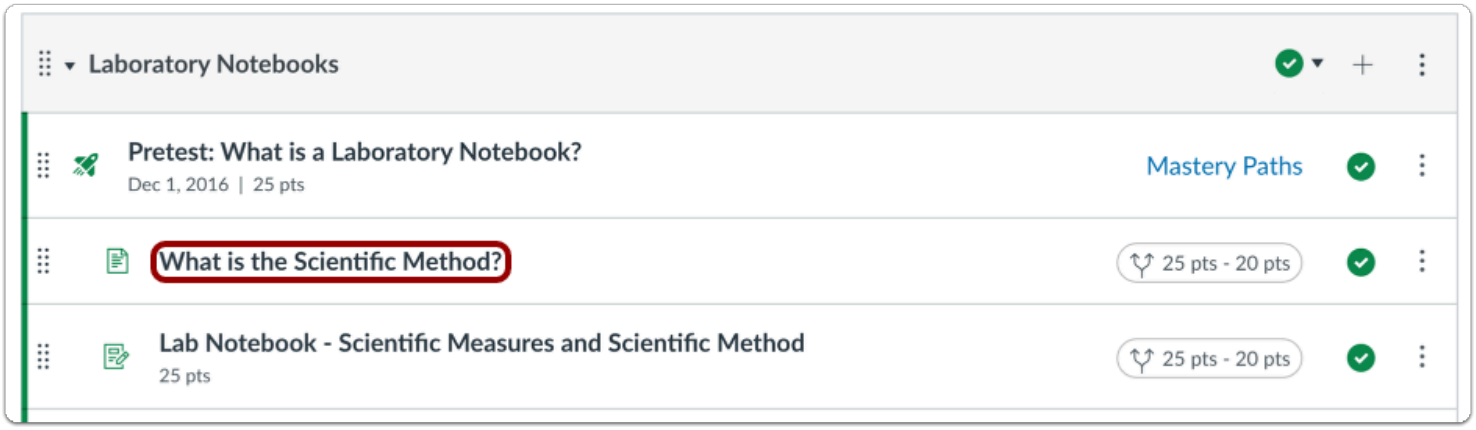
- The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.
- If you assign a page in Mastery Paths, the page will not be visible to students until it is added to a Mastery Path.
- Course items such as links, files, and media content must be embedded in a page or assignment to be used as conditional content in Mastery Paths.

Open Modules



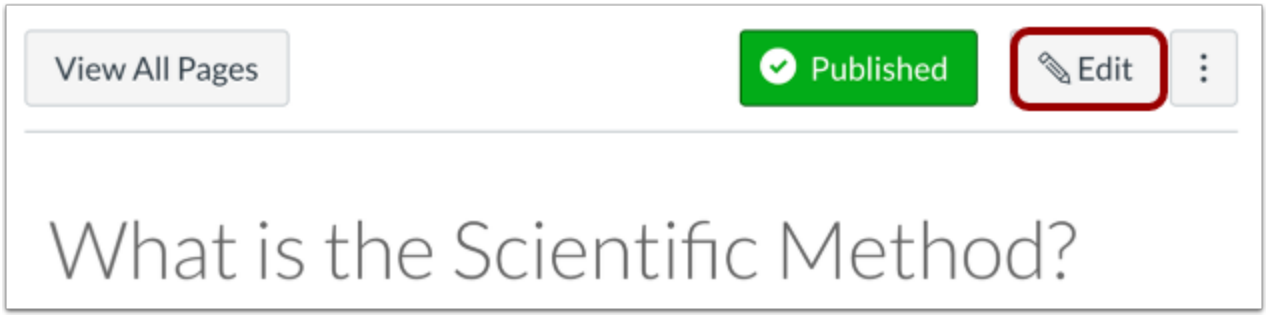
In Course Navigation, click the **Modules** link.

Open Page



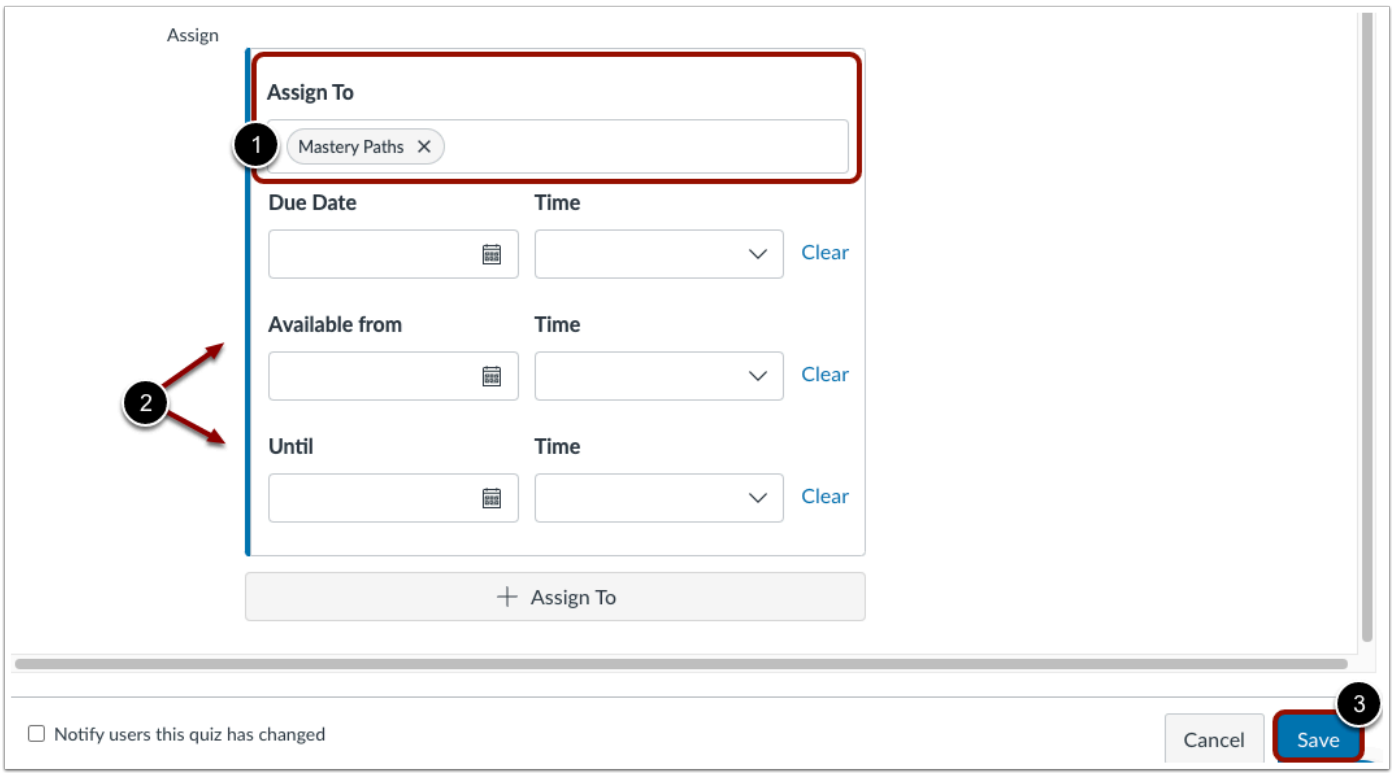
Click the name of the page in the module.

Edit Page



Click the **Edit** button.

Assign to Mastery Paths



In the **Assign To** field, remove the Everyone option and select the **Mastery Paths** option [1]

By default, students can access the page any time after it is assigned to them by the Mastery Path. However, to provide specific dates and times for the page to be available, enter dates and/or times in the **Available From** and **Until** areas [2].

To save the page assignment details, click the **Save** button [3].

How do I add conditional content to a Mastery Path source item?

Mastery Paths release conditional content to students based on scoring-range rules. After the source assignment or assessment is graded (either manually or automatically), the student's score designates which conditional item(s) are assigned as a learning path. For instance, a student who scores above 90% on an assignment could be assigned more advanced work, while a student who scores below 60% could view assignments designed for content clarification and improvement. Please note that resubmitted source items may affect conditional paths, as updated grades may change the conditional assignments released to the student.

Any graded assignment, graded discussion, or graded quiz may be used as the source content for a Mastery Path.

Any course item except for practice quizzes, ungraded surveys, external tools, and external tool assignments may be designated as a conditional item in a Mastery Path. Course items such as links, files, and media content must be embedded in a page or assignment to be used as conditional content in Mastery Paths.

A Mastery Path should originate from an assignment assigned to everyone, such as a pre-test or an introductory assignment.

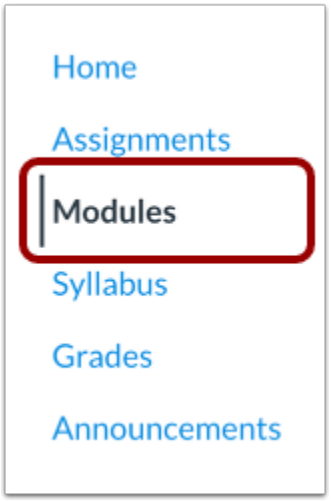
Once you have added conditional content to a Mastery Path source assignment, you must differentiate each conditional assignment for Mastery Paths.

Notes:

- Because content pages do not require grading, content pages cannot be used as a Mastery Path source item and can only be added as conditional content. However, a page must be allowed for Mastery Paths before it can be added to a conditional path.
- If conditional items are added to a path and later changed (such as separating conditional items in the same range or adding another item), the change will not apply to any students who have already been graded based on the original conditional path. Conditional items should be final when course content is published.
- As conditional items are released to students, individual due dates for items are not applied. To add a due date to conditional items, wait until all students have completed the source assignment and then add a due date to the conditional item.
- Conditional content items can be set up with their own conditional items.
- All module items should be published before the course is available to students. If an unpublished item is added as a conditional content item, the student will not be able to view the content until the item is published. Any publishing delays may have unintended consequences for the student's conditional path.

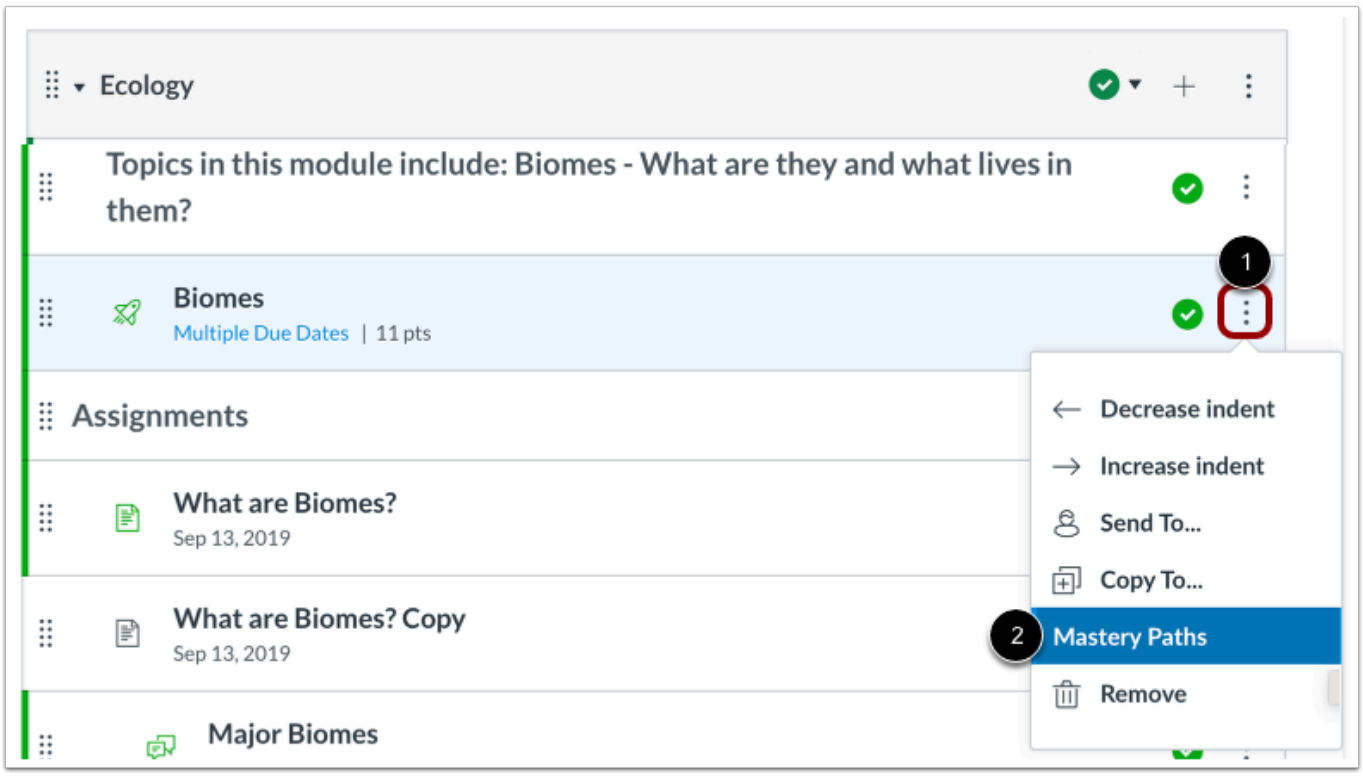
- If your course has a large number of students and/or if a Mastery Path has a large number of associated conditional items, students may experience a delay before they are assigned a path.
- The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.

Open Modules



In Course Navigation, click the **Modules** link.

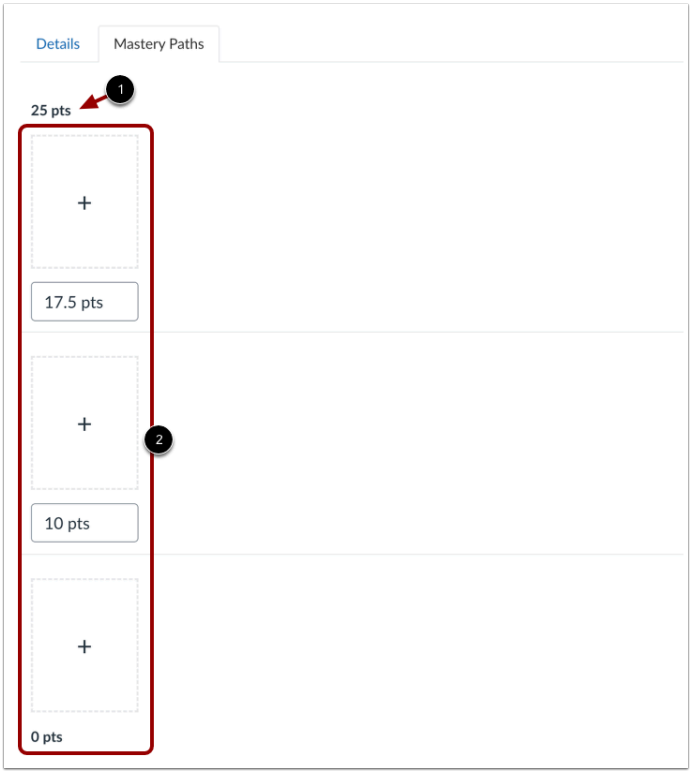
Open Mastery Paths



Locate the item where you want to add a Mastery Path and click the **Options** icon [1]. Click the **Mastery Paths** option [2].

Note: Items that cannot originate a Mastery Path, including content pages and non-graded items, will not display the Mastery Paths settings option.

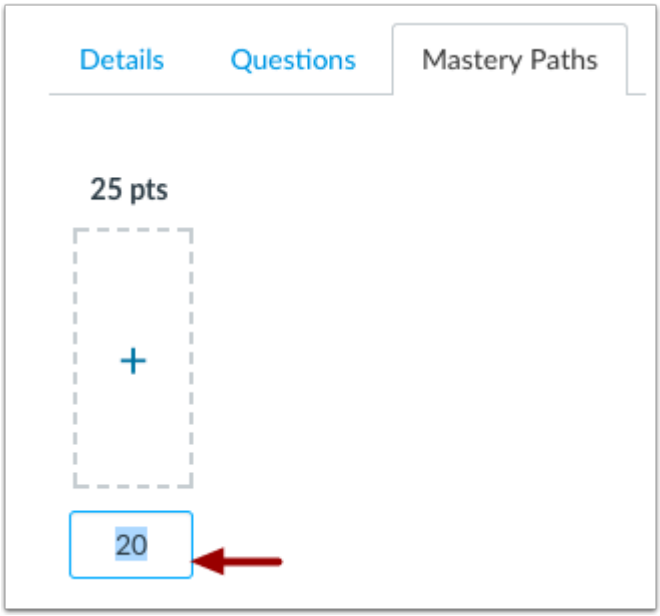
View Conditional Range



The assignment grade display and point value are shown at the top of the Mastery Path page [1].

The Mastery Paths tab displays three ranges for conditional content [2]. The ranges match the grade display set for the assignment—points, percentage, letter grade, or GPA. The ranges default to 70%, 40%, and 0% of the assignment's point value rounded up respectively. For instance, an assignment worth 25 points defaults to ranges of 25–18 points, 18–10 points, and 10–0 points.

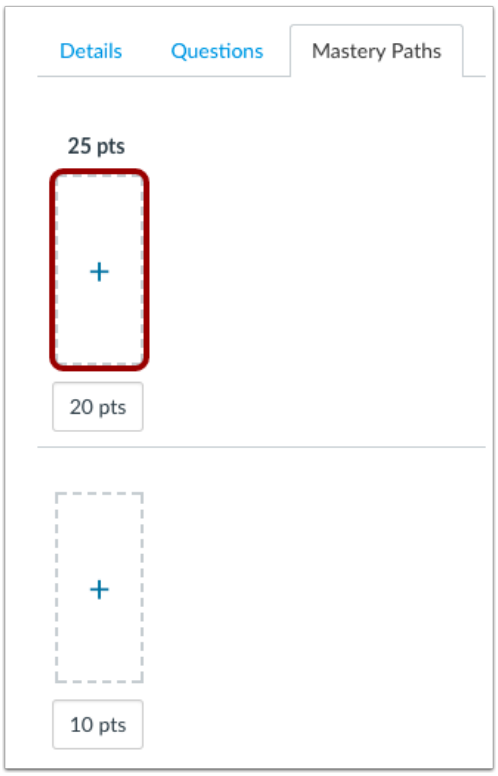
Set Conditional Range



Each range can be customized to a range outside the default values. To adjust a range, click the value and enter the new conditional range.

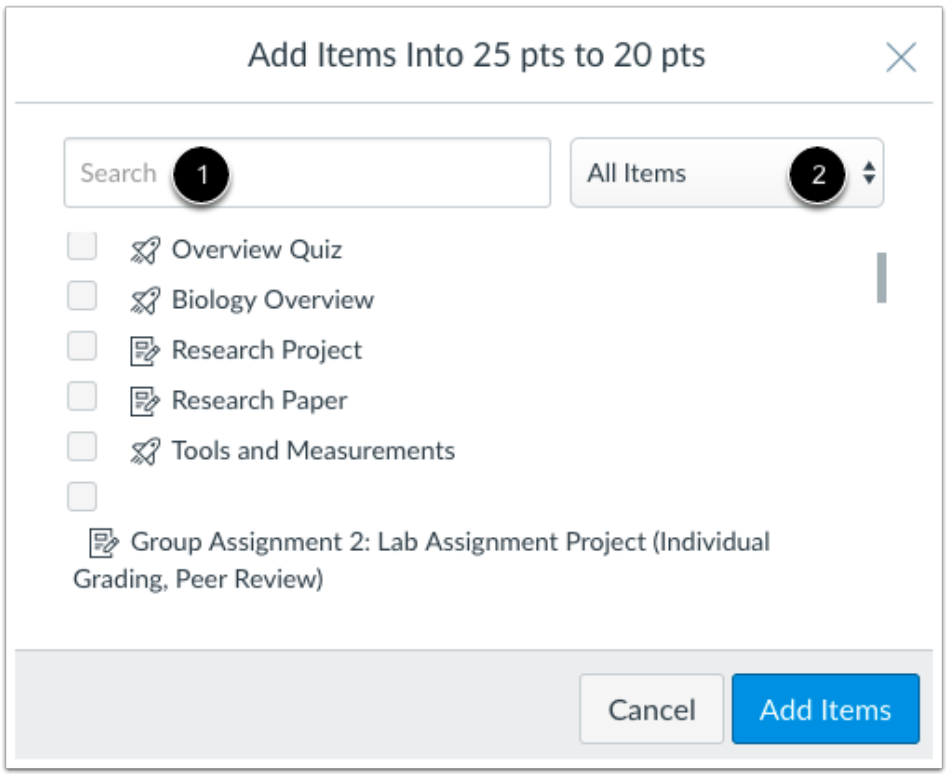
Note: Range values must be set in order from highest to lowest. Empty values are not allowed.

Add Items to Range



Select the range where you want to add conditional content items and click the **Add** button.

Locate Items



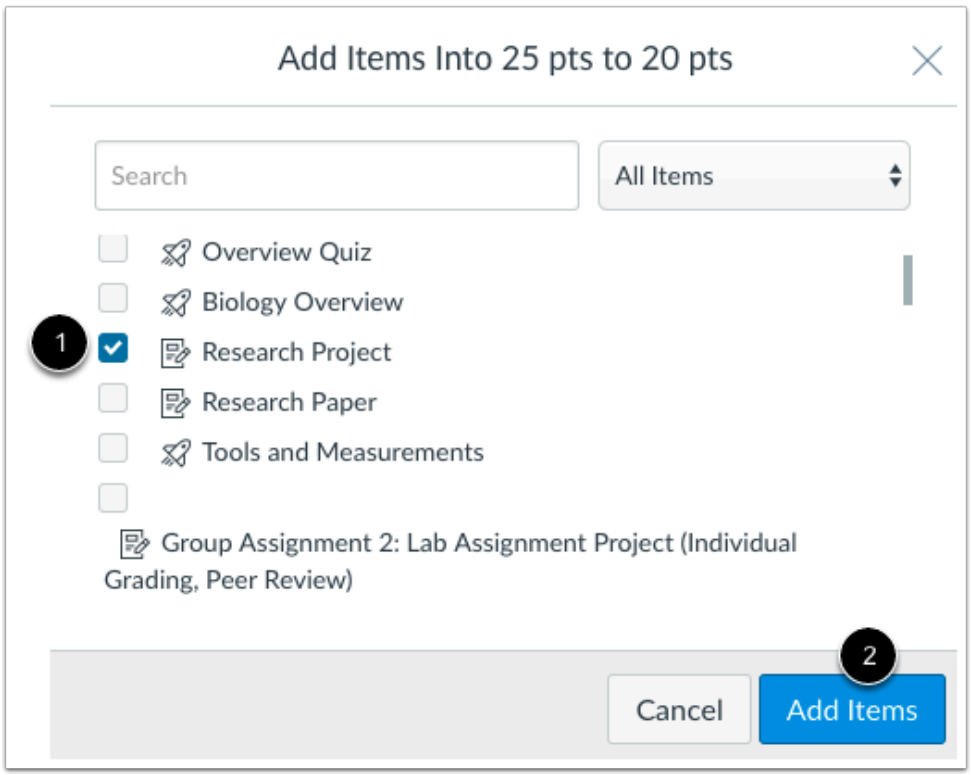
Any existing course item that can be used in a Mastery Path can be added as conditional content.

In the content window, you can search for content by name in the Search field [1], or filter items by type using the All Items drop-down menu [2]. If a content item does not display in the content window, the item cannot be added as a conditional release item.

Notes:

- When sorting by type, you must add an item from a type before selecting another type.
- The content window only displays supported items for conditional content. Practice quizzes and ungraded surveys are not supported as conditional items.
- Pages will not display as a conditional item unless the page was previously edited to be included as a Mastery Path item.

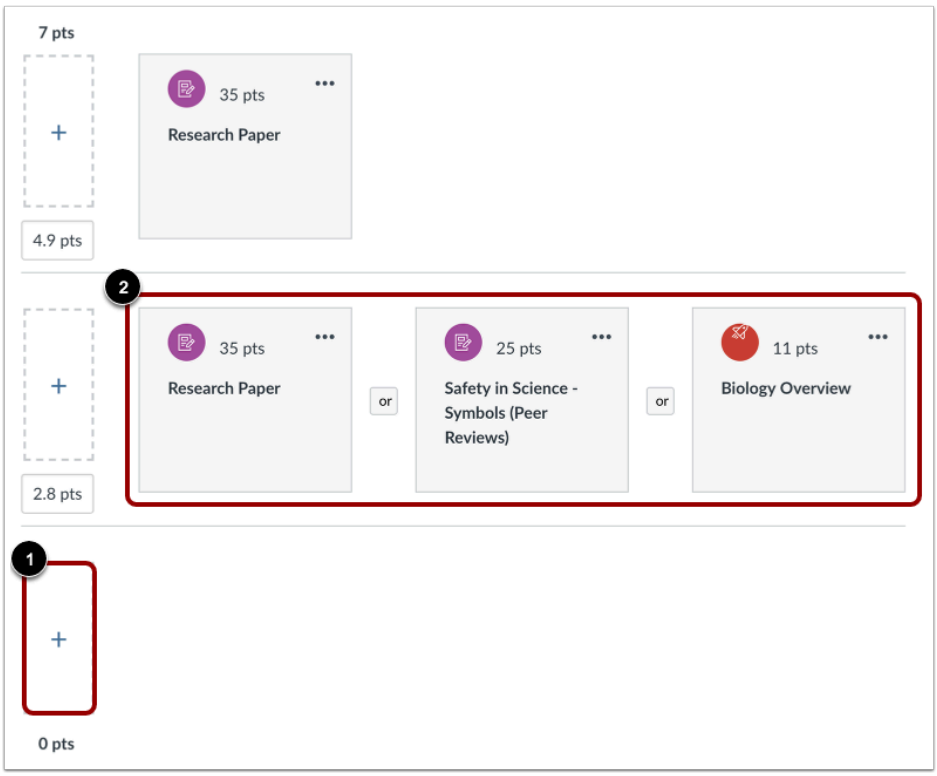
Add Items



To add a content item, select the checkbox next to the item [1]. You can select multiple items at one time.

Click the **Add Items** button [2].

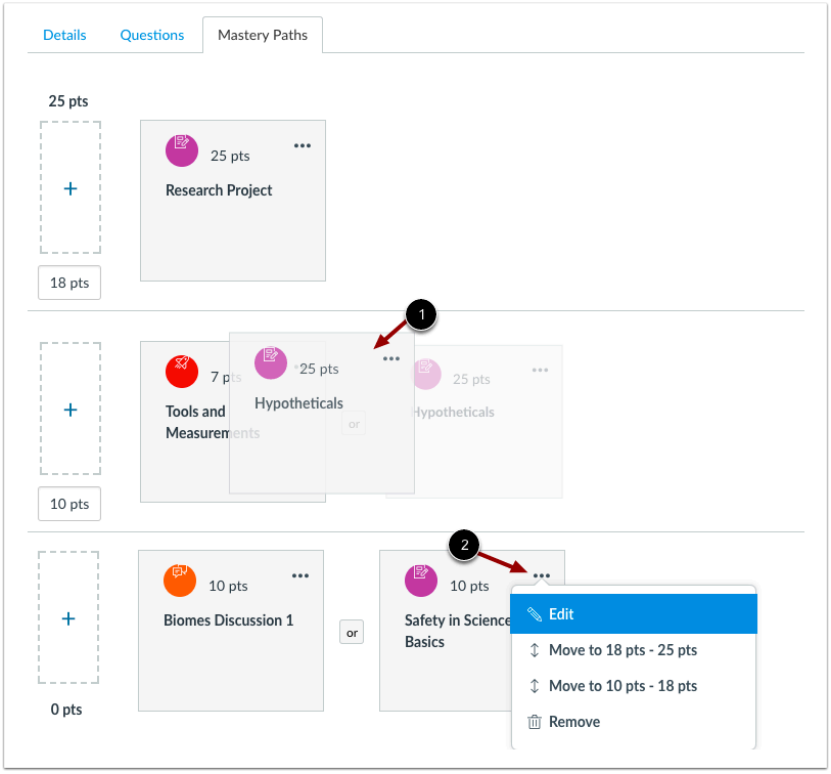
Add Additional Items



Select another range and add the appropriate content items [1]. You can add up to three item groups to each range using existing items in a course as conditional items [2]. Conditional items may be added in the form of individual item requirements for a student to choose from, or as a group of items a student must complete.

Note: An item may be added to more than one range. An item that is already added in the range will be crossed out in the content window.

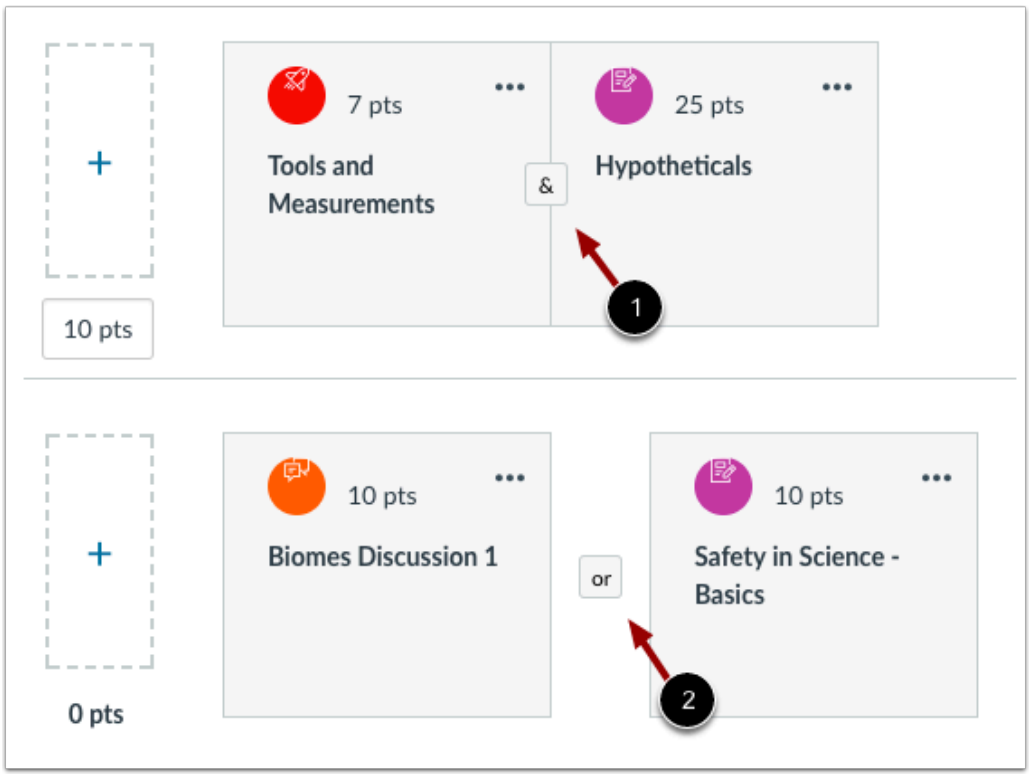
Manage Items



Multiple conditional items within a range can be mixed and matched as individual items, grouped items, or both. Items can also be reordered within the range by dragging and dropping in the preferred order [1].

You can also edit an item, move an item, or delete an item from the item's options menu [2].

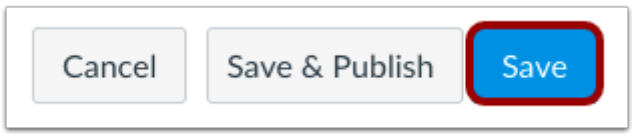
Set Student Choice Option



When more than one conditional item is added to the same range, the items default to be completed together as indicated by the **And** (ampersand) button [1]. Students who complete the assignment and score in a range with joined assignments must complete all the assignments in the conditional path.

If you want to give students a choice between assignments in a path, a range's items can be set to complete only one item or group in the path. To create a path option, click the **And** button. The items will separate and the **And** will change to an **Or** button [2]. Students who complete the assignment and score in a range with an **Or** designation can select which item(s) to complete as part of the conditional path. To help select an assignment path, students will be able to view the descriptions of each assignment.

Save Assignment



When you are finished adding conditional items, click the **Save** button.

How do I assign a conditional assignment for students to complete in Mastery Paths?

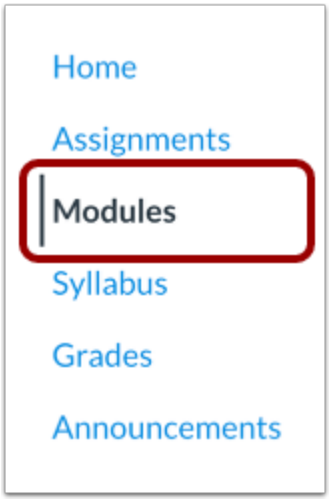
By default, assignments in Canvas are assigned to Everyone, which means all students will be able to view the item in their Modules page. Once you have added conditional assignments to a Mastery Path, you must designate the assignment for conditional release by assigning it to Mastery Paths. Mastery Path assignments only display to students whose scores fall in a range that releases the assignment to them.

To confirm that all conditional content items have been assigned to Mastery Paths correctly, you can use the Test Student to view the students' Modules page by enabling Student View. The only course items that should be visible to the Test Student are items assigned to Everyone. Therefore, if the Test Student can view a conditional item without having completed any coursework, the assignment may not have been edited and assigned to Mastery Paths.

Notes:

- The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.
- For quick reference, assignment and quiz pages display user assignments. User assignments cannot be viewed from the modules page until the assignment has been assigned to multiple students.
- Due dates for conditional items are not applied when the item is released to students. To add due dates for conditional items, wait until all students have completed the initial assignment and then add due dates to the conditional items.
- Files, External URLs, and External Tool module items cannot be used as conditional items in Mastery Paths.
- If your course has a large number of students and/or if a Mastery Path has a large number of associated conditional items, students may experience a delay before they are assigned a path.

Open Modules



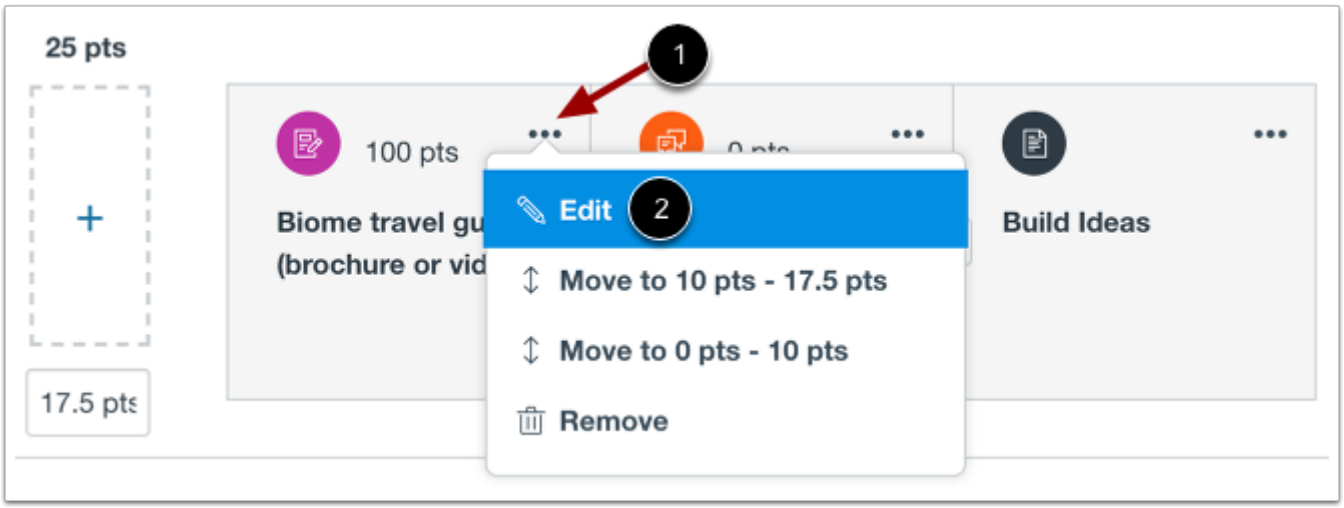
In Course Navigation, click the **Modules** link.

Open Mastery Paths



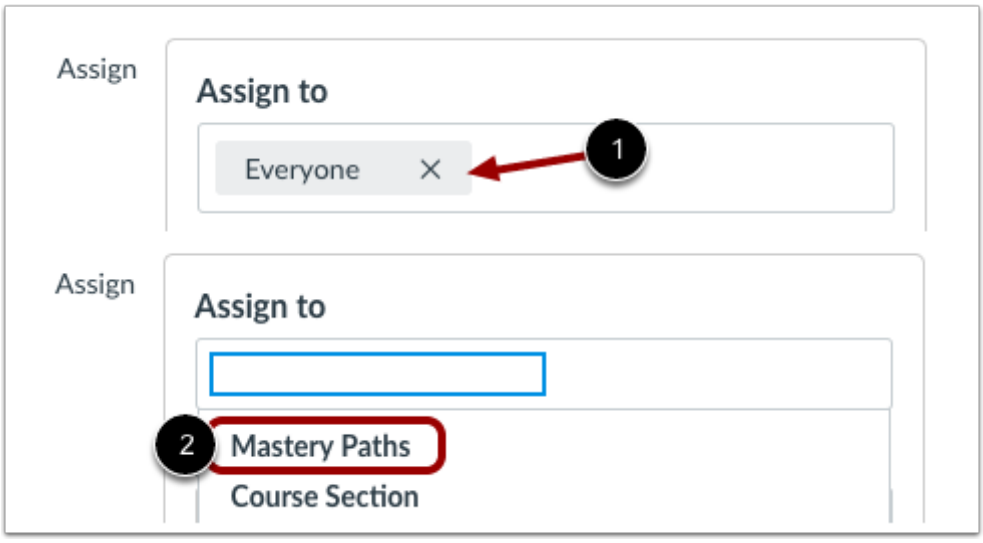
Locate the Mastery Paths item and click the **Mastery Paths** link.

Edit Assignment



For each assignment in each range, click the options menu [1] and click the **Edit** link [2]. The assignment will open in a new browser tab.

Assign to Mastery Paths



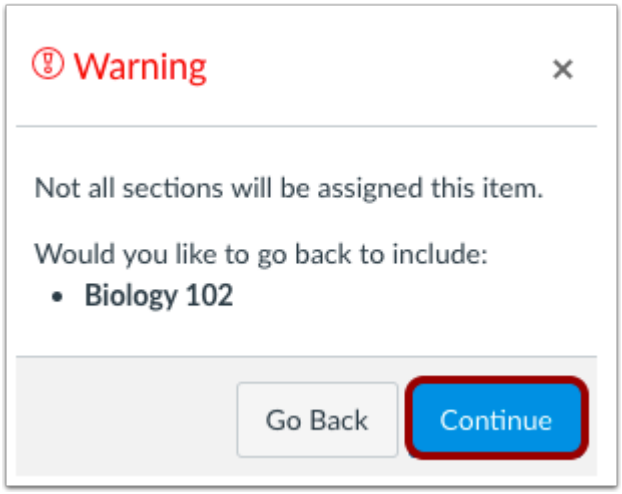
In the assignment's Assign field, click the **Everyone** remove icon [1], then click the text field. Select the **Mastery Paths** option [2].

Save Assignment



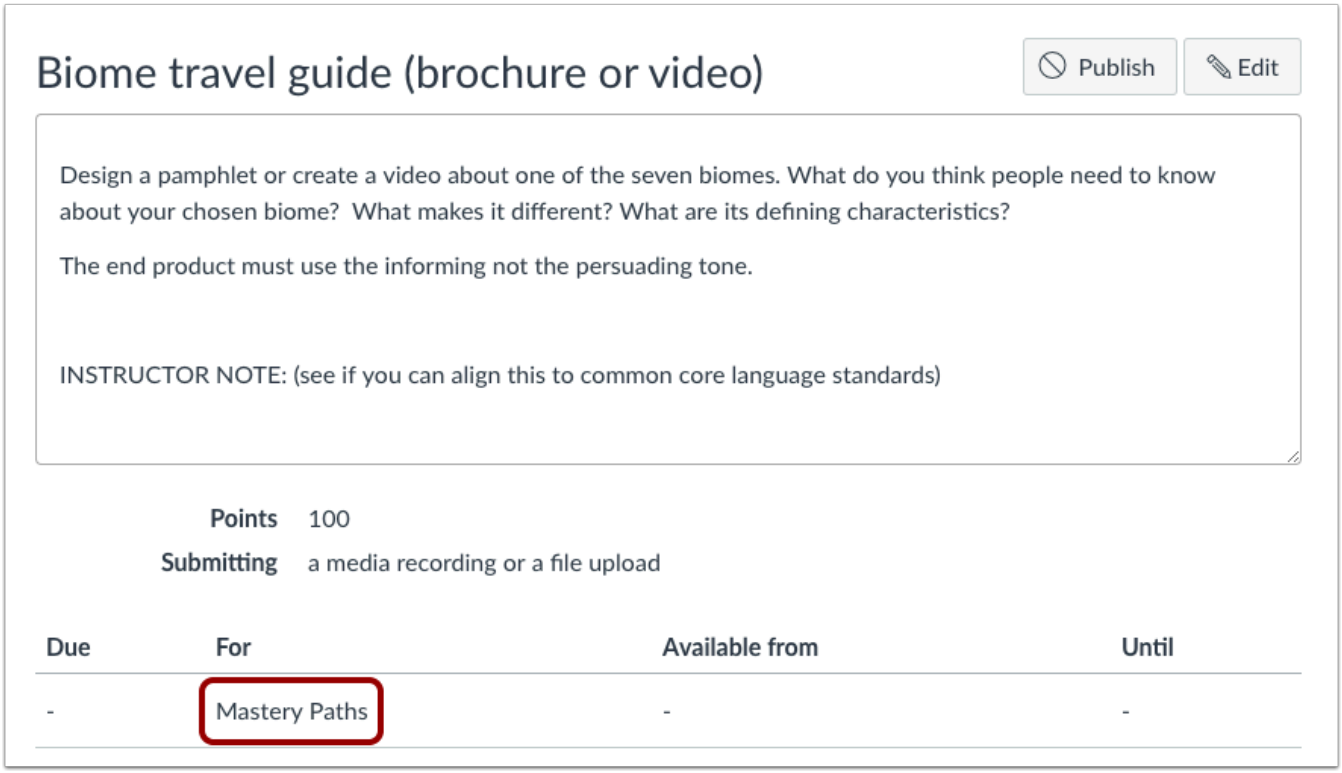
Click the **Save** button.

View Section Warning



Canvas displays a warning message asking you if you want to add additional sections. For Mastery Paths, you can disregard this warning. Click the **Continue** button.

View Assignment



View the Mastery Path assignment.

The assignment will only display in a student's Modules page if the student's score in the Mastery Path source item releases the assignment to the student.

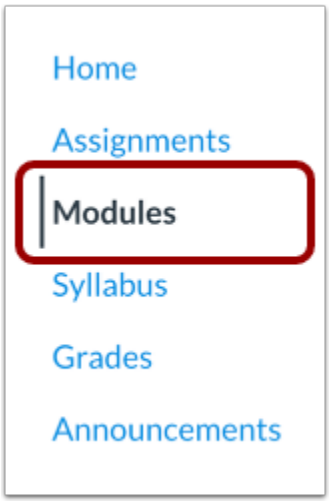
How do I view the Mastery Paths range breakdown results for an assignment?

Once students complete a Mastery Paths source item, you can view the breakdown of the mastery path ranges in the item. Each range includes a link that shows the number of students who scored in each range. You can view a specific student's score for the Mastery Path source item, view the student's submission, view the student's conditional content assignments, and send a message to the student.

Notes:

- The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.
- Files, External URLs, and External Tool module items cannot be used as conditional items in Mastery Paths.
- If your course has a large number of students and/or if a Mastery Path has a large number of associated conditional items, students may experience a delay before they are assigned a path.
- You cannot access mastery paths breakdown results from New Quizzes.

Open Modules



In Course Navigation, click the **Modules** link.

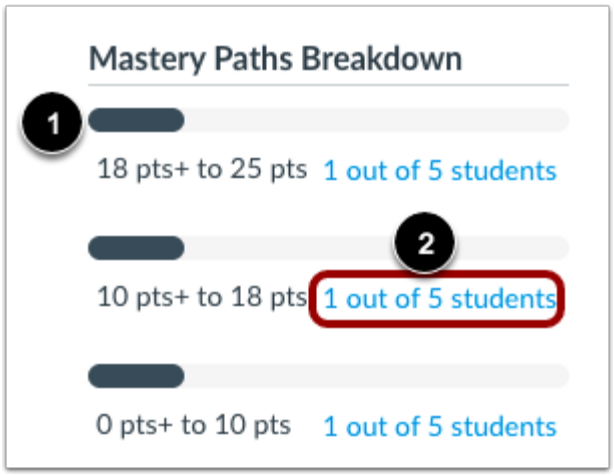
Open Assignment



Click the name of the Mastery Paths assignment.

Note: You cannot access mastery paths breakdown results from New Quizzes.

View Breakdown Ranges

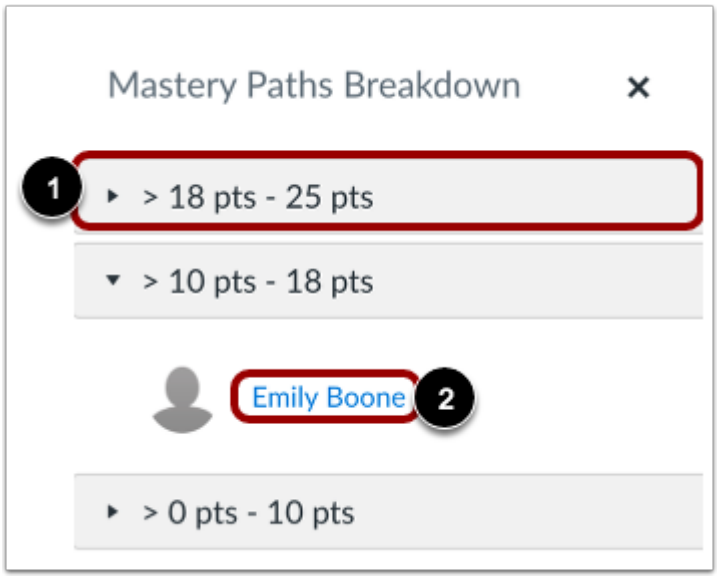


In the sidebar, view the Mastery Paths Breakdown section.

The section displays each of the three ranges and the number of students who scored in each range. The colored bar shows the percentage of students in that range [1].

To view details for a range, click the link with the student results [2].

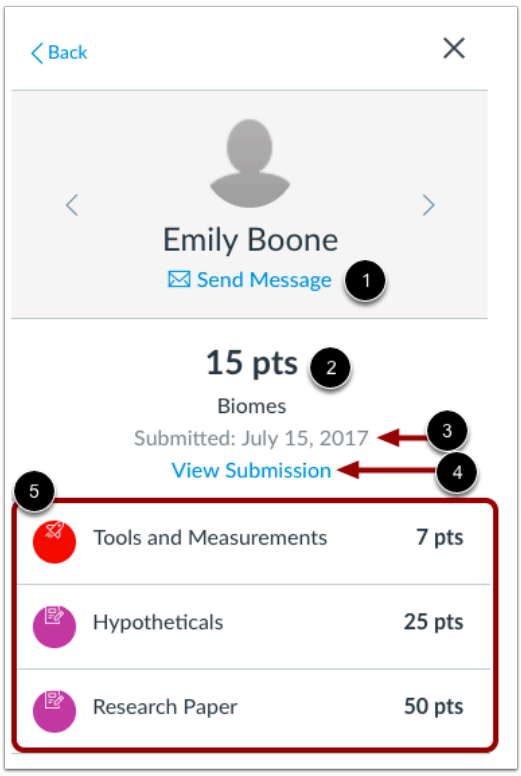
View Student Names



The breakdown window displays the names of students in your selected range. If you want to view student names in another range, click the range heading [1]. The current range will collapse and the selected range will expand.

To view results for a specific student in a range, click the name of the student [2].

View Student Results

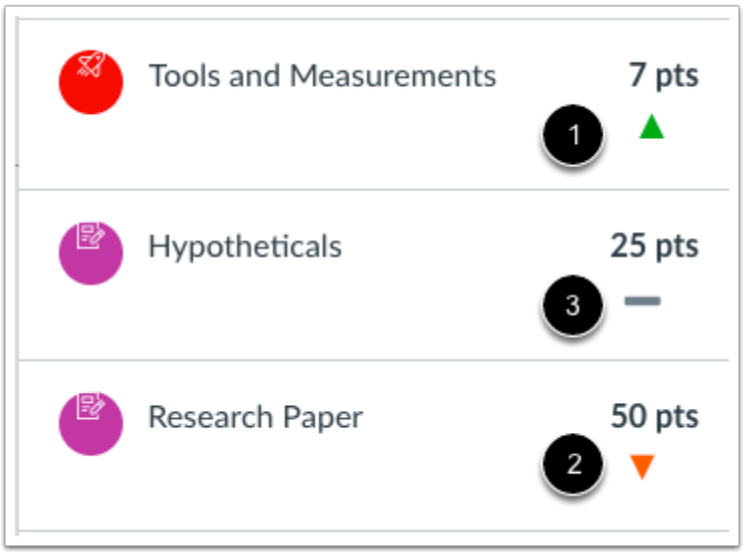


When viewing a specific student, you can see the details about that student. Below the student's name, you can click the **Send Message** link [1], which opens a new browser tab in Conversations.

You can view the student's Mastery Path source item score [2] and the date of the submission [3]. If you want to view the student's submission, click the **View Submission** link [4], which opens the student's submission details page in a new browser tab.

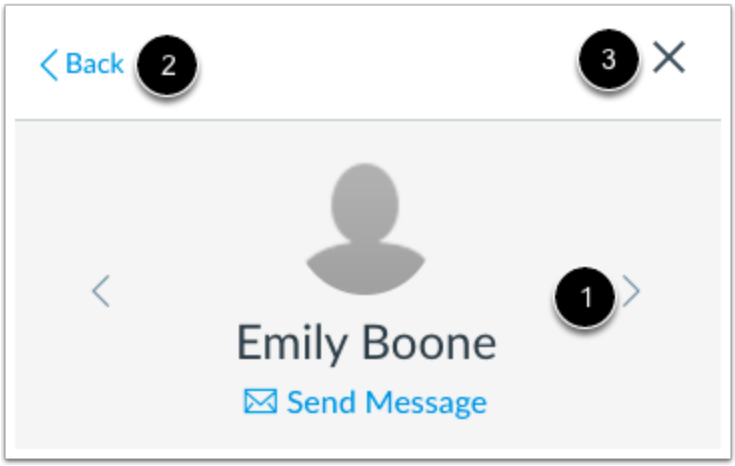
You can also view the conditional items in the Mastery Path that have been assigned to the student [5]. Each item includes the points possible for the assignment.

View Conditional Item Results



If the conditional items include graded assignments, Canvas displays an icon indicating the student's score compared to the original assignment score. The comparison uses percentage scores from the source item and conditional item. For example, if a student scored 80% on the source item and 85% on the conditional item, a green arrow displays. A **green arrow** indicates a student scored higher [1], a **red arrow** indicates a student scored lower [2], and a **gray bar** indicates the score was equal [3]. Student grades are visible in the Gradebook.

View Another Student



To view another student in the same scoring range, click the **Next** or **Previous** arrow [1].

To return to the list of student names and ranges, click the **Back** link [2].

To close the breakdown window, click the **Close** icon [3].

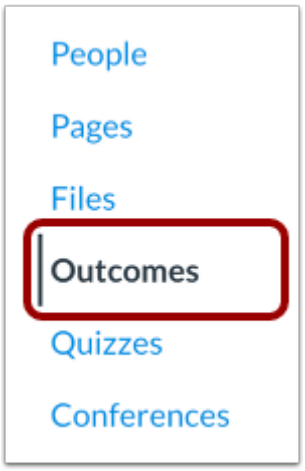
Outcomes

How do I use the outcomes page in a course?

Outcomes are used to track mastery in a course. From the outcomes page, you can create and manage outcomes, create outcome groups, import outcomes, and manage rubrics.

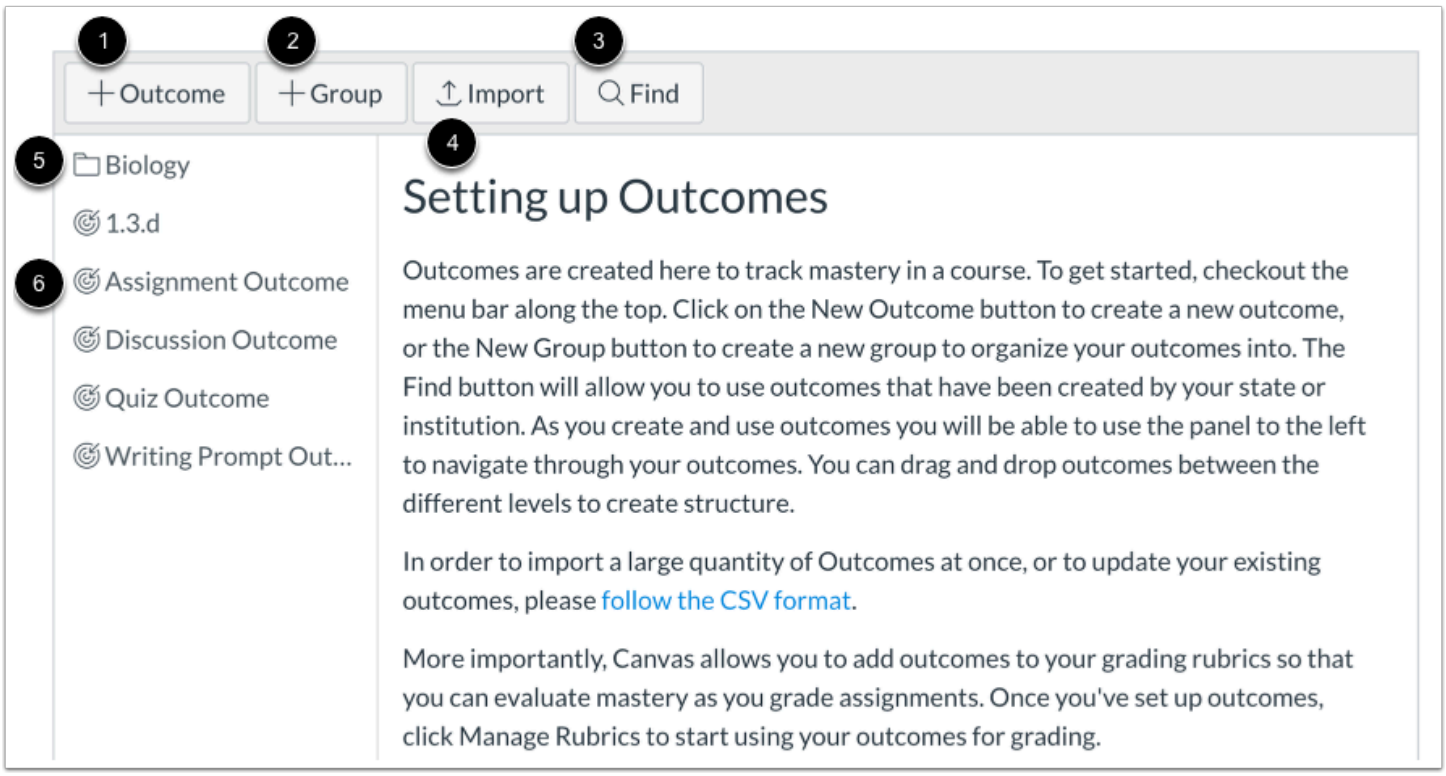
This lesson displays how to use the Outcomes page in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to use the course outcomes page in a course within an account that has enabled the Improved Outcomes Management feature option.

Open Outcomes



In Course Navigation, click the **Outcomes** link.

View Outcomes

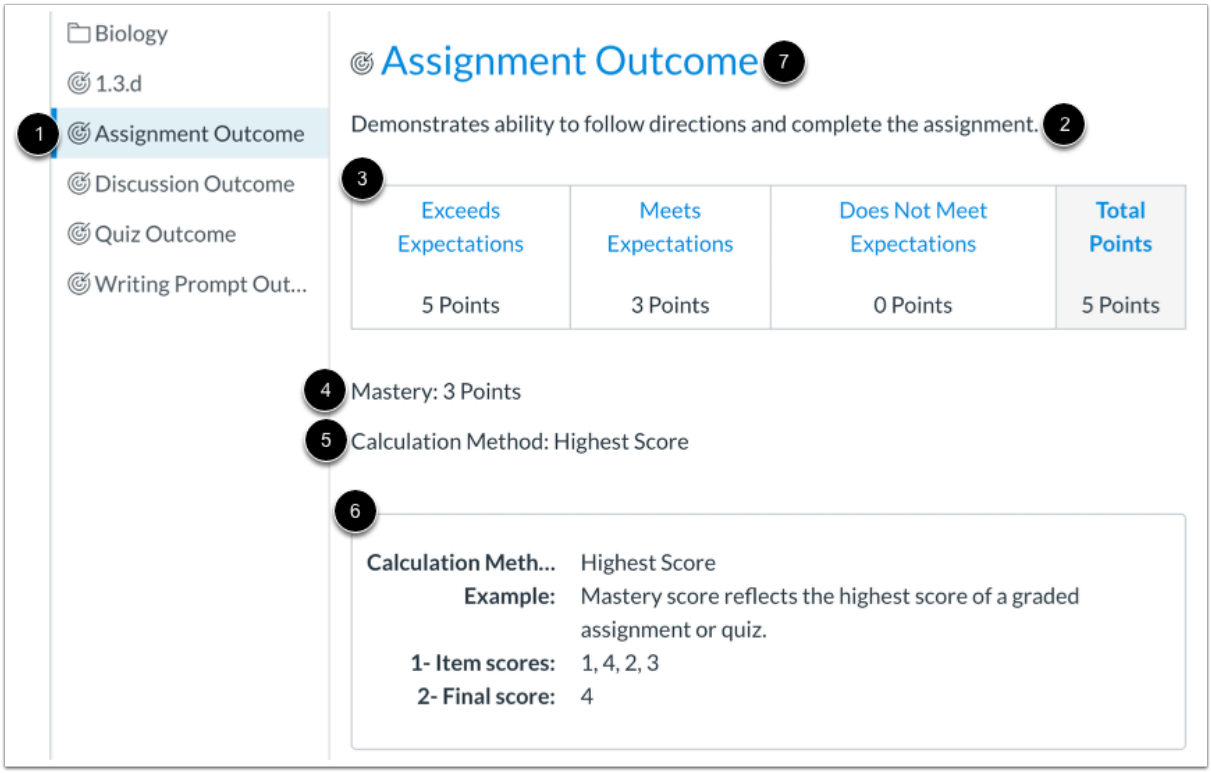


On the outcomes page, you can create a new outcome [1], create a new outcome group [2], and find an outcome [3]. If you have permission, you can import an outcome [4].

To view details about an outcome group, click the name of the outcome group [5].

To view an outcome, click the name of the outcome [6].

View Outcome



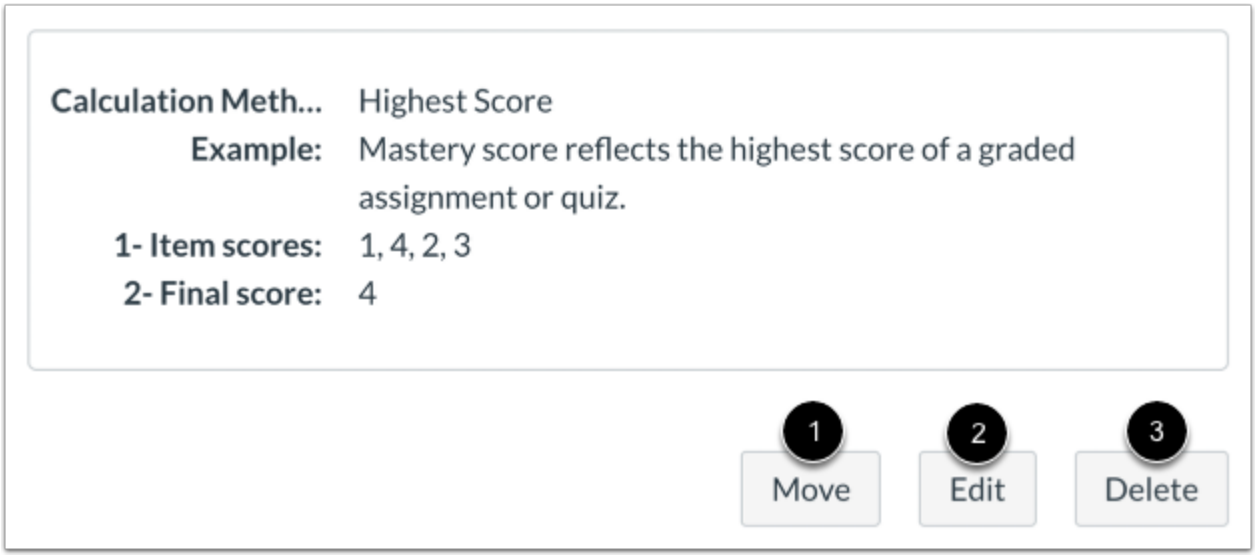
To view an outcome, click the name of the outcome [1].

You can view the outcome description [2], criterion rating [3], points needed for mastery [4], calculation method [5], and calculation method explanation [6].

To view items aligned with the outcome and outcome artifacts, click the outcome title [7].

Note: If mastery scales and calculation methods do not display for your outcome, your institution has enabled course-wide mastery scales and calculation methods.

Manage Outcome and Outcome Group



You can move [1], edit [2], or delete [3] an outcome or outcome group.

Note: You cannot delete an outcome that has been used to assess students.

View Student View



To view the outcomes index page as a student, click the **View as Student** button.

Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I create an outcome for a course?

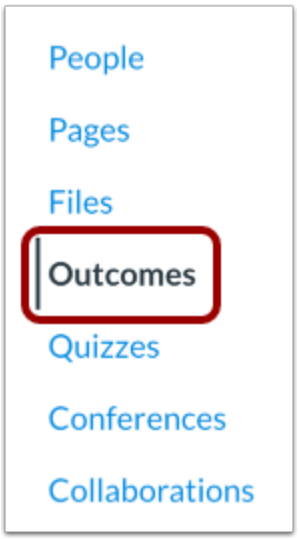
If you cannot find an outcome to use in your course, you can create a new outcome.

Outcomes can be included in assignment rubrics as an easy way to assess mastery of learning objectives. When you create a learning outcome, you should also define a criterion that can be used when building assignment rubrics. Define as many rubric columns as you need, and specify a point threshold that will be used to define mastery of this outcome.

View a video about Outcomes or learn more about Outcomes.

This lesson displays how to create outcomes in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to create an outcome in a course within an account that has enabled the Improved Outcomes Management feature option.

Open Outcomes



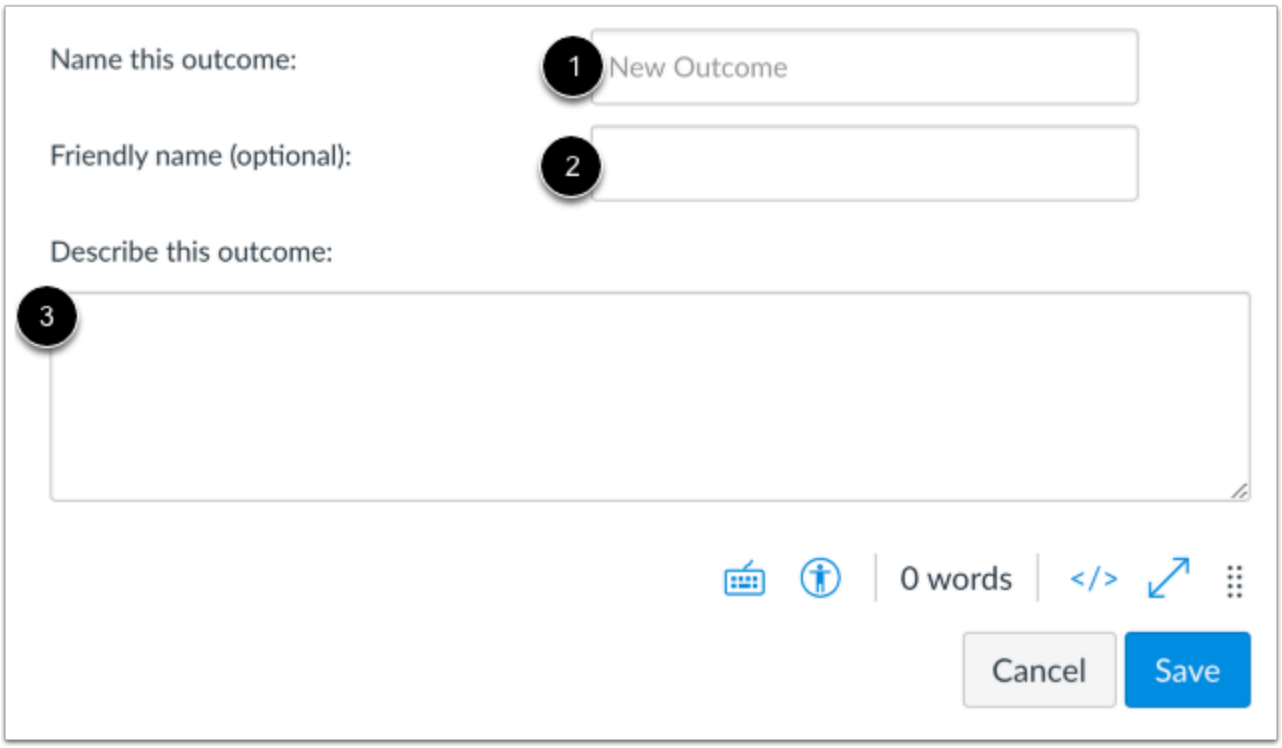
In Course Navigation, click the **Outcomes** link.

Add Outcome



Click the **New Outcome** button.

Create Outcome

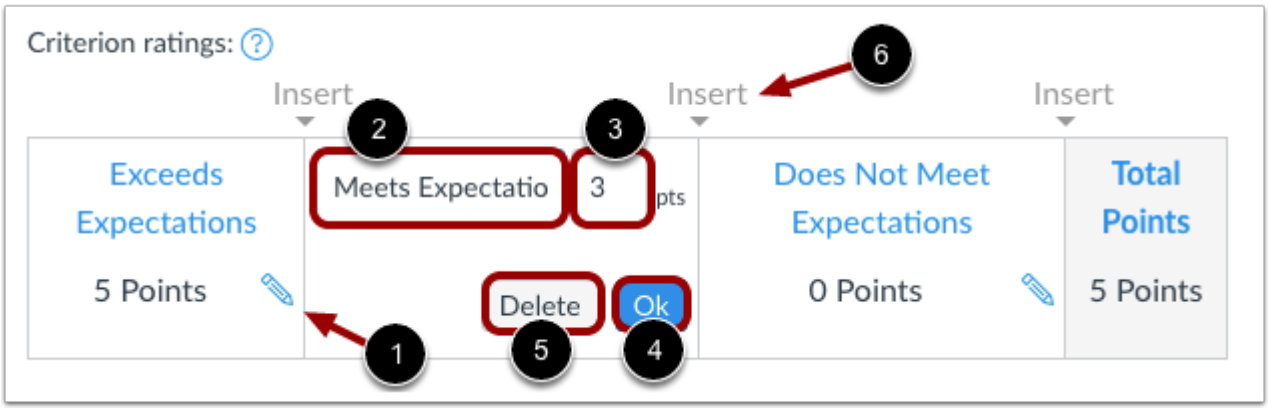


Enter a name for the outcome in the **Name this outcome** field [1]. This is the official name of the outcome that will also appear in the Learning Mastery Gradebook.

If you allow students to view Learning Mastery scores on the Grades page, they will see the name of the outcome. However, you may want to create a custom, friendly name. To create a friendly name for student view, enter a name in the **Friendly name (optional)** field [2].

You can also enter a description in the Rich Content Editor field [3].

Add Criterion Ratings



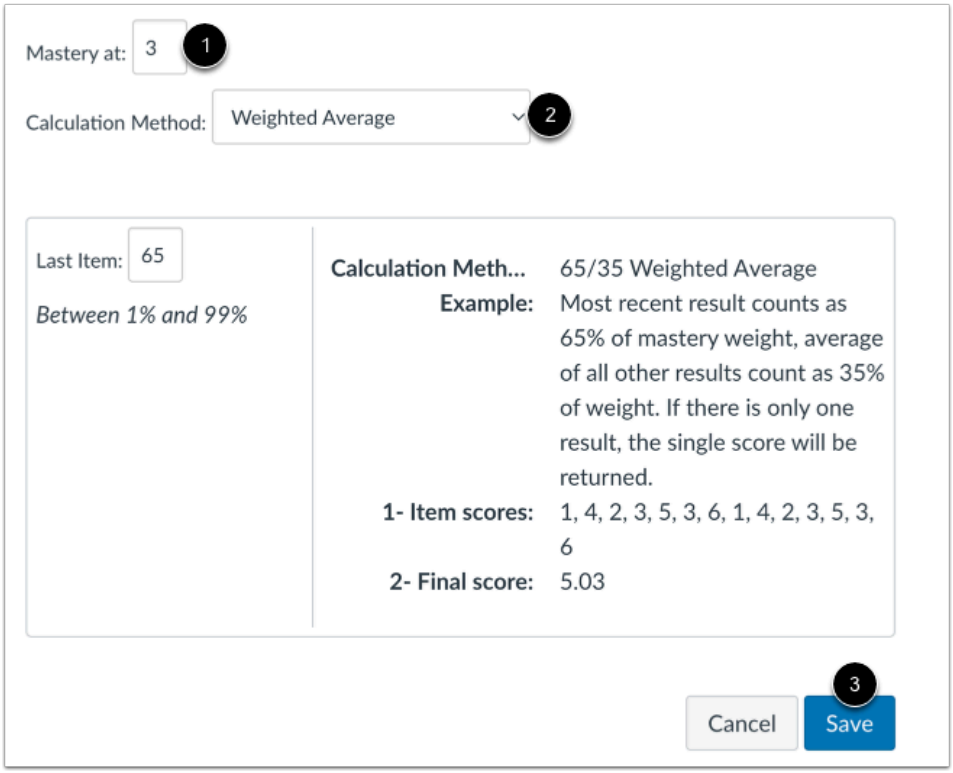
Click the **Edit** icon [1] to edit the criterion rating. You can change the existing name (if desired) for the criterion in the **Criterion Name field** [2]. Set the criterion point value by typing in the **Points field** [3].

To save the criterion, click the **OK** button [4]. To remove the criterion completely, click the **Delete** button [5].

To add additional criterion ratings, click the **Insert** link [6].

Note: If you cannot edit criteria for your outcome, your institution has enabled course-wide mastery scales.

Set Mastery and Calculation Method



Set the mastery point value in the **Mastery at** field [1]. This field indicates the number of points that must be achieved for mastery according to the criterion ratings.

In the **Calculation Method** drop-down menu [2], select the calculation method for the outcome. By default, new outcomes are set to the Weighted Average calculation method in the Canvas interface.

Click the **Save** button [3].

Select Calculation Method

You can set one of the following calculation methods: Weighted Average, Decaying Average, n Number of Times, Most Recent Score, and Highest Score.

Weighted Average: Select this option to average all assessment items while weighing the most recent (current) submission to any assignment associated with this outcome at a higher percentage.

By default, the Canvas weighted average is set at 65/35, meaning the current item is weighted at 65%, and the average of all other user scores is weighted at 35%. However, users can specify between 1% and 99% for the

current percentage, and prior scores are weighted against the percentage difference. Note that the average is rounded to the next two decimals. If there is only one result, then the single score will be displayed.

Decaying Average: Select this option to average assessment item scores with a greater weight for the most recently edited assessment item. The Decaying Average calculation splits the total percentage between the most recently edited assessment item and an average of all prior assessment items. For example, you can set the most recently edited assignment to be weighted at 40% of the total and prior items to be weighted at 60% of the total.

Enter a percentage between 50% and 99% for the most recent item weight. The remaining amount is used to weigh prior scores. The percentage split is set to 65/35 by default. The average is rounded to the next two decimals. If there is only one result, the single score will be displayed.

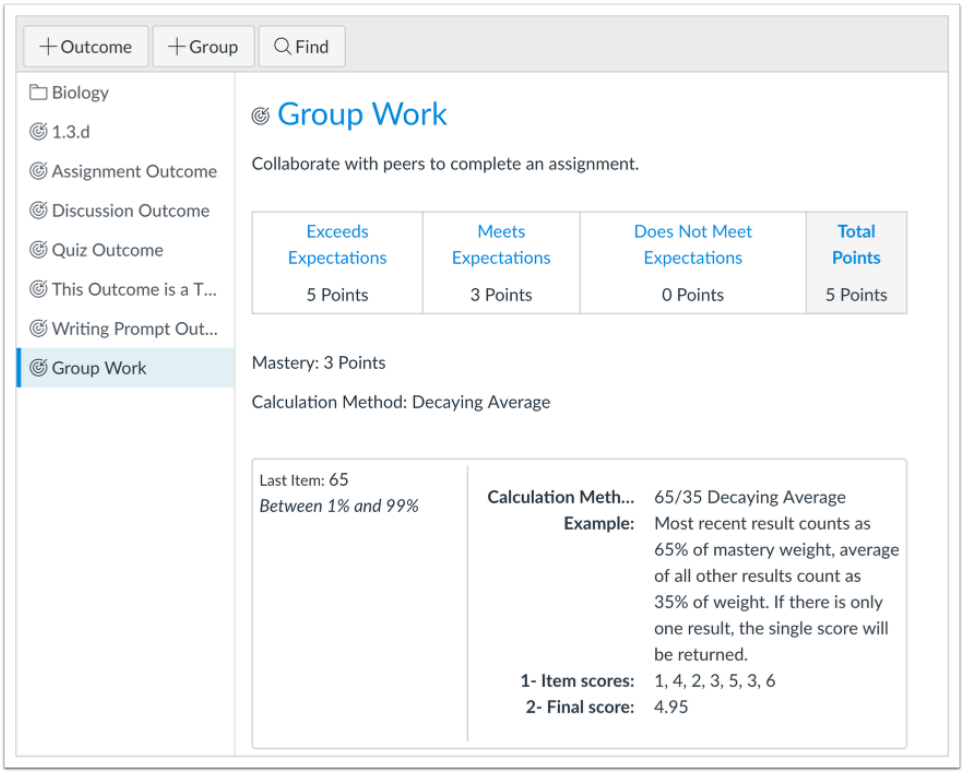
n Number of Times: Select this option to set a number of times that a student must meet or exceed mastery on a set amount of aligned items. Any scores that do not meet mastery are not used in the calculation. You can specify between 1 and 10 items required for mastery.

Most Recent Score: Select this option to always selects the most recent score for all assessment items.

Highest Score: Select this option to always select the highest score for all assessment items.

Note: If you cannot edit calculation methods for your outcome, your institution has enabled course-wide outcome calculation methods.

View Outcome



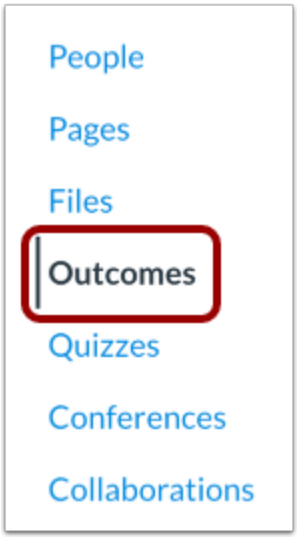
View the created outcome.

How do I create outcome groups for a course?

Grouping outcomes in a course allows for organization of multiple related outcomes.

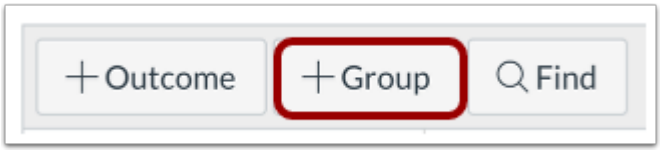
This lesson displays how to create outcome groups in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to create an outcome group in a course within an account that has enabled the Improved Outcomes Management feature option.

Open Outcomes



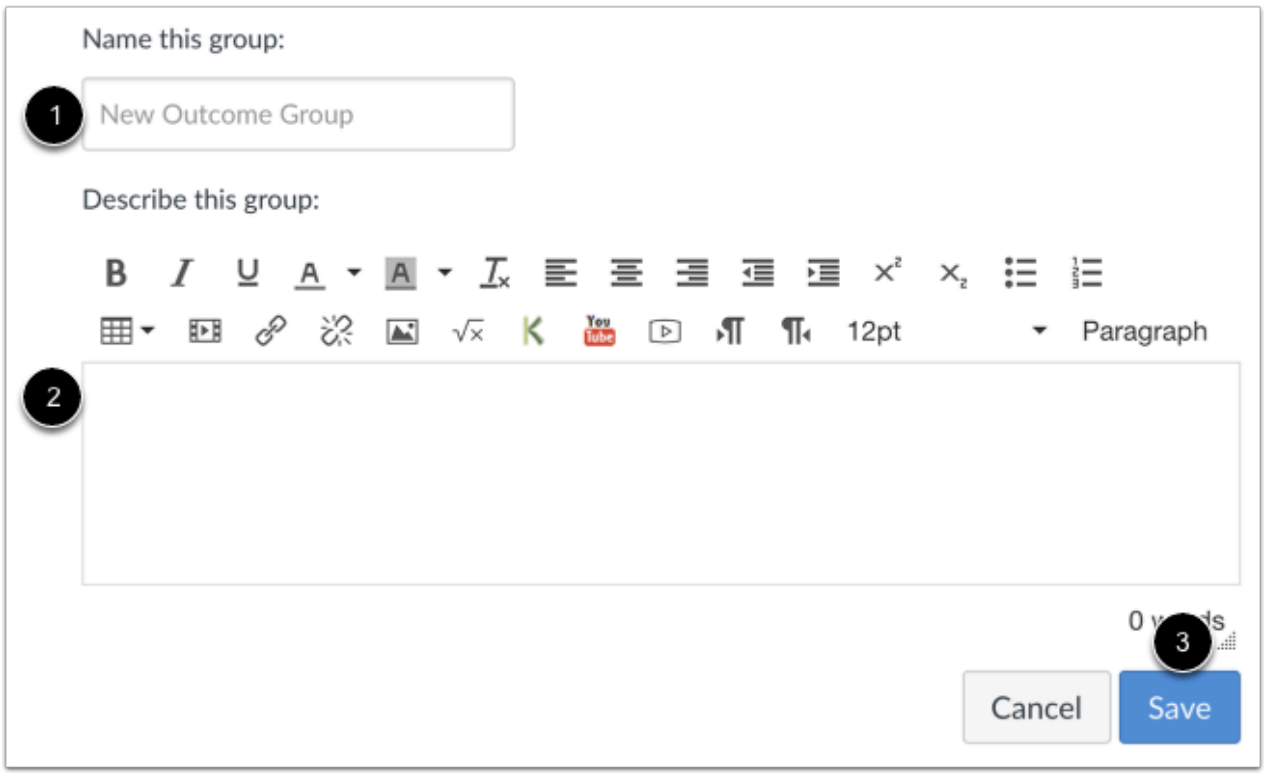
In Course Navigation, click the **Outcomes** link.

Add Outcome Group



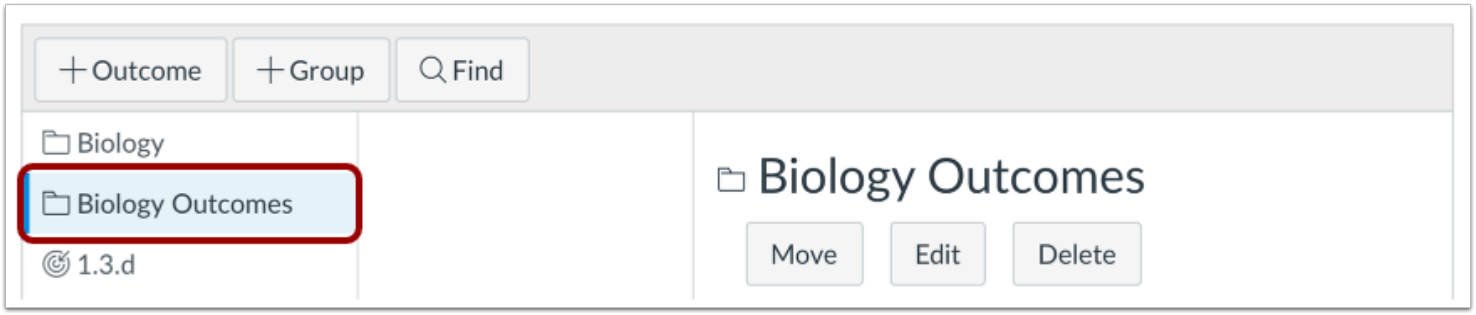
Click the **New Group** button.

Create Outcome Group



Type a Learning Outcome group name in the **Name this group** field [1]. Type a description in the Rich Content Editor [2]. Click the **Save** button [3].

View Outcome Group



View the Outcome group. You can create new outcomes within the group by creating a new outcome. You can also move outcomes and outcome groups into the new group.

How do I import outcomes for a course?

You can bulk import outcomes for your course using a CSV file. A bulk import allows you to add new outcomes to your course or update the details of multiple outcomes at one time.

The CSV file must be formatted correctly according to the Outcomes Import Format Documentation. Download a sample outcomes.csv file with one outcome group and six outcomes.

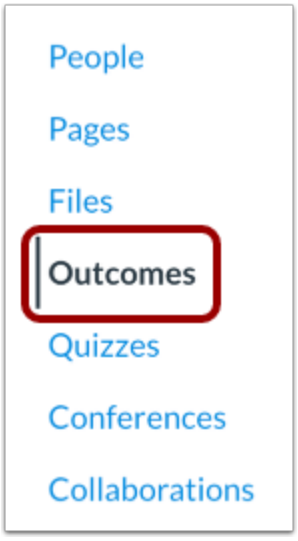
After your CSV file has been processed, you will receive an email notification confirming a successful import or displaying errors with your file. If there were errors, the email will contain details about the first 100 errors including the row of the error and a short description.

This lesson displays how to import outcomes in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to import outcomes in a course within an account that has enabled the Improved Outcomes Management feature option.

Notes:

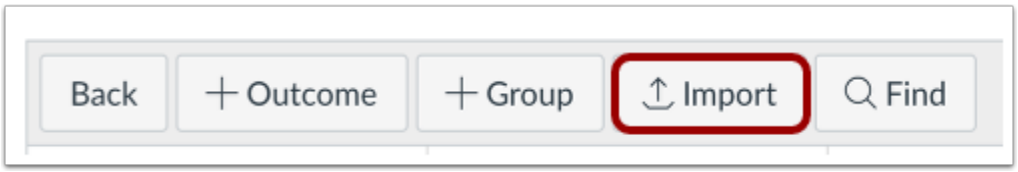
- Currently, only CSV files are supported. JSON files will be supported in a future release.
- Importing outcomes is a course permission. If you do not have permission to import outcomes, your institution has restricted this feature.
- In new outcomes, the vendor_guid field must not contain a colon.

Open Outcomes



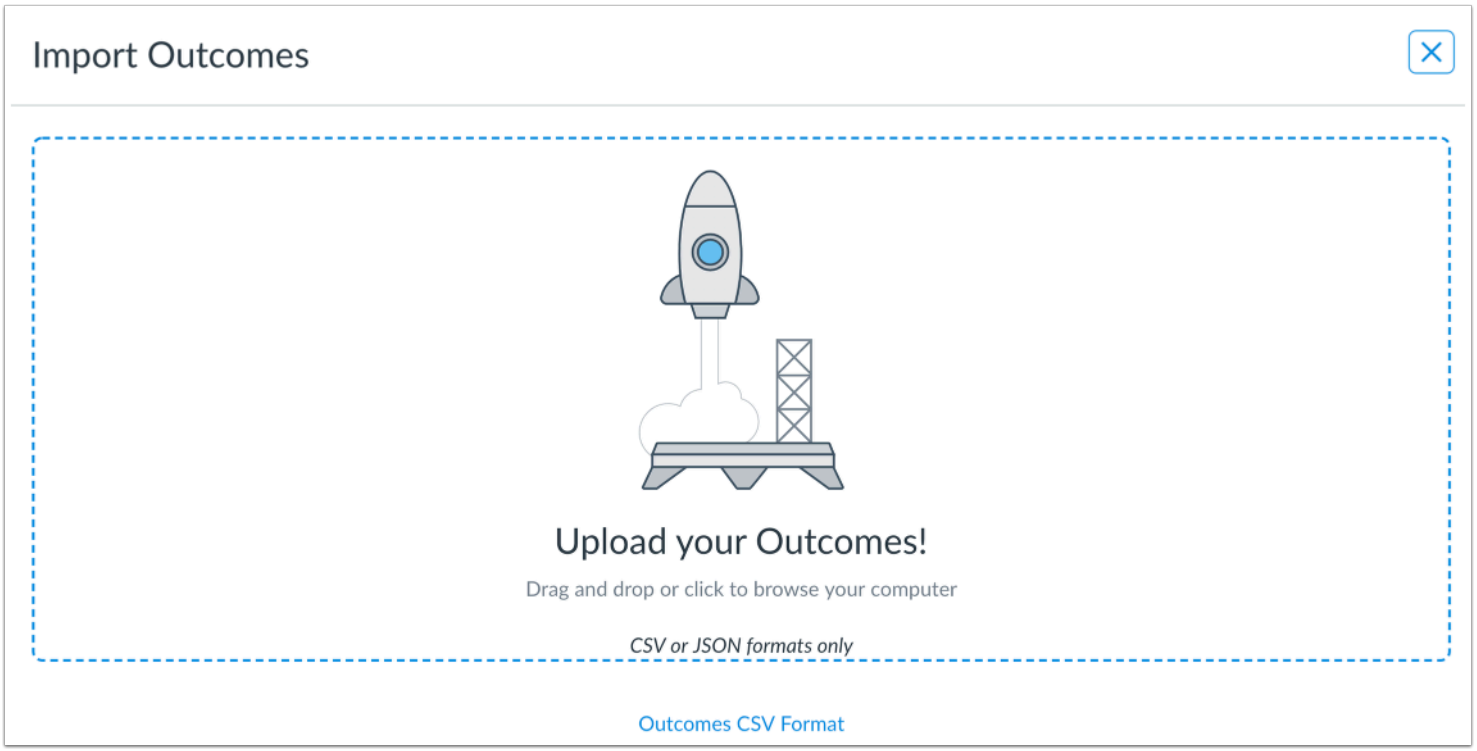
In Course Navigation, click the **Outcomes** link.

Import Outcomes



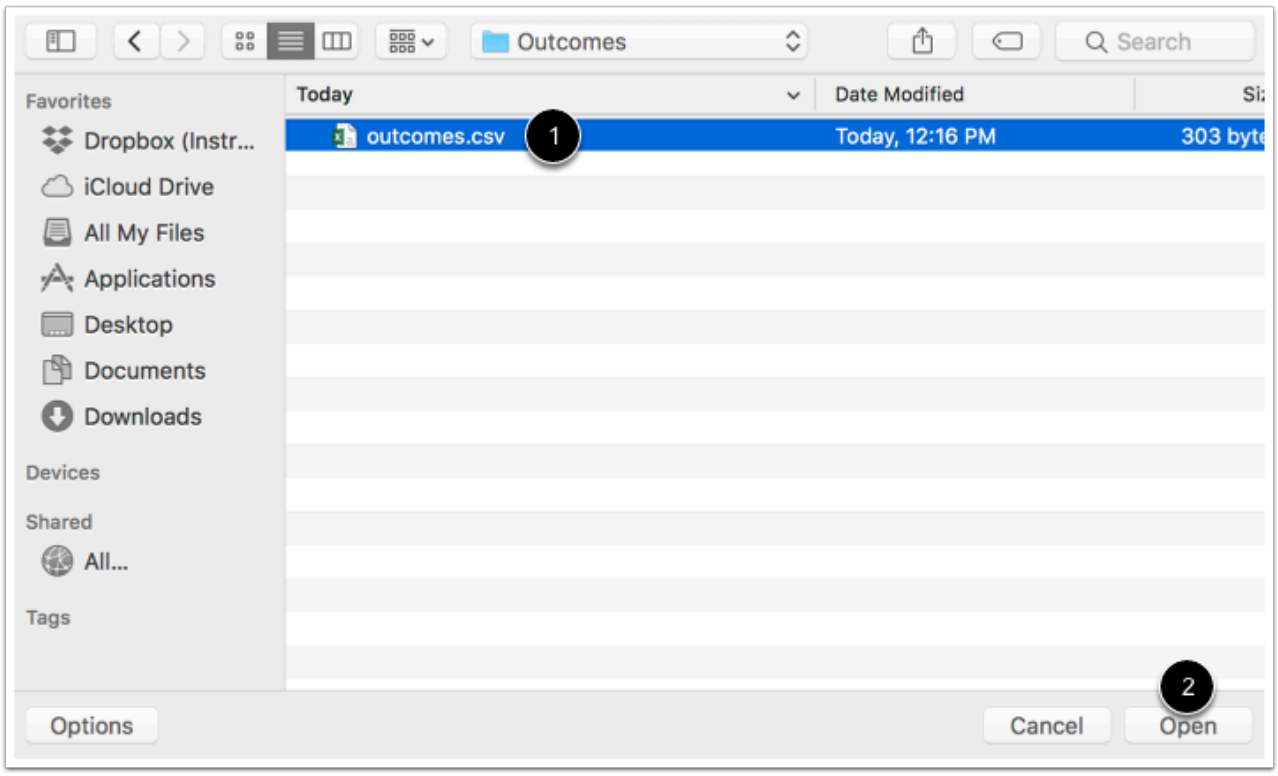
Click the **Import** button.

Upload File



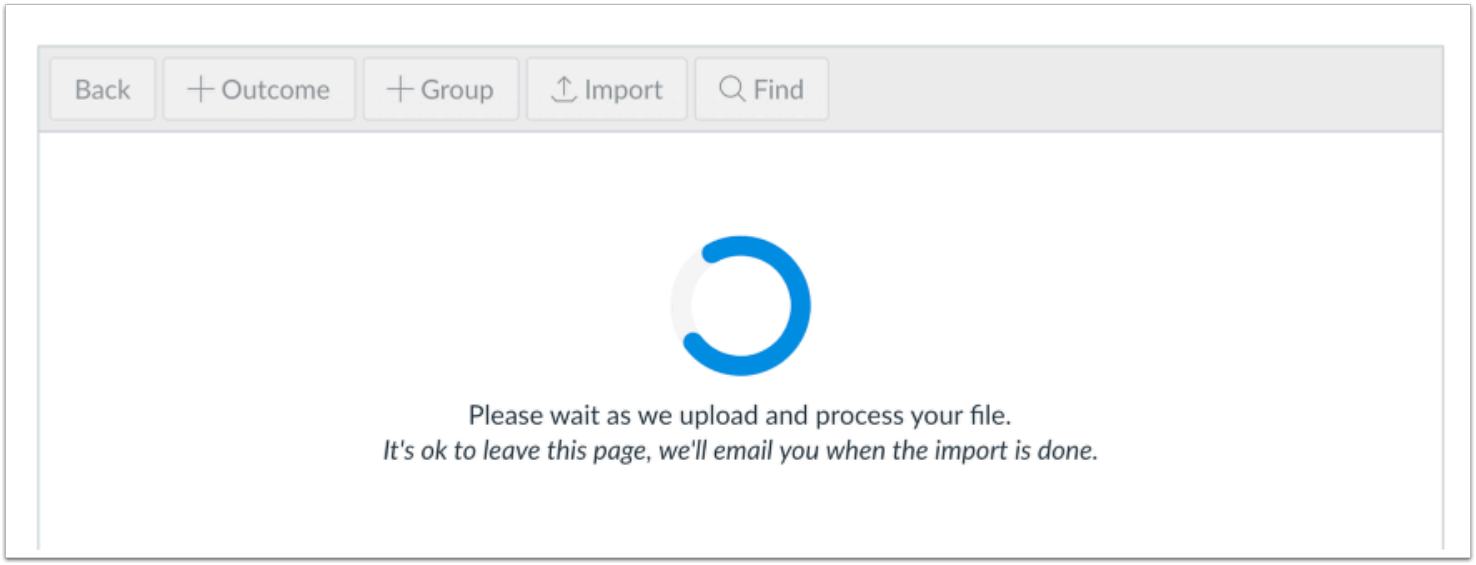
Drag and drop your CSV file to the upload area, or click in the upload area to choose a file from your computer.

Open File



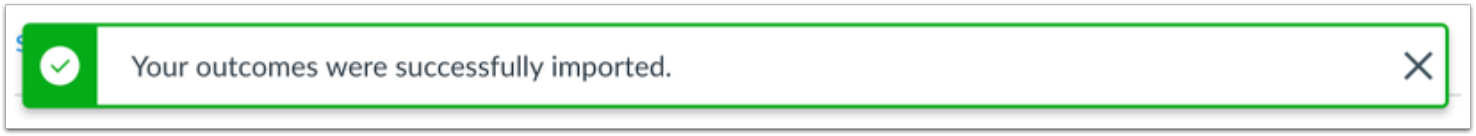
Locate the CSV file [1] and then click the **Open** button [2].

View Import Status



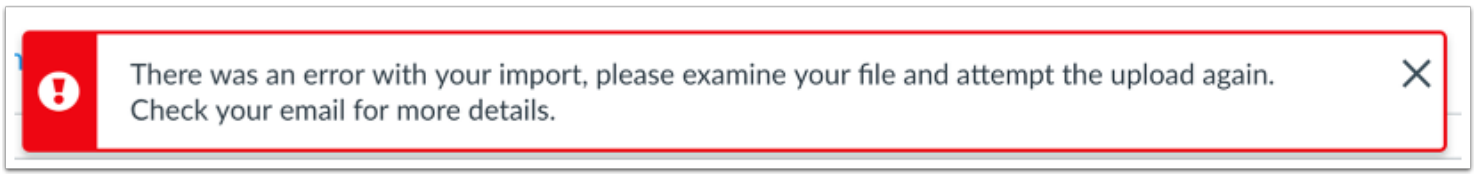
Canvas displays a loading page while the file uploads. Large CSV files may take time to import. You can leave the Outcomes page at any time without disrupting the import process.

View Import Success



When the file has been successfully imported, Canvas displays a confirmation message. You will also receive an email that the import was successful.

View Import Errors and Warnings



If the import was not successful, or if the import altered existing outcomes, Canvas displays an error message.

The error message displays for outcome import errors and for outcome import warnings.

You will receive an email with details about the first 100 errors and warnings. Each error or warning will include the CSV row number and a description of the error or warning.

Import errors stop the import process entirely and need to be fixed before outcomes can be imported successfully. The following types of errors may occur in CSV files:

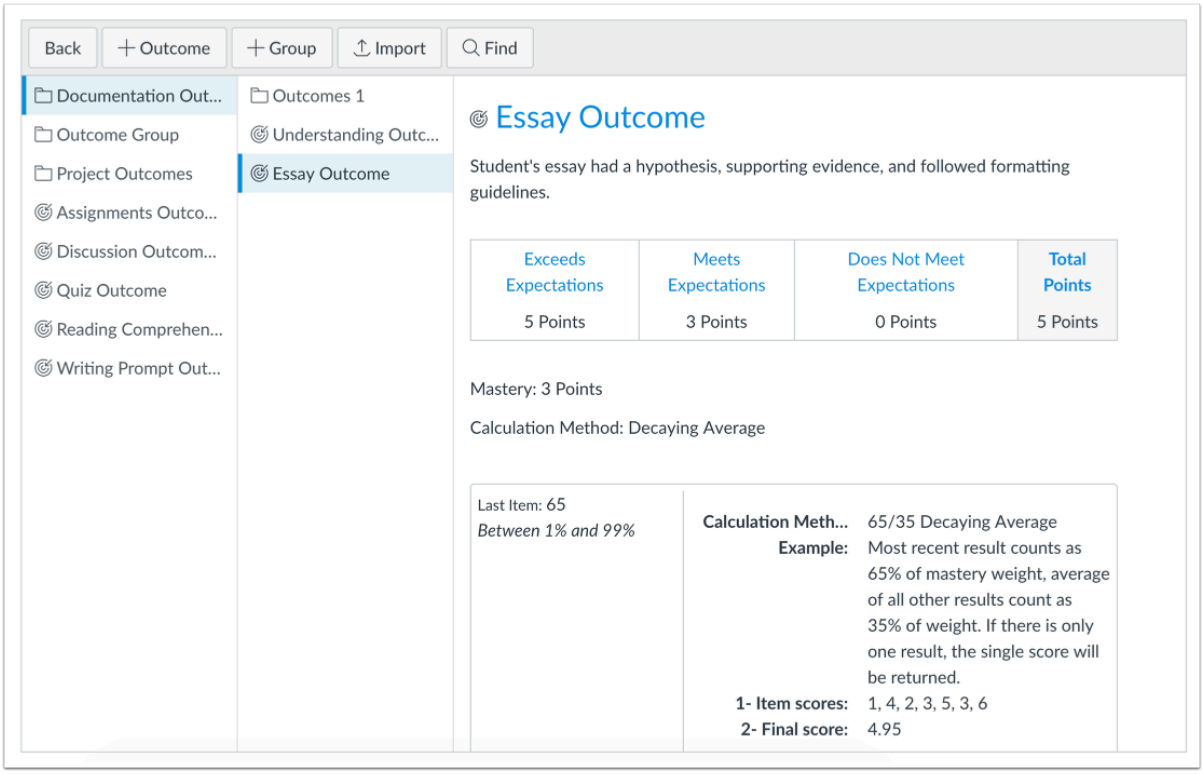
- Required headings are missing
- Other headings are placed after the ratings header
- Invalid headers are present
- Required fields are missing
- Import file contains no data
- Invalid UTF-8 string

When an import warning occurs, Canvas skips the affected row and the import moves on. The following types of warnings may occur in CSV files:

- Rating tiers have missing points
- Rating tiers have invalid point values
- Rating tiers have points in wrong order
- Object type is incorrect
- Parent group refers to missing outcomes
- Parent groups are invalid
- Workflow state is invalid
- Calculation validation method not specified
- Group receives invalid fields
- Outcome edits are not within the same context

Correct the errors in the CSV file according to the Outcomes Import Format Documentation and re-import the file.

View Outcomes



View the outcomes imported into your course.

How do I edit or delete an outcome in a course?

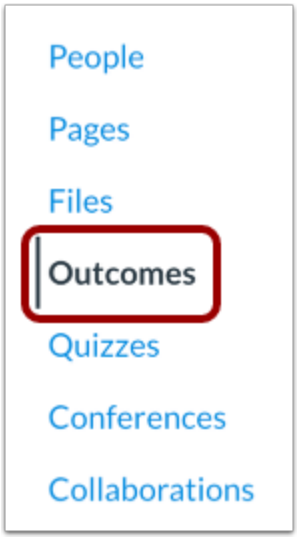
You can edit outcomes you have created in your course. Outcomes can be modified if they have been used to assess students, but any changes may affect student results.

This lesson displays how to edit or delete an outcome in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to edit or remove an outcome in a course within an account that has enabled the Improved Outcomes Management feature option.

Notes:

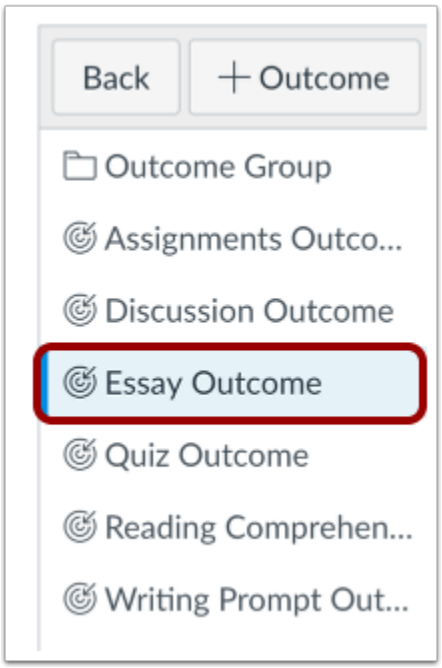
- You can modify any outcomes where you have permission.
- If an outcome does not include an Edit or Delete button it is an account level outcome or an imported outcome that cannot be edited or deleted.
- Outcomes that have been aligned with an assignment or question bank cannot be deleted unless they are removed from the assignment or question bank. Outcomes that have been used to assess a student cannot be deleted.
- If you cannot edit mastery scales and calculation methods for an outcome, your institution has enabled course-wide mastery scales and calculation methods.

Open Outcomes



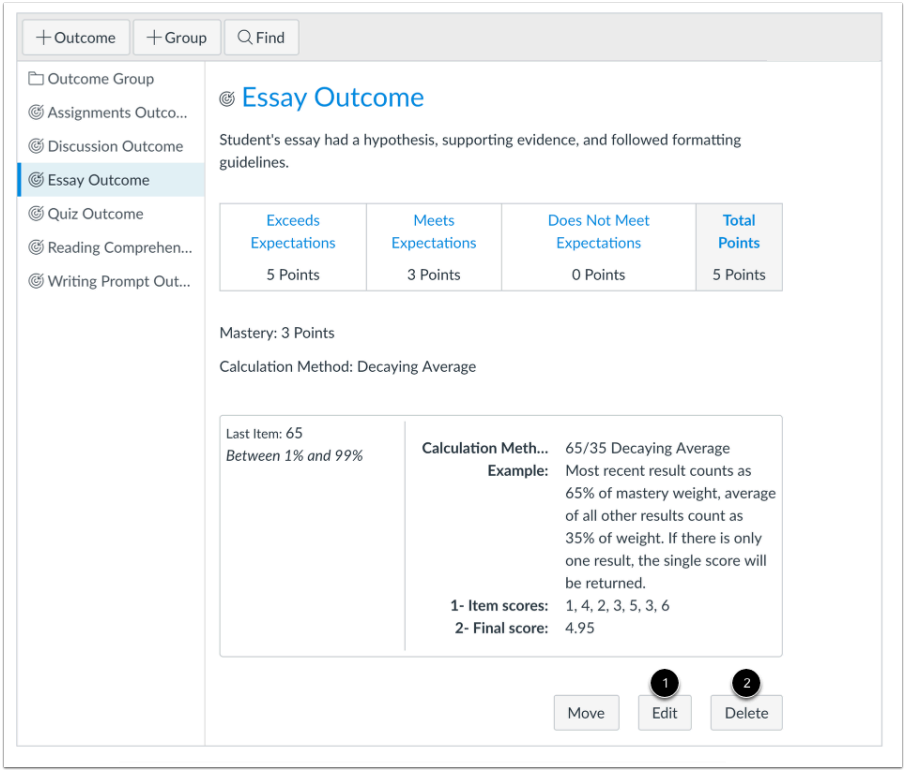
In Course Navigation, click the **Outcomes** link.

Select Outcome



Locate the outcome you want to modify.

Modify Outcome

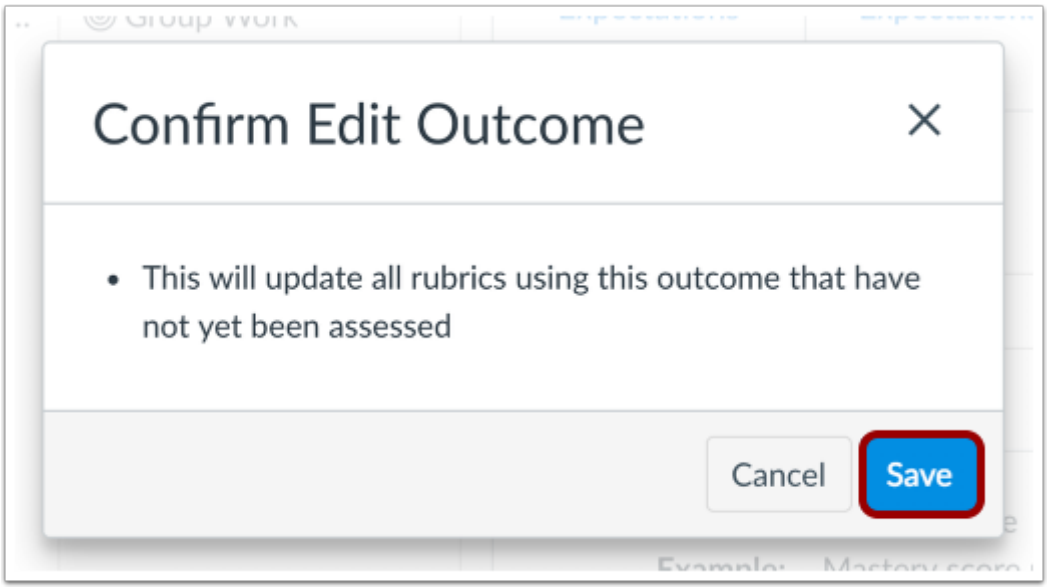


To edit an outcome, click the **Edit** button [1]. Editing an outcome allows you to change non-scoring details such as the name and description. You can also edit scoring details for the outcome including the points rating or scoring method.

When you are finished with your edits, click the **Save** button.

To delete an outcome, click the **Delete** button [2].

View Outcome Edit Confirmation

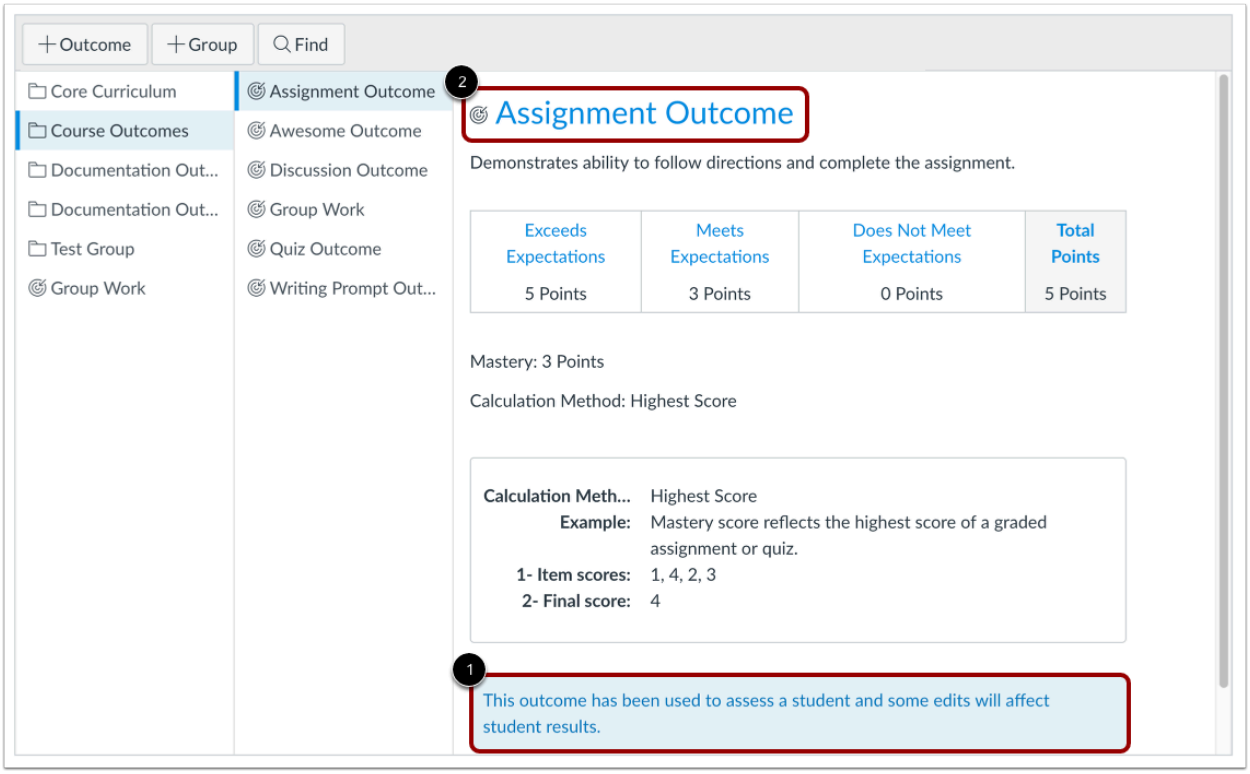


If you edit an outcome that has been used to assess a student, Canvas displays a message notifying you that your edits will update all outcomes associated with a rubric that has not been assessed.

Click the **Save** button.

Note: This message only displays for outcomes you modify that have not been used to assess a student. If this confirmation message does not display, the outcome is associated with more than one rubric and edits cannot be updated.

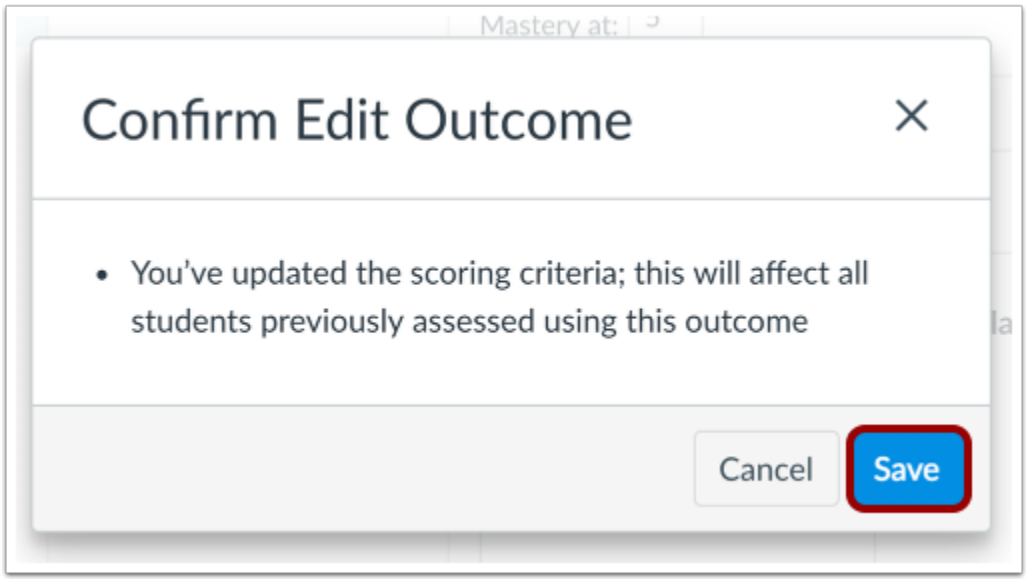
View Assessed Outcome



If an outcome has already been used to assess a student, some modifications may affect student results [1].

To view any aligned items and student assessments for a particular outcome, click the name of the outcome [2]. These assignments and rubrics may be affected when you edit the outcome.

View Scoring Edits Confirmation



If you are editing scoring details on an outcome that has been used to assess students, Canvas displays a message notifying you that your edits will affect all students previously assessed using the outcome. Scoring changes only affect a student's learning mastery score in the Learning Mastery Gradebook for the edited outcome. When scoring criteria is edited, the learning mastery values scale for assessed rubrics according to the original points possible.

Click the **Save** button.

How do I edit or delete an outcome group in a course?

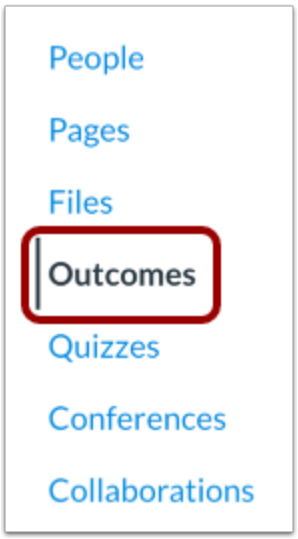
If you created an outcome group in your course that you need to edit or delete, you can do so as long as the outcomes in the group have not yet been used to assess a student. Once an outcome in the group has been aligned with an item or artifact and used for scoring, you cannot modify the outcome group. You can still modify the details of the outcome group.

You can delete an outcome group as long as it does not contain any outcomes that cannot be modified.

This lesson displays how to edit or delete an outcome group in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to edit or remove an outcome group in a course within an account that has enabled the Improved Outcomes Management feature option.

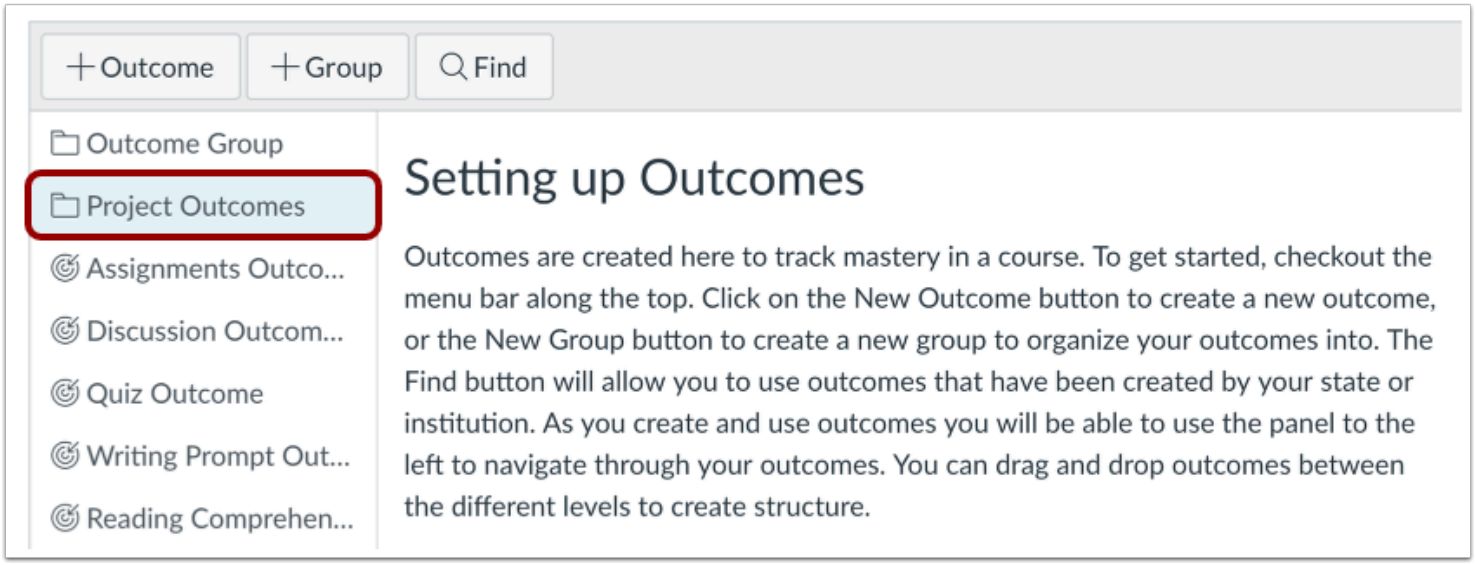
Note: You can modify any outcomes or outcome groups where you have permission.

Open Outcomes



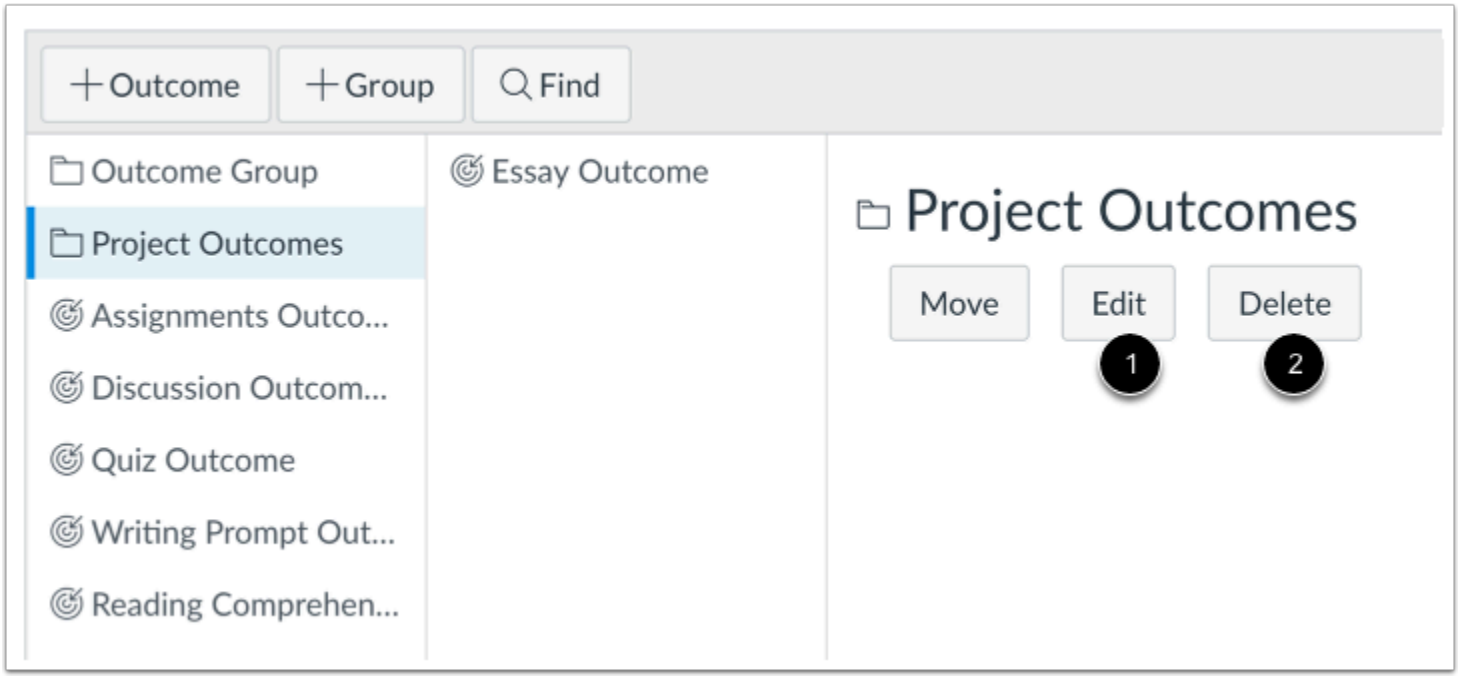
In Course Navigation, click the **Outcomes** link.

Select Outcome Group



Locate the outcome group you want to modify.

Modify Outcome Group



To edit an outcome group, click the **Edit** button [1]. Editing an outcome group lets you change the outcome name and description as set when creating an outcome group.

To delete an outcome group, click the **Delete** button [2].

Note: If you delete an outcome group and the outcome group generates an error, your outcome group contains an outcome that cannot be modified. Move the outcome to another outcome group, then try deleting the outcome group again.

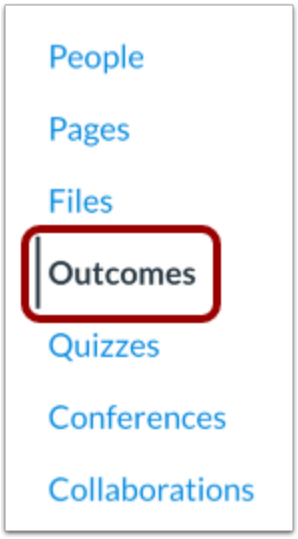
How do I create custom course outcome names for students?

As an instructor, you can choose to enable the Student Learning Mastery Gradebook (if allowed by your admin) and let students to see Learning Mastery scores on their Grades page. All Outcomes in the course appear in the student view. However, some official outcome names may be difficult for students to understand, so when creating outcomes at the course level, you have the option to create a custom, or more friendly name, to appear for students. This separate name field allows you to keep both the official name of the outcome as well as create a friendlier version that is more helpful for students.

This lesson displays how to create custom course outcome names in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to create custom course outcome names in a course within an account that has enabled the Improved Outcomes Management feature option.

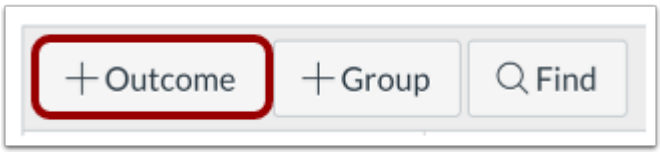
Note: Creating a custom name is a course permission. If you have access, you will only be able to create friendly names for outcomes you create within your course. You cannot create custom names for outcomes created at the account level.

Open Outcomes



In Course Navigation, click the **Outcomes** link.

Create New Outcome



If you want to create a friendly name while creating a new Outcome, click the **New Outcome** button.

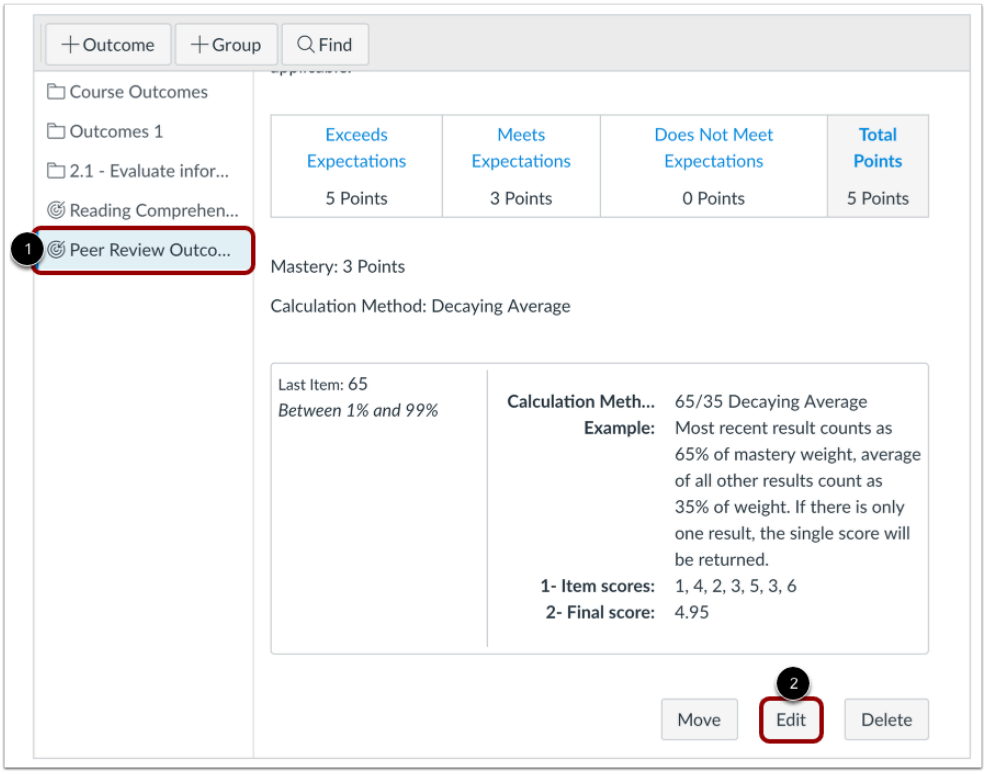
Create Friendly Name



Enter a name for the outcome in the **Name this outcome** field [1]. This is the name of the outcome that will also appear in the Learning Mastery Gradebook.

To create a custom outcome name for students, enter a name in the **Friendly name (optional)** field [2].

Edit Outcome



If you want to edit an existing outcome and add a friendly name, locate and click the name of the outcome [1]. Click the **Edit Outcome** button [2].

You can only edit outcomes that have not yet been used to assess a student. If the Edit Outcome button is grayed out, you cannot edit the outcome.

Note: Your friendly name will not appear as part of the Outcomes Index page.

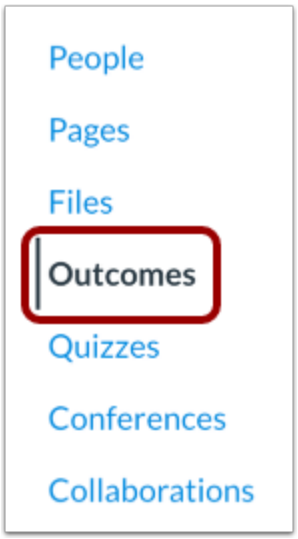
How do I move outcomes and outcome groups in a course?

You can move outcomes and outcome groups in your course outcomes. You can use the Move Outcome or Move Outcome Group button, or you can manually drag and drop the outcome or outcome group.

This lesson displays how to move outcomes and outcome groups in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to move outcomes and outcome groups in a course within an account that has enabled the Improved Outcomes Management feature option.

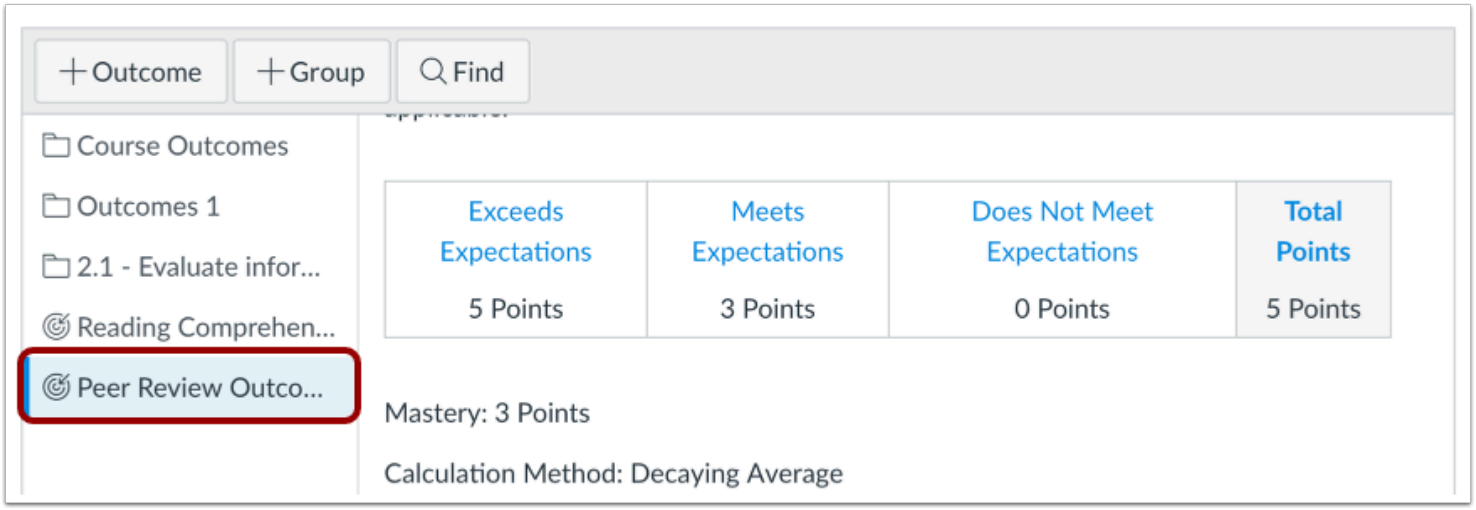
Note: To move an outcome to an outcome group, you will need to create an outcome group.

Open Outcomes



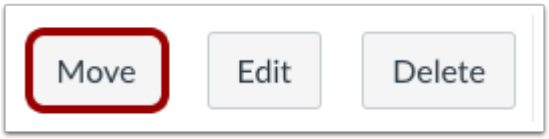
In Course Navigation, click the **Outcomes** link.

Select Outcome

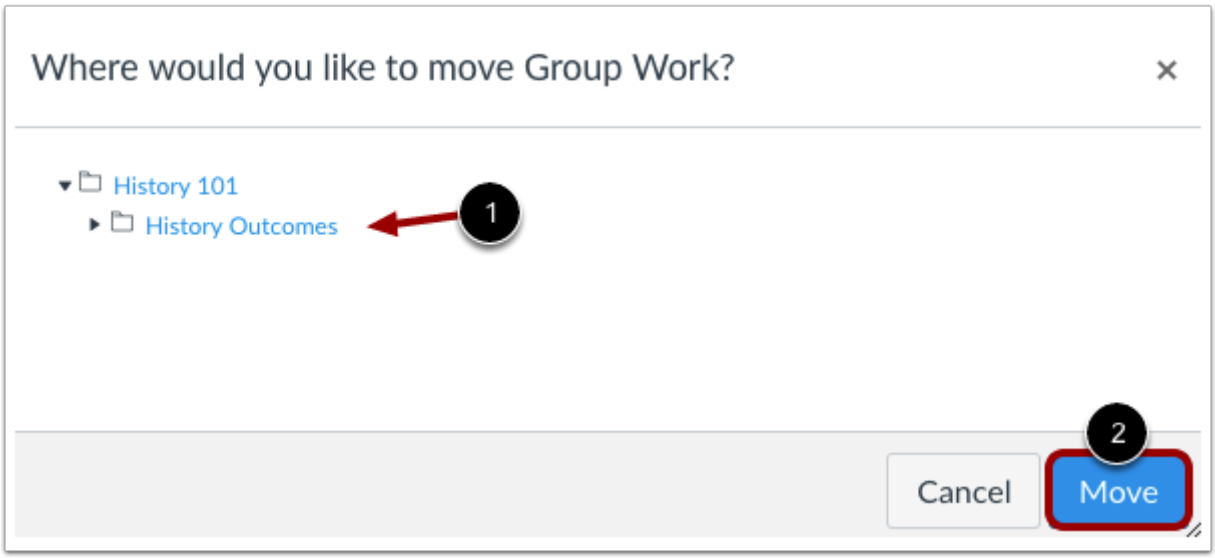


Locate the outcome or outcome group you wish to move.

Move Outcome or Outcome Group



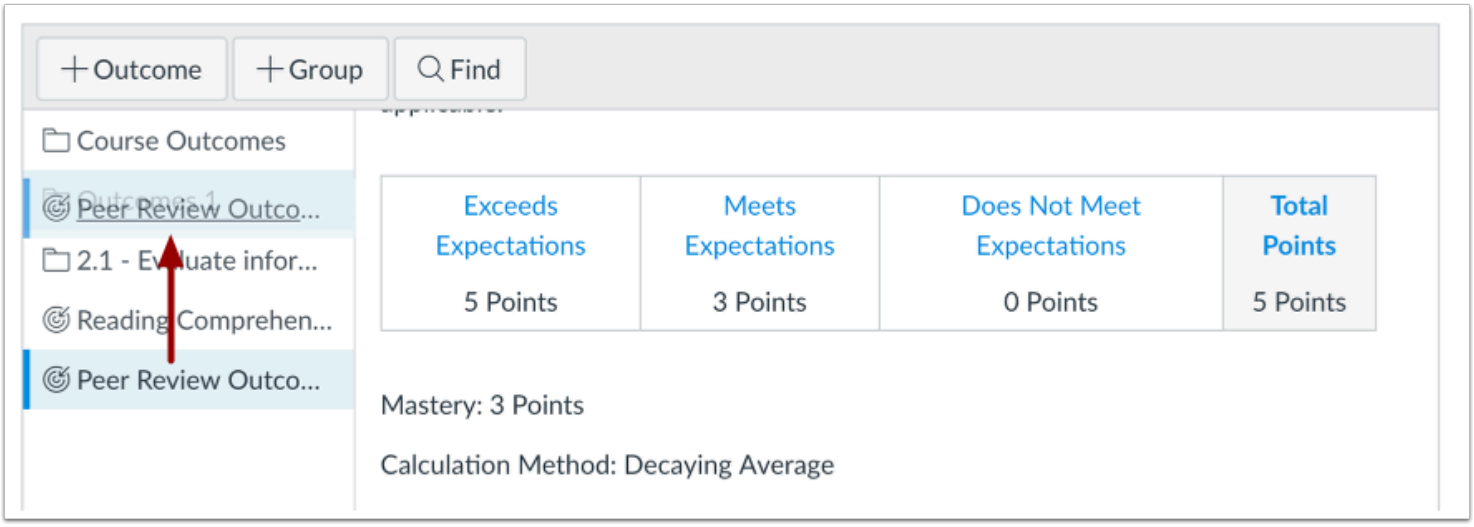
To move an individual outcome or outcome group, click the **Move** button.



Select the outcomes group where you want to move the outcome or outcome group [1].

Click the **Move** button [2].

Drag and Drop Outcome or Outcome Group



You can also use the drag and drop option to move outcomes and outcome groups. Click the outcome or outcome group and drag the outcome or outcome group to the desired location. Drop the outcome or outcome group in the desired location by releasing the mouse.

How do I find an existing outcome to add to a course?

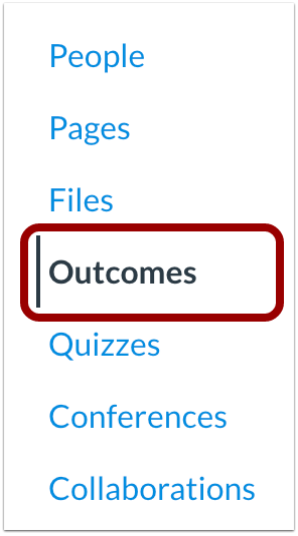
All Outcomes added at the account or sub-account levels are available to you as an instructor. You can find and import Account Standards, which are outcomes that have been created by your Canvas Administrator for the entire institution. You can also find State and Common Core Standards.

You can import an individual outcome or import an entire outcome group.

To bulk import outcomes from a file, learn more about importing outcomes from a file.

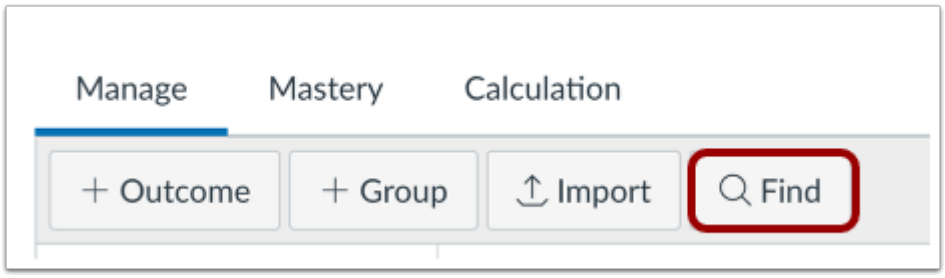
This lesson displays how to find an outcome in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to find an outcome in a course within an account that has enabled the Improved Outcomes Management feature option.

Open Outcomes



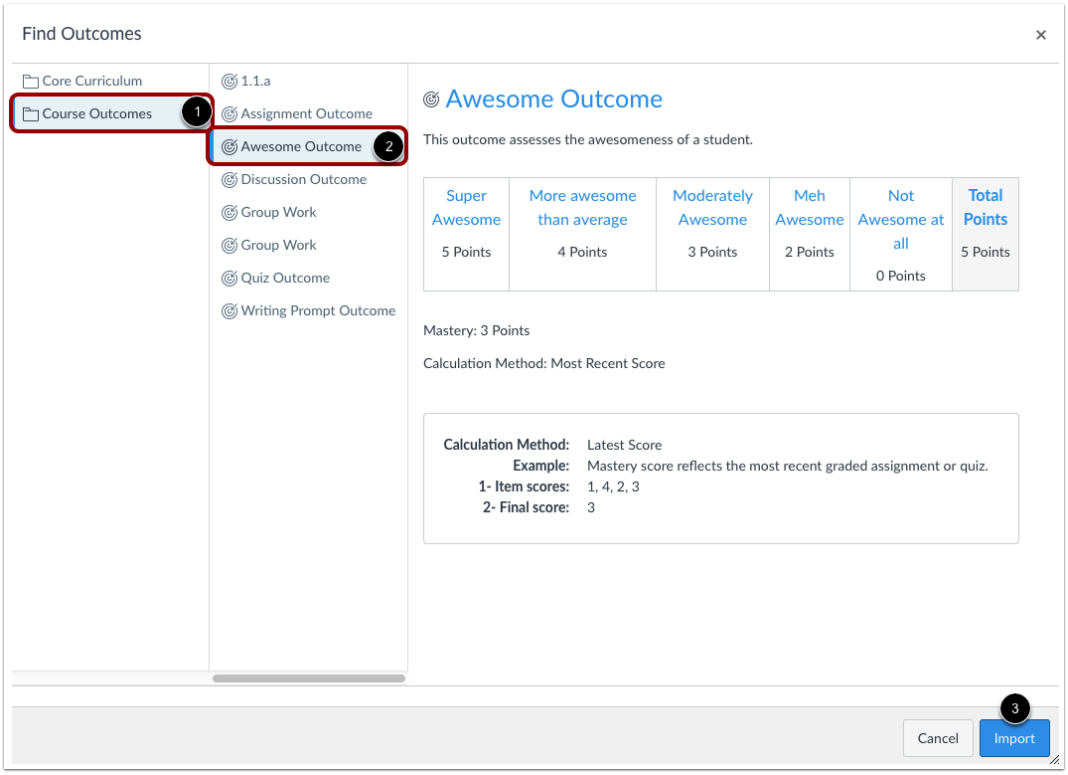
In Course Navigation, click the **Outcomes** link.

Find Outcome



Click the **Find** button.

Import Outcome

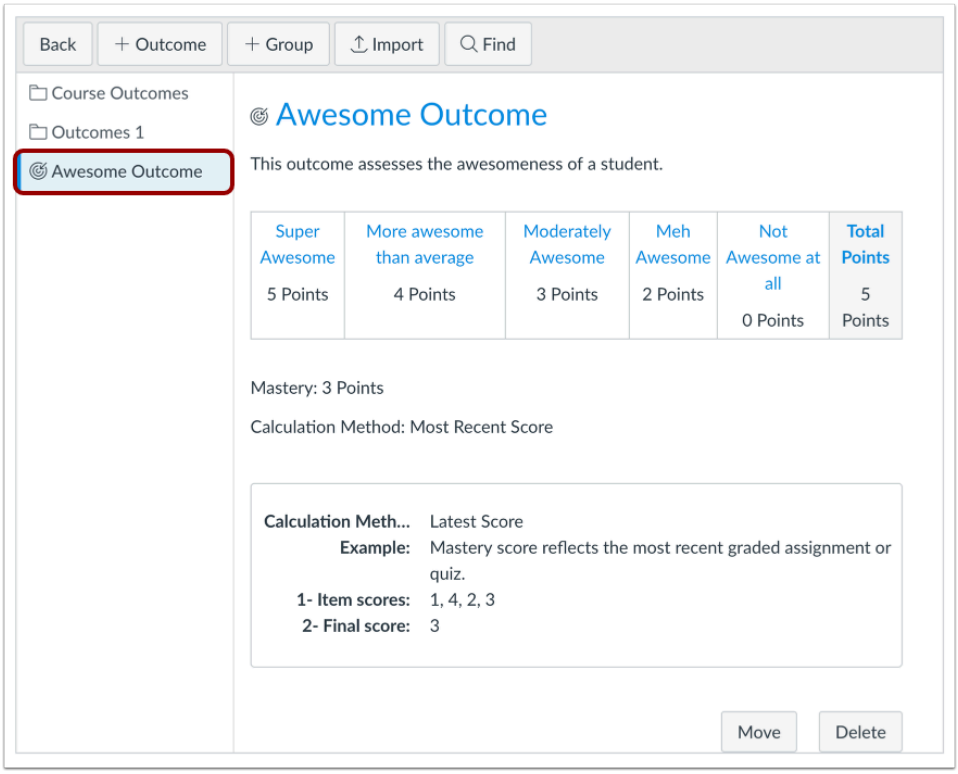


Select the name of an outcome group to view available outcomes [1]. You can also view outcome groups within other outcome groups.

When you have located an outcome, click the name of the outcome you want to import [2]. Click the **Import** button [3].

Note: You can also import an entire outcome group.

View Outcome



View the imported outcome.

Outcomes and outcome groups are imported to the main outcome level; learn how to move outcomes or outcome groups.

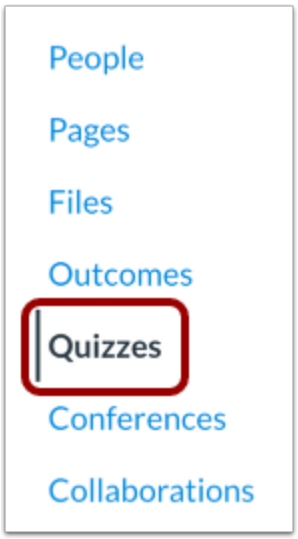
How do I align an outcome with a question bank?

You can align any outcome in your course to a question bank. Outcomes can be aligned with a question bank for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

The Learning Mastery Gradebook mastery score for an aligned outcome calculates based only on questions from the aligned question bank in a quiz. The mastery score is calculated by weighing the percentage score of correct answers from the question bank against the mastery score set when aligning the question bank to the outcome. For example, if the outcome is set to mastery at 60%, a student must score 60% or higher in order to master the outcome.

Open Quizzes



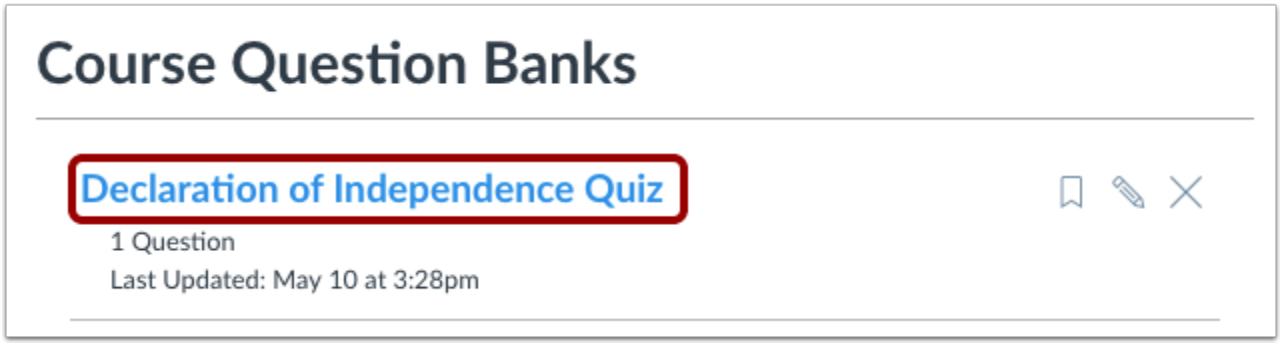
In Course Navigation, click the **Quizzes** link.

Manage Question Banks



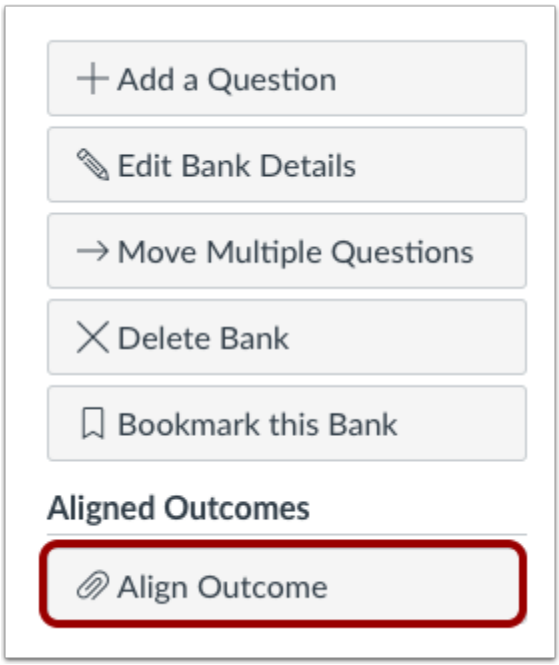
Click the **Options** icon [1] and click the **Manage Question Banks** link [2].

Select Question Bank



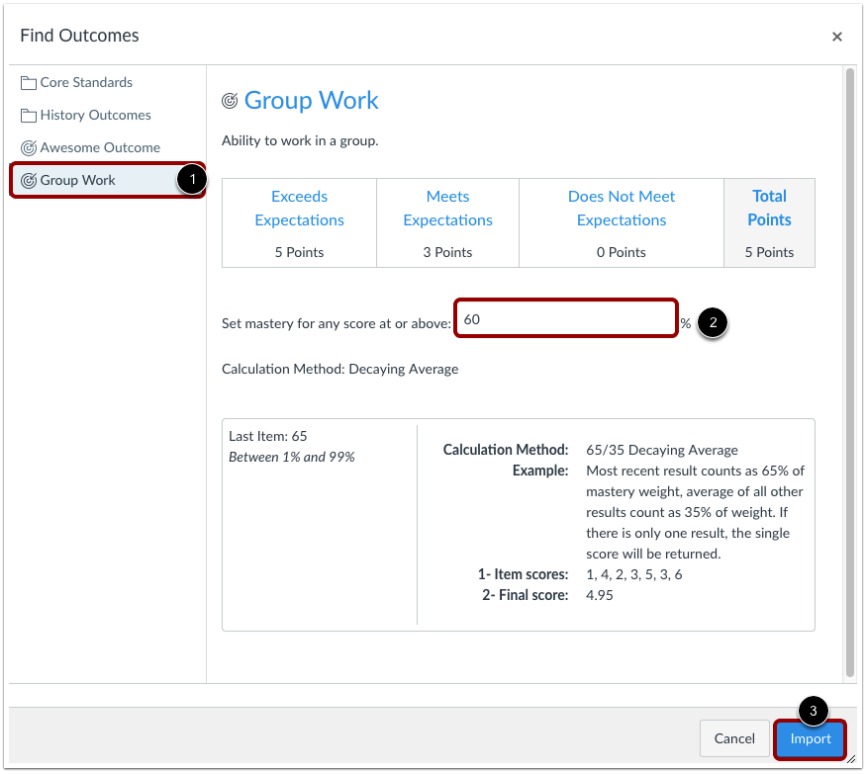
Click the title of the Question Bank to be aligned with the Outcome.

Align Outcome



Click the **Align Outcome** button.

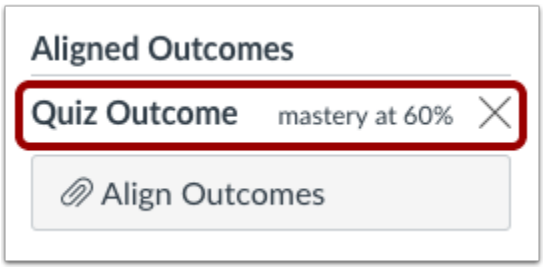
Find Outcome



Choose the Outcome from the listed Outcomes [1]. Set the mastery level by typing in the percent field [2]. The mastery level is the percentage score that a student has to earn before you consider the student to have mastered the outcome. For example, a mastery score of 60 means that the student has to earn a 60% or higher on the aligned quiz questions. This score is only calculated using questions from the aligned question bank.

Click the **Import** button to align the Outcome with the Question Bank [3].

View Aligned Outcomes



View the aligned Outcome in your quiz.

How do I find Learning Standards to add to a course-level outcome?

Learning Standards are goals and objectives for student assessment in the United States. These standards have been created by the nation's governors and educational leaders to assess specific student learning.

All Learning Standards added at the account or sub-account levels are available to you as an instructor.

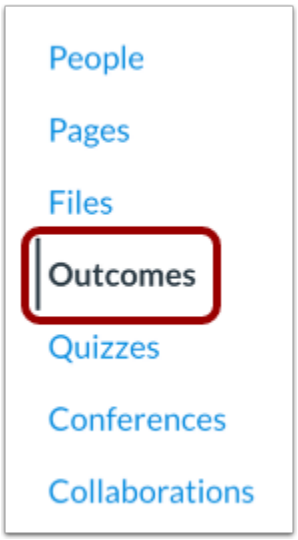
- Common Core Standards are available for Language Arts, Math, and Science (NGSS)
- State-specific standards are available for Language Arts, Math, Science, and Social Studies (if imported by your institution)
- ISTE Standards for Coaches, Computer Science Educators, Students, Teachers, and Administrators
- Your Canvas Administrator must import the standards before you can find and import them for a course

Learning Standards imported to the account or sub-account levels can be found within the Account Standards outcome group. However, all Learning Standards are always available as a separate outcome group for importing.

If finding an outcome does not display any Learning Standards, please contact your Canvas Administrator.

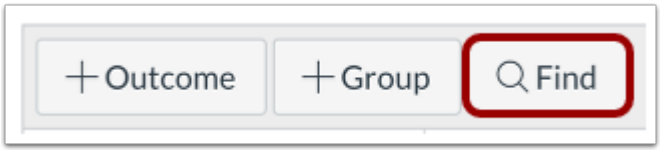
This lesson displays how to find a Learning Standards outcome in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to find an outcome in a course within an account that has enabled the Improved Outcomes Management feature option.

Open Outcomes

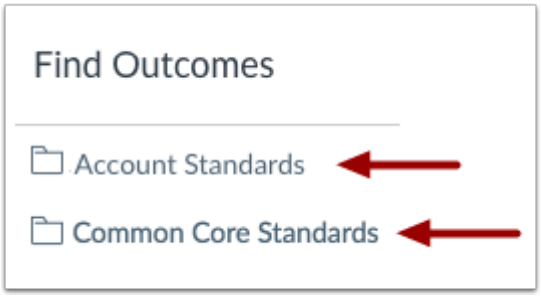


In Course Navigation, click the **Outcomes** link.

Find Outcomes



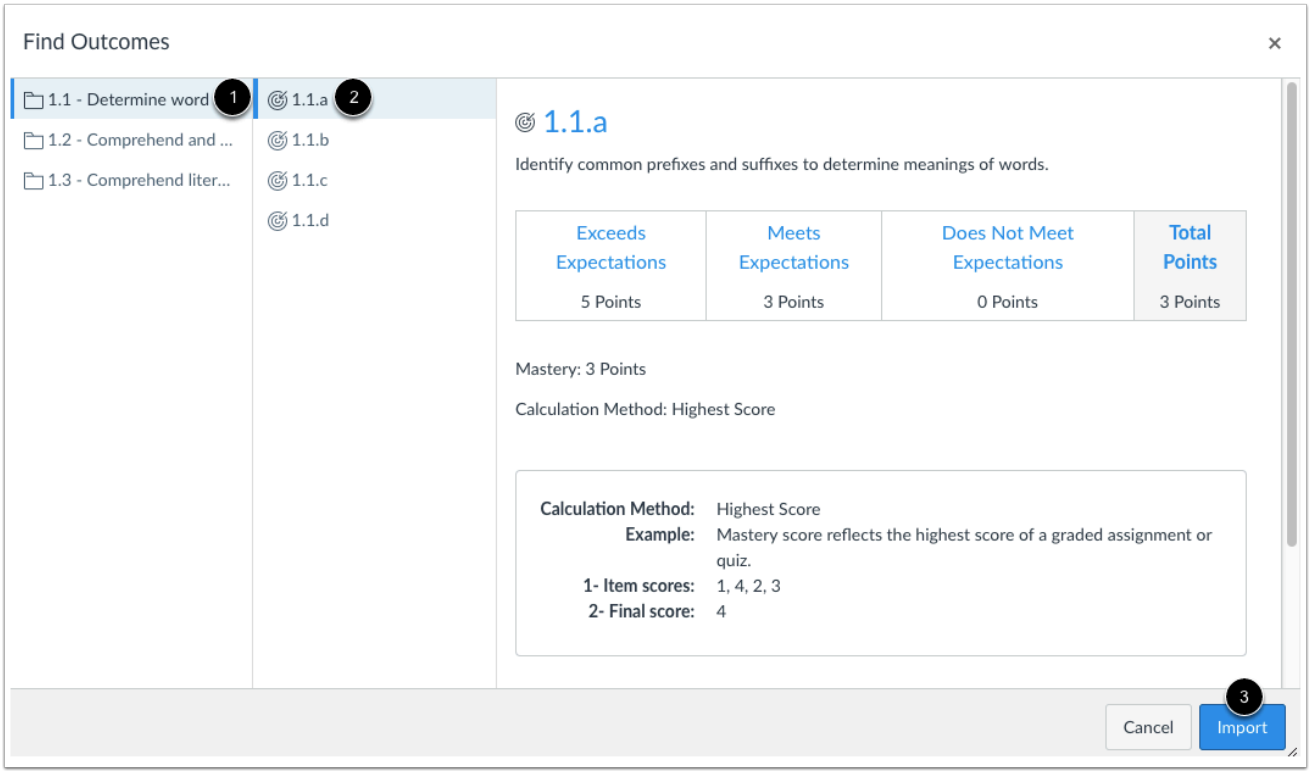
Click the **Find** button.



Click on the folder that includes the standards you need.

Note: If the Common Core group is not available to you, please contact your Canvas Administrator.

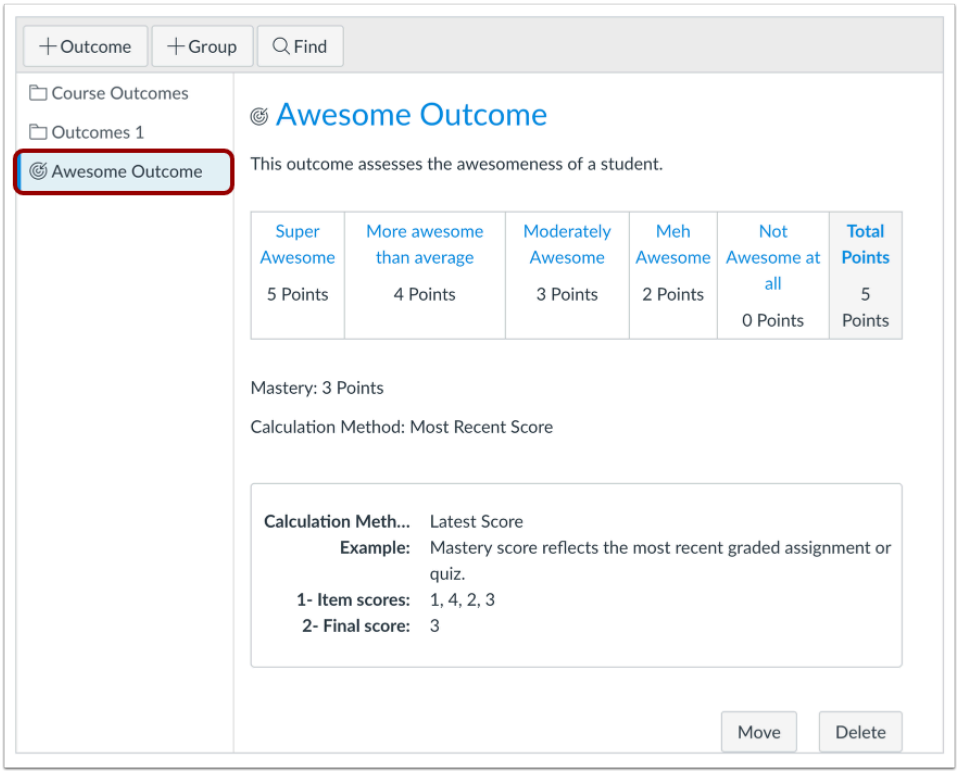
Choose Outcomes



Account and Common Core Standards are nested outcomes, so you can import entire outcome groups into your course, or view all nested outcome groups to locate an individual standard.

Select the name of an outcome group to view available outcomes [1]. When you have located an outcome, click the name of the outcome you want to import [2]. Click the **Import** button [3].

View Outcomes



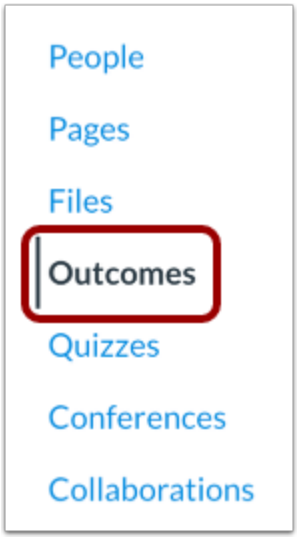
View the added Outcomes.

How do I view all aligned items and artifacts within an outcome?

You can view all rubrics and artifacts that are aligned with a specific outcome.

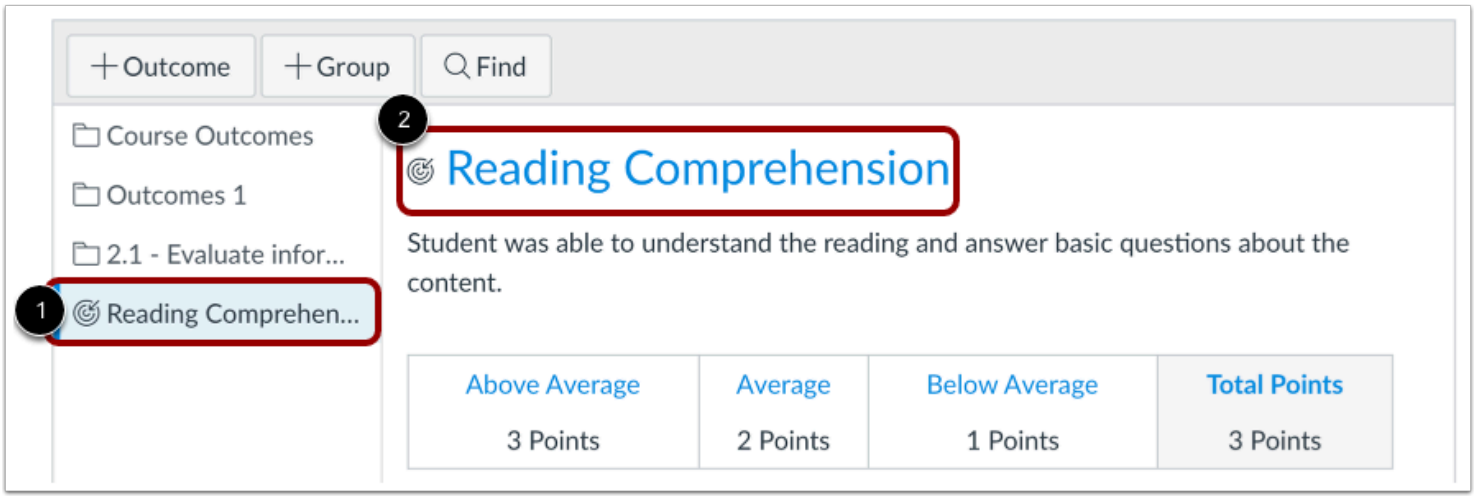
This lesson displays how to view all aligned items and artifacts in the classic Outcomes page view. If the Outcomes page in your course displays differently than the images in this lesson, learn how to view all aligned items within an account that has enabled the Improved Outcomes Management feature option.

Open Outcomes



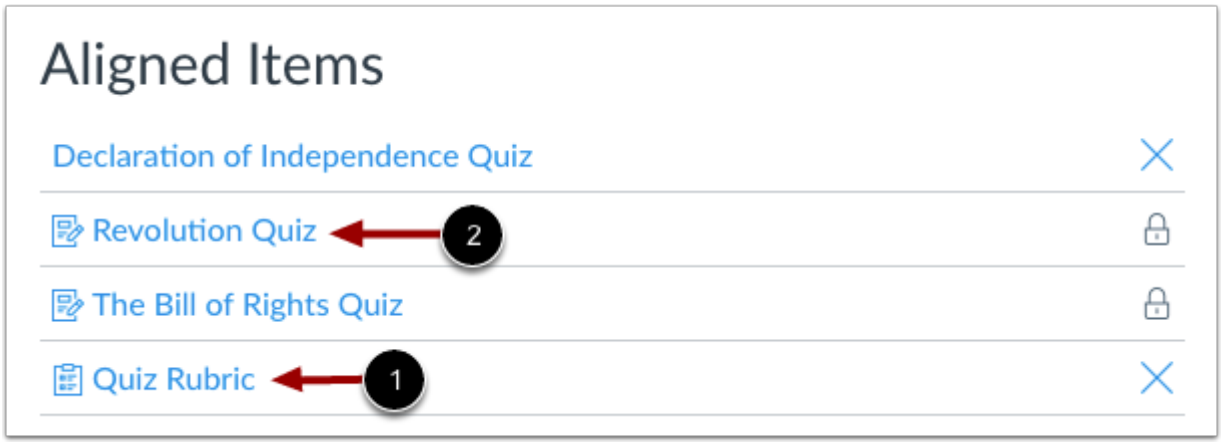
In Course Navigation, click the **Outcomes** link.

Open Outcome

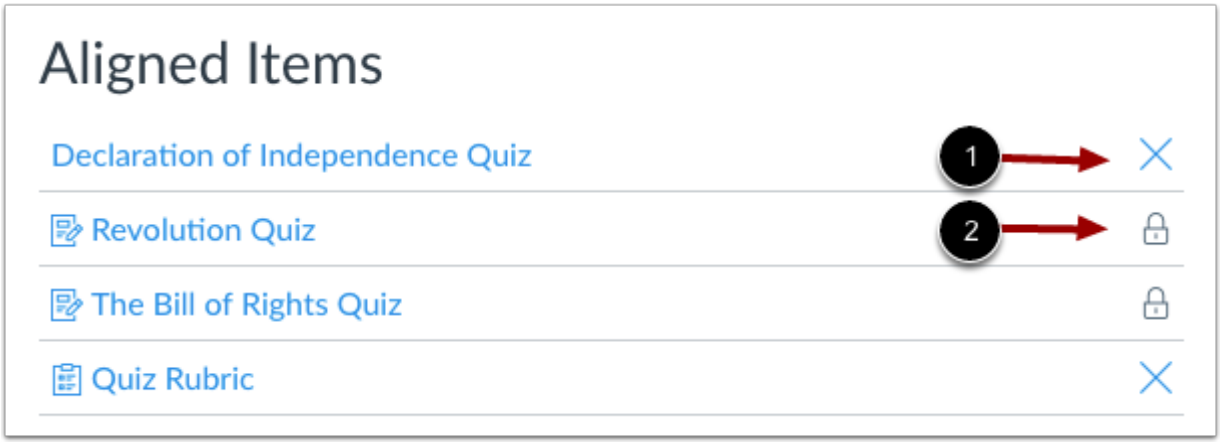


Click the outcome you want to view [1]. To view all aligned items, click the name of the outcome [2].

View Aligned Items



View the assessments and activities aligned to the Outcome. Aligned Items are identified with an icon displaying the item type: rubric [1] or assignment [2]. This change helps identify the item for easier management within outcomes and clarify items that have similar titles.

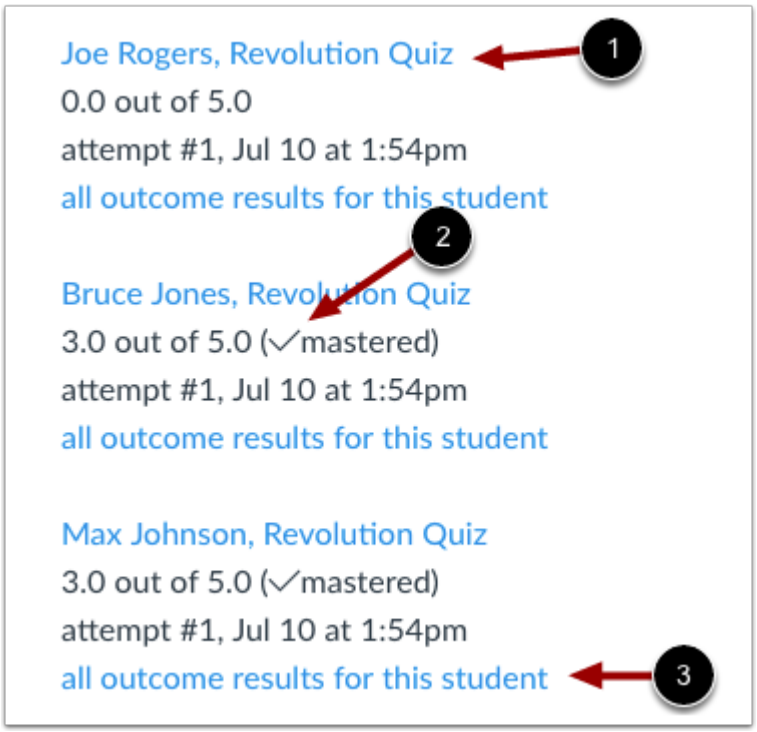


Aligned items also show whether the item can be removed from the outcome.

Alignments displaying a rubric type display a blue remove icon [1]. Clicking the rubric name will open the rubric, where you can edit the rubric or delete the rubric.

Alignments displaying an assignment type display a gray lock icon [2]. Gray icons mean that the aligned item cannot be removed because it is associated with a rubric. To remove the aligned item, you would have to open the rubric and remove the row that is associated with the outcome.

View Outcome Artifacts



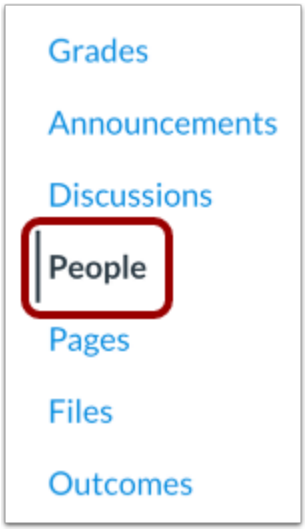
Under Outcome Artifacts, you can view the progress of individual students on each artifact (the aligned assessment or activity). You can view the student response details by clicking the name of the assignment [1]. The **Check Mark** icon [2] signifies the student has received a high enough score to satisfy the outcome threshold value. If you want to view all outcome results for a specific student, click the **all outcome results for this student** link [3].

Note: Outcome results are tied to level of outcome access. Account outcomes display on the account report, while the sub-account outcomes display on the sub-account report. The only time outcomes would be displayed on both reports is if they are stored in both accounts, such as copying an account outcome to the sub-account level. Outcomes created at the course-level display on the course-level and will not appear on account or sub-account level outcome reports.

How do I view the outcomes results report for an individual student in a course?

You can view outcome reports for all students in your course. For each student, you can view the overview of all outcomes and artifacts, the number of student attempts, latest score, and average percentage.

Open People



In Course Navigation, click the **People** link.

Locate User



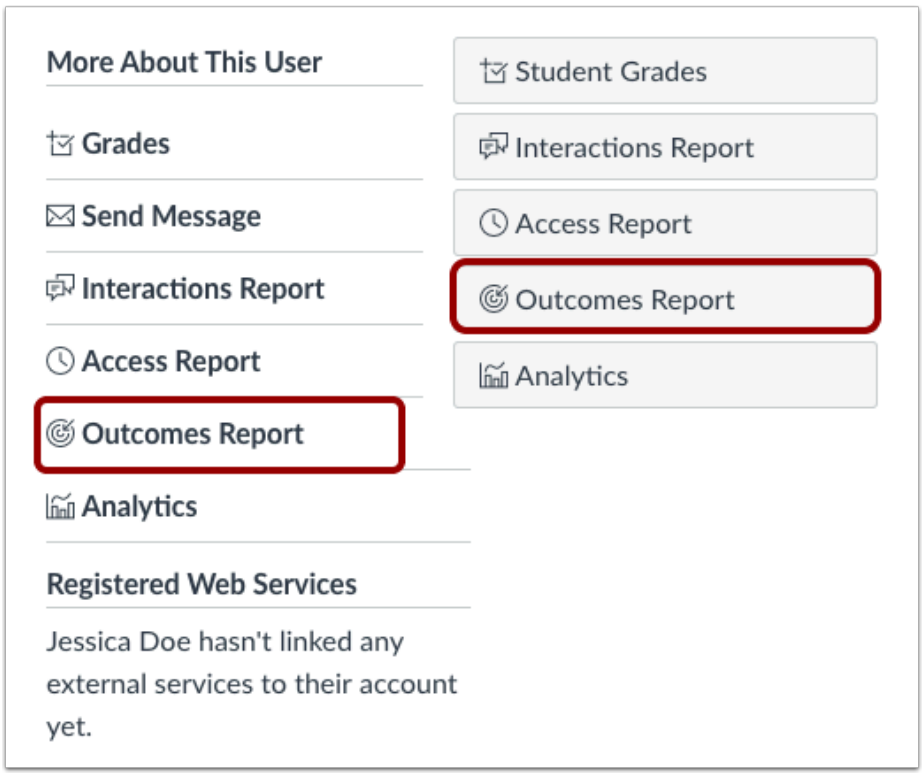
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



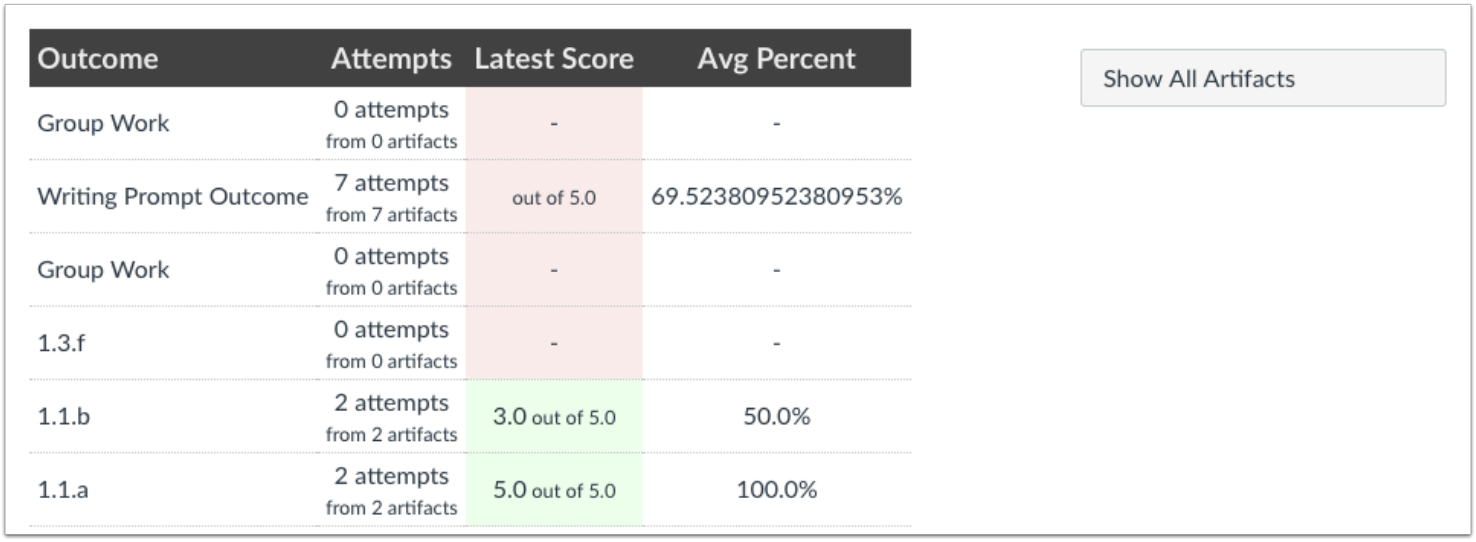
Click the user's **Options** icon [1], then select the **User Details** link [2].

Open Outcomes Report



Locate the user details sidebar. Depending on the page display, click the **Outcomes Report** link or button.

View Report



Outcome	Attempts	Latest Score	Avg Percent
Group Work	0 attempts from 0 artifacts	-	-
Writing Prompt Outcome	7 attempts from 7 artifacts	out of 5.0	69.52380952380953%
Group Work	0 attempts from 0 artifacts	-	-
1.3.f	0 attempts from 0 artifacts	-	-
1.1.b	2 attempts from 2 artifacts	3.0 out of 5.0	50.0%
1.1.a	2 attempts from 2 artifacts	5.0 out of 5.0	100.0%

View the report.

How do I use the Learning Mastery Gradebook to view outcome results in a course?

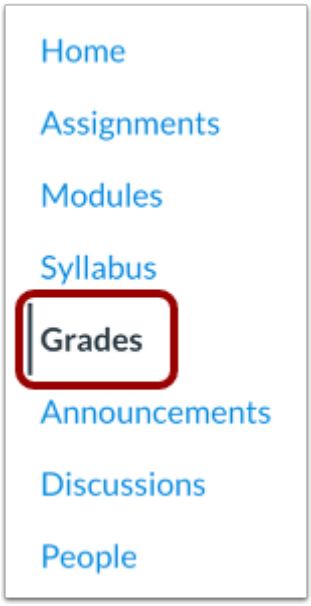
The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using Individual View.

Notes:

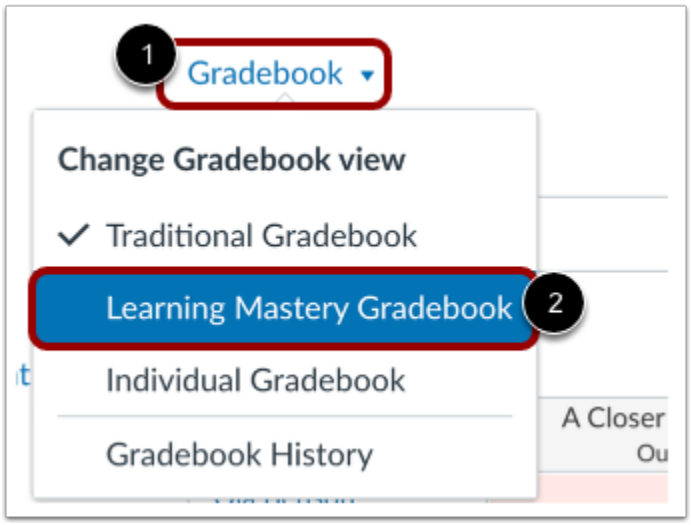
- The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, learn how to manage feature options in the course features lesson.
- The mastery level names and colors may be customized by your institution.
- When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.
- Students can also view outcomes in a course if the Student Learning Mastery Gradebook feature option is enabled.

Open Grades



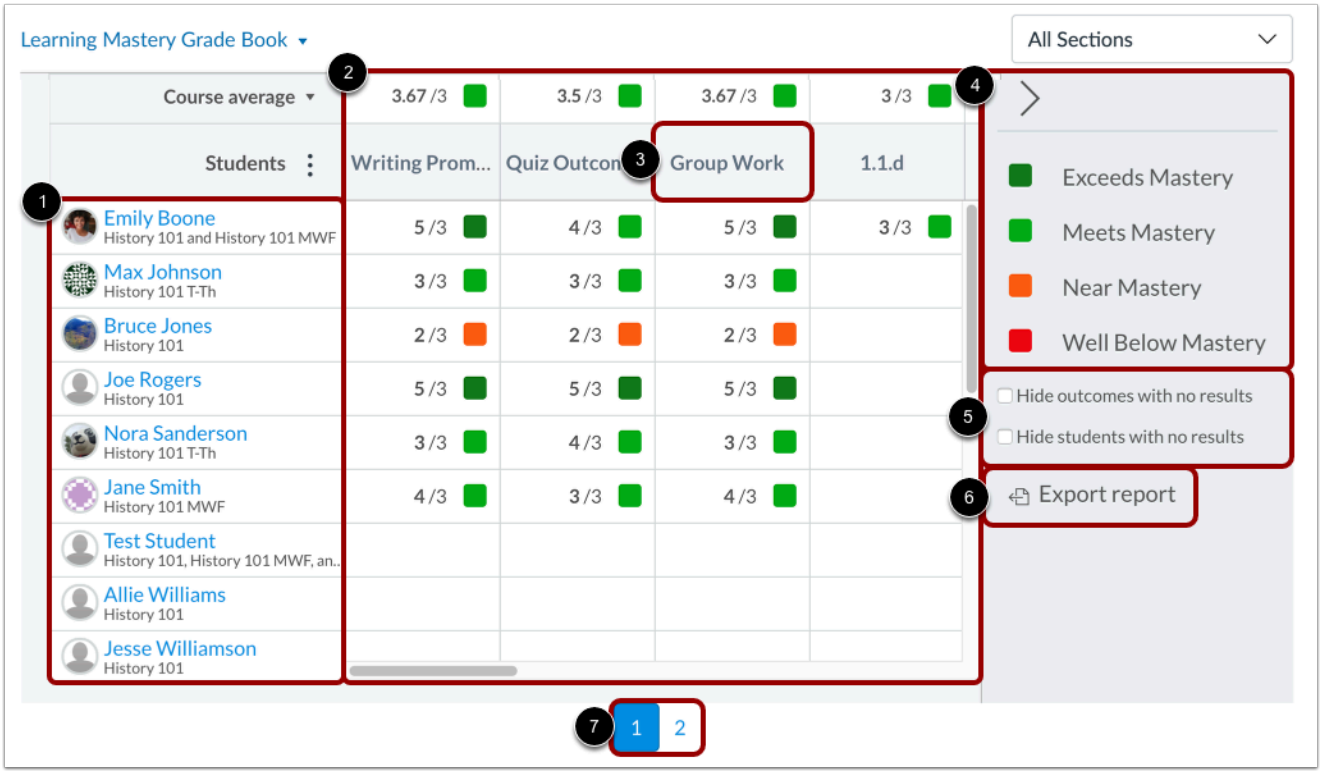
In Course Navigation, click the **Grades** link.

Open Learning Mastery Gradebook



Click the **Gradebook** menu [1], then click the **Learning Mastery Gradebook** link [2].

View Learning Mastery Gradebook



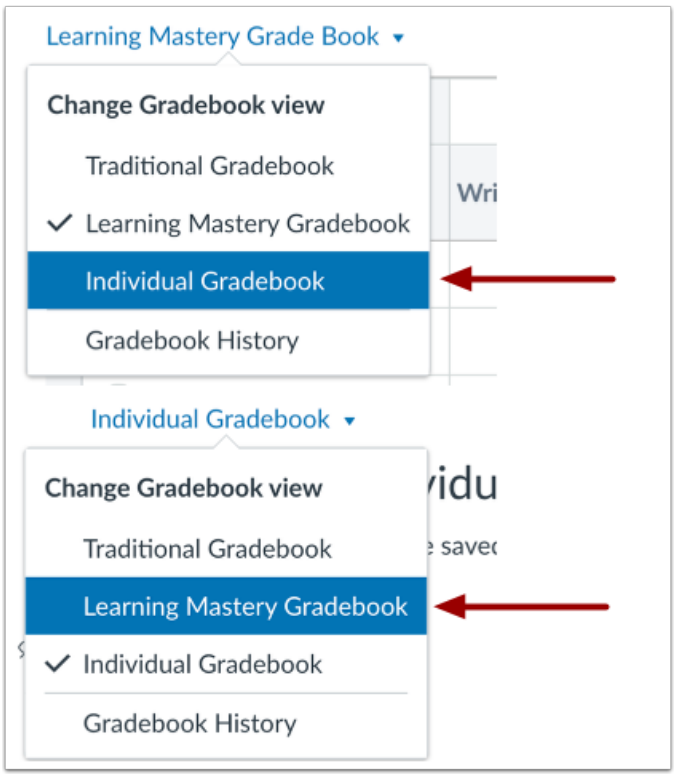
The Learning Mastery Gradebook is organized like the assignments gradebook with the student names and sections on the left [1]. Similar to the assignments gradebook, you can click a student's name to link to their Grades page. Each column consists of a course outcome and the outcome grade for each student [2]. Also like the assignments gradebook, the columns can be sorted, resized, and reordered. Click an outcome column heading to sort the outcome by score [3].

The Learning Mastery Gradebook also contains a sidebar that shows the outcome levels for the course [4]. The sidebar can be minimized and expanded by toggling the gray arrow icon at the top of the sidebar. You can filter outcomes or students that have no outcome results [5]. You can also export a report of student outcomes [6].

The Learning Mastery Gradebook displays 20 students per page. Use the numbered page navigation buttons to view additional students on other pages [7].

Note: The Hide outcomes and Hide students filters persist for the course while using the same web browser.

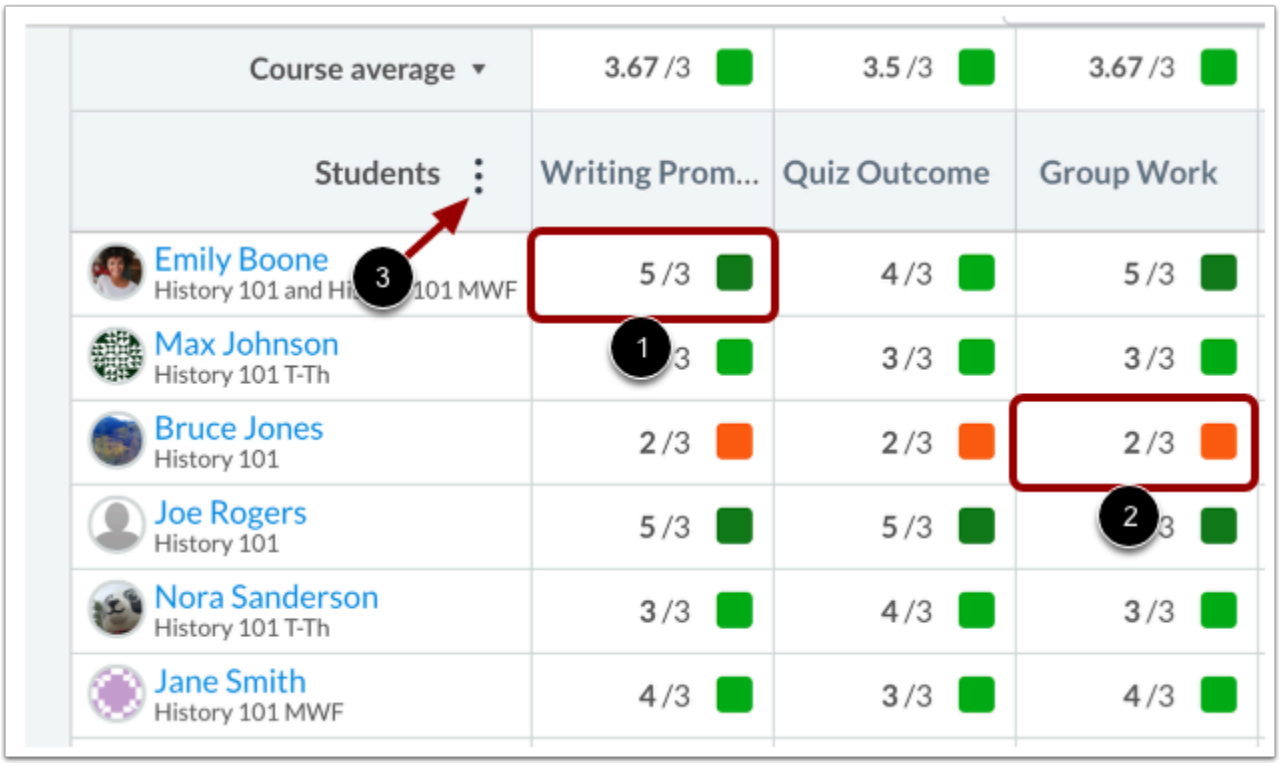
Switch to Individual Gradebook



The Gradebook has two views. The **Learning Mastery Gradebook** allows you to see all students and outcomes at the same time. The **Individual Gradebook** allows instructors to assess one student and one outcome at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the Learning Mastery Gradebook Individual View.

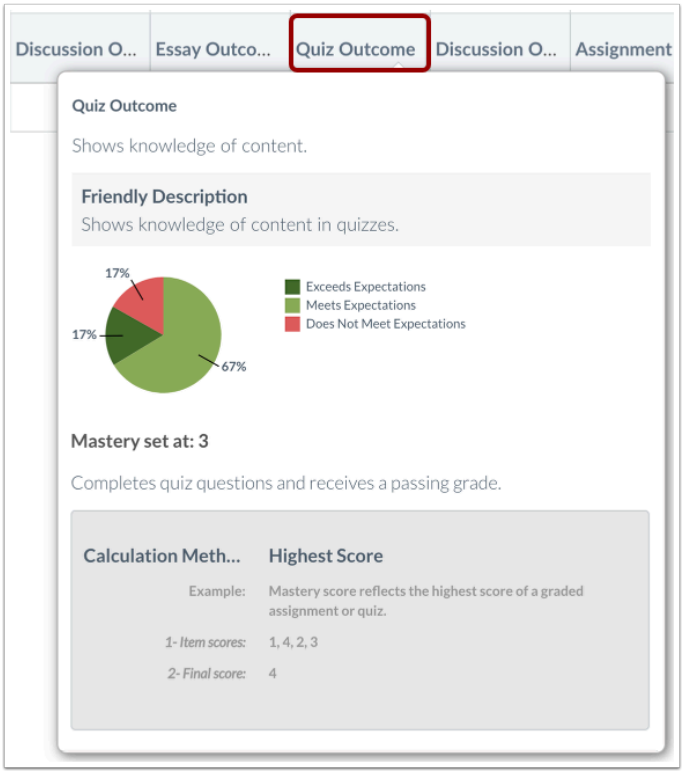
View Student Scores



Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned. The second number indicates the mastery threshold, which is the minimum the students need to achieve mastery for the outcome. For instance, if a student earns a score of 5/3, the student has earned 2 points above the base mastery threshold of 3 points [1]. If a student achieves a score of 2/3, the student has not achieved enough points to reach the mastery threshold [2].

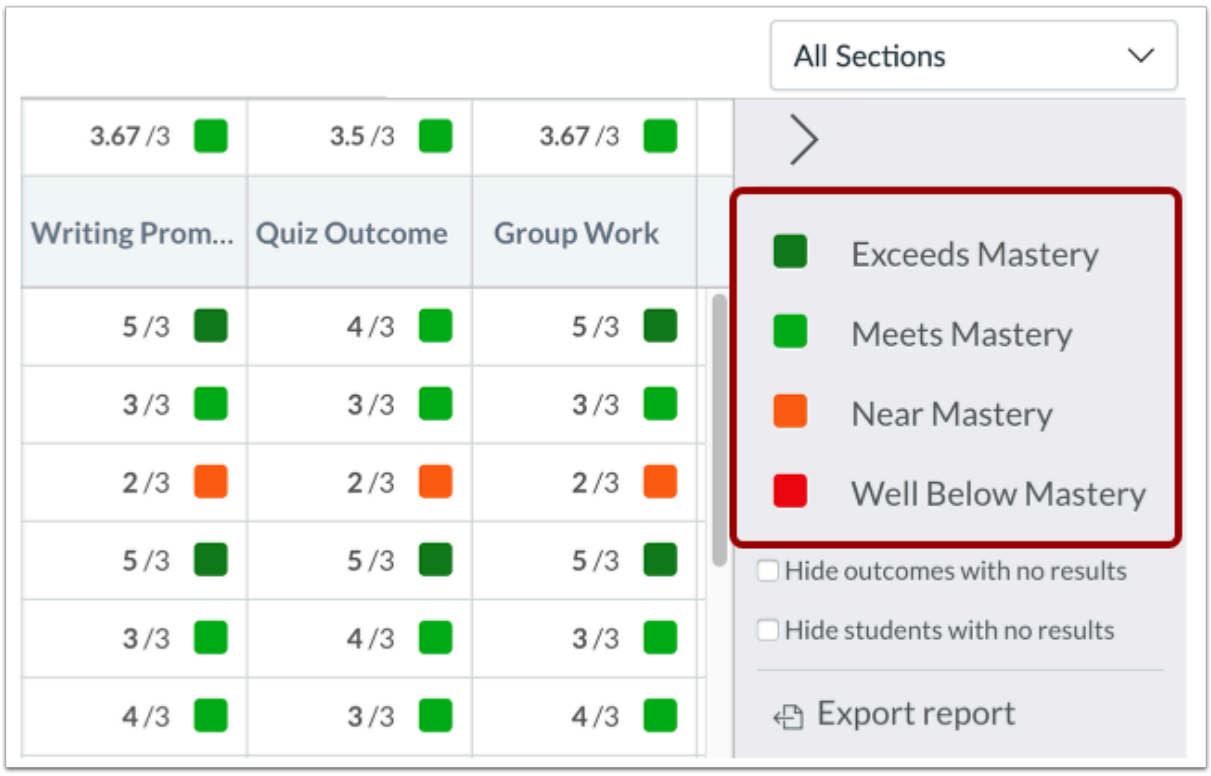
Note: To view scores of inactive or concluded enrollments or unassessed student scores, click the **Options** icon in the Students column [3].

View Outcome Details



Hover over the outcome title to view a breakdown of a specific outcome. The circle graph shows how the individual student scores were divided into the outcomes criterion ratings.

View Course Mastery Levels

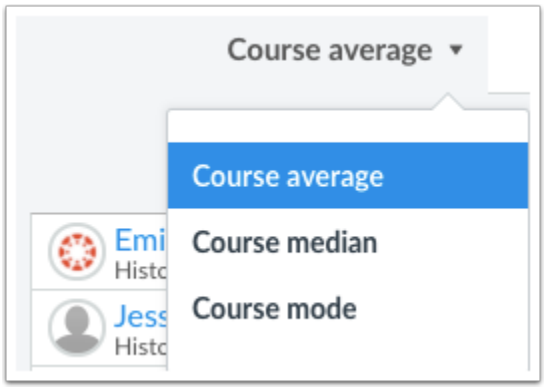


Scores are color-coded to show outcomes and the level attained by each student. View the outcome levels and colors in the sidebar. To filter scores for specific learning mastery levels, click the outcome level in the sidebar.

Score levels are calculated based on half of the outcome mastery threshold. For example, if the mastery threshold is 3 points, half of 3 is 1.5. Scores between 1.6 and 2.9 are counted near mastery, while scores less than 1.5 are considered remedial. Therefore, a student score of 2/3 would be above 1.5 and count as near mastery.

Note: Outcome colors and levels can be customized for your institution by your admin.

View Course Statistics

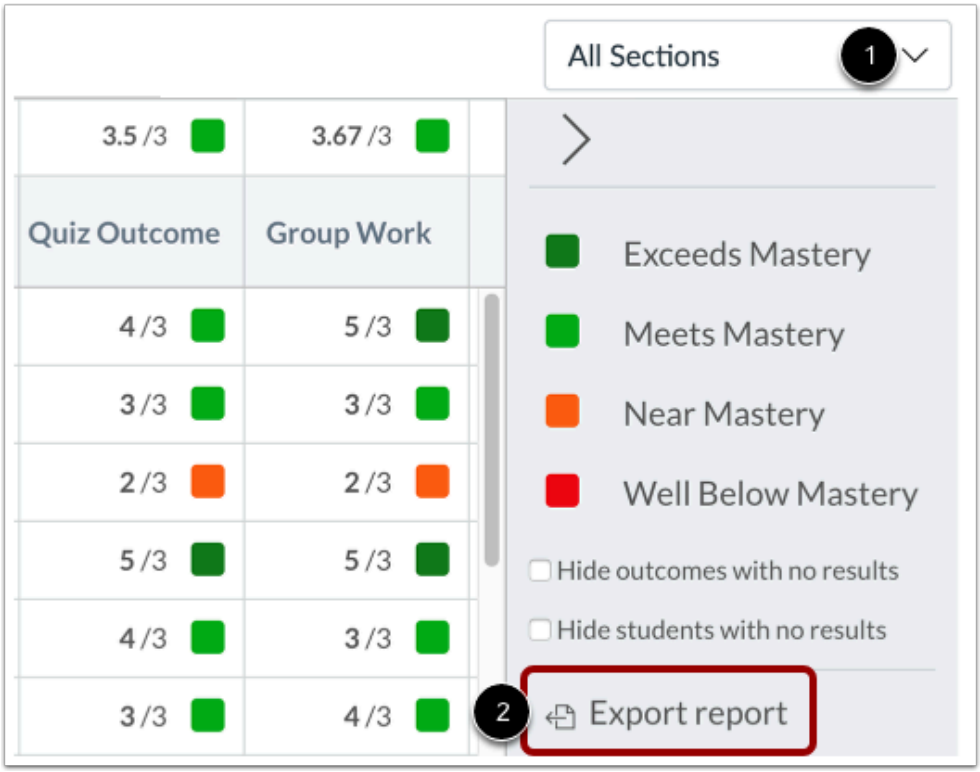


Outcome statistics for the entire course or a course section can be viewed according to course average, course median, or course mode. Select the preferred statistic from the drop-down menu next to the score indicator for each outcome.

The course average is calculated by adding all the earned scores then dividing the total of the mastery scores. The course mode is calculated by finding the score that occurs most often. The course median is calculated by sorting the scores in ascending order, then finding the middle score. These course statistics also display color-coded level results based on the outcome results.

Note: If an outcome is aligned to multiple items, the gradebook statistics will always generate from the student's highest outcome score within that course.

Export Report



Click the **All Sections** drop-down menu to view by section [1]. Click the **Export report** link to download a CSV file of the Learning Mastery Gradebook [2].

View Report

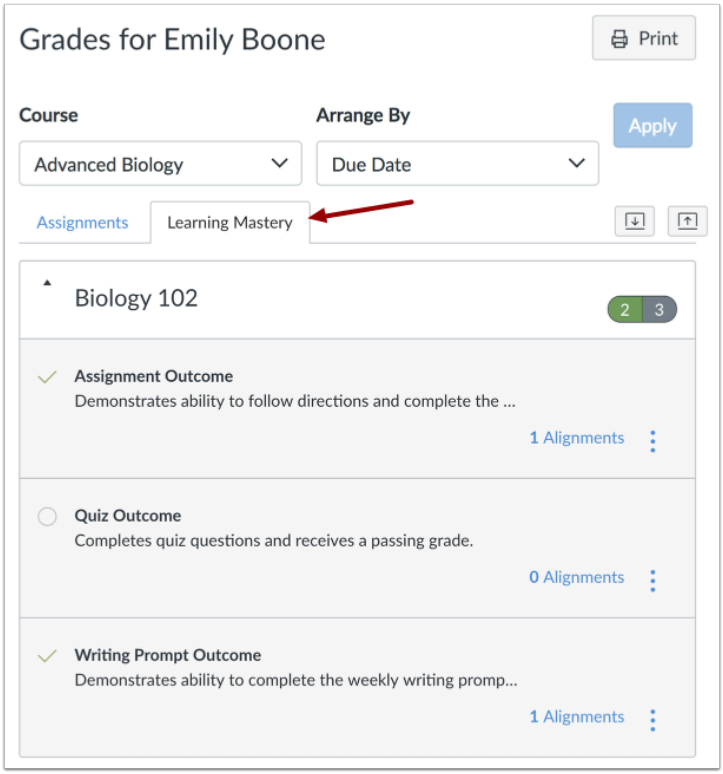
Student name	Student ID	Student SIS ID	Writing Prompt Outcome result	Writing Prompt Outcome mastery points
Max Johnson	21	21142572	3.0	3.0
Bruce Jones	22	21142573	3.0	3.0
Emily Boone	20	21142571	3.0	3.0
Jane Smith	23	21142574	3.0	3.0
Nora Sanderson	24	21142578	3.0	3.0

The student learning outcomes report will include the following columns in the CSV file:

- Student Name
- Student ID
- Student SIS ID
- [Outcome] result
- [Outcome] mastery points

Note: All learning outcomes in the Learning Mastery Gradebook will be included in the report.

Student View



On the Student Grades page, you can choose to let each student see his or her outcome scores by clicking the Learning Mastery tab. Students can view the outcomes and expand them to view individual outcome items.

To show students their outcome scores, visit Course Settings and open the Feature Options tab. Then enable the Student Learning Mastery Gradebook feature option.

Notes:

- Outcome names are the same as in the Learning Mastery Gradebook unless you create a custom name for the student view. Learn to create custom Outcome names.

- Students are not able to view outcome results for an assignment while it is muted.

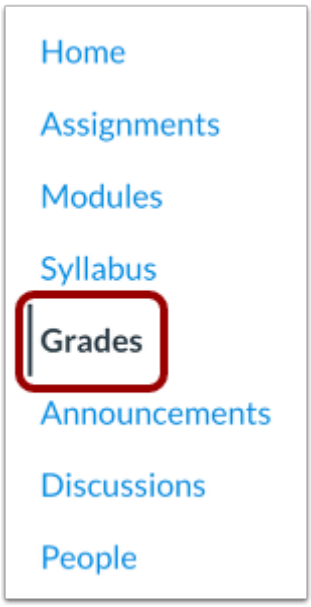
How do I view outcomes or student results individually in the Learning Mastery Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the Learning Mastery Gradebook Default View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

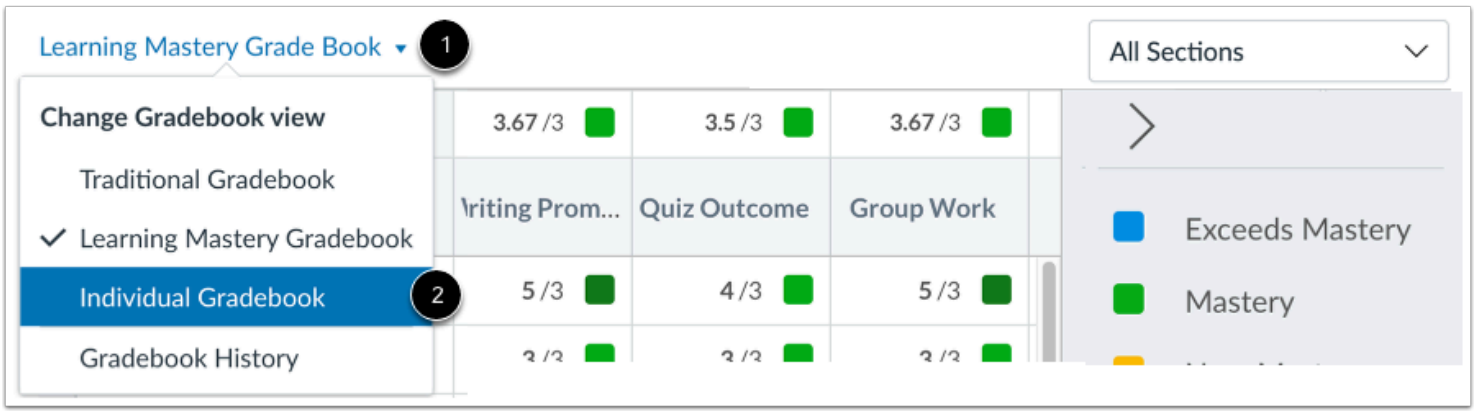
Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

Open Gradebook



In Course Navigation, click the **Grades** link.

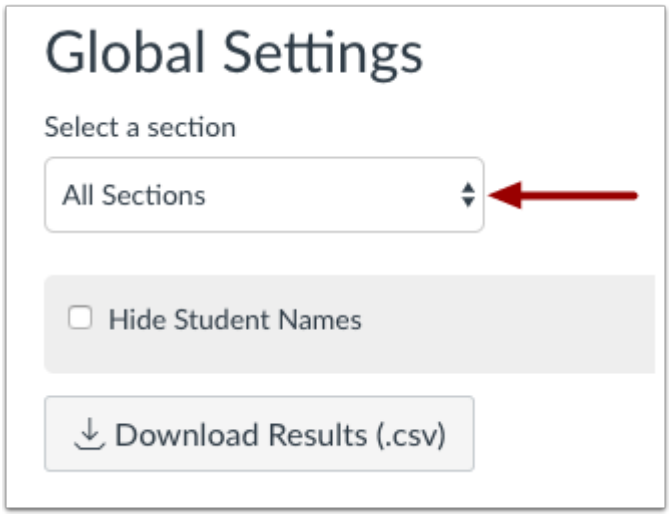
Switch to Individual Gradebook



Click the **Learning Mastery Gradebook** menu [1] and then click the **Individual Gradebook** link [2].

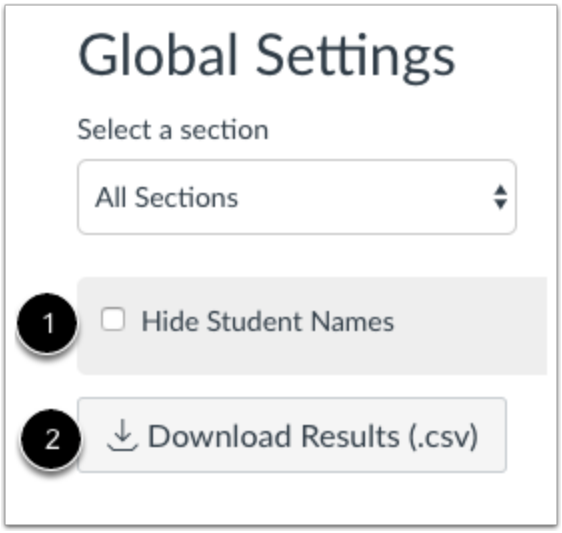
Note: Select the **Learning Mastery Gradebook** if it is not already displayed. Otherwise, the **Individual View** will display assignments and not outcomes.

Select a Section



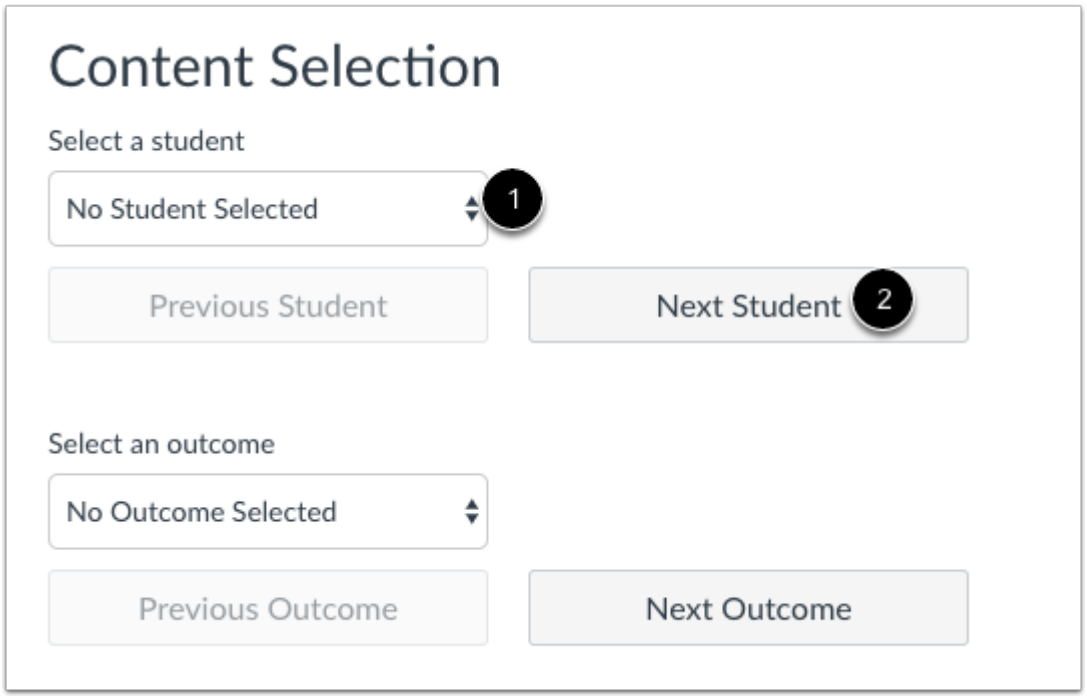
In the section drop-down menu, select the section you want to view.

Hide Student Names



To hide student names in the Gradebook Individual View, select the **Hide Student Names** checkbox [1]. To download scores in a CSV file, click the **Download Results** button [2].

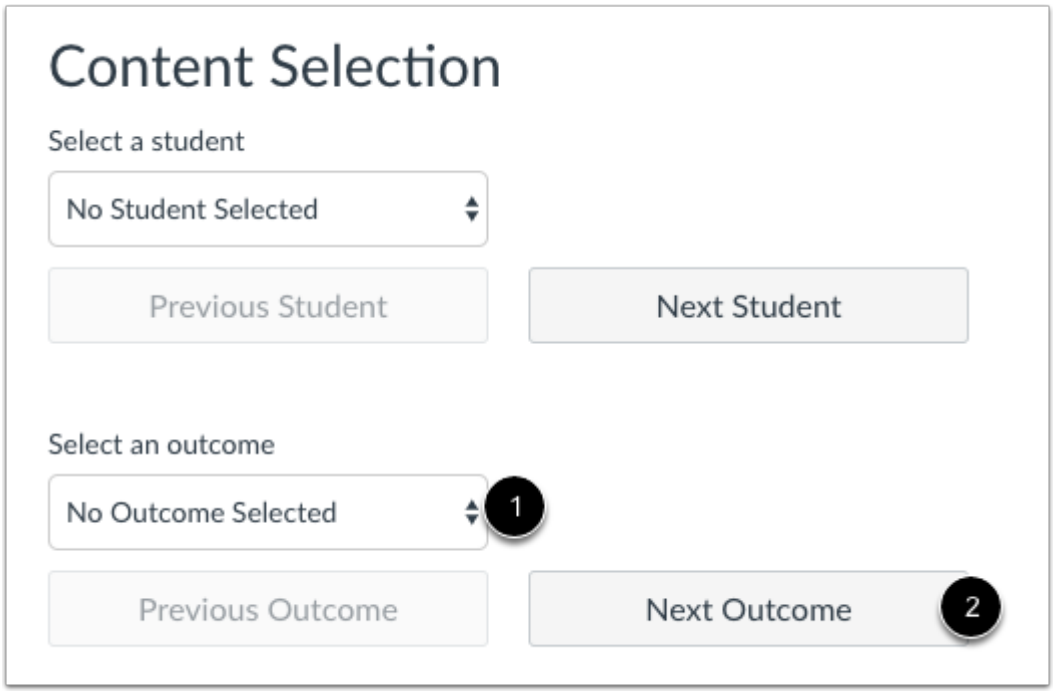
Select Student



In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2].

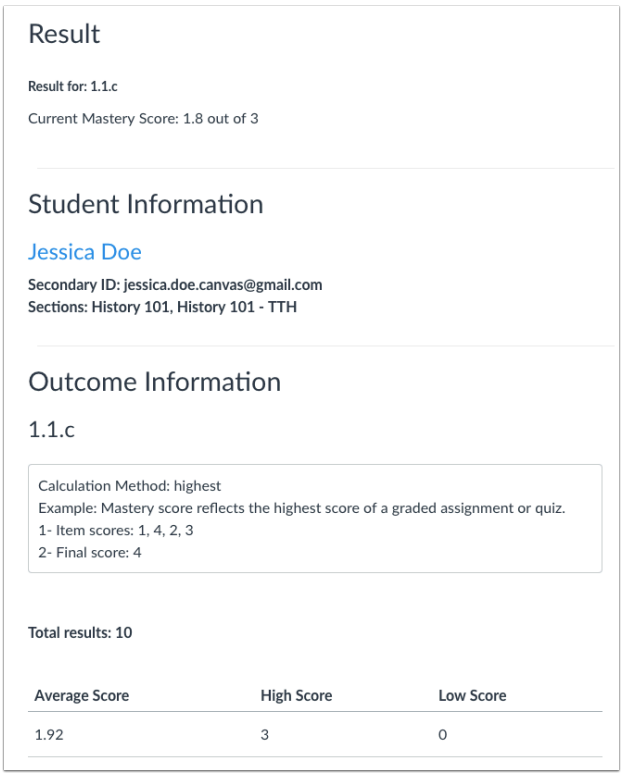
Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

Select Outcome



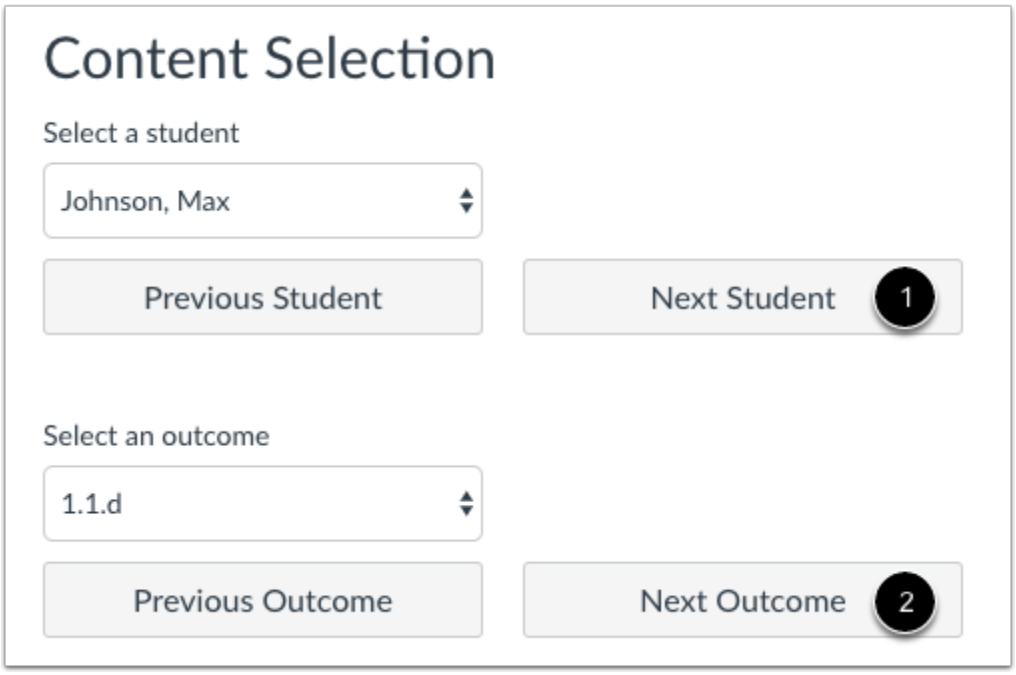
In the Assignment drop-down menu [1], select the outcome you want to view. If you want to view the first outcome in your course, click the **Next Outcome** button [2].

View Gradebook Information



Once you select a student and an outcome, the Result, Student Information, and Outcome Information will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

View Next Student or Outcome

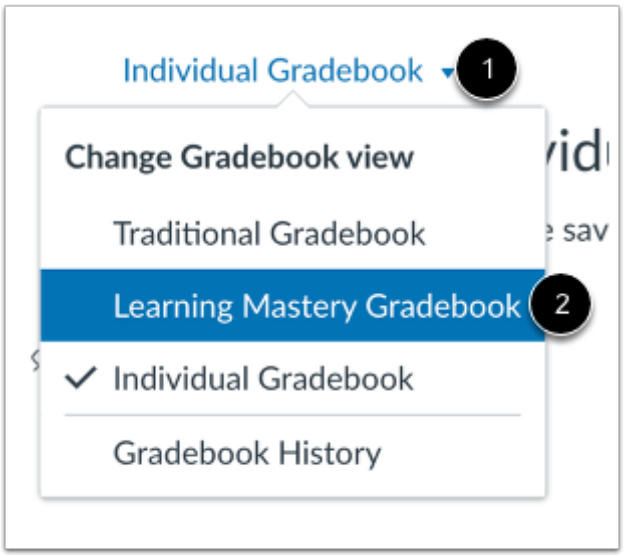


To view the next student, click the **Next Student** button [1].

To view the next outcome, click the **Next Outcome** button [2].

You can always select individual students and/or outcomes by clicking each respective drop-down menu.

Switch Gradebooks



To switch to the Default Learning Mastery Gradebook, click the **Individual Gradebook** menu [1] and click the **Learning Mastery Gradebook** link [2].

How do I manage outcome mastery scales in a course?

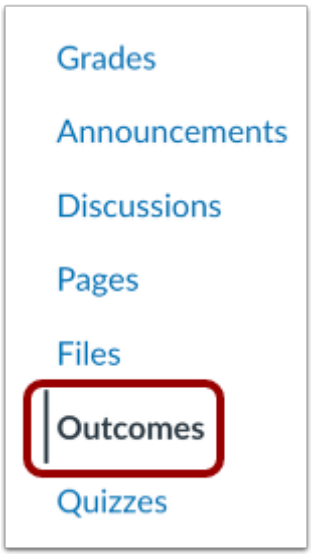
If enabled by your institution, you can manage outcome mastery scales for all outcomes in your course. Changes made to a mastery scale will apply to all rubrics with outcomes in your course that have not already been used for student assessment. Changes to mastery scales only apply to the course from where they are made.

If course-wide mastery scales have not been enabled in your course, mastery scale levels must be managed independently in each outcome.

Notes:

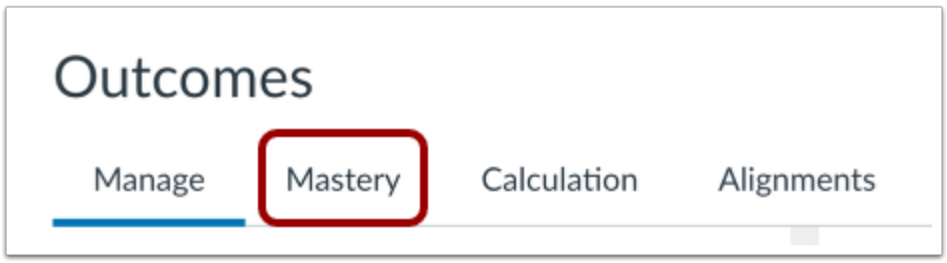
- The default criterion mastery ratings display a 0-4 scale.
- If a rubric with aligned outcomes has been used to assess an assignment before the feature option is enabled, the assignment is not affected. However, any assignments not previously assessed by the rubric are affected if mastery scores are adjusted.

Open Outcomes



In Course Navigation, click the **Outcomes** link.

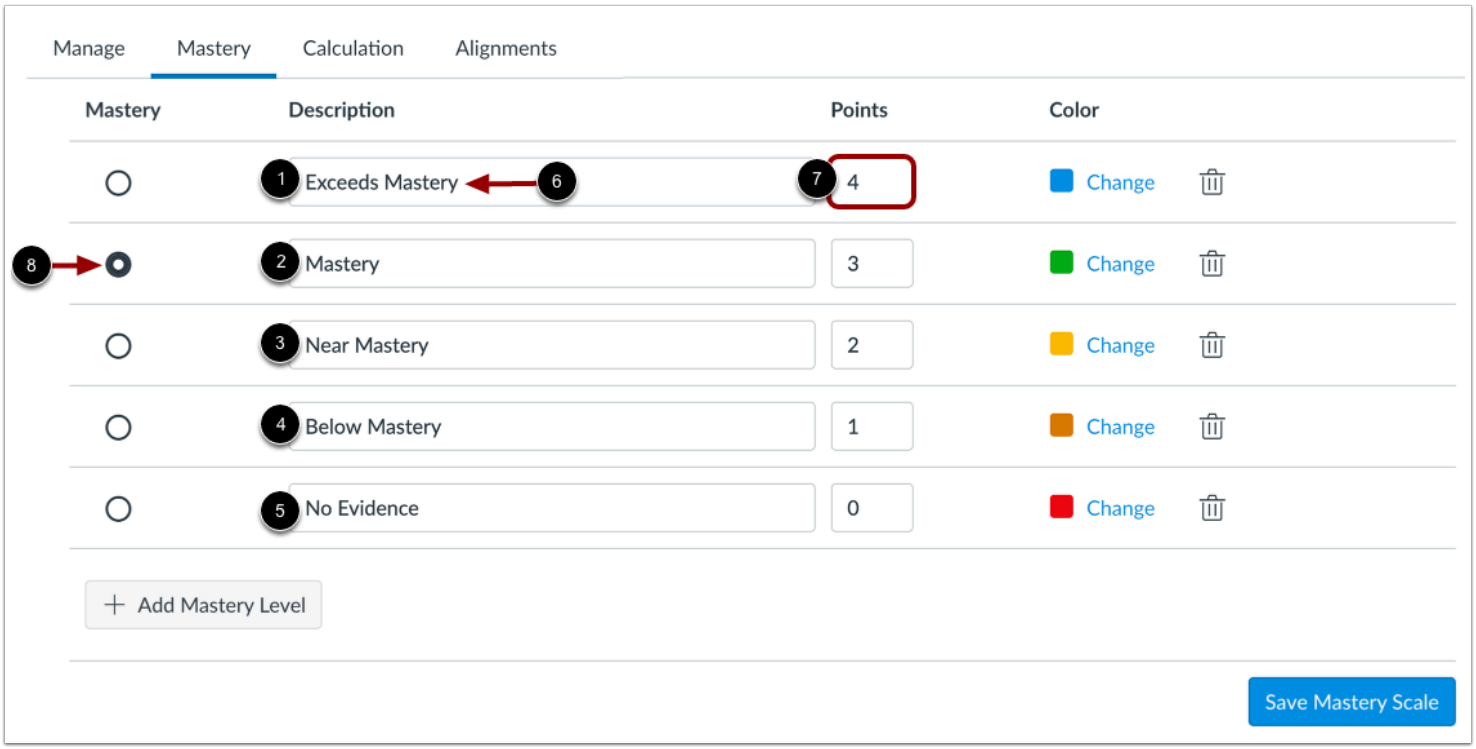
Open Mastery Scales



Click the **Mastery** tab.

Note: If the Mastery tab does not display in the Outcomes page, course-level outcome mastery scales have not been enabled by your institution.

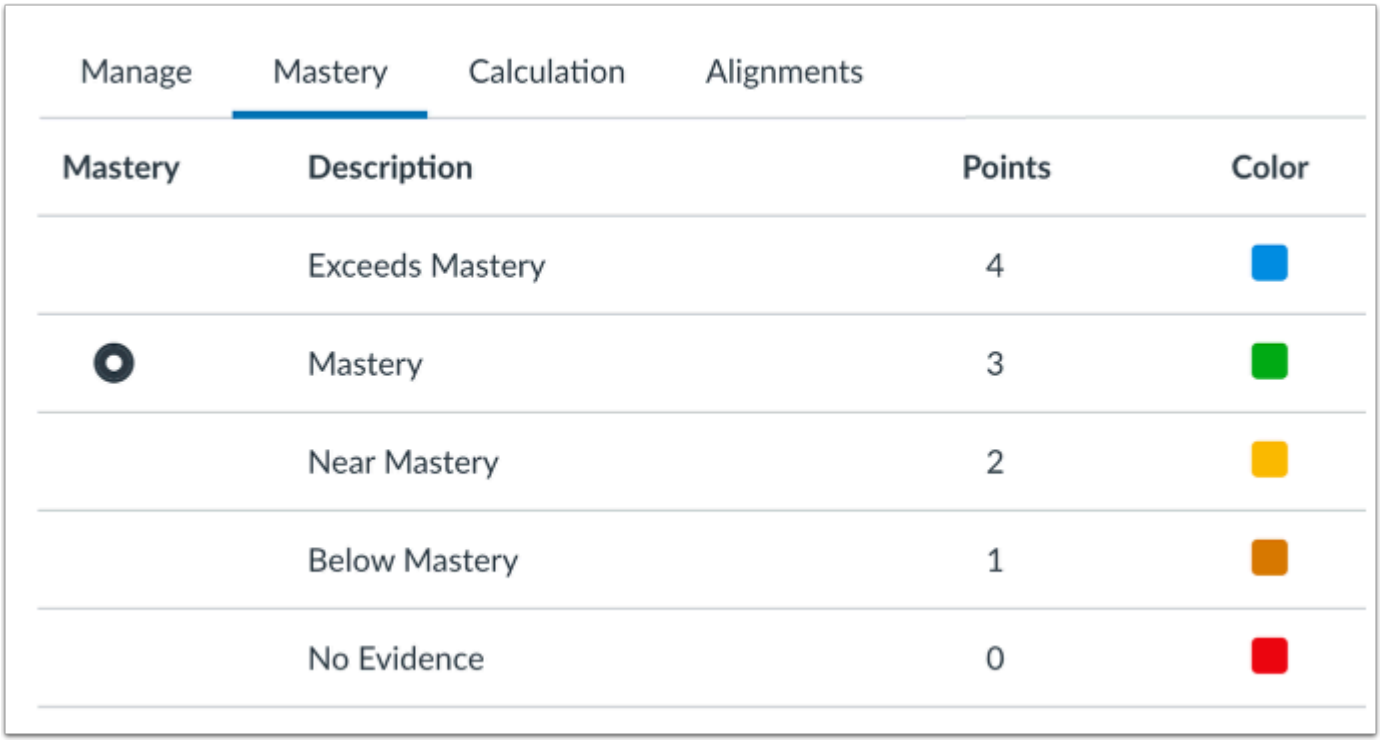
View Mastery Scale



By default, your course mastery scale includes five levels: Exceeds Mastery [1], Mastery [2], Near Mastery [3], Below Mastery [4], and No Evidence [5].

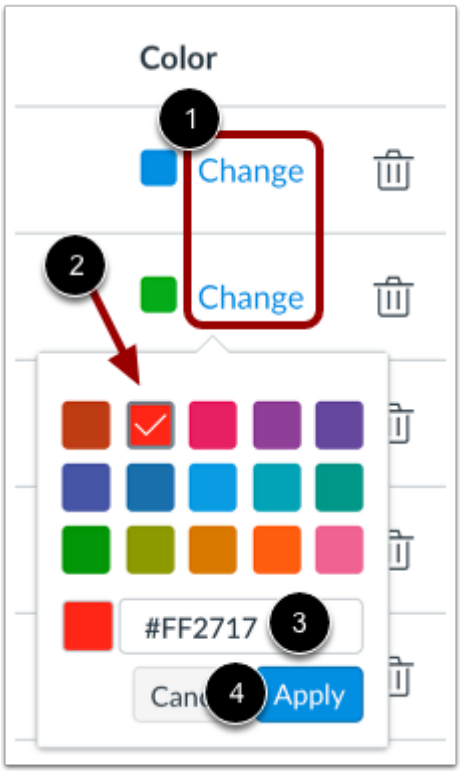
To edit a level's description, enter text in the **Description** field [6]. To edit a level's point value, enter a new point value in the **Points** field [7]. Decimal values are accepted. Mastery levels cannot be moved, but will be sorted numerically after your changes are saved.

You can also designate which level represents mastery. To select the designated mastery level, click the **Mastery** button next to that level [8]. Only one level can be selected as the Mastery level.



If your course's mastery scale displays as view only, you do not have permission to edit the mastery scale in your course. For assistance managing your mastery scale, contact your Canvas administrator.

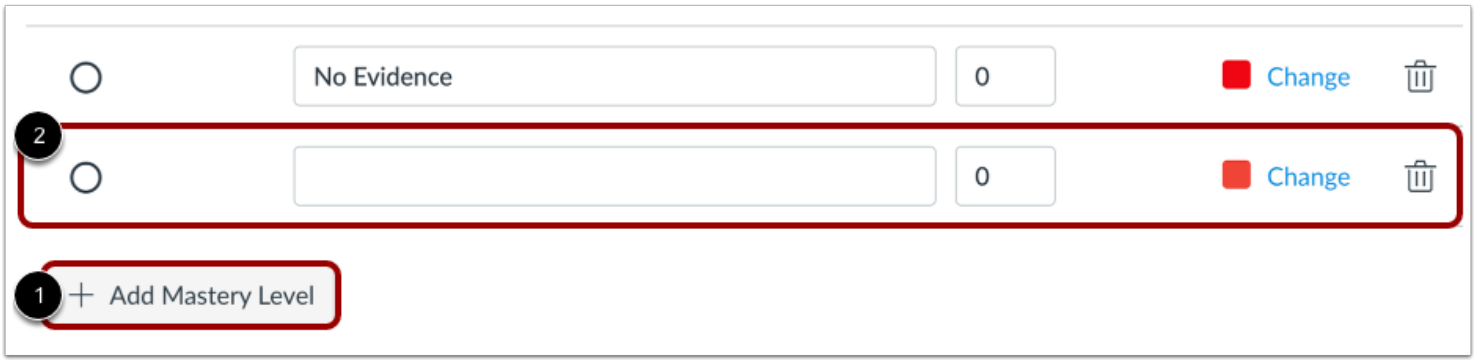
Change Color



Each mastery level is assigned a color that displays when viewing outcome scores in the Learning Mastery Gradebook. To change the level's color, click the **Change** link [1]. Then click the icon for the color you want to use [2] or enter the color's hex code in the text field [3]. If the hex code is not valid, the field displays a warning icon. Any variation of white is not accepted as a color.

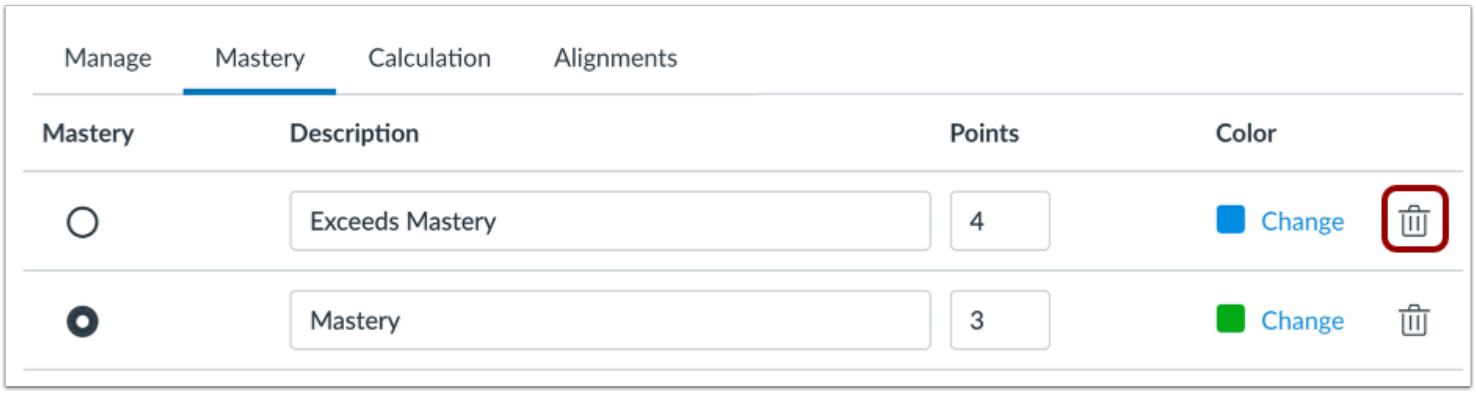
To save your color selection, click the **Apply** button [4].

Add Mastery Level



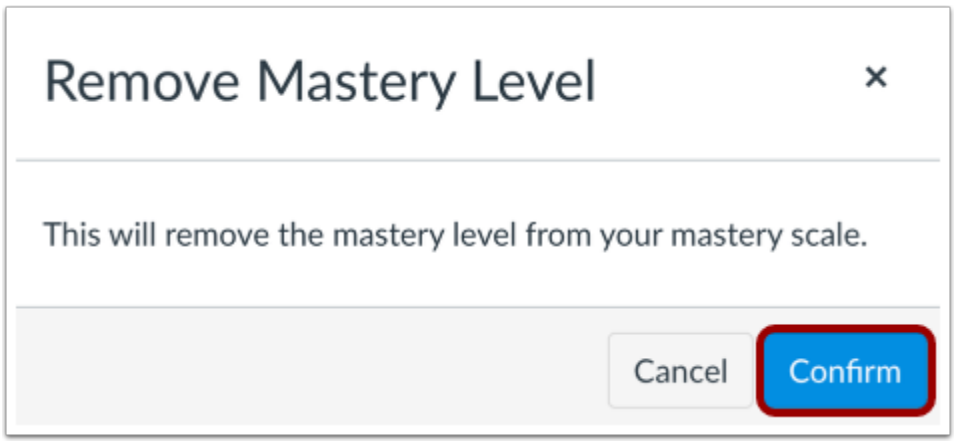
To add a new mastery level, click the **Add Mastery Level** button [1]. The new level displays at the bottom of the list and cannot be moved [2]. However, the mastery levels will be sorted numerically after your changes are saved.

Delete Mastery Level



To delete a mastery level, click the **Delete** icon.

Confirm Deletion



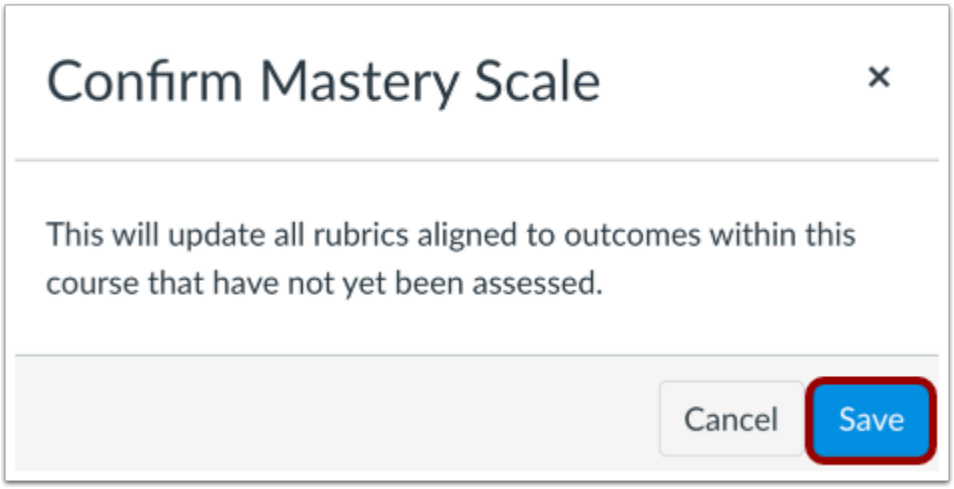
To confirm you want to delete the mastery level, click the **Confirm** button.

Save Changes



To save the changes to your mastery levels, click the **Save Mastery Scale** button.

Confirm Changes



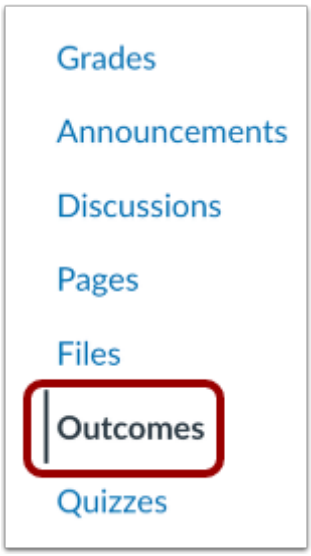
Saving your mastery scale changes will update all rubrics aligned to outcomes that have not been assessed in your course. To confirm your changes, click the **Save** button.

How do I manage outcome mastery calculations in a course?

If enabled by your institution, you can manage outcome mastery calculations for all outcomes in your course. Changes made to a mastery calculation will apply to all rubrics with outcomes in your course that have not already been used for student assessment. Changes to mastery calculations only apply to the course from where they are managed.

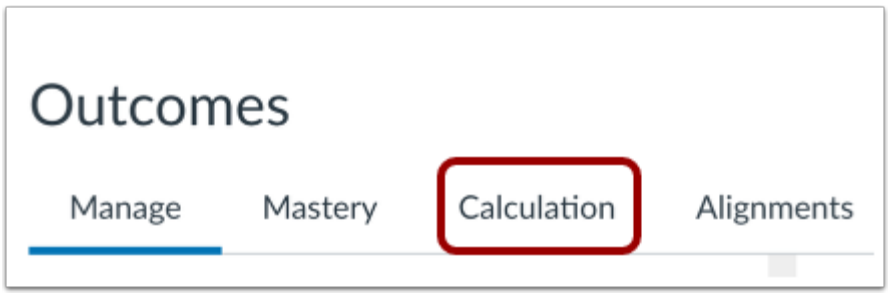
If course-wide mastery calculations have not been enabled in your course, mastery scale calculations must be managed independently in each outcome. To request course-level outcome calculations in your course, contact your Canvas administrator.

Open Outcomes



In Course Navigation, click the **Outcomes** link.

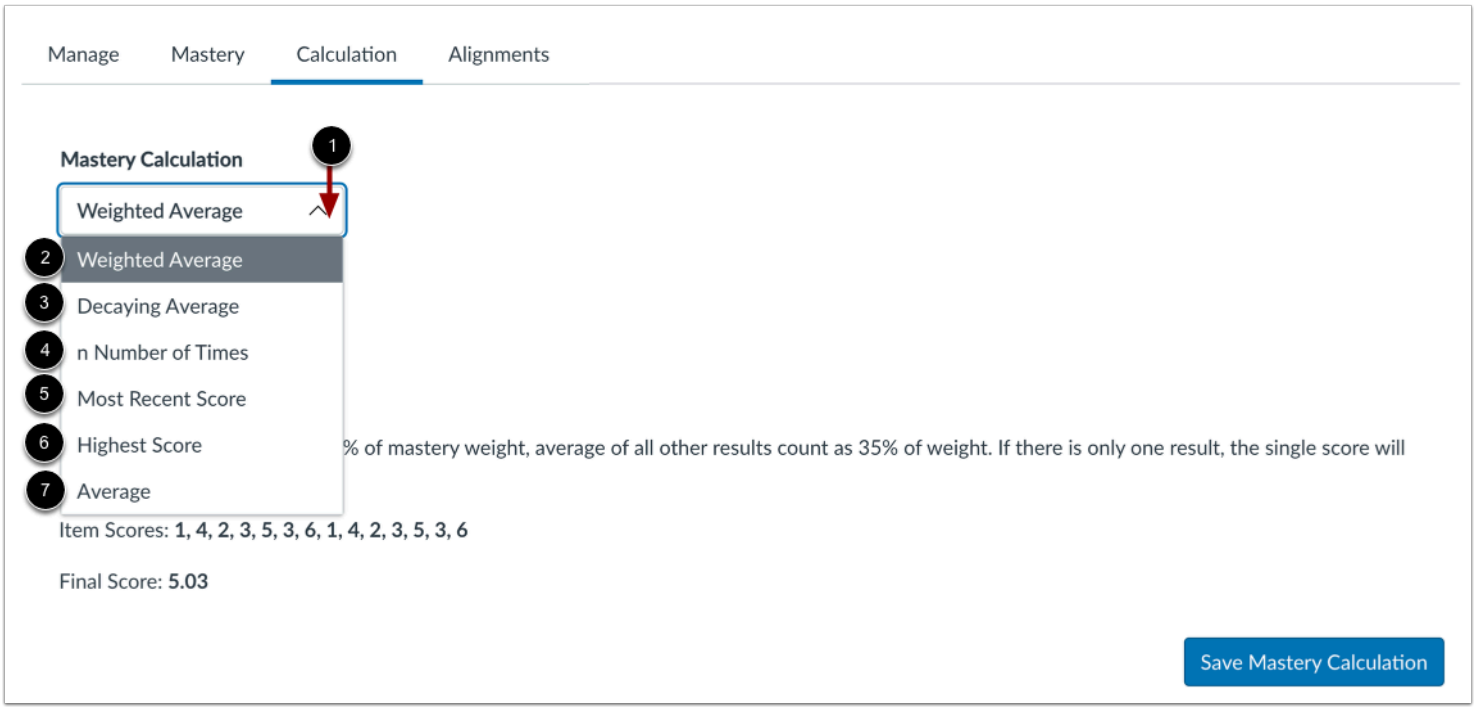
Open Calculation Methods



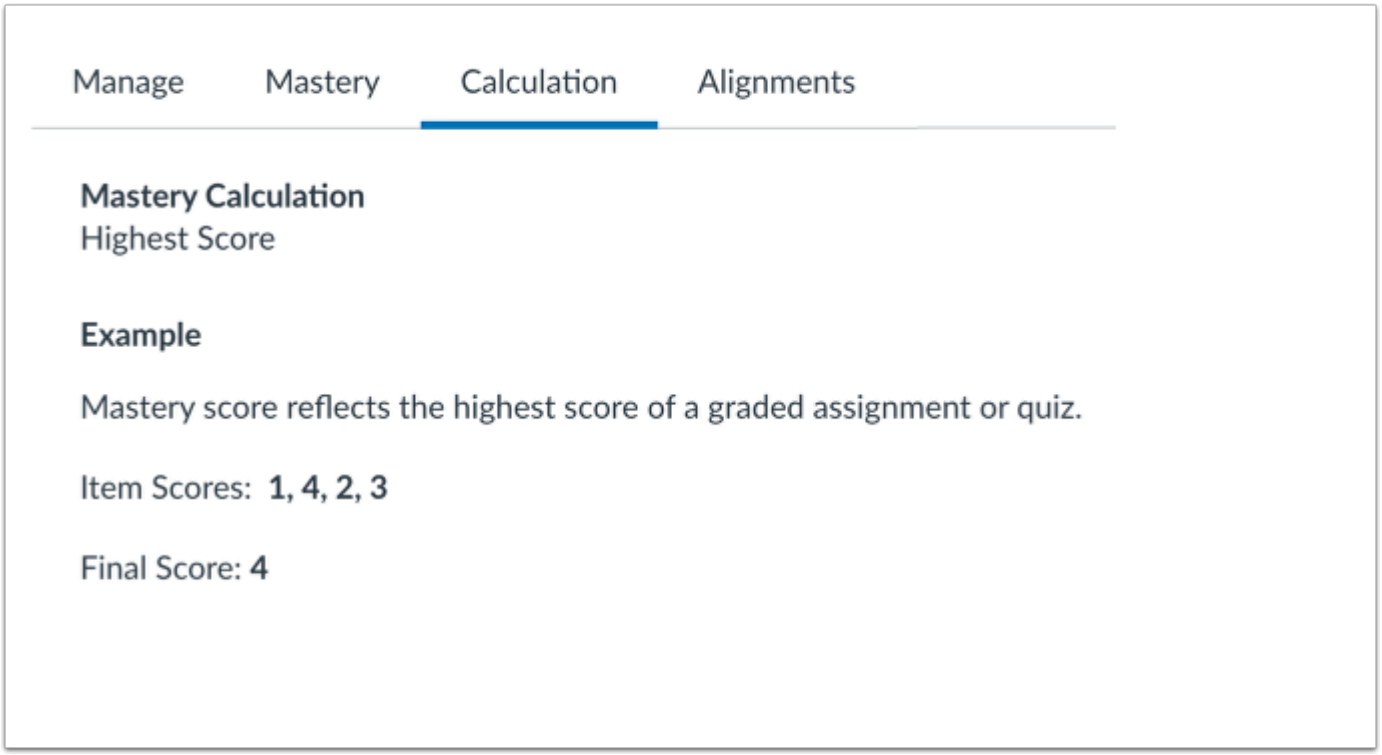
Click the **Calculation** tab.

Note: If the Calculation tab does not display in the Outcomes page, course-level outcome mastery calculations have not been enabled by your institution.

Select Calculation Method

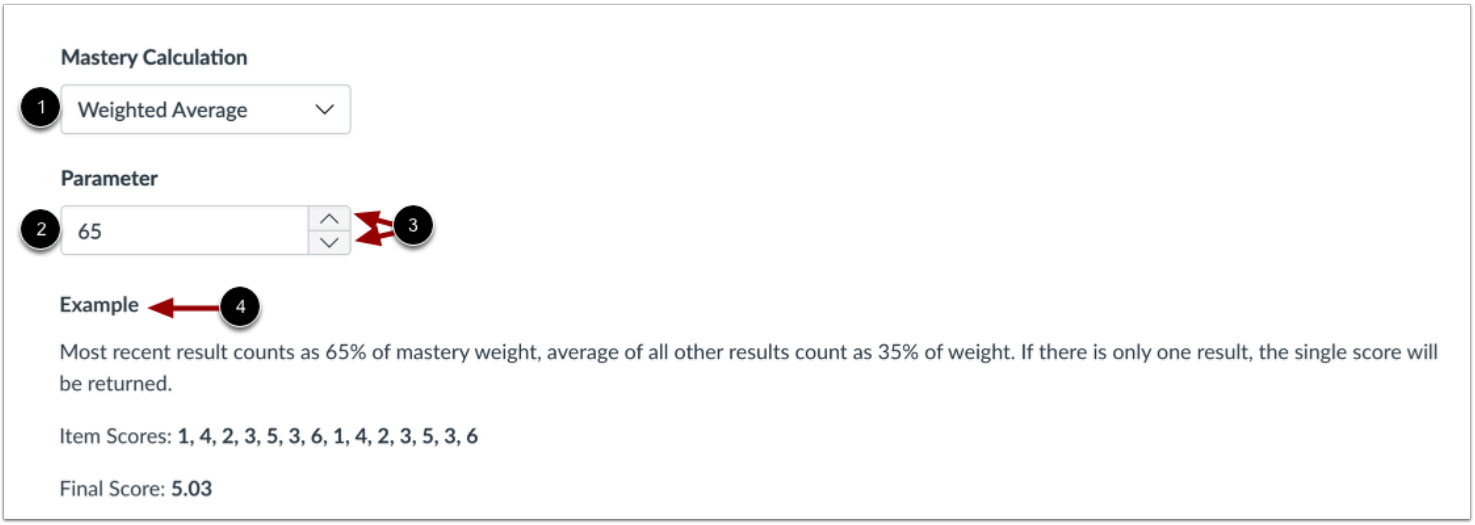


To select a mastery calculation method, click the **Mastery Calculation** drop-down menu [1]. You can select one of four calculation methods: Weighted Average [2], Decaying Average [3], n Number of Times [4], Most Recent Score [5], Highest Score [6], and Average [7].



If you are unable to edit the mastery calculation, you do not have permission to edit the mastery calculation in your course. For assistance managing your mastery calculation, contact your Canvas administrator.

Select Weighted Average



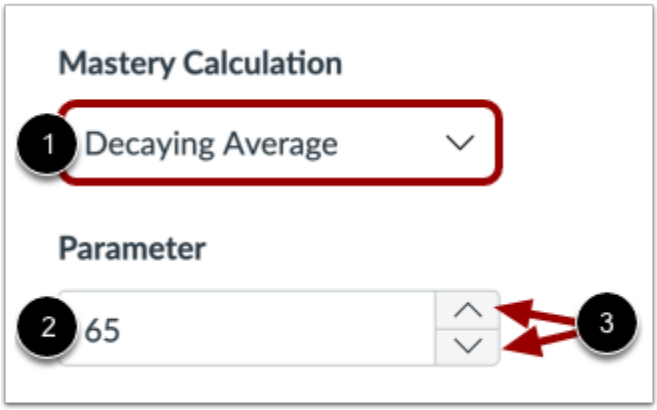
To average assessment item scores with a greater weight for the most recent assessment item, select the **Weighted Average** option [1].

The Weighted Average calculation splits the total percentage between the most recent assessment item and an average of all prior assessment items. For example, you can set the most recent submission to be weighted at 40% of the total and prior items to be weighted at 60% of the total.

Enter the percentage to use for the most recent result in the **Parameter** field [2]. You can also increase or decrease the parameter by using the **Arrow** icons [3]. The Parameter field accepts whole numbers between 1 and 99. By default, the parameter is set to 65%. The remaining amount is used to weigh prior scores.

In the **Example** section [4], the calculation updates based on your select parameter. The average is rounded to the next two decimals. If there is only one result, the single score will be displayed.

Select Decaying Average



To average assessment item scores with a greater weight for the most recent assessment item, select the **Decaying Average** option [1].

The Decaying Average calculation uses a formula to determine proficiency based on students' average scores, giving more weight to the most recent scored. To determine the weight given to the most recent score, the formula uses a decay rate. The higher the formula's decay rate, the more heavily the most recent assessment is weighted.

By default, the decay weight is set to 65% in the **Parameter** field [2]. However, you can adjust the rate to any percentage between 50% and 99% using the **Arrow** icons [3]. Between two assessments, the most recent assessment gets 65% weight and the first gets 35%. For each additional assessment, the sum of the previous score calculations decay by an additional 35%.

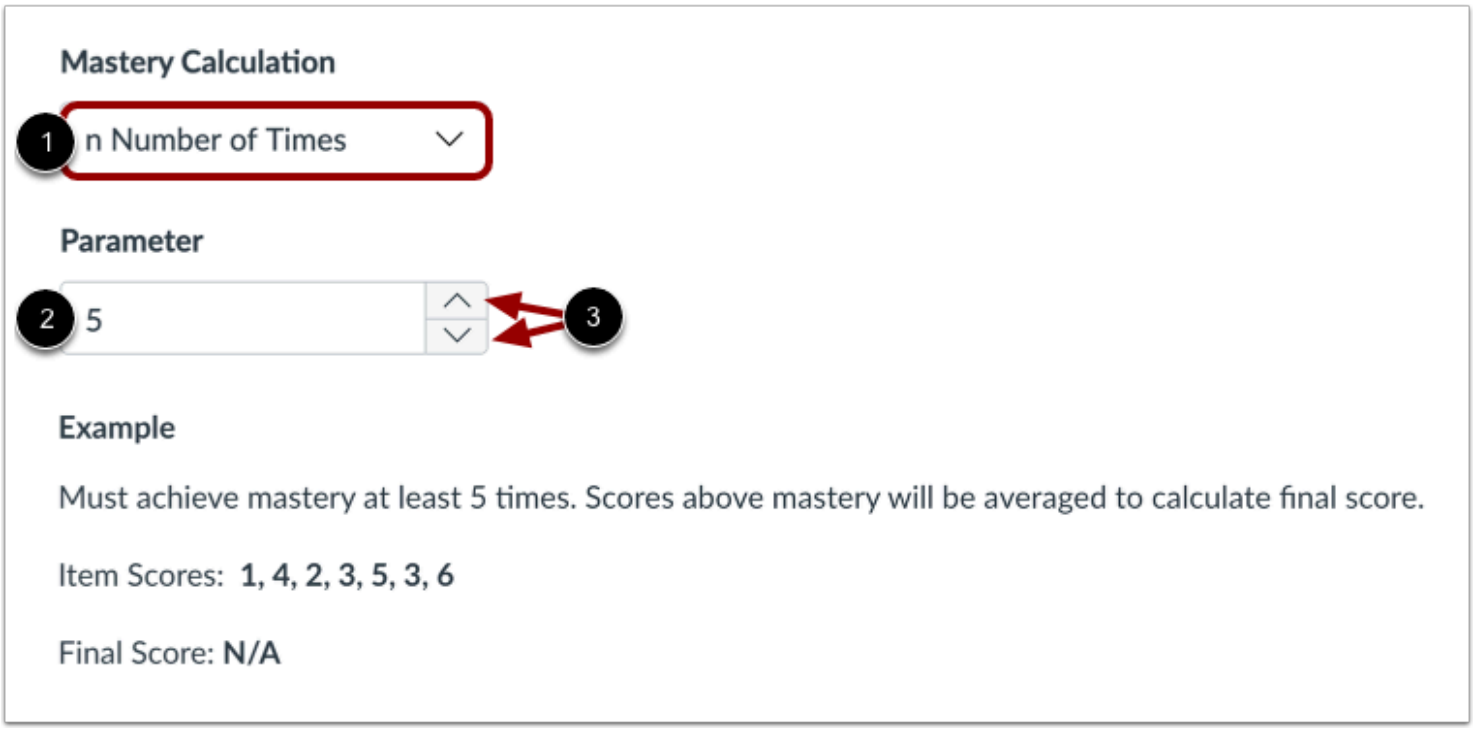
For example, a student has scores of 1, 2, 3, 4 (scores listed chronologically from oldest to most recent):

$(1 \times .35) + (2 \times .65) = X$

(X × .35) + (3 × .65) = Y

(Y × .35) + (4 × .65) = Z (this being the current standard score; 3.48)

Select n Number of Times

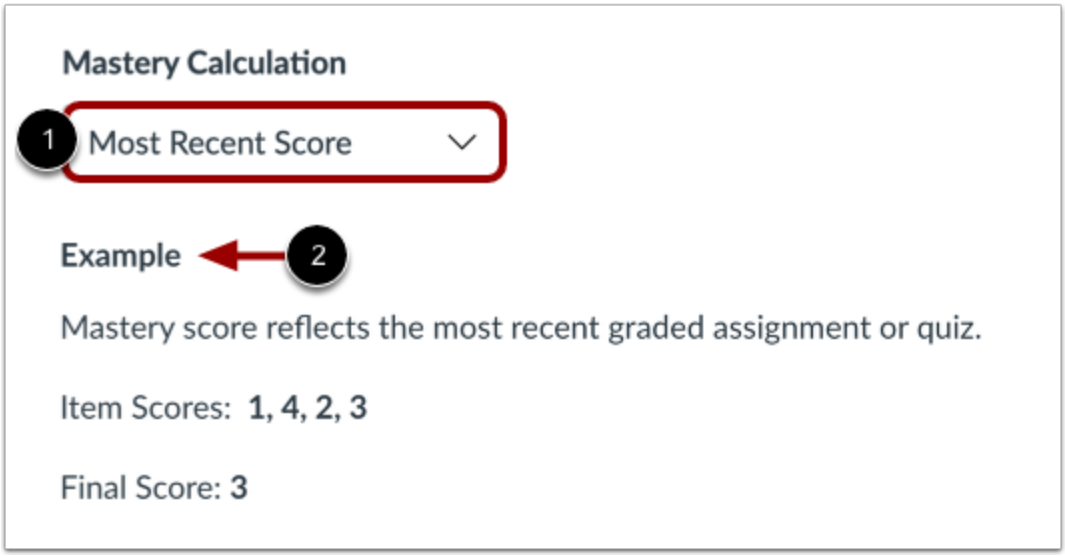


To set a number of times that a student must meet or exceed mastery on a set amount of aligned items, select the **n Number of Times** option [1].

Enter the number of times mastery must be achieved in the **Parameter** field [2]. You can also increase or decrease the parameter by using the **Arrow** icons [3]. The Parameter field accepts numbers between 1 and 5.

Any scores that do not meet mastery are not used in the calculation.

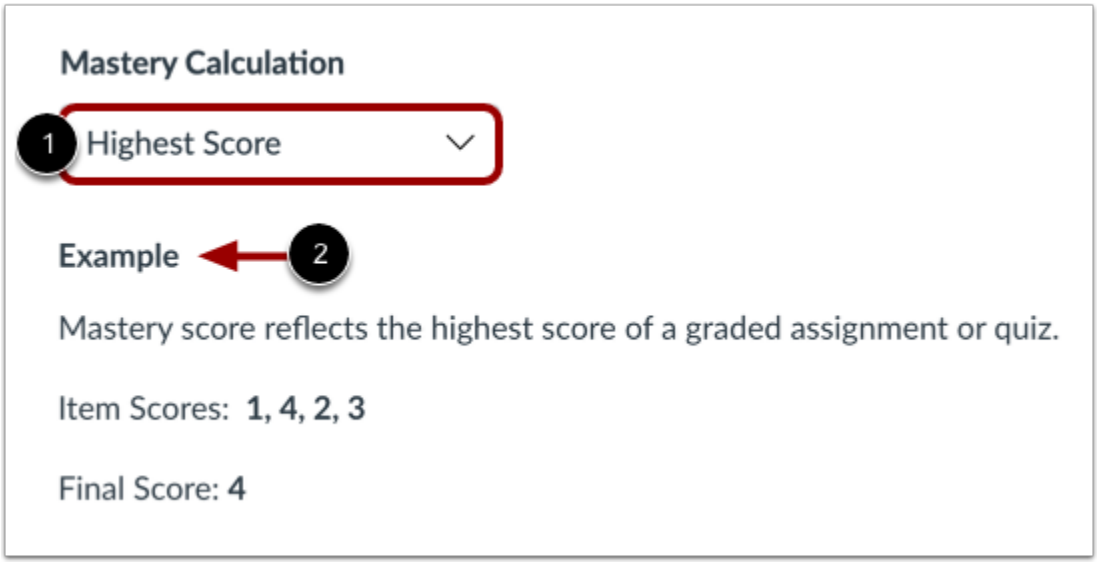
Select Most Recent Score



To select the score for the recently graded item, select the **Most Recent Score** option [1].

You can view an example of the Most Recent Score calculation in the **Example** section [2].

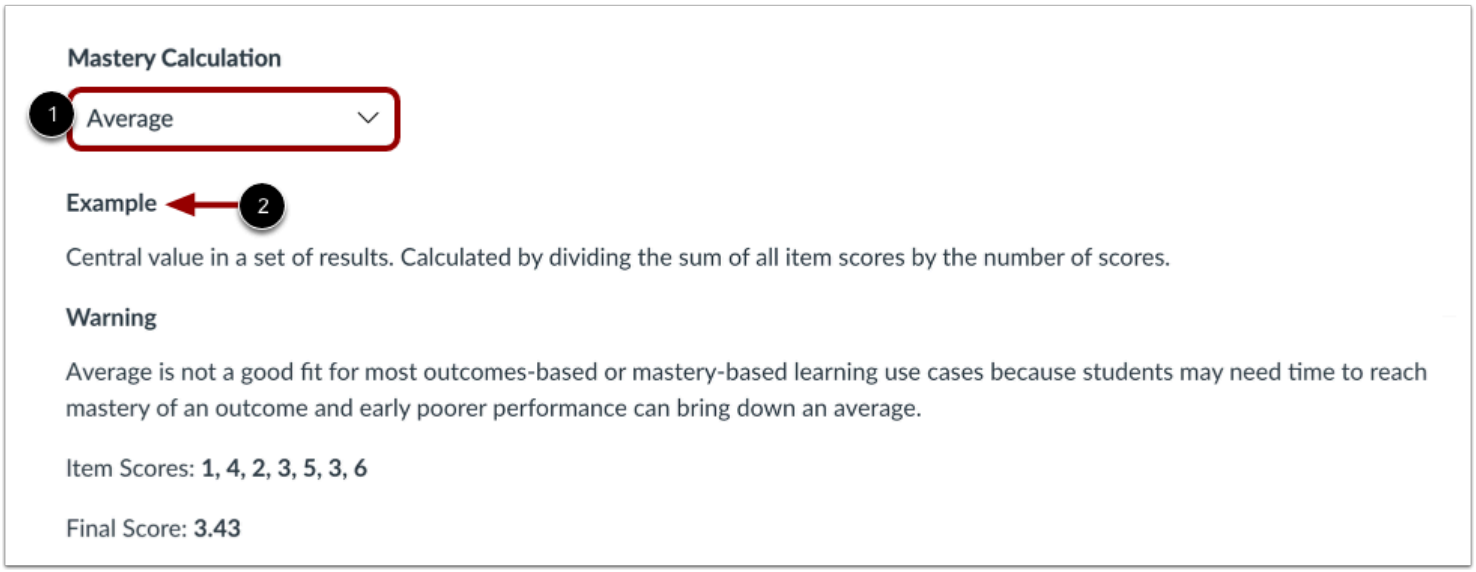
Select Highest Score



To select the highest score from all assessment items, select the **Highest Score** option [1].

You can view an example of the Highest Score calculation in the **Example** section [2].

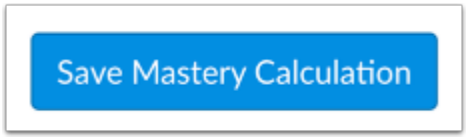
Select Average



To select the average score from all assessment items, select the **Average** option [1].

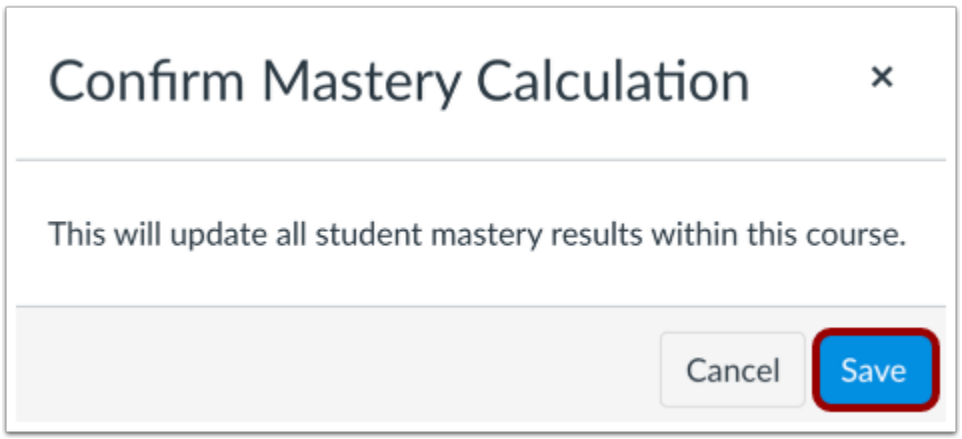
You can view an example of the Average calculation in the **Example** section [2].

Save Calculation Method



To save your calculation method, click the **Save Mastery Calculation** button.

Confirm Calculation Changes



To confirm your changes to the mastery calculation, click the **Save** button.

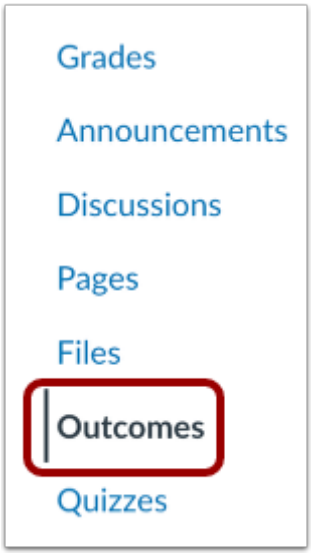
Improved Outcomes Management

How do I use the course Outcomes page in Improved Outcomes Management?

Outcomes are used to track mastery in a course. From the Outcomes page, you can create and manage outcomes, create and manage outcome groups, and import outcomes.

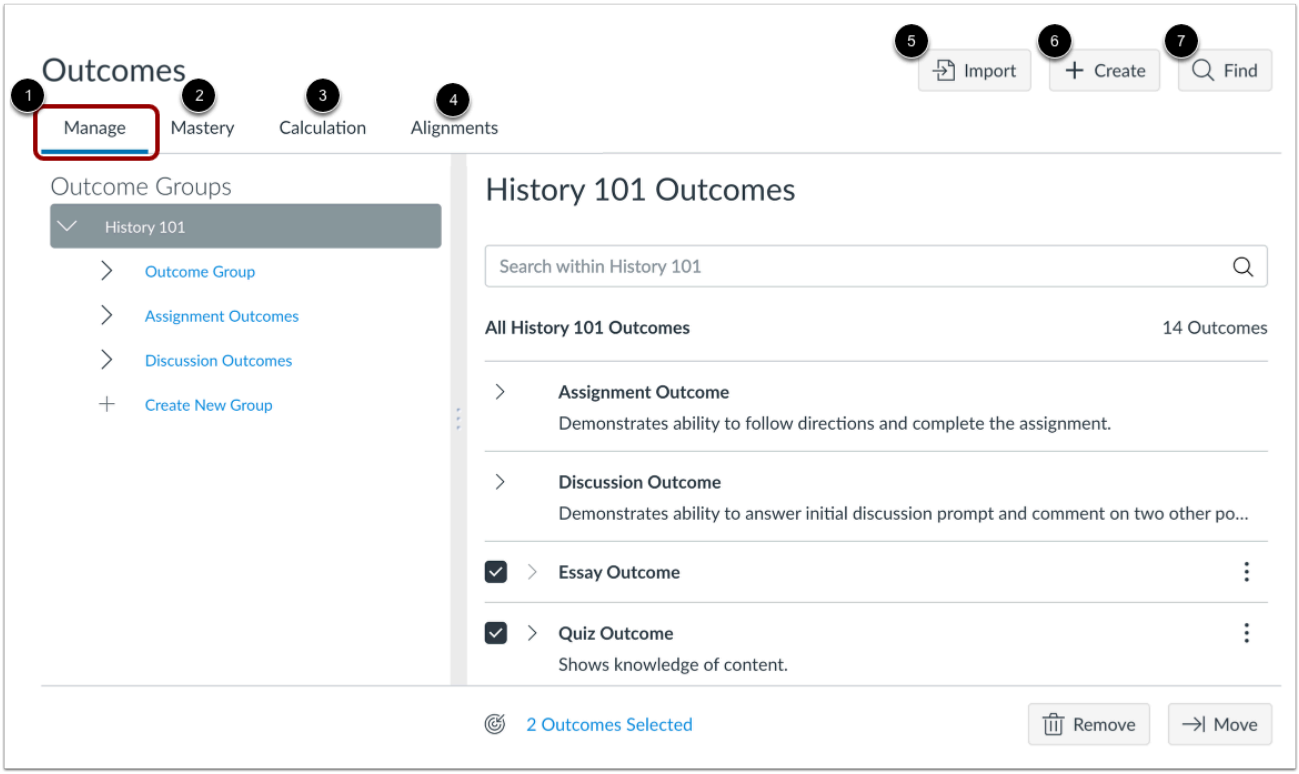
This lesson displays how to use the Outcomes page in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can use the course outcomes page in the classic Outcomes page view.

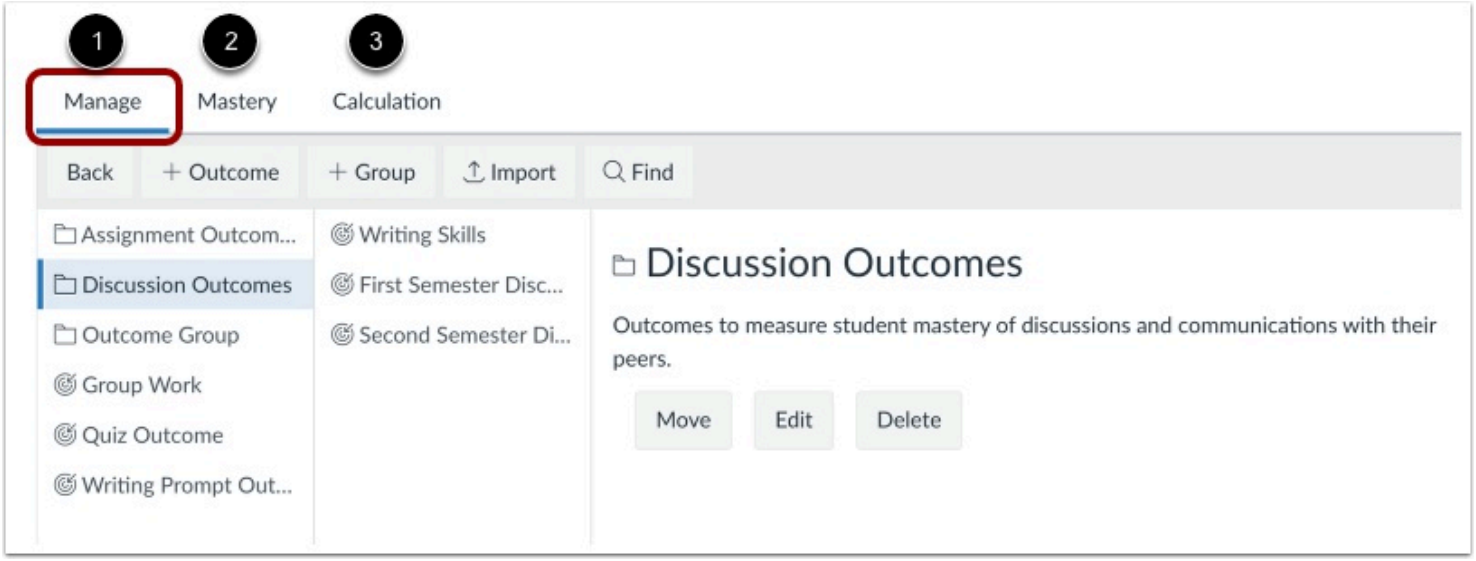
Open Outcomes



In Course Navigation, click the **Outcomes** link.

View Outcomes Page





The Outcomes page opens to the **Manage** tab [1]. From the Manage tab, you can view and manage outcomes and outcome groups.

To view and manage outcome mastery scales in a course, click the **Mastery** tab [2].

To view and manage outcome mastery calculations in a course, click the **Calculation** tab [3].

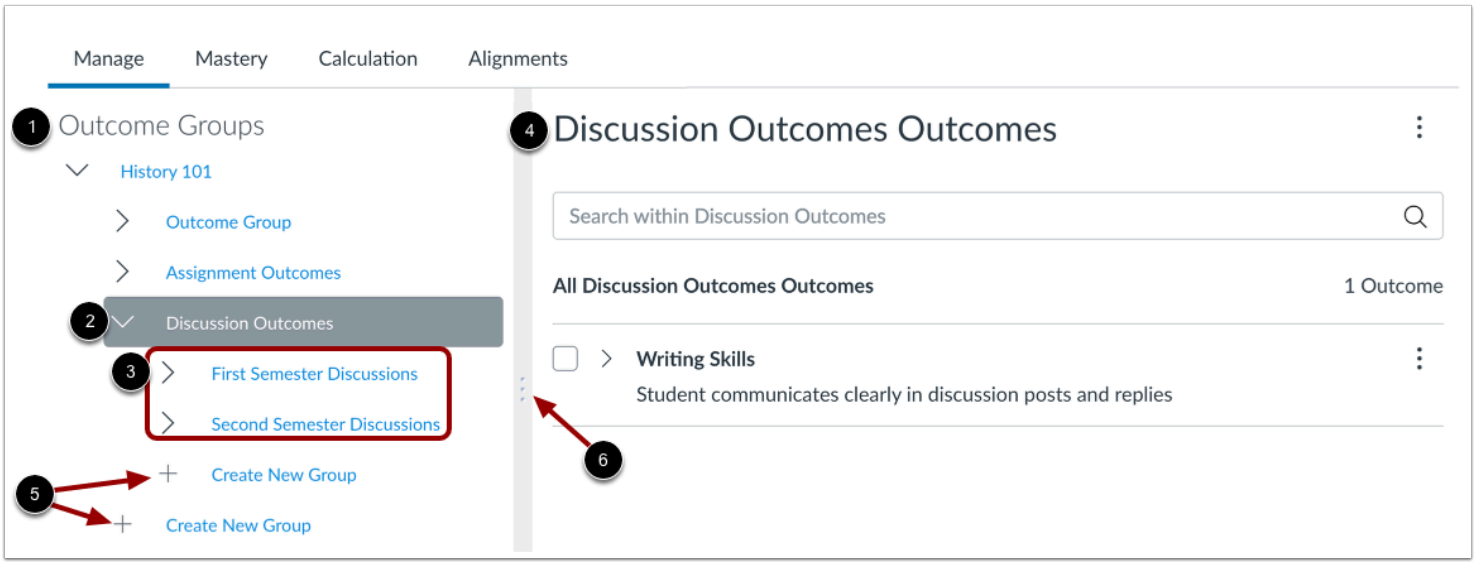
To view aligned items in a course, click the **Alignments** tab [4].

To import outcomes into your course, click the **Import** button [5].

To create a new outcome, click the **Create** button [6].

To find an outcome to add to your course, click the **Find** button [7].

View Outcome Groups



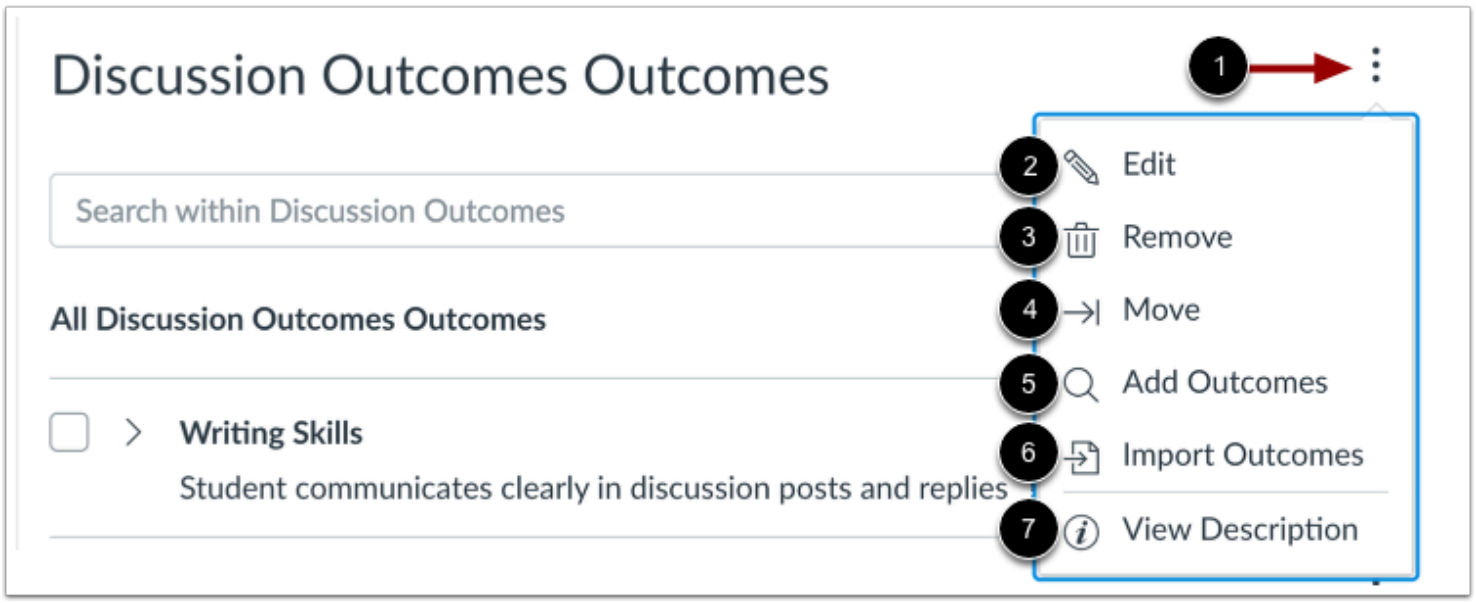
From the **Outcome Groups** window, you can view all the outcome groups in your course[1].

To view an outcome group, click the name of the group [2]. Any outcome groups nested within that group display below the primary group [3]. Outcome group details, including all outcomes that belong to the group, display in the **Outcomes** window [4].

To create a new outcome group, click a **Create New Group** link [5]. Outcome groups can be created at the course level or within another outcome group.

You can adjust the size of the Outcome Groups and Outcomes windows by clicking and dragging the divider bar [6].

View Outcome Group Settings



To view the Settings menu for an outcome group, click the **Settings** icon [1].

To edit an outcome group, click the **Edit** link [2].

To remove an outcome from your course, click the **Remove** link [3].

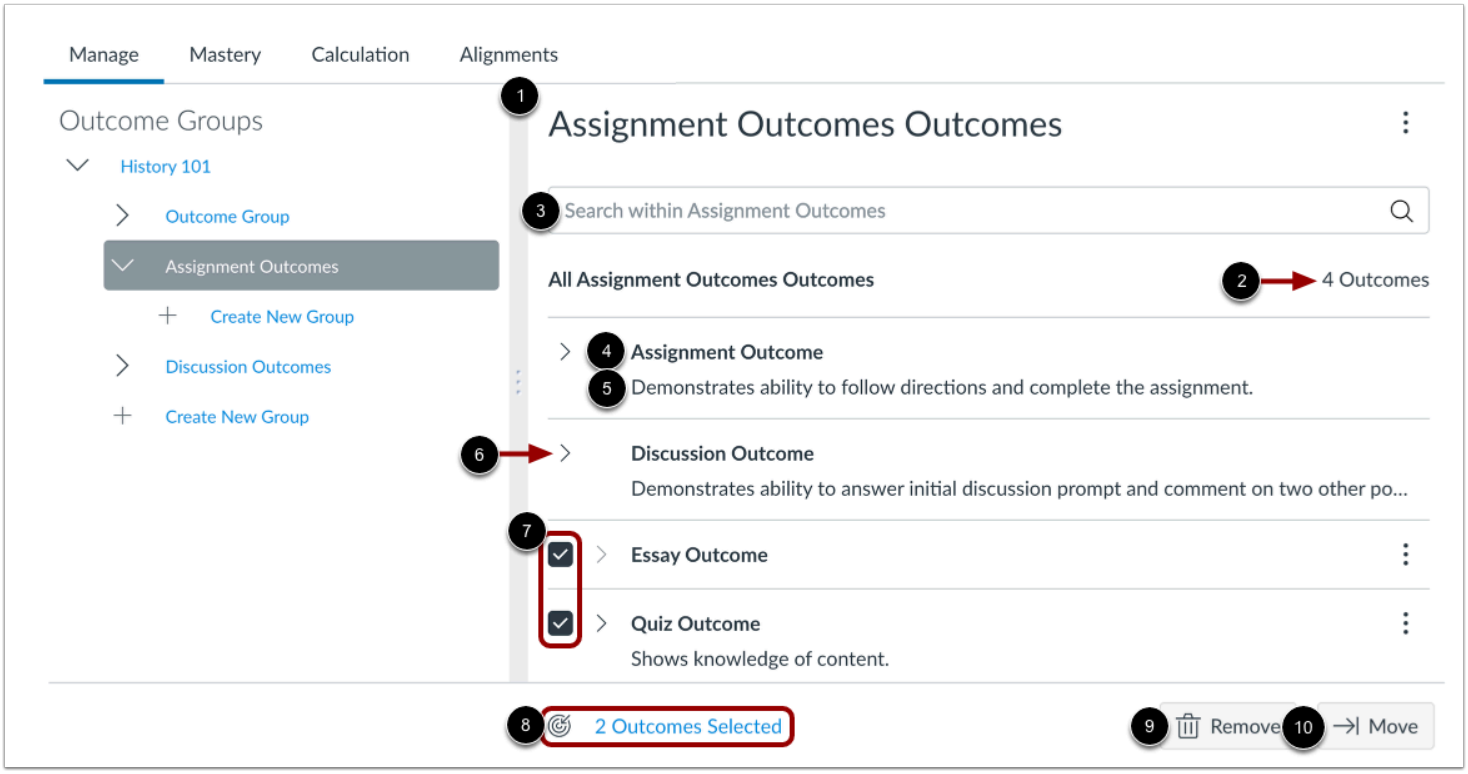
To move an outcome group, click the **Move** link [4].

To add outcomes, click the **Add Outcomes** link [5].

To import outcomes, click the **Import Outcomes** link [6].

To view the description for an outcome group, click the **View Description** link [7].

View Outcomes



When you select an outcome group, all outcomes in that group display in the **Outcomes** window [1]. The window displays the number of outcomes in the group [2].

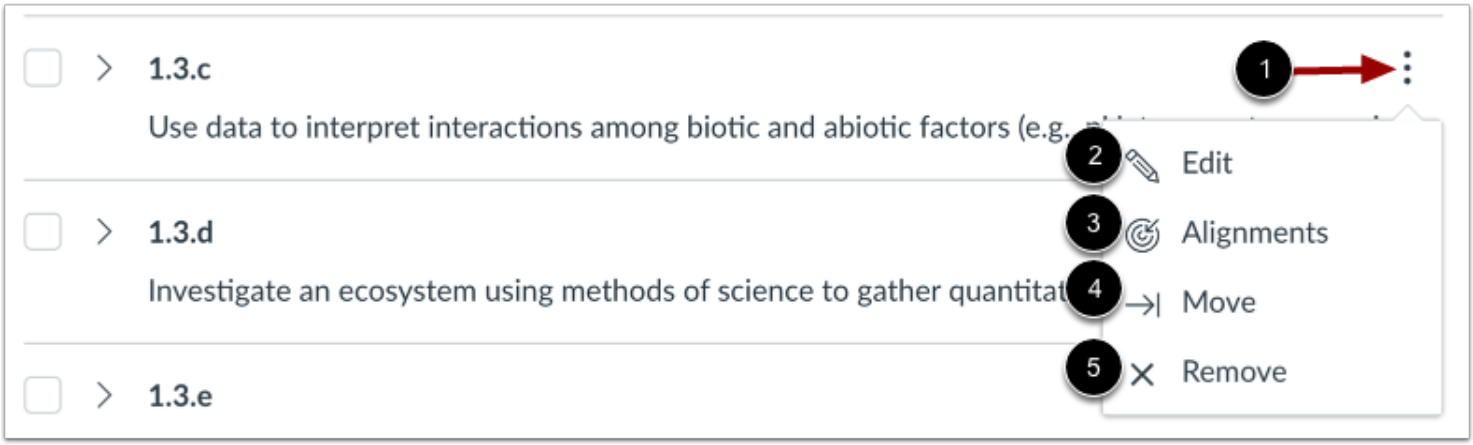
To search for an outcome, enter the outcome name in the **Search** field [3].

Each outcome displays its name [4] and description [5]. To view more description text, click the **Expand** icon [6].

To remove or move multiple outcomes, click the checkboxes for the outcomes [7]. The Outcomes window displays the number of outcomes selected in the **Outcomes Selected** link [8]. To view the names of the outcomes selected, click the Outcomes Selected link.

To remove multiple outcomes from the course, click the **Remove** button [9]. To move multiple outcomes, click the **Move** button [10].

View Outcome Settings



To view the Settings menu for an outcome, click the **Settings** icon [1].

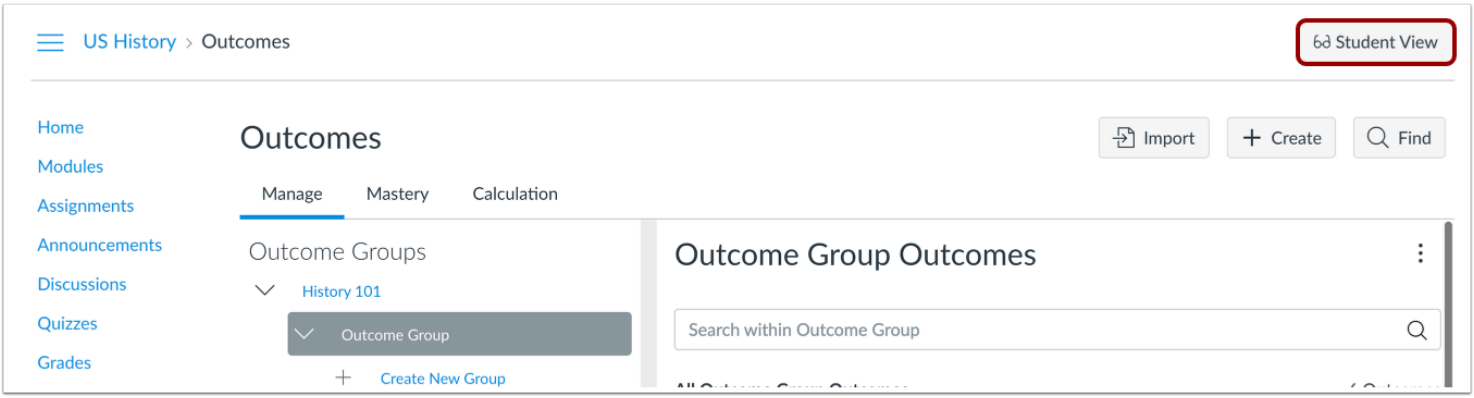
To edit the outcome, click the **Edit** link [2].

To view the assignments aligned to the outcome, click the **Alignments** link [3].

To move the outcome, click the **Move** link [4].

To remove the outcome from the course, click the **Remove** link [5].

View Student View



To view the Outcomes page as a student, click the **Student View** button.

Note: If the course navigation link for the page is disabled and hidden from students, the Student View button does not display.

How do I create a course outcome in Improved Outcomes Management?

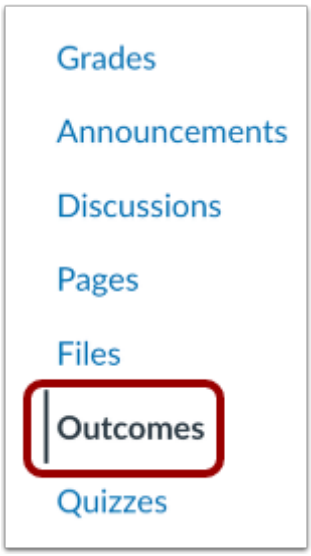
If you cannot find an outcome to use in your course, you can create a new outcome.

Outcomes can be included in assignment rubrics as an easy way to assess mastery of learning objectives. When you create a learning outcome, you should also define a criterion that can be used when building assignment rubrics. Define as many rubric columns as you need, and specify a point threshold that will be used to define mastery of this outcome.

This lesson displays how to create outcomes in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, learn how to create outcomes in the classic Outcomes page view.

In order to use Improved Outcomes Management, your course must also use course-wide mastery scales and calculations. Because of this, you cannot add criterion ratings, mastery levels, and calculation methods for individual outcomes in Improved Outcomes Management.

Open Outcomes



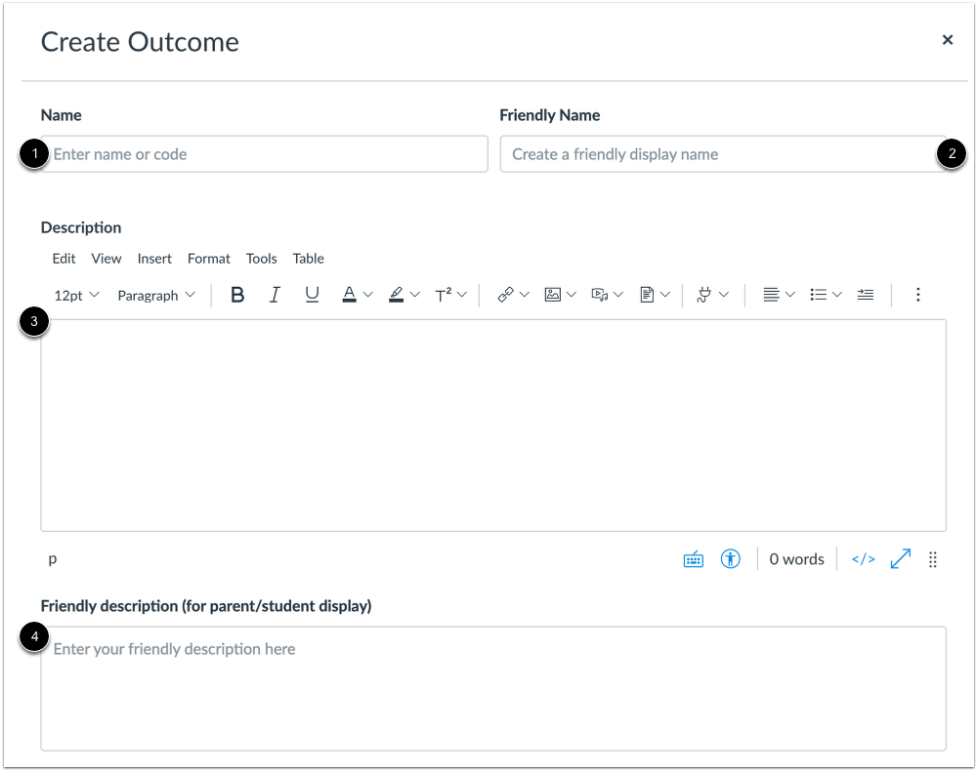
In Course Navigation, click the **Outcomes** link.

Add Outcome



Click the **Create** button.

Create Outcome

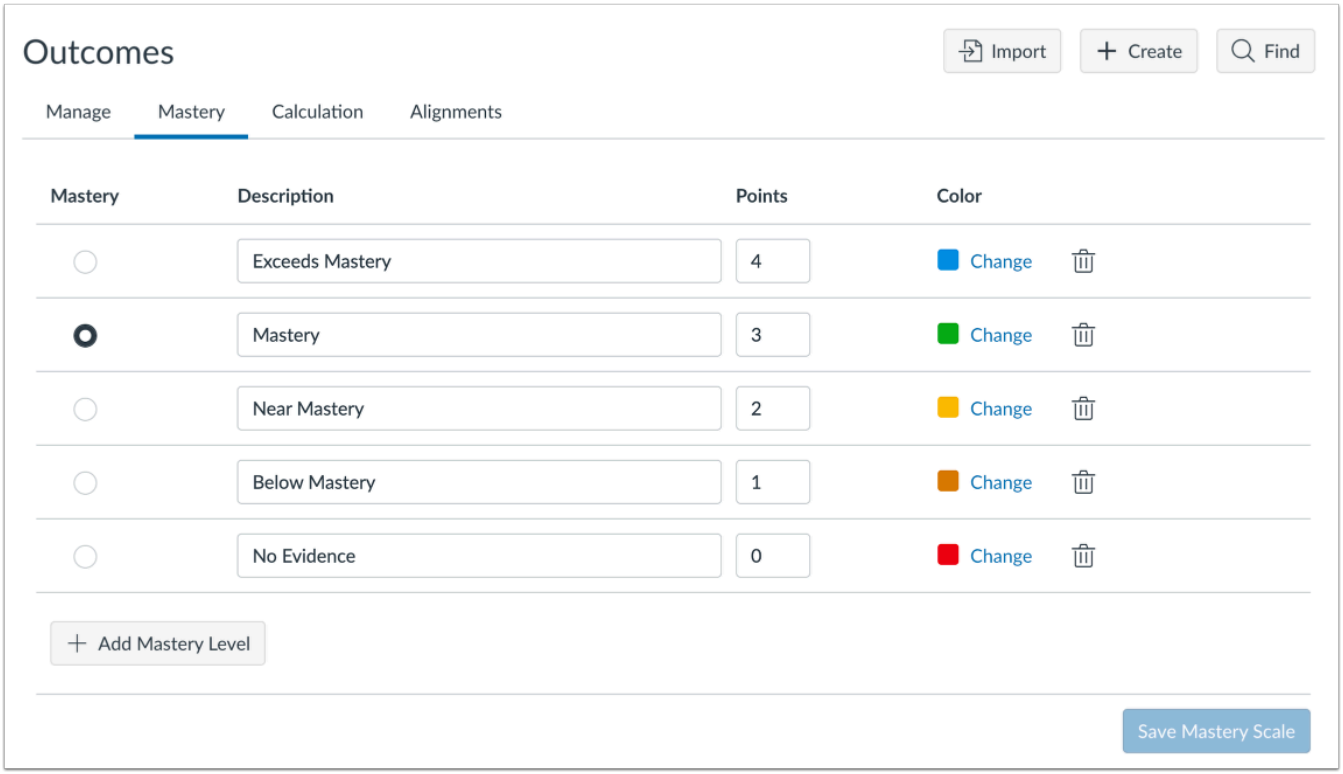


Enter a name for the outcome in the **Name** field [1]. This is the official name of the outcome that will also appear in the Learning Mastery Gradebook.

If you allow students to view Learning Mastery scores on the Grades page, they will see the name of the outcome. However, you may want to create a custom, friendly name. To create a friendly name for student view, enter a name in the **Friendly Name** field [2].

Use the Rich Content Editor to enter a description in the **Description** field [3]. To create a friendly description for parent or student view, enter a description in the **Friendly Description** field [4].

Modify Mastery Scale



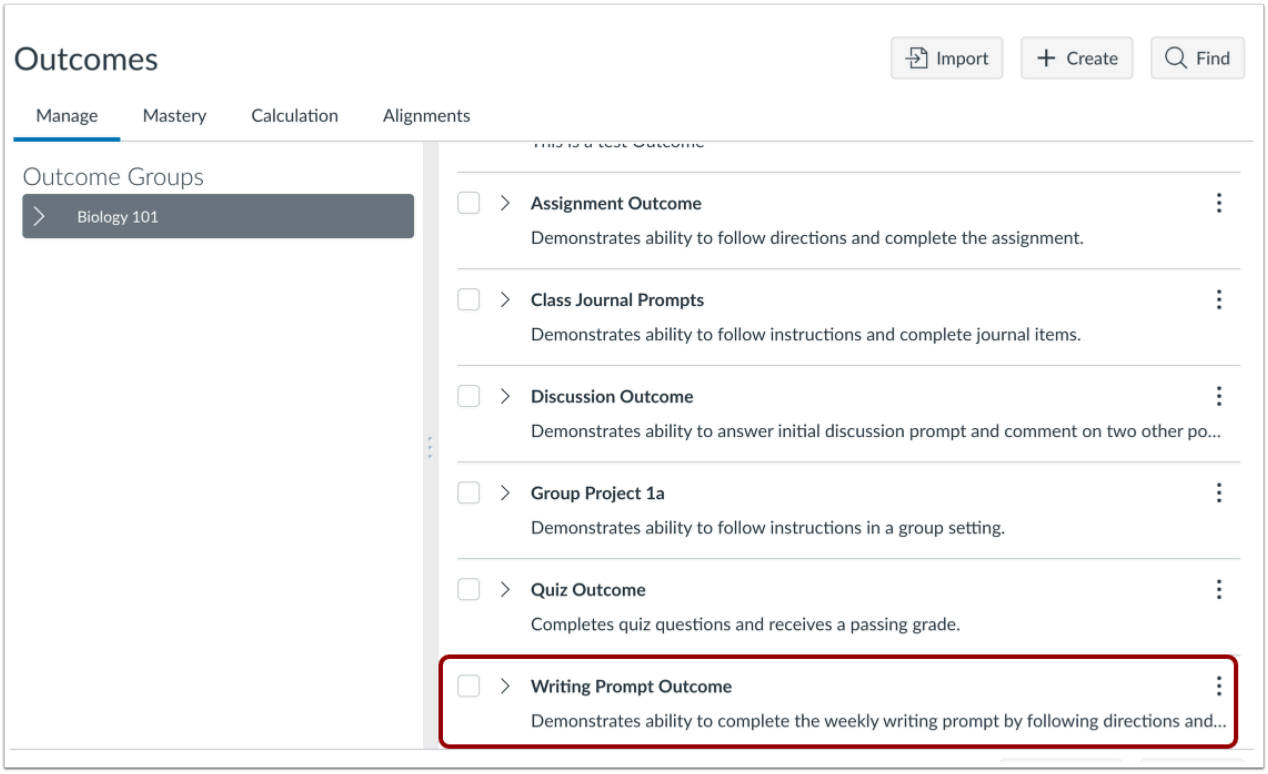
If you have the permission to edit mastery scales, you can make changes to the default mastery scale in the **Mastery** tab.

Modify Mastery Calculation Method



If you have the permission to edit outcome proficiency calculations, you can make changes to calculation methods in the **Calculation** tab.

View Outcome



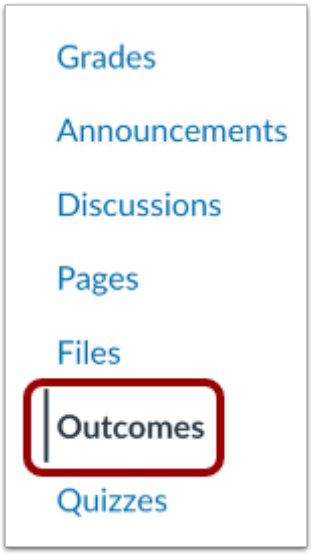
View the created outcome.

How do I create a course outcome group in Improved Outcomes Management?

Grouping outcomes in a course allows for organization of multiple related outcomes.

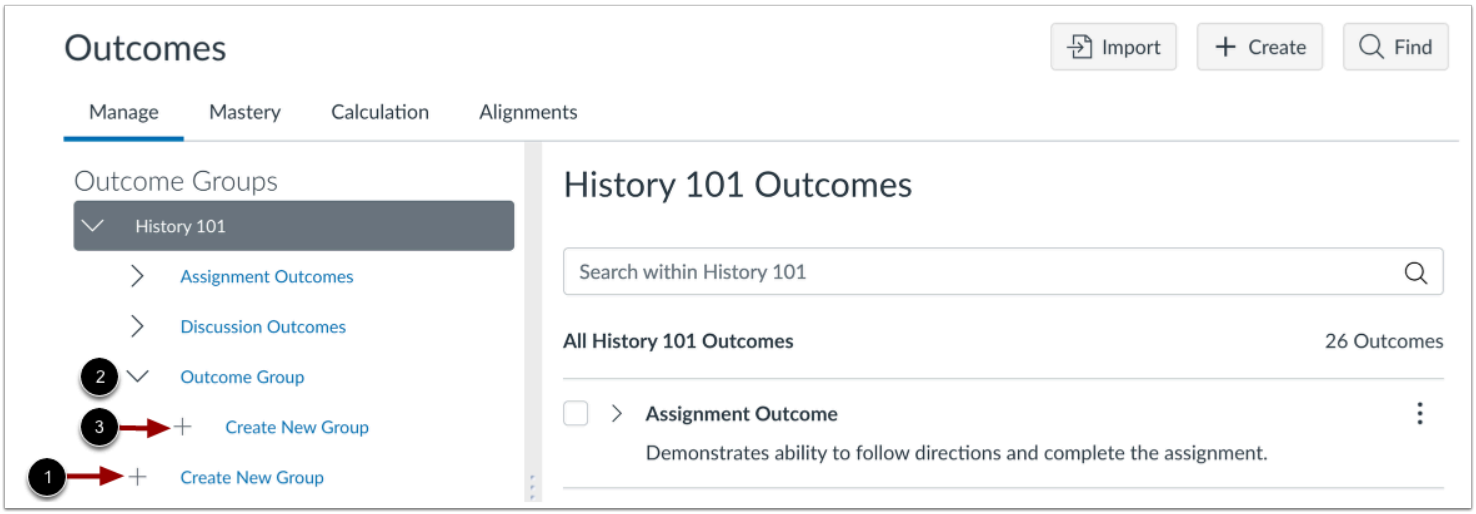
This lesson displays how to create outcome groups in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can create outcome groups in the classic Outcomes page view.

Open Outcomes



In Course Navigation, click the **Outcomes** link.

Add Outcome Group

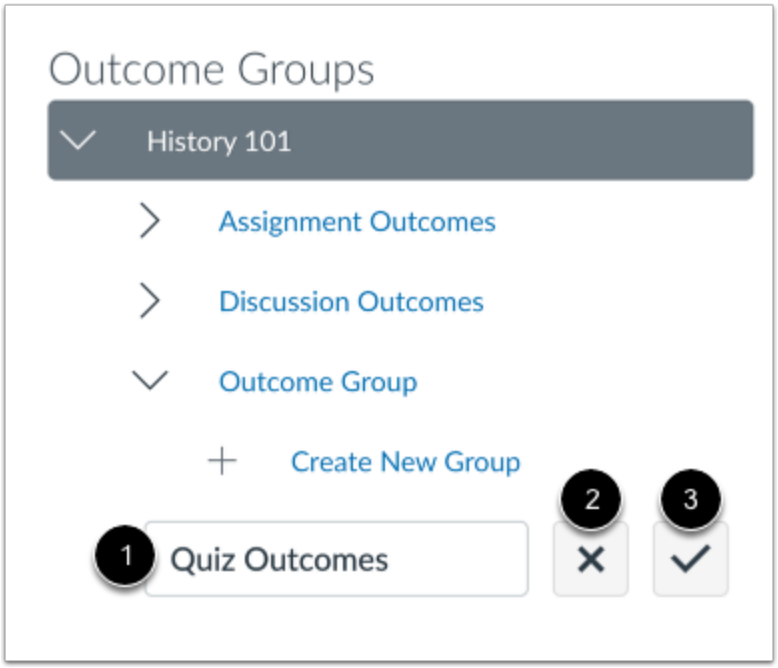


You can create a standalone outcome group in your course or create a group nested within another group.

To create a new outcome group, click the **Create New Group** link [1].

To create an outcome group within another outcome group, click the **Expand** icon for the group [2] and click the **Create New Group** link within the group [3].

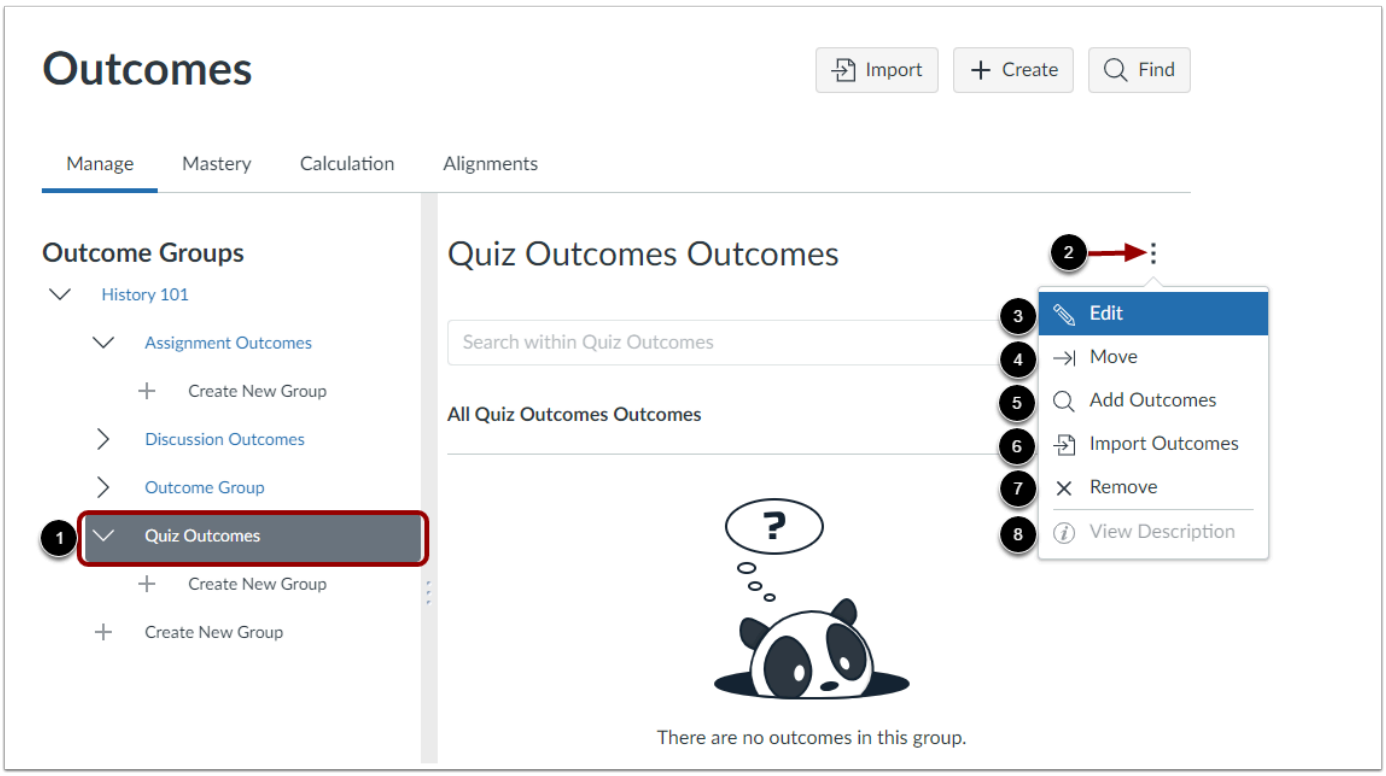
Enter Group Name



Enter the group name in the **Name** field [1].

To cancel, click the **Cancel** button [2]. To save the outcome group, click the **Confirm** button [3].

View Outcome Group



To view the new outcome group, click the name of the group in the Outcome Groups list [1].

To view the Settings menu for the group, click the **Settings** icon [2].

To edit the outcome group, click the **Edit** link [3].

To move the outcome group, click the **Move** link [4].

To add outcomes, click the **Add Outcomes** link [5].

To import outcomes, click the **Import Outcomes** link [6].

To remove the outcome group from the course, click the **Remove** link [7].

To view the outcome group description, click the **View Description** link [8].

How do I import outcomes into a course in Improved Outcomes Management?

You can bulk import outcomes for your course using a CSV file. A bulk import allows you to add new outcomes to your course or update the details of multiple outcomes at one time.

The CSV file must be formatted correctly according to the Outcomes Import Format Documentation. Download a sample outcomes.csv file with one outcome group and six outcomes.

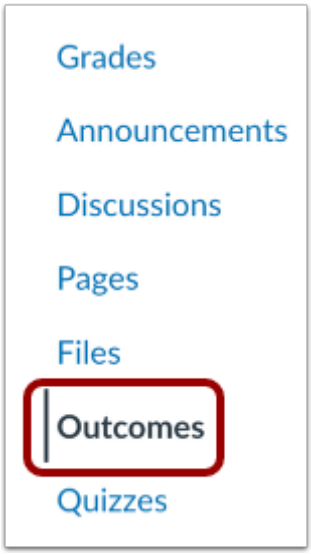
After your CSV file has been processed, you will receive an email notification confirming a successful import or displaying errors with your file. If there were errors, the email contains details about the first 100 errors including the row of the error and a short description.

This lesson displays how to import outcomes in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can import outcomes in the classic Outcomes page view.

Notes:

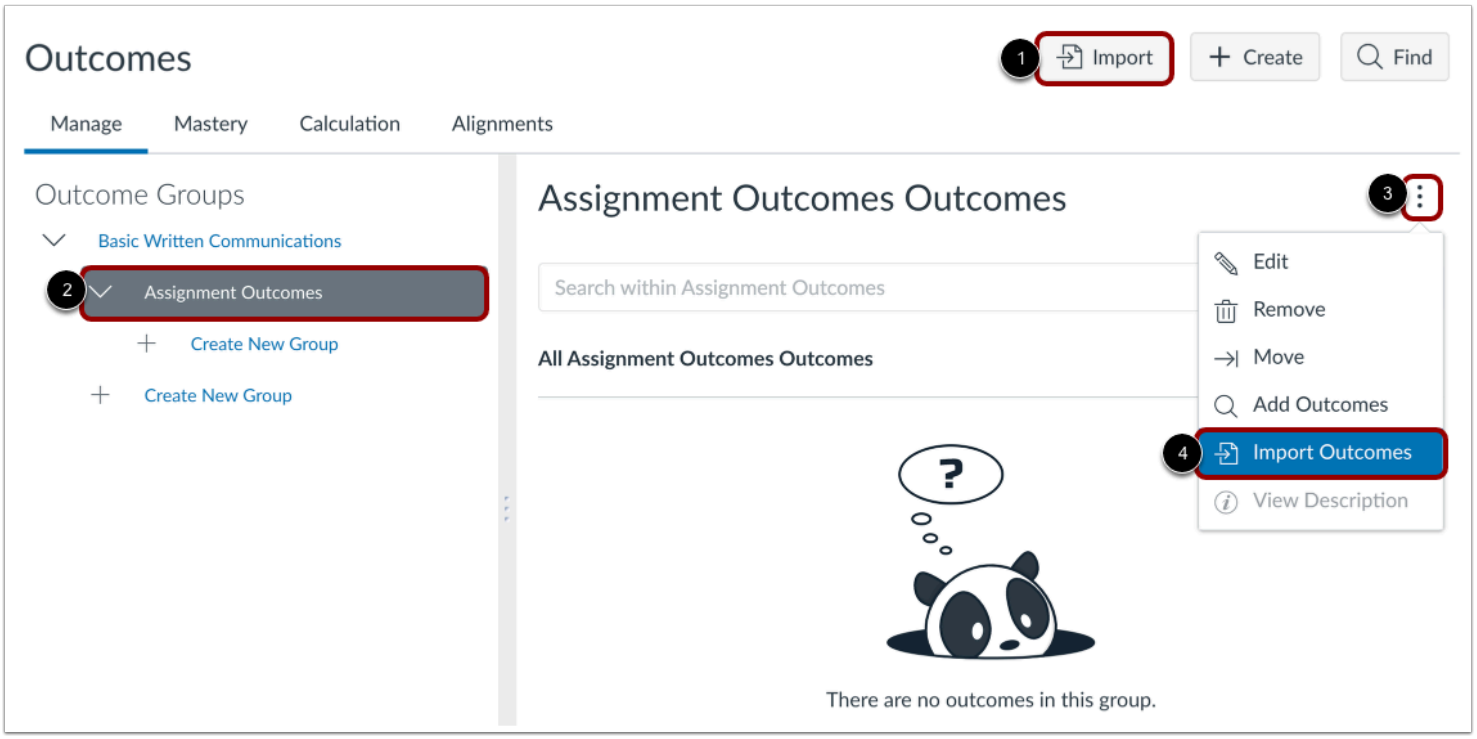
- Outcomes import supports CSV or JSON files.
- Importing outcomes is a course permission. If you do not have permission to import outcomes, your institution has restricted this feature.
- In new outcomes, the vendor_guid field must not contain a colon.

Open Outcomes



In Course Navigation, click the **Outcomes** link.

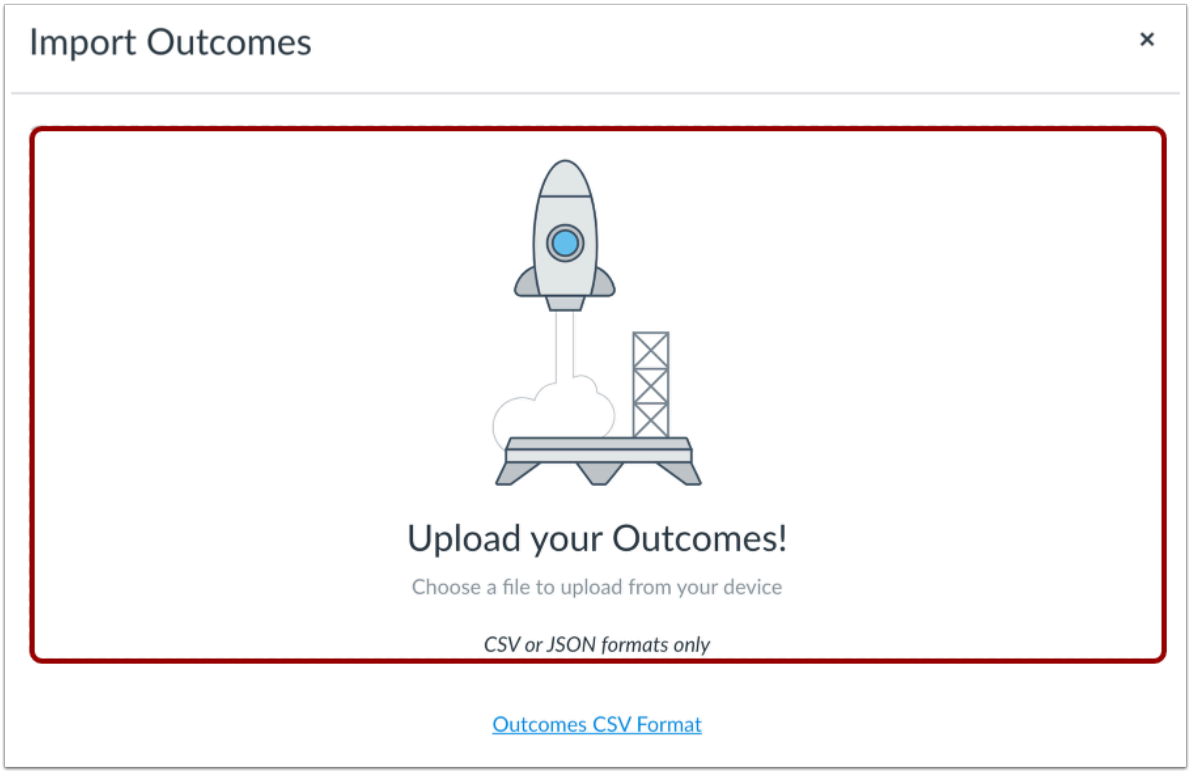
Import Outcomes



To import an Outcome at the root level course outcome group, click the **Import** button [1].

To import an Outcome in a specific outcomes group, select an outcome group [2]. In the outcome group, click the **Options** icon [3], then select the **Import Outcomes** option [4].

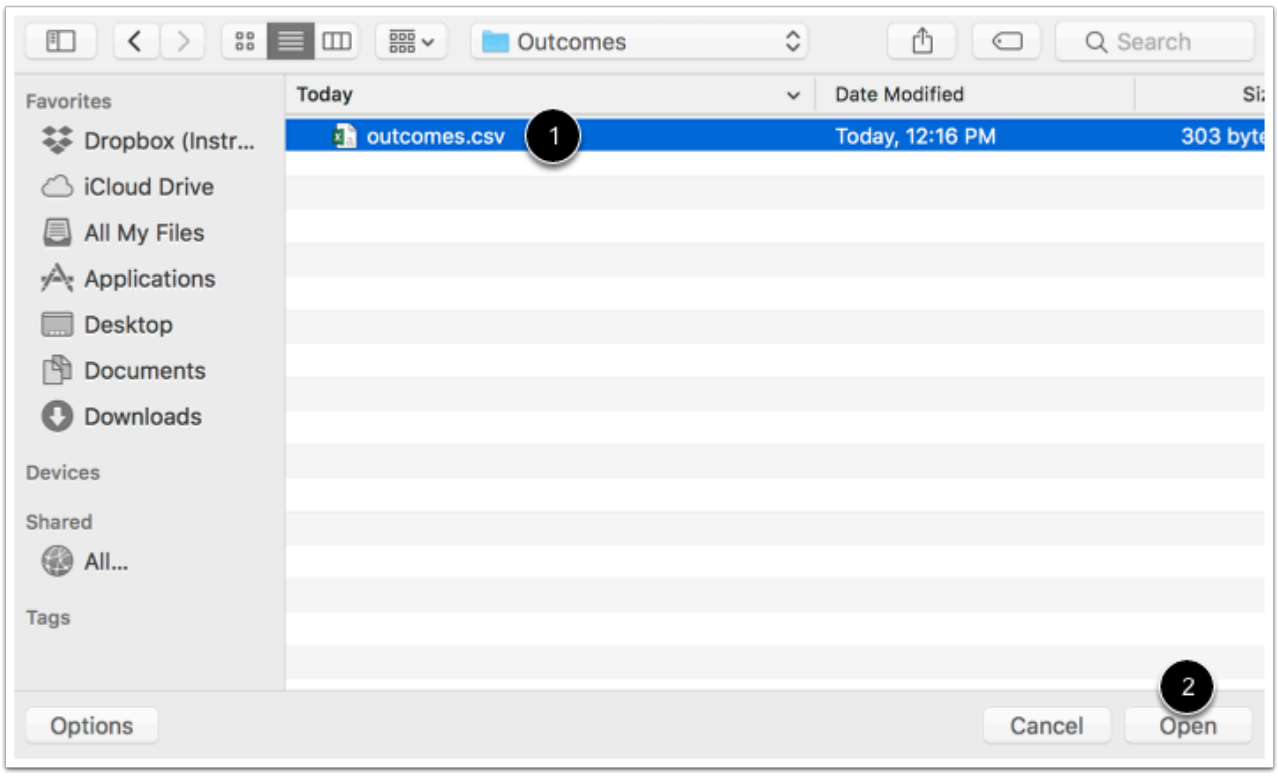
Upload File



Drag and drop your CSV file to the upload area, or click in the upload area to choose a file from your computer.

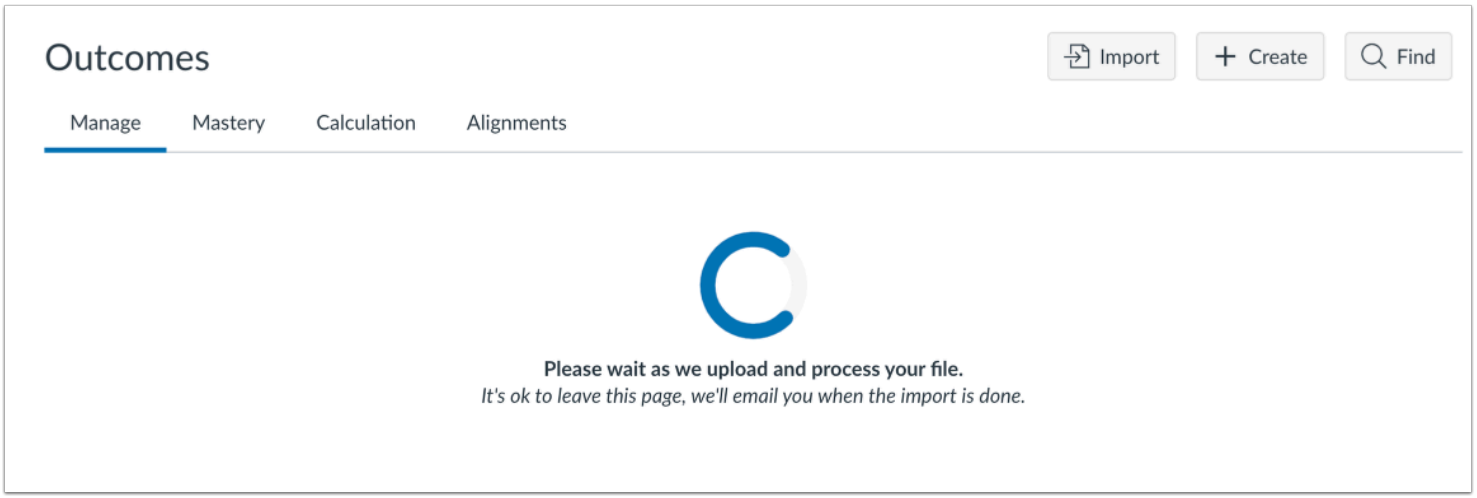
Note: Outcomes import supports CSV or JSON files.

Open File



Locate the CSV file [1] and then click the **Open** button [2].

View Import Status



Canvas displays a loading page while the file uploads. Large CSV files may take time to import.

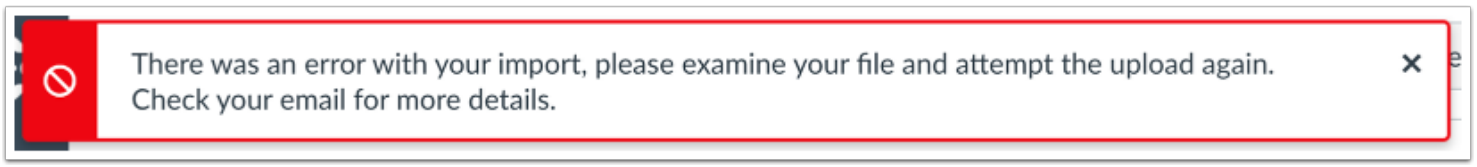
Note: You can leave the Outcomes page at any time without disrupting the import process.

View Import Success



When the file has been successfully imported, Canvas displays a confirmation message. You will also receive an email that the import was successful.

View Import Errors and Warnings



If the import was not successful or if the import altered existing outcomes, Canvas displays an error message.

The error message displays for outcome import errors and for outcome import warnings.

You will receive an email with details about the first 100 errors and warnings. Each error or warning includes the CSV row number and a description of the error or warning.

Import errors stop the import process entirely and need to be fixed before outcomes can be imported successfully. The following types of errors may occur in CSV files:

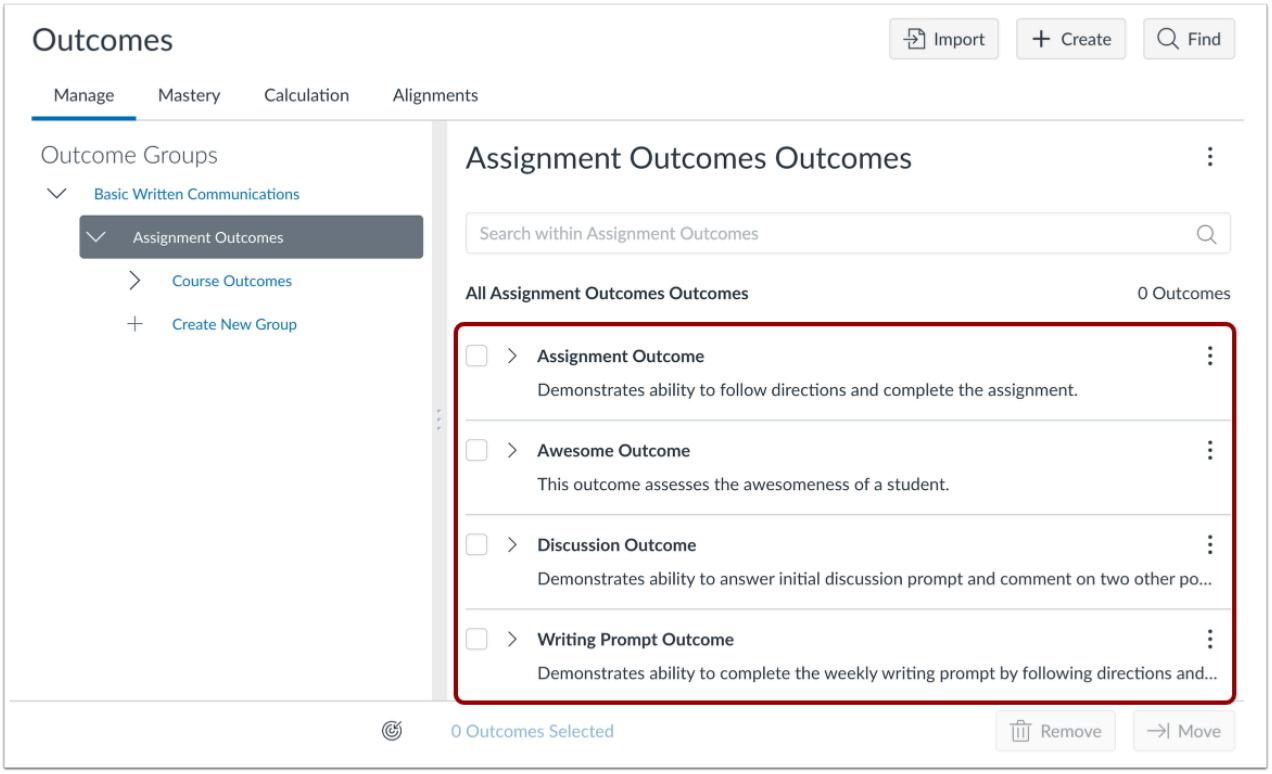
- Import file contains no data
- Invalid headers are present
- Invalid UTF-8 string
- Required fields are missing
- Required headings are missing
- Other headings are placed after the ratings header

When an import warning occurs, Canvas skips the affected row and the import moves on. The following types of warnings may occur in CSV files:

- Calculation validation method not specified
- Group receives invalid fields
- Object type is incorrect
- Outcome edits are not within the same context
- Parent groups are invalid
- Parent group refers to missing outcomes
- Rating tiers have invalid point values
- Rating tiers have missing points
- Rating tiers have points in wrong order
- Workflow state is invalid

Correct the errors in the CSV file according to the Outcomes Import Format Documentation and re-import the file.

View Outcomes



View the outcomes imported into your course.

How do I edit or remove a course outcome in Improved Outcomes Management?

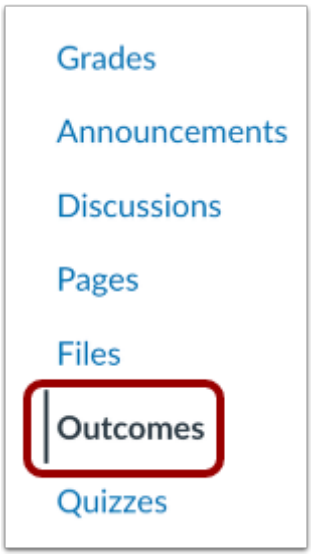
You can edit outcomes you have created in your course. You can also remove outcomes from your course.

This lesson displays how to edit or remove outcomes in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can edit or remove outcomes in the classic Outcomes page view.

Notes:

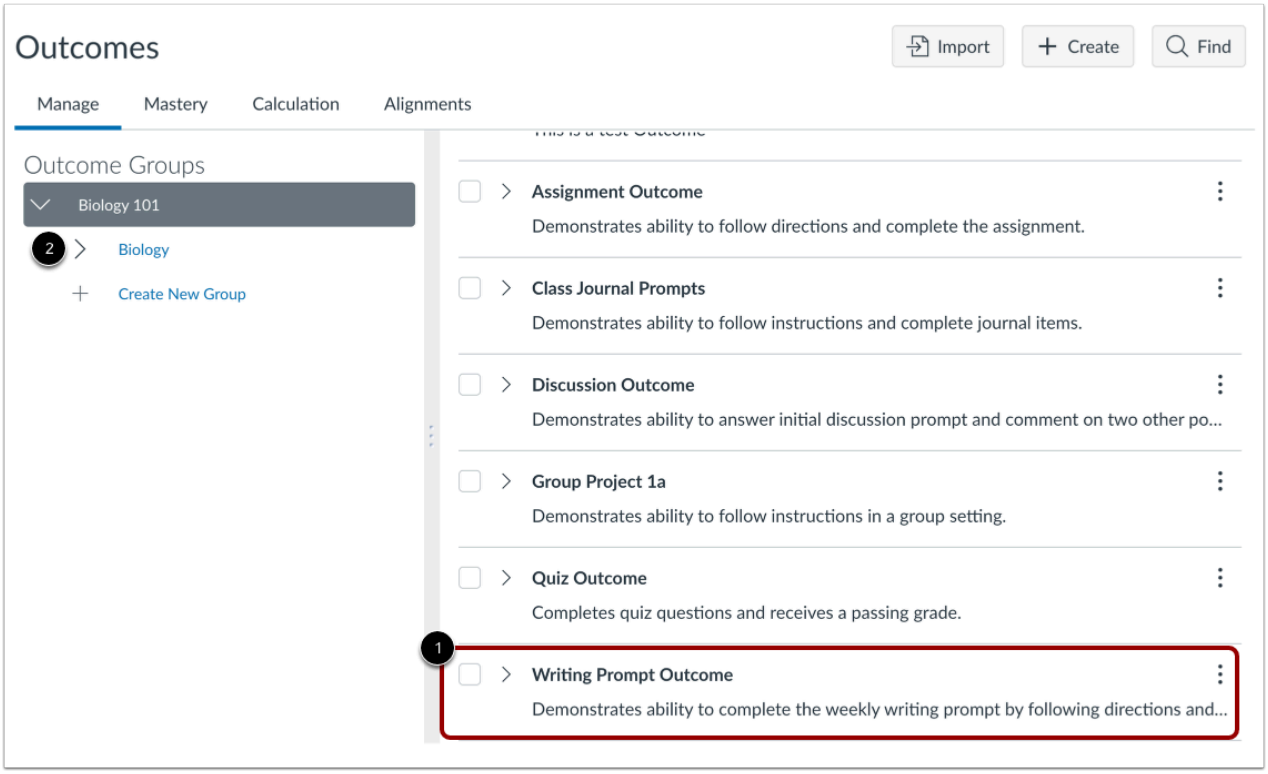
- If an outcome does not include an Edit or Delete link, it is an account level outcome or an imported outcome that cannot be edited or deleted.
- Outcomes that have been aligned with an assignment or question bank cannot be deleted unless they are removed from the assignment or question bank. Outcomes that have been used to assess a student cannot be deleted.

Open Outcomes



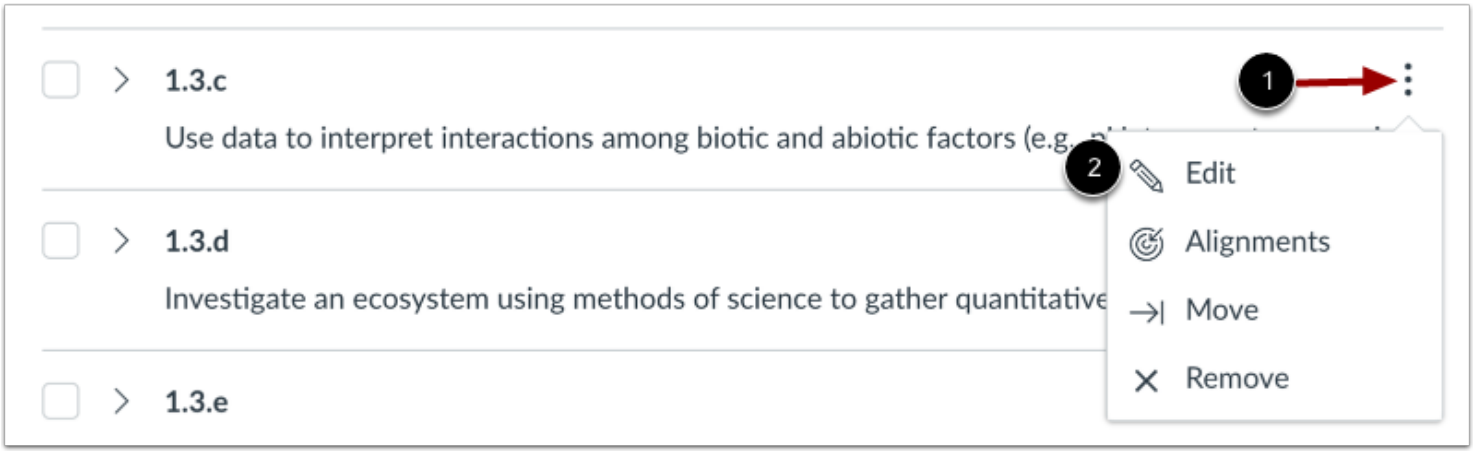
In Course Navigation, click the **Outcomes** link.

Select Outcome



Locate the outcome you want to modify [1]. To view your outcome, click the outcome group [2].

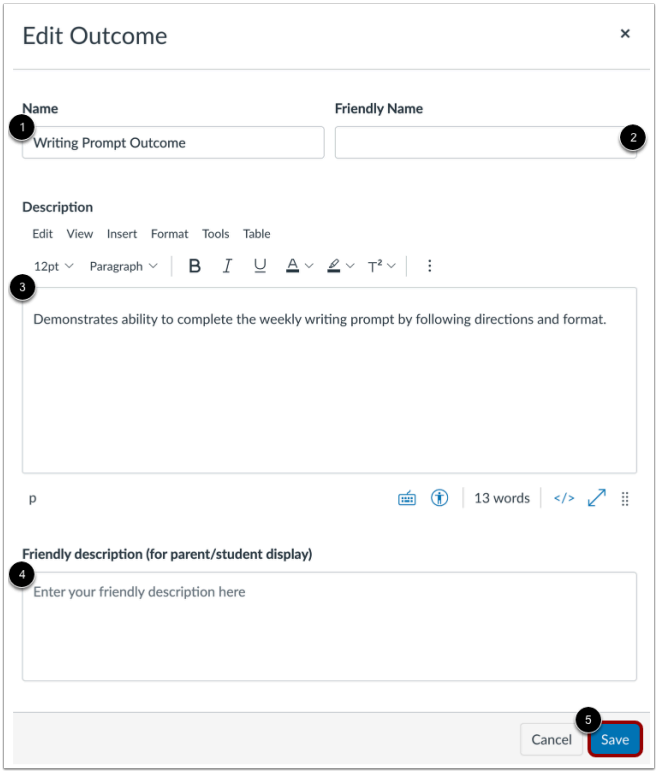
Modify Outcome



To edit an outcome, click the **Options** icon [1]. Then click the **Edit** link [2].

Note: If you cannot use the Edit link for an outcome, it may be an account level outcome or an imported outcome.

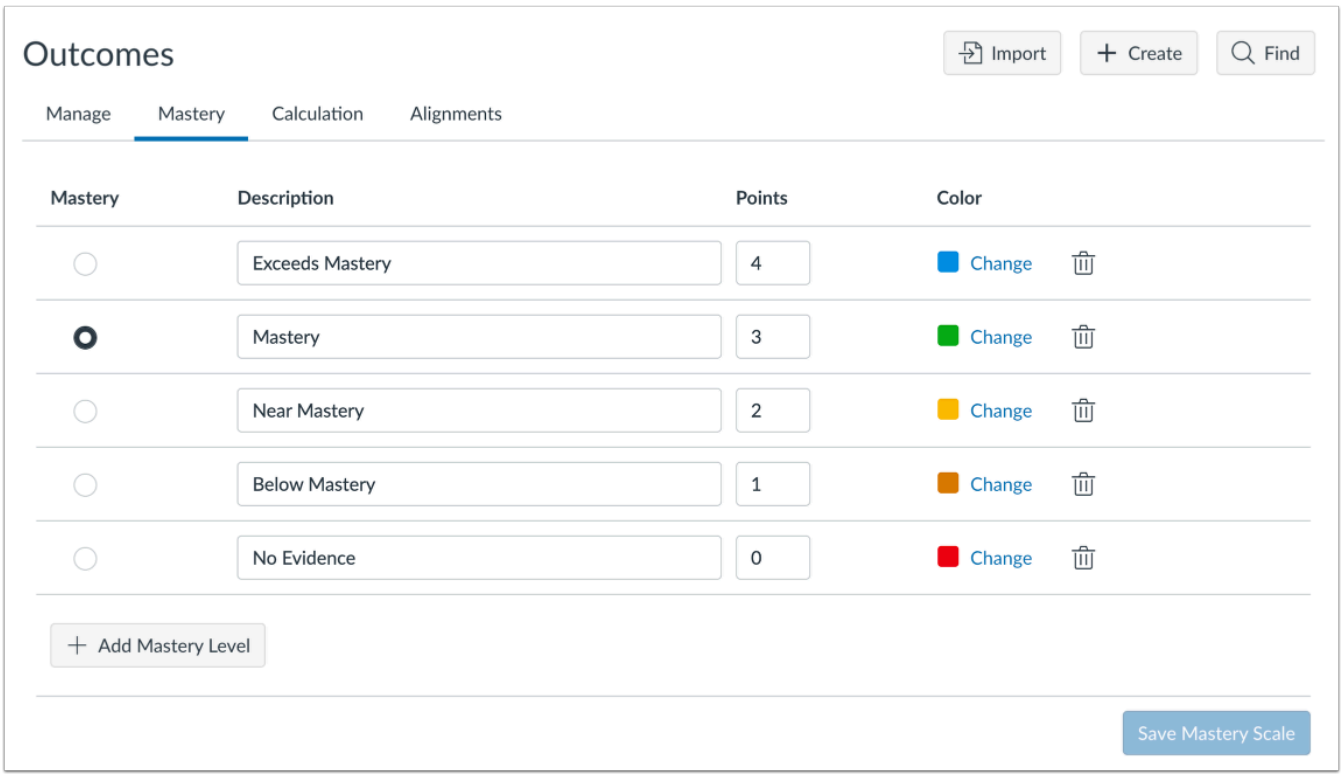
Edit Outcome



You can edit the outcome's name [1], friendly name [2], description [3], and friendly description [4].

Click the **Save** button [5].

Modify Mastery Scale



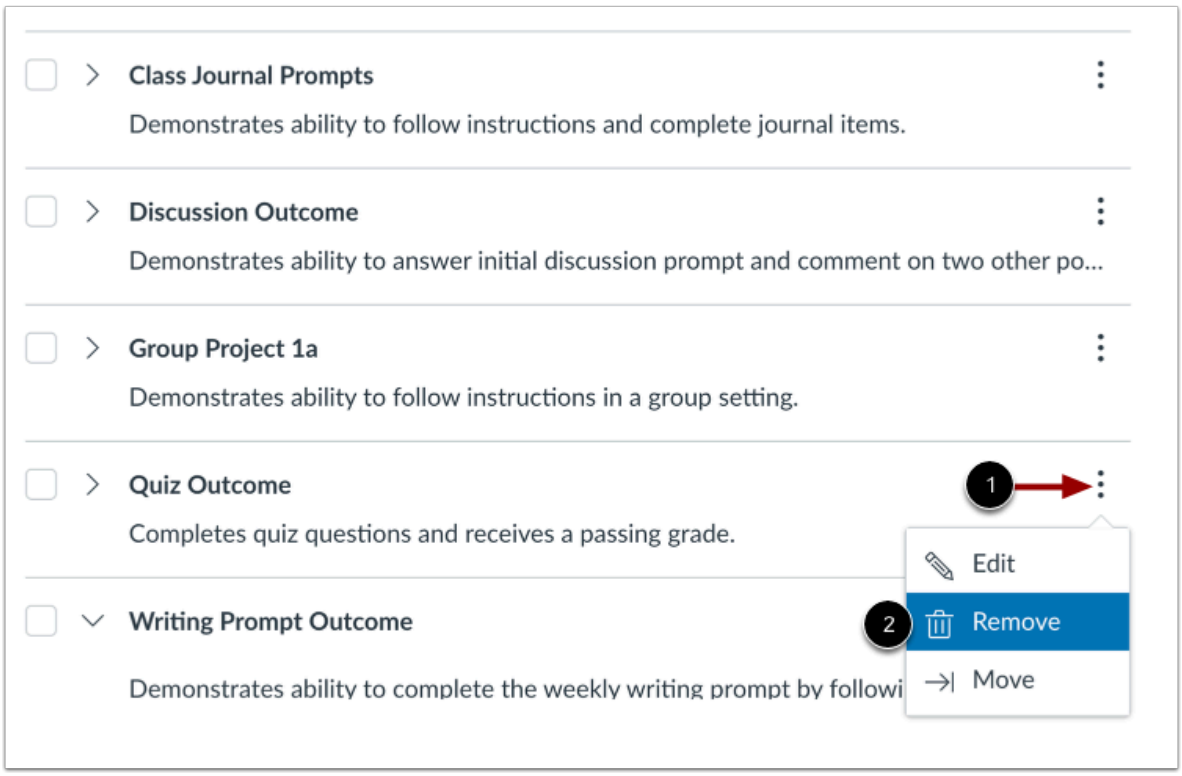
If you have the permission to edit mastery scales, you can make changes to the default mastery scale in the **Mastery** tab.

Modify Mastery Calculation Method



If you have the permission to edit outcome proficiency calculations, you can make changes to calculation methods in the **Calculation** tab.

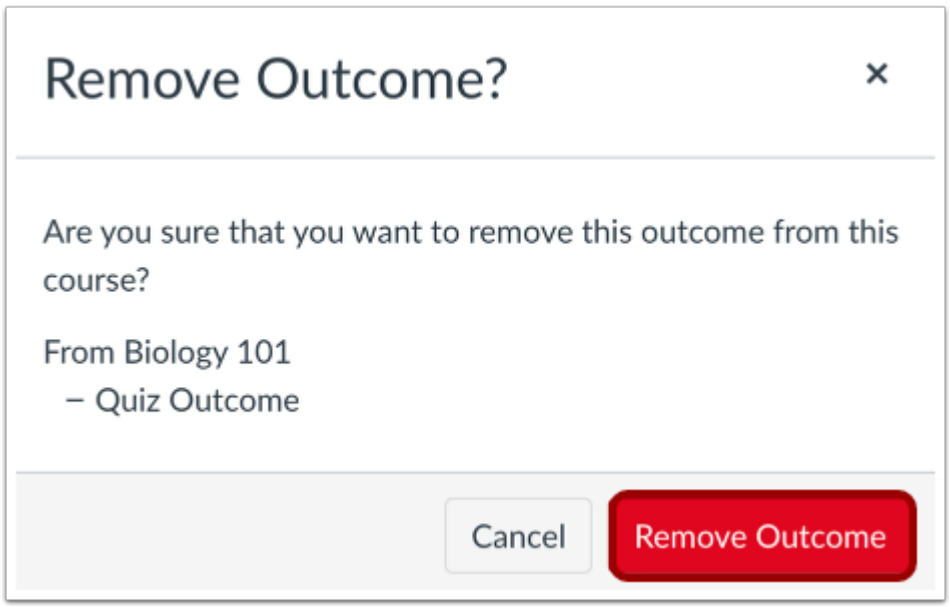
Remove Outcome



To remove an outcome from your course, click the **Options** icon [1] and click the **Remove** link [2].

Note: If you cannot use the Remove link for an outcome, it may be an account level outcome, an imported outcome, or an outcome aligned with an assignment or question bank.

Confirm Removal



To confirm you want to remove the outcome, click the **Remove Outcome** button.

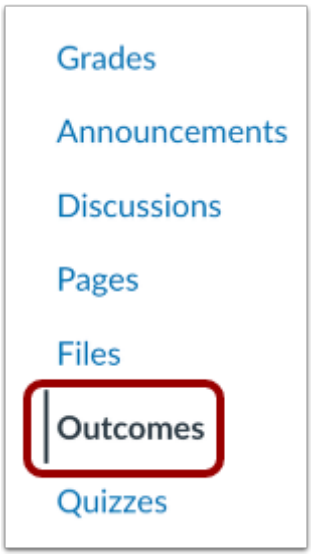
How do I edit or remove a course outcome group in Improved Outcomes Management?

If you created an outcome group in your course that you need to edit or remove, you can do so as long as the outcomes in the group have not yet been used to assess a student. Once an outcome in the group has been aligned with an item or artifact and used for scoring, you cannot modify the outcome group. However, you can still modify the details of the outcome group.

You can delete an outcome group as long as it does not contain any outcomes that cannot be modified.

This lesson displays how to edit or remove outcome groups in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can edit or remove outcome groups in the classic Outcomes page view.

Open Outcomes



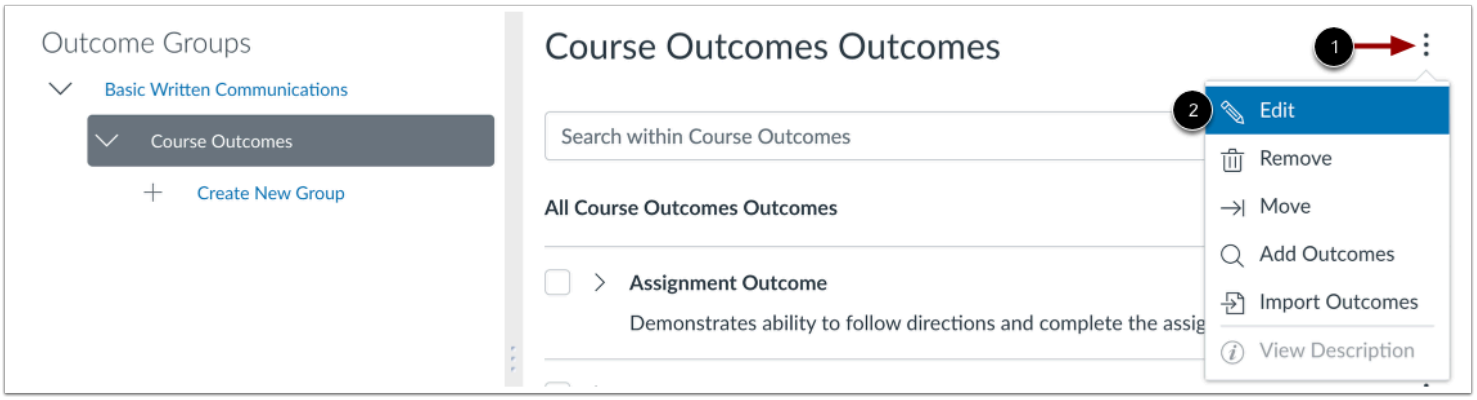
In Course Navigation, click the **Outcomes** link.

Select Outcome Group



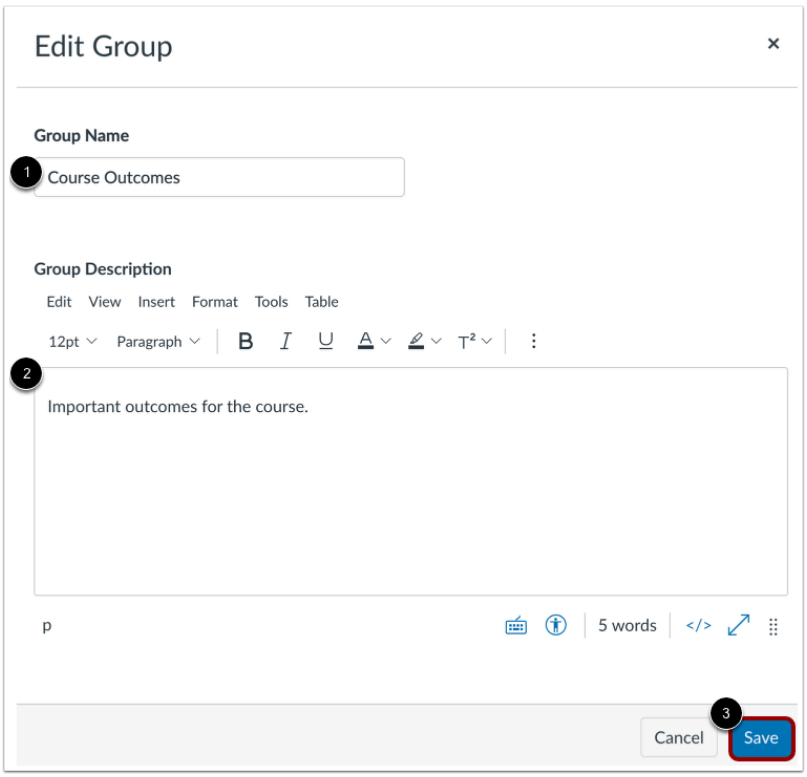
Click the name of the outcome group you want to modify.

Edit Outcome Group



To edit the outcome group, click the **Options** icon [1] and click the **Edit** link [2].

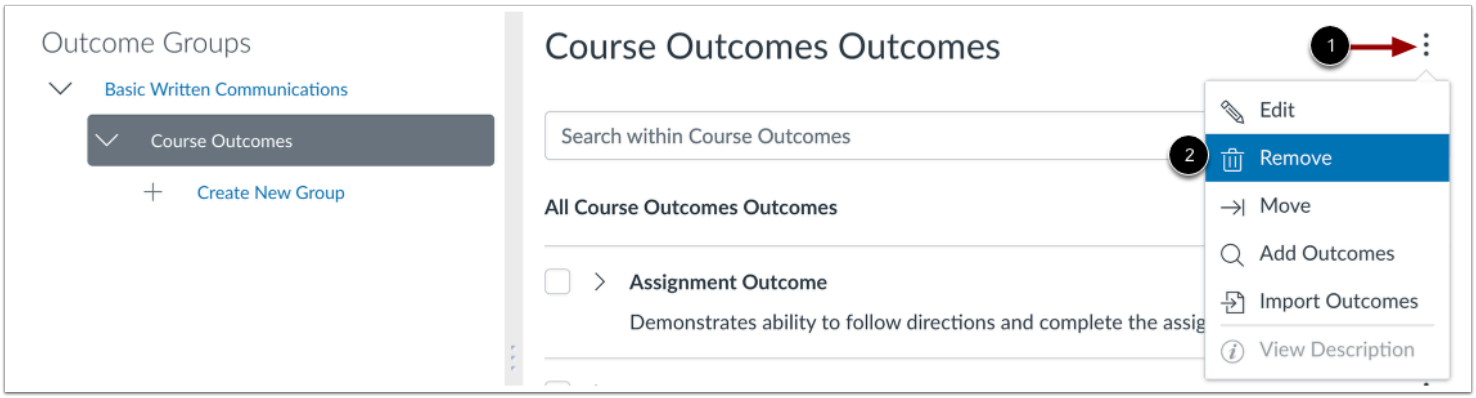
Edit Group Details



For the outcome group, you can edit the name [1] and description [2].

To save your changes, click the **Save** button [3].

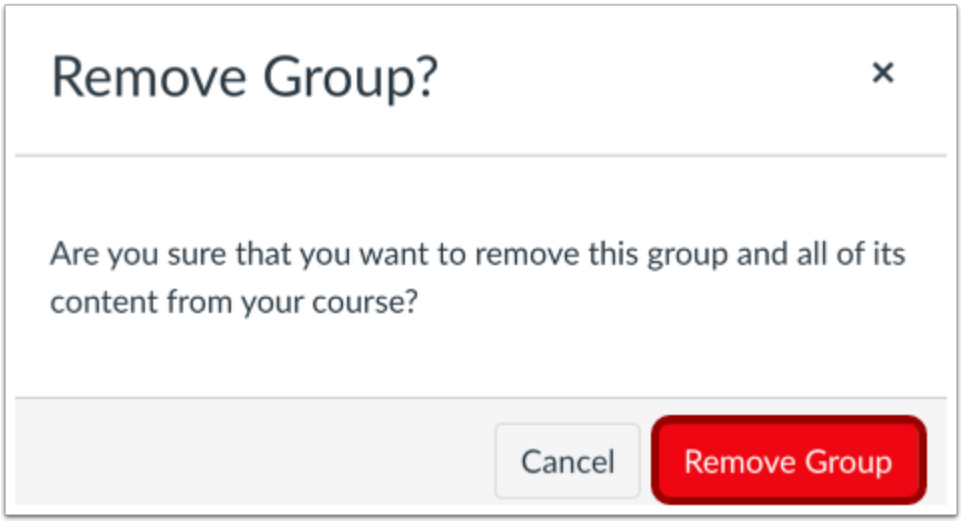
Remove Outcome Group



To remove an outcome group, click the **Options** icon [1] and click the **Remove** link [2].

Note: Removing an outcome group will also remove all outcomes in that group from your course.

Confirm Removal



To confirm you want to remove the group, click the **Remove Group** button.

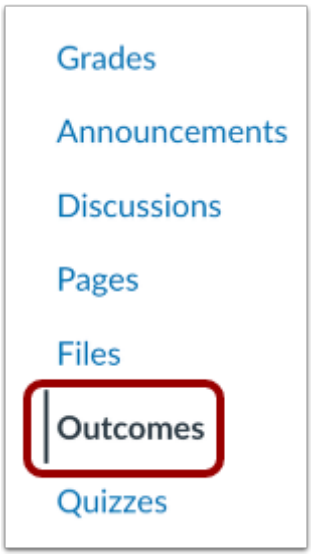
How do I move course outcomes and outcome groups in Improved Outcomes Management?

You can move outcomes and outcome groups from your course Outcomes page. When moving an outcome group, you move the group within another outcome group. When moving outcomes, you can move multiple outcomes at the same time.

This lesson displays how to move outcomes and outcome groups in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can move outcomes and outcome groups in the classic Outcomes page view.

Note: If you are unable to move outcomes or outcome groups in your course, this feature has not been enabled by your institution.

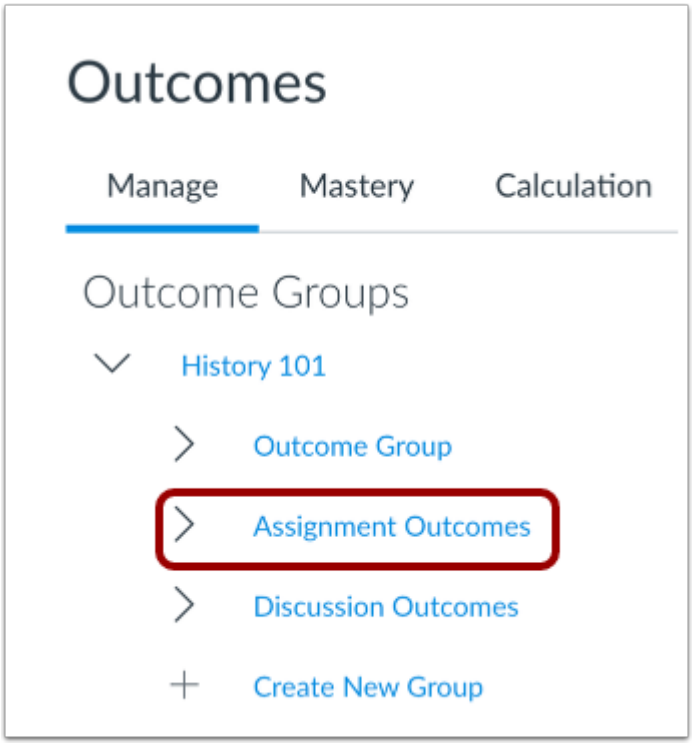
Open Outcomes



In Course Navigation, click the **Outcomes** link.

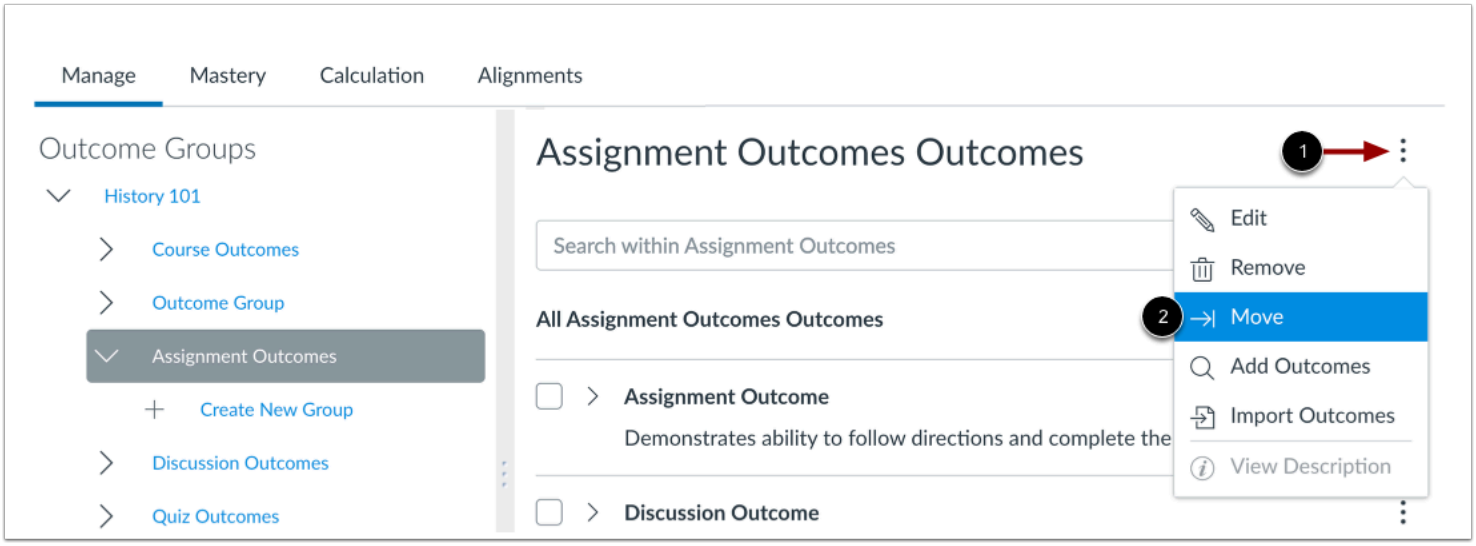
Move Outcome Group

Select Outcome Group



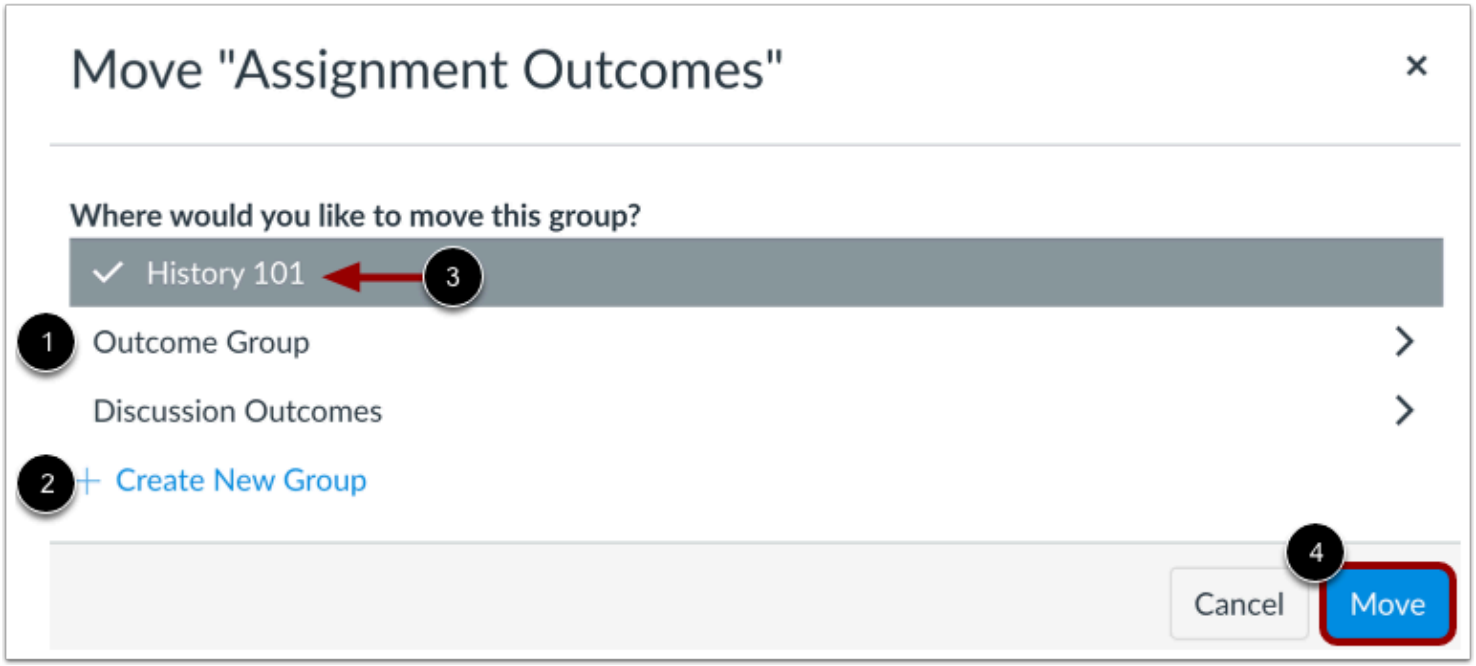
To move an outcome group, click the name of the group.

Open Move Window



Click the **Options** icon [1], then click the **Move** link [2].

Move Outcome Group



You can move the outcome group so it is organized within another outcome group.

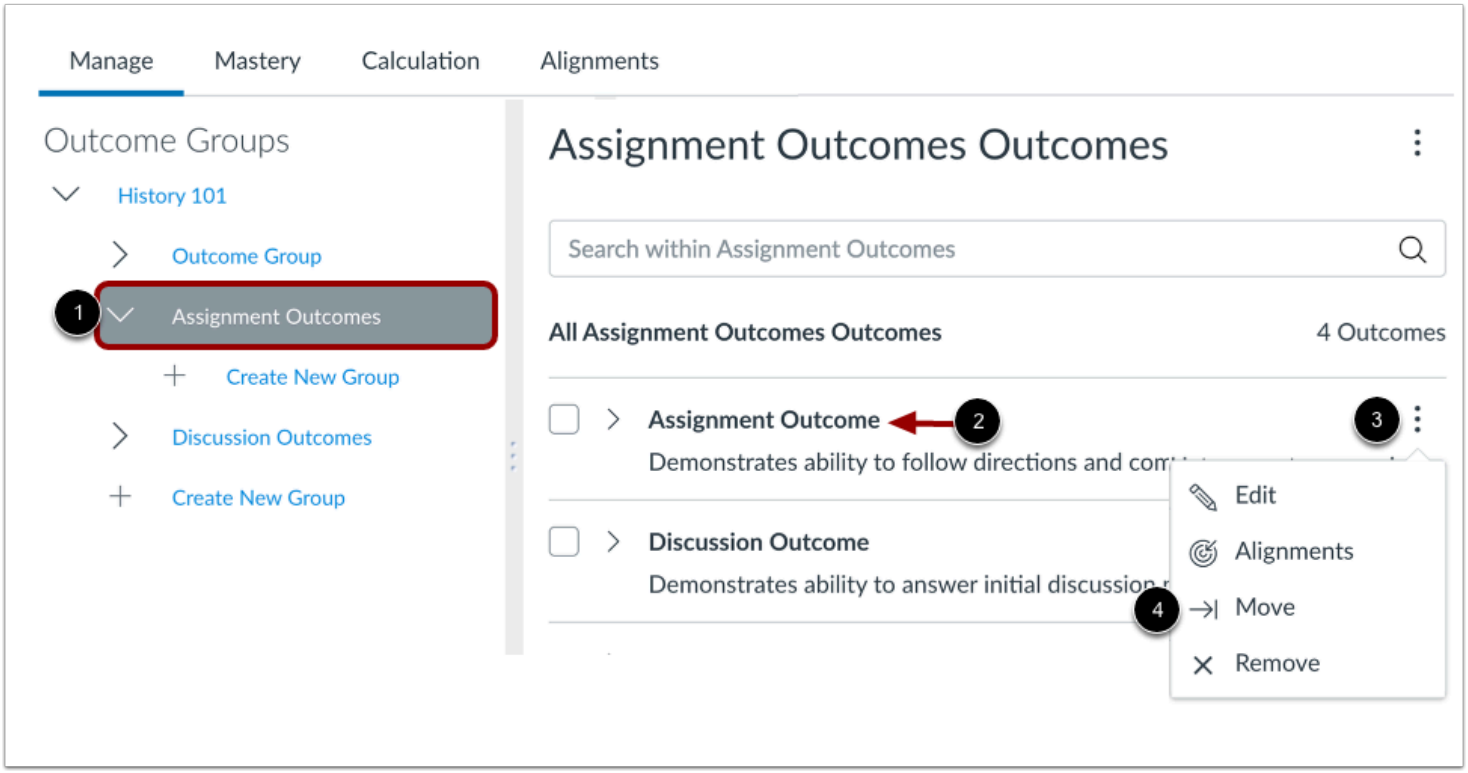
To move your outcome group within another outcome group, click the name of the group in which you'd like to move the group [1]. To move your outcome group into a new outcome group, click the **Create New Group** link [2].

If your outcome group is already organized within another outcome group, you can move your group to the course level by clicking the name of the course [3].

To move your outcome group, click the **Move** button [4].

Move Outcome

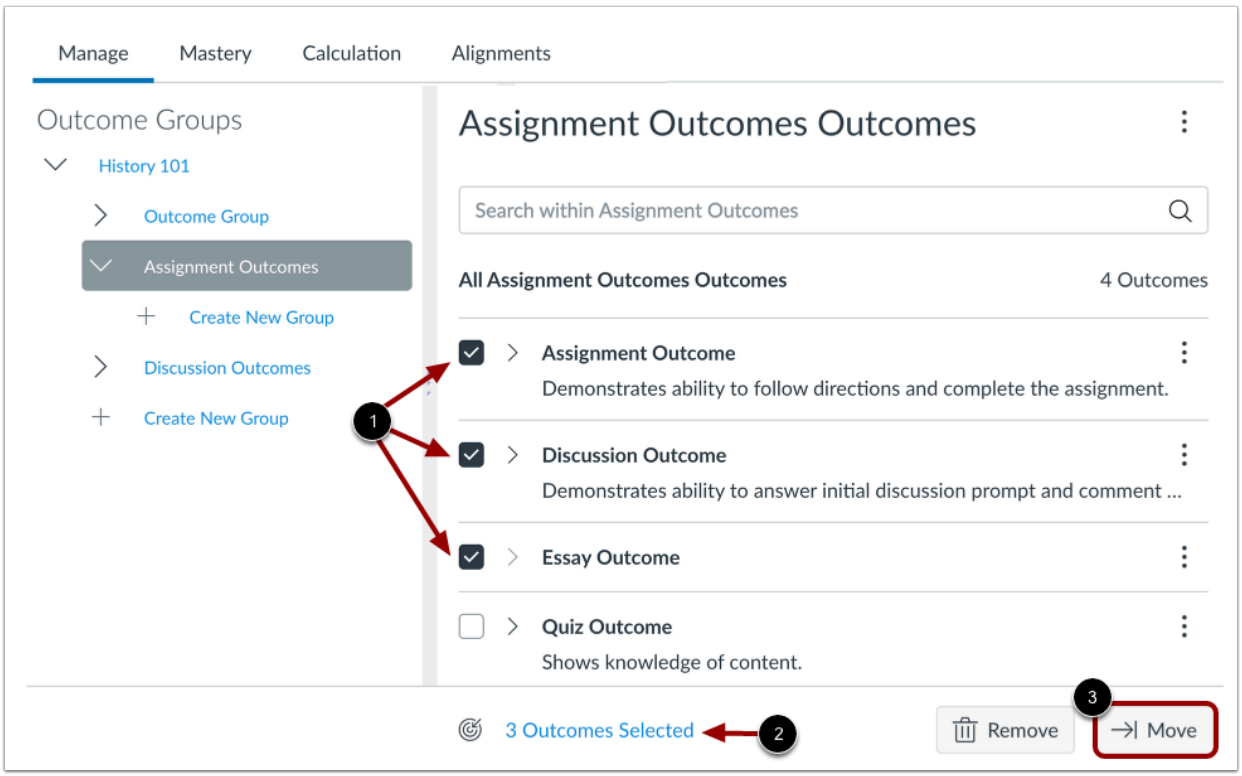
Select Outcome



To move an outcome, click the outcome group where the outcome belongs [1]. Then find the outcome you want to move [2].

Click the **Options** icon for the outcome [3]. Then click the **Move** link [4].

Move Multiple Outcomes

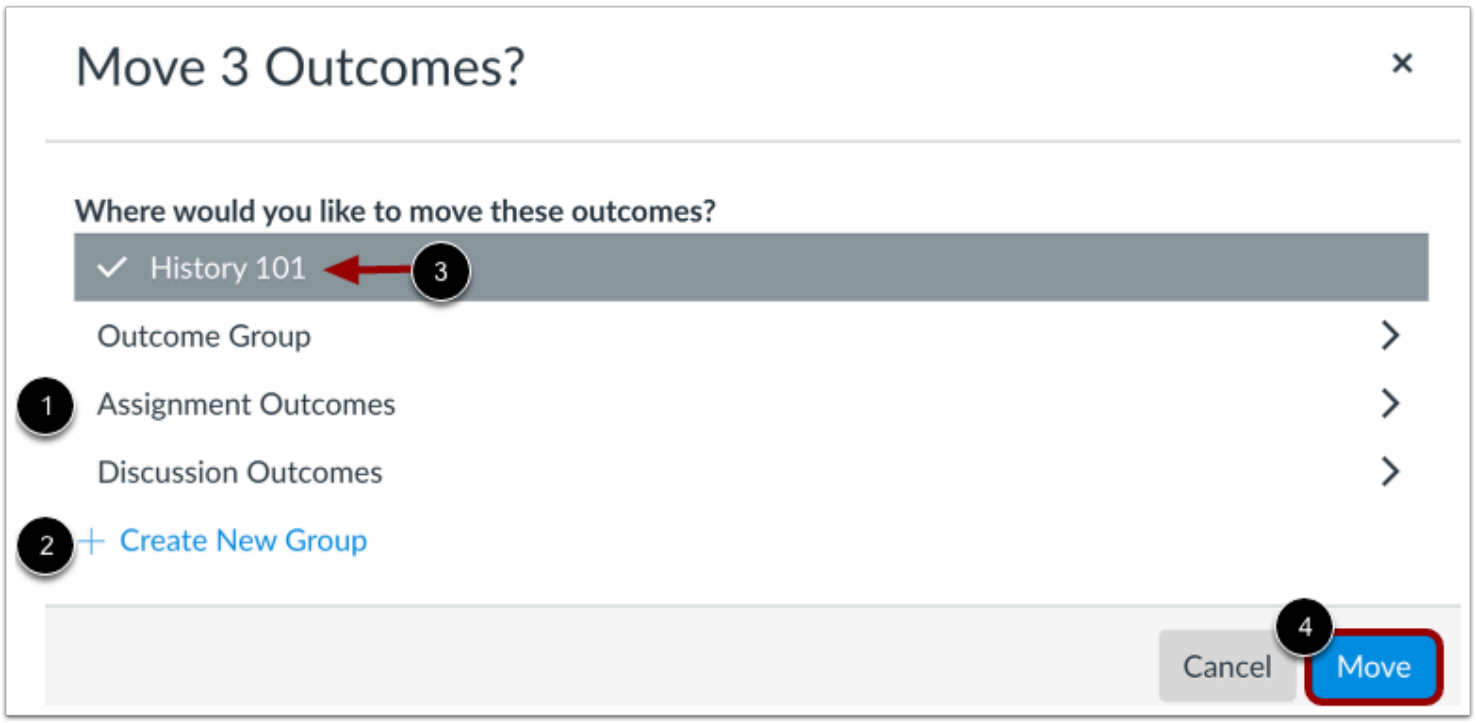


To move multiple outcomes, click the checkboxes next to the outcomes you want to move [1].

The Outcomes page displays the number of outcomes you have selected. To view the names of the selected outcomes, click the **# Outcomes Selected** link [2]. You can select outcomes from multiple outcome groups without losing previously selected outcomes.

To move your selected outcomes, click the **Move** button [3].

Select Location



You can move outcomes so they are organized within an outcome group.

To select the outcome group where you want to move your outcome(s), click the name of the group [1]. To move your outcome(s) into a new outcome group, click the **Create New Group** link [2].

If your outcomes are already organized within an outcome group, you can move outcomes to the course level by clicking the name of the course [3].

To move your outcome(s), click the **Move** button [4].

Note: You may need to click the Back link to view course outcome groups.

How do I find an existing outcome to add to a course in Improved Outcomes Management?

All outcomes added at the account or sub-account levels are available to you as an instructor. You can find and import Account Standards, which are outcomes that have been created by your Canvas Administrator for the entire institution. You can import an individual outcome or multiple outcomes.

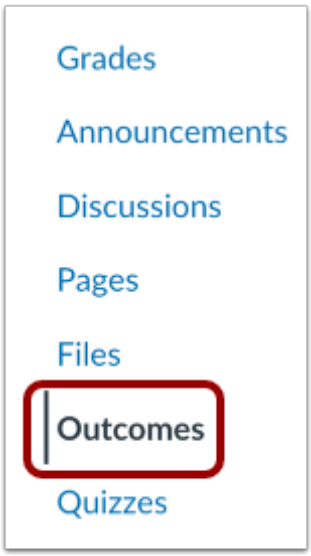
Learning Standards imported to the account or sub-account levels can be found within the Account Standards outcome group. Depending on what has been imported by your administrator, the following learning standards may be available:

- Common Core Standards are available for Language Arts, Math, and Science (NGSS)
- State-specific standards are available for Language Arts, Math, Science, and Social Studies (if imported by your institution)
- ISTE Standards for Coaches, Computer Science Educators, Students, Teachers, and Administrators
- Your Canvas Administrator must import the standards before you can find and import them for a course

This lesson displays how to find outcomes in a course within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can find outcomes in the classic Outcomes page view.

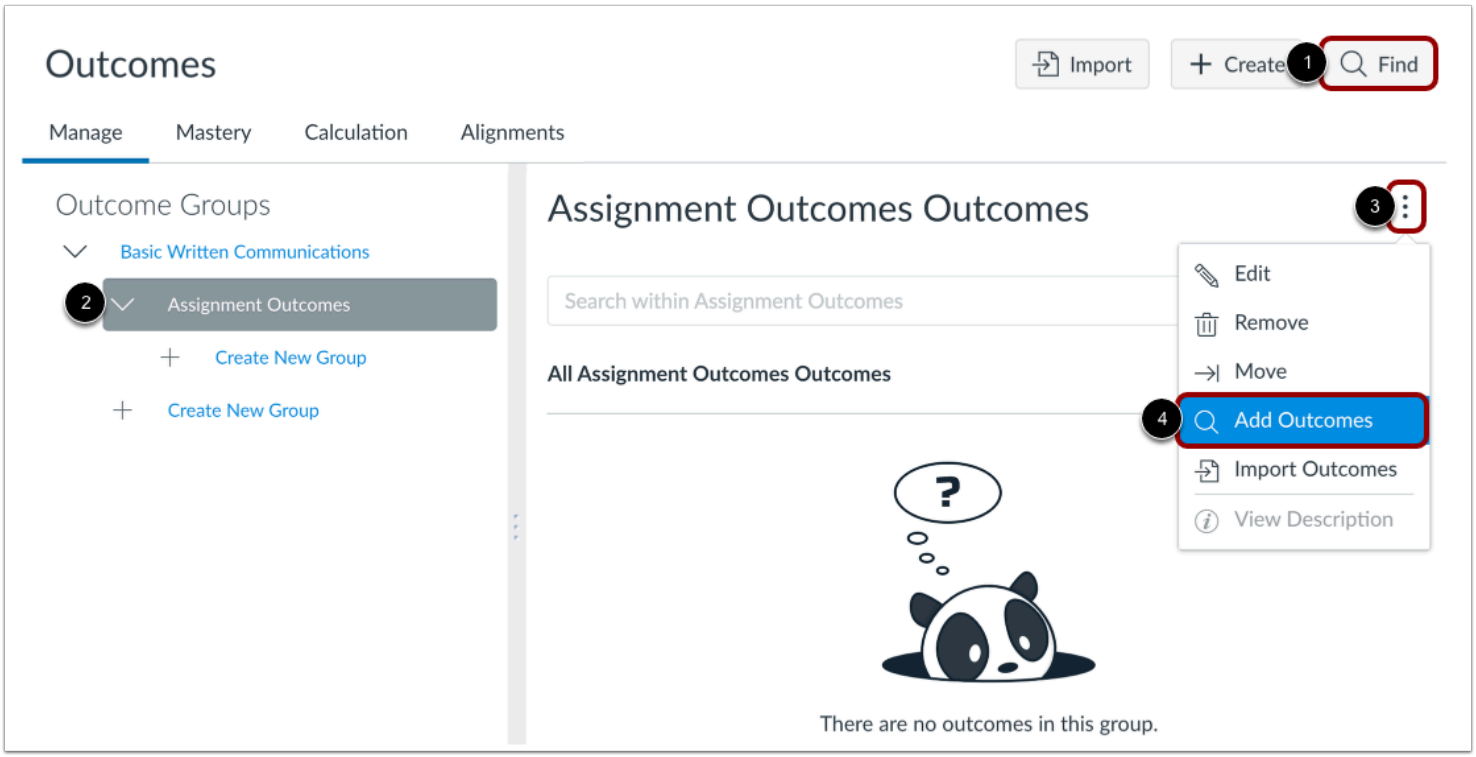
Note: If you cannot find a specific outcome or Learning Standard, please contact your Canvas Administrator.

Open Outcomes



In Course Navigation, click the **Outcomes** link.

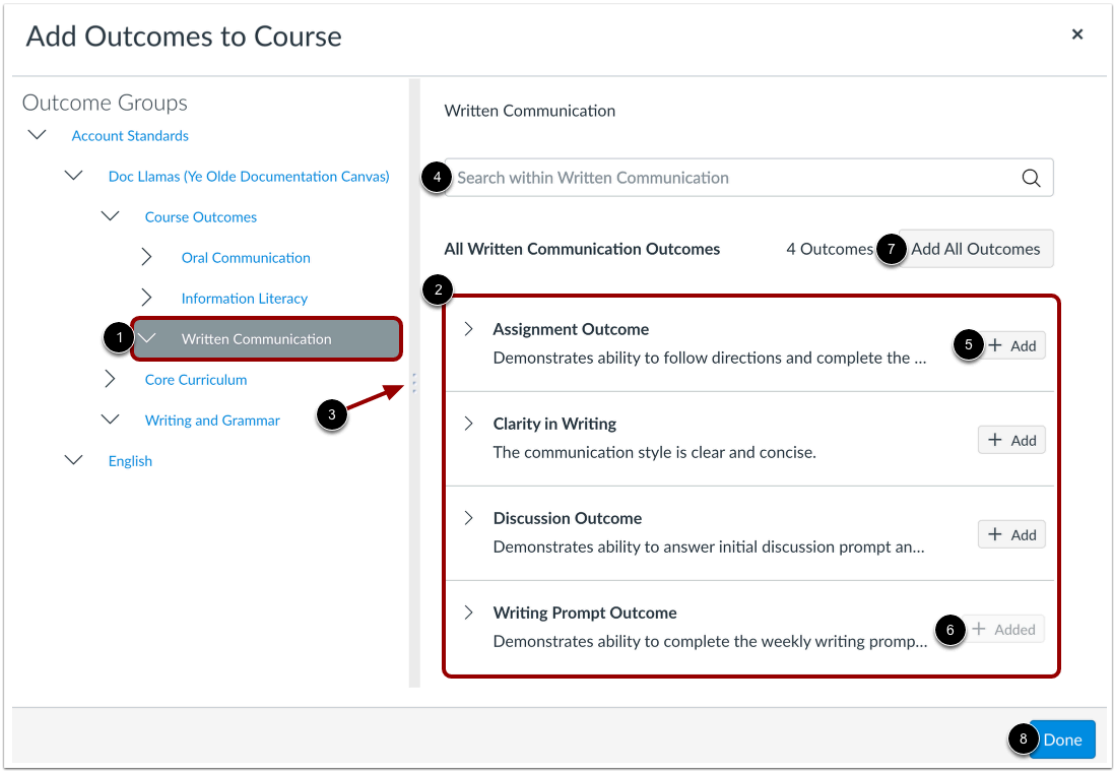
Find Outcomes



To find and add an Outcome at the root level course outcome group, click the **Find** button [1].

To find and add an Outcome in a specific outcomes group, select an outcome group [2]. In the outcome group, click the **Options** icon [3], then select the **Add Outcomes** option [4].

Add Outcomes



Click the name of an outcome group [1].

View the outcome for the outcome group [2]. You can adjust the size of the Outcome Group and Outcome windows by clicking and dragging the divider bar [3].

To locate a specific outcome, you can enter the outcome name in the **Search** field [4].

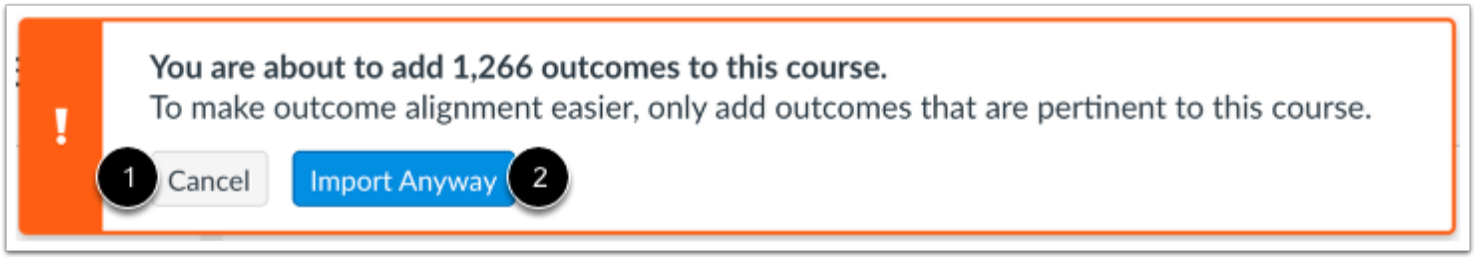
When you have located an outcome, click the **Add** button for that outcome [5]. When an outcome has been added, the outcome displays an **Added** label [6].

To add all outcomes in a group, click the **Add All Outcomes** button [7].

To return to your course Outcomes page, click the **Done** button [8].

Note: If an outcome or learning standard is not available to you, please contact your Canvas Administrator.

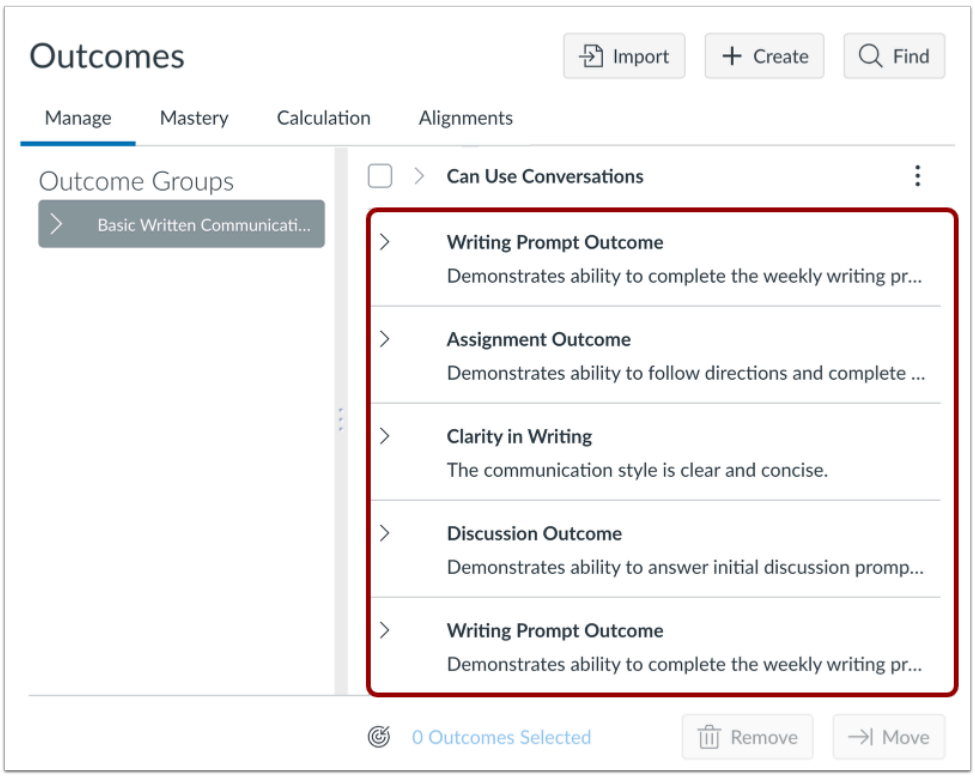
View Warning Message



If you attempt to add more than 50 outcomes to your course, a warning displays with a recommendation to only add outcomes that are relevant to your course.

To return to the Find page and select fewer outcomes, click the **Cancel** button [1]. To import all the selected outcomes, click the **Import Anyway** button [2].

View Outcome



View the imported outcomes.

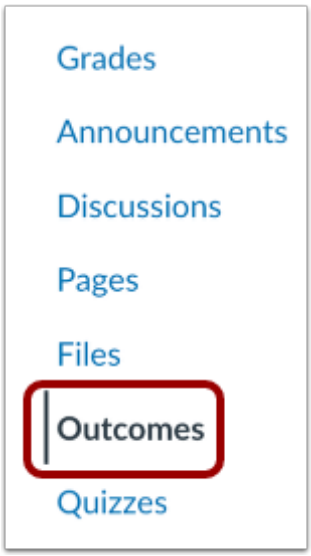
Outcomes are imported to either the main course outcome level or the selected outcome group.

How do I view all aligned items in Improved Outcomes Management?

You can view course content items aligned with a specific outcome.

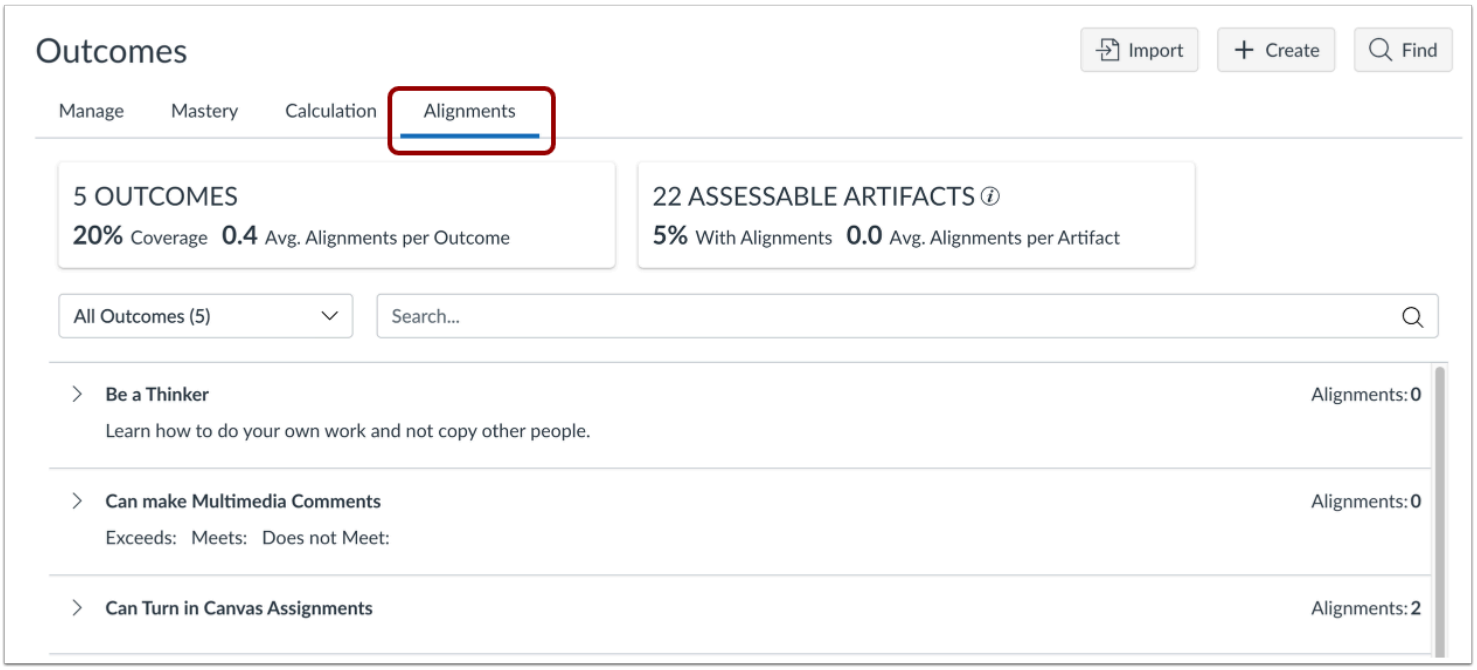
This lesson displays how to view all aligned items within an account that has enabled the Improved Outcomes Management feature option. If the Outcomes page in your course displays differently than the images in this lesson, you can view all aligned items in the classic Outcomes page view.

Open Outcomes



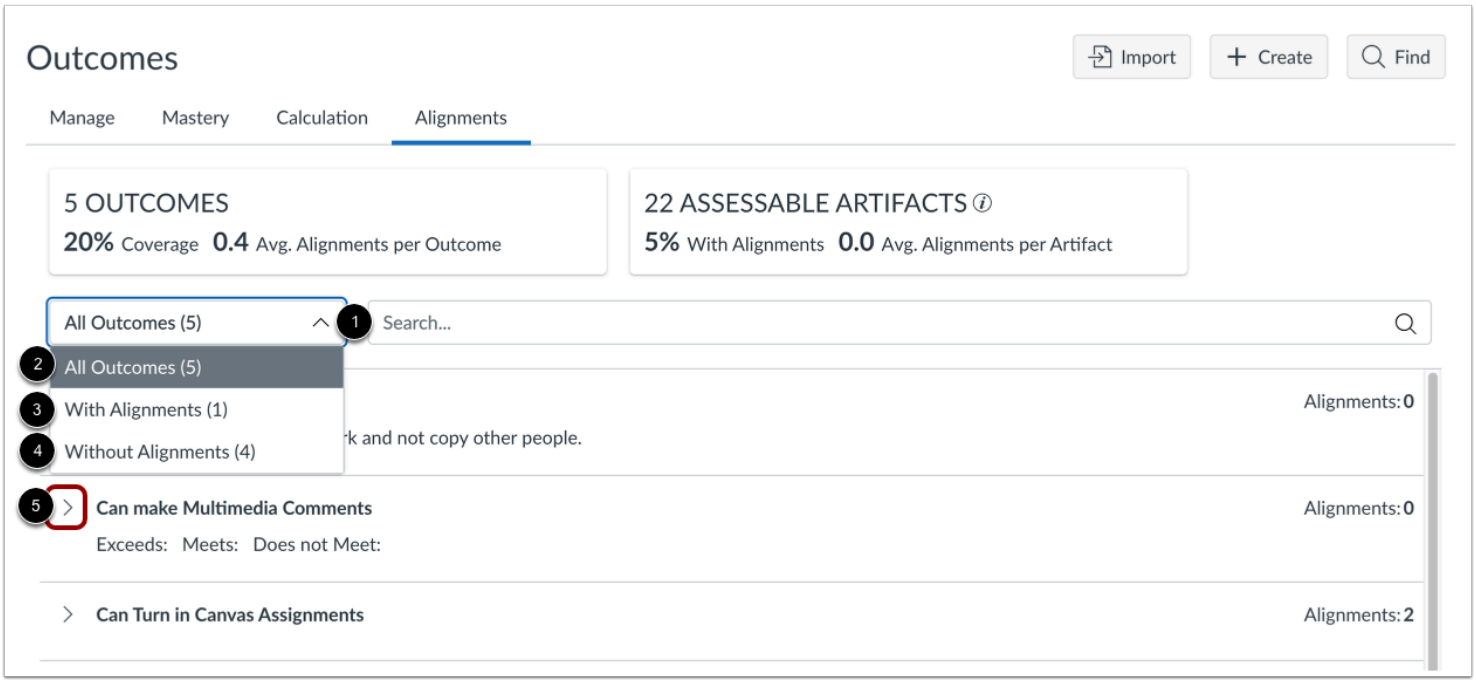
In Course Navigation, click the **Outcomes** link.

Open Alignments



Click the **Alignments** tab.

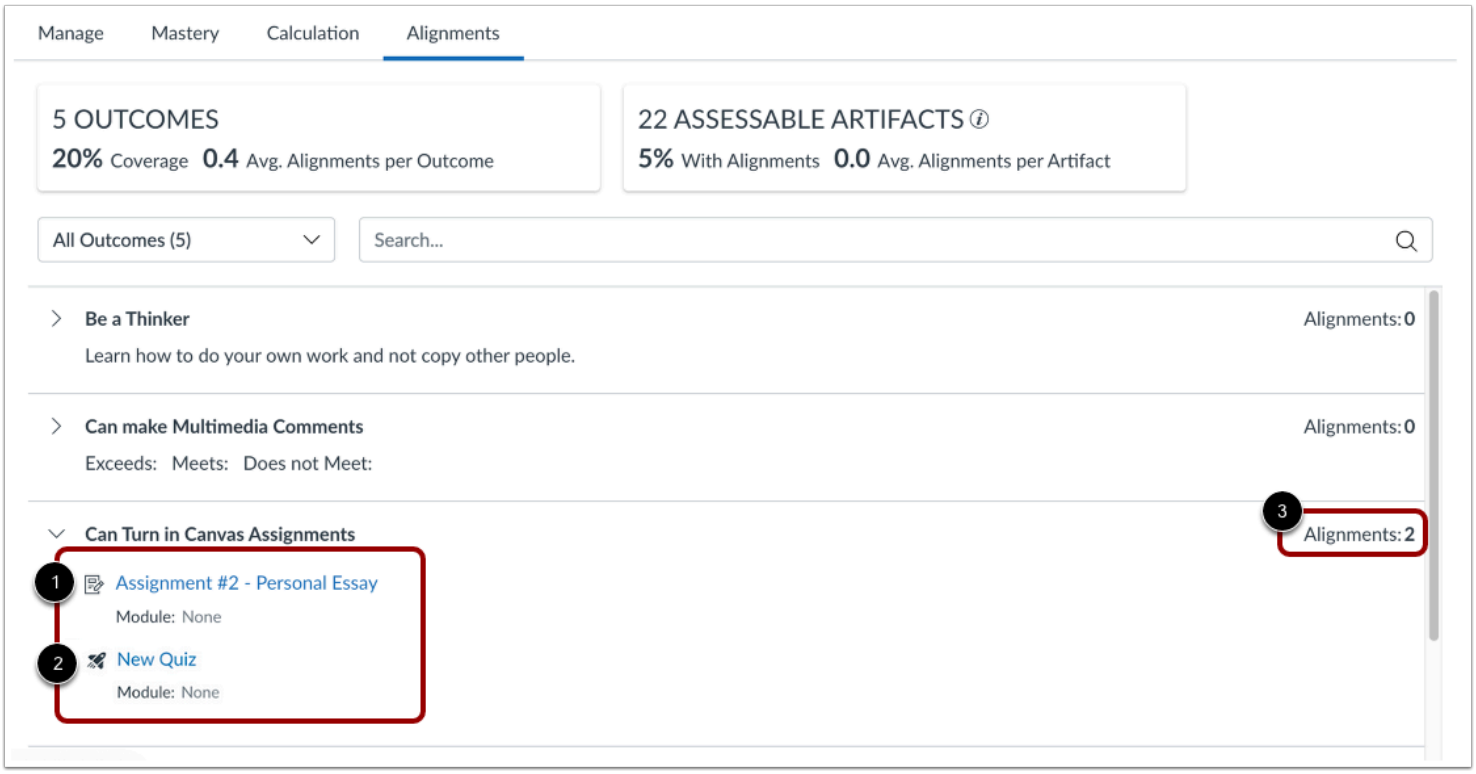
Open Outcome



In the **All Outcomes** drop-down menu [1], you can view all outcomes [2], outcomes with alignments [3] or outcomes without alignments [4].

Click the expand arrow next to the outcome you want to view [5].

View Alignments



View the course content items aligned to the outcome and the module in which they are located, if applicable.

Aligned items are identified with an icon displaying the item type: assignment [1] or rubric [2].

You can view the number of course content items aligned to an outcome [3].

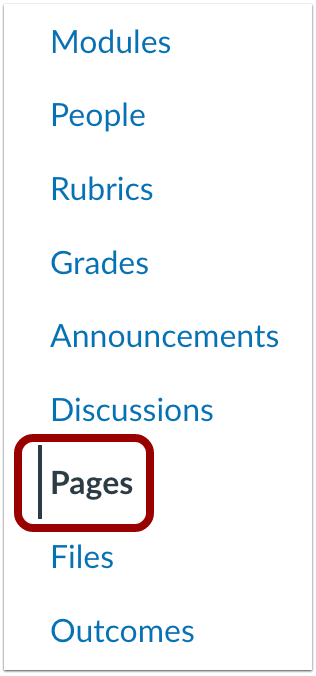
Pages

How do I use the Pages Index Page?

You can view all your pages in your course on the Pages Index Page. As an instructor, you can add new pages, edit pages, and manage page settings.

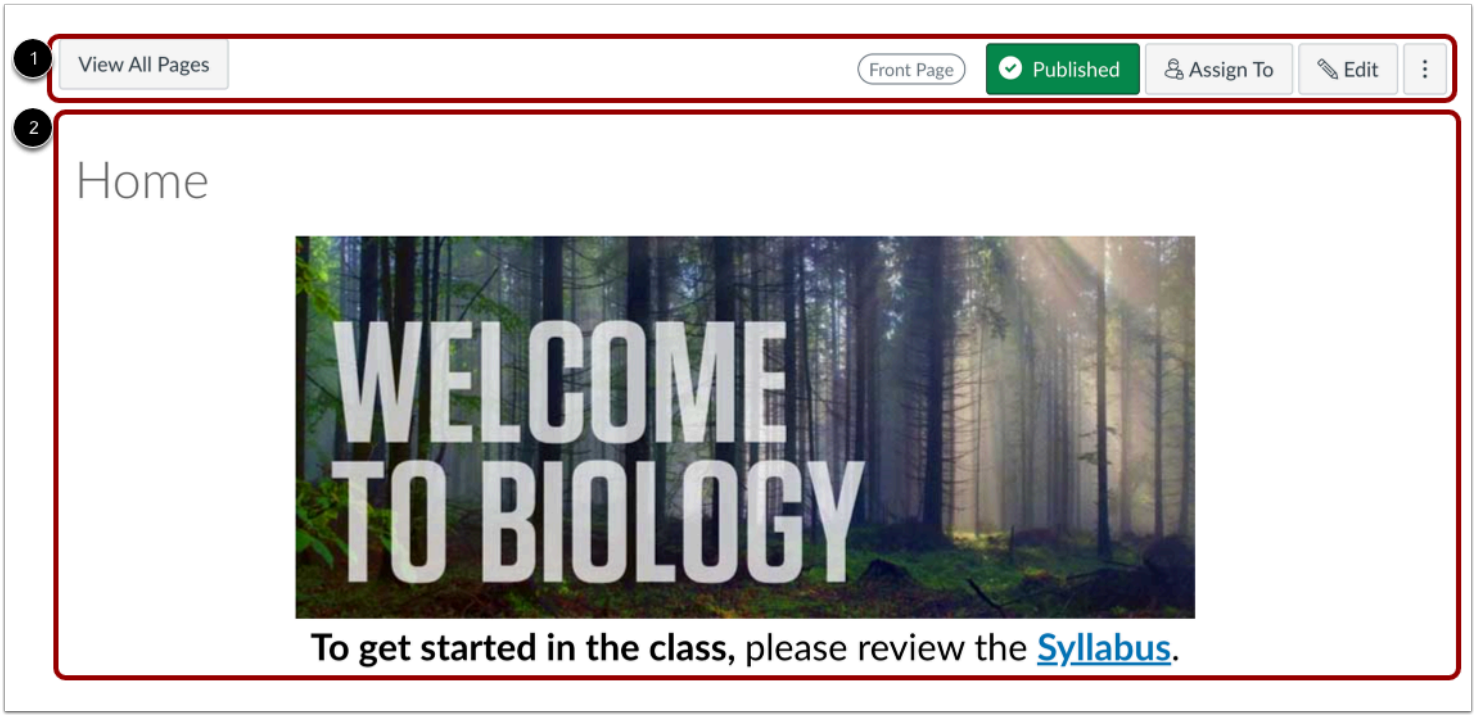
Learn more about pages.

Open Pages



In Course Navigation, click the **Pages** link.

View Front Page



Pages is designed to open to the designated front page for the course. Global settings are at the top of the page [1], followed by the individual page content [2].

You can also use the Front Page for the course home page.

Note: If your course does not yet have a front page, Pages will open to the Pages Index Page.

View Pages Global Settings



For individual pages, global settings include Viewing All Pages [1], publishing and unpublishing the page [2], assign the page [3], and editing the page [4].

In the Options drop-down menu [5], you can delete the page and view the page history.

Note: You cannot delete a page that is set as the Front Page.

View All Pages



To view the Pages Index from the Front Page or any individual page, click the **View All Pages** button.

View Pages Index Page

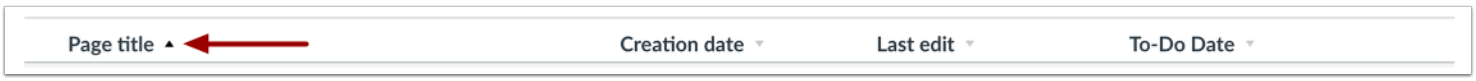


The Pages Index has two global functions, to add new pages [1] and delete selected pages [2].

The rest of the Index displays the individual pages created in Canvas [3]. Your front page is identified with a **Front Page** tag [4].

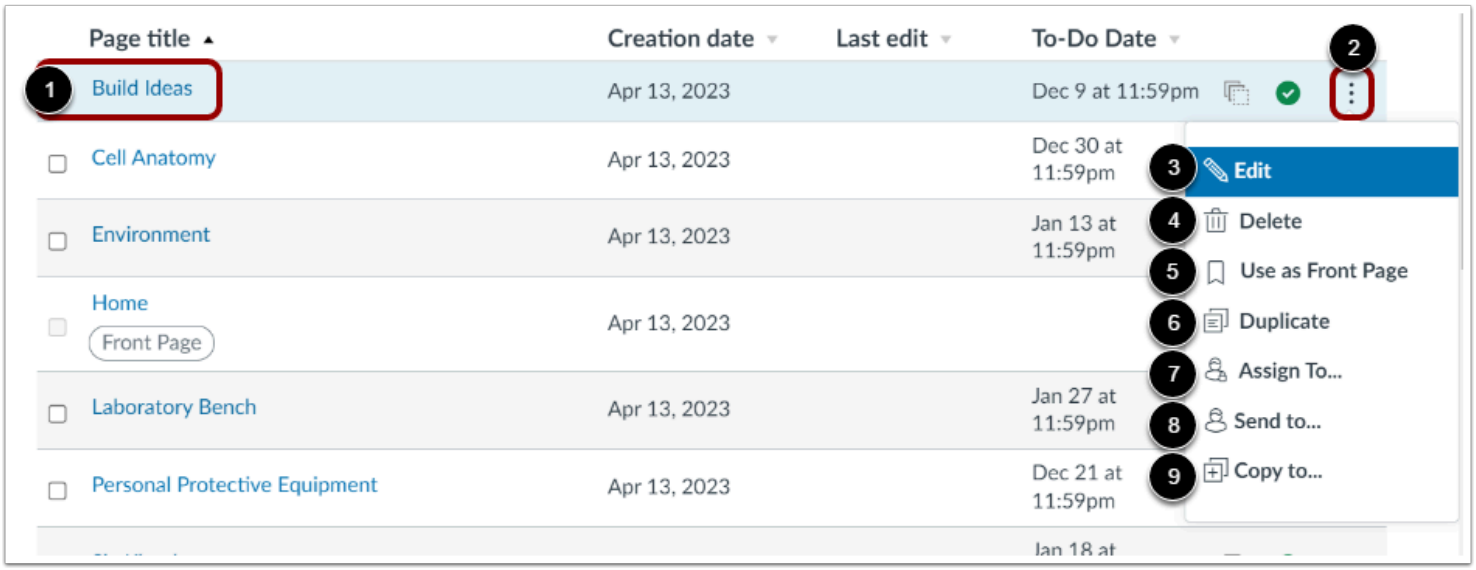
You can schedule when a page will be published and can view when a page is scheduled to publish [5].

Sort Pages



Pages displays the page title, creation date, last edit, and student to-do date for each page in your course. Pages are arranged in alphabetical order. You can view the pages within the Index in ascending or descending order by clicking the arrow next to the heading.

Manage Individual Pages



To edit a page, click the name of the page [1].

To manage an individual page, click the page **Options** icon [2]. Using the Options drop-down menu, you can edit the page name [3], delete the page [4], set the page as the front page [5], duplicate the page [6], assign the page [7], send the page to another instructor [8], or copy the page to another course [9].

Notes: The Front Page option only displays for published pages.

View Blueprint Course



If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

View Student View



To view the pages index page as a student, click the **View as Student** button.

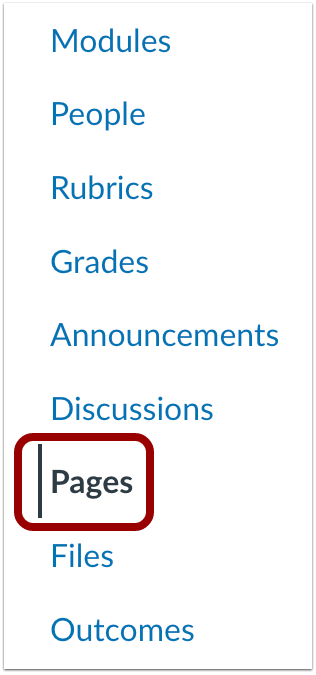
Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I publish or unpublish a page as an instructor?

As an instructor, you can publish or unpublish a page in a course. Unpublished content is invisible to students.

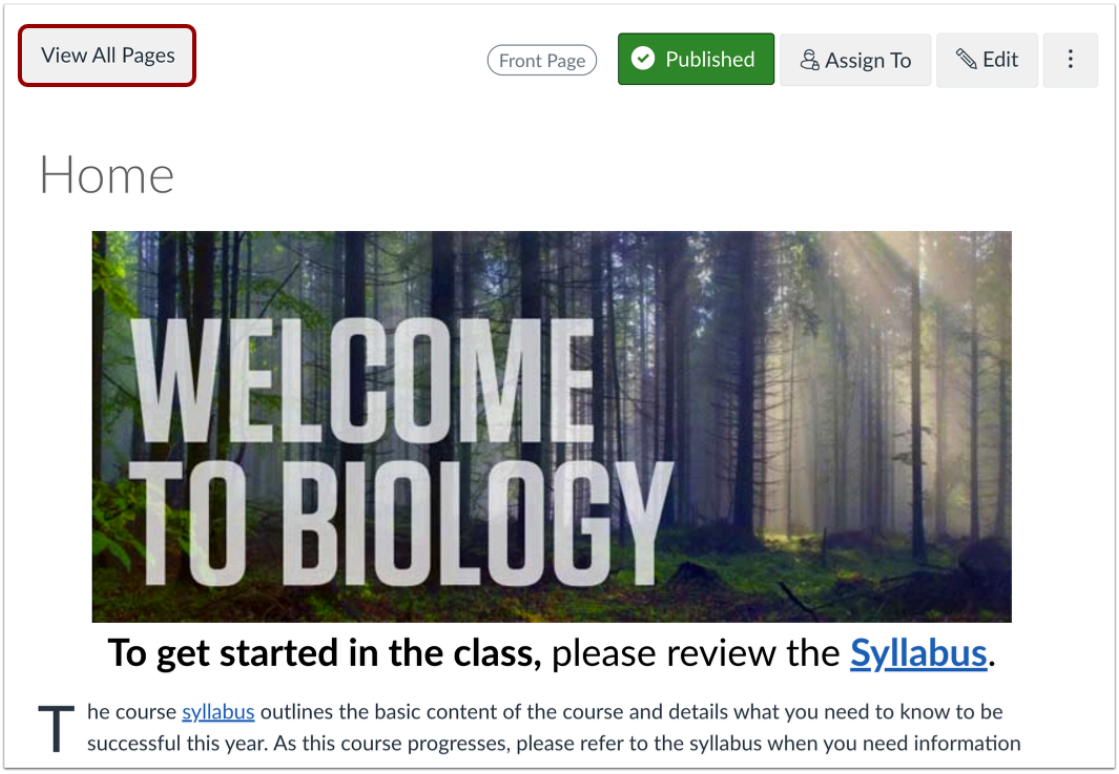
Note: If you use Modules in your course and add a Page to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Pages unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Pages



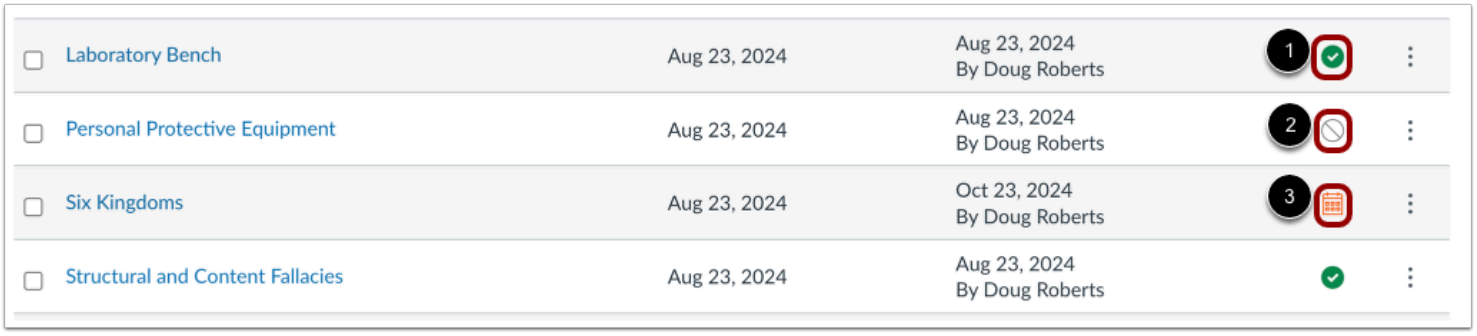
In Course Navigation, click the **Pages** link.

View All Pages



Pages is designed to open to the designated front page for the course. To view a list of all pages, click the **View All Pages** button.

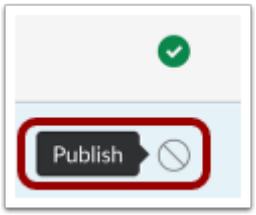
View Status of All Pages



On the Pages Index page, you can view the status of each page. Green icons indicate the page is published [1]. Gray icons indicate unpublished pages [2]. You can change the status of a page by toggling the published and unpublished icons.

If enabled by your institution, you can schedule a page to be published. Calendar icons indicate scheduled pages [3].

Publish Page



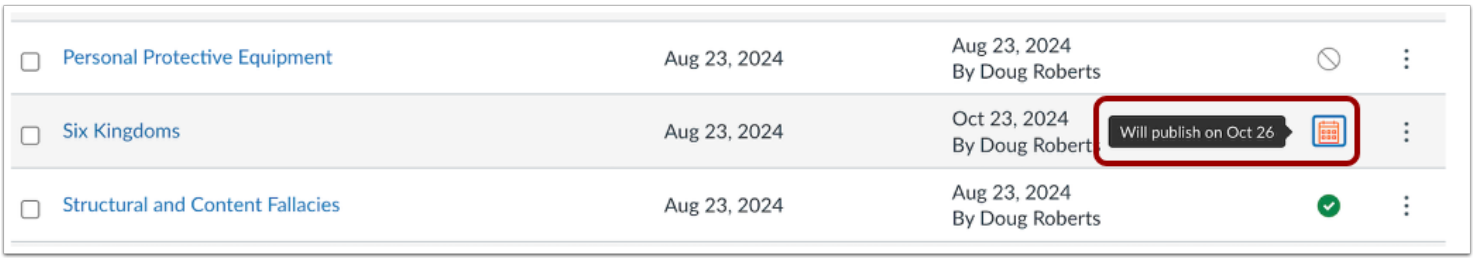
To publish a page, click the **Unpublish** icon. The hover text will confirm you want to publish the page.

Unpublish Page



To unpublish a page, hover over the **Publish** icon. The hover text will confirm you want to unpublish the page. Click the icon to confirm.

View Scheduled Page Publication



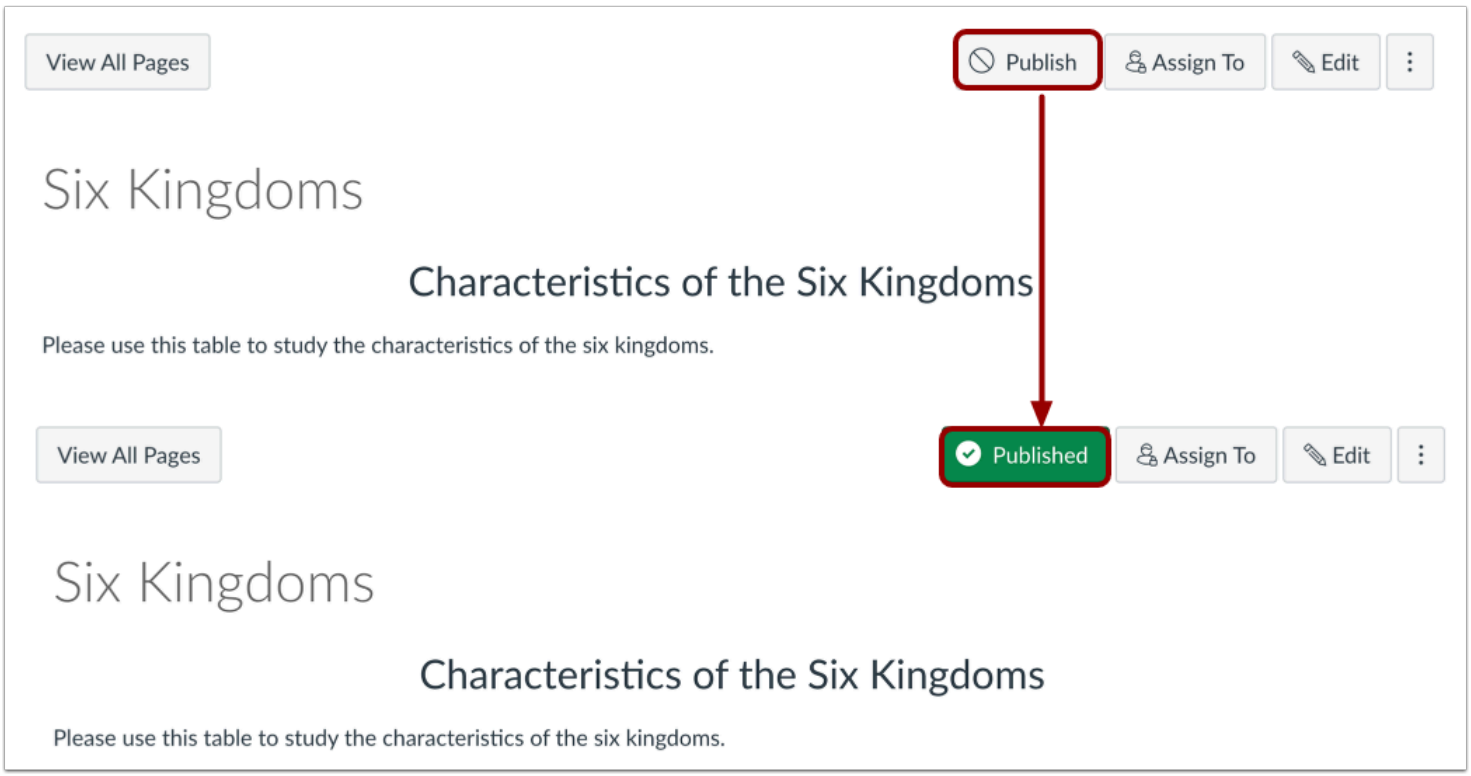
If enabled by your institution, you can view when a page is scheduled to publish by hovering over the calendar icon. The hover text displays when the page is scheduled to be published. Click the calendar icon to change the publication status.

View Status within an Individual Page



Within individual pages, the page status is shown next to the page options.

Publish Page



To publish a page, click the **Publish** button. The button will change from gray to green.

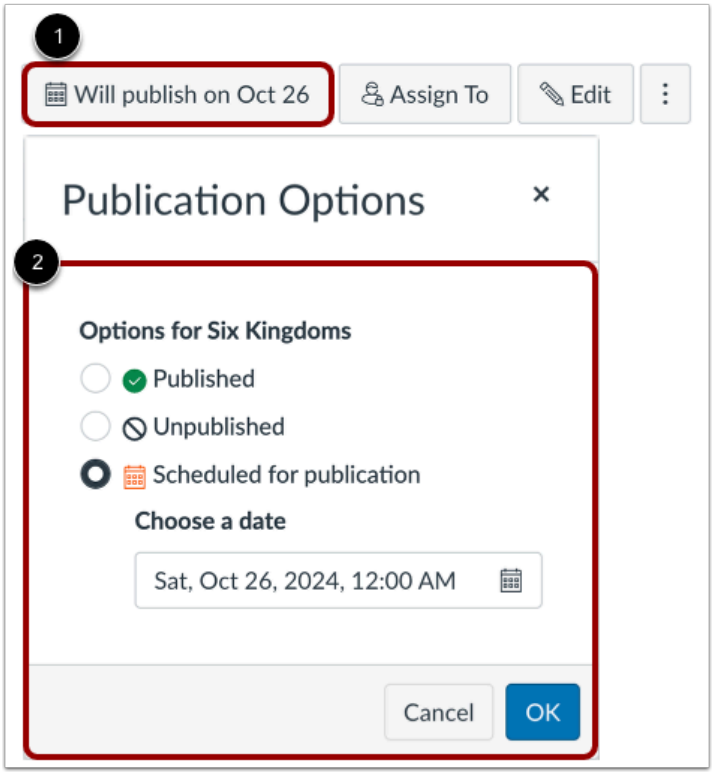
Unpublish Page



To unpublish a page, hover over the **Published** button. The hover text will confirm you want to unpublish the page, and the button will change from green to gray. Click the button to confirm.

Note: You cannot unpublish a page that has been set to the Front Page.

View Scheduled Page Publication



When your page is saved for scheduled publication, you can return to the page and manage the publishing of it at any time by clicking the **Will publish on...** button [1].

You can choose between publishing the page, unpublishing the page, or scheduling the page for publication options and then click the **OK** button [2].

Pages Student View



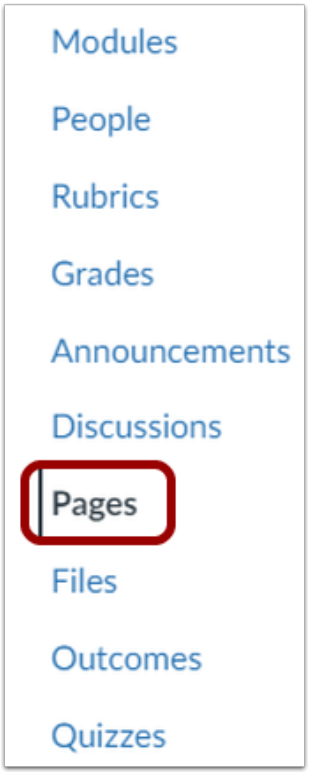
Students cannot see any of the actions involved with published status, such as published and unpublished icons and setting icons. Students can only see published pages, which are posted in blue text.

How do I create a new page in a course?

As an instructor, you can create a new page to add to your course.

When creating pages, you can set page permissions as to who can edit the page: instructors (teachers), instructors and students, or anyone. You can also add a page to student To Do lists.

Open Pages



In Course Navigation, click the **Pages** link.

View Pages



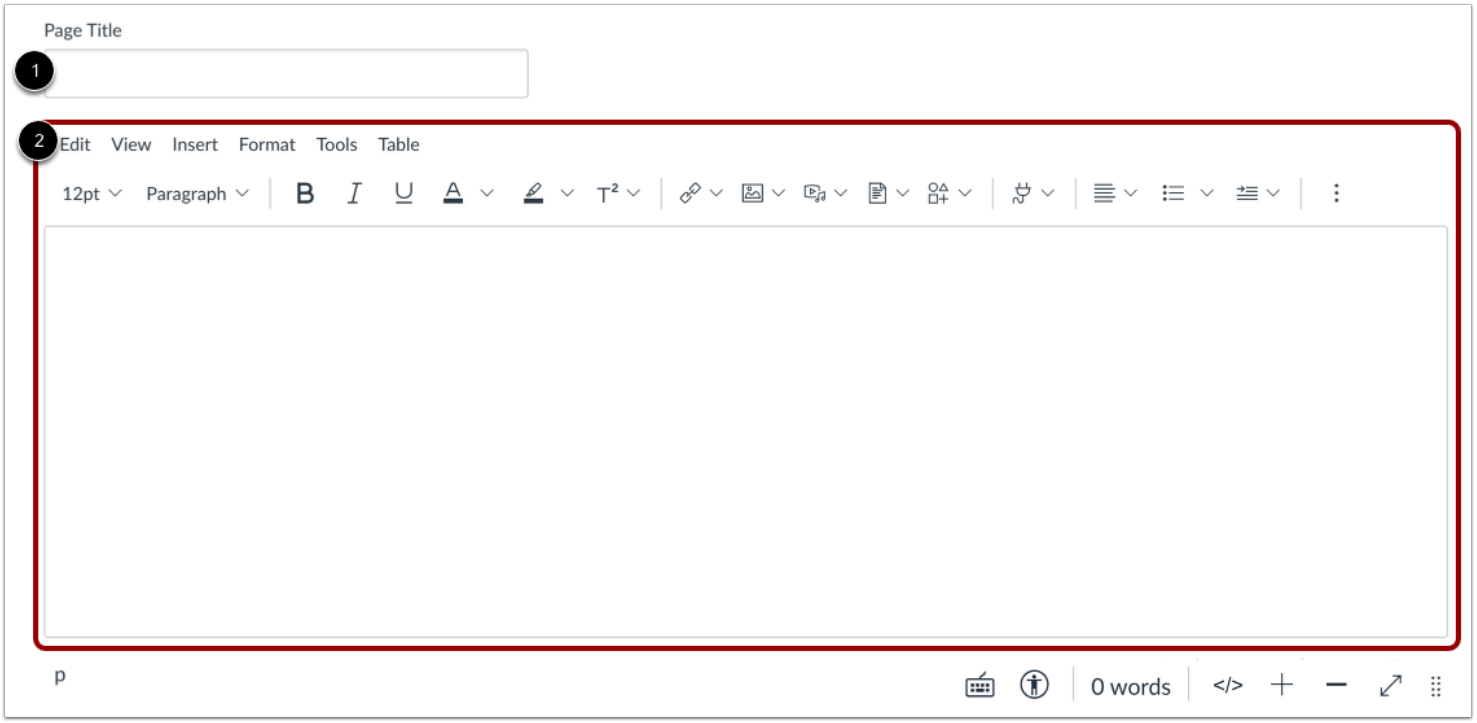
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Add Page



Click the **Add Page** button.

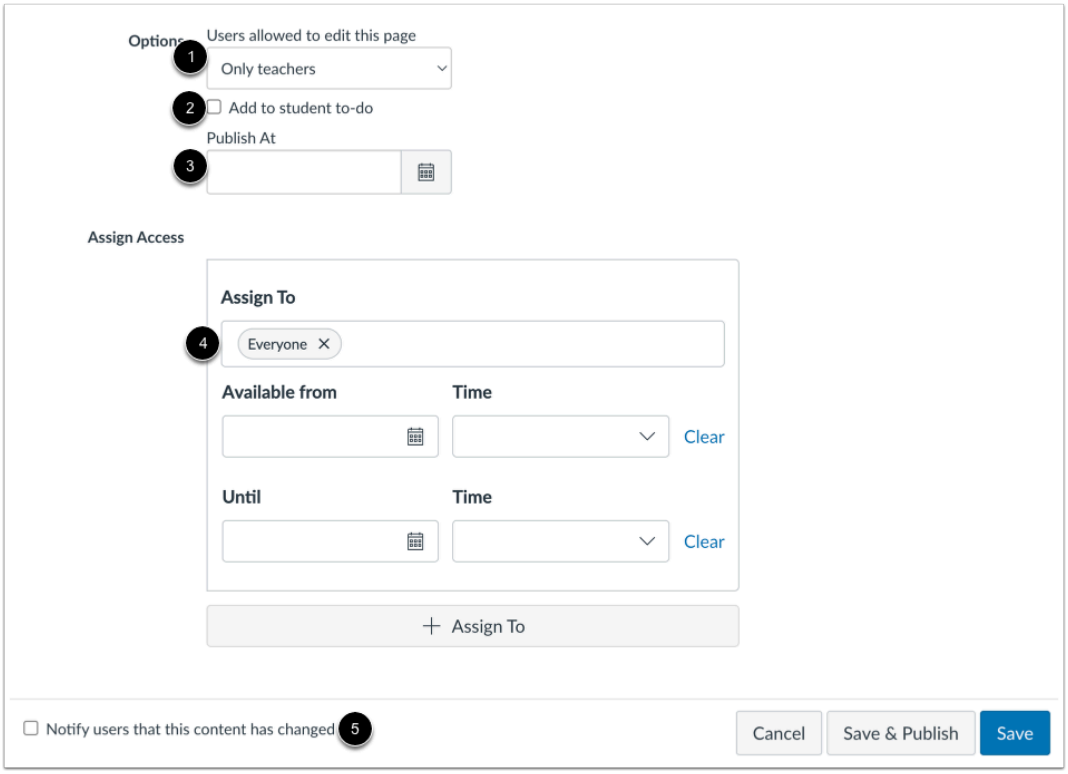
Add Content



Enter a name for your page [1].

Add links, files, images, and other content using the Rich Content Editor [2]. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

Edit Page Settings



You can decide who can edit the page by clicking the **Users allowed to edit this page** drop-down menu [1]. Options include only teachers, teachers and students, or anyone. The Anyone option only applies to users who are enrolled in the course.

You can add the page to the student to-do list by clicking the **Add to student to-do** checkbox [2]. When you add a page to the student to-do, the to-do displays in the student's to-do list as well as the in the course calendar and students' course sidebar To Do list.

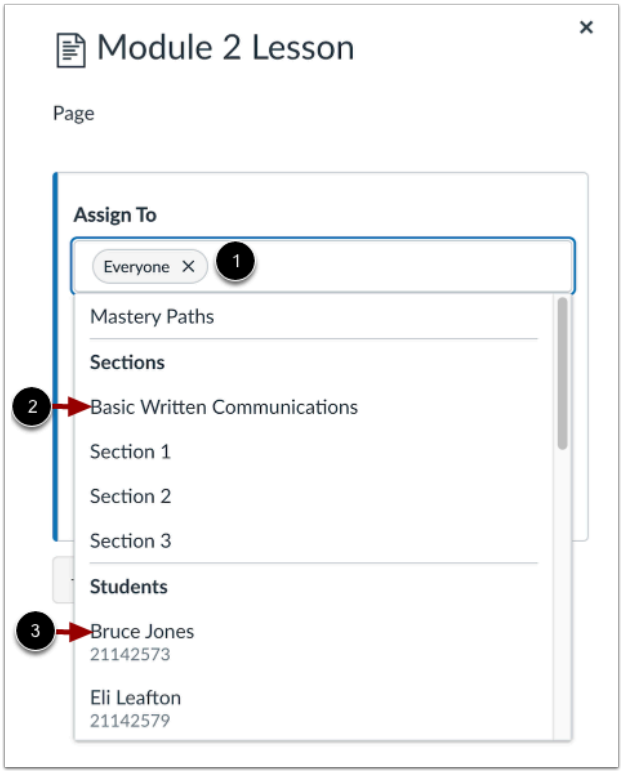
You can schedule when a page will be published. Enter a date and time in the **Publish At** field [3]. Your page must be unpublished to schedule a publication date.

To assign specific sections or users for your page, set Availability dates for it, or assign it to Mastery Paths, click the **Assign To** field [4].

You can also notify users that content has changed by clicking the **Notify users that this content has changed** checkbox [5].

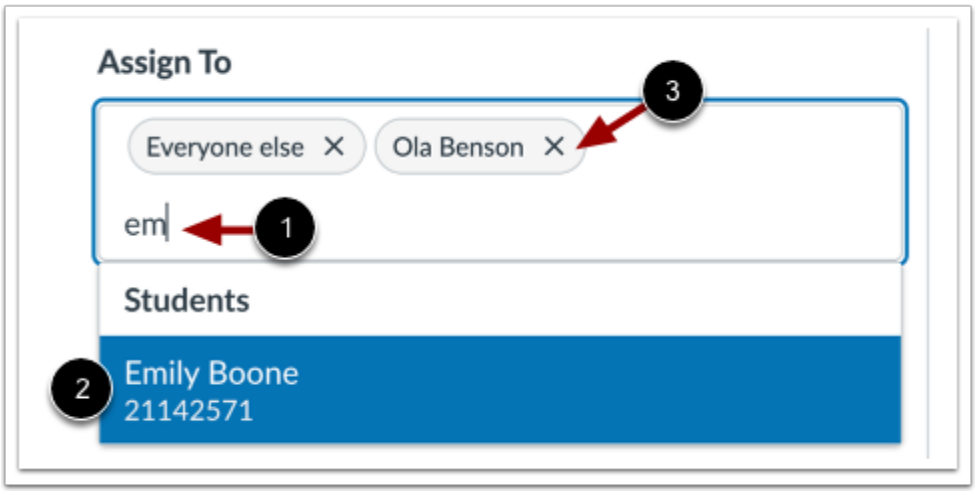
Note: If a users Course Content notification is turned off they are not notified of page updates.

Select Assignees



To change the assignees, click the **Assign To** field [1]. Then, select one or more assignees. You can assign to everyone, everyone else, a course section [2], an individual student [3], or to Mastery Paths.

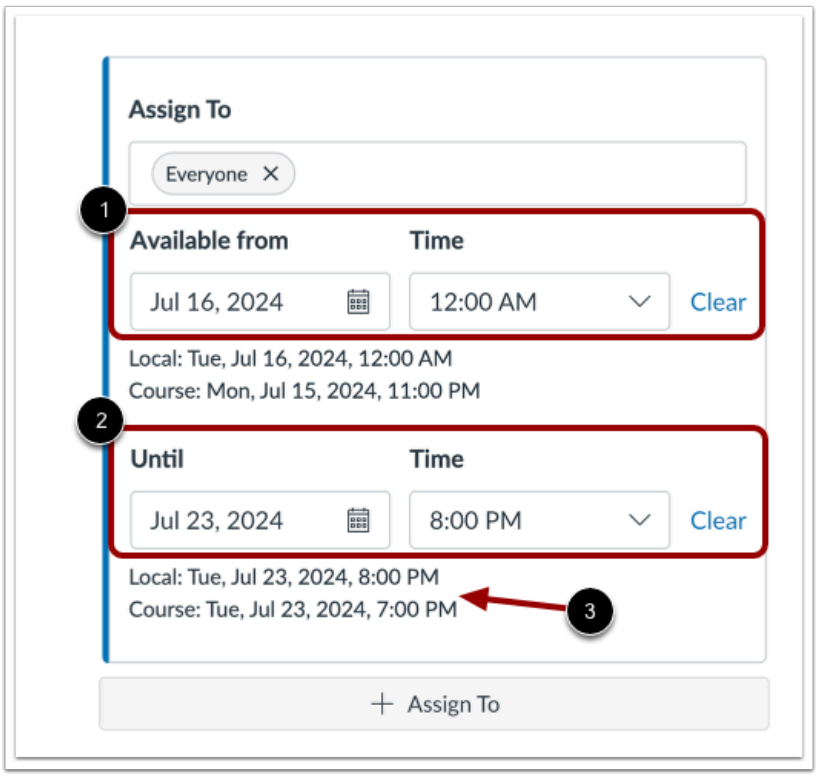
Find Student or Section



To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Enter Availability Dates

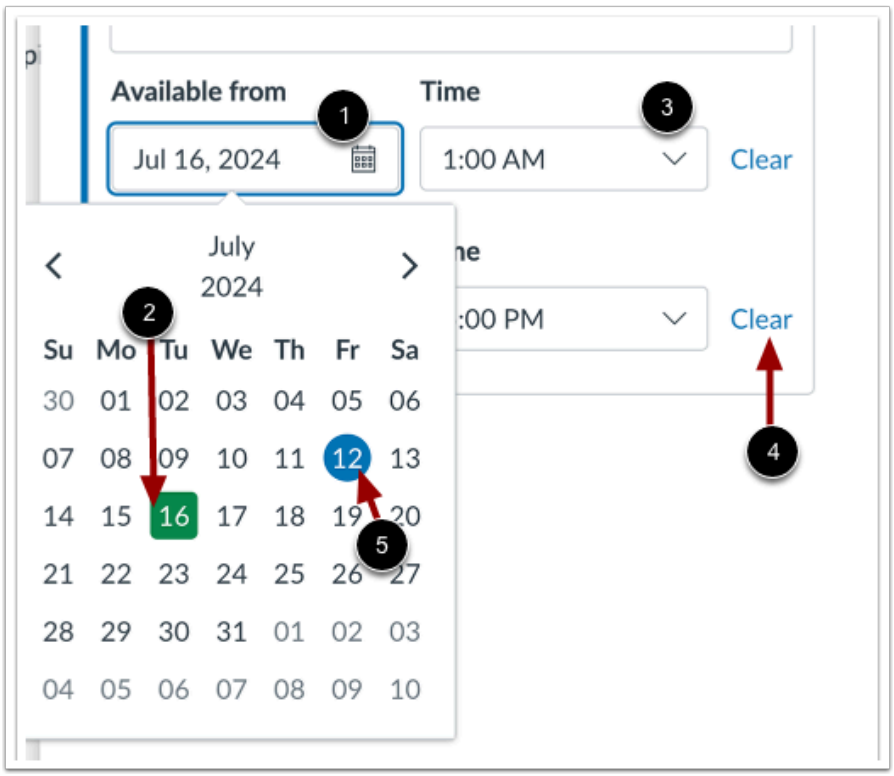


By default, students can access the page at any time during the course or section dates. However, to provide specific dates and times for the page to be available, enter dates and/or times in the **Available from** [1] and **Until** areas [2].

Notes:

- Before the Available From date and after the Until date, students can only view the page title. The content contained on the page will be locked for students.
- Canvas displays the time zone date and time according to context [3]. If you manage courses in a time zone other than your local time zone and create or edit an availability date for a page, the course and local times are displayed for reference.

Set Dates and Times



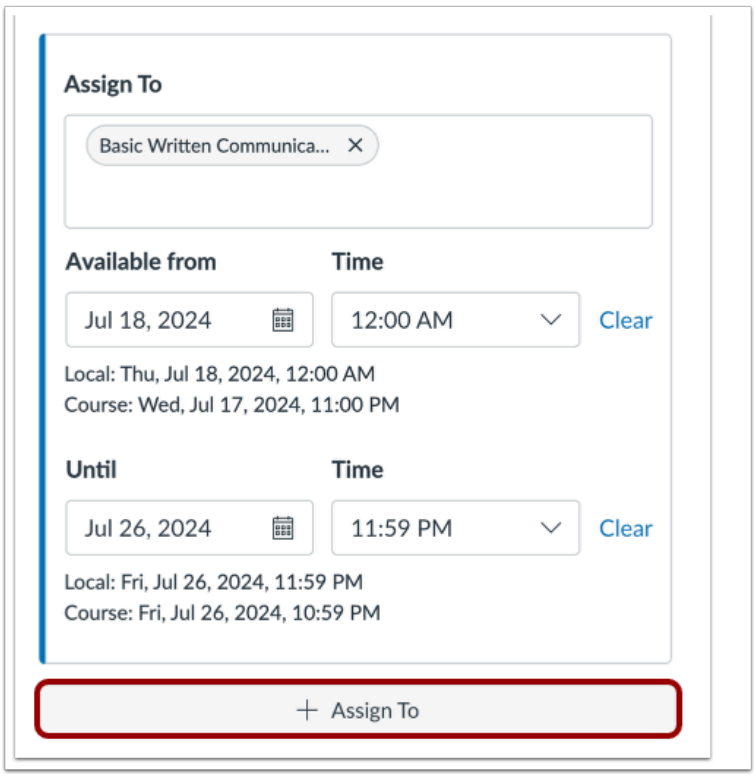
To set dates, enter a date in **Available from** or **Until** field [1]. Or, click the field and select a date from the calendar [2].

To set times, enter a time or click the **Time** drop-down menu and select a time [3].

Notes:

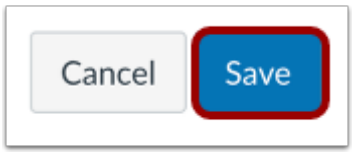
- To remove date and time selections, click the **Clear** link [4].
- In the calendar, the current date displays in a blue circle [5].

Add Additional Assignment Details



To assign to other students or sections with different dates and times, click the **Add** button. Then, enter additional assignees and availability dates.

Save Details



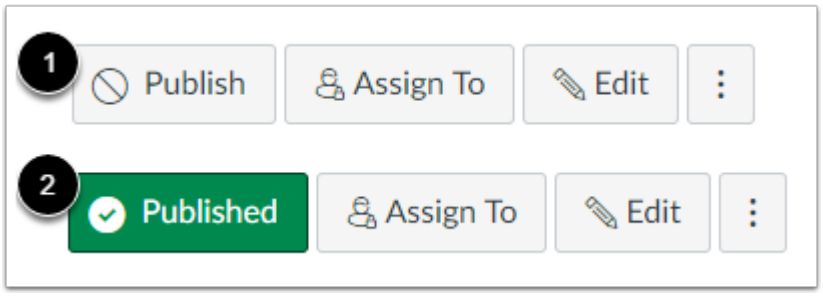
To save the page assignment details, click the **Save** button.

Save and Publish



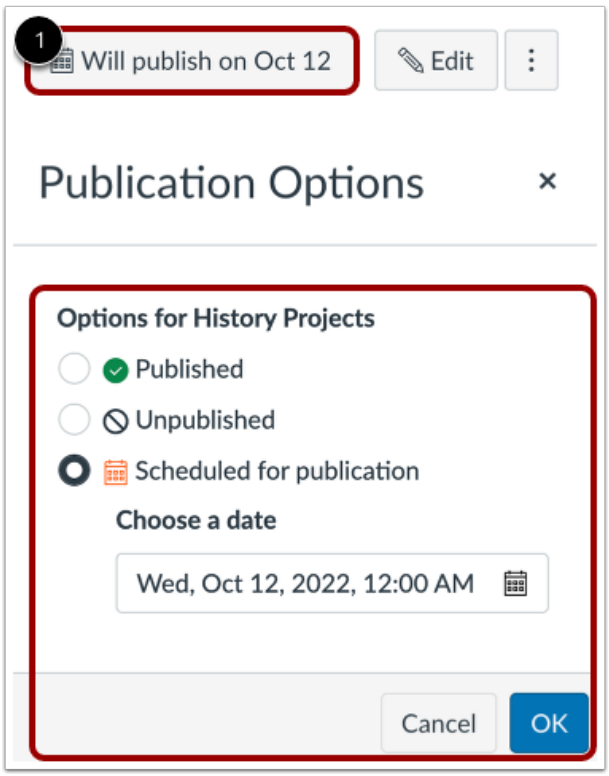
If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].

Note: If you try to navigate away from a page without saving, you will generate a pop-up warning.



When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button [1]. The button will change from gray to green [2].

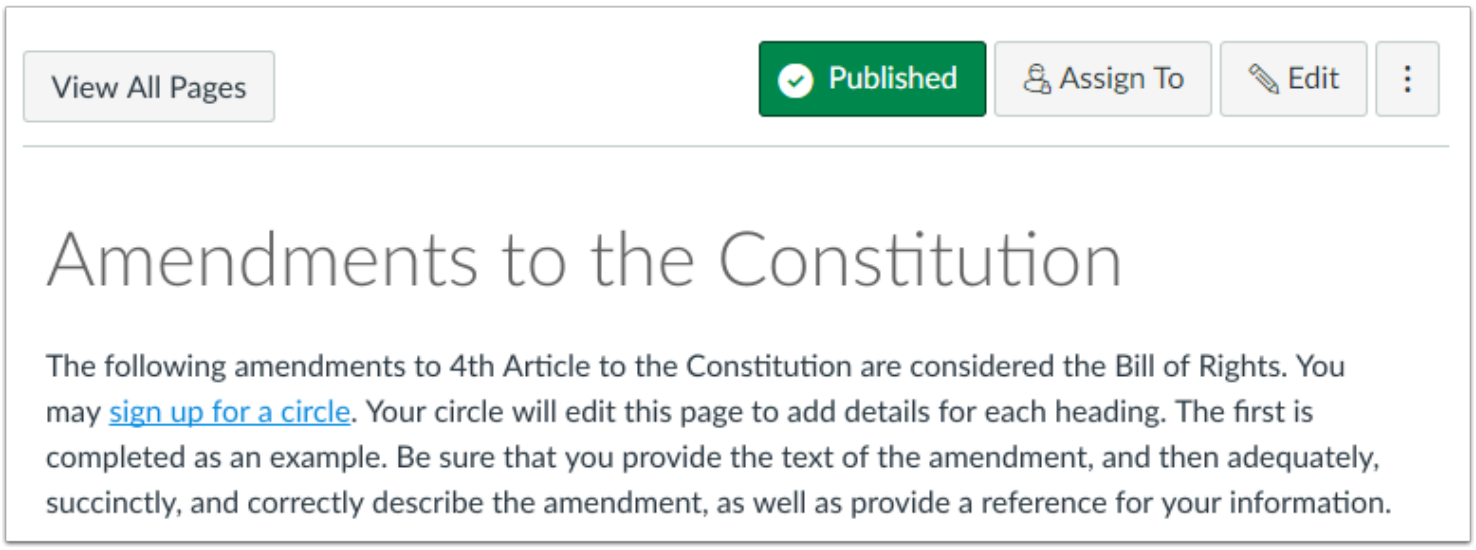
View Scheduled Page Publication



When your page is saved for scheduled publication, you can return to the page and manage the publishing of it at any time by clicking the **Will publish on...** button [1].

You can choose between publishing the page, unpublishing the page, or scheduling the page for publication options and then click the **OK** button [2].

View Page

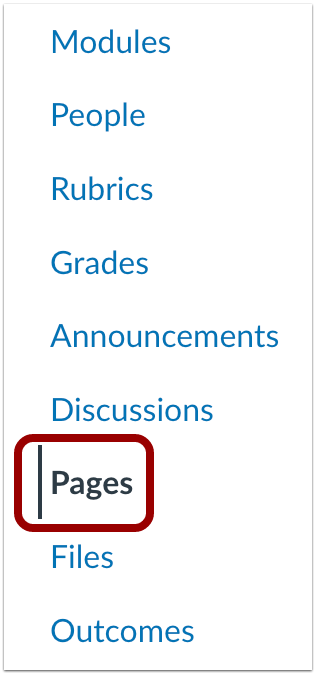


View the page you created.

How do I change the name of a page in a course?

Sometimes you want to rename a page name. This lesson will show you the steps of how to rename a page name.

Open Pages



In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



Click the name of the page you want to edit.

Edit Page



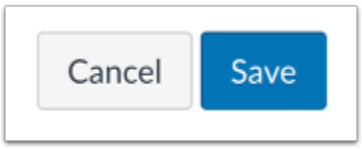
Click the **Edit** button.

Rename Page



Edit the title of the page.

Save Page



Click the **Save** button.

View Page



View the new page name at the top of the page.

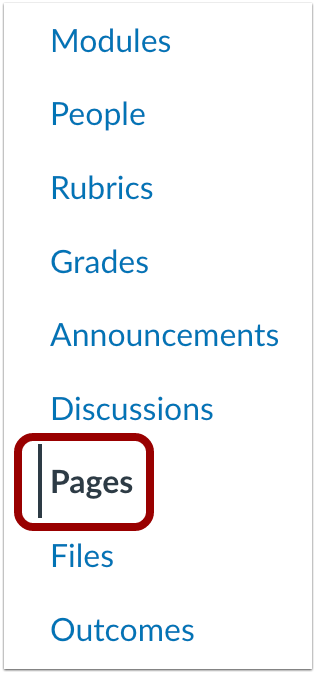
How do I edit a page in a course?

As an instructor, you can edit a page that you created.

As a student, you can create and edit a page that you created in a group.

By default, only instructors (teachers) can edit course pages. However, you can set a default preference for specific users to edit and contribute to the page in the Course Settings Course Details tab.

Open Pages



In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



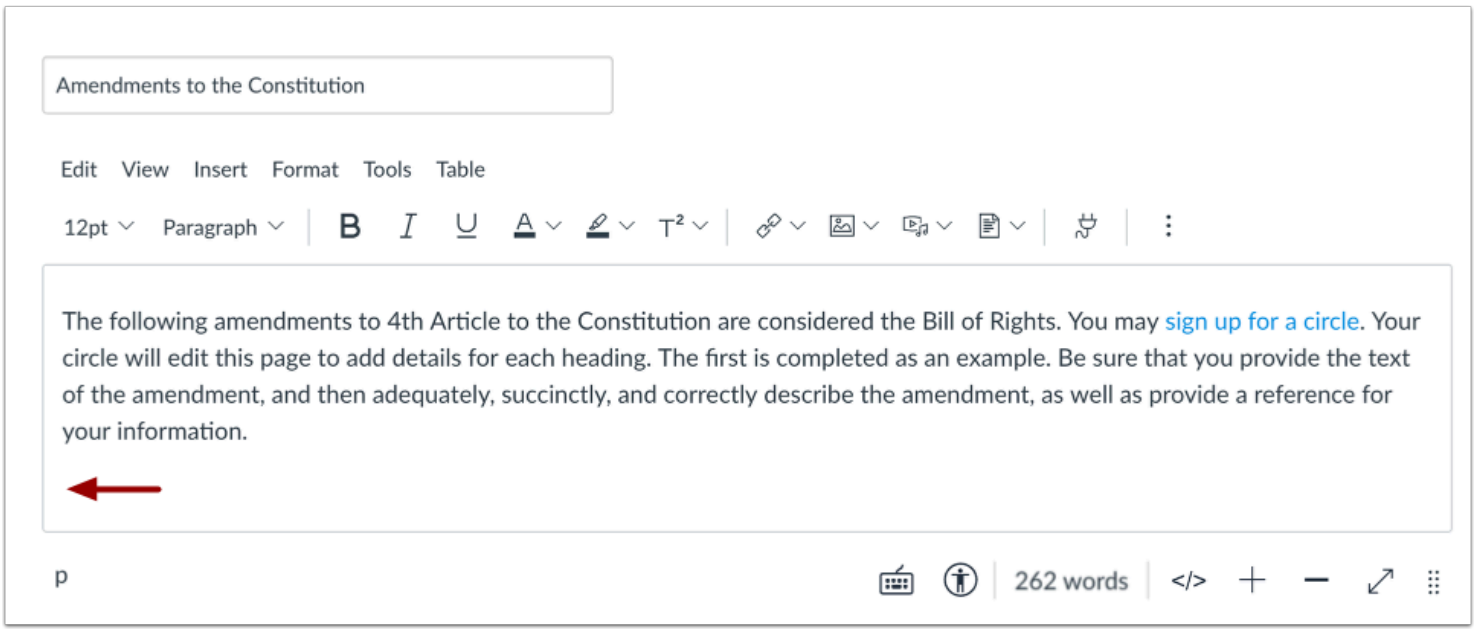
Click the title of the page you want to change.

Edit Page



Click the **Edit** button.

Insert Link



In the Rich Content Editor, place your cursor where you wish to insert your file. You can add links to course, group, or user files. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Insert Media

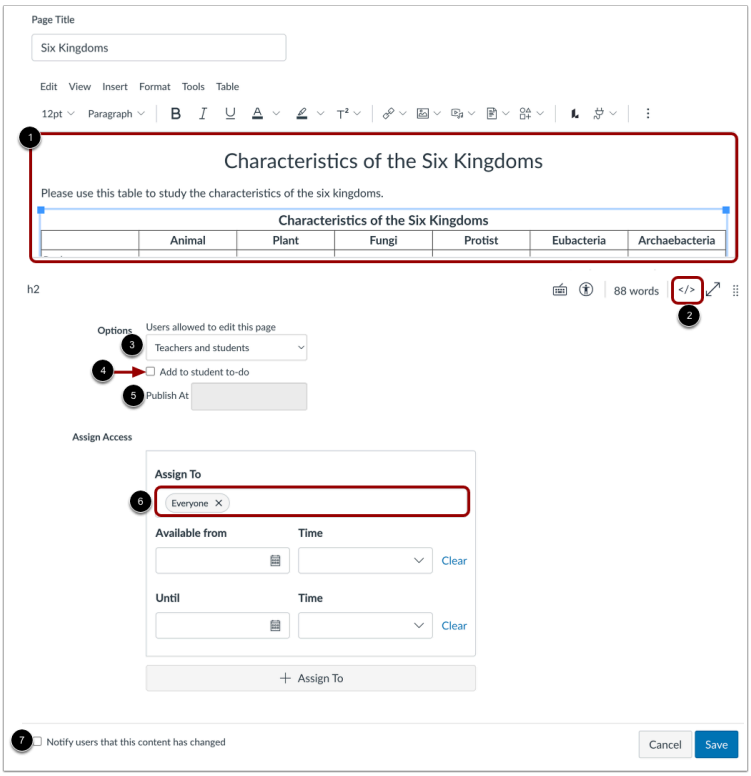


Click the **Media** icon. You can upload and embed media files from your computer or from Canvas.

Notes:

- Media will be inserted at the location of your cursor in the Rich Content Editor.
- You can also upload and embed media files from external sources or YouTube.

Edit Content



Add or edit the content using the Rich Content Editor [1] or switch to the HTML Editor [2].

To change the editing permissions for the page, click the **Users allowed to edit this page** drop-down menu [3].

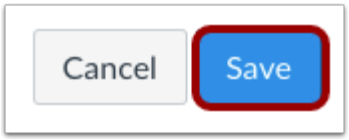
To add the page to student's to-do list, click the **Add to student to-do** checkbox [4].

You can schedule when a page will be published. Enter a date and time in the **Publish At** field [5]. Your page must be unpublished to schedule a publication date.

To assign specific sections or users for your page, set Availability dates for it, or assign it to Mastery Paths, click the **Assign To** link [6].

You can also notify users that content has changed by clicking the **Notify users that this content has changed** checkbox [7]. Only users that have the Course Content notification enabled will be notified of the change.

Save Page



Click the **Save** button.

View Page



View the changes you made to the page.

How do I duplicate a page in a course?

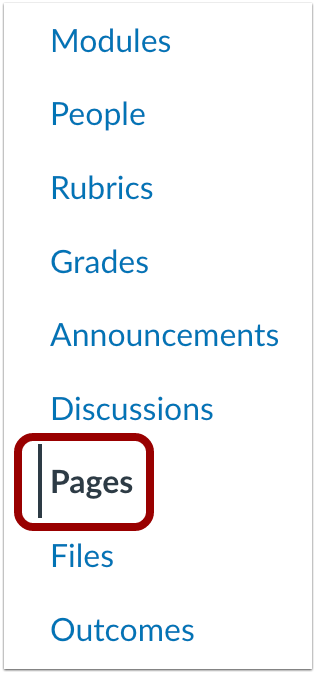
You can duplicate a page in your course. When a page is copied, the word *Copy* is added to the end of the page name.

Duplicating a page defaults the copied page to an unpublished status. All items in the page are duplicated including the page name, content, and options.

If a page is used in Mastery Paths, the Mastery Paths setting is also enabled in the copied page. Additionally, any Mastery Paths page also displays in the Assignments index page.

If applicable, Pages displays Blueprint Course icons after the page is refreshed.

Open Pages



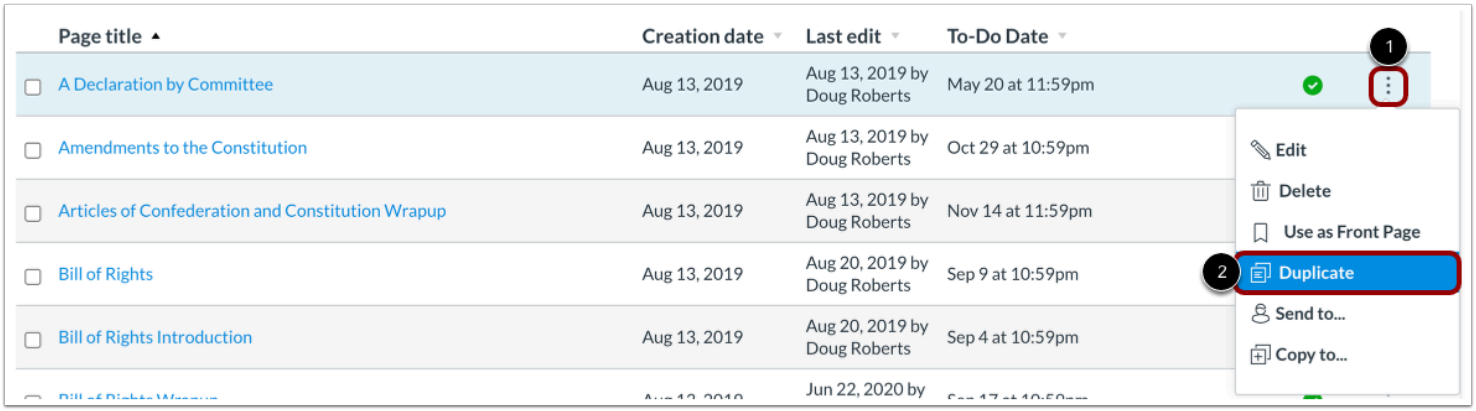
In Course Navigation, click the **Pages** link.

View Pages



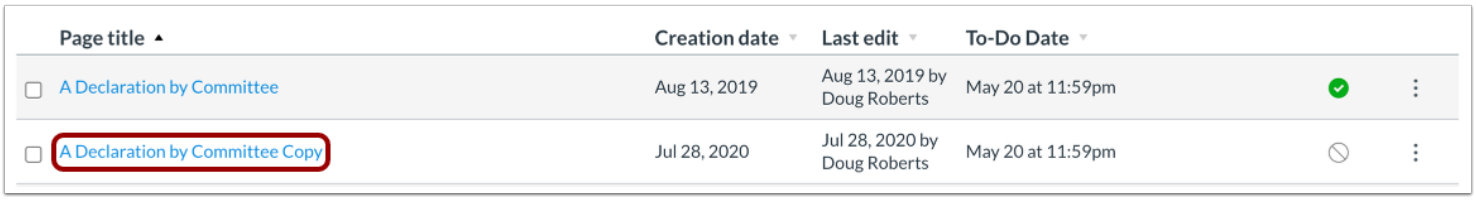
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



Locate the page you want to duplicate. Click the **Options** icon [1], then click the **Duplicate** button [2].

View Duplicate



View the page duplicate in your course.

Note: If applicable to your course, Blueprint Course icons display after the page is refreshed.

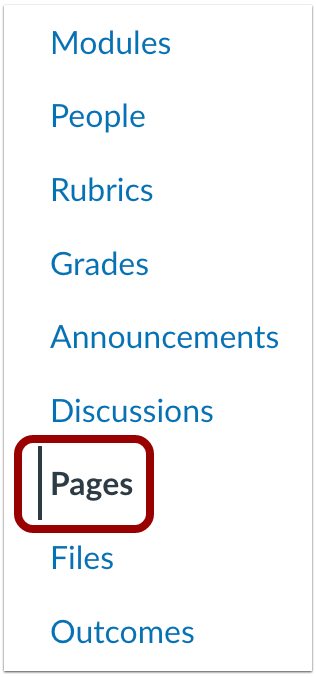
How do I copy a page to another course?

As an instructor, you can copy individual pages in one course directly into any active course in which you are enrolled. You can also send pages to other instructors at your institution. When you copy a page, any assets within that page (images, files, etc.) will be included in your page copy.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled .
- Shared content does not count against course or user quotas.
- If you copy the same page to the same course more than once, the page you previously copied will be overwritten with the newly copied page.

Open Pages



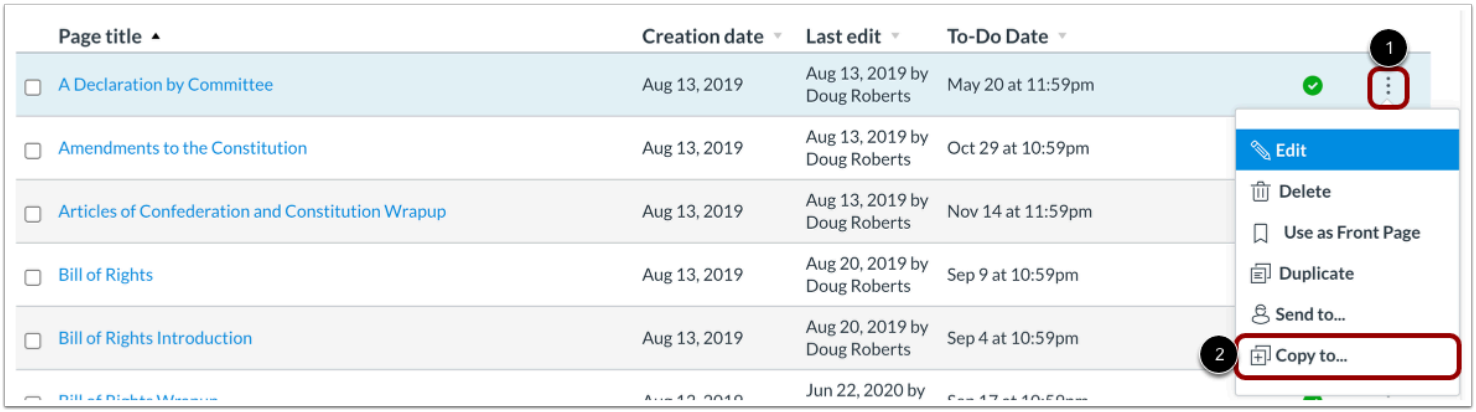
In Course Navigation, click the **Pages** link.

View All Pages



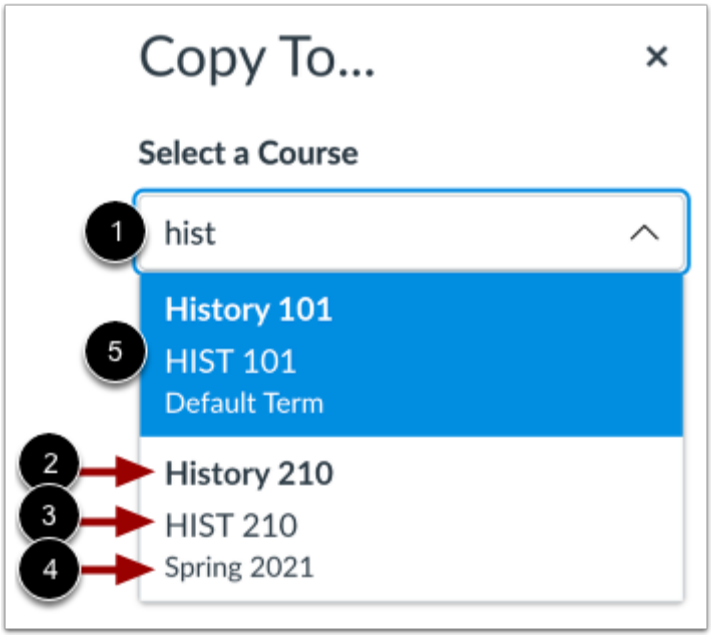
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page Options



Locate the page you wish to copy, then click the page **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



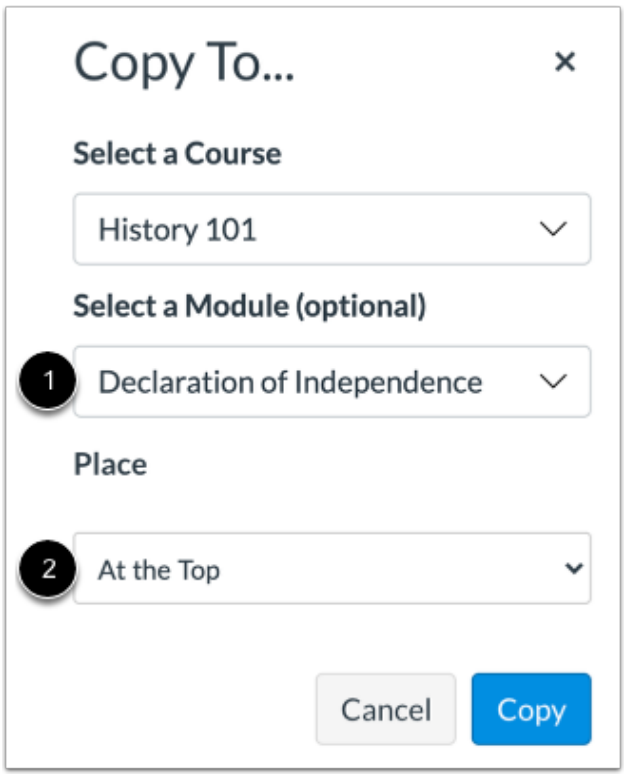
Enter the name of a course, SIS ID or course code in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the page [5].

Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Pages cannot be copied to a concluded course.

Select Location

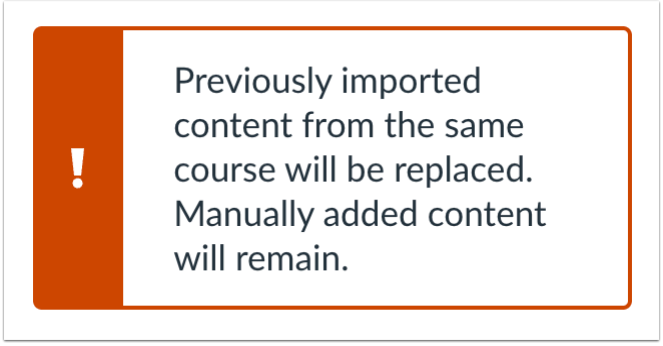


If you wish, you can copy the page into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied page.

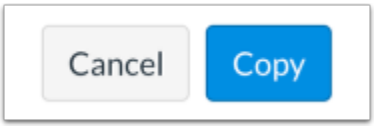
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the page to the top of the module, before or after a specific module item, or at the bottom of a module.

View Copy To Content Warning Message



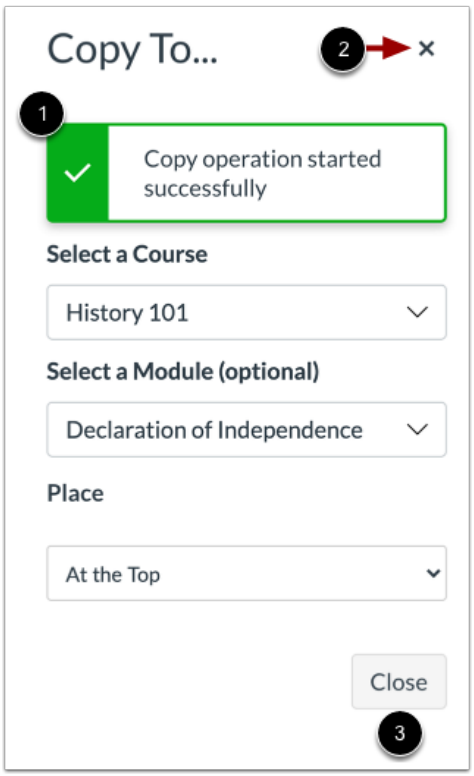
When copying content, a message displays explaining that importing the same course content more than once overwrites any existing content in the course.

Copy Page



Click the **Copy** button.

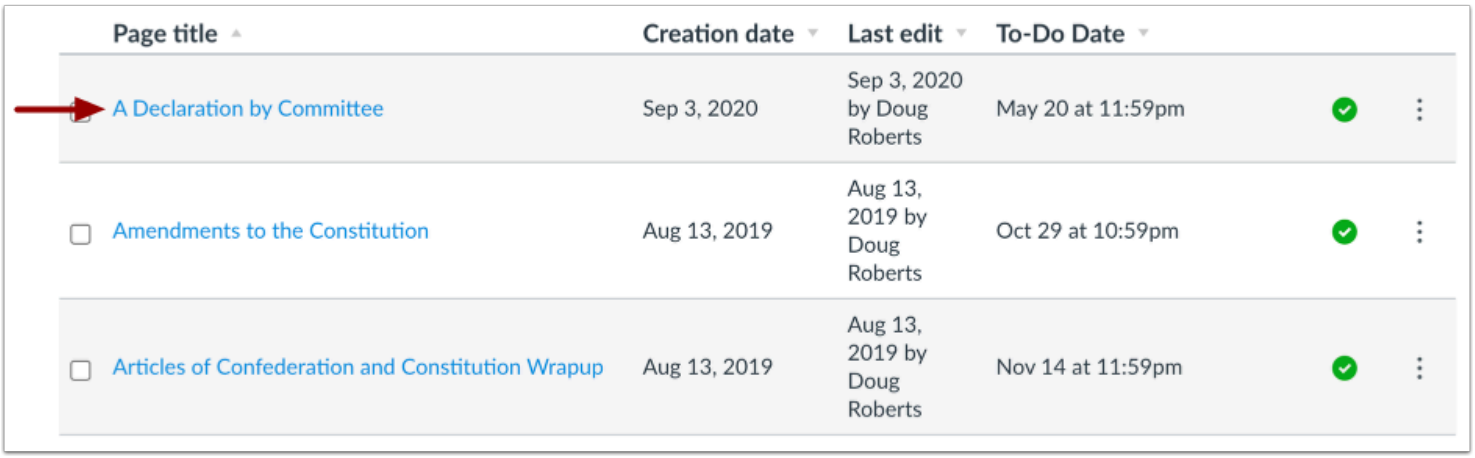
View Copy Notification



Canvas displays a notification when a page copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Page



Copied pages display on the Pages Index Page for the course into which it copied.

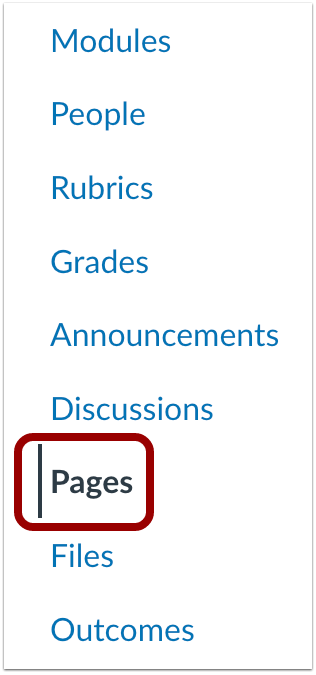
How do I send a page to another instructor?

As an instructor, you can share individual pages in your course with other instructors at your institution. You can also copy an individual page into another course. When you share a page, any assets within that page (images, files, etc.) will be included in the shared file.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Pages



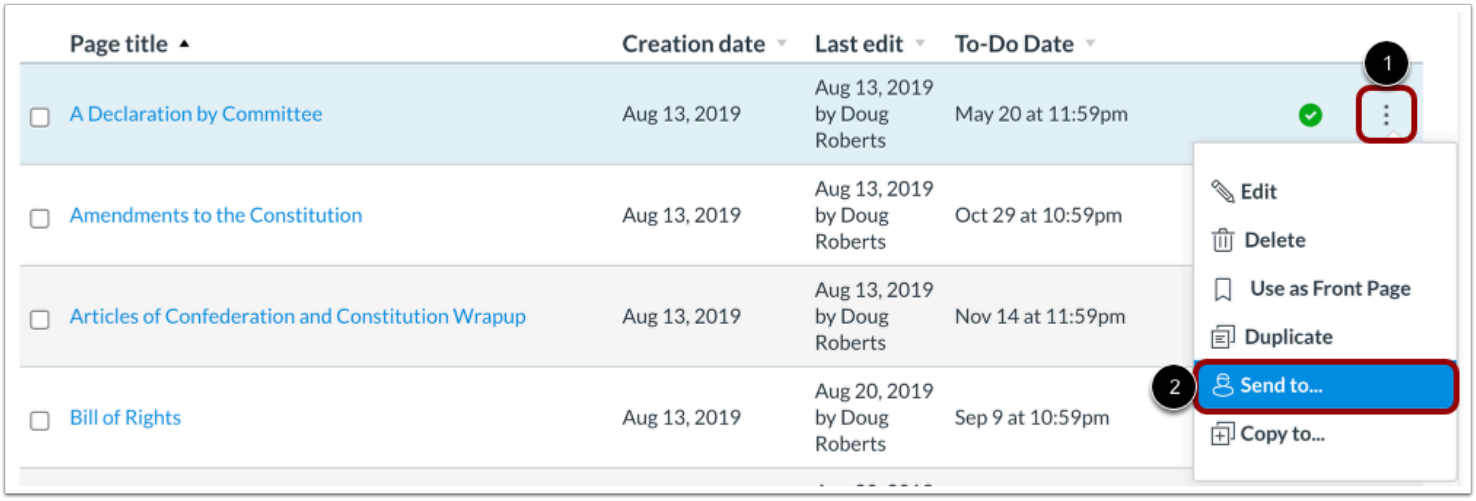
In Course Navigation, click the **Pages** link.

View All Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page Options



Locate the page you wish to send to a user, then click the page **Options** icon [1]. Select the **Send to...** option [2].

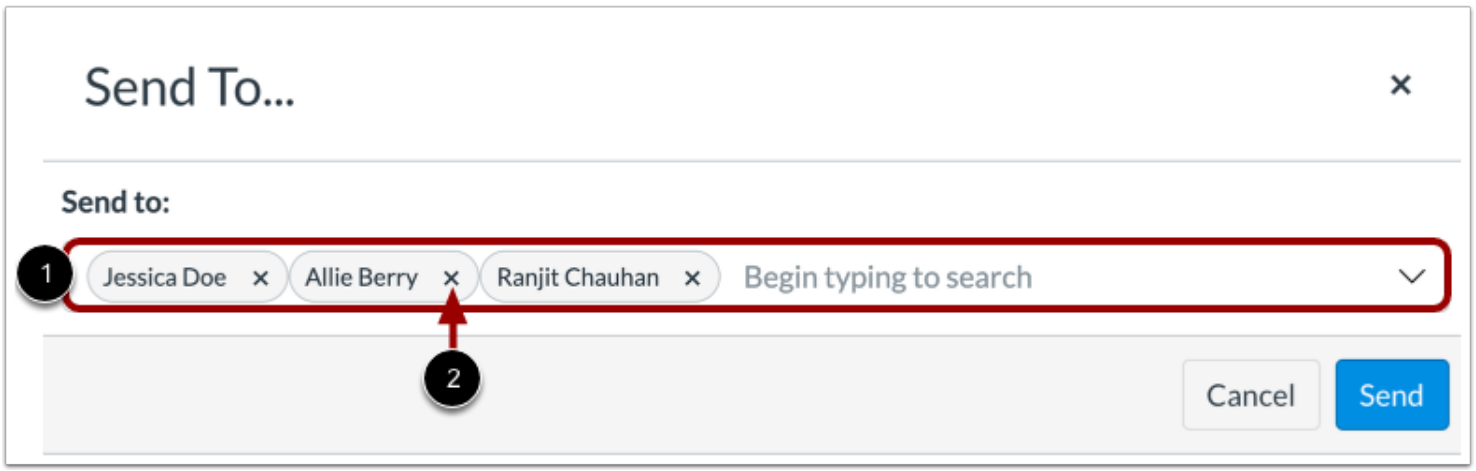
Select Recipient



To send your page to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your page [2].

Note: You can send the page to multiple instructors at one time.

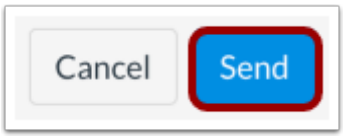
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the page to yourself, add your name to the Send to field.

Send Page



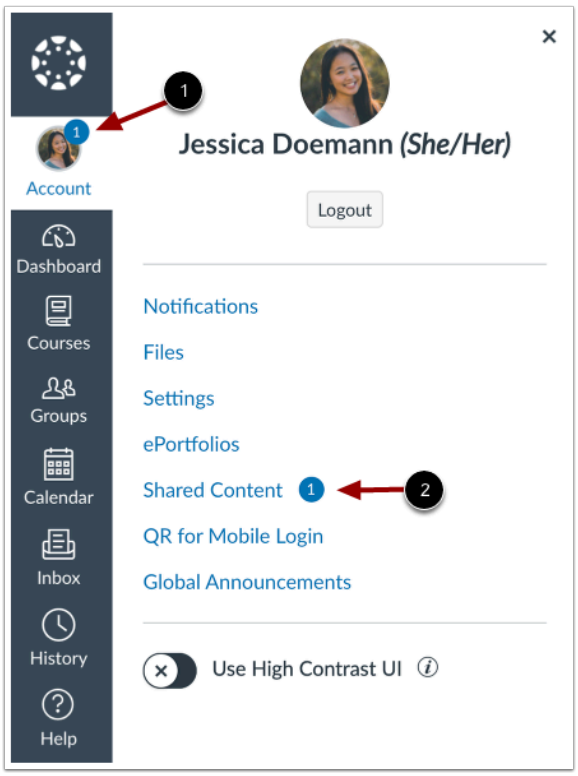
Click the **Send** button.

View Sent Notification



Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, a badge displays on the users's Account icon [1] and in the Shared Content link [2].

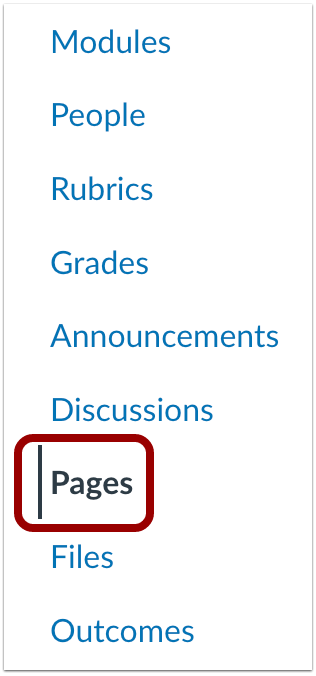
For more information, visit our guide on how to manage received content.

How do I delete pages in a course?

You can delete a single page or multiple pages if you no longer need them in your course.

Note: You cannot delete a page if it is used as the Front Page for your course.

Open Pages



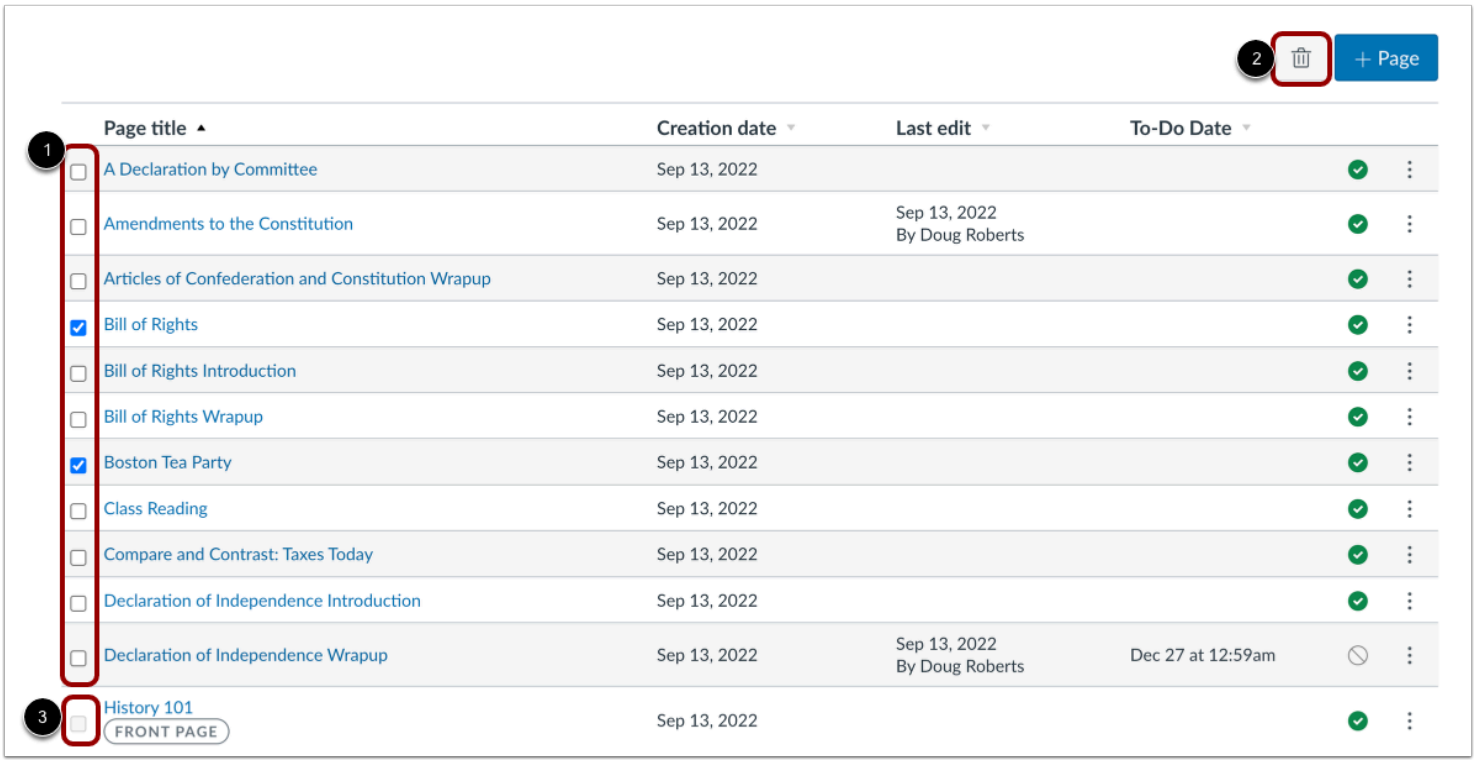
In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

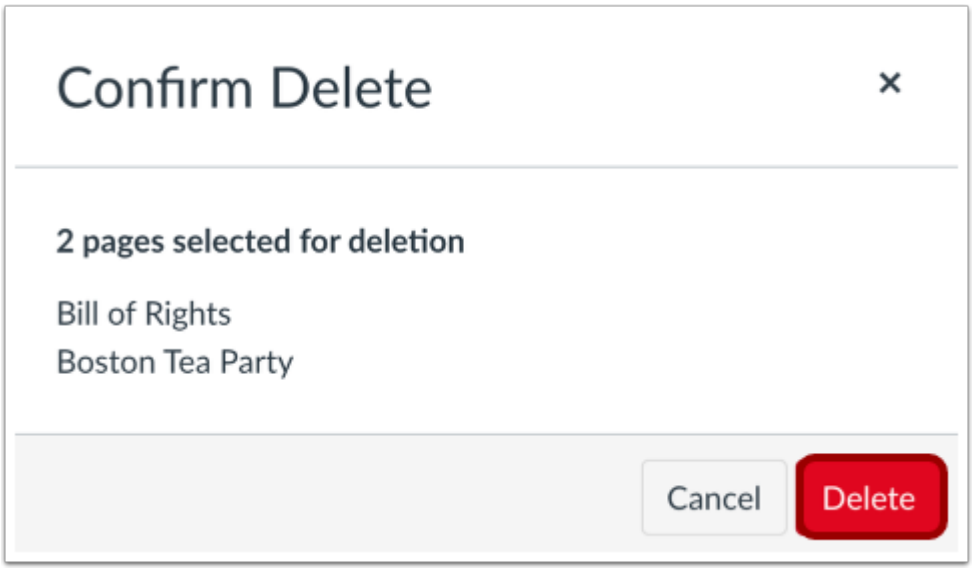
Delete Pages



Select the checkbox of the page or pages you want to delete [1]. Then click the **Delete** button [2].

Note: You will be unable to delete a page if it is used as the Front Page for your course [3].

Confirm Deletion

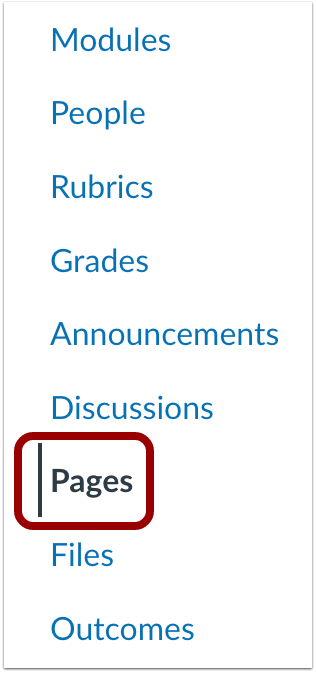


To confirm deletion of the selected pages, click the **Delete** button.

How do I upload a PDF to a page in a course?

You can upload PDFs to a page in Canvas.

Open Pages



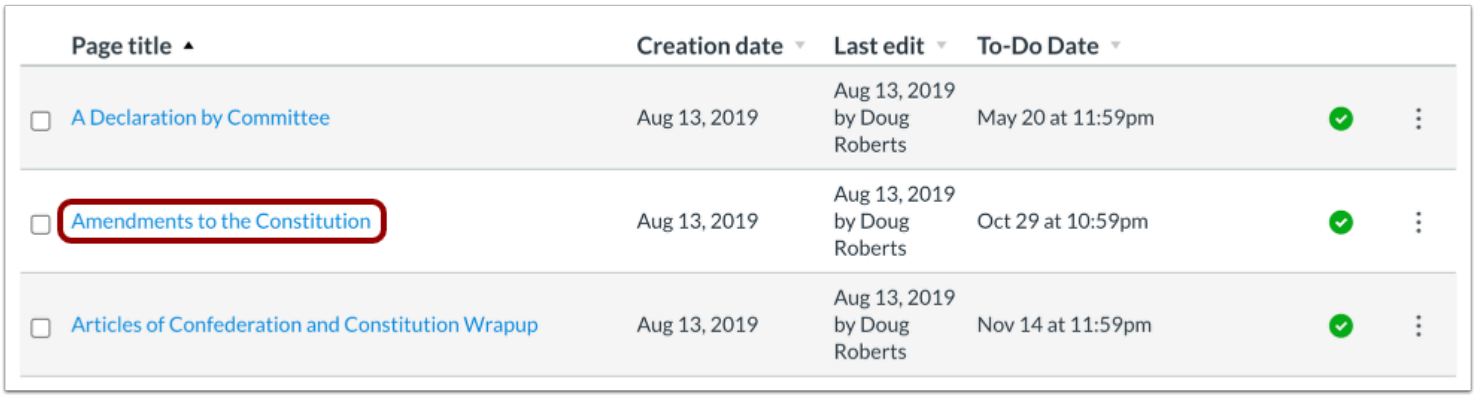
In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



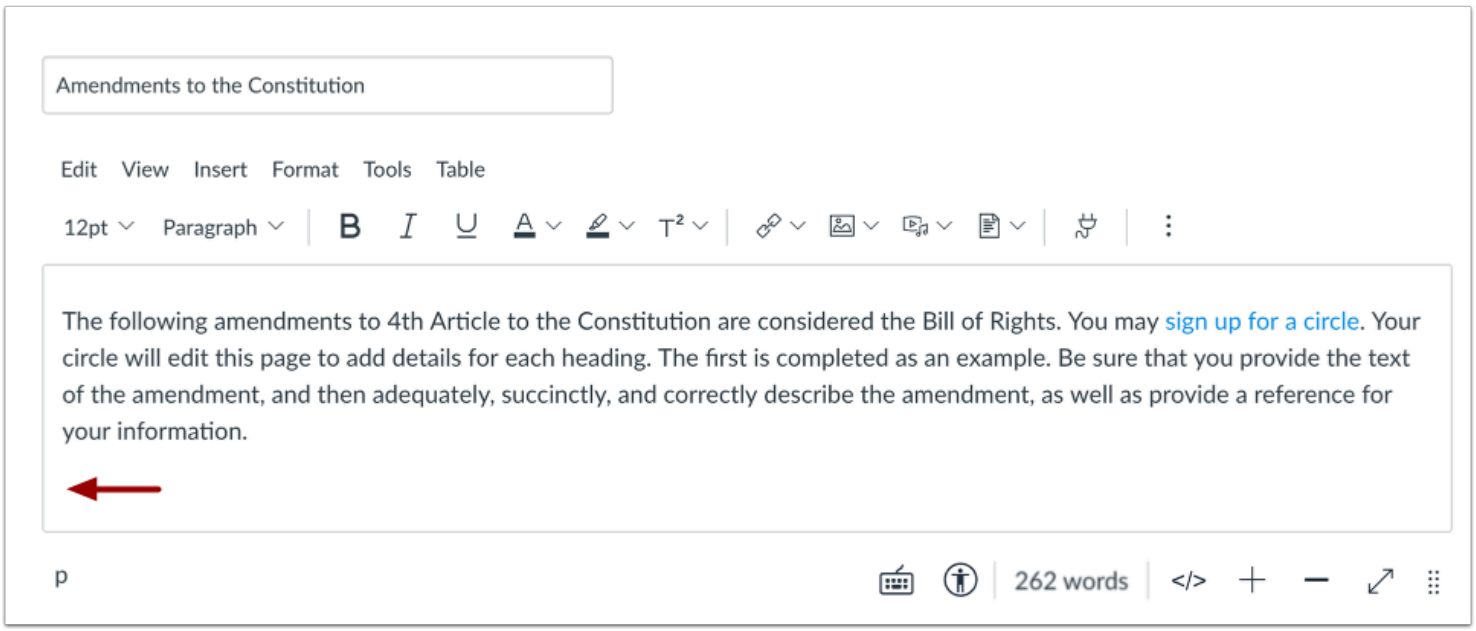
Click the title of the page you want to edit.

Edit Page



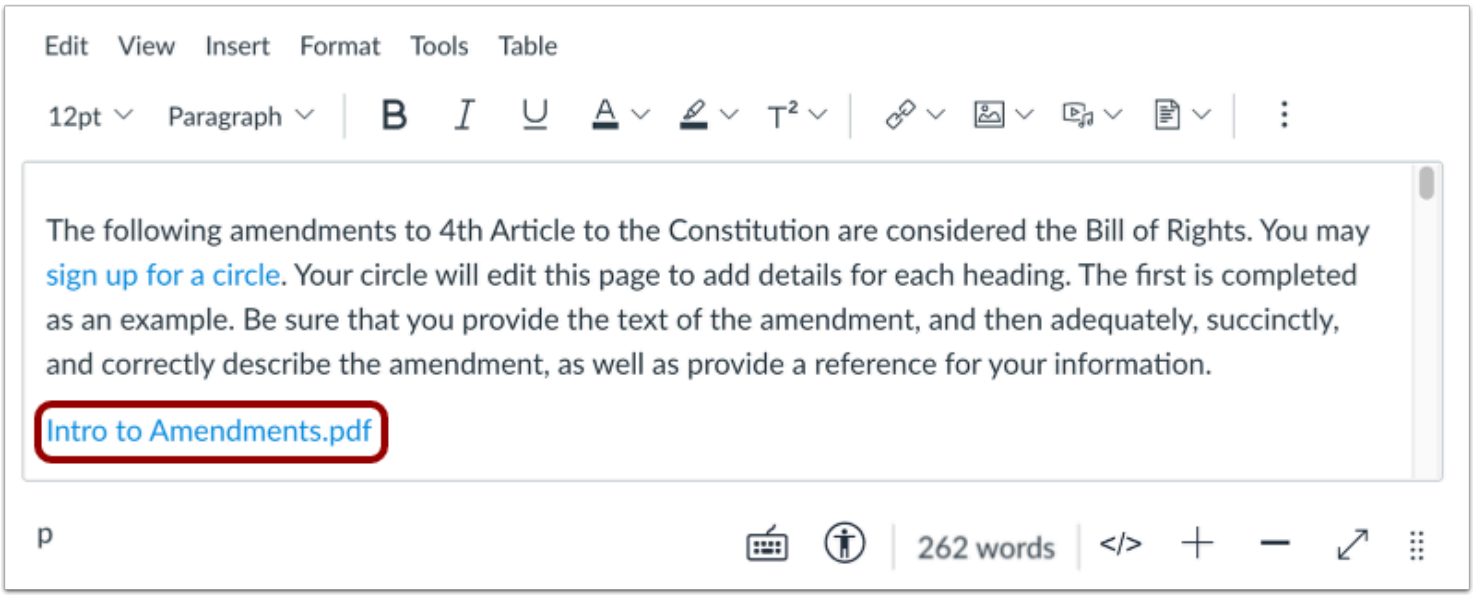
Click the **Edit** button.

Insert PDF Link



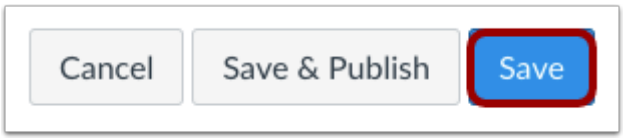
In the Rich Content Editor, place your cursor where you wish to insert the PDF document. You can embed previously uploaded documents or upload new documents.

View PDF Link



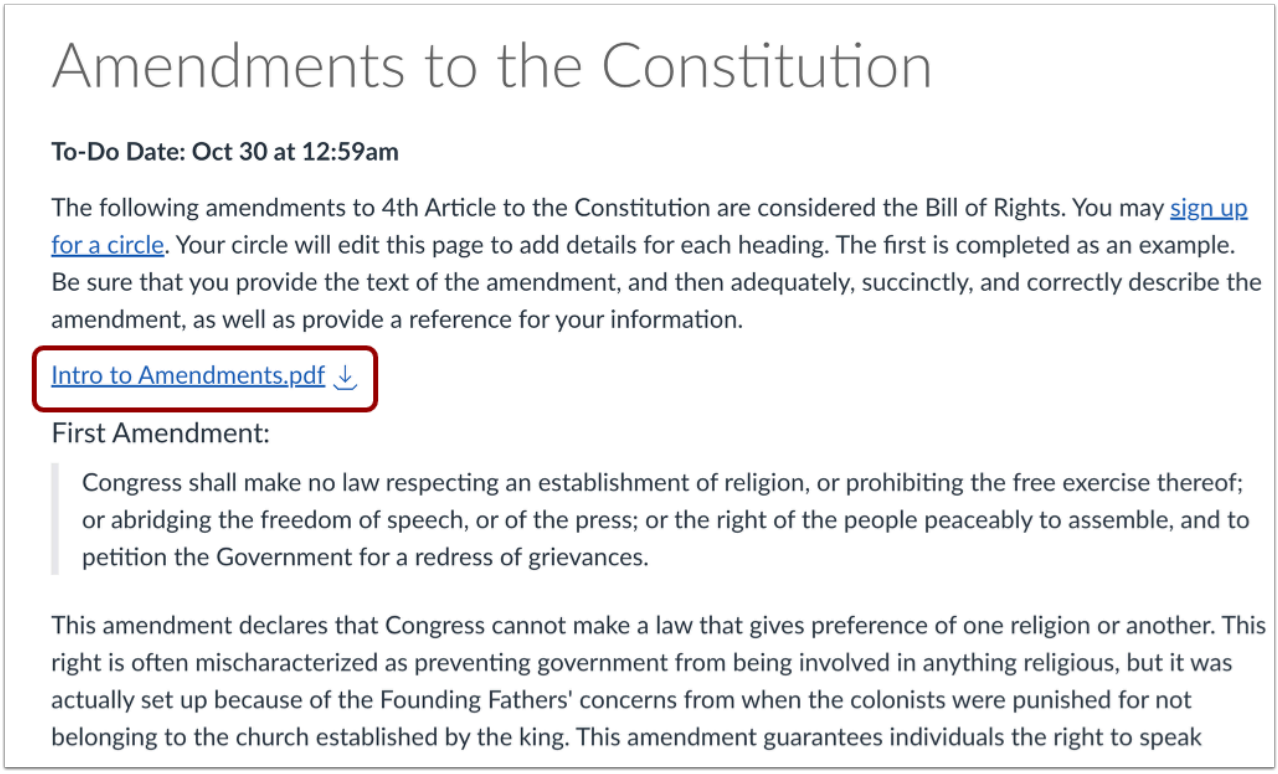
Look in the Rich Content Editor to be sure that the file was properly inserted where you left your cursor. If you look closely you will see the file name flash yellow the moment it is inserted in the page.

Save Page



Click the **Save** button.

View Page

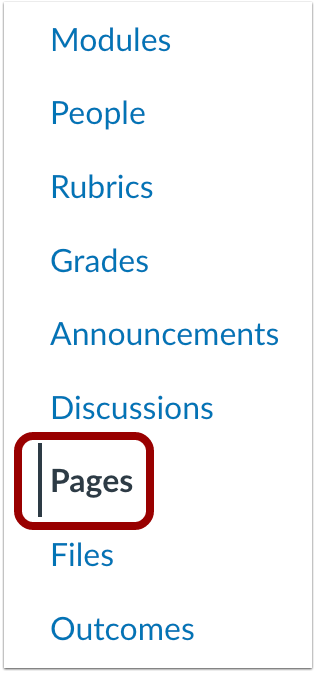


View the PDF file by clicking the file name.

How do I link to other Canvas pages in a course?

Within a page, you can insert links to other Canvas pages within the same course.

Open Pages



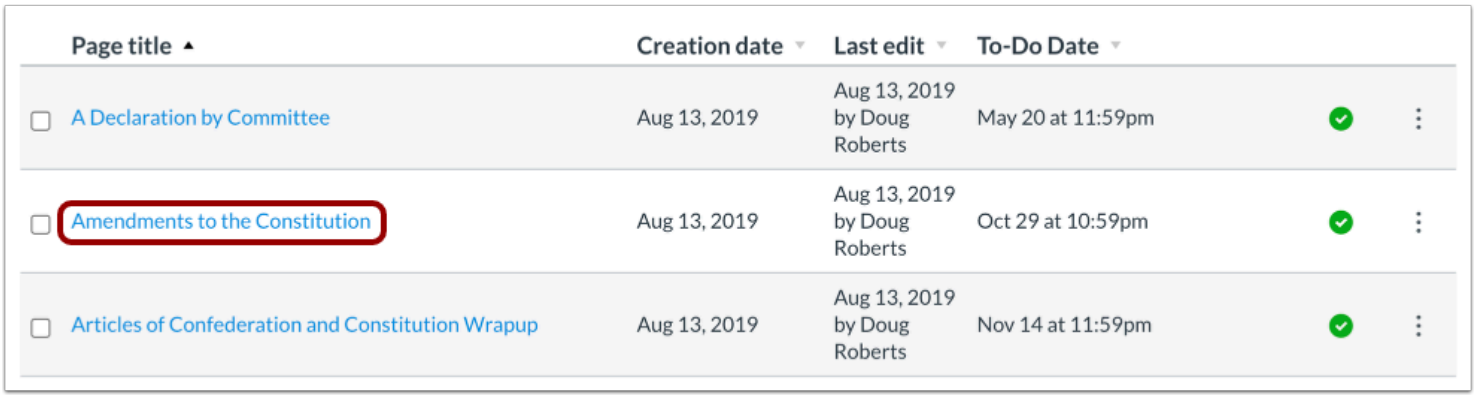
In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



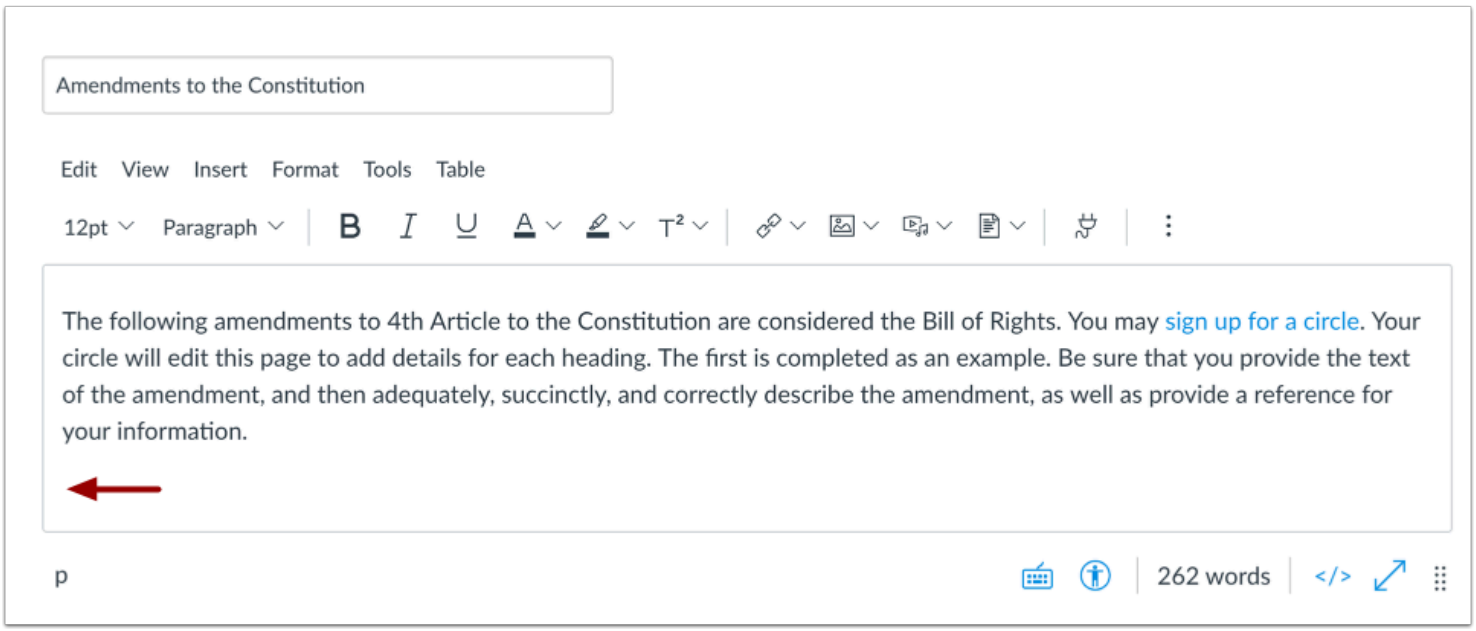
Click the title of the page you want to open.

Edit Page



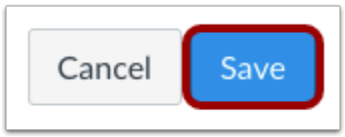
Click the **Edit** button.

Insert Link



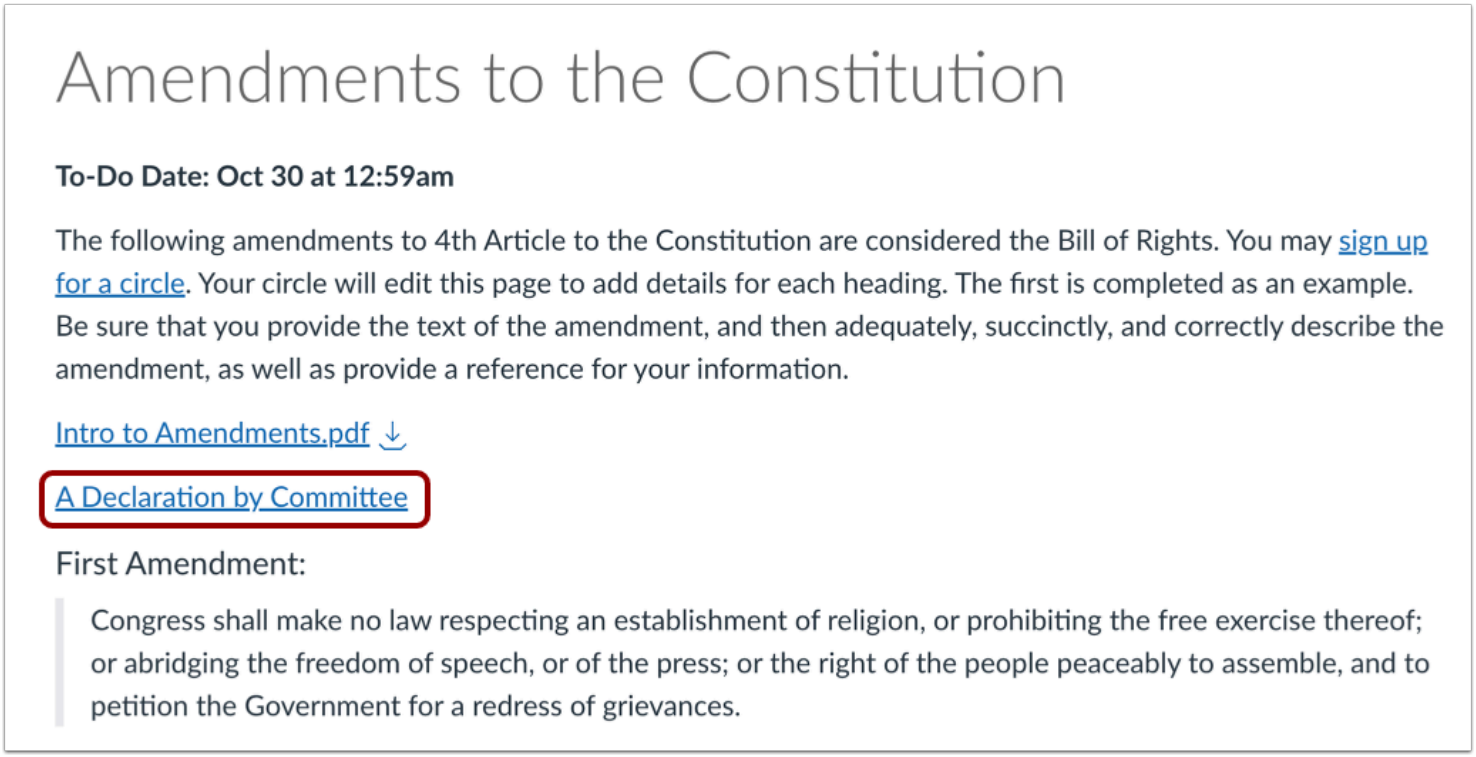
In the Rich Content Editor, place your cursor where you want to insert the link. You can add links to course or group content. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Save Page



Click the **Save** button.

View Page



View the page by clicking the link.

How do I set a Front Page in a course?

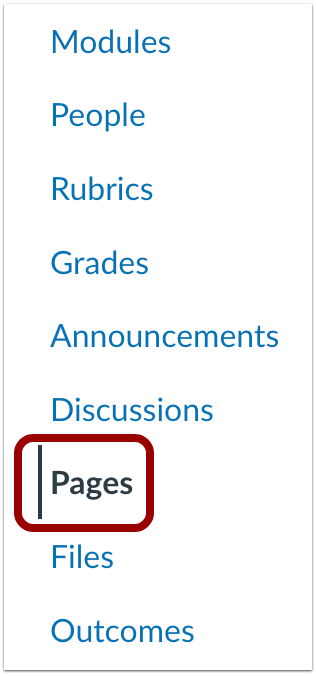
The Course Home Page is the first view your students will see when they enter your course. For the Course Home Page, you can customize a page from your course Pages and have it display as the Course Home Page.

If you want to change the Course Home Page to a custom page, you must first set the page as the Front Page. The Front Page is a designation that shows Canvas which page can be used for the Course Home Page. Use this page to show a welcome message, links, images, or other information for students.

Notes:

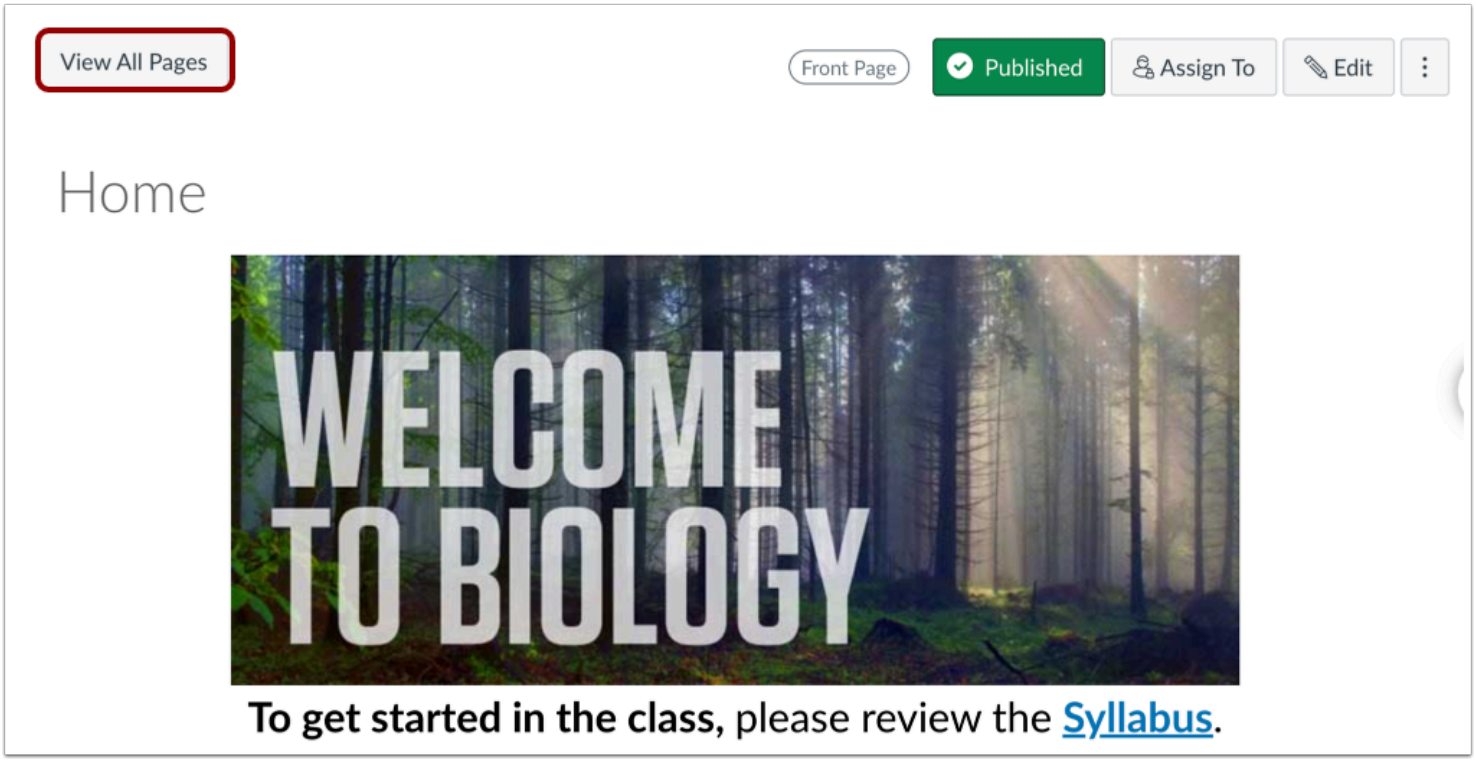
- Before setting the Front Page, the page must be published.
- You can edit the Front Page, set a different page as the Front Page, or remove the Front Page.
- Before setting a Front page, the Pages link in Course Navigation will open to the Pages Index. However, once you have selected a Front Page, the Pages link will always open to the Front Page. To return to the Pages Index, click the **View All Pages** button.
- The Pages Front Page can also be set to display recent course announcements.

Open Pages



In Course Navigation, click the **Pages** link.

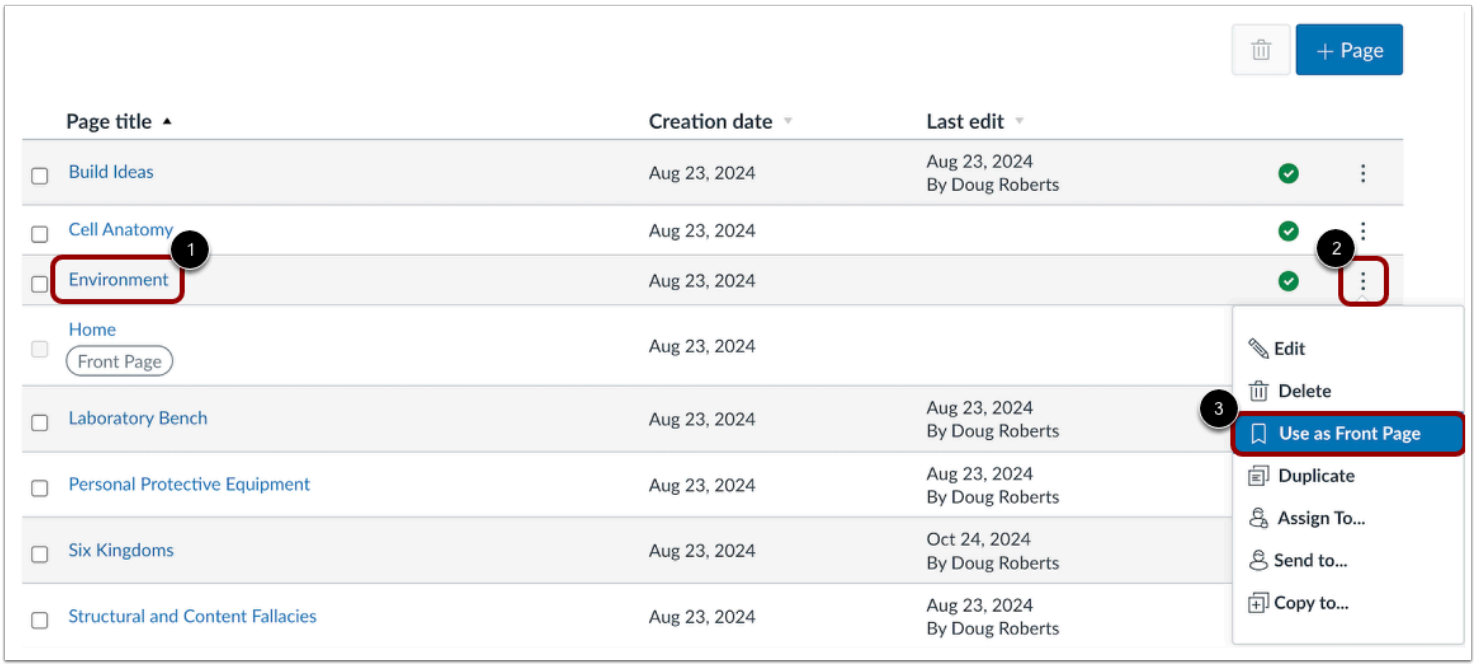
View All Pages



If a front page has been selected previously, it will display.

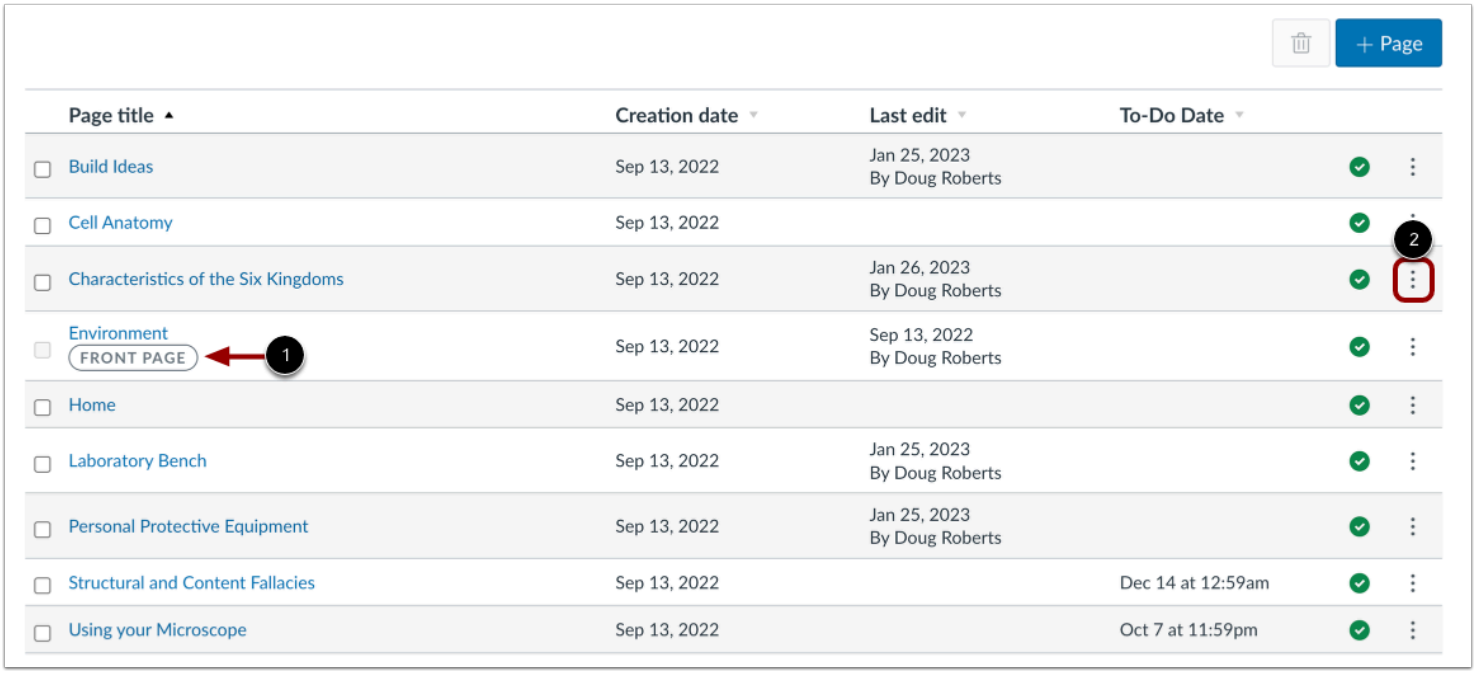
To view a list of all course pages, click the **View All Pages** button.

Set Front Page in Pages List



Locate your published page that you want to set as your Front Page [1]. Click the **Options** icon [2] and select the **Use as Front Page** link [3].

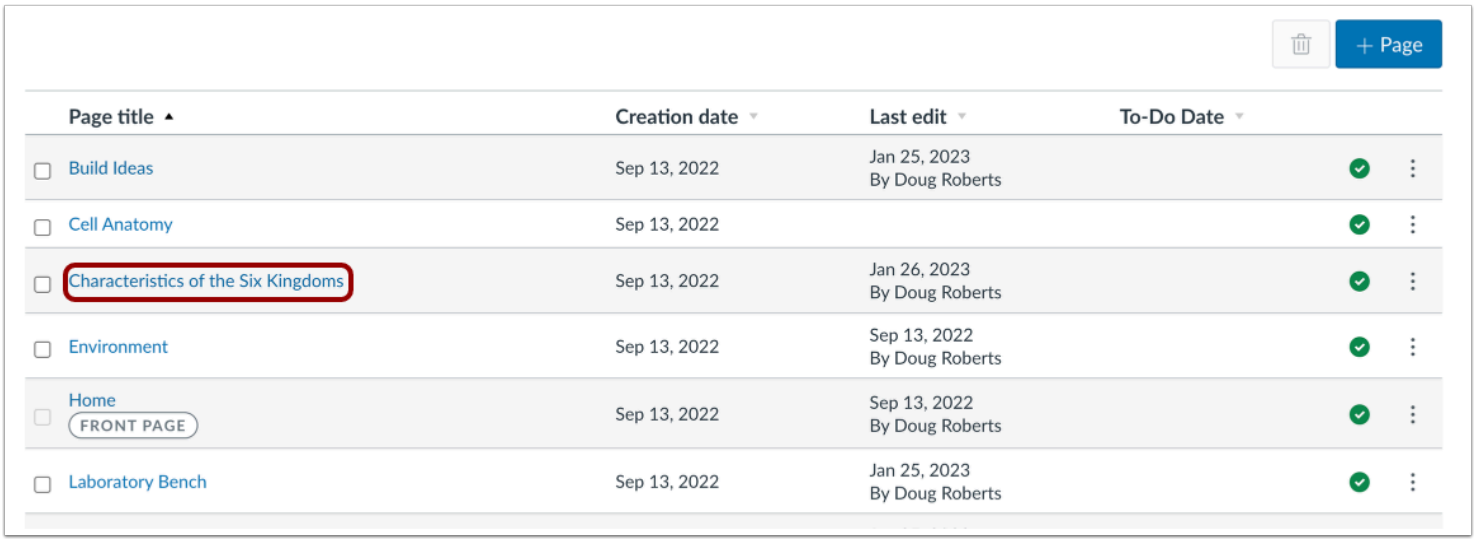
View Front Page



The Front Page will be indicated by a gray **Front Page** tag [1].

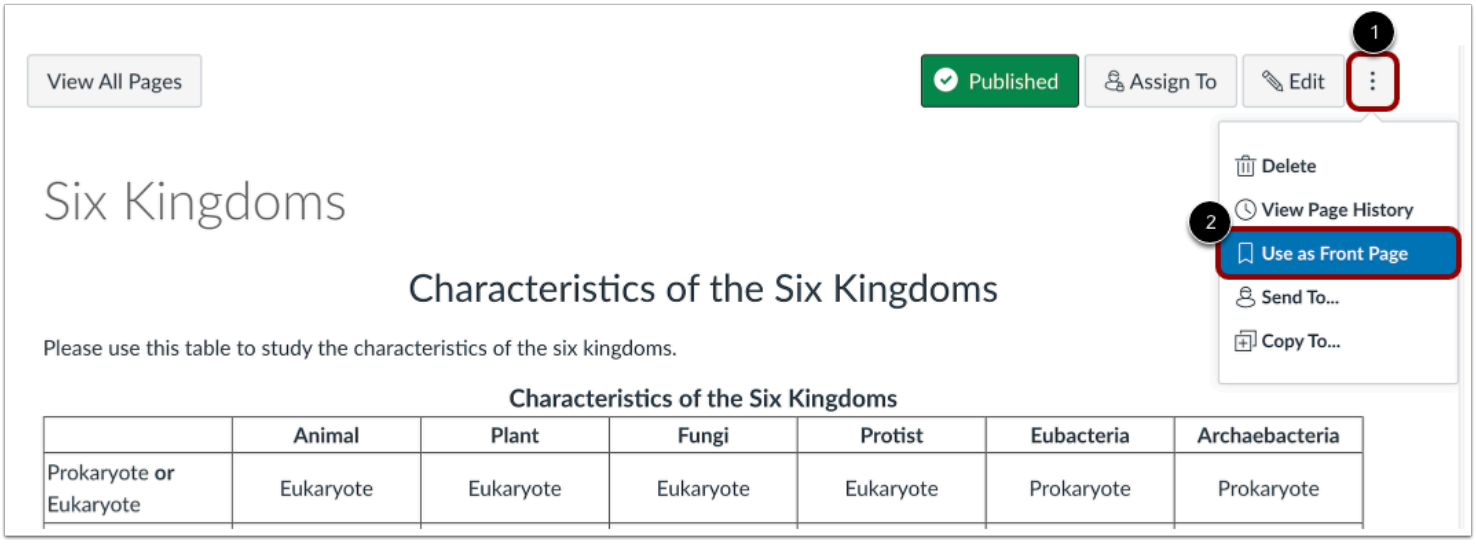
You can change the Front Page to any other page in the course by selecting the page **Options** icon [2].

Set Front Page in Individual Page



You can also set a page as the Front Page from any individual page in your course. Click the name of any published page that you want to set as your front page.

Use as Front Page



Click the **Options** icon [1] and select the **Use as Front Page** link [2].

Remove Front Page



To remove the Front Page, locate the page labeled with a **Front Page** tag [1]. Click the **Options** icon [2] and select the **Remove as Front Page** option [3].

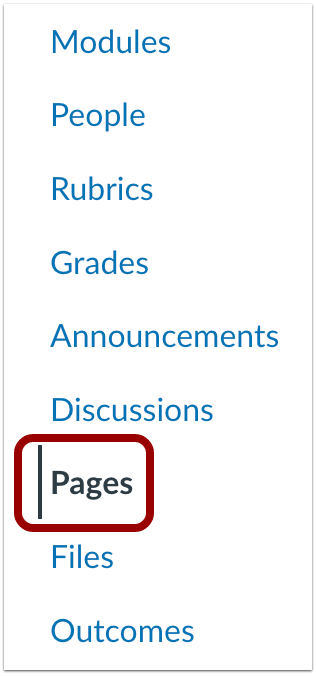
How do I add a page to the student To-Do list as an instructor?

As an instructor, you can add a page as a to-do item in the student List View Dashboard.

Pages added to the To Do list also display in the course calendar and students' course sidebar To Do list.

Note: Students will not see To Do items in their Calendar iCal feed.

Open Pages



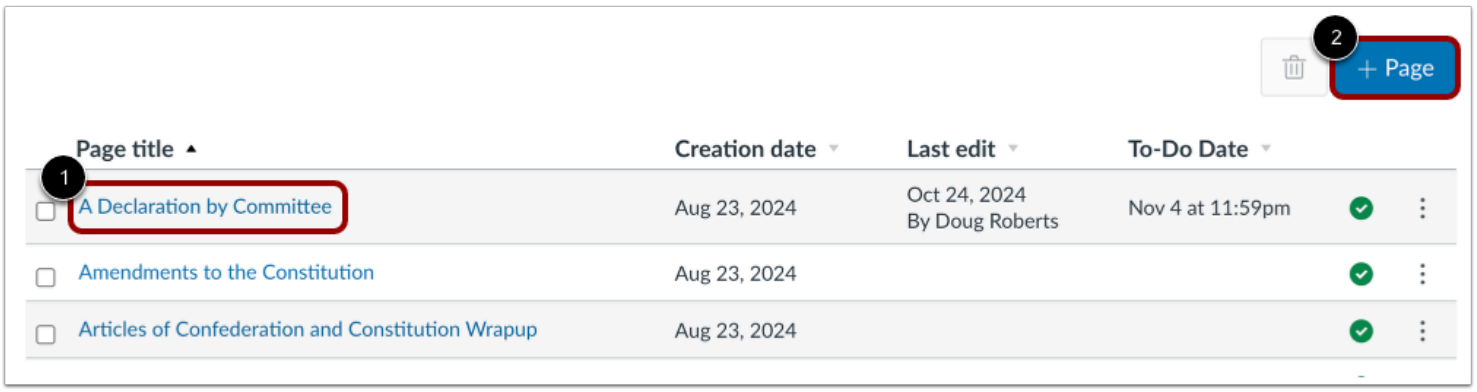
In Course Navigation, click the **Pages** link.

View Pages



By default, Pages displays the selected front page for the course. To view the Pages Index page, click the **View All Pages** button.

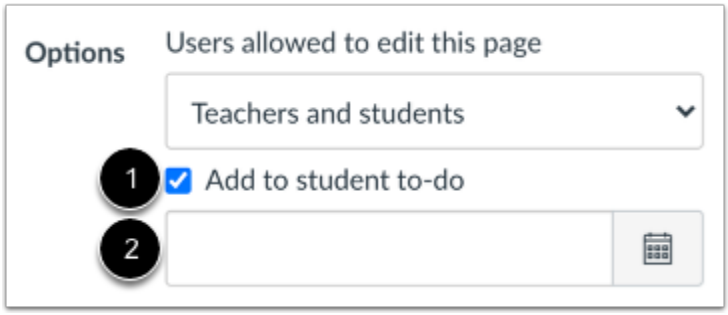
Open Page



To open a page, click the page title [1].

To create a new page, click the **Add Page** button [2].

Edit Page Settings



To add the page to the student to-do list, click the **Add to student to-do** checkbox [1]. Items added to the student to-do list also display in the course calendar and students' course sidebar To Do list.

Add a due date in the **Due Date** field [2].

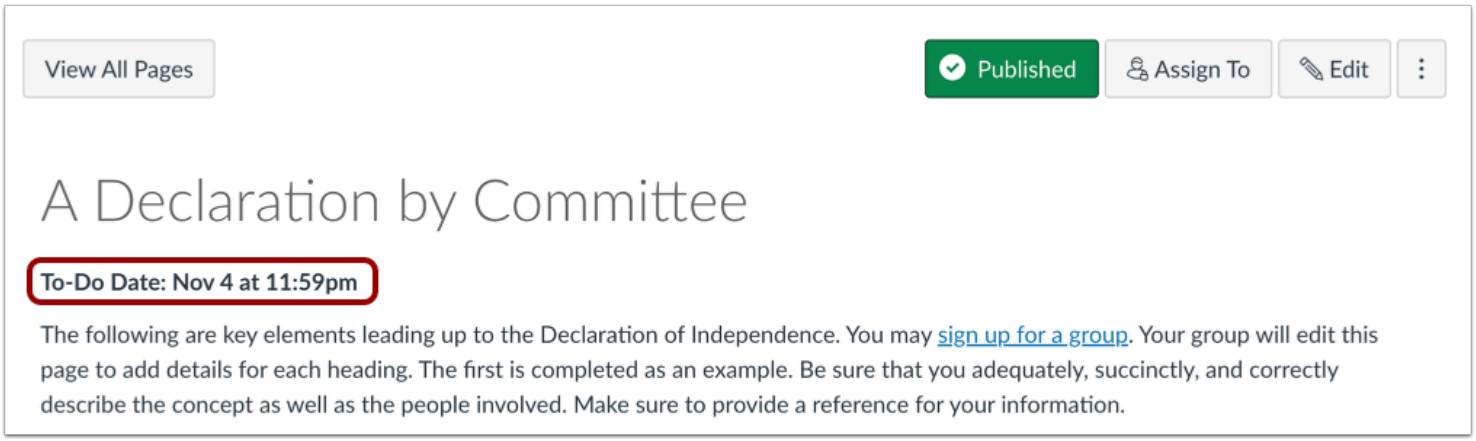
Save and Publish



To save and publish the page, click the **Save & Publish** button [1].

If the Save & Publish button doesn't display, the page is already published. To save your changes, click the **Save** button [2].

View Page



View the page with the to-do date.

The page will display in students' To-Do list in the List View Dashboard as well as in the course calendar and students' course sidebar To Do list.

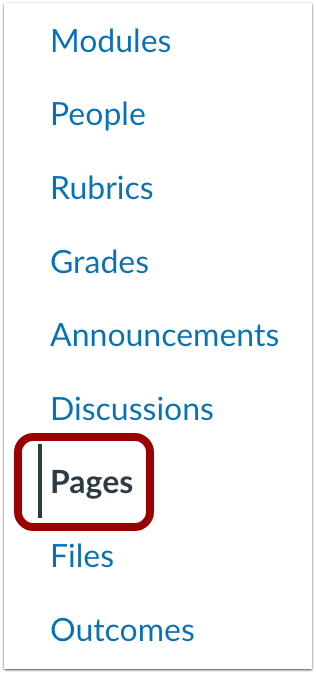
How do I embed a video in a page in a course?

Canvas lets you embed video content within a page.

Notes:

- Canvas only supports secure video URLs (HTTPS) for embedding.
- Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.
- To block unsuitable ads on YouTube used within your Canvas instance, the owner of your institution's domain can tag your institution's URL for child-directed treatment.

Open Pages



In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



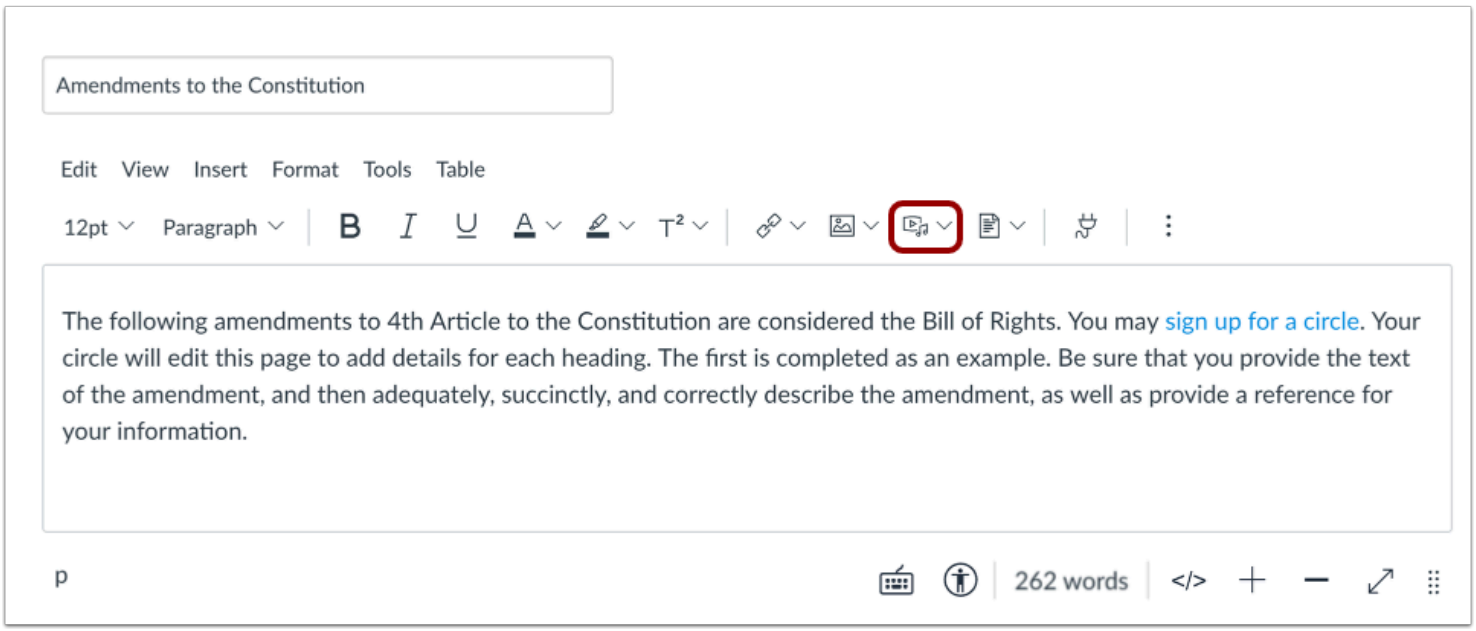
Click the title of the page you want to view.

Edit Page



Click the **Edit** button.

Open Insert Media Tool

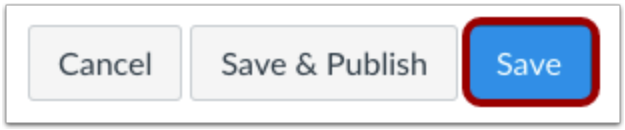


Click the **Media** icon. You can upload and embed media files from your computer or from Canvas.

Notes:

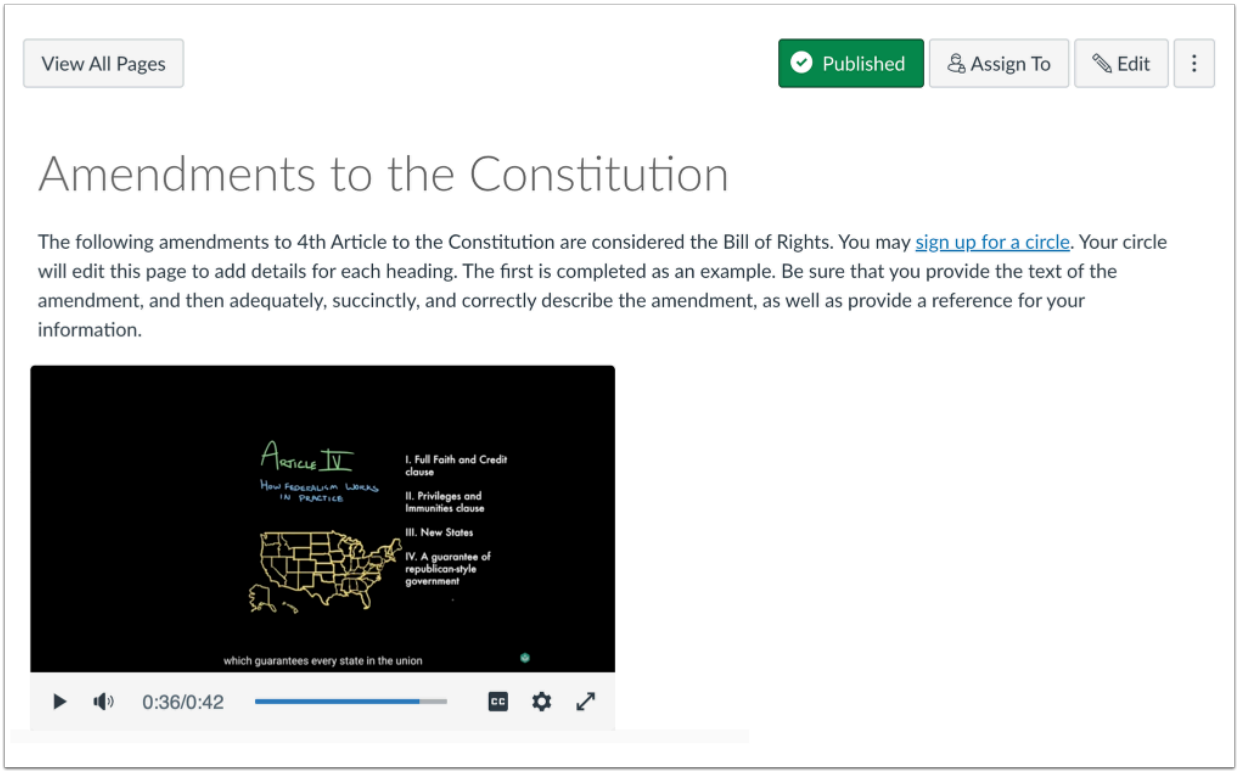
- Media will be inserted at the location of your cursor in the Rich Content Editor.
- You can also upload and embed media files from external sources or YouTube.

Save Page



Click the **Save** button.

View Page

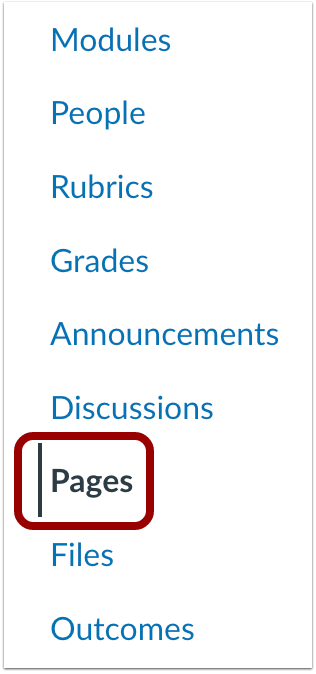


View the video embedded into your page.

How do I create a file link in a page in a course?

As an instructor, you can add a course file to a page.

Open Pages



In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



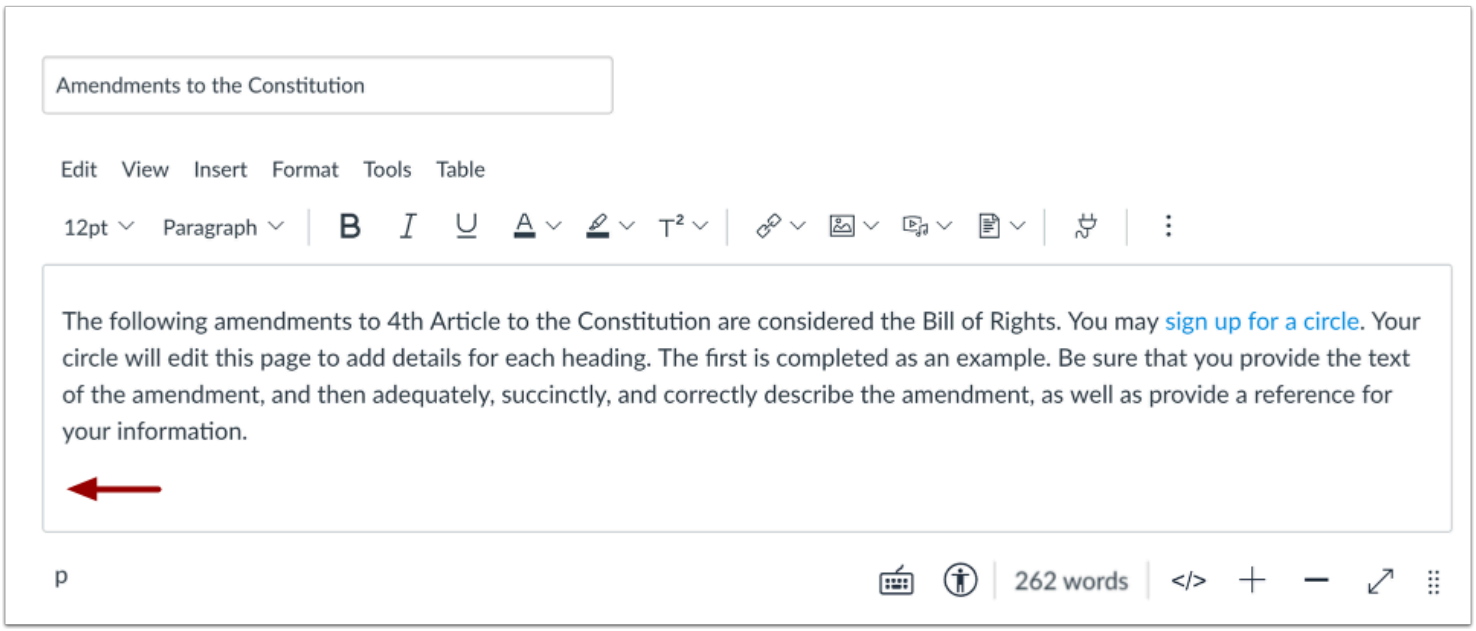
Click the title of the page you want to edit.

Edit Page



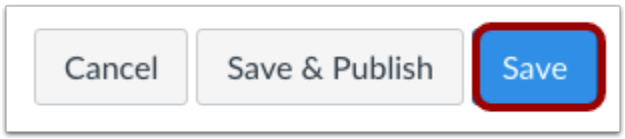
Click the **Edit** button.

Insert Link



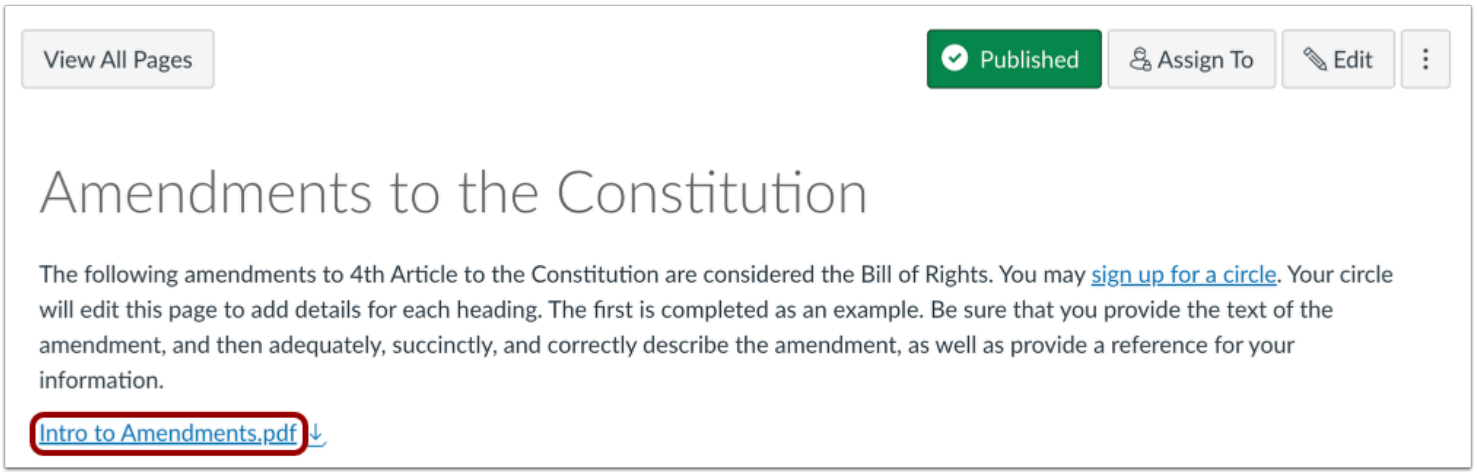
In the Rich Content Editor, place your cursor where you wish to insert your file. You can add links to course, group, or user files. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Save Page



Click the **Save** button.

View Page



View the page.

How do I view the history of a page in a course?

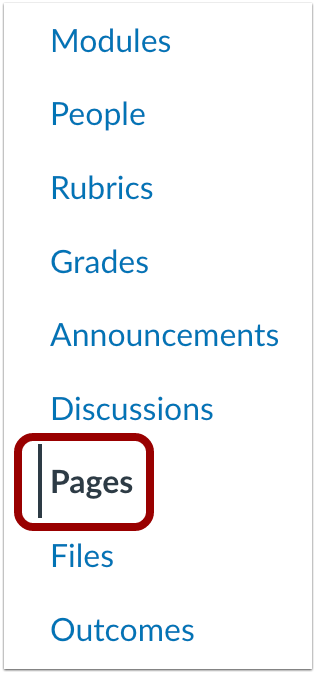
When you can edit course pages, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also roll back the page content to a previous version of the page.

The images shown in this lesson are for the instructor view, but the same steps apply for students who have access to edit course pages.

Notes:

- Even when granted editing access in page settings, students cannot roll back a prior version of a page within a course. They can only roll back page content for pages within student groups.
- HTML and CSS code snippet changes are not stored in the page history.

Open Pages



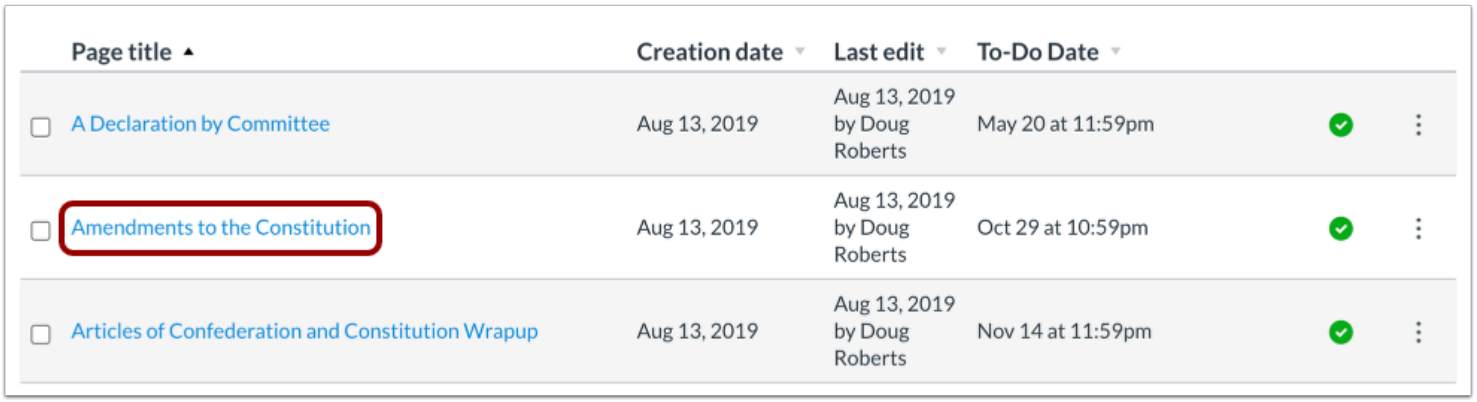
In Course Navigation, click the **Pages** link.

View Pages



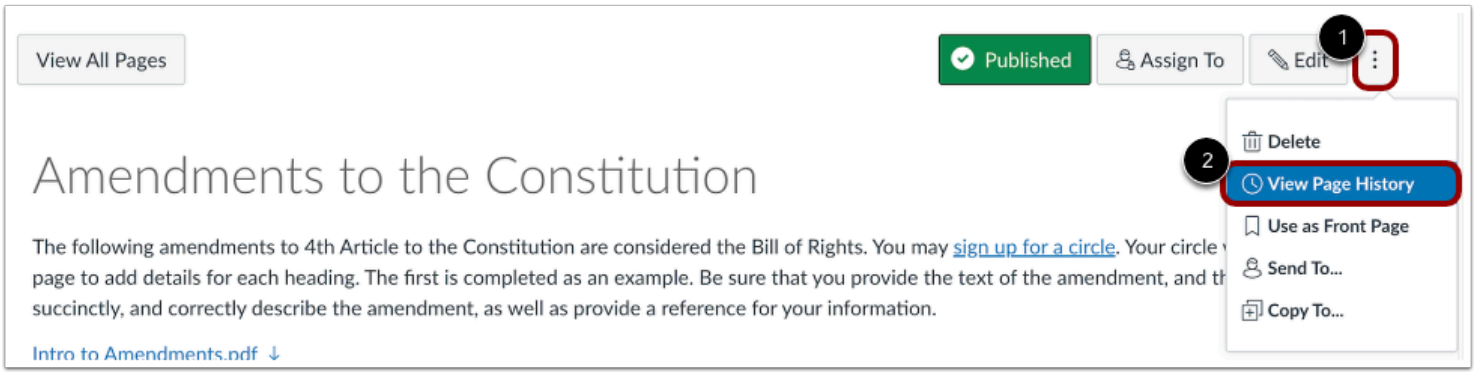
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



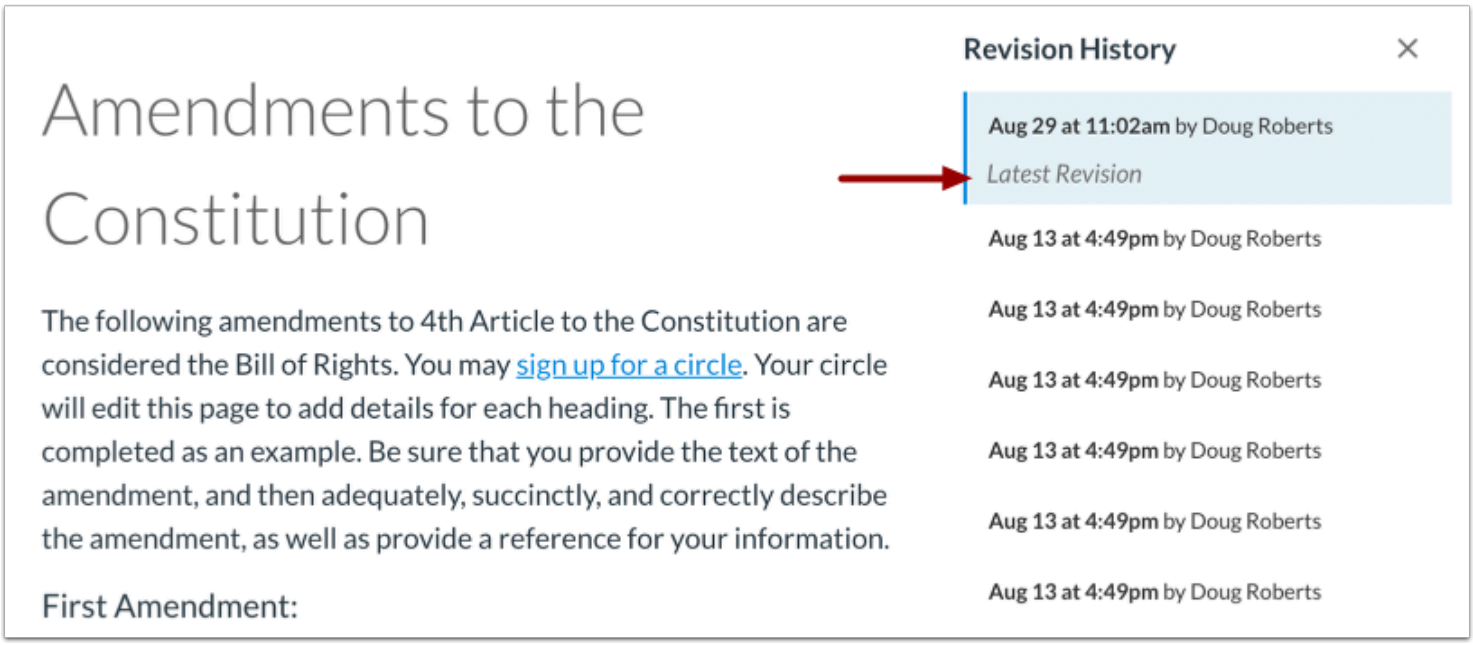
Click the page you want to view.

View Page History



Click the **Options** icon [1] and select the **View Page History** link [2].

View Latest Revision



By default, the page history show the latest revision.

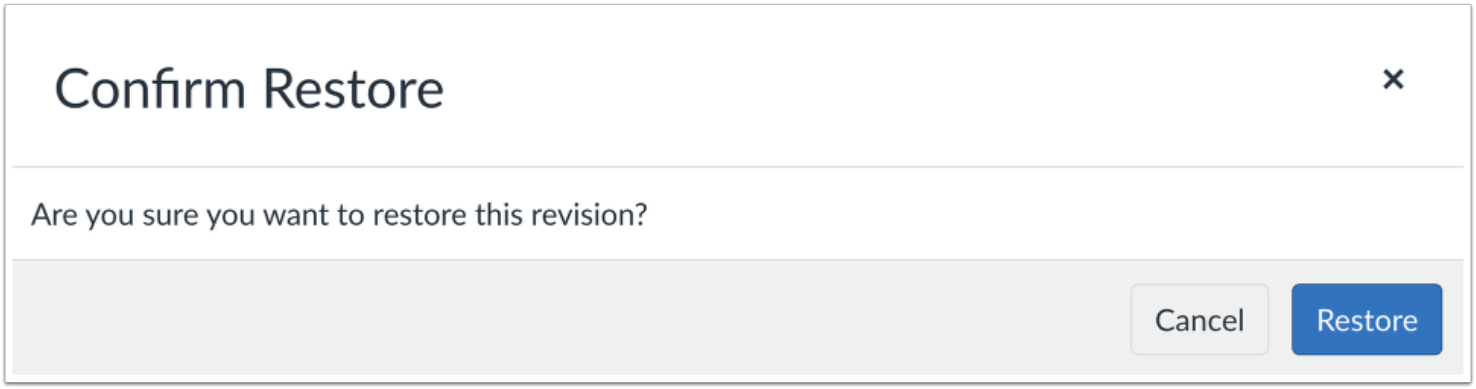
View or Restore Prior Version



To open a prior version of your page, click the date you want to access [1] and then click the **Restore this revision** link [2].

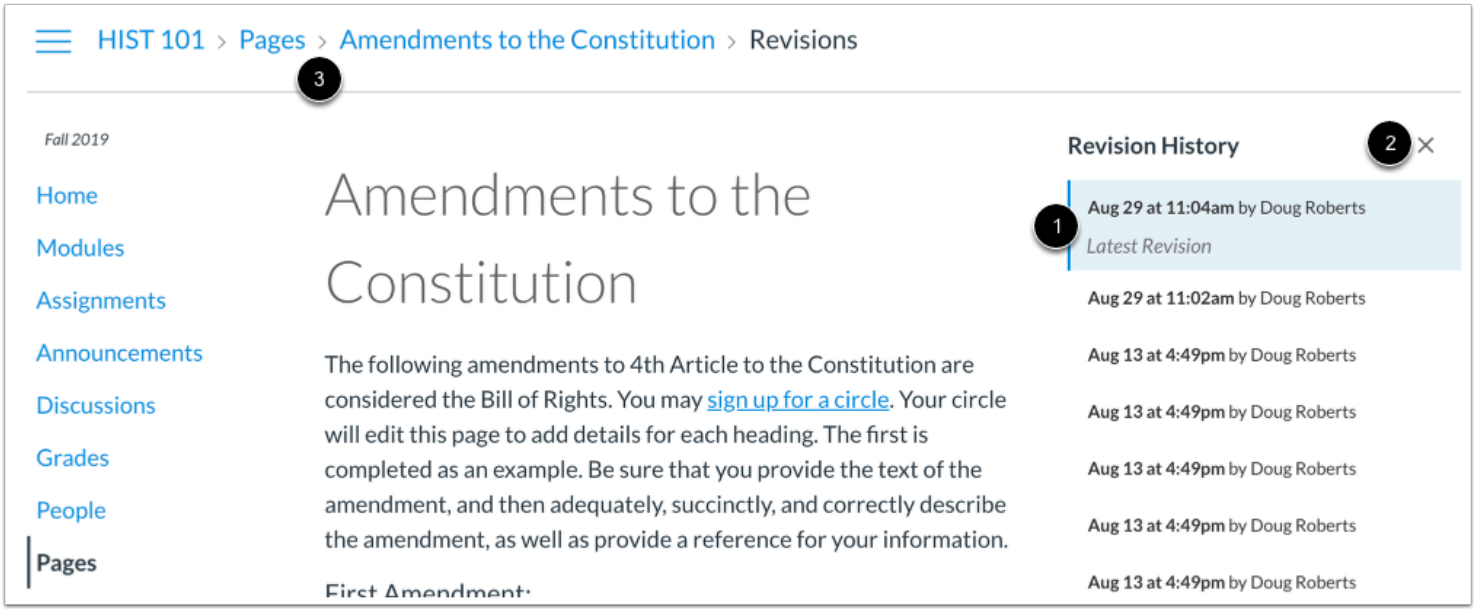
Note: Students cannot restore a prior version of a page within a course.

Confirm Restore



To confirm the restoration of the selected version, click the **Restore** button.

View Restored Version



Canvas will restore the prior version to the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision.

Note: Restoring a page revision also associates your name with the page history.

To return to the current page revision, click the **Close** icon [2]. You can also use the breadcrumb navigation [3] to return to the current page or the pages index.

How do I import SCORM files as a page?

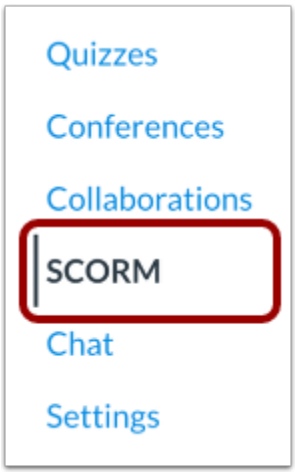
If your institution has enabled the SCORM LTI, you can upload SCORM ZIP files as assignments and as pages in your course (per the applicable package content). SCORM is a technical standard for many e-learning products and is often used to create course content. Once enabled, the SCORM Link will appear in the Course Navigation menu. SCORM packages are imported as External Tool Assignment submissions.

To enable your SCORM content as a stand-alone HTML site, you may need to re-export your SCORM content.

Notes:

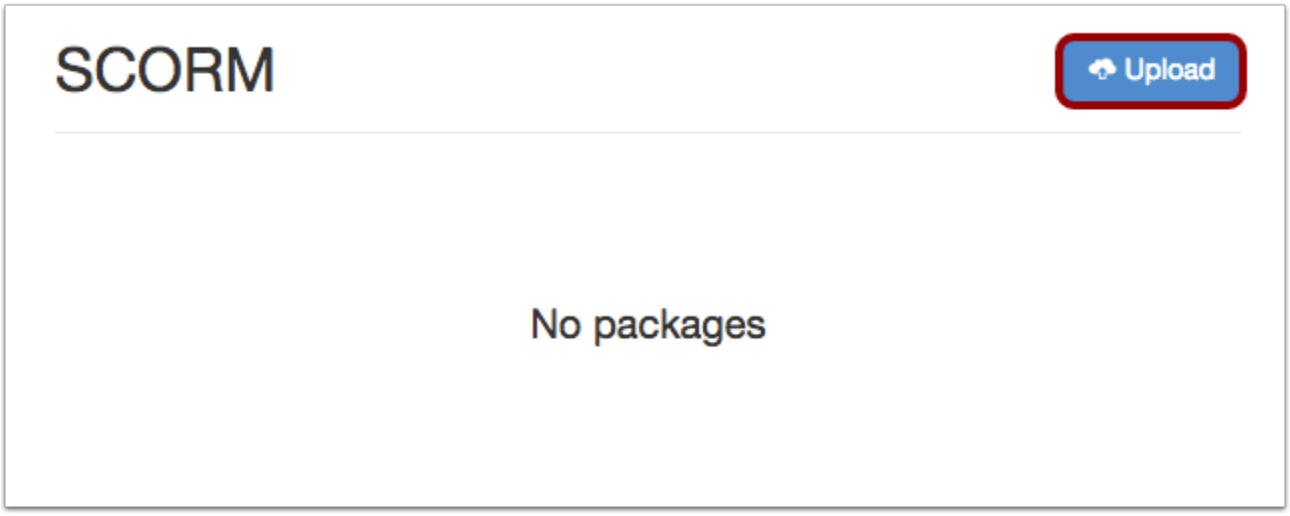
- The SCORM LTI must be enabled in External Apps at the account level before it can be used in courses. If you are an administrator, please contact your Customer Success Manager for assistance.
- If you delete a SCORM page in Pages, you can still view the uploaded page by navigating to SCORM in Course Navigation. However, if you delete the uploaded page in SCORM, the page is also deleted from all other applicable Canvas locations.
- Canvas supports the following versions of SCORM: SCORM 1.2 and SCORM 2004 (2nd, 3rd, and 4th Edition).
- SCORM is not available in beta or test environments of Canvas.
- If a SCORM package is not updated to require signed launch links, users see an "ApiUseSignedLaunchLinks is true, but link was not signed" message when attempting to load their content instead of a media player.
- If SCORM packages are not updated to require signed launch links, the encrypted launch links can be copied, however, they are only valid for a few seconds after they're initially requested and users see a "Token has expired" or "Player could not load" message.
- Before importing SCORM files from Commons, make sure SCORM is configured correctly in the target course. The correct setup ensures that the SCORM references remain valid and functional after the import.

Open SCORM



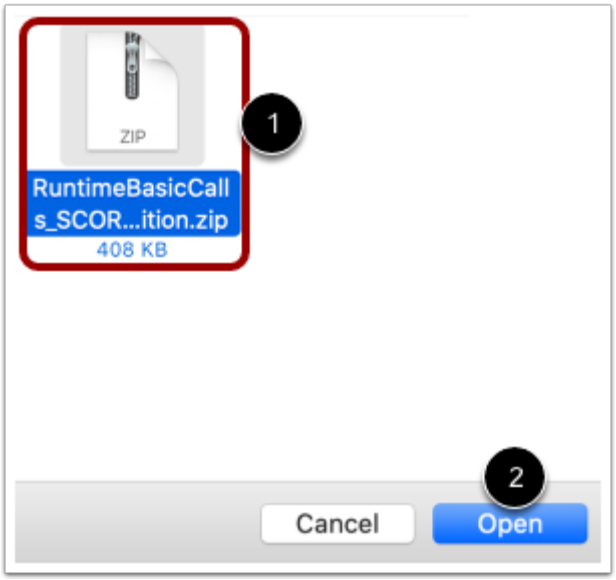
In Course Navigation, click the **SCORM** link.

Upload File



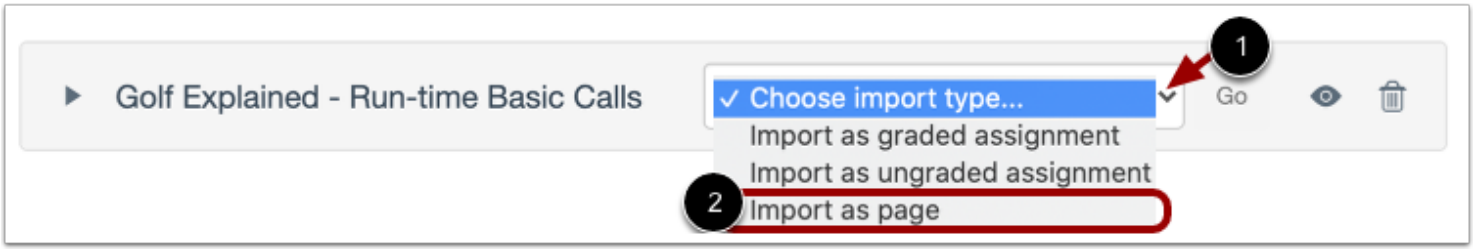
Click the **Upload** button.

Open File



Select the file from your computer [1] and click the **Open** button [2].

Choose Import Type

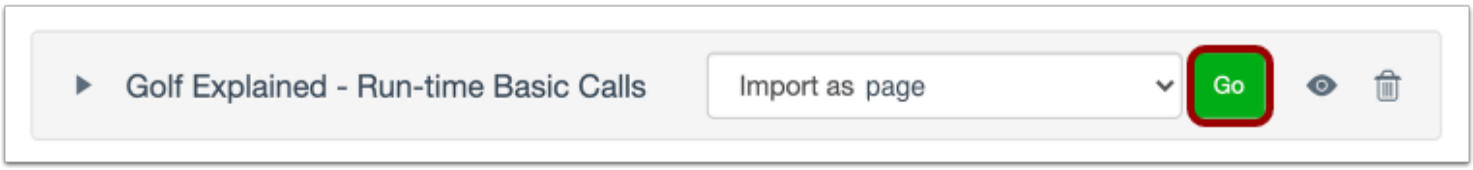


Once the file is uploaded, select the object import type. Click the **Choose Import Type** menu [1] and select the **Import as page** option [2].

Notes:

- The import type selected when importing a SCORM file is permanent and cannot be changed in Canvas.
- You can also import a SCORM file as a graded or ungraded assignment.

Import File



Click the **Go** button.

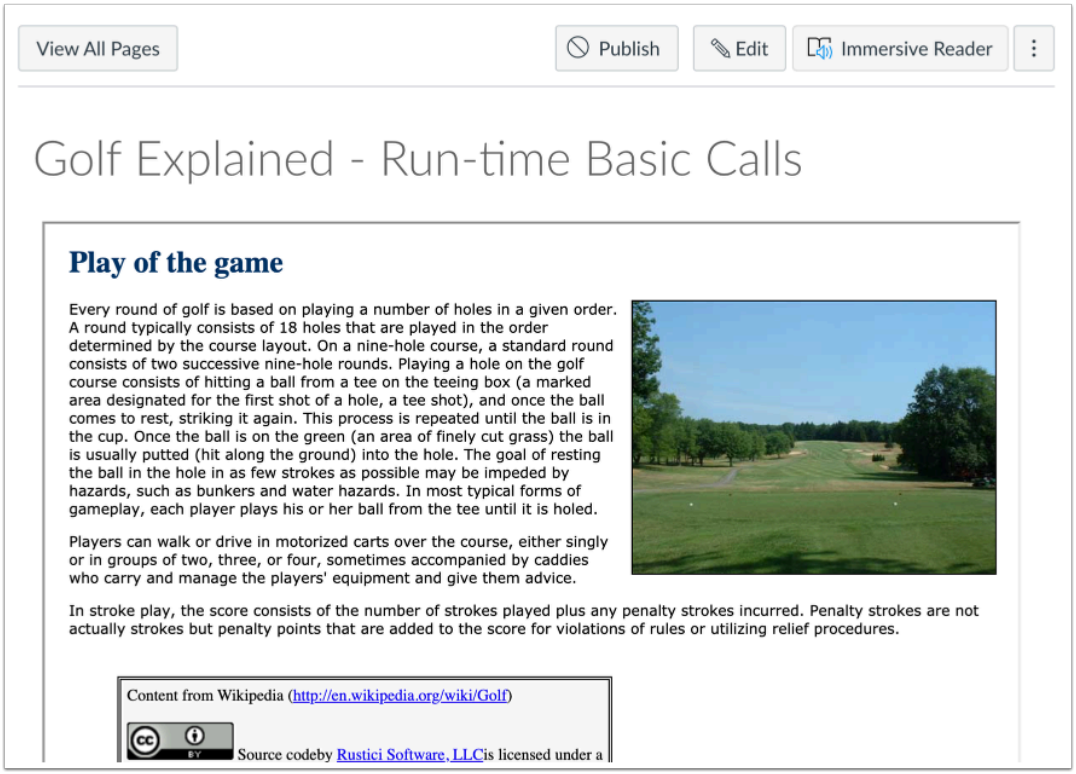
Note: If content does not immediately load, your LTI tool may need to be reconfigured. Please contact your admin for assistance.

View File



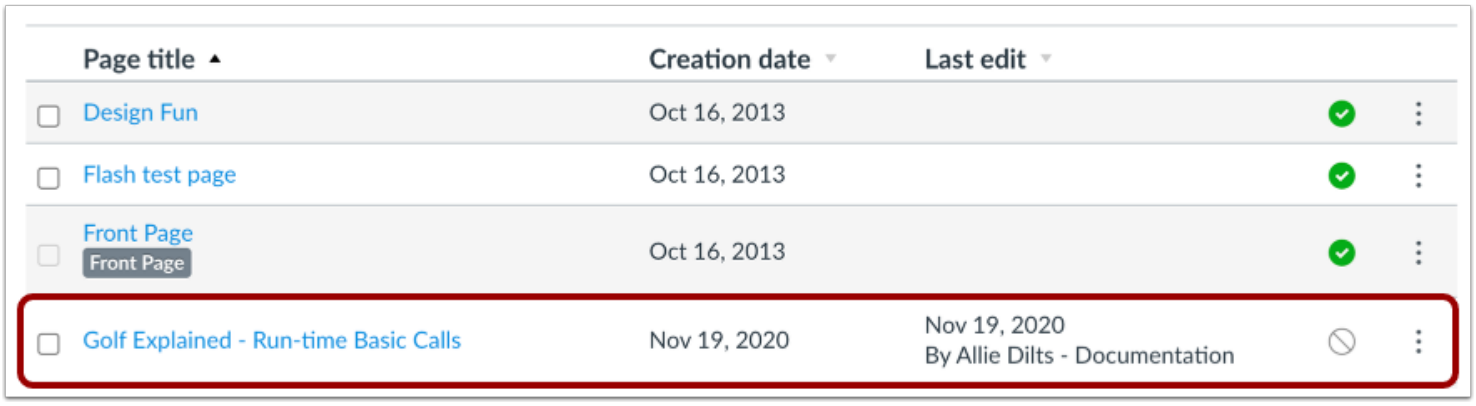
To view the page in Canvas or to edit the page, click the **Assignment** icon.

View Page



View the uploaded page as a course page.

View in Pages



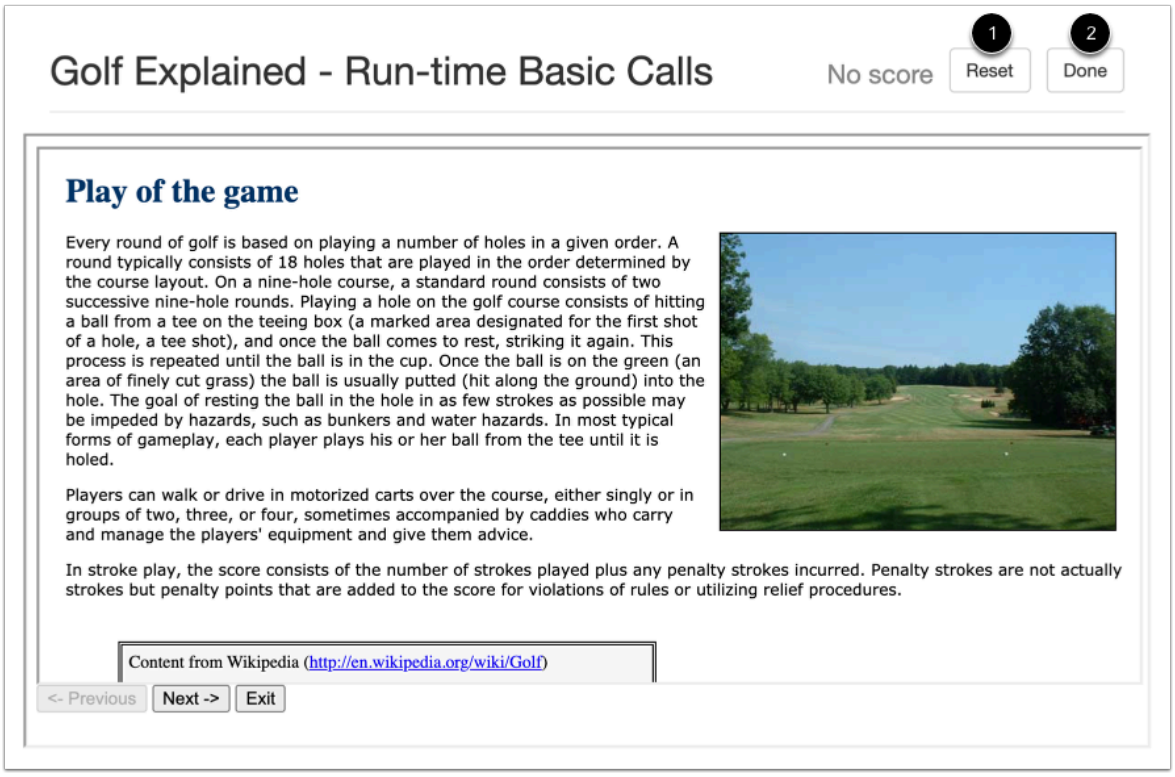
Imported SCORM pages also display on the Pages Index page. Once imported, you can assign a to-do date to the page and add it as a module item.

Preview File



To preview the uploaded content, click the **Preview** icon.

Preview Page



SCORM page previews display the files they appear for students in your course.

To reset the test content, click the **Reset** button [1].

To close the preview window, click the **Done** button [2].

Delete File



To delete a SCORM file, click the **Delete** icon.

Note: If you delete a SCORM page upload in Pages, you can still view the file on the SCORM page. Clicking the **Assignment** icon generates an error. However, if you delete the uploaded file in the SCORM page, the page is also deleted from all other applicable Canvas locations.

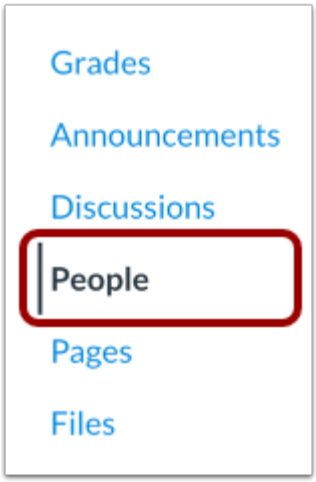
People

How do I use the People page in a course as an instructor?

People shows all the users enrolled in your course, either added by your or your institution via SIS import.

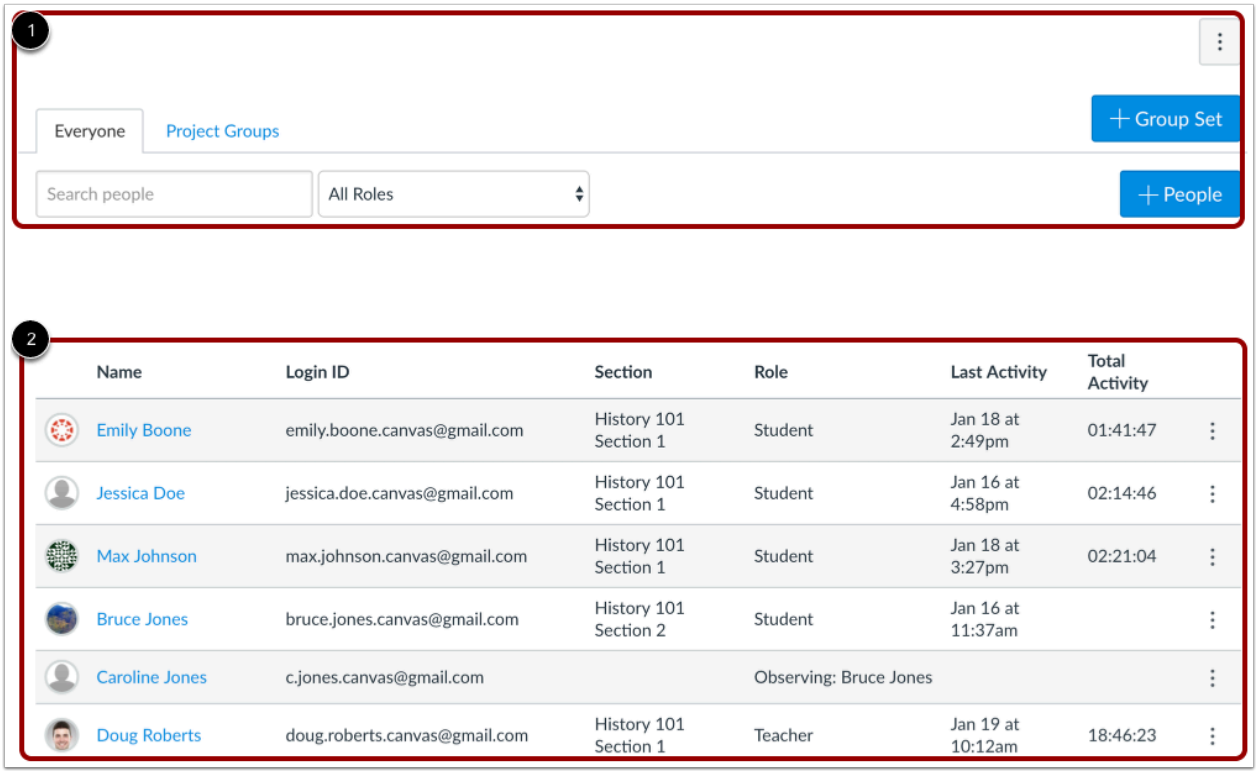
You can also view the number of current users in a course from the Course Settings page.

Open People



In Course Navigation, click the **People** link.

View People



The People page displays all information about the users in your course. The page is designed with global settings at the top of the page [1] followed by the generated user data [2].

Search and Filter Users



Global settings include searching and filtering by user data. To search for a specific user, type the user's name in the search field [1].

To filter by role, select the Roles drop-down menu [2]. The filter will also display the number of users in each type of role (e.g. student).

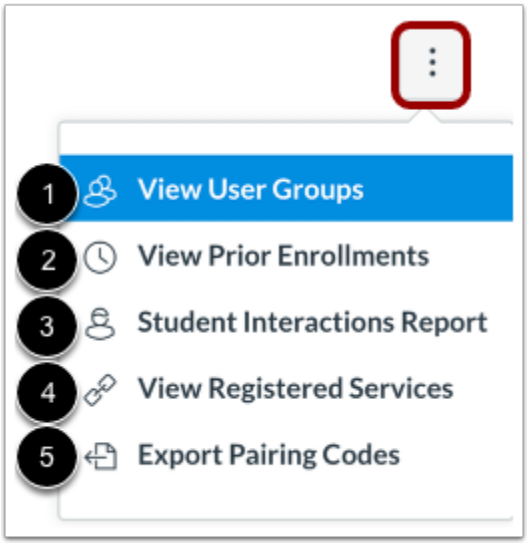
You can also add a user to the course [3].

Manage Student Groups



The People page also organizes all your student groups, where you can manage student groups. You can create groups to put students together to complete projects or other activities. Students can set up their own groups, which will allow them to work collaboratively.

Manage Users



To manage course-level user options, click the global **Options** drop-down menu. You can view user groups [1]. User groups are the same as displayed in the global settings at the top of the page.

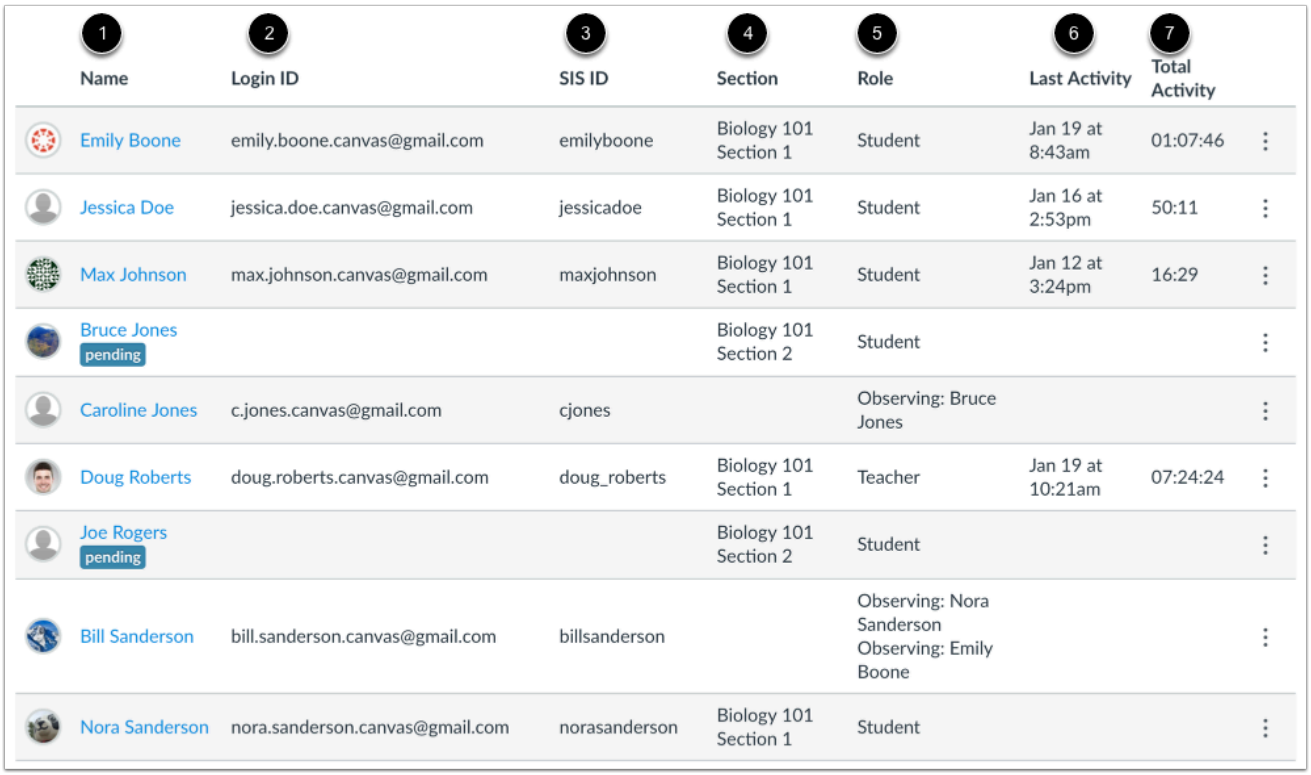
You can view prior enrollments in the course [2]. Prior enrollments are students who were previously enrolled in the course and their enrollments have been concluded.

You can also view a summary of all student interactions in your course [3]. Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

You can view registered services for each user in the course [4]. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered.

You can export a list of pairing codes for all students in your course [5]. Pairing codes are used to pair a student with an observer. This option only displays if self-registration is enabled at your institution and is only available for users with permission to generate observer pairing codes.

View Users



1 Name	2 Login ID	3 SIS ID	4 Section	5 Role	6 Last Activity	7 Total Activity
Emily Boone	emily.boone.canvas@gmail.com	emilyboone	Biology 101 Section 1	Student	Jan 19 at 8:43am	01:07:46
Jessica Doe	jessica.doe.canvas@gmail.com	jessicadoe	Biology 101 Section 1	Student	Jan 16 at 2:53pm	50:11
Max Johnson	max.johnson.canvas@gmail.com	maxjohnson	Biology 101 Section 1	Student	Jan 12 at 3:24pm	16:29
Bruce Jones pending			Biology 101 Section 2	Student		
Caroline Jones	c.jones.canvas@gmail.com	cjones		Observing: Bruce Jones		
Doug Roberts	doug.roberts.canvas@gmail.com	doug_roberts	Biology 101 Section 1	Teacher	Jan 19 at 10:21am	07:24:24
Joe Rogers pending			Biology 101 Section 2	Student		
Bill Sanderson	bill.sanderson.canvas@gmail.com	billsanderson		Observing: Nora Sanderson Observing: Emily Boone		
Nora Sanderson	nora.sanderson.canvas@gmail.com	norasanderson	Biology 101 Section 1	Student		

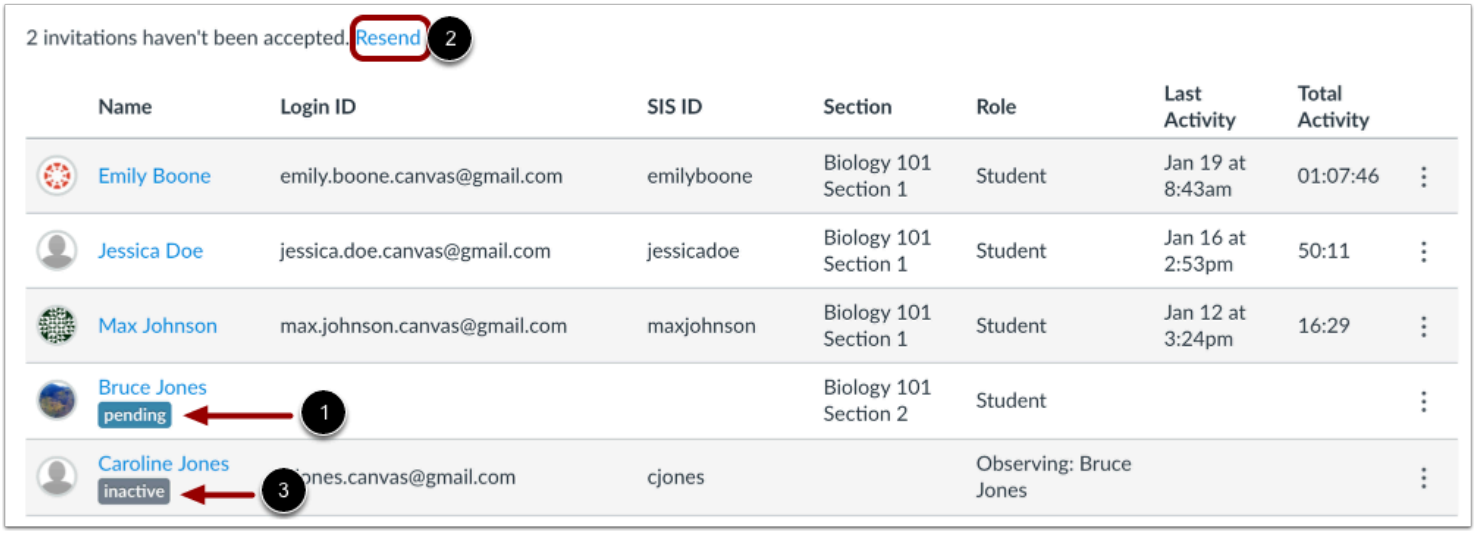
The People page orders users alphabetically by last name. Search and filter results display the following data:

- **The user's name** [1]
- **Login ID** [2]
- **SIS ID** [3]—this column requires permission to view SIS IDs

- **Section** [4]—may be enrolled in more than one section
- **Role** [5]—displays the name of the user role
- **Last Activity** [6]—displays the date and time of a user's most recent interaction in the course. This time stamp updates when a user navigates through the course using the Course Navigation menu, replies to a discussion or submits an assignment or quiz, and when they access course files and pages. Mobile actions may not display due to local device caching.
- **Total Activity** [7]—allows you to see how long users interact within a course and counts page navigation only. Total activity time is displayed in hours:minutes:seconds. If a user has not yet reached an hour of activity, total activity time is displayed as minutes:seconds. Total Activity records any time spent viewing course content that exceeds two minutes. If the time between a new activity and the last completed activity is under ten minutes, all time between these two events will also be included. Total Activity does not include group activity or page views for videos that do not include intermediate page requests, such as a half-hour recorded lecture. To view specific page views for a student, view the student's course access report.

Note: Viewing user details, including Login IDs and user email addresses, are course permissions. Depending on your permissions, you may not be able to view all available information in the People page.

View User Status



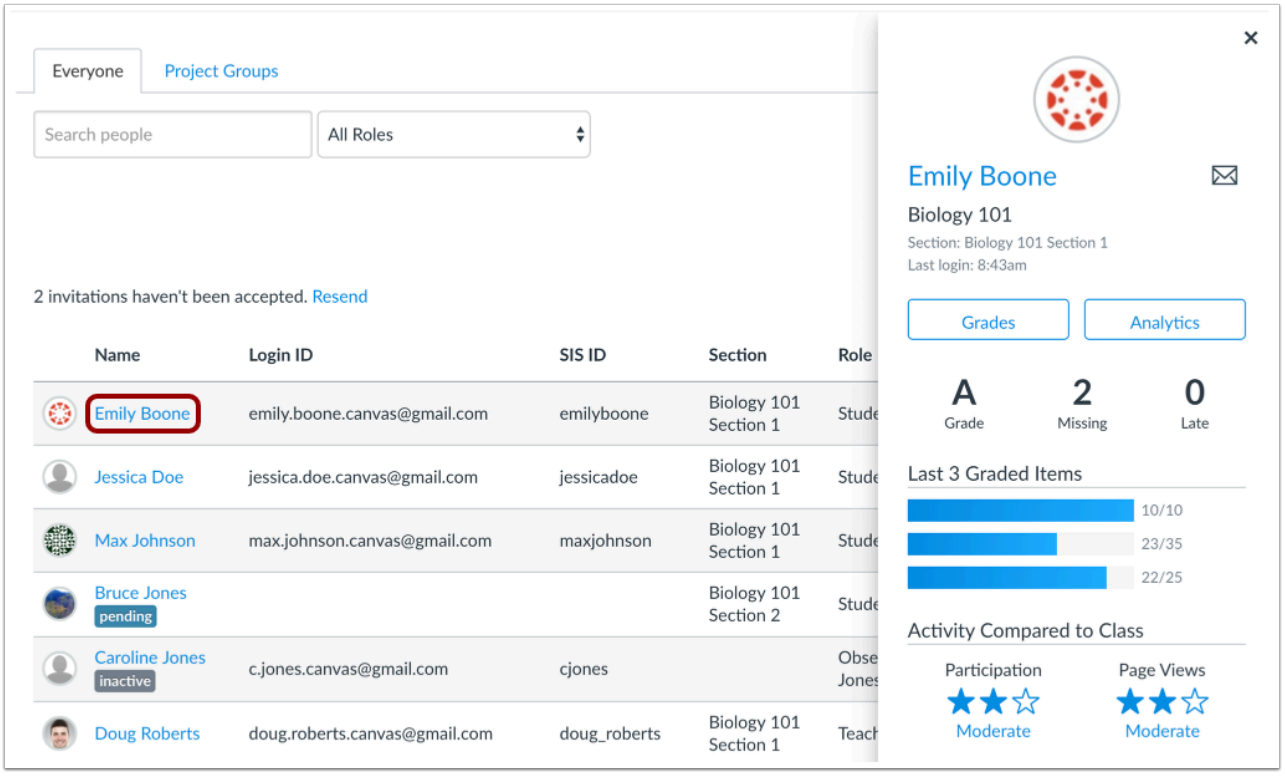
You can also view the status for pending and inactive enrollments.

Once a course is published, users receive an invitation to the course. Users who have not yet accepted the course invitation display a pending status [1]. To resend course invitations for pending users, click the **Resend** link [2] at the top of the page.

Users who are inactive in the course display an inactive status [3]. The inactive status allows you to view a user's prior activity in the course but does not allow the student to access the course.

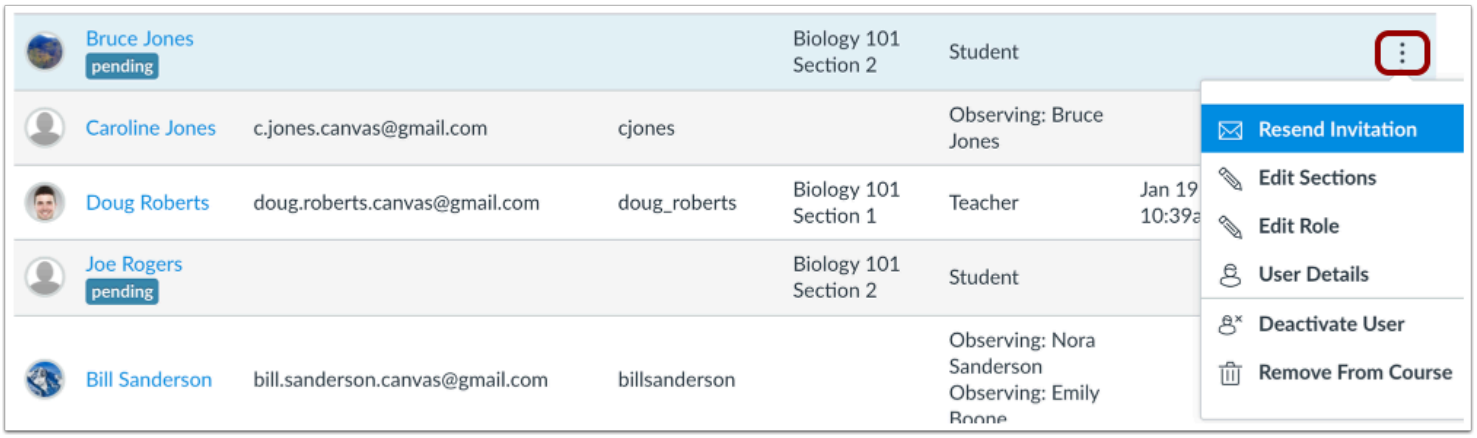
Note: If a section has been inactivated via SIS, an Inactive label displays next to the section name.

View Context Card



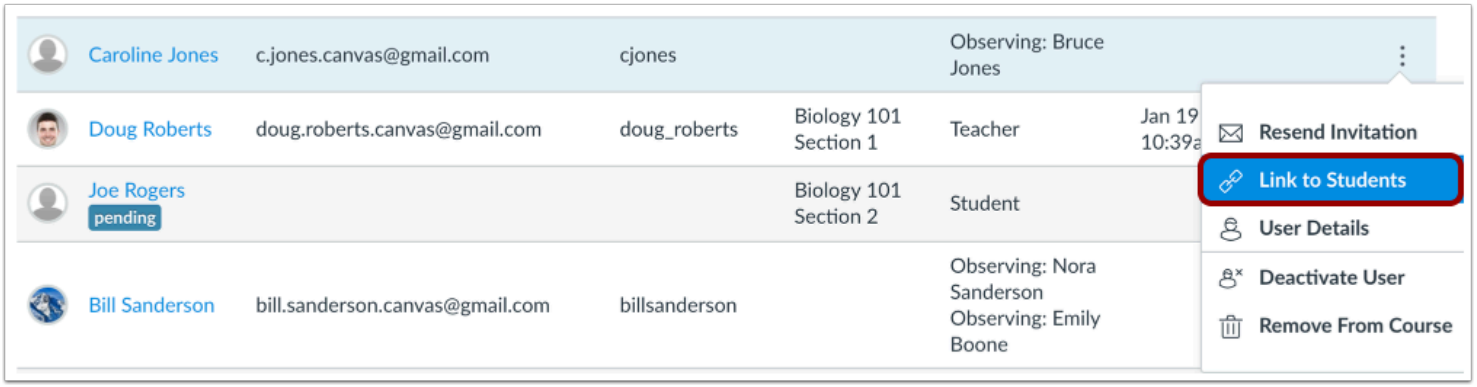
To view the context card for a student, click the student's name.

Manage Users



To manage a user in your course, click the **Options** icon. If you have permission in your course, you can resend course invitations and view user details. You may also be able to edit the user's course sections, edit the user's role, deactivate the user, or remove the user from the course.

Manage Observers



For Observer roles, you can also link an observer to a student.

View Student View



To view the people page as a student, click the **View as Student** button.

Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I add users to a course?

You may have already added user enrollments to your course in the Course Setup Checklist. However, you can invite users to join your course at any time if the Add People button is available in the People page.

If your institution uses SIS Imports, you do not need to add any users who are part of your institution's records for the course. They will be added to the course by your admin.

Course Invitations

When an enrollment is manually added to the course, Canvas generates a course invitation once the course is published. The user must accept the course invitation to participate in the course. Until the user accepts the course invitation, the user's status will display as pending. Note that when a user receives an enrollment invitation for a custom role, the invitation displays the name of the base role.

In Canvas accounts, admins can allow Open Registration, which allows you to add users to a course even if the users do not yet have a Canvas account. The user will create an account as part of accepting the course invitation. However, if Open Registration is not enabled, you can only add users to your course who already have an account in Canvas.

If your institution is part of a trust account, searching for a user may display a search result associated with another institution. Trust accounts allow users to be added with the same credentials across multiple institutions.

Users are not sent a course invitation until the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Users invited to a course in an Observer role do not receive course invitations if they already have a Canvas account. Observer enrollments without a Canvas account must create an account before they can log in to the course.

User Roles

When manually adding users to a course, you can add a user into any available role, including custom roles as created by your admin. If you are not sure about what permissions are allowed for a specific role in your institution, please contact your Canvas admin.

Standard roles include Teaching Assistants (TAs), Observers, and Designers:

- TAs provide course support and have some or all of the same permissions granted to instructors.
- Observers can be linked to a student and view student progress in the course. Observers can include parents, guardians, and/or mentors.

- Designers can add other users to the course, access course content, create discussions, announcements, assignments, quizzes, and other content filled features. This role is appropriate for instructional designers, instructional coaches, or program managers who work with instructors to design their courses.

Multiple Sections

If you want to add the same person to different sections, you can enroll them in one section and then add them to additional sections later.

Notes:

- Course invitations are not sent until the course is published.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot add an enrollment to the course.
- Adding users through the Add People button is a course permission. If you cannot add a user to your course, your institution has restricted this feature.

Open People



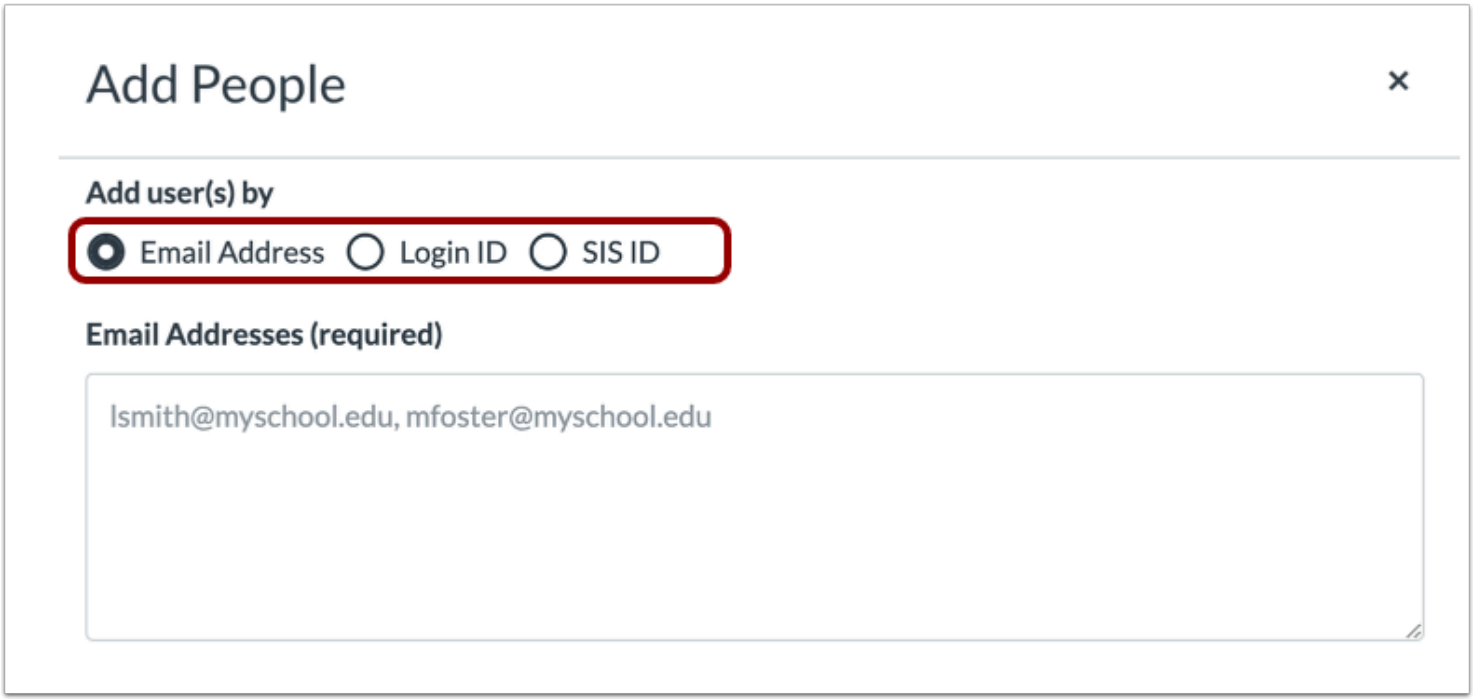
In Course Navigation, click the **People** link.

Add People



Click the **Add People** button.

Select User Search



To add a user, you can search for users with up to one of three options: email address, login ID, or SIS ID.

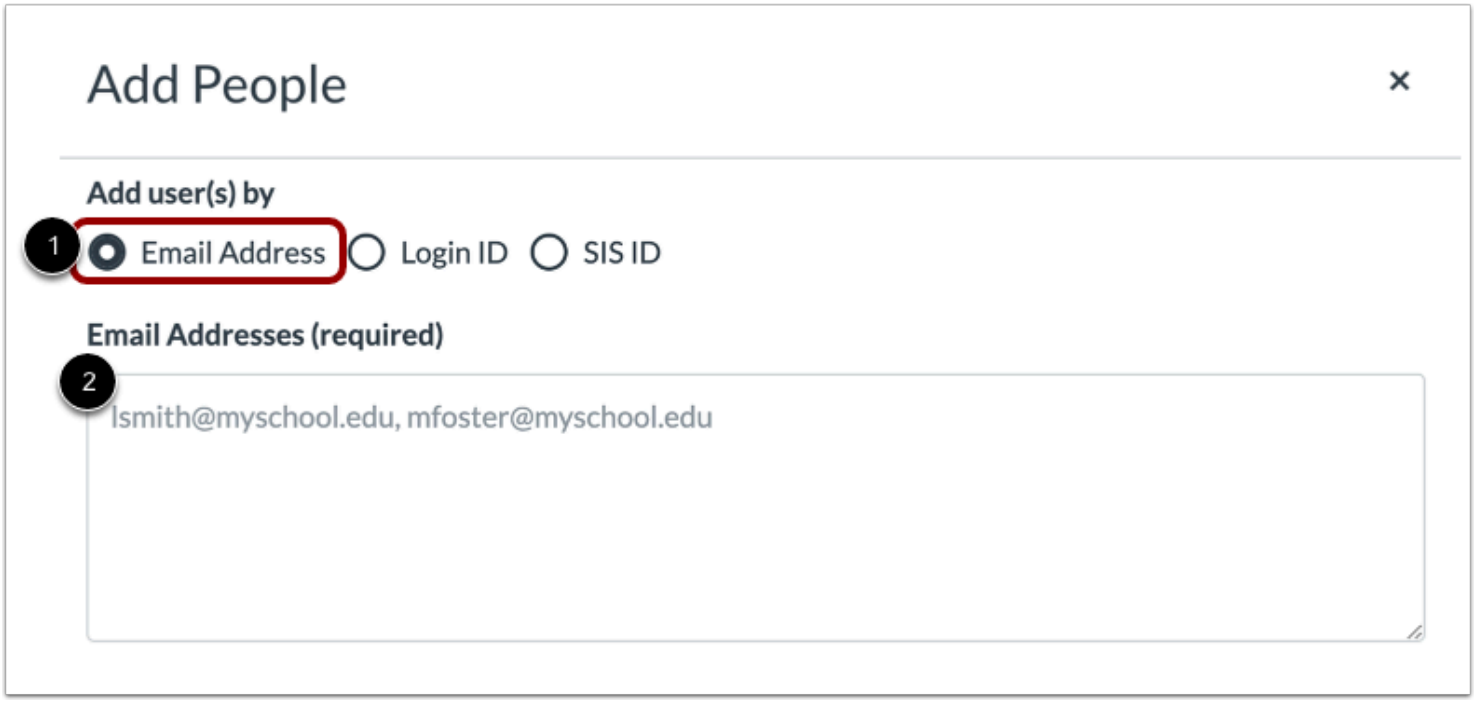
To select a search option, click the radio button for your preferred search method.

Notes:

- If you are copying and pasting user information from a spreadsheet, you do not have to filter out information that does not apply to your search option. For instance, if you copy in a line with an email address and login ID and select the login ID search option, Canvas will disregard the email address and only search for users with the entered login ID.

- To add multiple users, separate user information using a comma or a line break.

Search by Email



By default, the search field is set to search by email address [1]. In the text field [2], enter the email address for the user. You can copy and paste multiple users at one time, such as from a comma separated value (CSV) file, by placing a comma or line break between users.

When searching by **email address**, the user's institution-assigned email address should be used whenever possible. For the majority of institutions, each user should have an email address associated with the user's account and may be the same as the user's login ID.

Instructors can add users through one of several formats, which also support user names:

- "A User" buser@example.com
- buser@example.com B User
- "User, C" cuser@example.com

Email addresses can be enclosed by less than (<) or greater than (>) symbols, although it is not required.

Search by Login ID



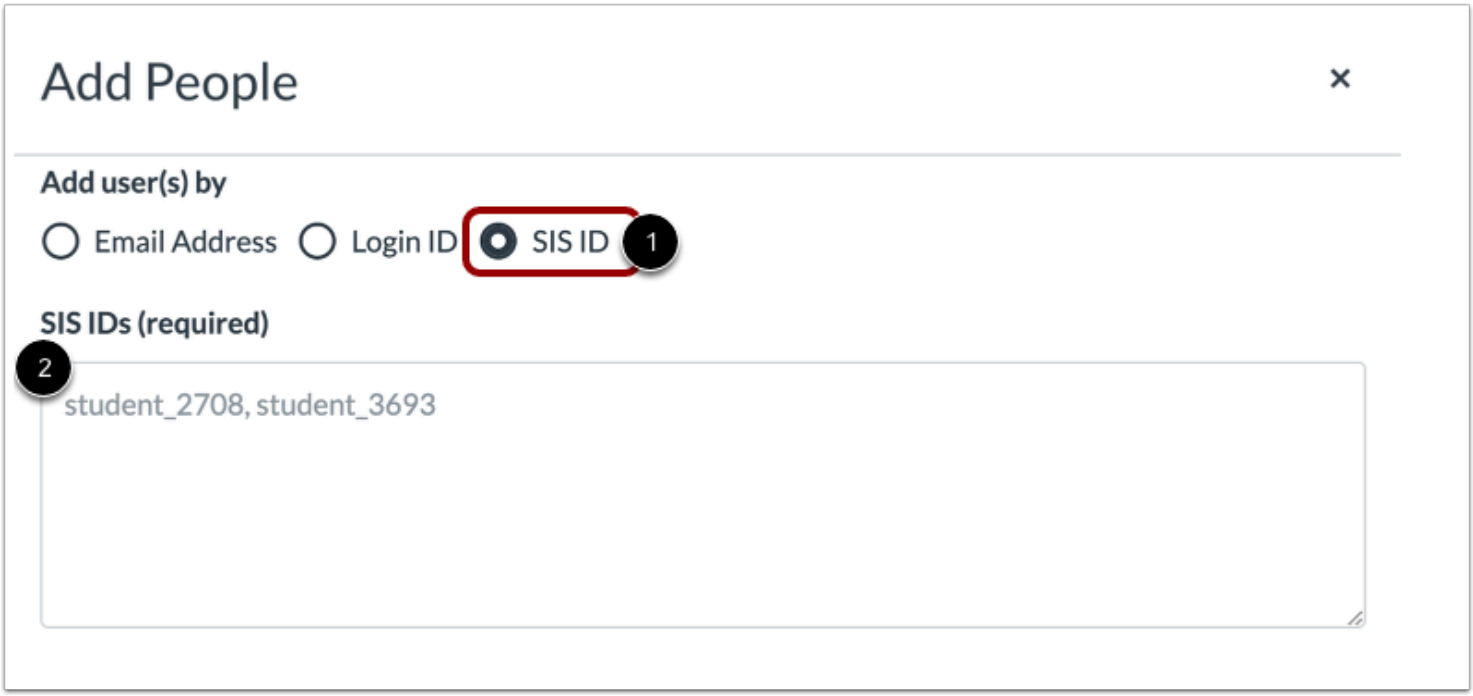
To add a user by login ID, click the **Login ID** radio button [1].

In the text field [2], enter the login ID for the user. You can copy and paste multiple login IDs at one time by placing a comma or line break between login IDs.

When searching by **login ID**, you should use the login ID format found in the Canvas login page for your institution (e.g. username, student ID, etc.). The example format in the login ID field may differ from the format used in your institution. If you are not sure how to format users for your institution in the text field, please contact your Canvas admin.

Login IDs do not support entries that include a user's name; any entered content in the Login ID search field will be included as the search content.

Search by SIS ID



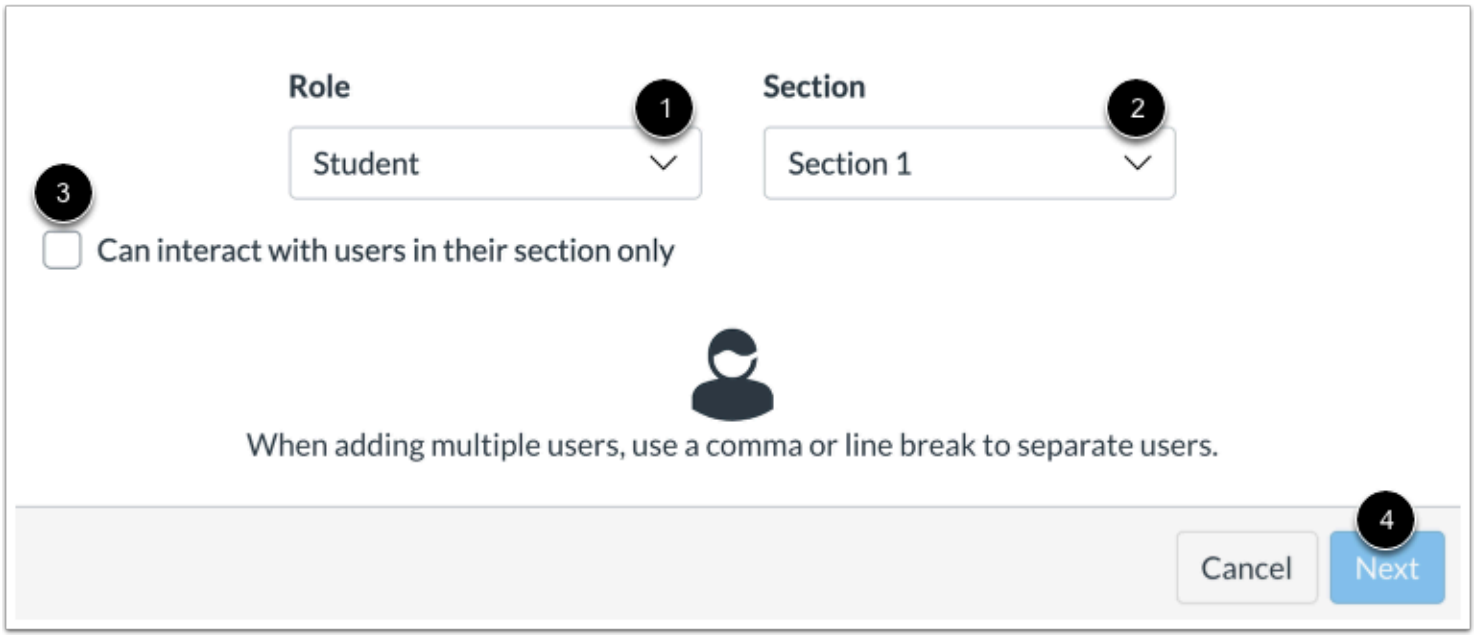
If your institution allows you to view SIS IDs in your course, you can also search for users by SIS ID.

To search for users by SIS ID, click the **SIS ID** radio button [1]. In the text field [2], enter the SIS ID for the user. You can copy and paste multiple SIS IDs at one time by placing a comma or line break between SIS IDs.

SIS IDs do not support entries that include a user's name; any entered content in the SIS ID search field will be included as the search content.

Note: The SIS ID button only displays for users with SIS permissions.

Select User Details



In the **Role** drop-down menu [1], assign the user(s) a role for the course based on available course roles.

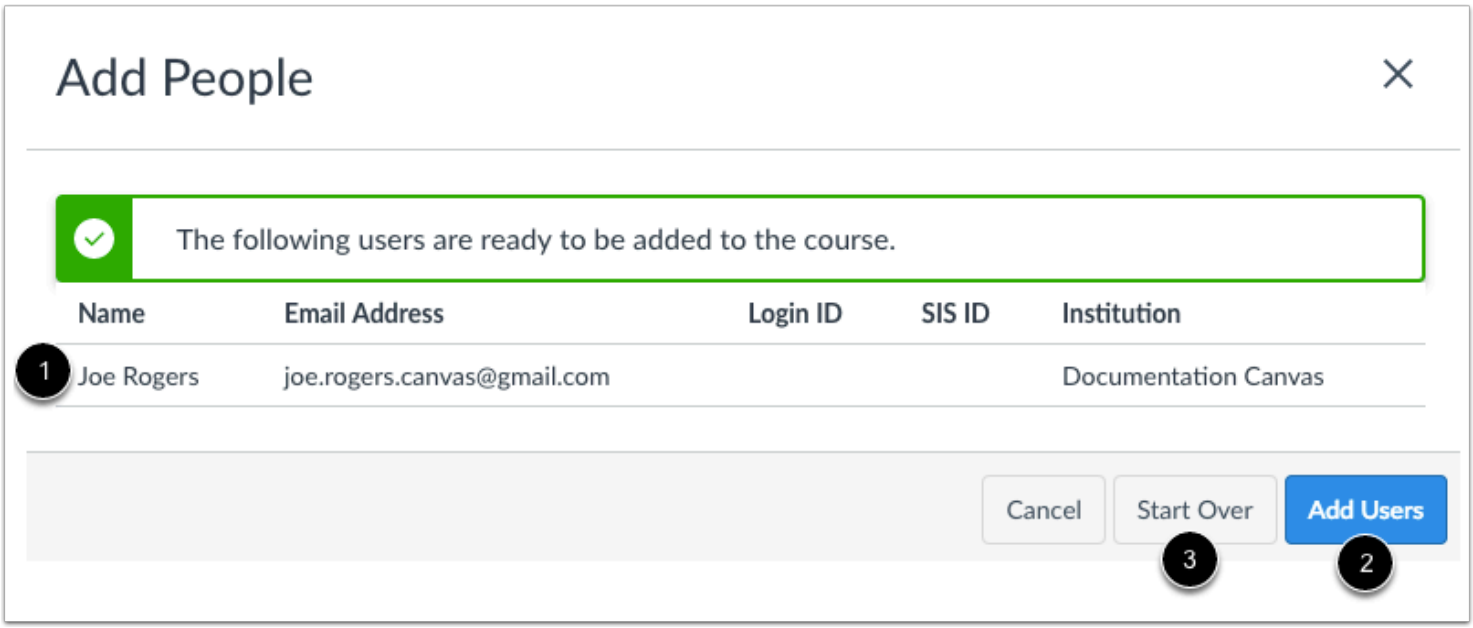
In the **Section** drop-down menu [2], assign the user(s) a section in the course.

If you want to limit the user(s) to only interact with other users in their section, click the **Can interact with users in their section only** checkbox [3].

Click the **Next** button [4].

Note: If you are adding multiple users at the same time, all users inherit the same role and section.

Add Existing Users



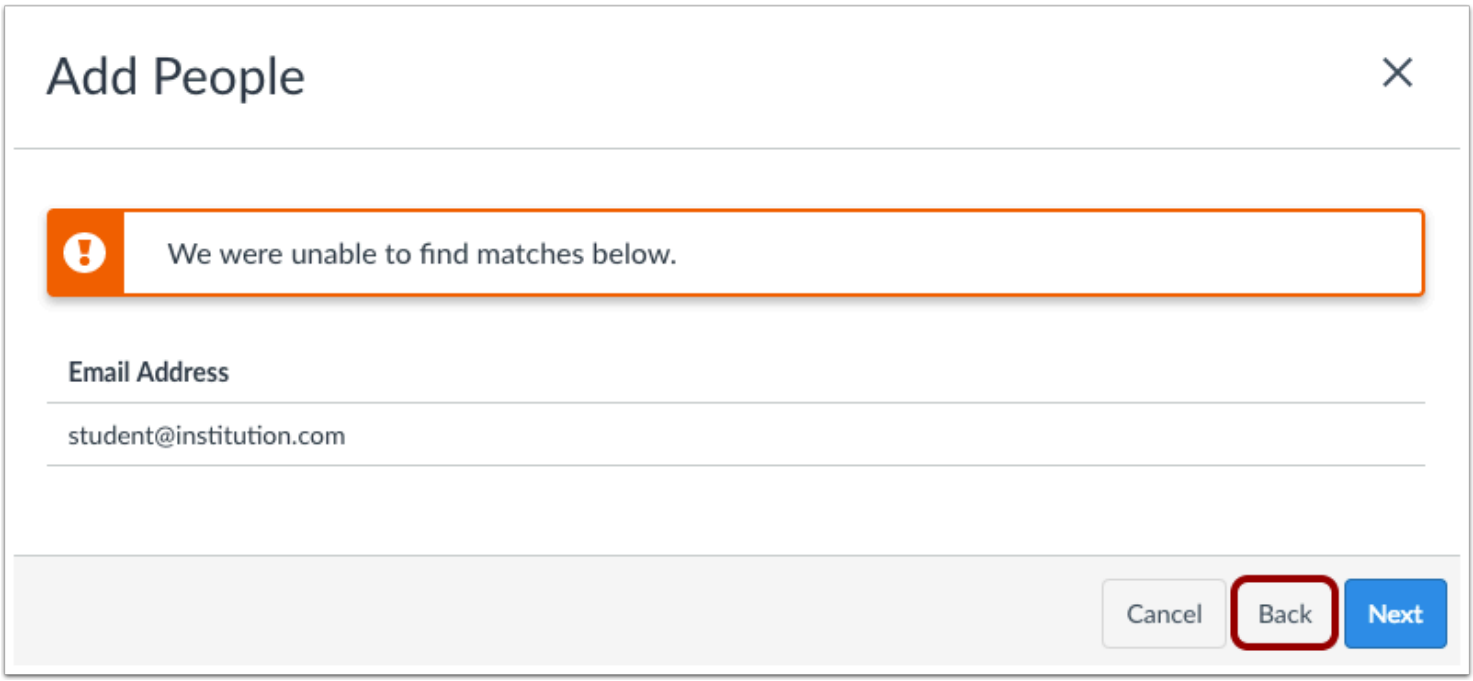
If Canvas finds an existing user, you can confirm the user before adding the user to the course [1].

The user's name displays in the page along with the user's information you used in the user search. Although Canvas may display additional search columns, existing information in a user's account will not be displayed.

When you are ready, click the **Add Users** button [2].

If Canvas did not find your intended user, you can click the **Start Over** button [3].

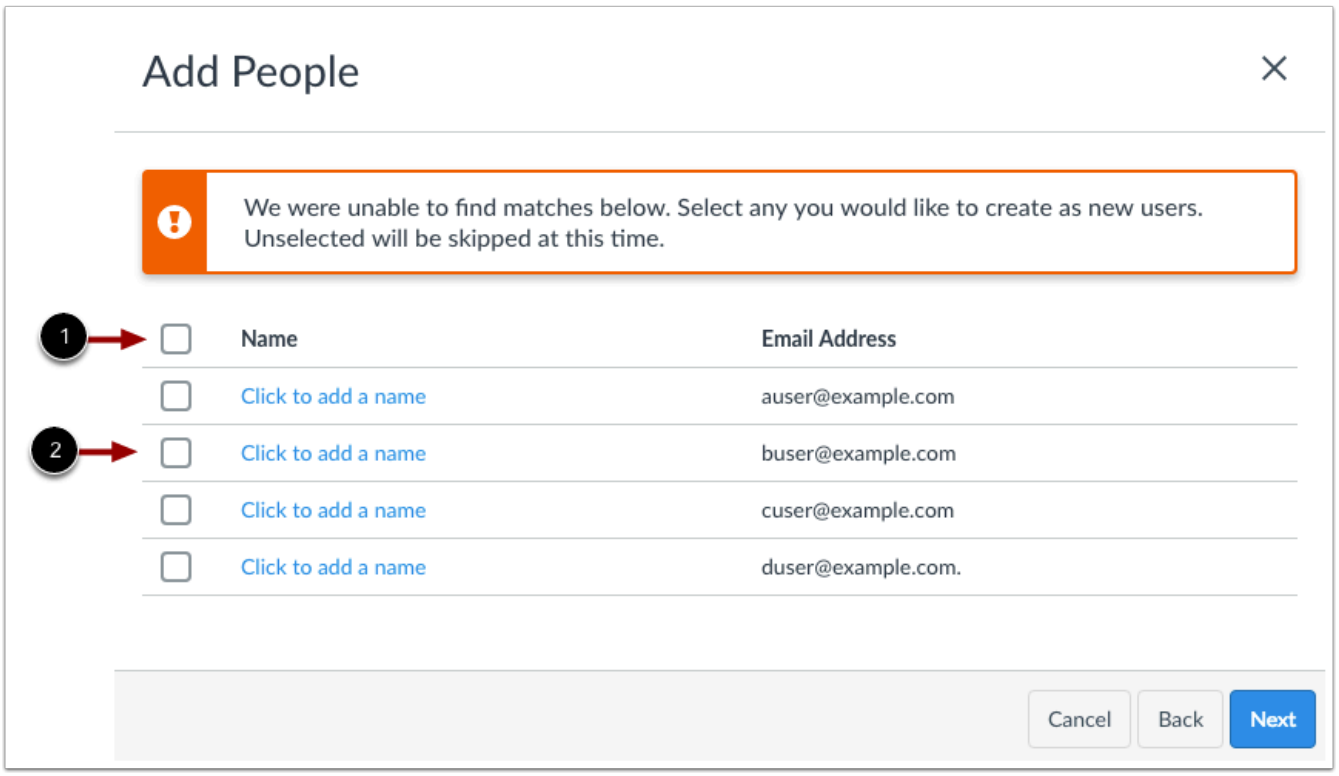
View Search Results



If Open Registration is disabled for your institution and Canvas is not able to find a match for the user(s), Canvas will notify you that a match was not found.

To try a new search, click the **Back** button.

Add New User

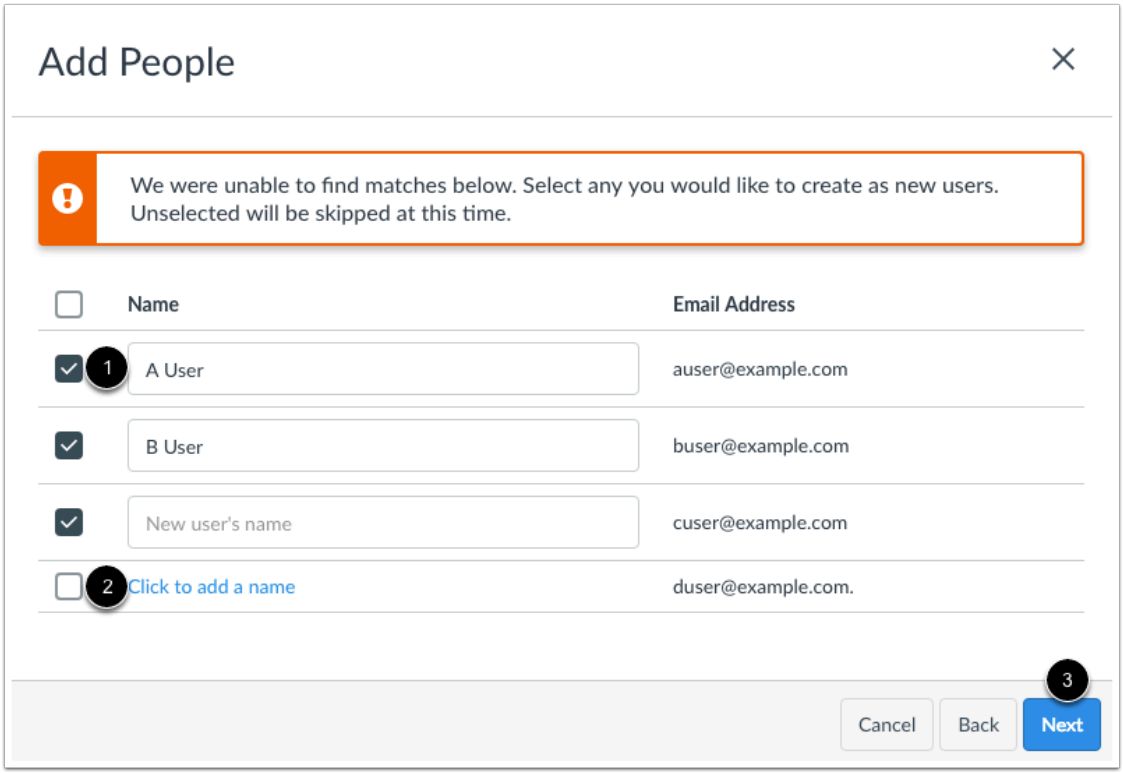


If Open Registration is enabled for your institution and Canvas is not able to find a match for the user(s), you can choose to add the user(s) to your course.

Canvas may ask you if you want to create a new user account if the user does not have a username in the course's account, the user's email address is linked to another user within the account, or the institution does not use delegated authentication.

To add all users in the search results, click the **Select All** checkbox [1]. To add an individual user, click the checkbox next to the user's name [2].

Add via Email Address

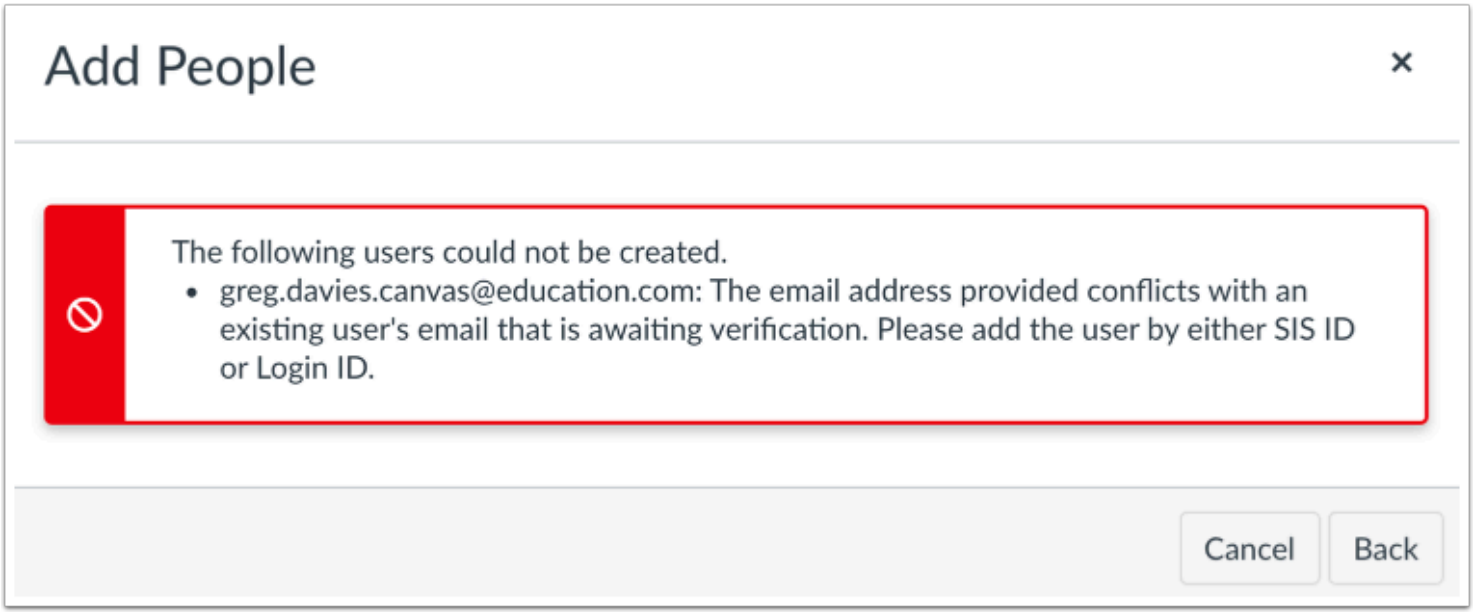


If you searched for users in a format that includes a user's name, any selected users will automatically include the users' names in the enrollment list [1]. You can make adjustments to the user name, if necessary.

If the user's name was not included, you can choose to add a name to associate with the user's email address [2]. Otherwise, Canvas will use the user's email address as the user's name.

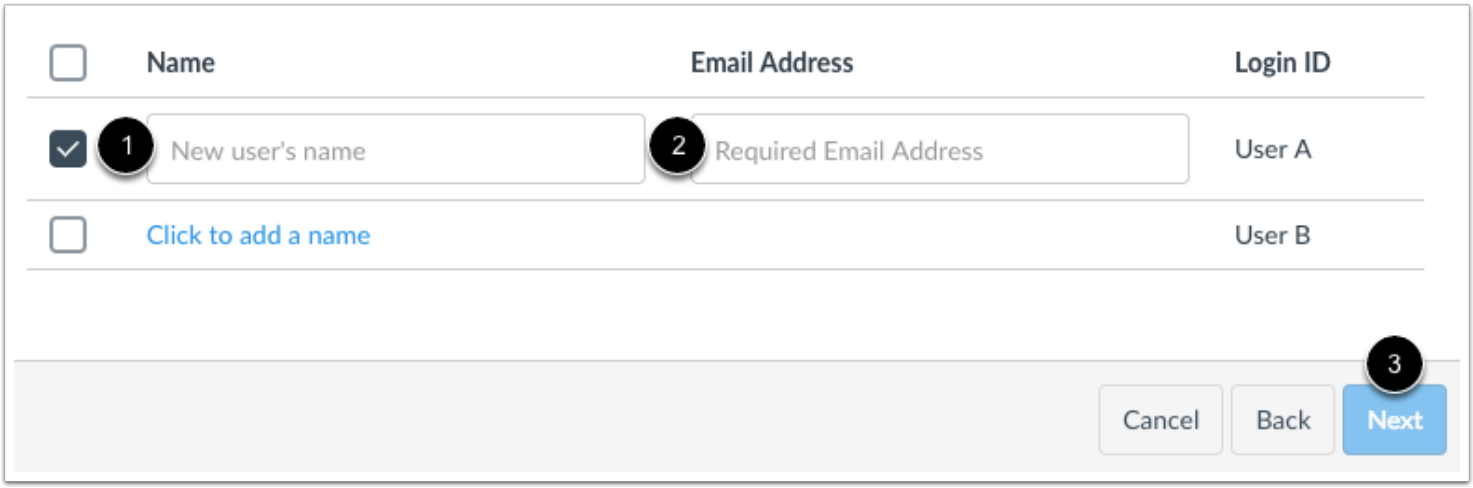
Click the **Next** button [3].

View Unverified Email Message



If you add a user via email and their email address has not been verified, you may see an error message. If you are unable to add a user with an unverified email to your course, you must wait for the user to verify their email address, or add the user by either SIS ID or Login ID.

Add via Login or SIS ID

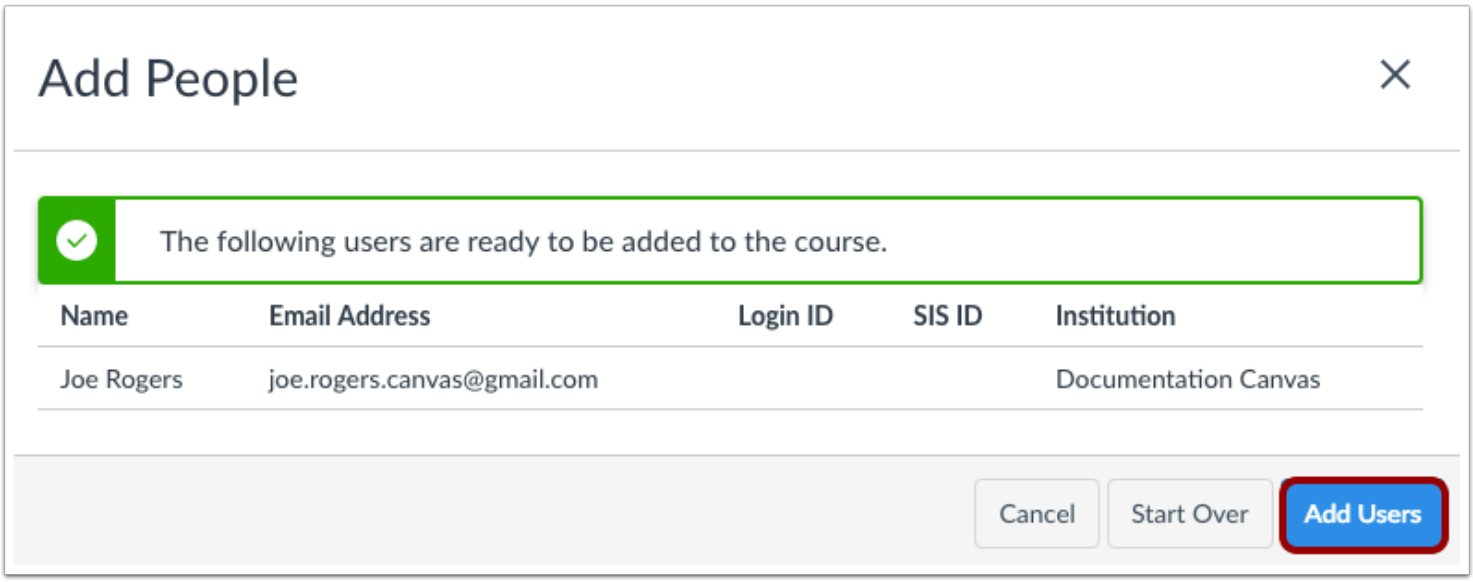


If you want to add a user via a login or SIS ID, you can choose to add a name to associate with the user [1]. You are also required to include an email address for the user [2].

If no user name is entered, Canvas will use the user's email address as the user's name.

Once you have entered an email address, you can click the **Next** button [3].

Add Users



Confirm the users you are adding to the course via your selected search method. Click the **Add Users** button.

View Pending Enrollment



Until the user accepts the course invitation, the user's status will display as pending. Note that observer invitations will only show as pending if the invited observer does not already have a Canvas account.

If you added a user without a Canvas account, the user can create an account as part of the course invitation process.

Once the user has accepted the course invitation, you can interact with the user in the course. You can also send messages to the user via Conversations.

If necessary, you may be able to edit a user's role in Canvas.

Note: It could take up to 24 hours for users to receive their invitations. Canvas will not consider the user to be enrolled—and won't recognize the user anywhere in Canvas—until the invitation has been accepted. If necessary, you can resend course invitations.

How do I resend student invitations to a course?

If a user has been manually added to a course but has not yet accepted the course invitation after a period of time, you can resend the course invitation. You must allow at least 24 hours before resending a course invitation.

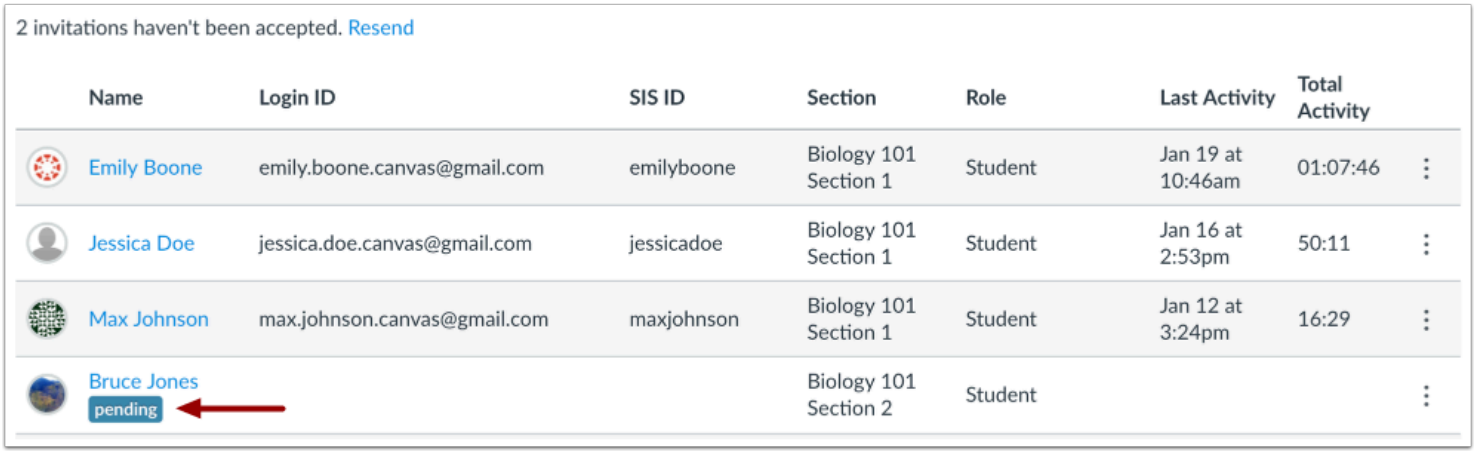
Note: Users are not sent a course invitation until the course participation start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section participation date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Open People



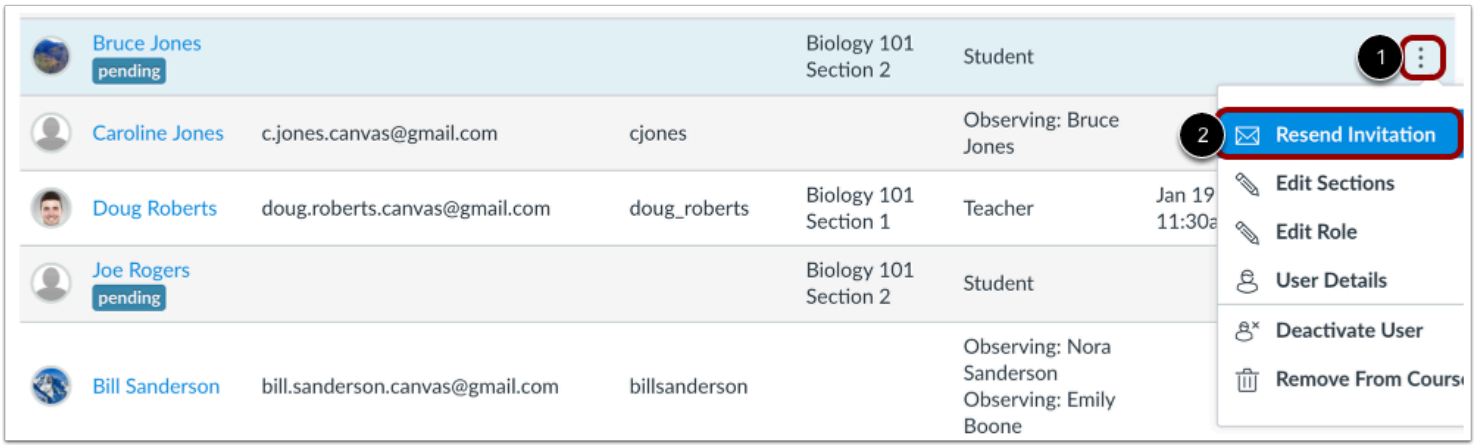
In Course Navigation, click the **People** link.

View Pending Enrollments



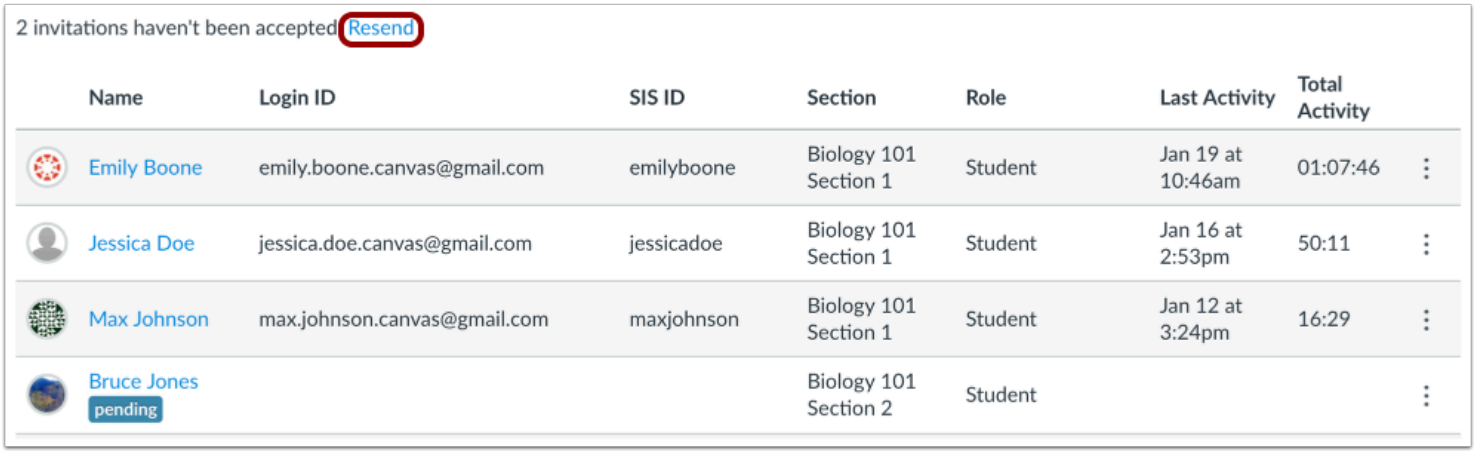
User enrollments display as pending until the course invitation is accepted.

Resend Individual Invitation



To resend an invitation, locate the user's name and click the **Options** icon [1], then select the **Resend Invitation** link [2].

Resend All Invitations



To resend all pending invitations, click the **Resend** link.

Note: The **Resend** link does not display until at least 24 hours after a user received the course invitation.

How do I view a context card for a student in a course?

You can click a student's name anywhere in Canvas to view a summary of the student's progress in the course. Context cards do not apply outside a course, such as in the Conversations Inbox.

Student context cards provide insights and context about the student. Context cards are meant to be a simplified overview of a student's progress. The context is generated from grades in the Gradebook and standard page view and participation activity in Course Analytics. Mobile data is not included unless a user accesses Canvas directly through a mobile browser, or if a user accesses content within the mobile app that redirects to a mobile browser.

Context Card Users

Context cards only apply to users with student roles; they are not supported for user names where the user is not a student (e.g. observer, TA, or other instructor). Clicking links for non-student roles will always direct to the user's details page or profile page (if your institution has enabled the Profiles feature).

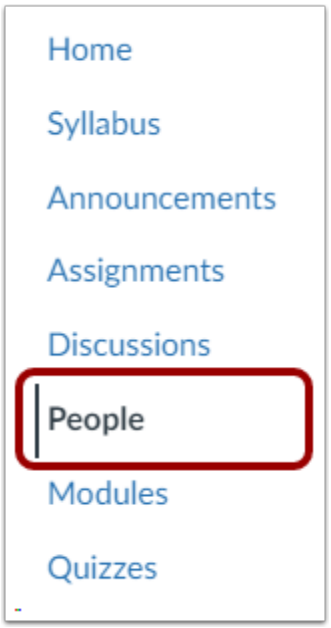
Context Card Link Locations

This lesson shows how to view a context card for a student from the People page. Other areas where student names display in courses include announcement and discussion replies, the Gradebook, and the Moderate page for moderated assignments. Current exceptions include links in groups and student links in the Course Analytics page, which link to the student's individual analytics page.

Notes:

- If the final grade override feature is enabled, the override grade will display as the student's current grade.
- If a section has been inactivated via SIS, an Inactive label displays next to the section name.

Open People



In Course Navigation, click the **People** link.

Locate Student



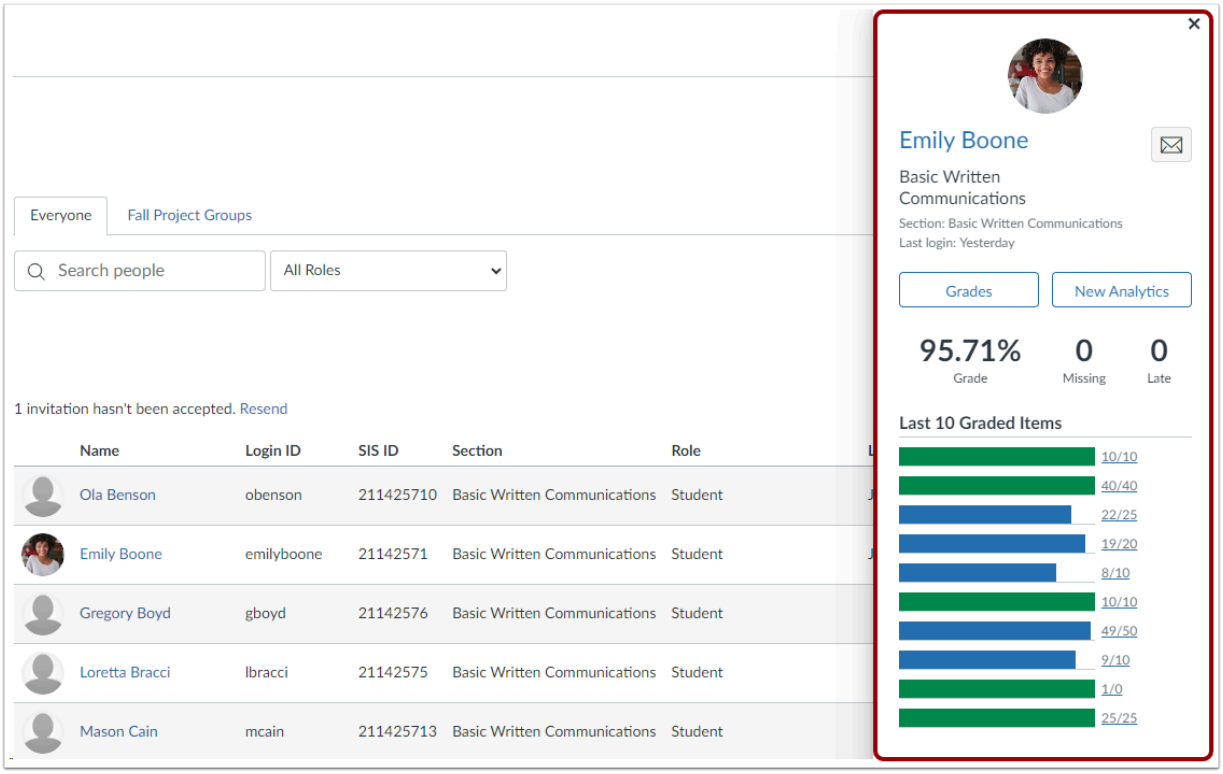
In the search field [1], search for the name of the student. You can also filter users by student role in the **Roles** drop-down menu [2].

Open Context Card



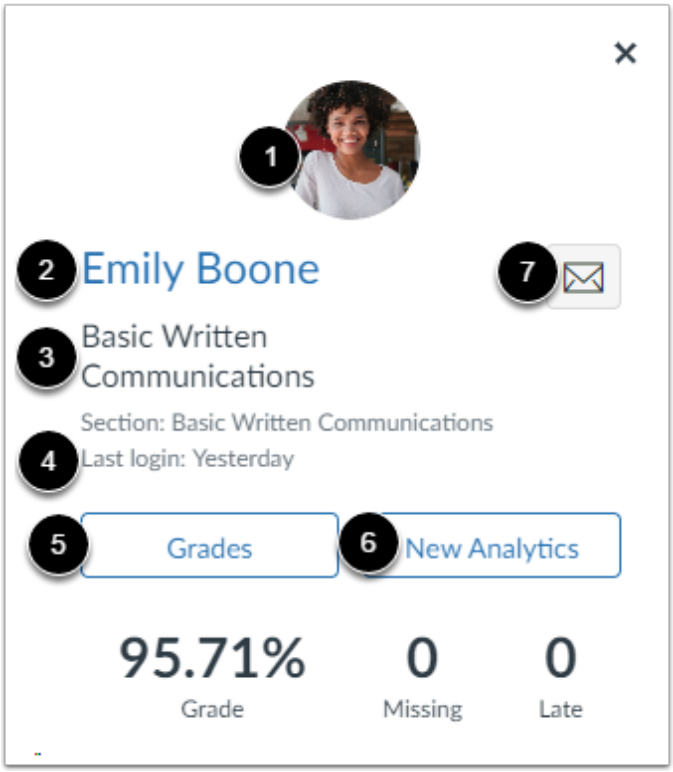
Click the name of the student.

View Context Card



The context card displays in a separate window within the page.

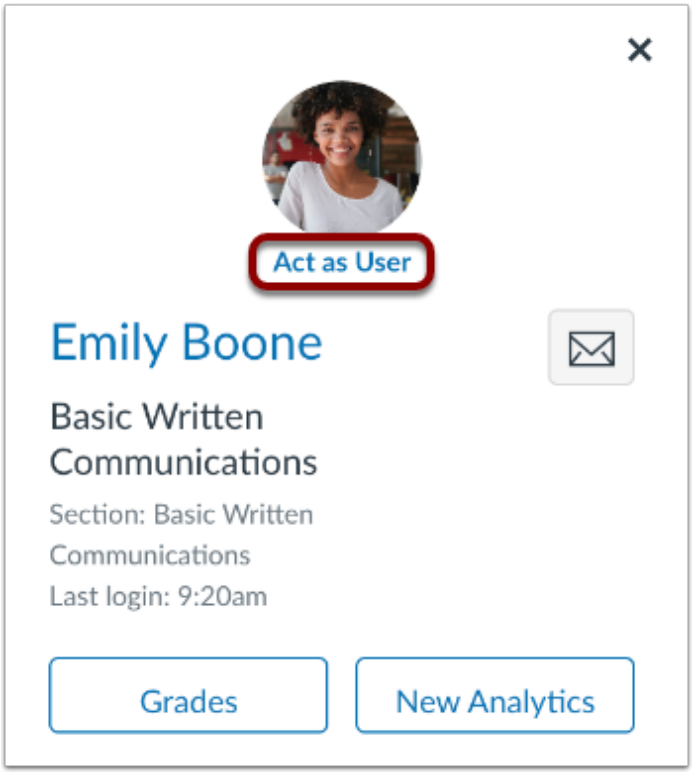
View Student Overview



At the top of the card, you can view overview information about the student:

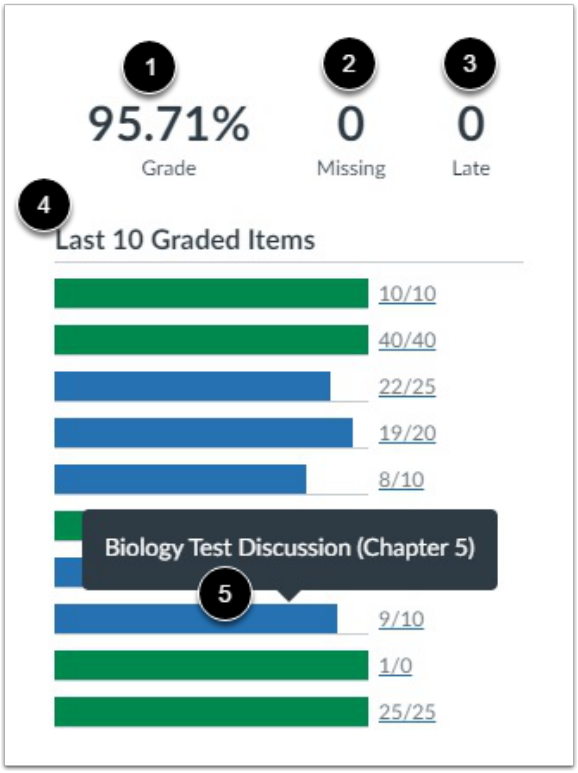
- **Profile picture**[1]: View the student's profile picture. A picture may not be available if the student has not added a profile picture or if your institution does not allow profile pictures. If a profile picture has not been set or is not available, the user's initials will display. You can also click the picture to access the student's user details page.
- **Student name or email** [2]: Click to access the student's user profile page. If you have the appropriate permissions, you may be able to access additional information including the student's access report, interactions report, outcomes report, and registered web services.
- **Course name and section** [3]: View the name of the course and section. The section name is only included for courses with multiple sections.
- **Last login** [4]: View the student's last Canvas login. This field does not display if the student has never logged in. If the login was on the current date, the card only displays the time. If the login was within the current week, the card displays the day of the week. Any later logins display the full date.
- **Grades button** [5]: Click to access the student's grades page.
- **New Analytics button** [6]: Click to access the student's analytics page. *This button is only available to users with permission to view course analytics.*

- **Mail icon** [7]: Click to send a message directly to the student from the context card.



Users who have permission to act as other users can also view an **Act as User** link to quickly act as the student.

View Grading Overview



The grading section gives an overview of the student's course grade. The student's **current posted grade** displays as shown in the Gradebook according to grading scheme [1].

For courses using Multiple Grading Periods, the context card only displaysthe grade for the current grading period. *Note that the grading period view in the Gradebook does not influence the grade display;* the student context card always displays the current grading period, regardless of whether you view a prior or future grading period.

The card also shows the number of **missing assignments** [2] and **late assignments** [3]. Missing assignments are based on course analytics data, which generates data for online submission assignments in Canvas. For submissions not submitted online, assignment calculations may not be entirely accurate as they are attempted based on the assignment's grade and when the assignment was graded. Late assignments are based on assignment due date.

In the **Last Graded Items** section [4], you can view a maximum of the student's **last 10 recently graded assignments** along with the assignment's grade, shown according to grading scheme. If the grading scheme does not fit in the window, the grades default to points. To view the name of an assignment, hover over a graded item [5]. To view submission details for the assignment, click the graded item.

View Activity Overview



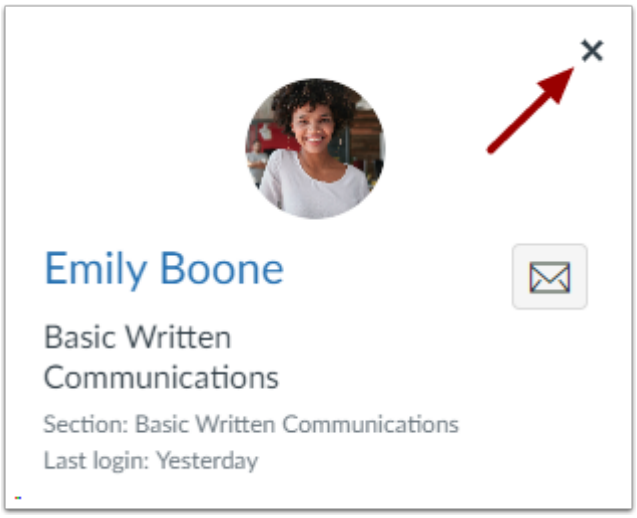
The activity section provides an overview of the student's participation compared to other students in the course. It is not meant to be an exact comparison and is based on the standard deviation of the student's participation [1] and page views [2] in the course.

The activity level is indicated by stars that represent no participation, low participation, moderate participation, and high participation. Students with no page views receive zero stars. Students whose participation falls in the lowest quartile of course activity receive one star. Students whose participation falls in the middle two quartiles receive two stars. Students whose participation falls in the top quartile receive three stars.

Participation information may help you quickly identify at-risk students in your course. For instance, a student with both high participation and high page views is probably a high-performance student who submits coursework and participates in course discussions, assignments, and other activities. A student with no participation or page views is most likely not engaged in the course and may need some assistance or participation encouragement.

Note: More accurate details about course activity can be viewed by accessing the student's analytics page or user details page, both of which may be available to you to access from the Student overview section of the context card.

Close Context Card



To close the context card, click the **Close** icon.

How do I view user details for an enrollment in a course?

The user details page shows a user's profile picture, memberships, and recent messages, as well as other data.

Notes:

- If your user details page does not match the layout shown in this lesson, please reference the user profiles lesson, which shows how to use the user details page when Profiles are enabled for your institution.
- Viewing user details and user email addresses are course permissions. Depending on your permissions, you may not be able to view all available information in a user's details page.

Open People



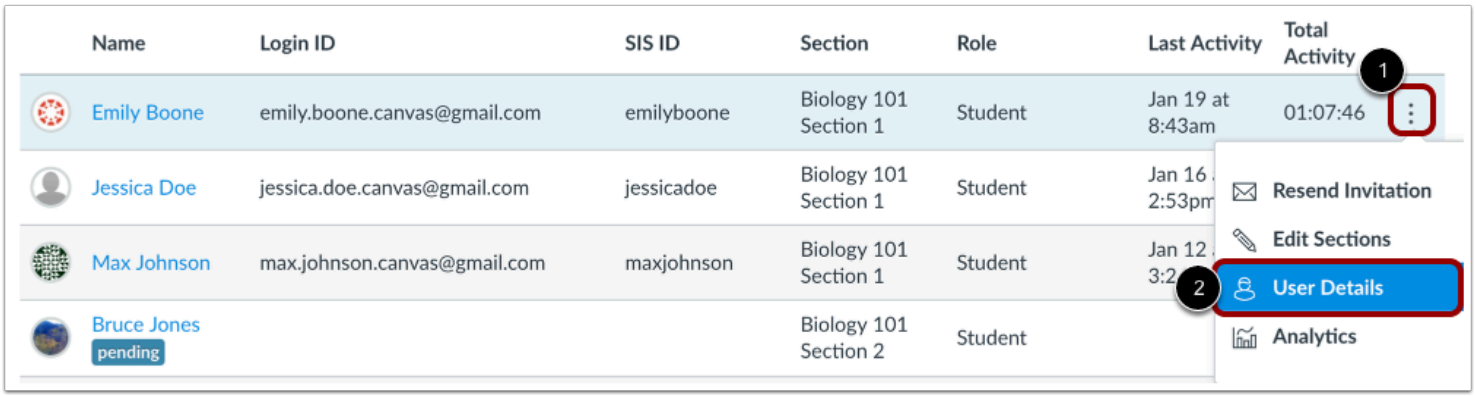
In Course Navigation, click the **People** link.

Locate User



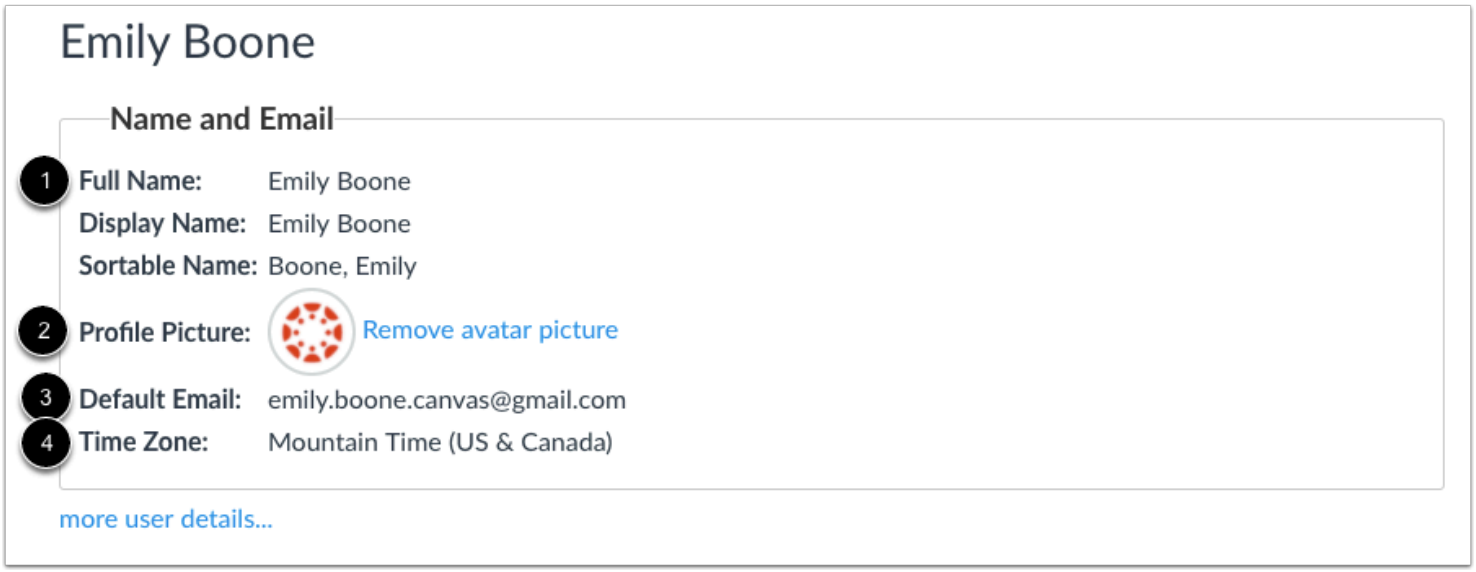
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

View Name and Email



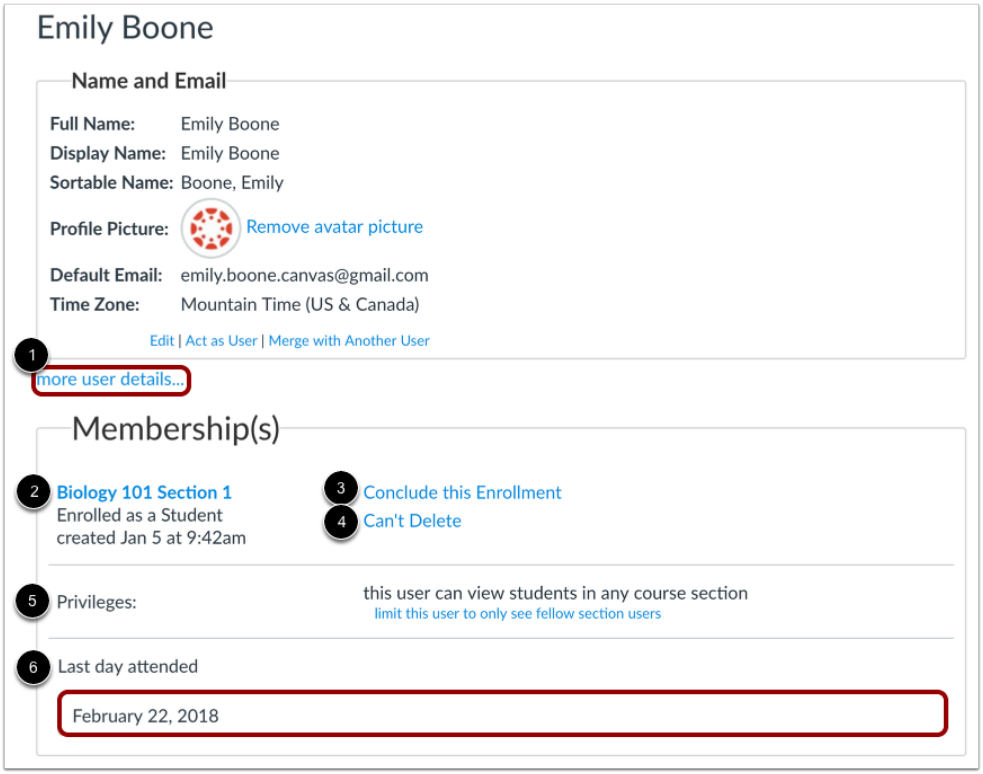
The User Details page displays details about the user.

In the user's Name and Email section, you can view the user's name [1], profile picture (if enabled by your institution) [2], default email [3], and time zone [4].

If the user has an inappropriate profile picture, you can remove it by clicking the **Remove avatar picture** link.

Note: Viewing user email addresses is a course permission. Depending on your permissions, you may not be able to view a user's email address.

View Additional Details

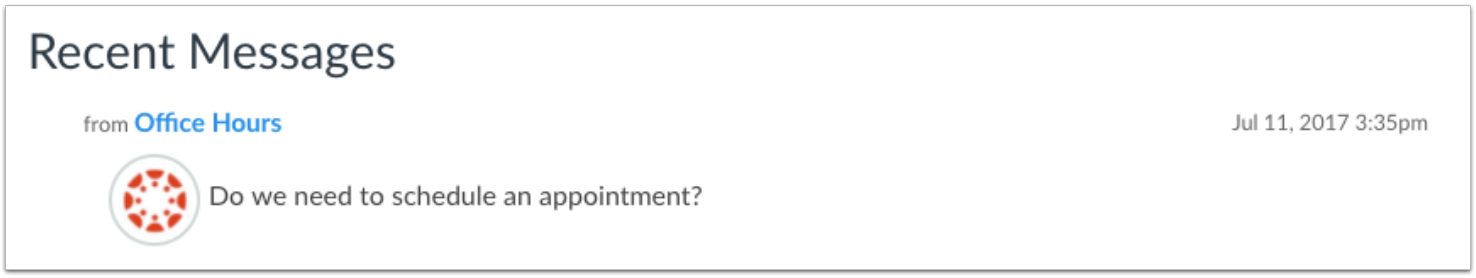


To view membership details about the user, click the **more user details** link [1].

You can view the user's course enrollment and user role [2]. If the user is assigned a custom role, currently only the base role is displayed. Depending on your course permissions, you may also be able to conclude the enrollment [3] and delete the enrollment [4].

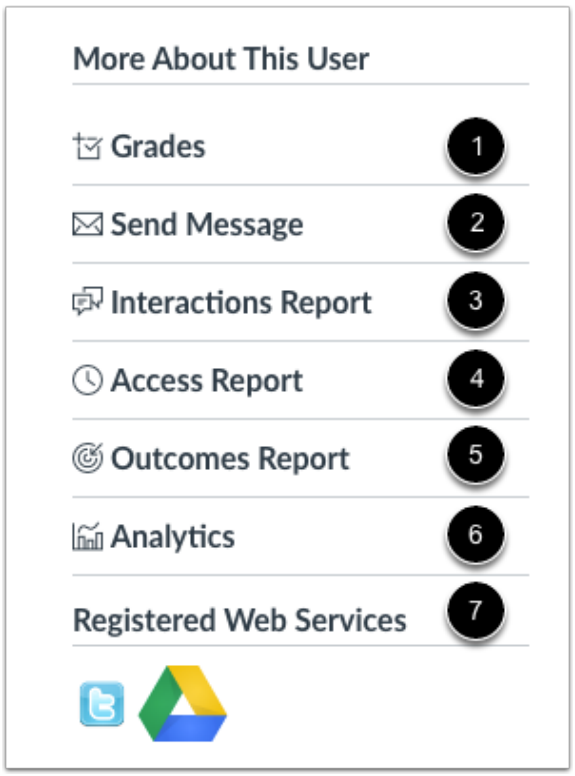
You can also view and manage user course section limitations [5] and the Last Day Attended field [6].

View Recent Messages



The Recent Messages section shows the user's recent activity in announcements and discussions, if any.

View Sidebar



If you have the appropriate permissions, the sidebar may also include links to additional information about the user:

- View a detailed grade report [1]

- Send a message using Conversations [2]
- View your interactions with the student using Canvas [3]
- View the student's access report [4]
- View the Outcomes associated with the student [5]
- View student analytics [6]
- View any external services linked to the student's account [7]

How do I view a user's profile in a course as an instructor?

If your institution has enabled the Profiles feature for your institution, Profiles allows you to view a user's name, preferred contact methods, and any custom URLs added to the user's account. Users can edit their profile from the User Navigation Menu.

Notes:

- If your user details page does not match the layout shown in this lesson, Profiles has not been enabled for your institution. Please reference the user details page lesson.
- Viewing user details in a user's profile is a course permission. Depending on your permissions, you may not be able to view all available information in the user's profile page.
- Messaging a user through the User Details page is not currently supported.

Open People



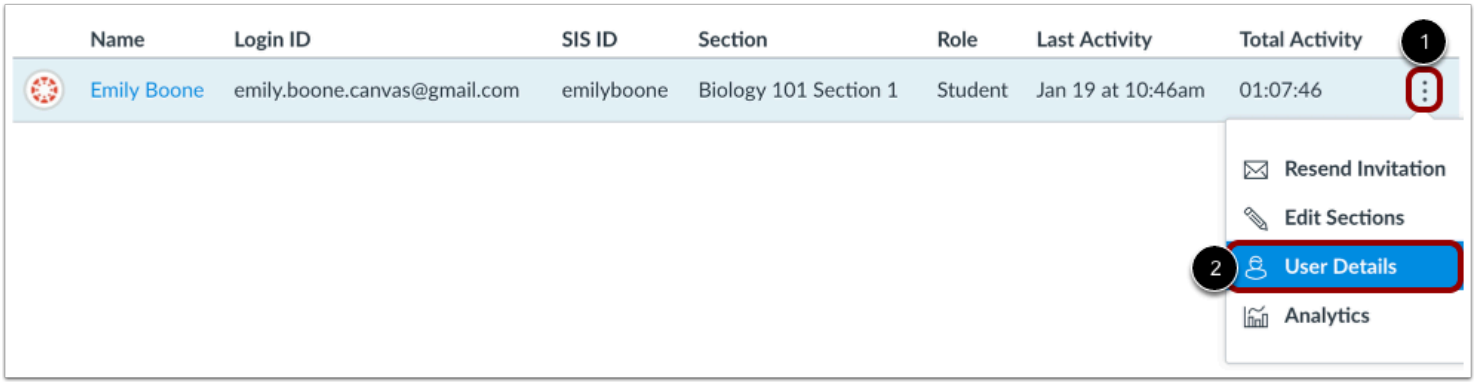
In Course Navigation, click the **People** link.

Locate User



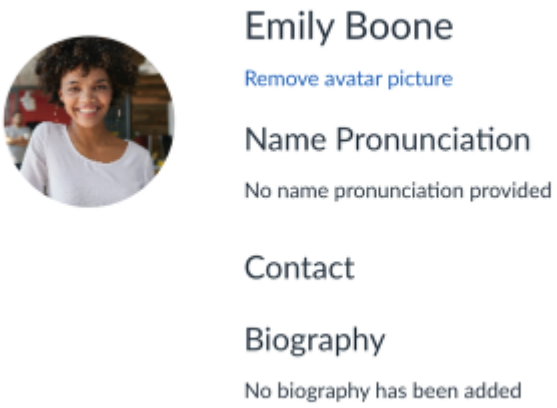
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



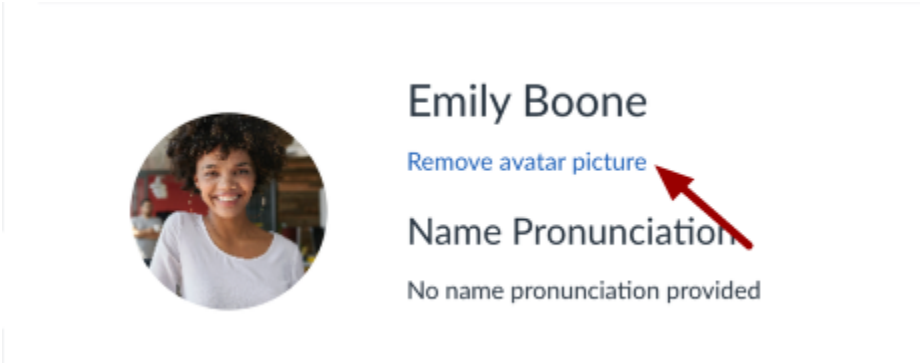
Click the user's **Options** icon [1], then select the **User Details** link [2].

View Name and Bio



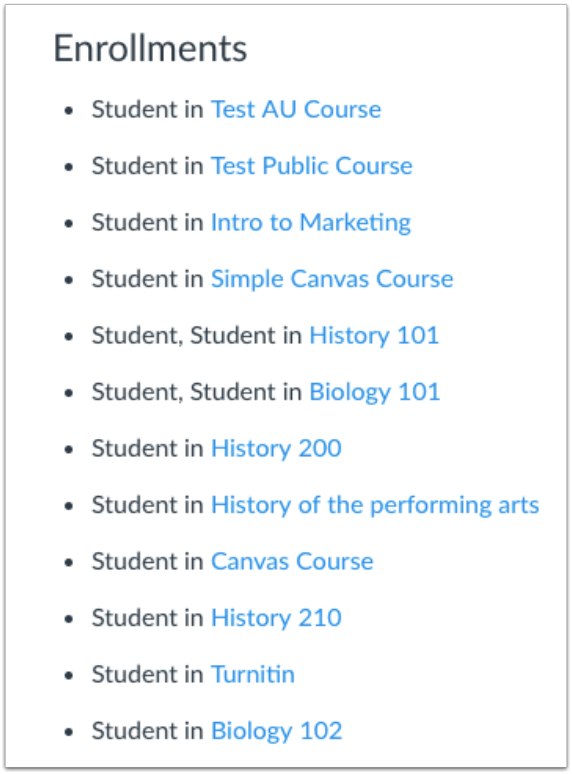
In the user's profile, you can view the user's name and profile picture (if enabled by your institution). If the user allows, you may also be able to view contact information and a biography.

Report Profile Picture



If the user has an inappropriate profile picture, you can remove the image by clicking the **Remove avatar picture** link displayed below the user's name.

View Enrollments



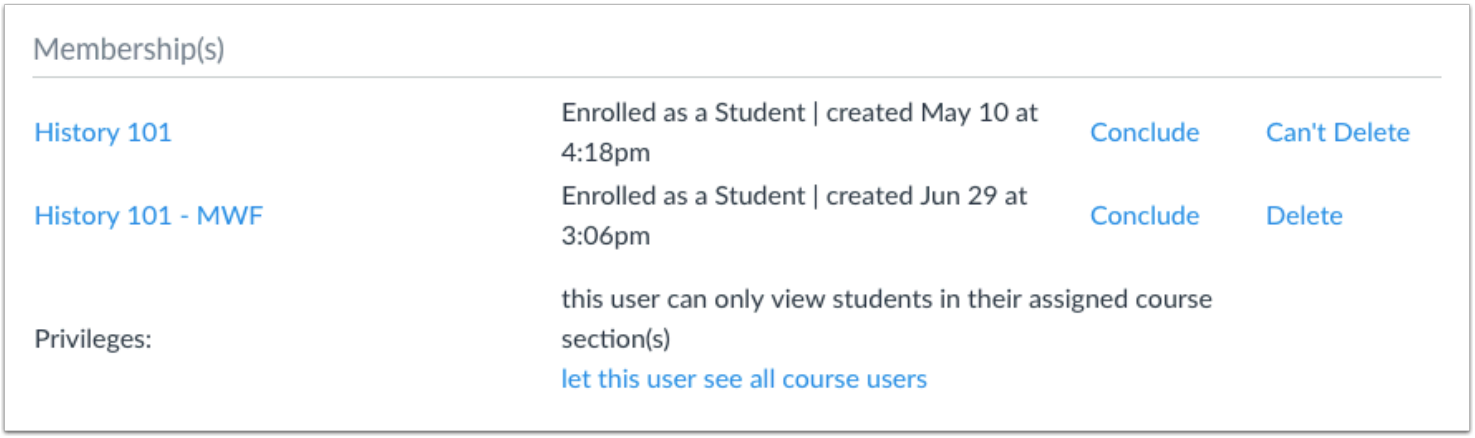
In the Enrollments section, you can view all the active course and group enrollments for the student in any courses and groups where you are the instructor.

View Links



In the Links section, you can add any links added to the user's profile.

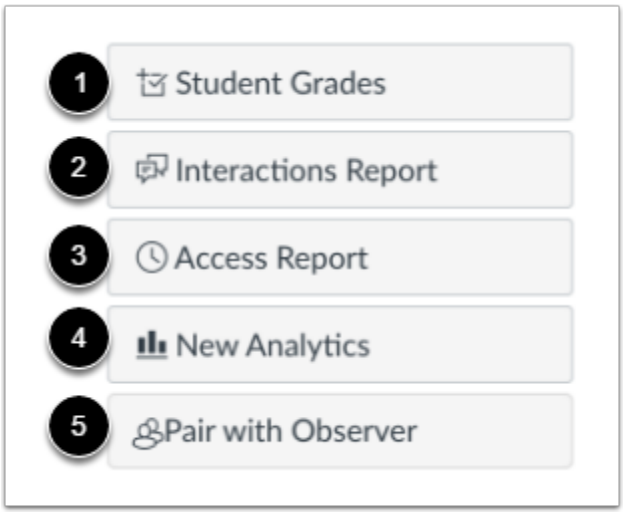
View Memberships



The Memberships section [2] shows the user's course enrollment and user role, as well as any course privileges.

Note: If the user was assigned a custom role, currently only the base role is displayed.

View Sidebar



If you have the appropriate permissions, the sidebar may also include links to additional information about the user:

- View a detailed grade report [1]
- View your interactions with the student using Canvas [2]
- View the student's access report [3]
- View Course Analytics [4]
- View Pair with Observer [5]

How do I record the last day a user attended a course?

You can record the day a student last attended a course. The last attended date is recorded in the user details page. Dates must be entered for each student individually.

Notes:

- If your institution is using Profiles, this feature is not currently supported.
- The last attended date cannot be removed, but it can be modified if necessary. If the date is deleted, it will automatically revert back to the last entered date.

Open People



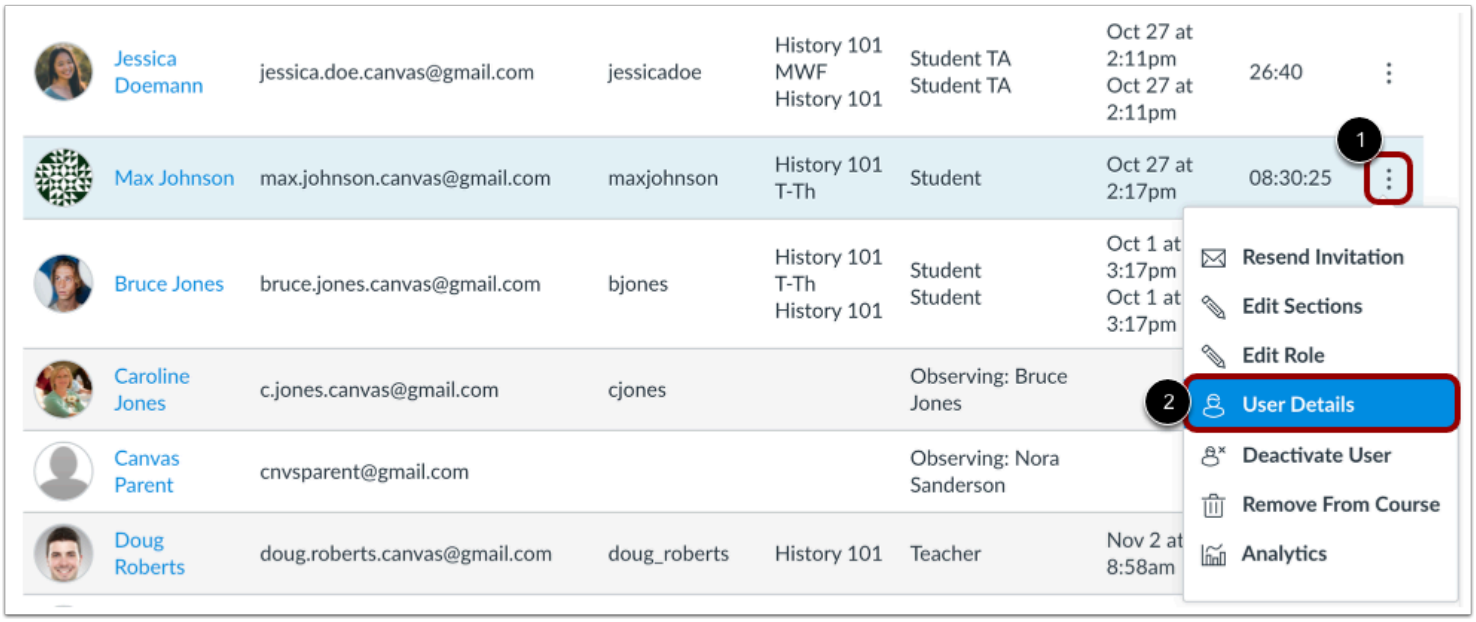
In Course Navigation, click the **People** link.

Locate User



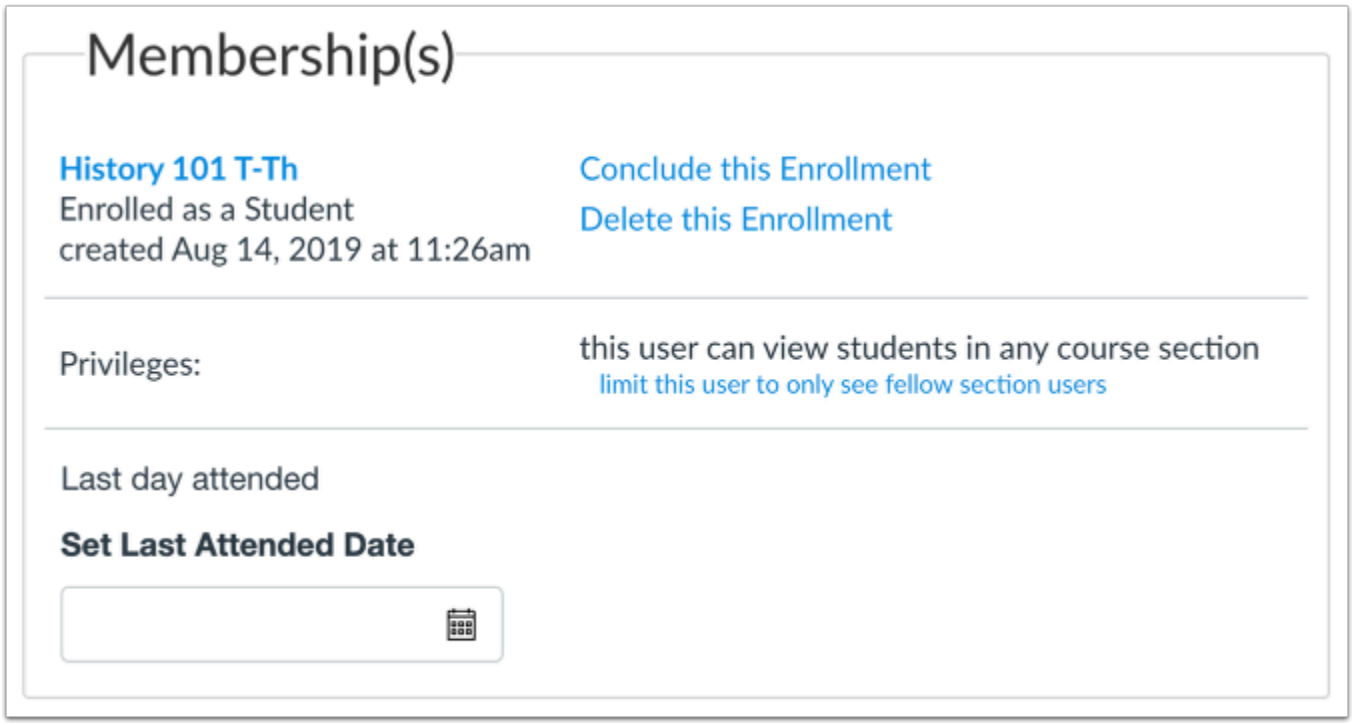
In the search field [1], enter the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

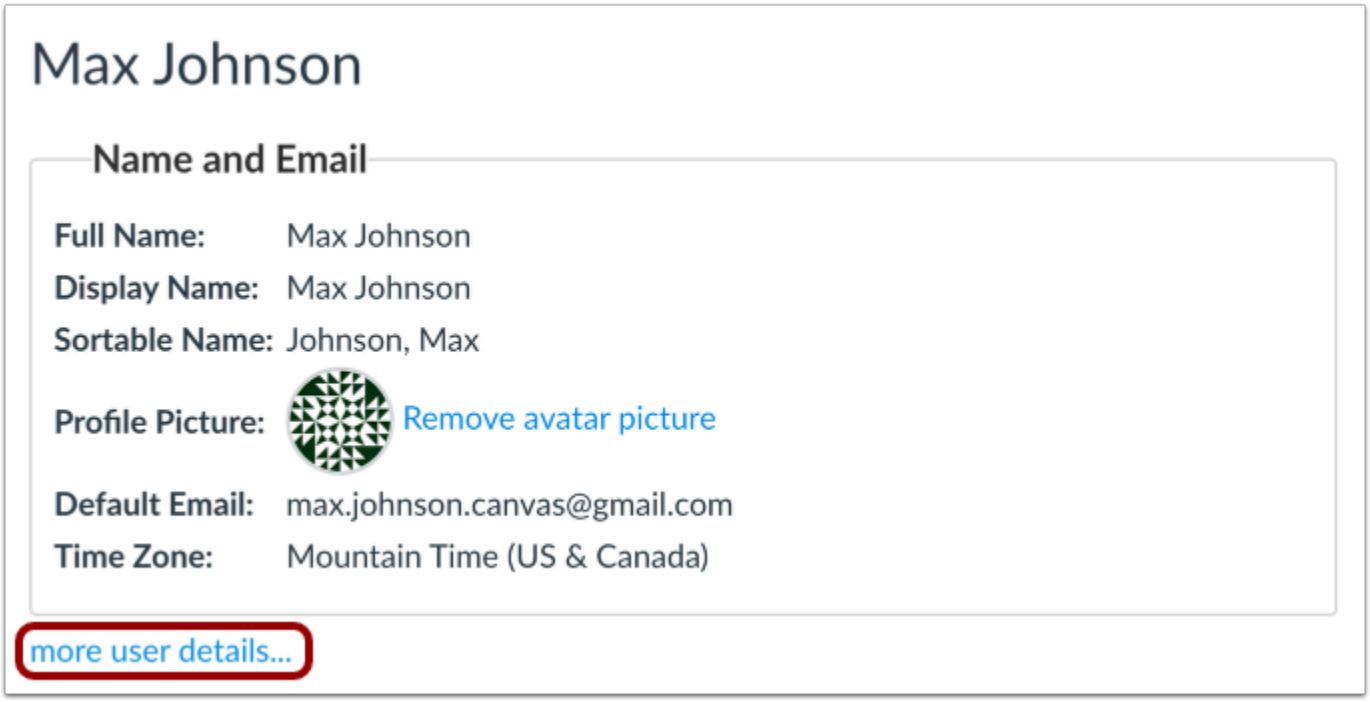
View Memberships



Locate the Membership Section in the user details page.

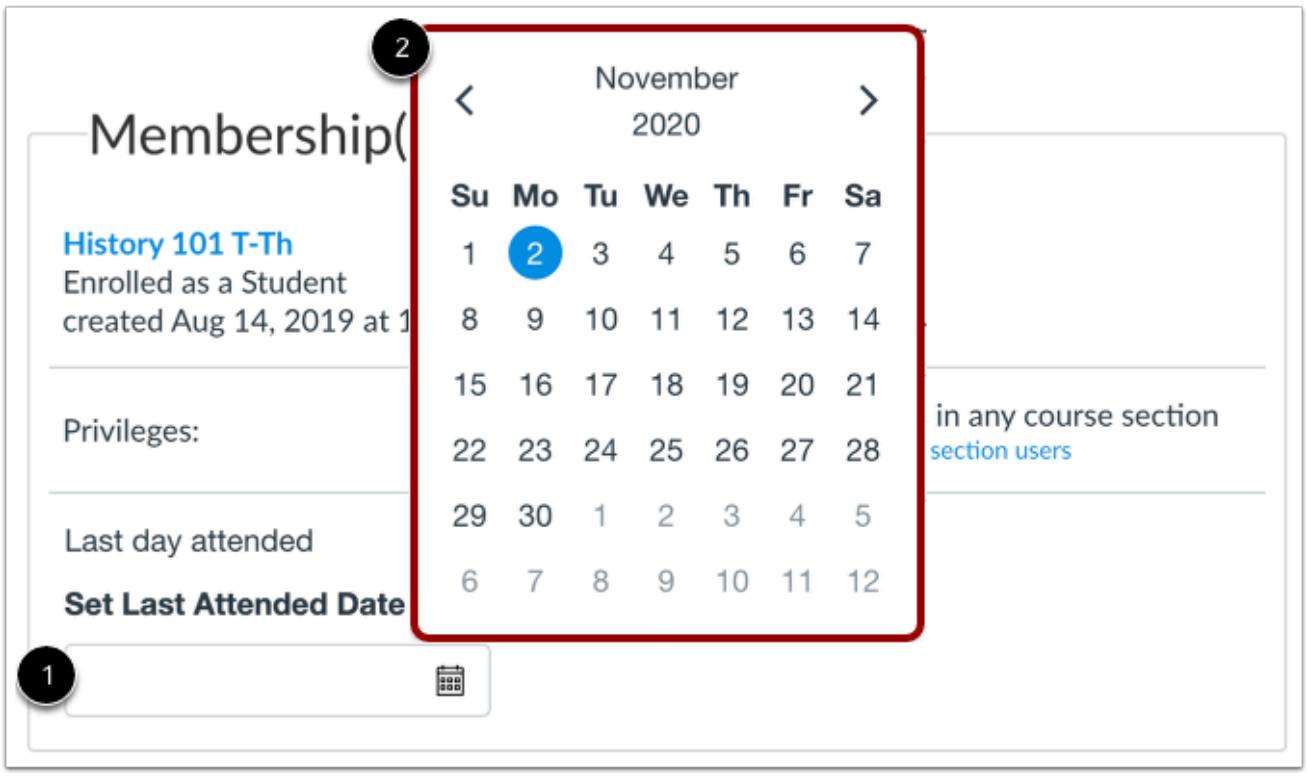
If your institution has enabled Profiles, the Membership Section displays directly in the page.

View More User Details



If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

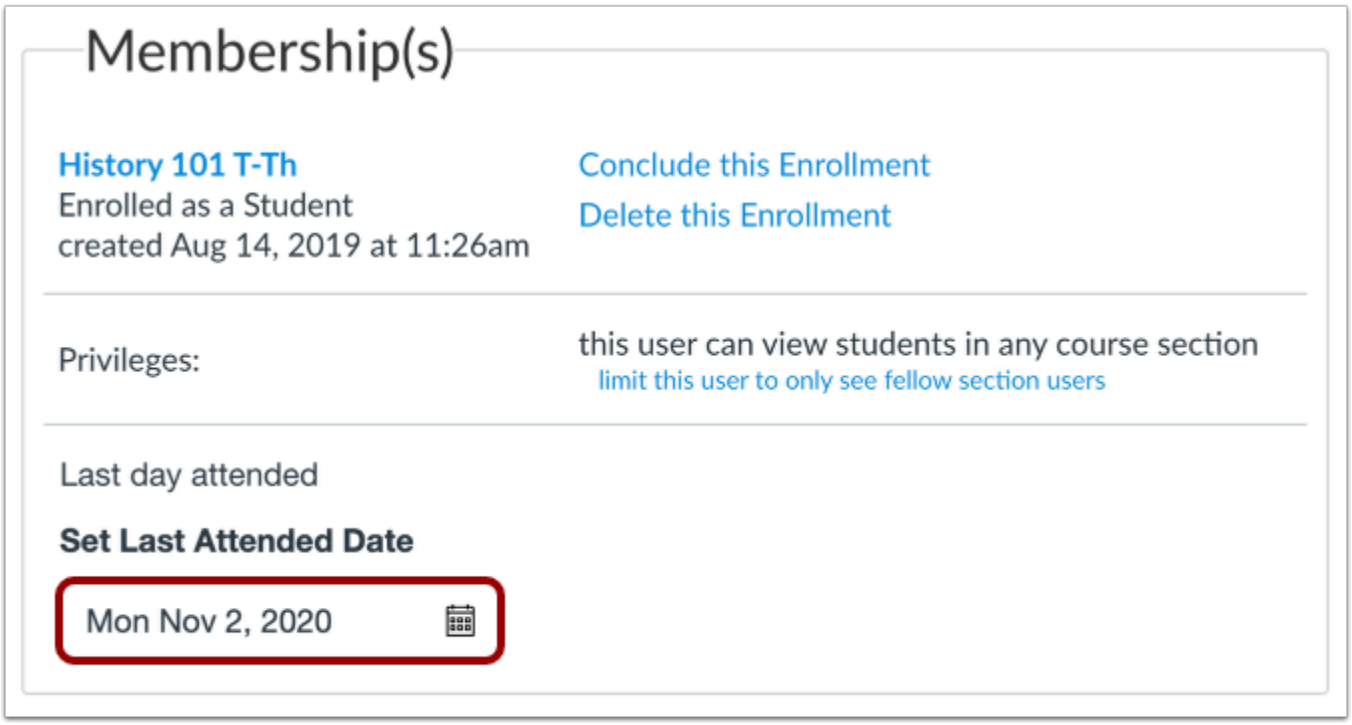
Enter Last Date Attended



Click the **Last Day Attended** field [1] and click the last day the student attended in the calendar [2].

You can also type a date directly in the text field.

View Last Date Attended



View the last attended date in the text field.

How do I limit a user to only interact with other users in the same course section?

If your course includes multiple sections, you can limit users in a section to only see users enrolled in the same section. This option is useful when several sections have been cross-listed into a single course.

You can set limitations when adding users to a course, or after students have already been added to the course.

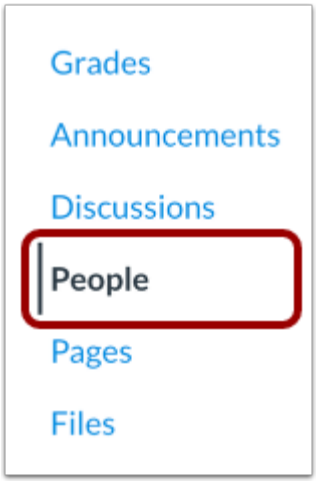
Limiting students to interact by section only affects Collaborations, People, and Conversations. When enrolling instructors and TAs, section limitations allow those users to grade students in their same section(s).

Discussion topics and Pages are not affected by section limitations and can be viewed by any student. These feature areas could be restricted by creating content in course groups.

Notes:

- The option to limit a user displays even if there is only one section in the course.
- You can also hide the section column from students on the People page to prevent students from viewing course sections.
- Teachers and TAs who are not limited to a specific Section, still receive notifications for new Announcements sent to other course Sections.

Open People



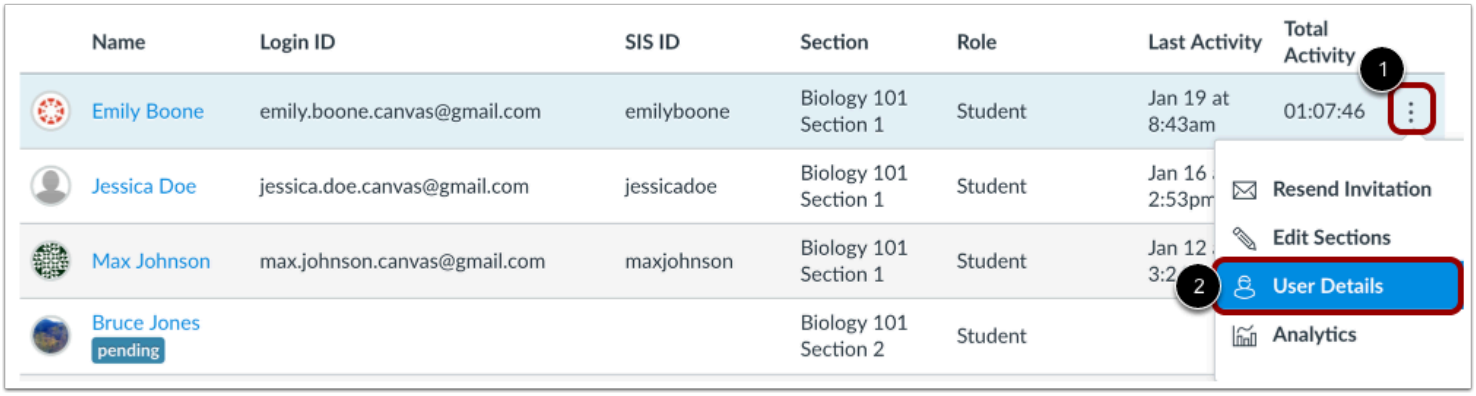
In Course Navigation, click the **People** link.

Locate User



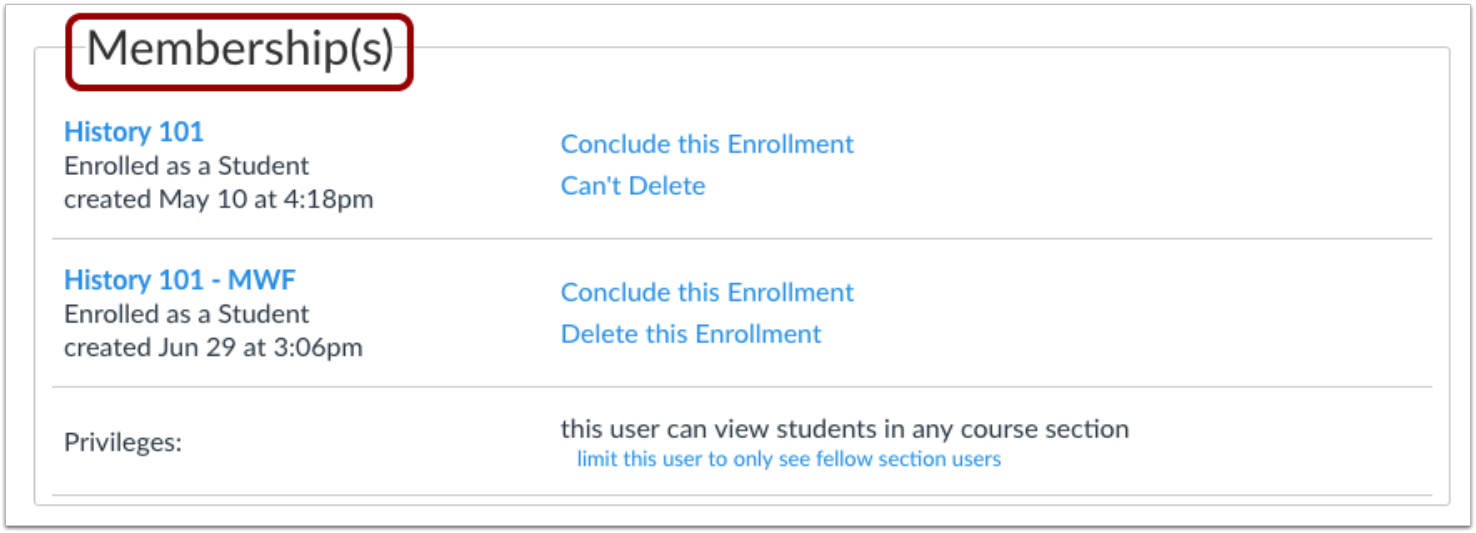
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

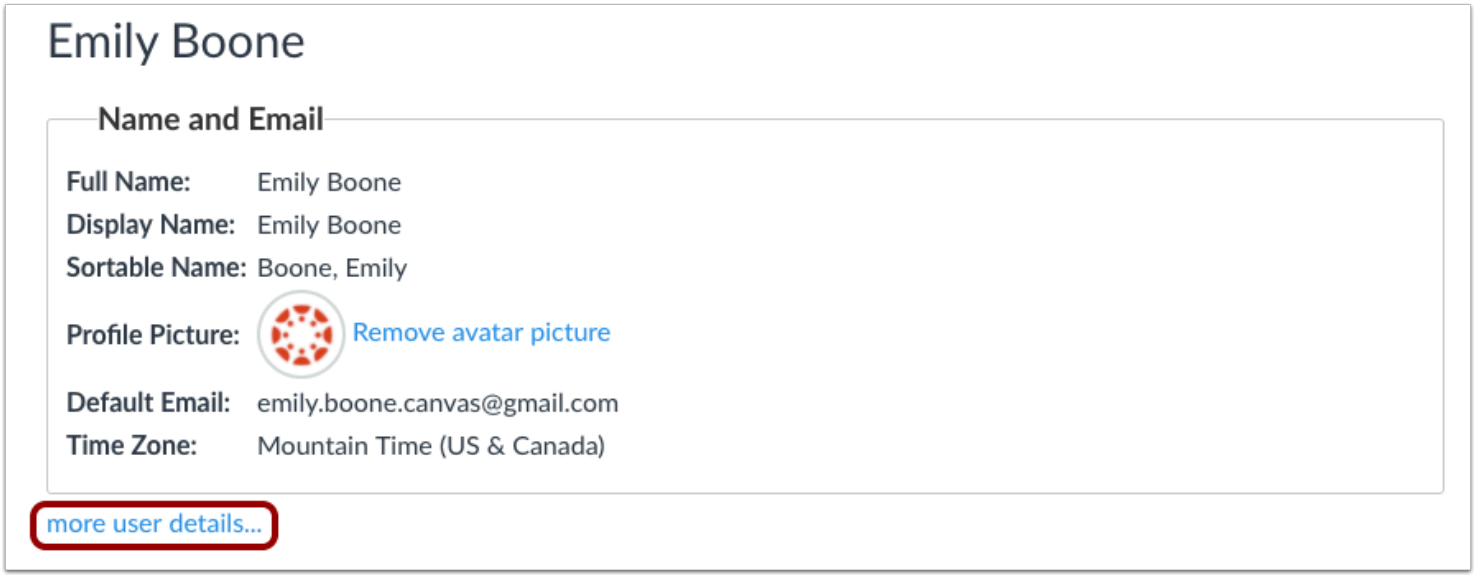
View Memberships



Locate the Membership Section in the user details page.

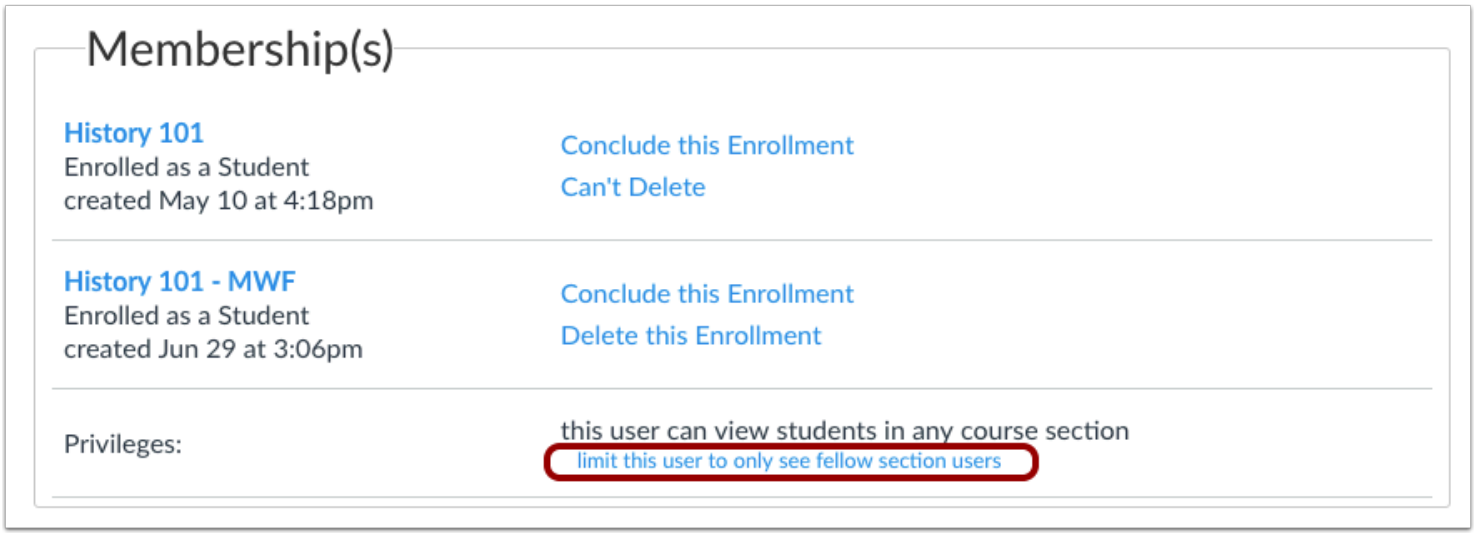
If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details



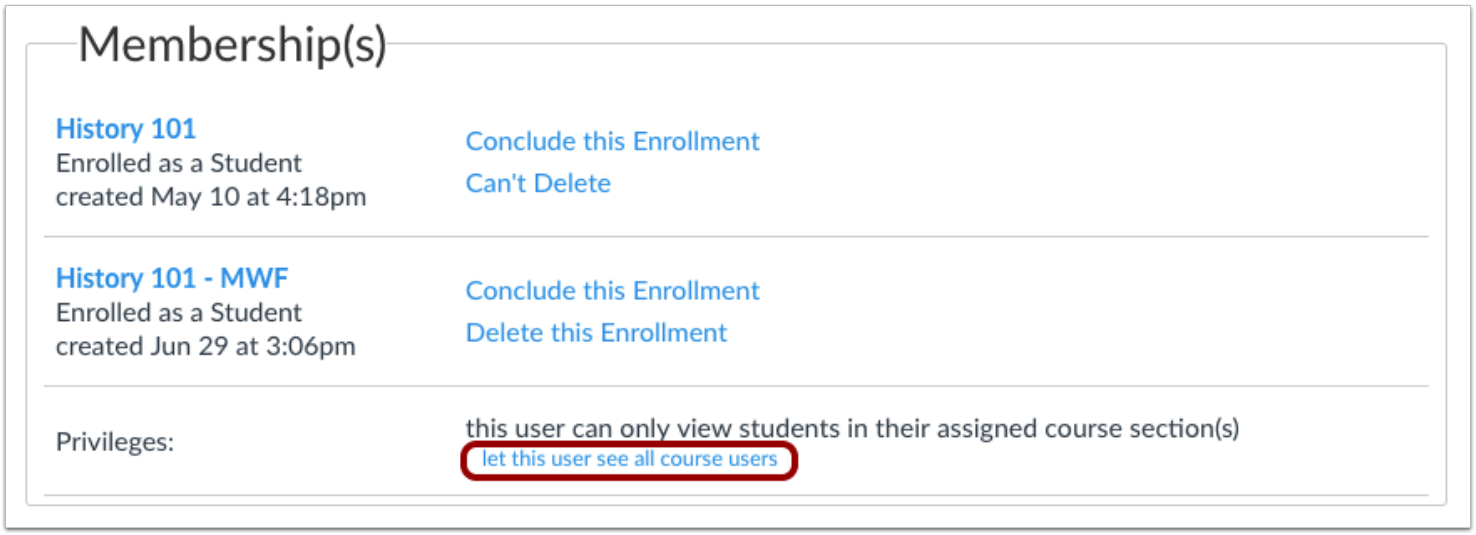
If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

Limit User to Section



Click the **Limit this user to only see fellow section users** link.

Let User See All Sections



Verify the user can only view students in their section.

Note: If you want to allow the student to view students in any course section again, click the **let this user see all course users** link.

How do I create and manage Differentiation Tags as an instructor?

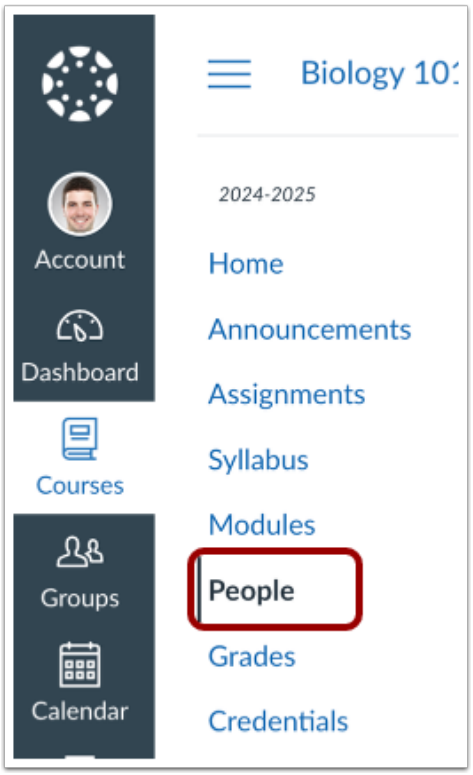
You can use differentiation tags to assign specific content to customized sets of students, which are not visible to students.

A Canvas admin needs to enable Differentiation Tags setting at the account or sub-account level. Admins can also access differentiation tags through Canvas Data for reporting and analysis.

Notes:

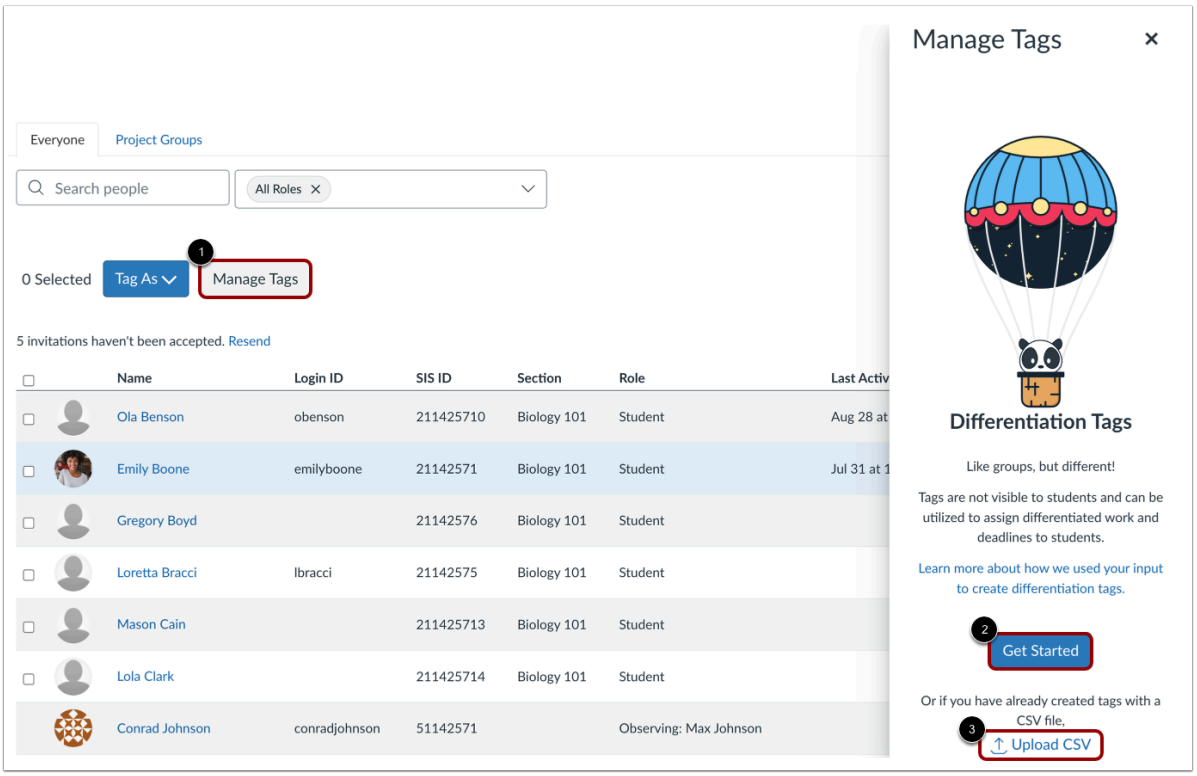
- The Differentiation tags setting must be enabled at the account level.
- Differentiation tags are not retained during course exports or imports.
- Each course is limited to 40 tags total and 10 variants per tag set.
- There is no limit to the total number of tags a student can have; however, a student can only be assigned one tag per tag set.

Open People



In Course Navigation, click the **People** link.

Create Tag

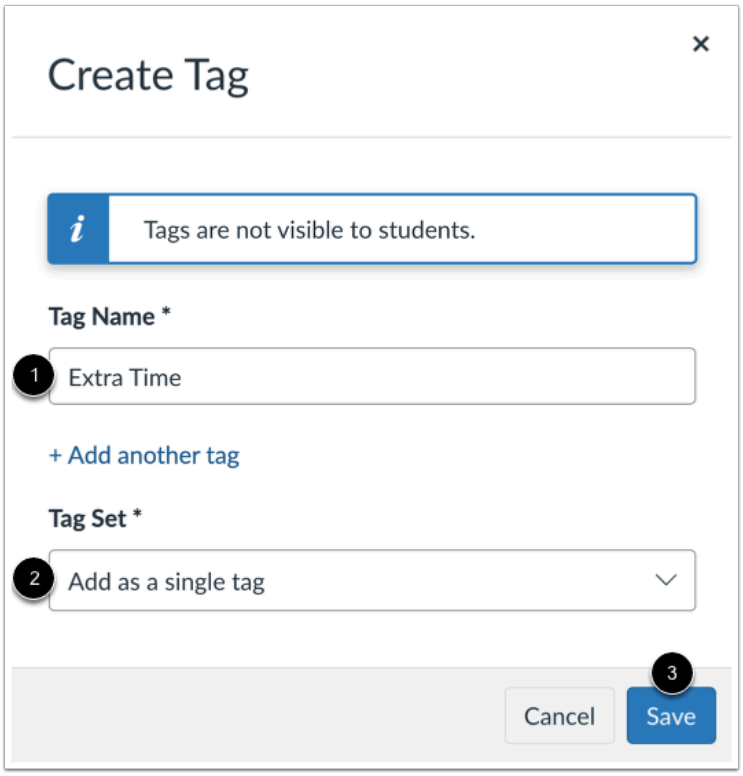


In the People page of a course, click the **Manage Tags** button [1]. If you have not created tags yet, an introductory message displays in the Manage Tags tray.

To create a tag, click **Get Started** button [2].

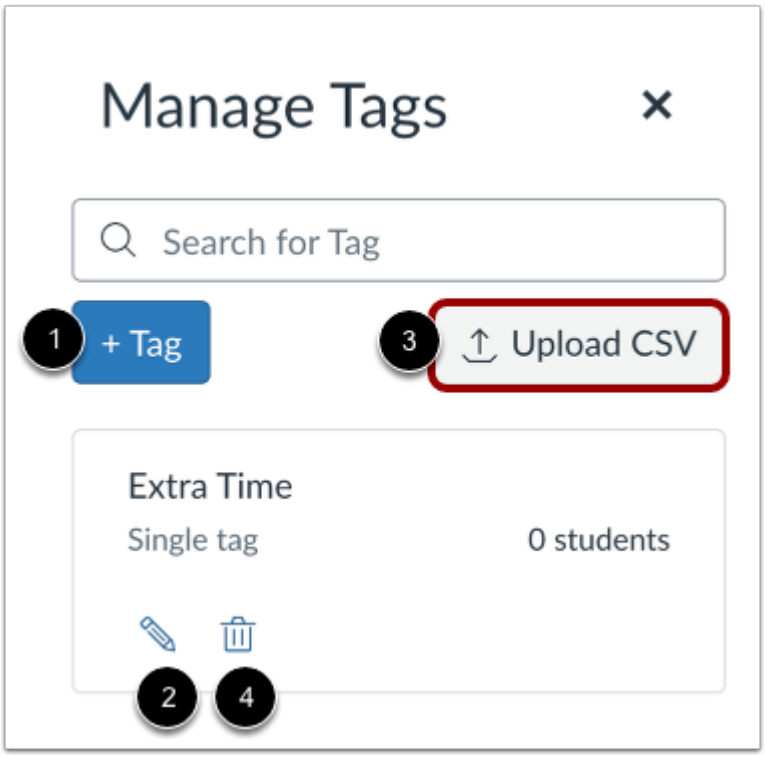
To import tags, click the **Upload CSV** link [3].

Note: Due to permission caching, changes may take up to an hour to appear unless a user's cache is manually cleared in Canvas.



In the Create tag window, enter a tag name [1] and a tag set [2]. Then, click the **Save** button [3].

Manage Tags



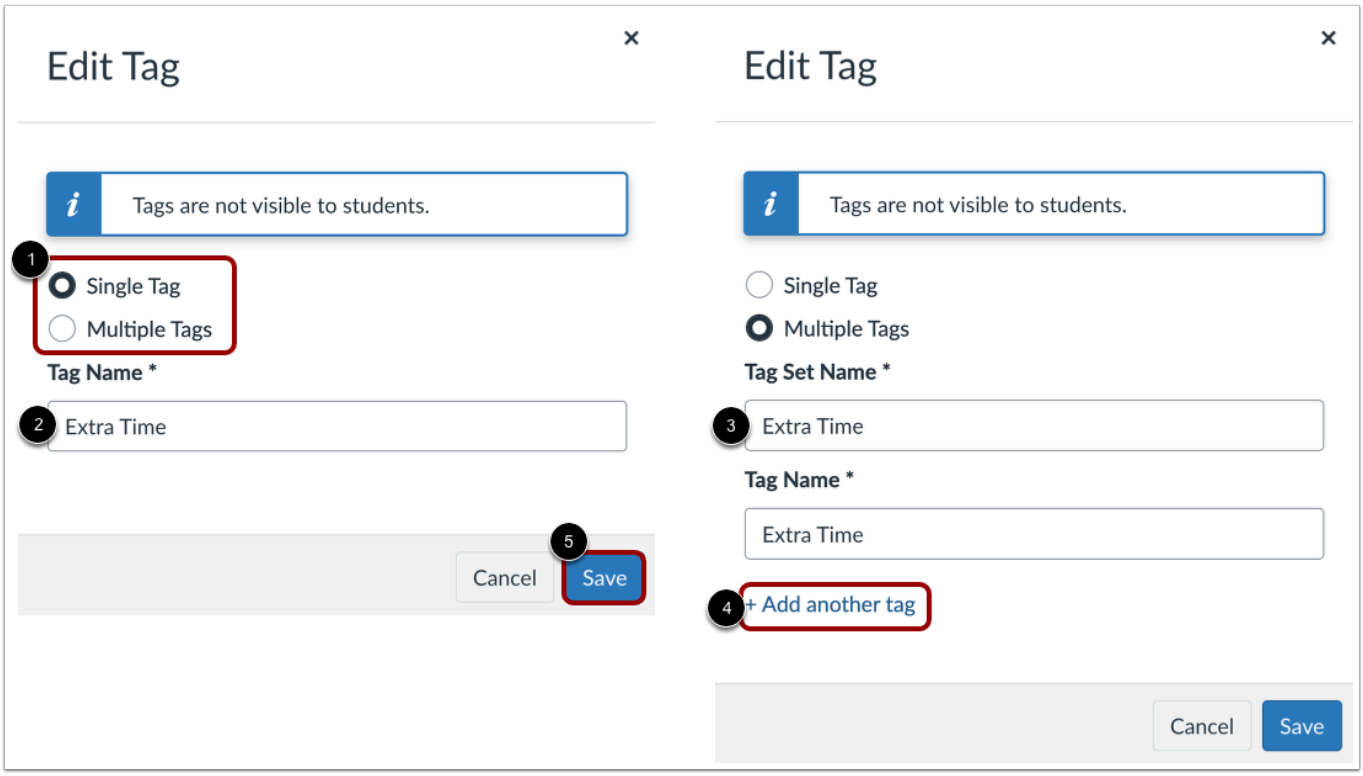
If you previously created tags, the Manage Tags tray displays a list of existing tags.

To add a new tag, click the **Add Tag** button [1].

To edit a tag, click the **Edit** icon [2].

To import tags, click the **Upload CSV** button [3].

To delete a tag, click the **Delete** icon [4].

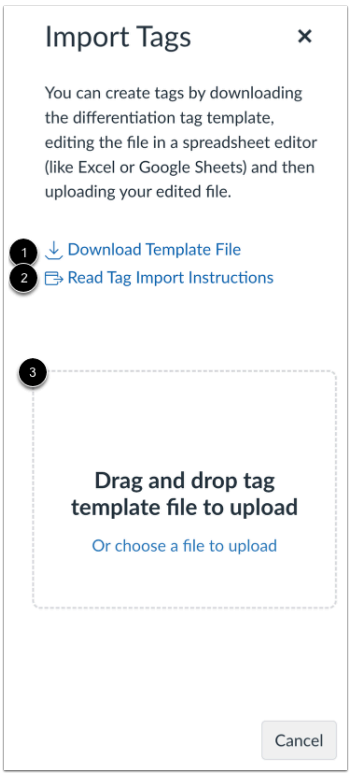


When editing a differentiation tag, you can change from a single tag to multiple tags and vice versa [1]. You can also change the Tag Name [2].

If you selected Multiple Tags, you can add or edit the Tag Set Name [3] and add another tag [4].

To apply the changes, click the **Save** button [5].

Import Tags

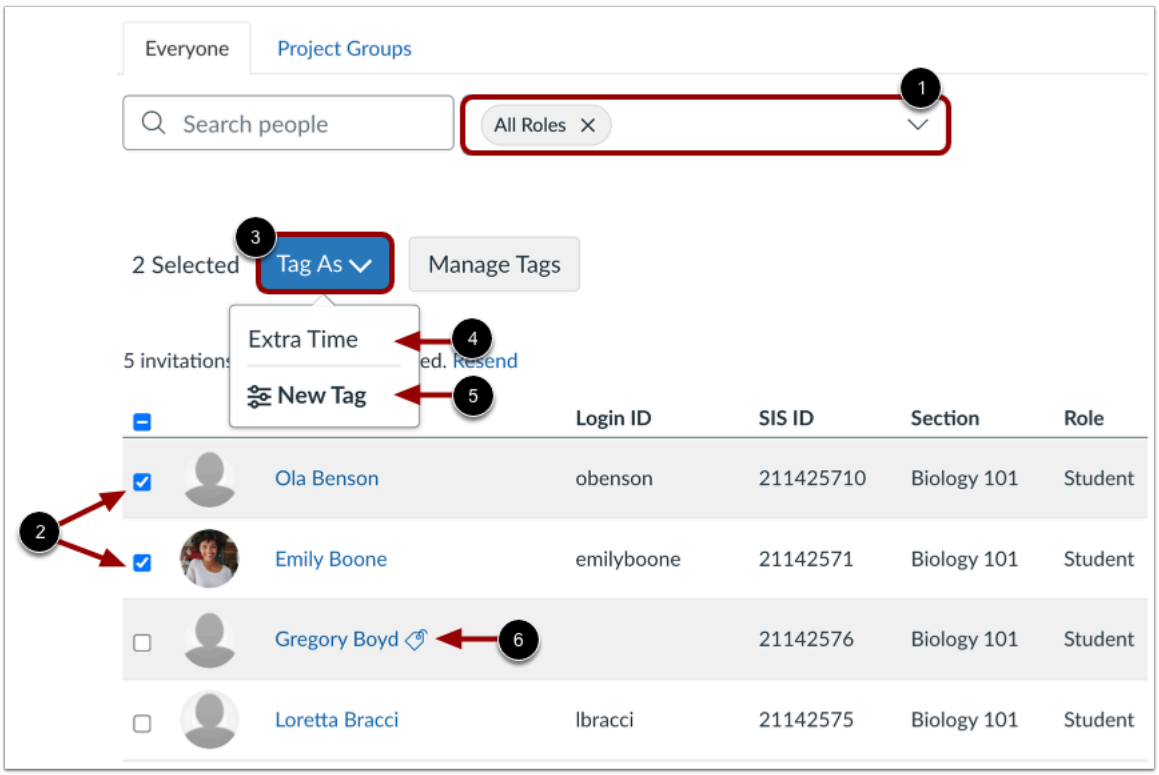


In the Import Tags tray, you can download a tag template file [1].

To learn more about import instructions, click the **Read Tag Import Instructions** link [2].

To import tags, drag and drop a file or click the **Or choose a file to upload** link [3].

Assign Tag As

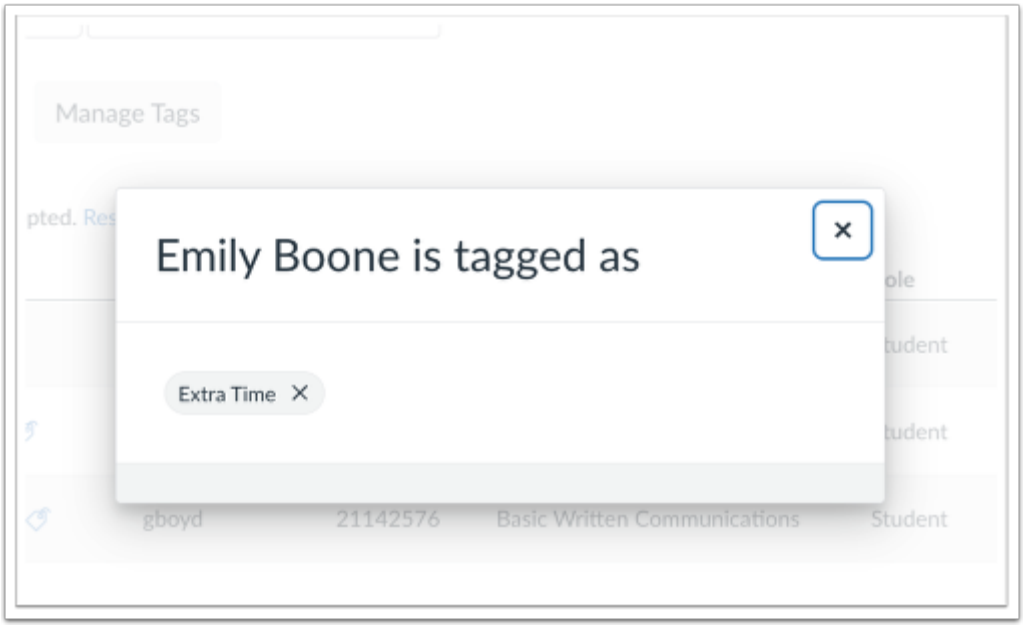


To filter by roles and differentiation tags, click the **Role** drop-down menu [1]. To add tags to students, click the checkbox of the desired student(s) [2]. Then, click the **Tag As** button [3]. You can either select an existing tag [4] or create a new tag [5].

Once a tag is assigned to a student, a tag icon displays. To view the assigned tags, click the icon [6].

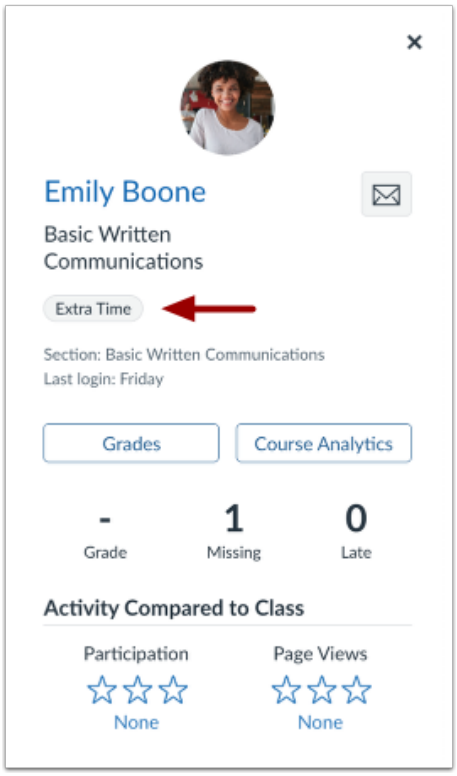
Note: Creating a new tag using the Tag As button does not automatically apply the tag to previously selected users. Additionally, you can bulk select users via Shift+Click.

View Student Tag



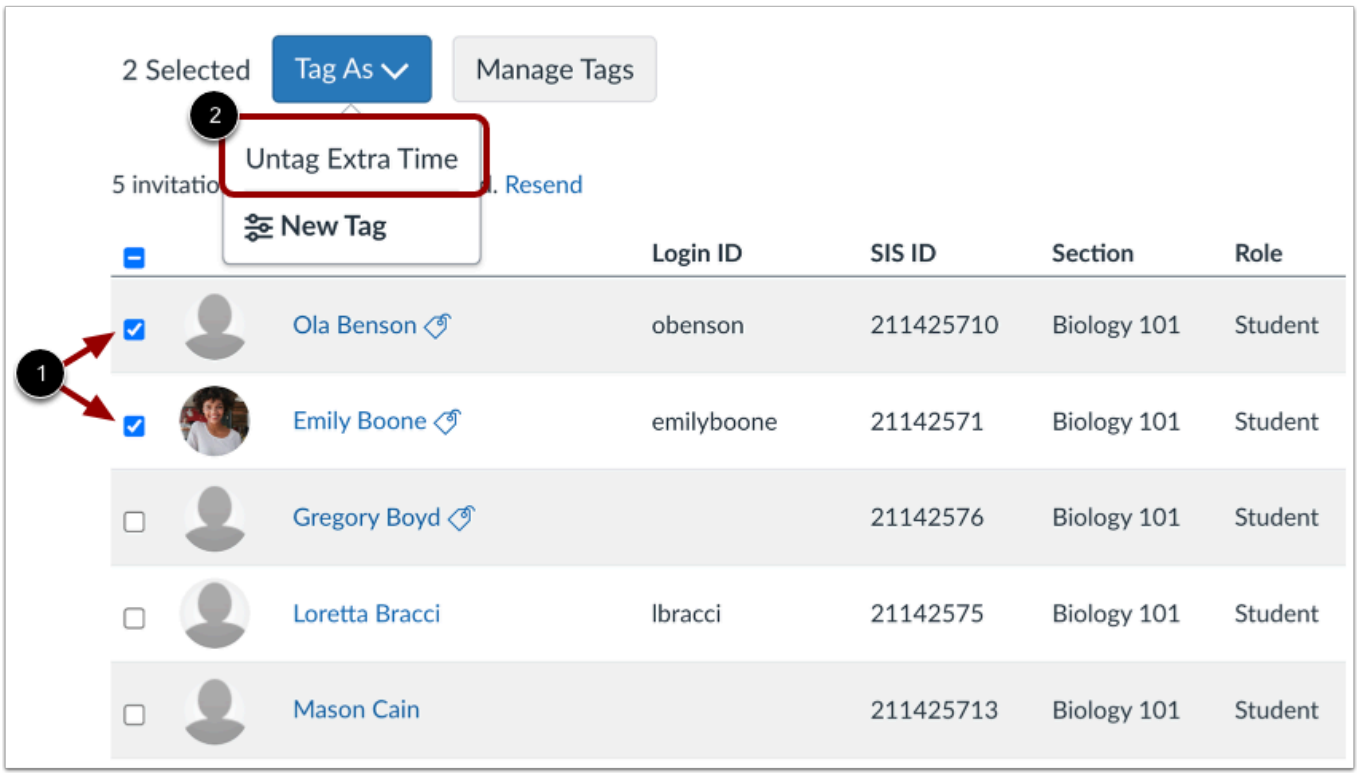
All tags assigned to a student display in a modal.

Note: Students can have multiple tags. However, if the tags are part of the same tag set, a student can only be assigned one tag from that set.



You can also view student tags in the Student Details tray.

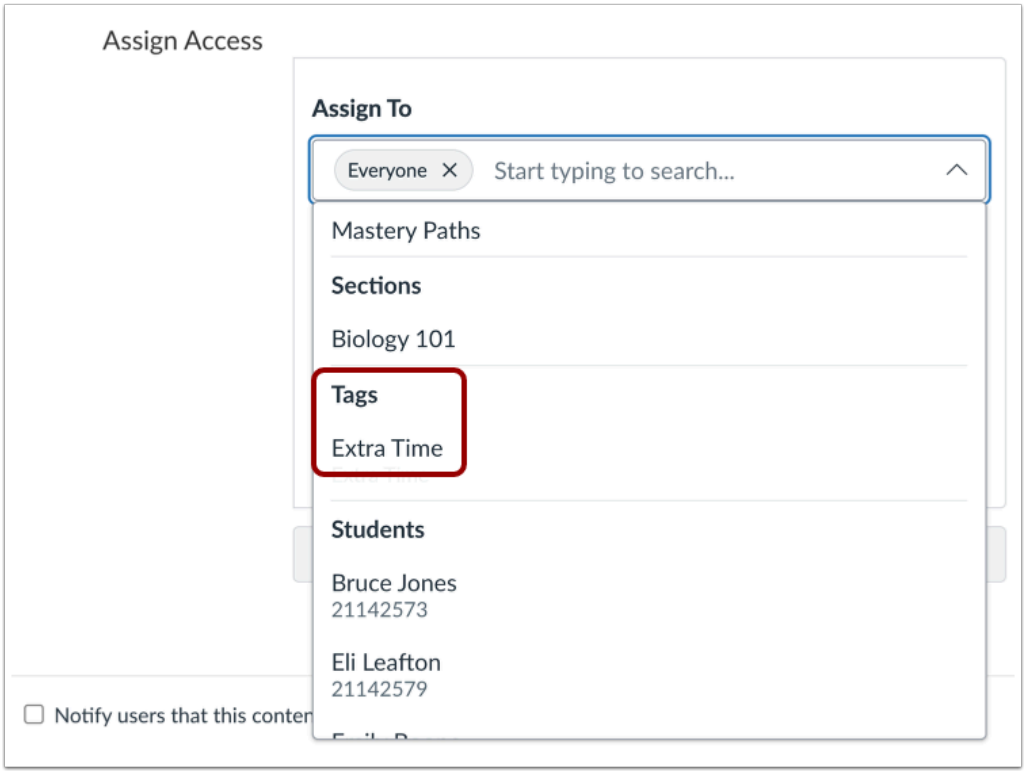
Bulk Untag



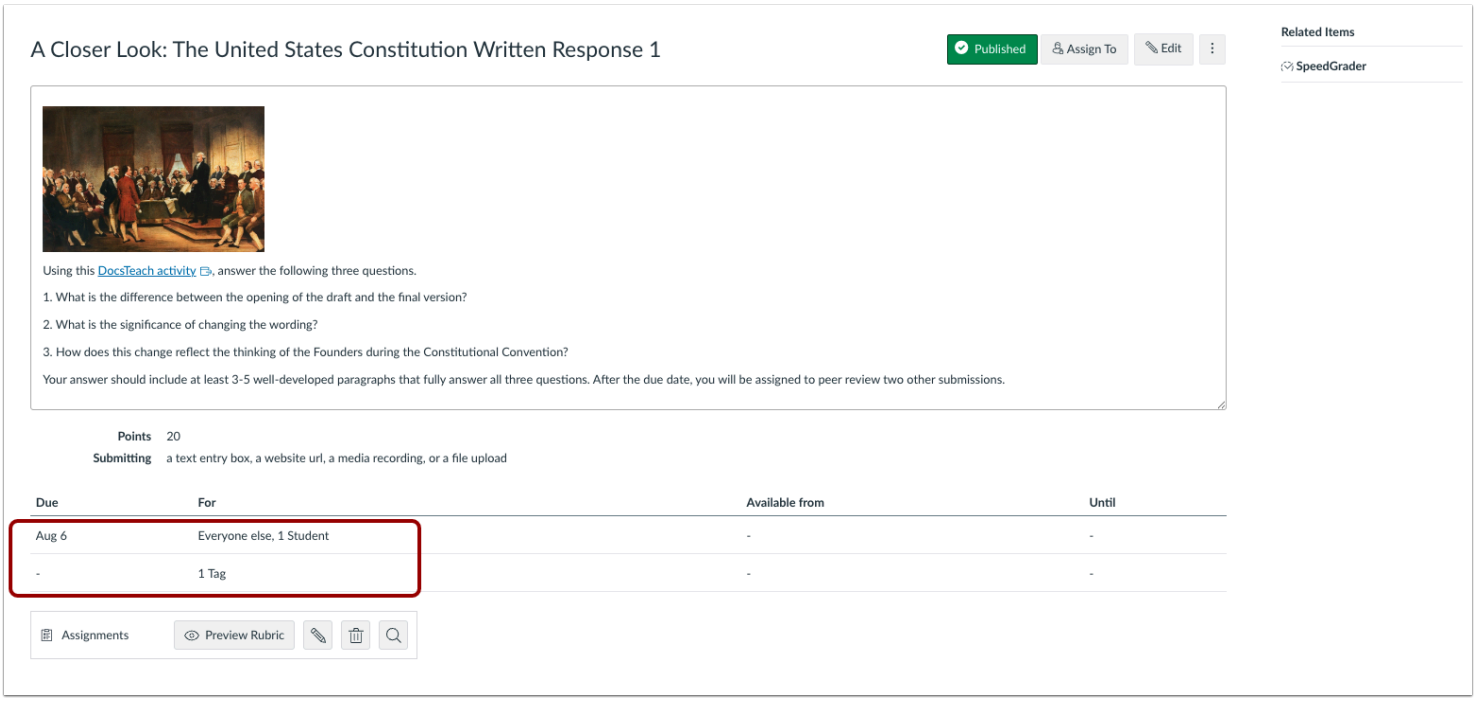
To bulk untag students, select the students with the same tag you wish to remove [1]. Then, select the **Untag** option [2].

Note: Only one tag can be removed at a time.

View Assign To



When creating or editing Assignments, Discussions, Quizzes, New Quizzes, or Pages, you can assign items to students with specific tags.



Assignments assigned to tags display as Tag(s) in the For column instead of Groups.

Notes:

- For more information, visit the Order of Precedence and Due Dates for Assignments and Modules resource document.
- When a student belongs to multiple tags or sections with conflicting due dates for the same assignment, the assignment with the latest due date will apply. However, if there's an individual override set for the student, that due date will take precedence over all others.
- Tags are not supported for Group Assignments and will not appear as an option when creating them.

How do I edit user roles in a course?

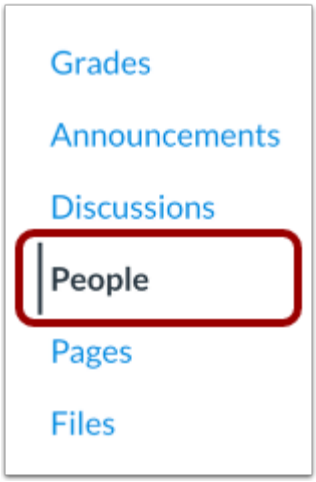
Once users have been added to your course, you may be able to edit the enrollment type for a user in the course through the People page. This feature allows you to make modifications to course enrollment types without having to delete the existing enrollment. Role edits do not require the user to accept a new course invitation.

If a user was added to the course with multiple roles, selecting a new role overwrites all the user's current enrollments with the new edited role. If a user is enrolled in multiple sections, the edited role applies to all sections.

Notes:

- If an observer is linked to a student, you cannot edit an observer role. Learn how to manage linked students.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot edit an enrollment in the course. Additionally, editing a user role is a course permission. If you cannot edit user roles in your course, your institution has restricted this feature.
- For more information regarding permissions, see the Canvas Course Role Permissions resource document.

Open People



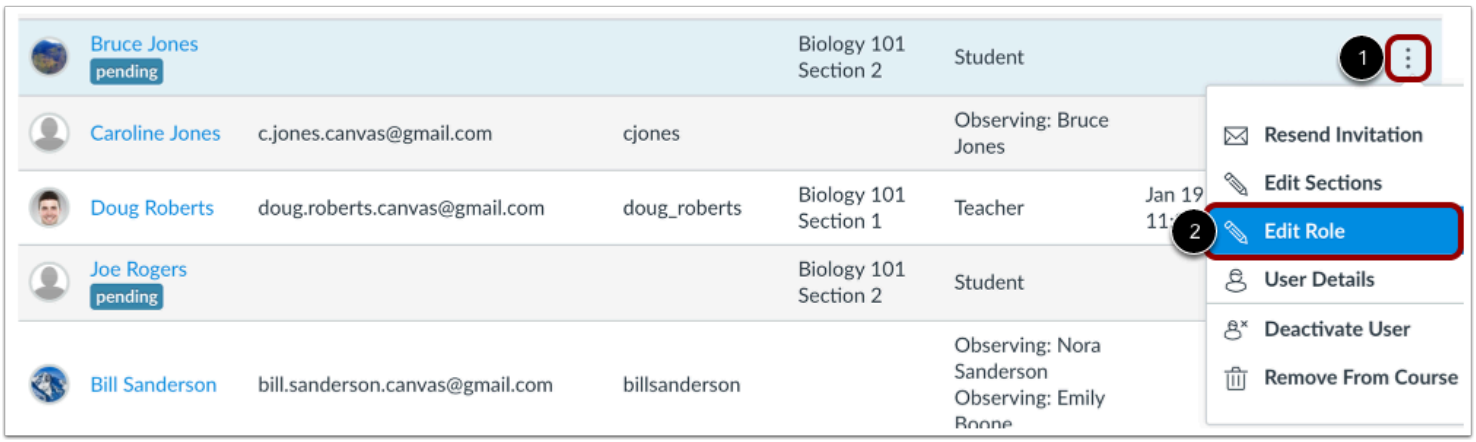
In Course Navigation, click the **People** link.

Locate User



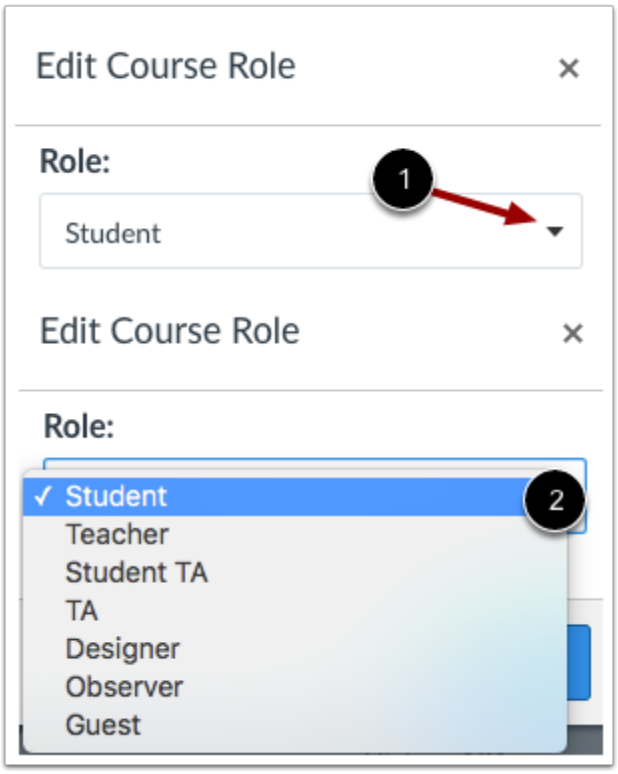
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Edit Role



Click the user's **Options** icon [1], then select the **Edit Role** link [2].

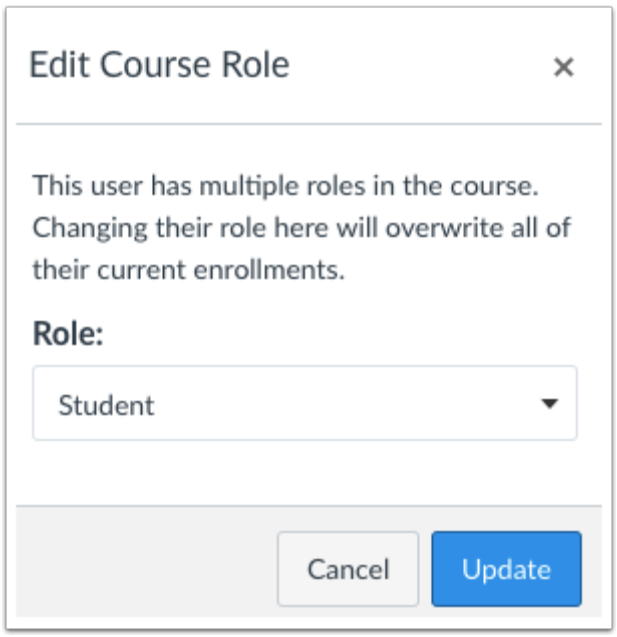
Edit Course Role



Click the **Role** drop-down menu [1], then select the new role for the user [2].

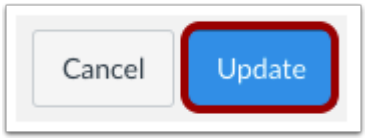
Note: Depending on your user permissions, you may not be able to select from all user roles in your course.

Edit Multiple Roles



If a user has multiple roles in the course, selecting a new role overwrites all the user's current enrollments.

Update Role



Click the **Update** button.

How do I edit sections for an enrollment in a course?

Once users have been added to your course, you may be able to edit their course section from the People page. This feature allows you to make modifications to course sections without having to delete the section enrollment.

If a user has not already accepted the course enrollment, editing the course section still requires the user to accept the course invitation. However, if a user has already accepted the initial course enrollment, editing a section does not require the user to accept a new course invitation.

If a user was added to multiple sections in the course with the same user role, adding a section or editing a current section retains the user role given with the course enrollment. However, if the user has multiple user roles, a section edit is associated with the last user role given to the user. Learn how to edit user roles.

Notes:

- Adding users to a section is a course permission. If you cannot add users to your course, your institution has restricted this feature.
- Sections may be added by your institution's student information system (SIS). If a user in your course includes an SIS ID, you may not have permission to edit sections.

Open People



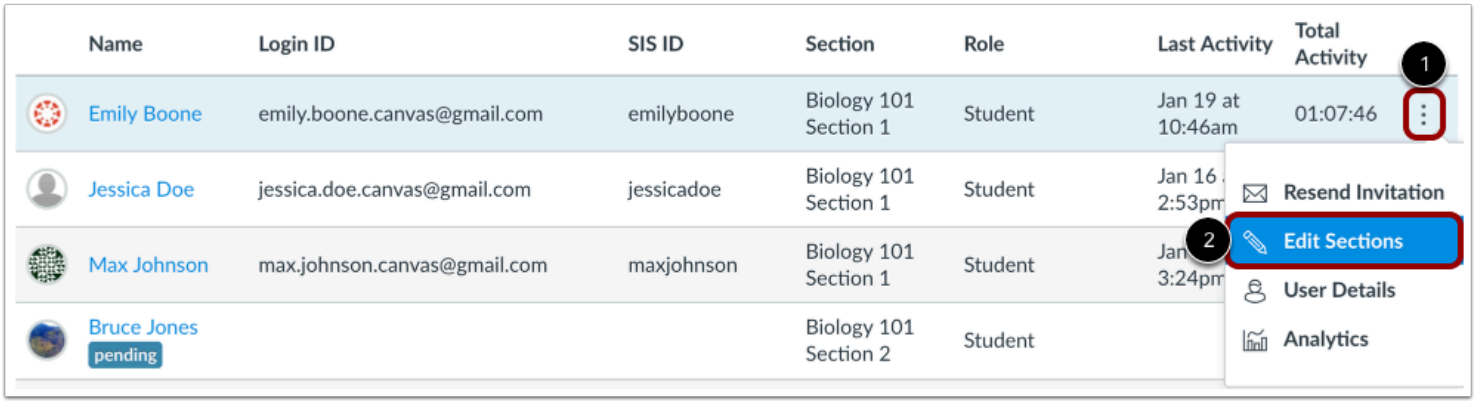
In Course Navigation, click the **People** link.

Locate User



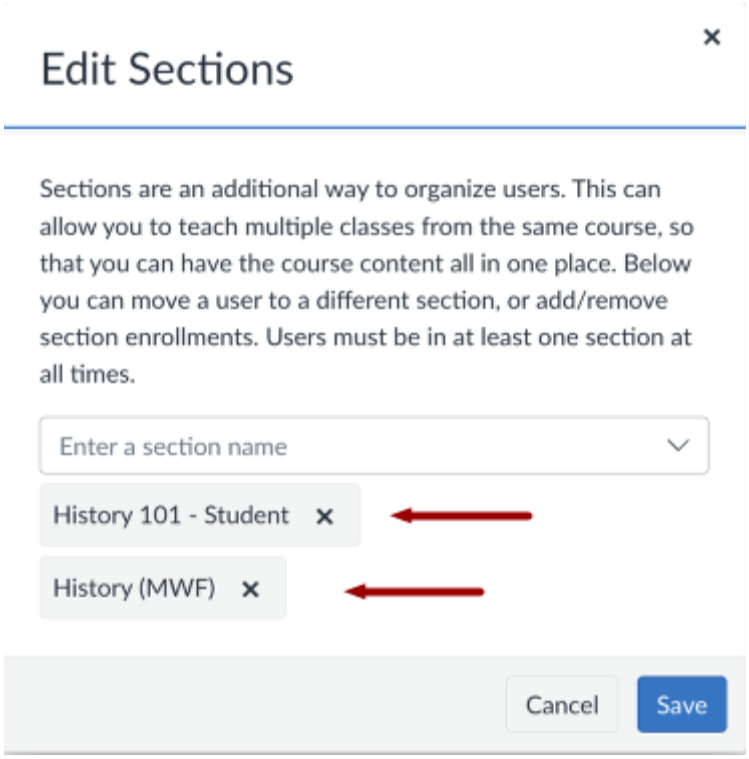
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Edit Sections



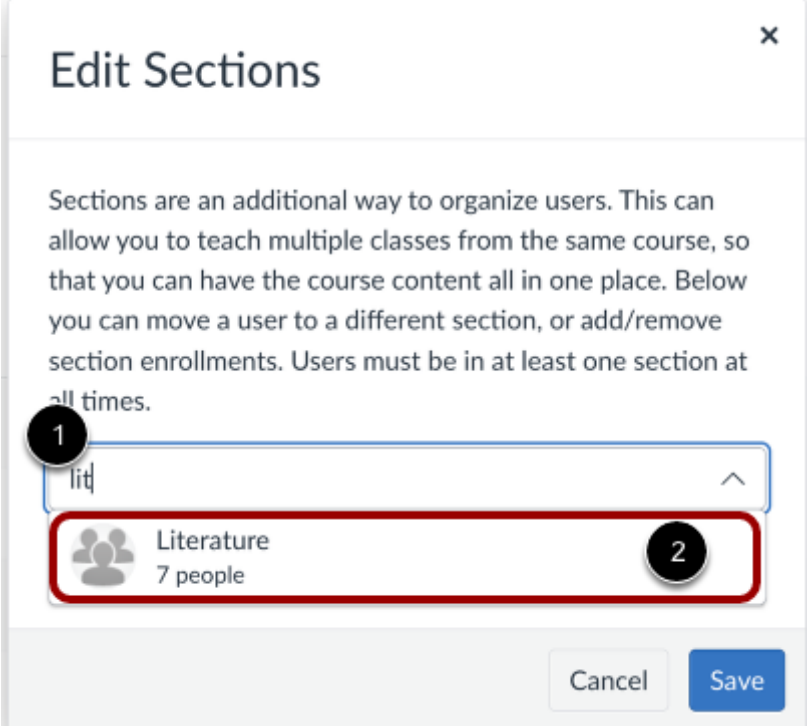
Click the user's **Options** icon [1], then select the **Edit Sections** link [2].

Open Edit Sections



Canvas will show you the section(s) where the user is already enrolled.

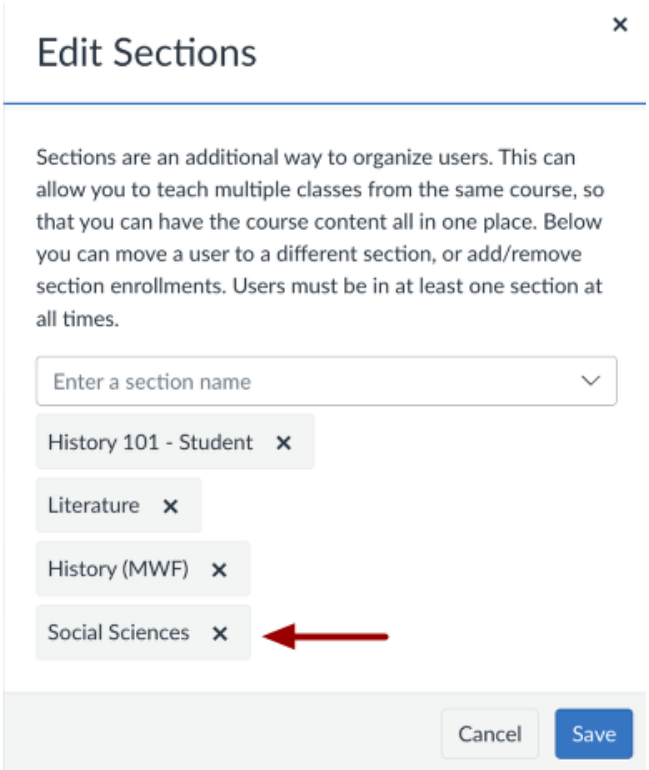
Add Section



To add a section, begin typing the name of the section in the text field [1] and click the section when it appears [2].

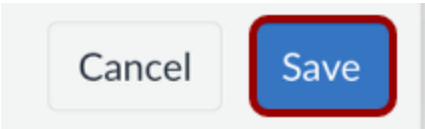
Note: Users can be in more than one section. You do not need to remove the original section.

Remove Section Enrollment



To remove a student from a section, click the **Remove** icon.

Save Section Enrollment



To save section enrollments, click the **Save** button.

How do I deactivate an enrollment in a course?

You may be able to deactivate an enrollment in your course within your course Settings in Canvas. An inactive enrollment retains prior activity in a course but does not allow the student to access course content. This status can be used for students who do not pay tuition or drop the course at a future date. Inactive students do not appear in any messaging lists within the course and cannot be added to a group. Grades for inactive students still display in the Gradebook and can be edited like other students.

Any previous course activity for the student is not removed from the course. If a student had previously participated in a discussion or group before being deactivated, the inactive status displays next to that student's name in discussions and groups. However, students can view the student's name but will not know the student is inactive.

To see course participation for an inactive enrollment compared to other enrollment types, view the Canvas Enrollment Status Comparison resource document.

Note: Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot deactivate an enrollment from the course. Additionally, deactivating enrollments is a course permission. If you cannot deactivate enrollments in your course, your institution has restricted this feature.

Open People



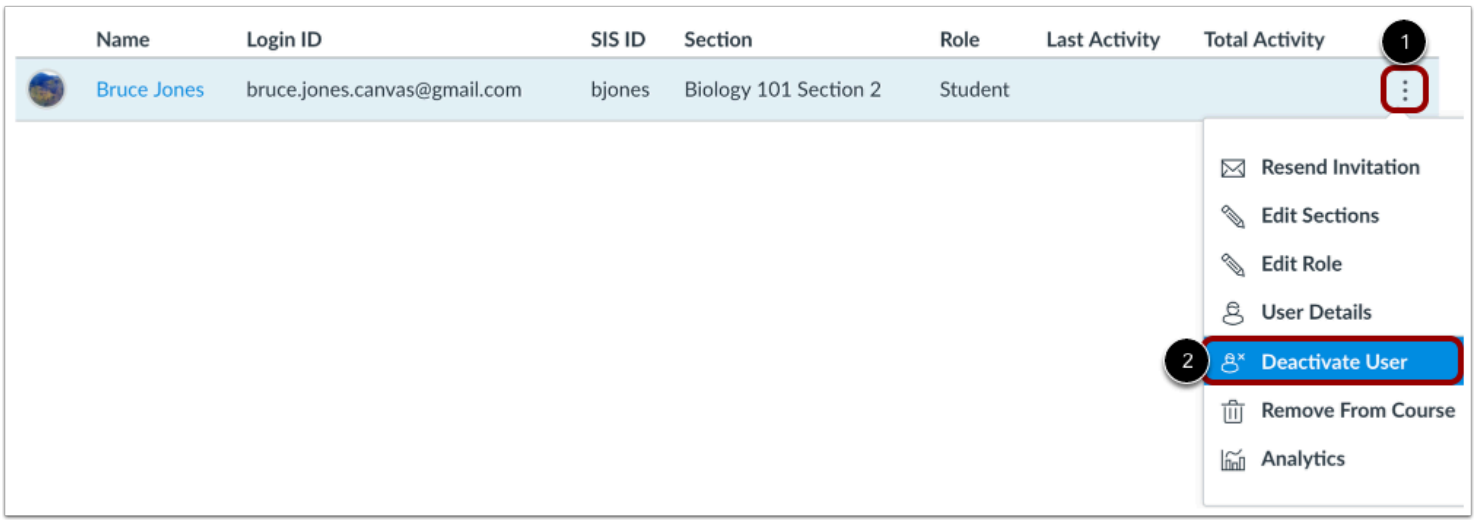
In Course Navigation, click the **People** link.

Locate User



In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Deactivate User



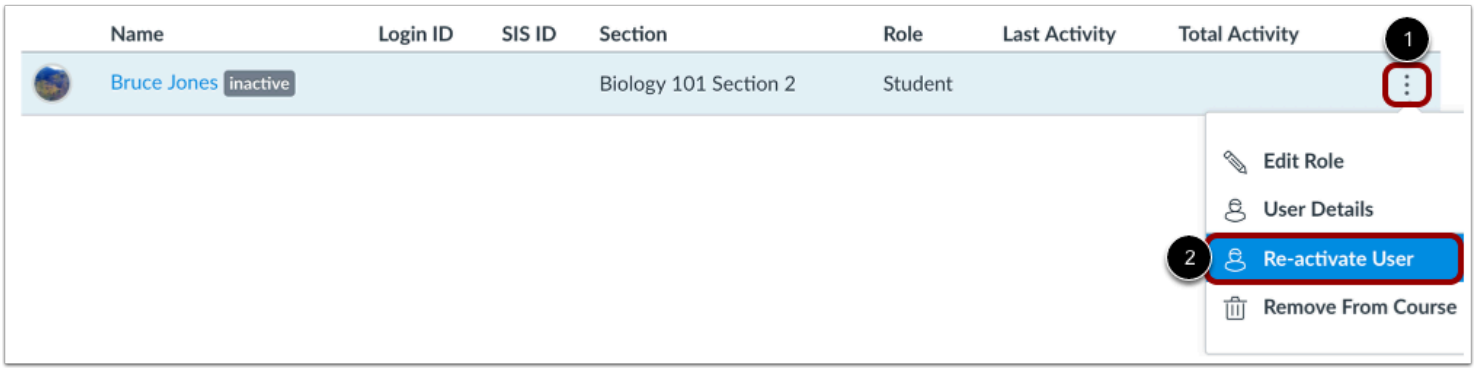
Click the user's **Options** icon [1], then select the **Deactivate User** link [2].

Confirm Deactivation



Click the **OK** button.

Reactivate User



If you want to re-activate the user at a later time, click the user's **Options** icon [1], then select the **Re-activate User** link [2].

How do I conclude an enrollment in a course?

If a course is defined by term, course, or section dates, all enrollments are automatically concluded as defined by the term, course, or section end date. A course can also be manually concluded at any time, which affects all enrollments.

However, as an instructor you may need to conclude an individual enrollment before the end date. Concluding an enrollment allows the user to view a course in read-only mode. This means the user will be able to access the course but not be able to submit assignments, participate in discussions, or send/receive conversation messages in the course. The user's analytics will still be available. Once a course is concluded, if you do not want students to view prior course content, you can restrict students from viewing prior courses.

You can also restore an enrollment if necessary.

To see course participation for a concluded enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison resource document.

Note: Enrollments may be added by your institution's student information system (SIS). You can conclude enrollments that include an SIS ID, but you cannot delete an enrollments with an SIS ID. Additionally, concluding enrollments is a course permission. If you cannot conclude enrollments in your course, your institution has restricted this feature.

Open People



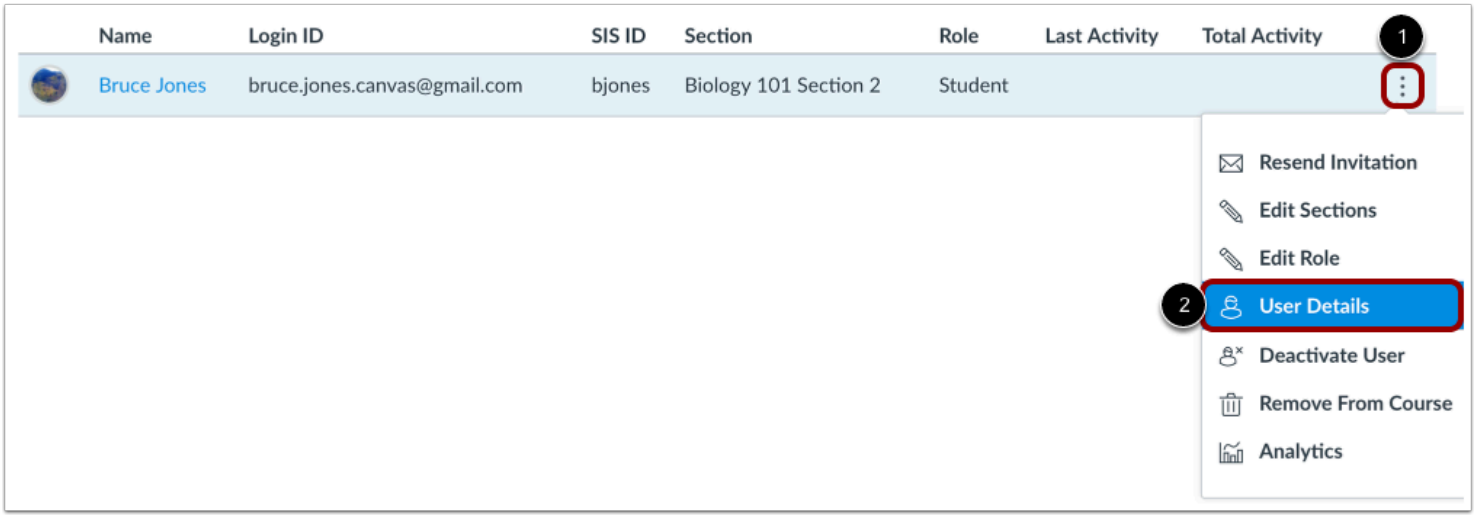
In Course Navigation, click the **People** link.

Locate User



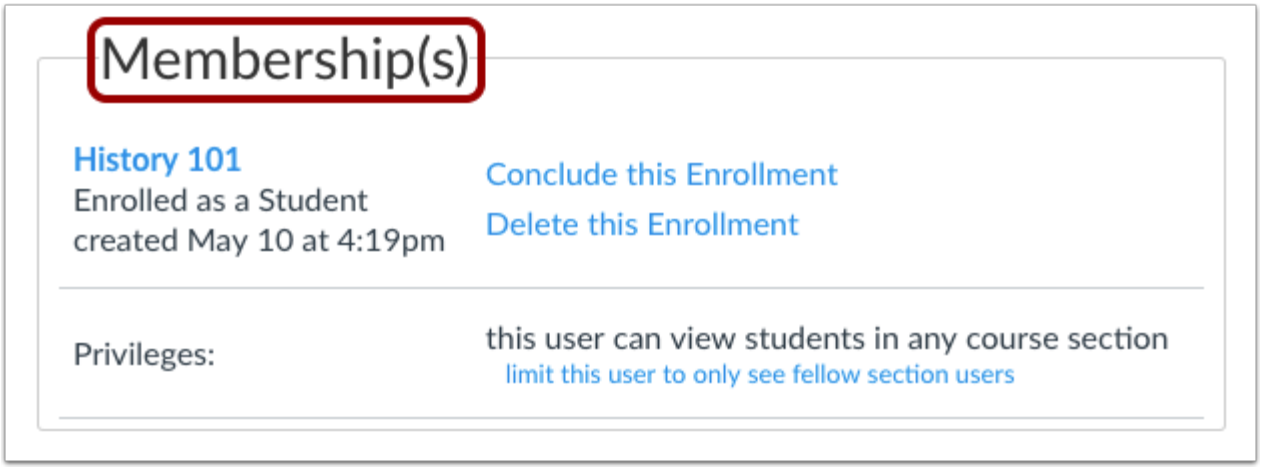
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

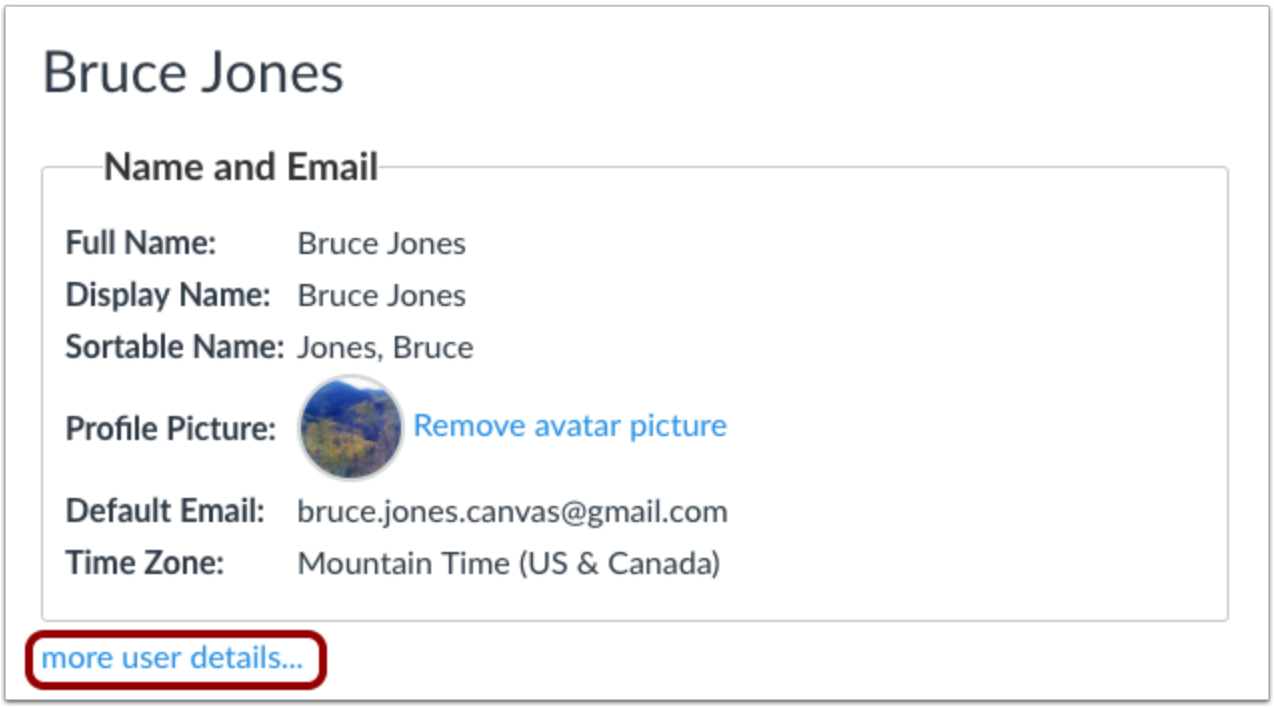
View Memberships



Locate the Membership Section in the user details page.

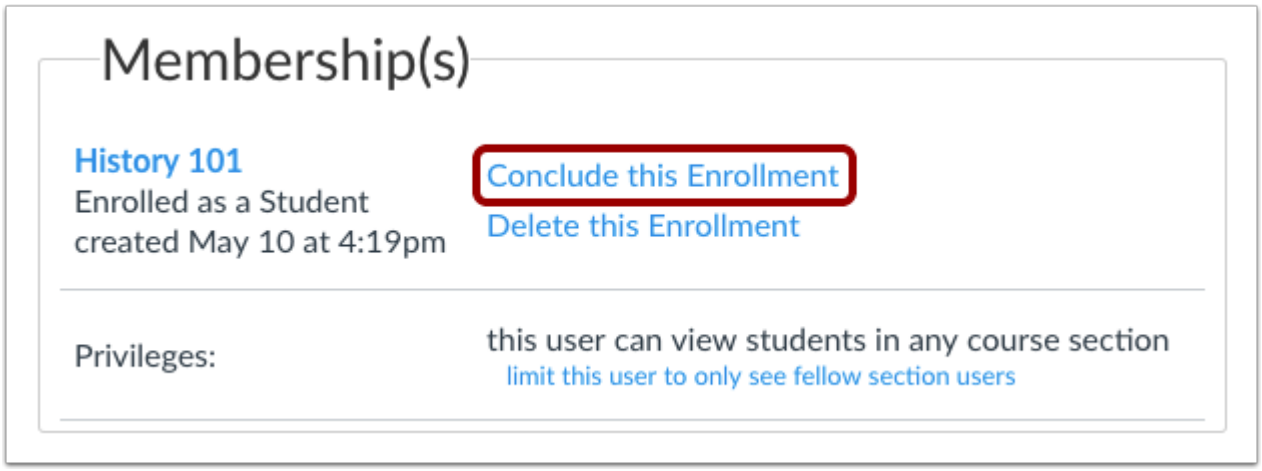
If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details



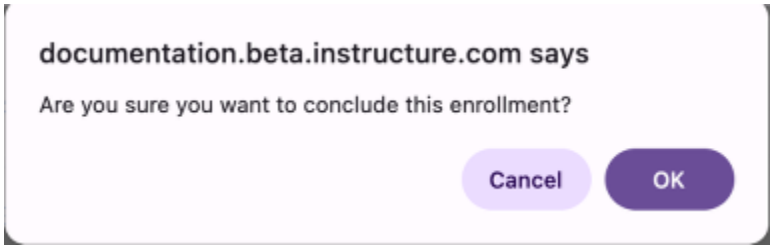
If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

Conclude Enrollment



Click the **Conclude** or **Conclude this Enrollment** link.

Confirm Enrollment



Click the **OK** button.

How do I restore a concluded enrollment in a course?

If you manually conclude an enrollment in your course, you can restore the enrollment at any time before the course concludes via term, course, or section end date.

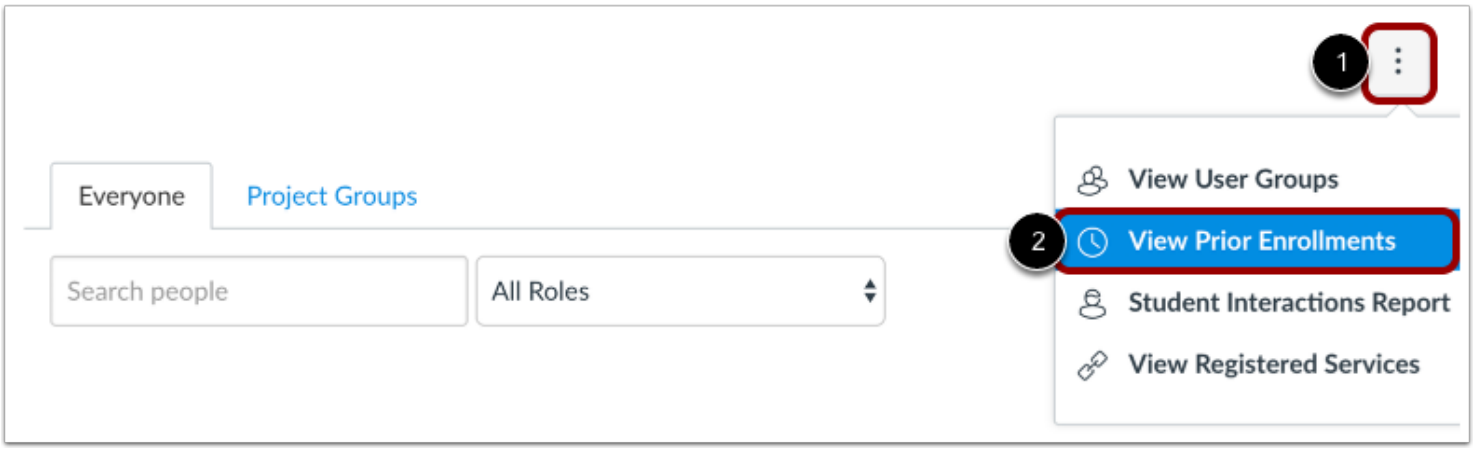
Note: Enrollments may be concluded by your institution's student information system (SIS). If a concluded enrollment includes an SIS ID, you cannot restore an enrollment from the course. Additionally, restoring an enrollments is a course permission. If you cannot restore enrollments in your course, your institution has restricted this feature.

Open People



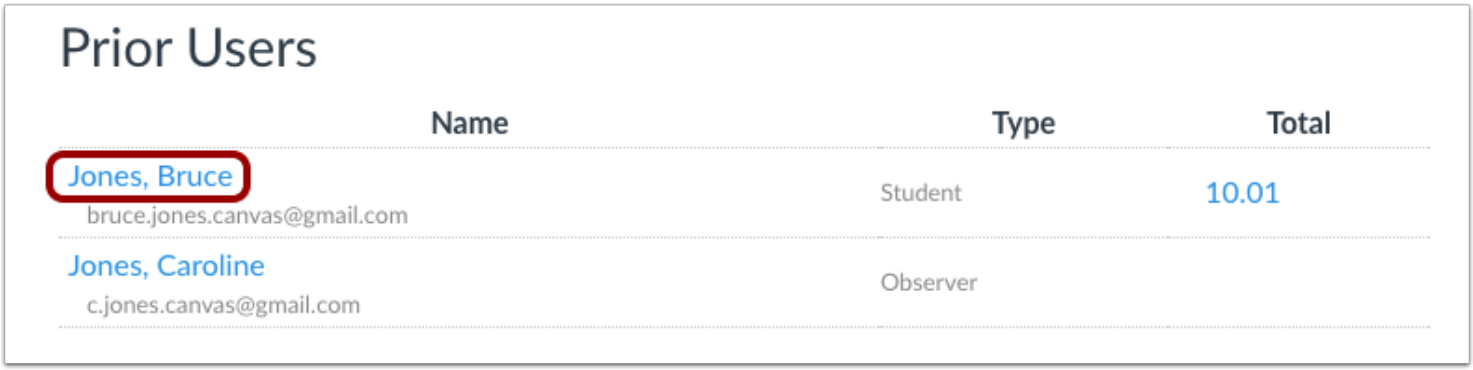
In Course Navigation, click the **People** link.

Open Prior Enrollments



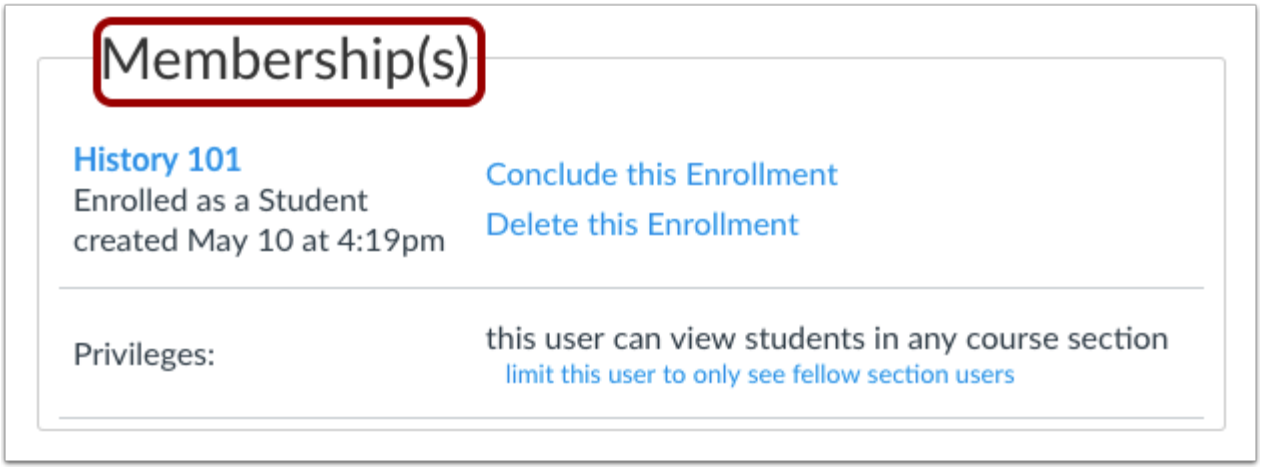
In the **Options** drop-down menu [1], click the **View Prior Enrollments** link [2].

Open User Details



Click the name of the student.

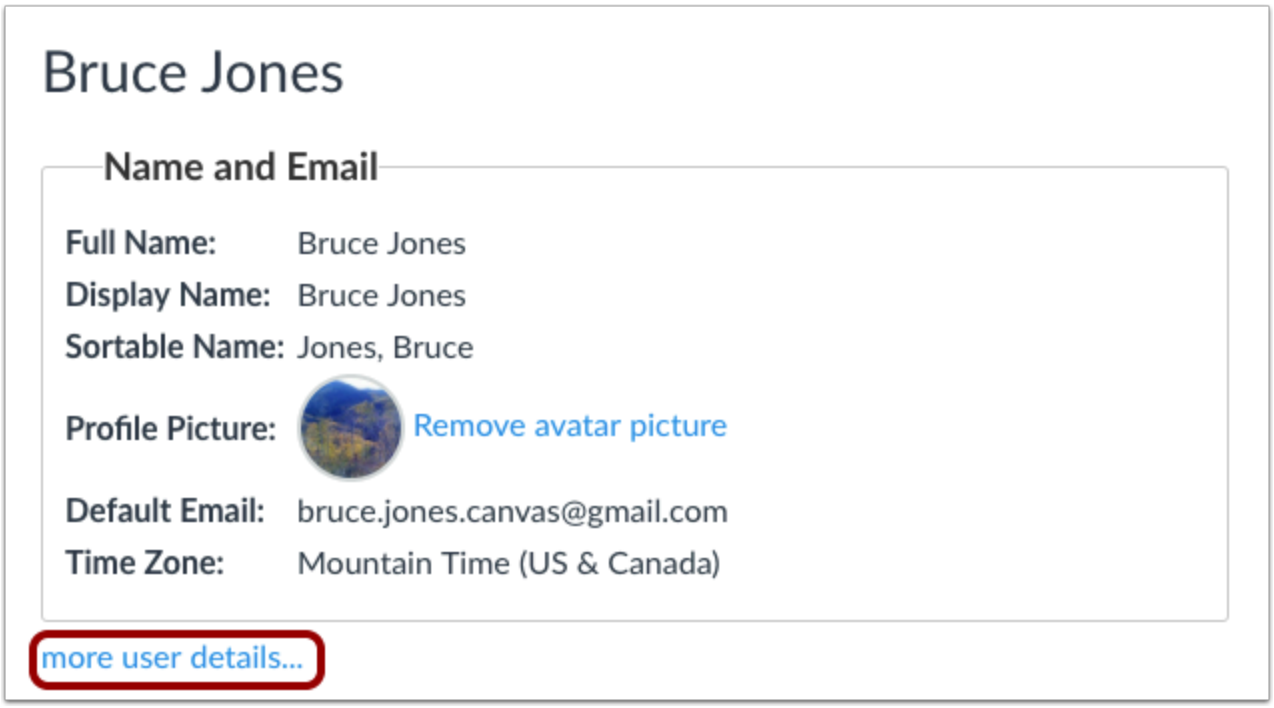
View Memberships



Locate the Membership Section in the user details page.

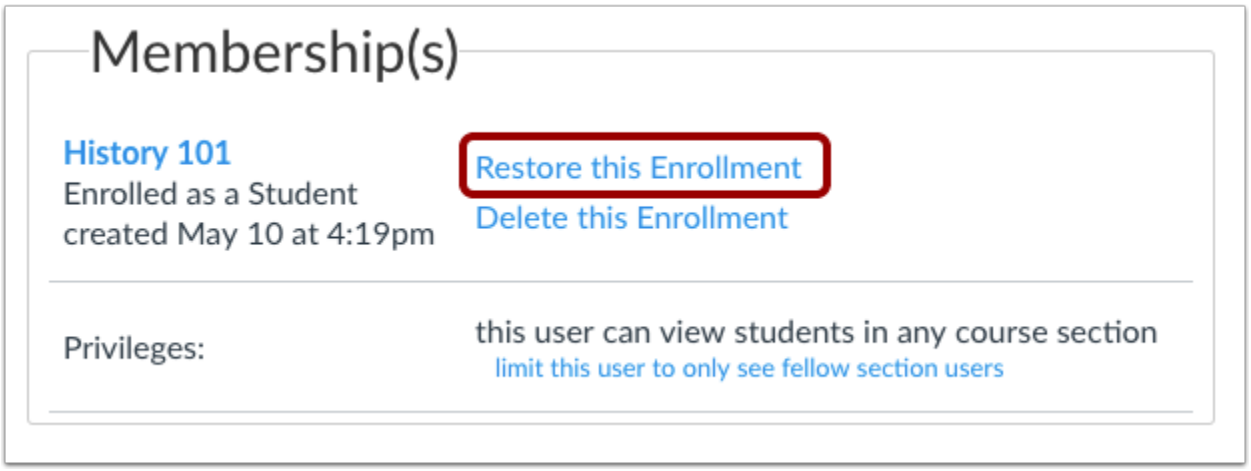
If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details



If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

Restore Enrollment



Click the **Restore** or **Restore this Enrollment** link.

Note: When restoring an enrollment, Canvas does not display a confirmation message. View the updated enrollment status by refreshing the page.

How do I view concluded enrollments in a course?

Concluded enrollments for manually concluded courses or manually individually concluded enrollments are located in the prior enrollments section of the People page.

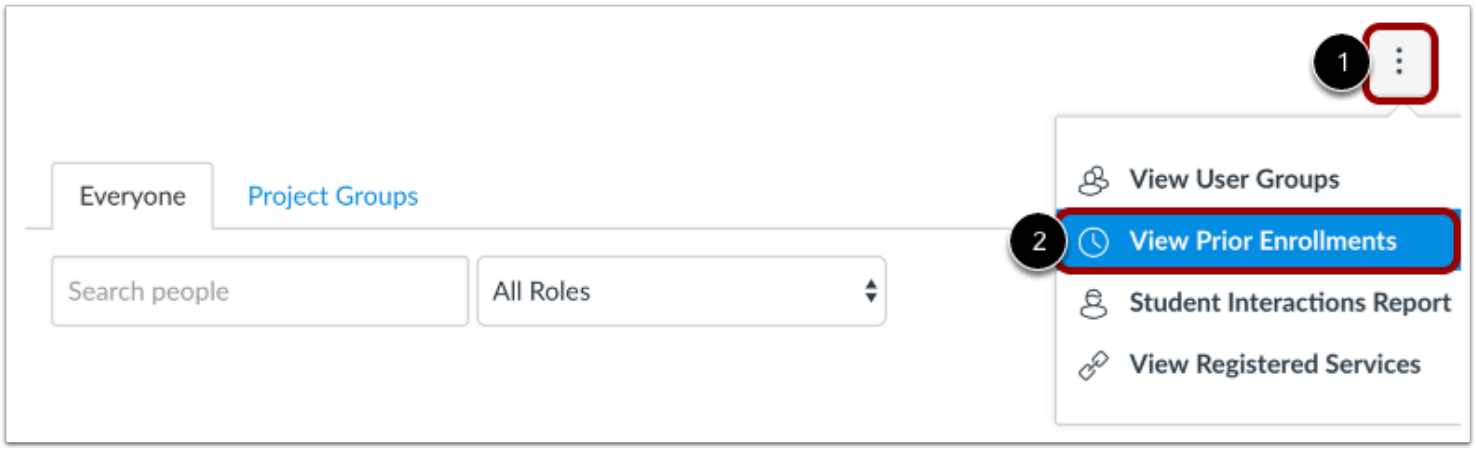
Note: If a course was naturally concluded through term, course, or section dates, or if it was concluded through SIS data, concluded enrollments appear as a read-only version of the People page.

Open People



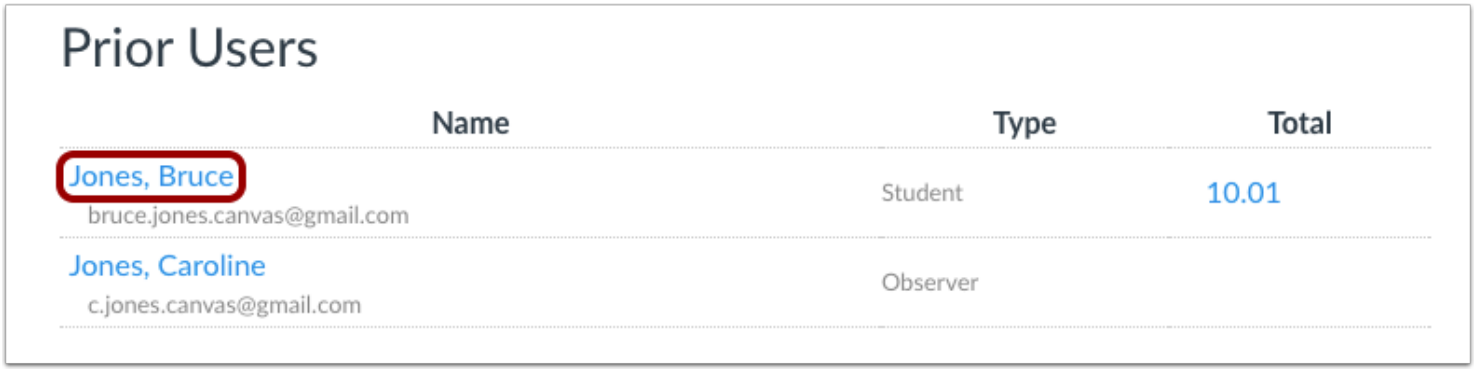
In Course Navigation, click the **People** link.

Open Prior Enrollments



In the **Options** drop-down menu [1], click the **View Prior Enrollments** link [2].

View Prior Enrollments



All concluded enrollments can be viewed in prior enrollments. Deleted enrollments do NOT appear in the prior enrollments.

All prior enrollments will be listed alphabetically by last name. To view account details for a prior user, click the name of the user. As when viewing user details for an active student, the prior user's detail page may a sidebar that may include links to additional information about the user, such as grades, user interactions, analytics, and outcomes.

How do I remove an enrollment from a course?

You may be able to remove an enrollment in your course within your course Settings in Canvas. Removing an enrollment deletes the enrollment from your account, but admins can view these enrollments as deleted enrollments in account-level reports. Users removed from a course do not retain any record of participation in the course. You may want to conclude or deactivate the enrollment instead.

To see course participation for a deleted enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison resource document.

Notes:

- Removing enrollments is a course permission. If you cannot remove enrollments in your course, your institution has restricted this feature.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment is created via SIS, only admins can remove an enrollment from the course.

Open People



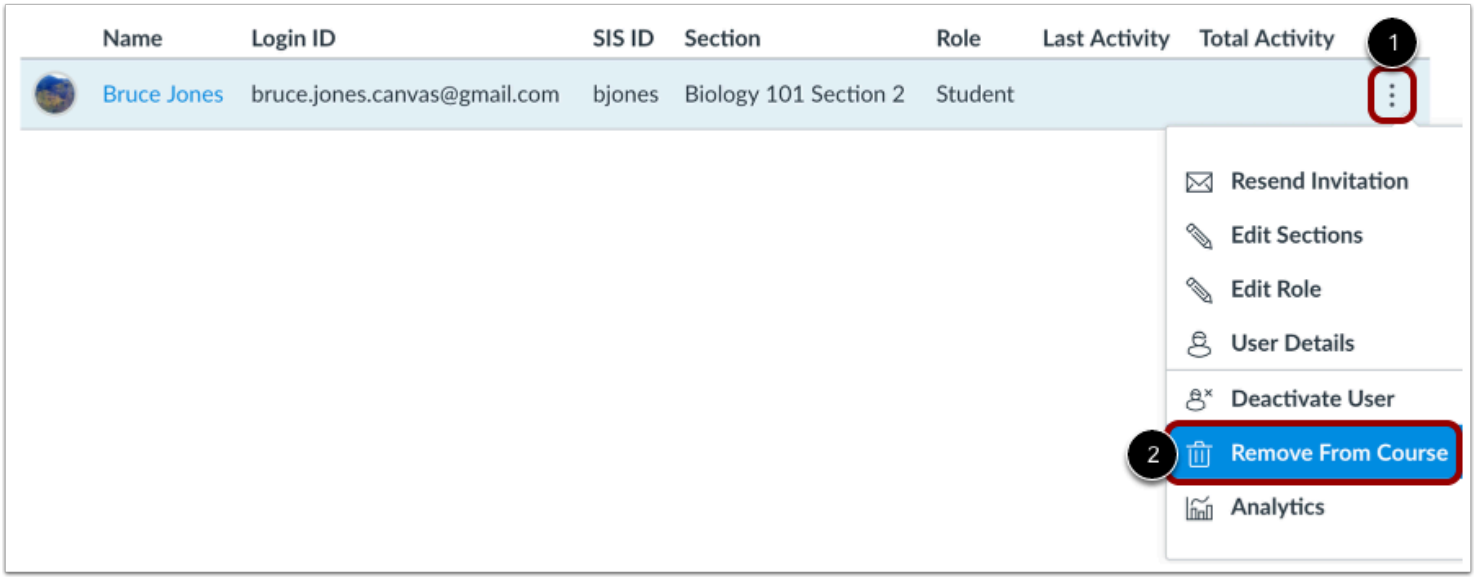
In Course Navigation, click the **People** link.

Locate User



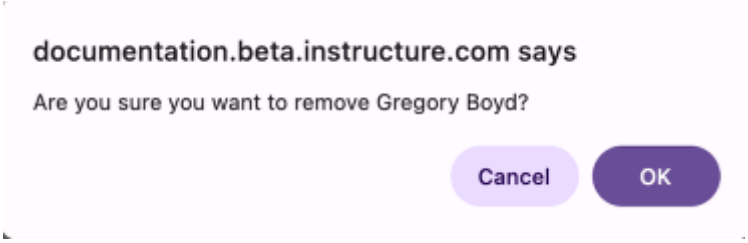
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Remove User



Click the user's **Options** icon [1], then select the **Remove From Course** link [2].

Confirm Deletion



Click the **OK** button.

How do I link a student to an observer in a course?

If you have the correct permissions from your administrator, you can link a student to an observer from a course's People page. When an observer is linked to a student, the observer can observe the student's activities and grades in the course.

Depending on permissions, you may also be able to link a student to an observer by using a pairing code. Using a pairing code links the observer to the student in all of the student's courses.

Open People



In Course Navigation, click the **People** link.

Locate Observer



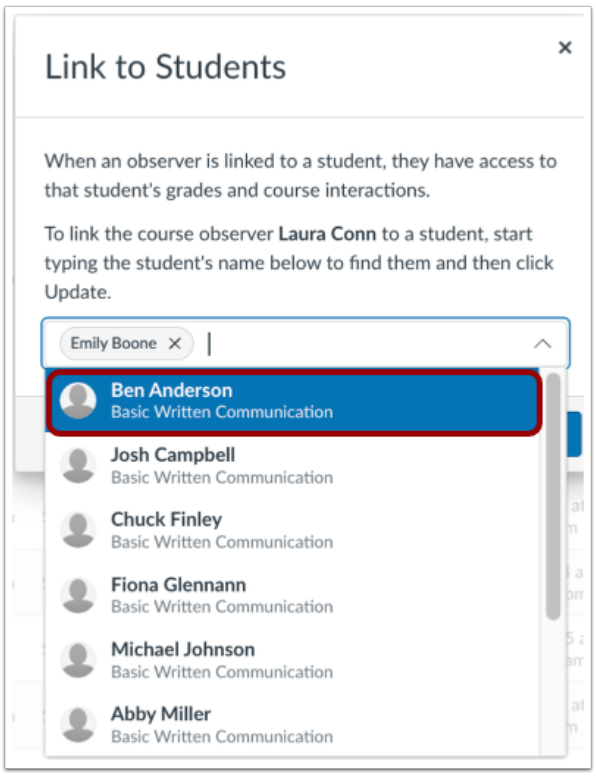
In the search field [1], search for the name of the observer. You can also filter by observer role in the **Roles** drop-down menu [2].

Link to Students



Click the observer's **Options** icon [1], then select the **Link to Students** link [2].

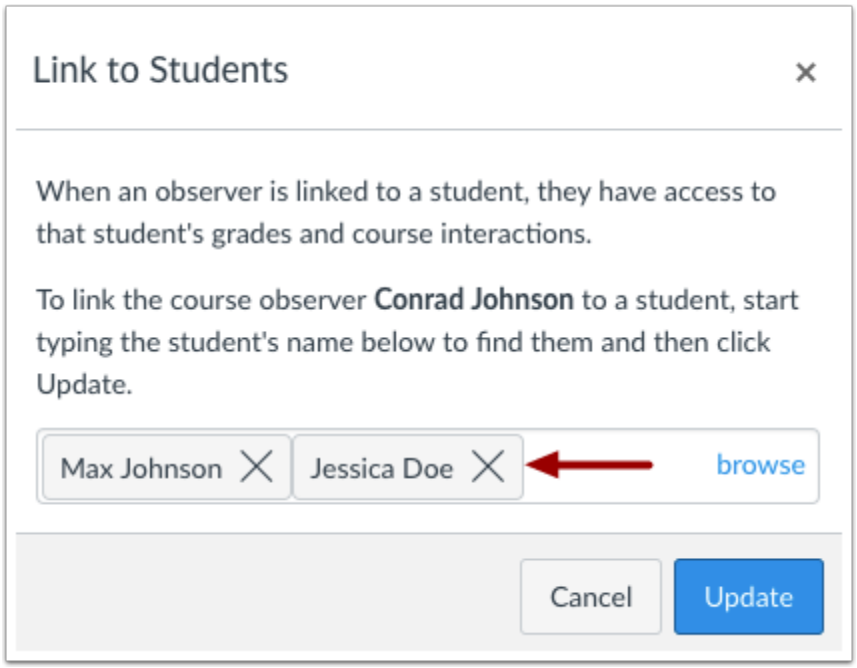
Link Student



In the name field, type the name of the student you want to link to the observer. Select the full name when it appears.

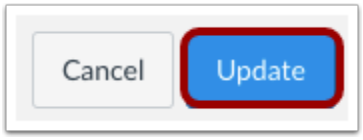
You can link additional students to the observer, if necessary.

Remove Students



To remove a student, click the remove icon next to the student.

Update Link



Click the **Update** button.

View Observer



View the students linked to the observer.

How do I generate a pairing code for an observer as an instructor?

If you have the correct permissions from your administrator, you may be able to generate a pairing code that an observer can use to link to a student. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions resource document.

An observer can enter this pairing code in their User Settings Observing tab. Linked observers can can view and participate in certain elements of the student's Canvas courses.

Depending on permissions, you also may be able to link a student to an observer from the People page. Linking from the People page will only allow the observer to view information from the course where they were linked.

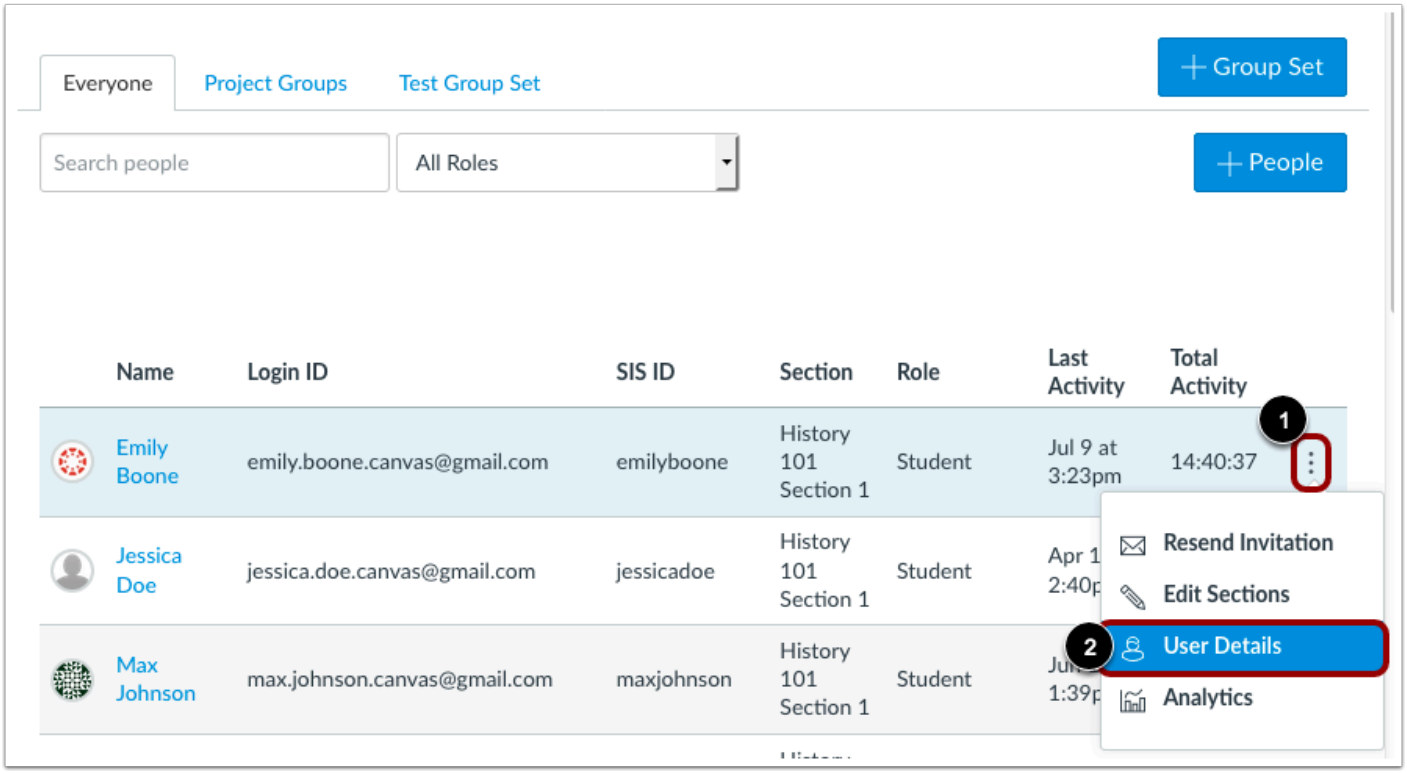
Note: Pairing codes can only be generated from the web version of Canvas. Pairing codes cannot be generated from the Canvas mobile apps.

Open People



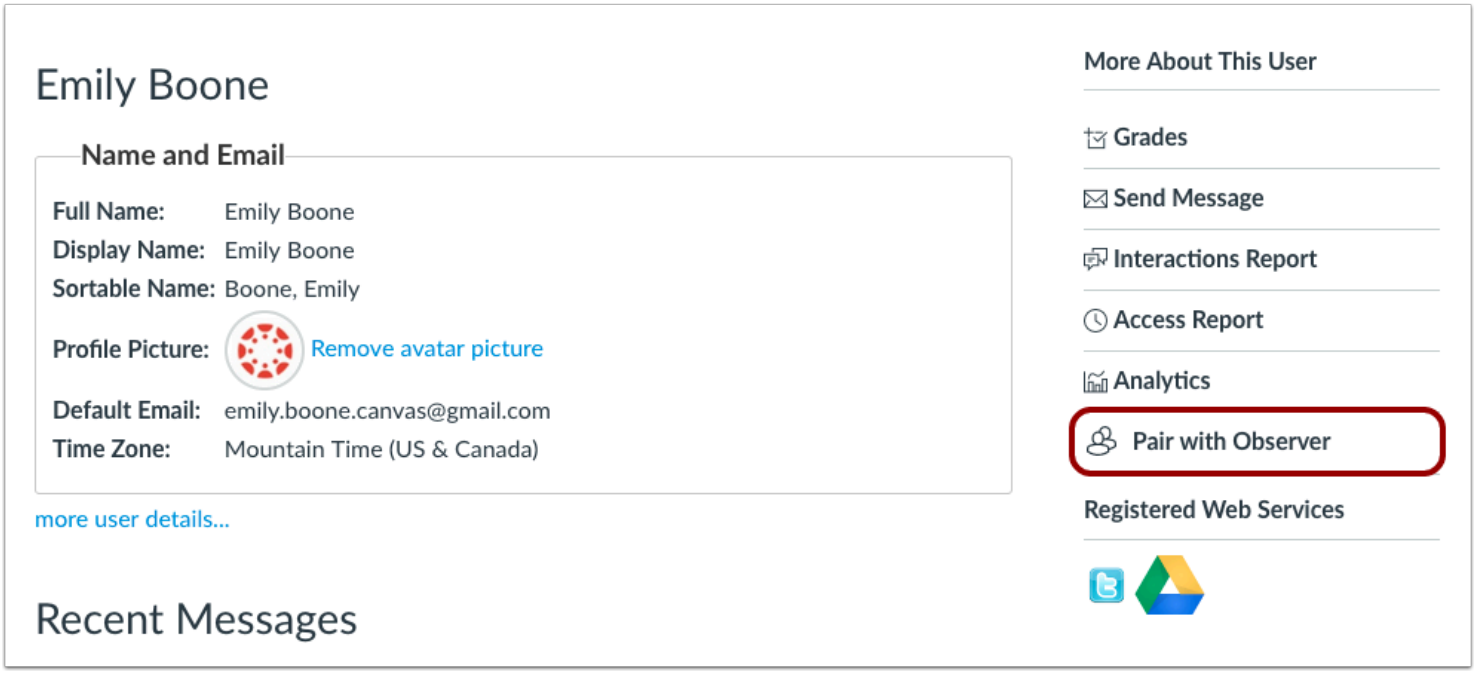
In Course Navigation, click the **People** link.

Open User Details



Click the student's **Options** icon [1], then select the **User Details** link [2].

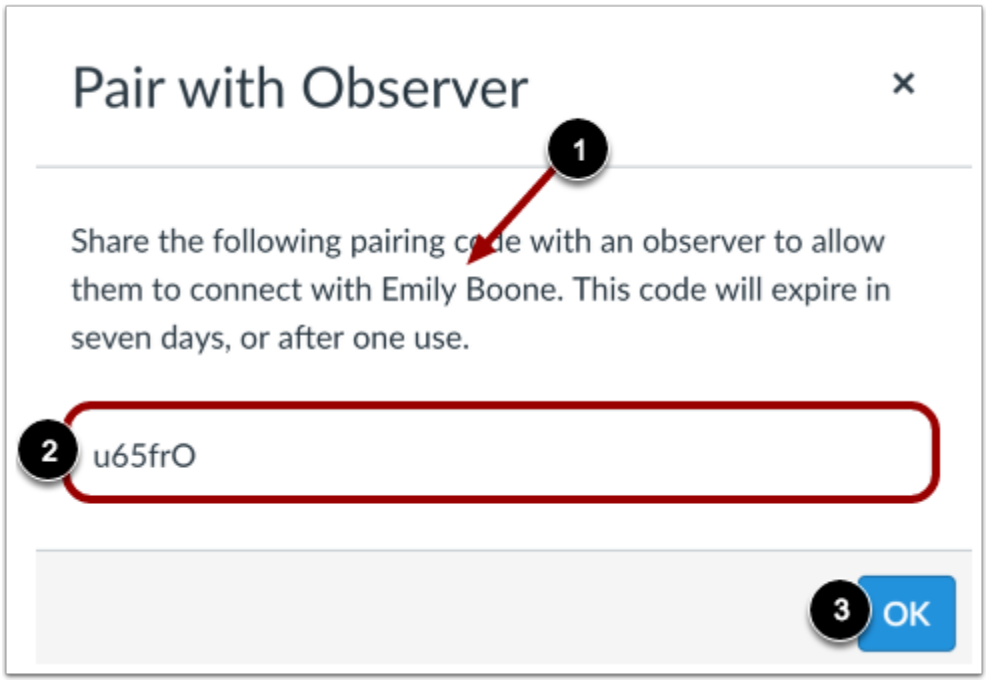
Pair with Observer



Click the **Pair with Observer** link.

Note: If you cannot view the Pair with Observer link, the permission to generate pairing codes has not been enabled for your role, or self-enrollment has not been enabled for your course.

Copy Pairing Code



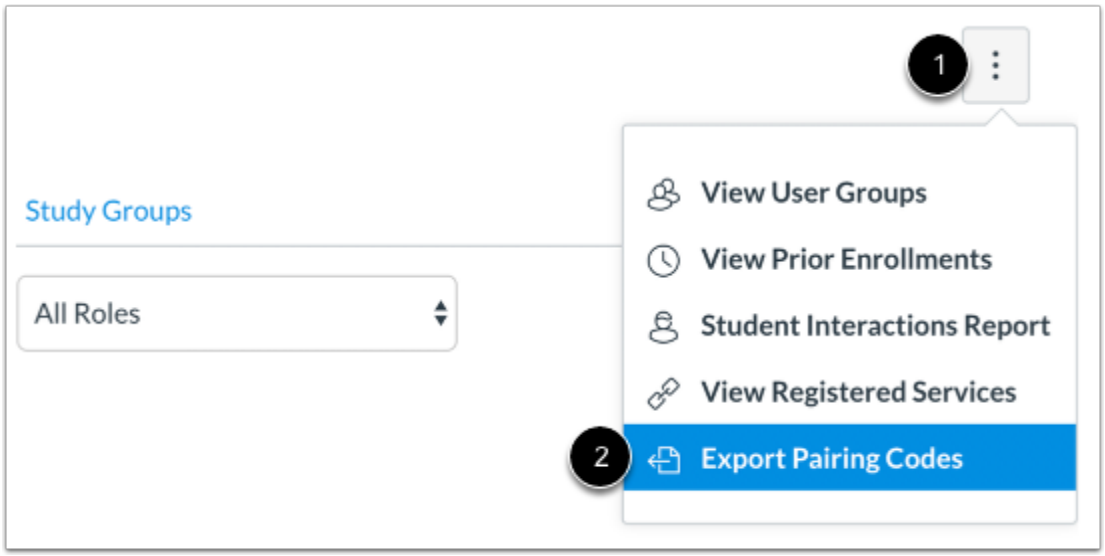
Confirm the name of the student [1].

Copy the six-digit alphanumeric pairing code [2]. You will need to share this code with the observer who will link to the student's account. The pairing code will expire after seven days or its first use.

To close the window, click the **OK** button [3].

Note: Pairing codes are case sensitive.

Export Pairing Codes



You can also export a list of new pairing codes for all students in your course. Click the **Options** icon [1], then select the **Export Pairing Codes** link [2]. Canvas exports a CSV file with one pairing code for each student in your course.

View Pairing Codes

Last Name	First Name	SIS ID	Pairing Code	Expires At
Boone	Emily	21142571	92e62e	2024-01-19 16:03:51 -0700
Johnson	Max	21142572	ac9a16	2024-01-19 16:03:51 -0700
Jones	Bruce	21142573	9df136	2024-01-19 16:03:51 -0700
Smith	Jane	21142574	1d4019	2024-01-19 16:03:51 -0700
Sanderson	Nora	21142578	db5409	2024-01-19 16:03:51 -0700
Bracci	Loretta	21142575	93dfcc	2024-01-19 16:03:51 -0700

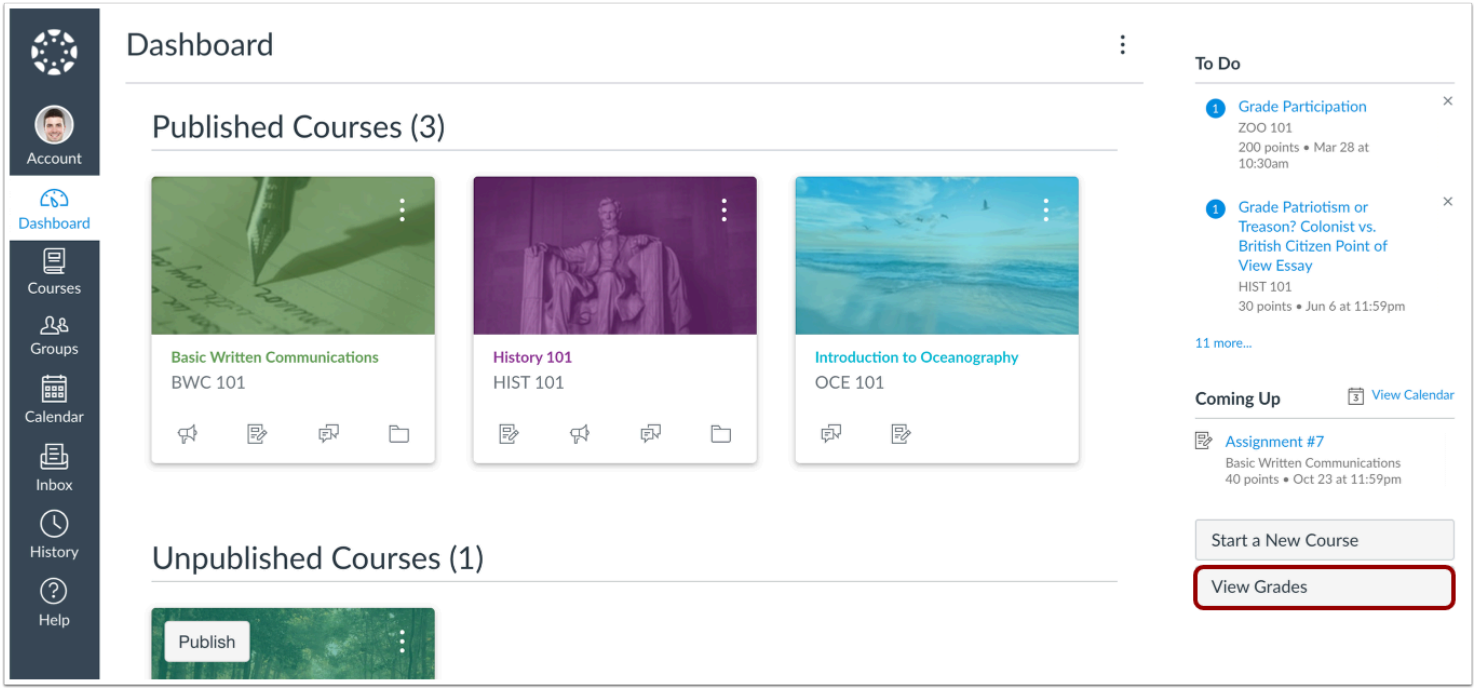
Locate and open the pairing codes CSV file on your computer. The CSV file displays the first and last name of each student, the student's SIS ID, the student's pairing code, and the date and time at which the pairing code will expire.

How do I view a summary of all my student interactions in a course?

The Student Interactions Report allows you to see and evaluate the interactions between you and those enrolled in your course. You can access this information from the Grades page in Course Navigation or the People page for a specific course.

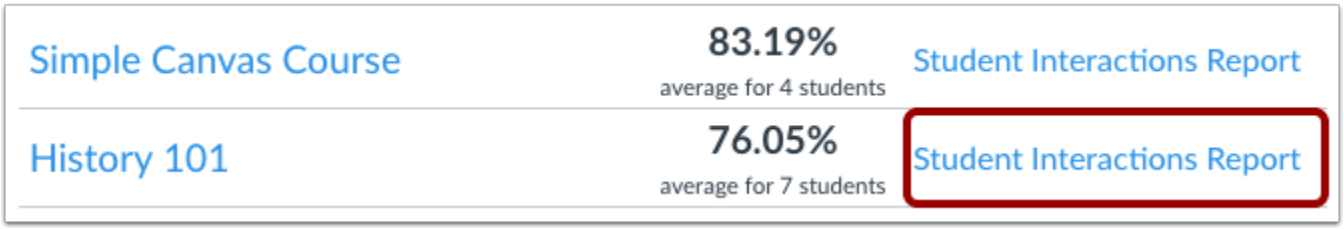
Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

Open Grades



In the Dashboard sidebar, click the **View Grades** button.

Open Student Interactions Report



Locate the course and click the **Student Interactions Report** link.

Open People



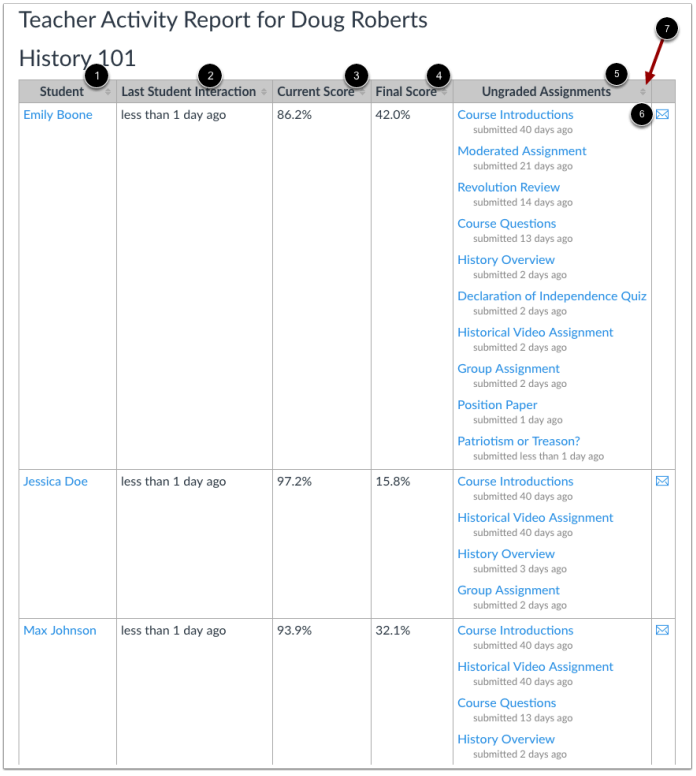
You can also access the report in People. In Course Navigation, click the **People** link.

Open Student Interactions Report



In the **Options** drop-down menu [1], click the **Student Interactions Report** link [2].

View Student Interactions Report



The Student Interactions Report lists the students in your course [1], the last time you interacted with them [2], the current grade for a student [3], the final grade for a student [4], and if there are any submitted but ungraded assignments for the student [5]. You can also send a message to a student by clicking the message icon [6]. To sort the columns, click the arrows at the top of the columns [7].

How do I view my course interactions with an individual student?

You can see a summary of all your interactions with individual students.

Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

Open People



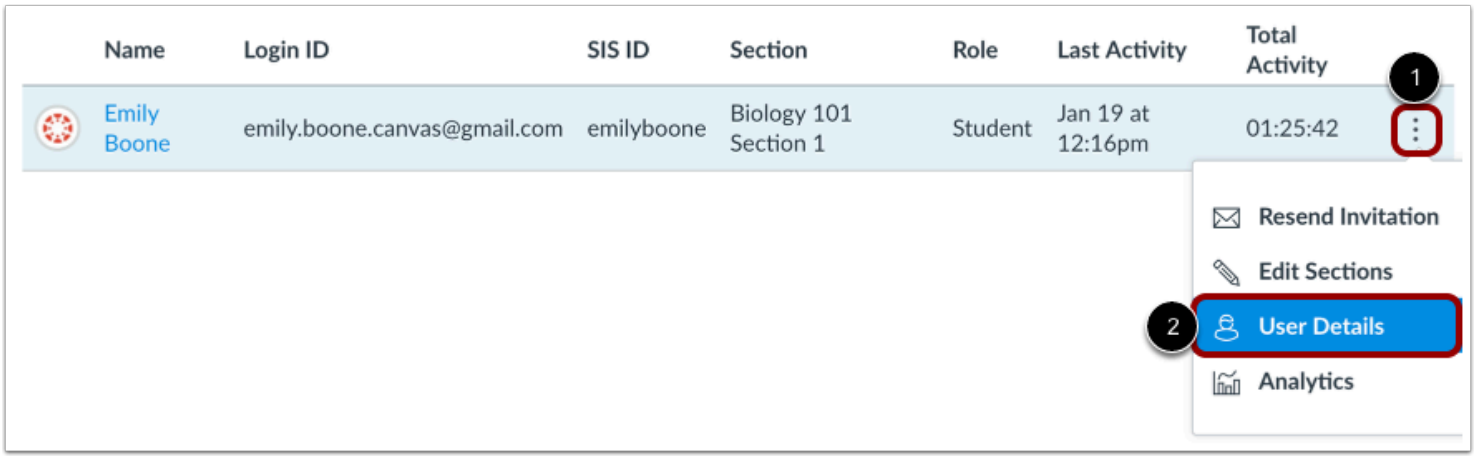
In Course Navigation, click the **People** link.

Locate User



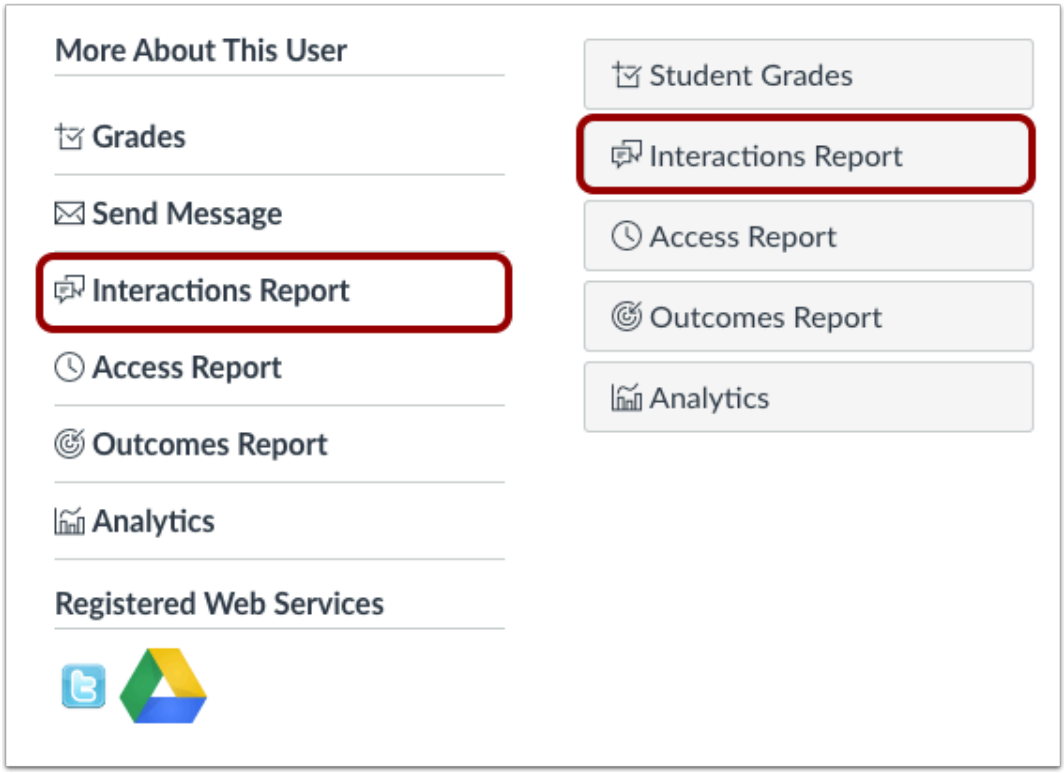
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



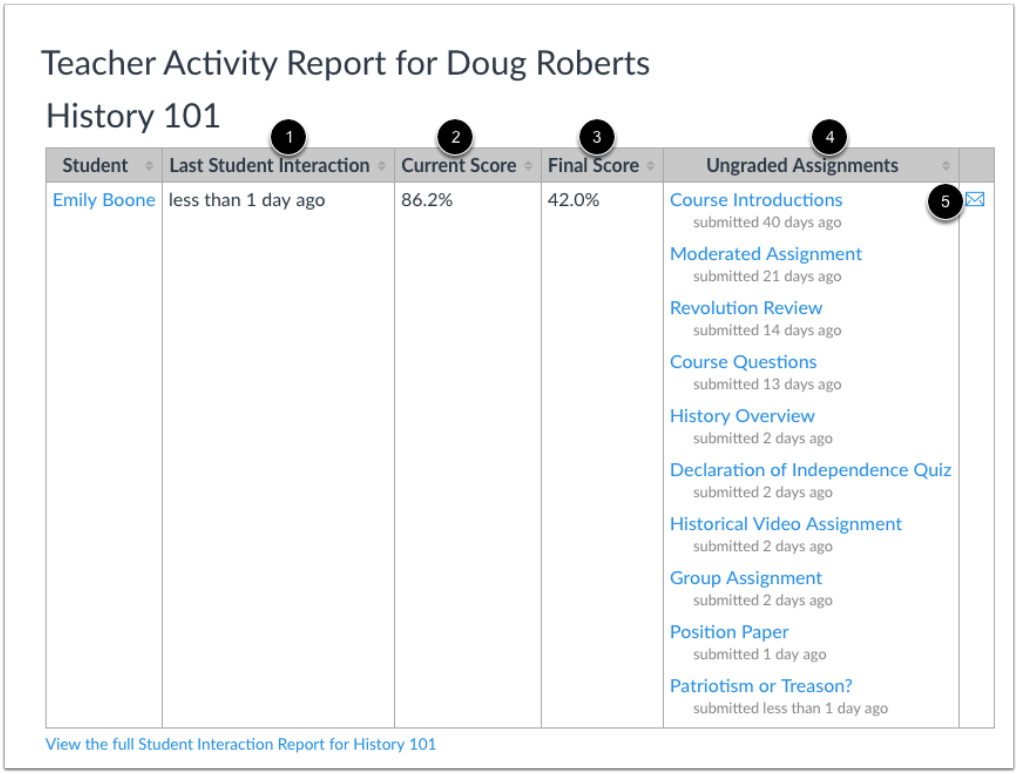
Click the user's **Options** icon [1], then select the **User Details** link [2].

Open Interactions Report



Locate the user details sidebar. Depending on the page display, click the **Interactions Report** link or button.

View Interactions Report



The Student Interactions Report will show you information for the student in all enrolled courses. You can view the last time you interacted with the student [1], the current grade for the student [2], the final grade for the student [3], and if there are any submitted but ungraded assignments for the student [4]. You can also quickly access the Conversations page to send a message to the student by clicking the message icon [5].

How do I view the course access report for an individual user?

You can view the course access report for an individual user in the People section of your course. The course access report shows a summary of user participation in your course and complements the Total Activity column in the People page.

You can view the full specific report for a student by viewing student analytics.

You can also view your specific interactions with a student in the student interactions report.

Notes:

- The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.
- If a user had access to a course more than two years prior, a message displays but details cannot be provided.

Open People



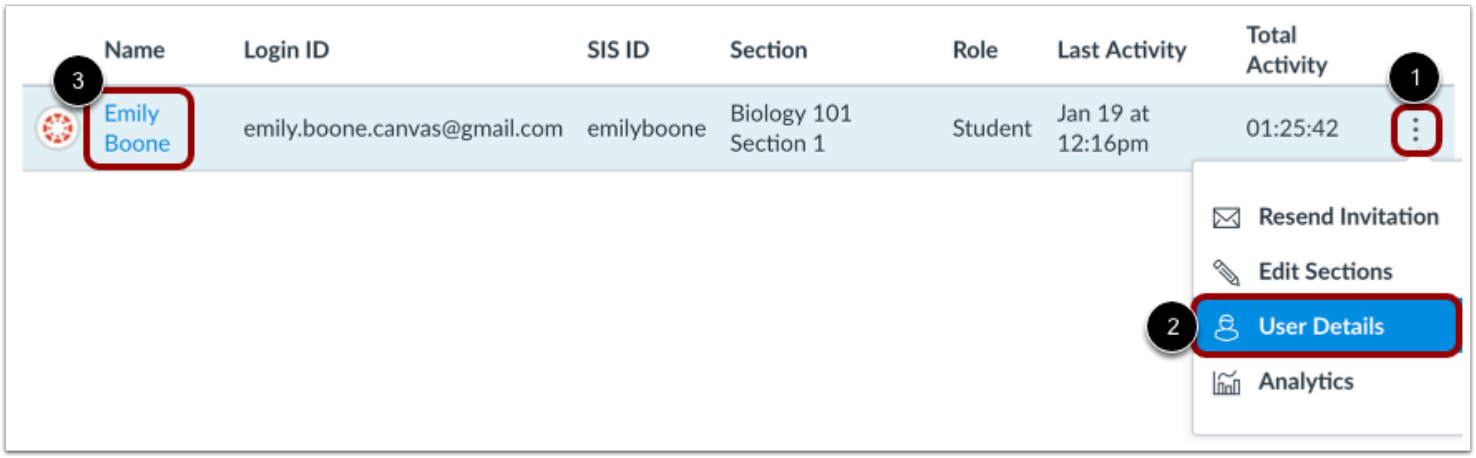
In Course Navigation, click the **People** link.

Locate User



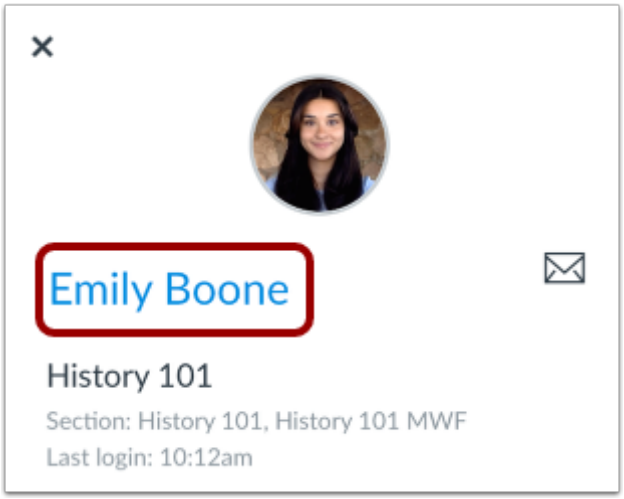
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



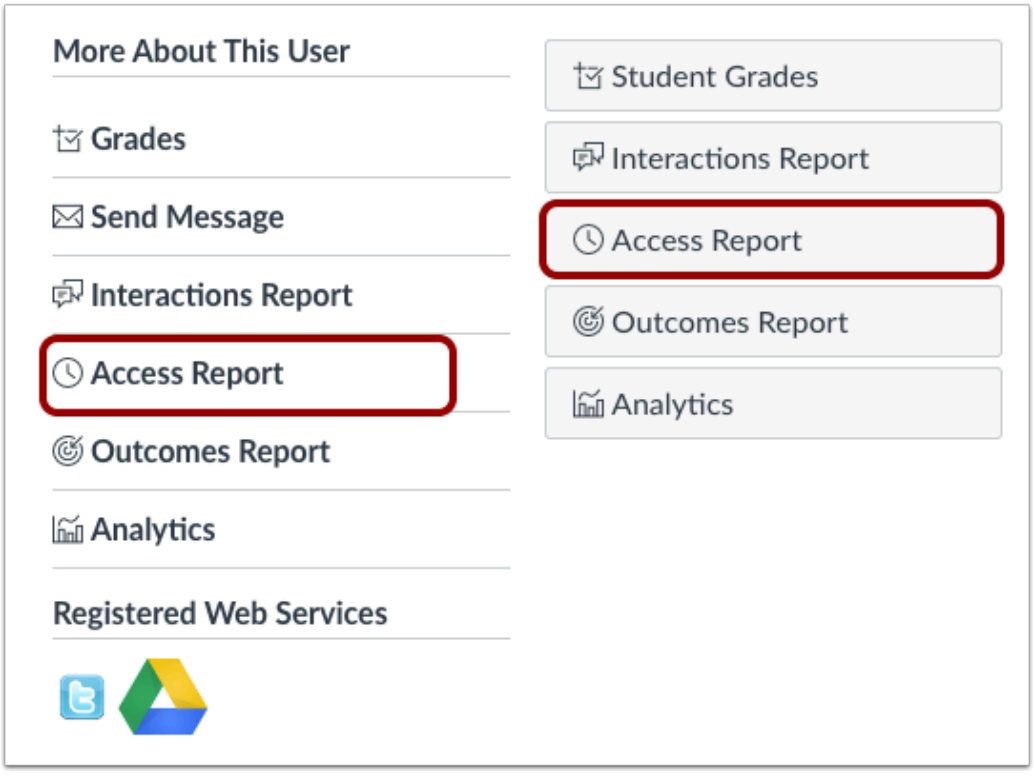
Click the user's **Options** icon [1], then select the **User Details** link [2].

If the user's Option icon does not display, click the user's **Name** [3].



In the User Details Sidebar, click the user's **name** to open the User Details page.

Open Access Report



Locate the user details sidebar. Depending on the page display, click the **Access Report** link or button.

View Access Report



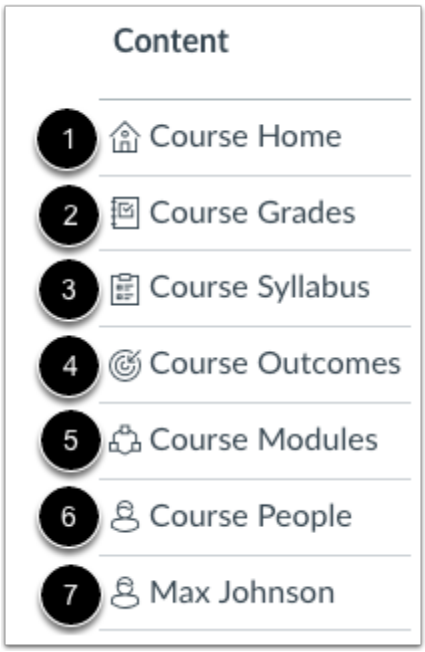
The access report shows:

- The content the user has viewed [1].
- The number of times the user viewed the content [2]. A view is counted each time a user navigates to the URL where the content resides or downloads an attachment.
- The number of times the user participated (if applicable, such as posting to a discussion or submitting an assignment) [3].
- The last time the user viewed the content [4].

To return to the User Details page, click the **Back to User Page** button [5].

Note: The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.

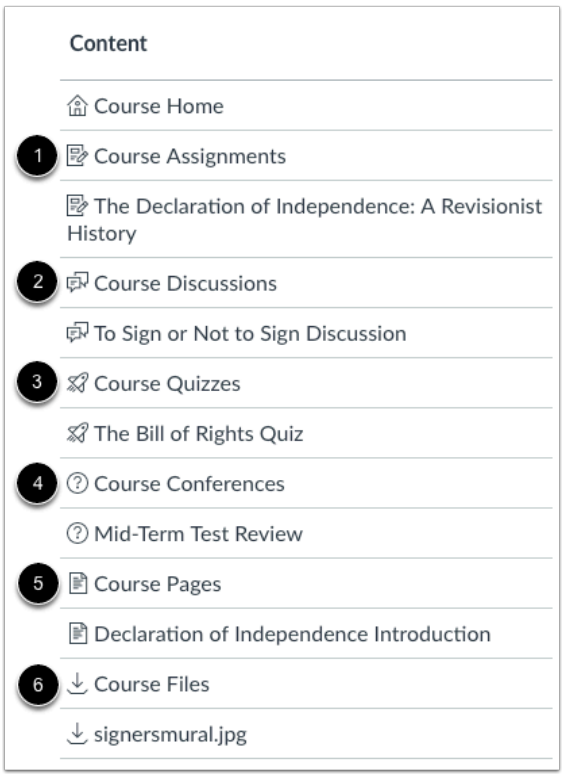
View Course Navigation Content Icons



When the user clicks on links directly in Course Navigation and views an index page, icons display for the following links:

- **Course Home** [1]
- **Grades** [2]
- **Syllabus** [3]
- **Outcomes** [4]
- **Modules** [5]
- **People** [6]—also displays a student name when the user views information for another student in the course [7]

View Course Participation Content Icons



When a user navigates to course content areas from Course Navigation or views named course content, the following icons display in the access report:

- **Assignments** [1]: displays next to graded and ungraded assignments. Participation is counted if the user submits an assignment.
- **Discussions** [2]: displays next to discussions and announcements. Participation is counted if a user posts a reply. If the user accesses content from an announcement, such as an assignment, the Access Report displays a Discussion icon.
- **Quizzes** [3]: displays next to quizzes. Participation is counted if a user starts a quiz, even if they do not submit any answers.
- **External Link** [4]: displays next to external links (LTI) such as Microsoft365 and Conferences. Participation is counted for external links such as Collaborations and Conferences, but is not counted when a user participates in Chat.
- **Pages** [5]: displays next to content added as a page in the course. Participation is not recorded if a user views pages.
- **Files** [6]: displays next to views or previews of course files.Participation is not recorded if a user views files.

Note: The Access Report does not display a specific icon for groups. If a user accesses content from a group, such as a discussion or an assignment, the action is labeled with the appropriate content icon.

How do I view registered services for all users in a course?

You can view which web services your students have linked to in Canvas. Learn how to connect to web services in Canvas.

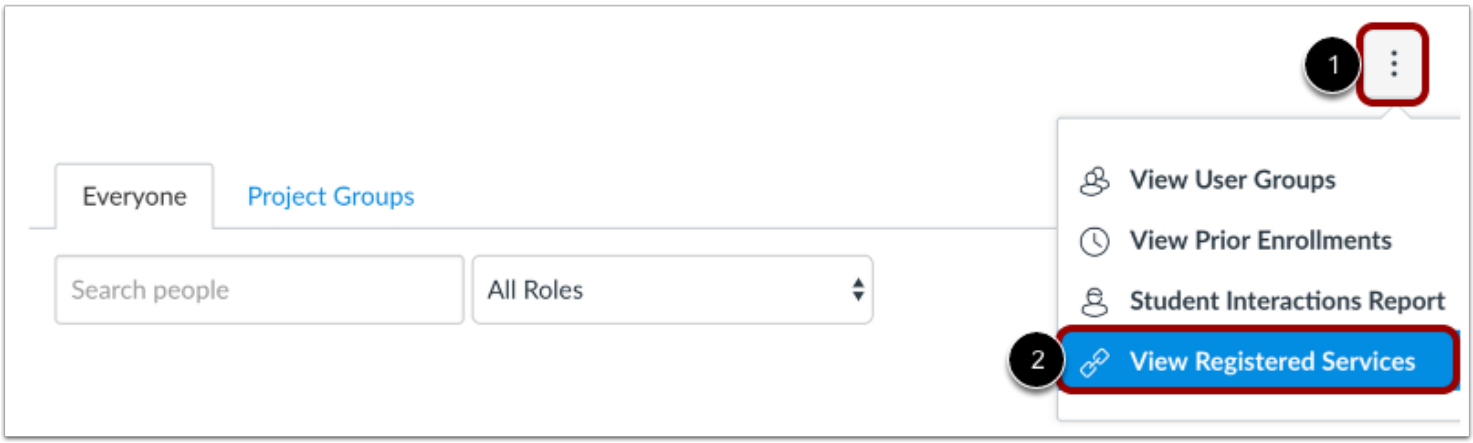
Note: Registered services can also be viewed for individual users in the People user details page.

Open People



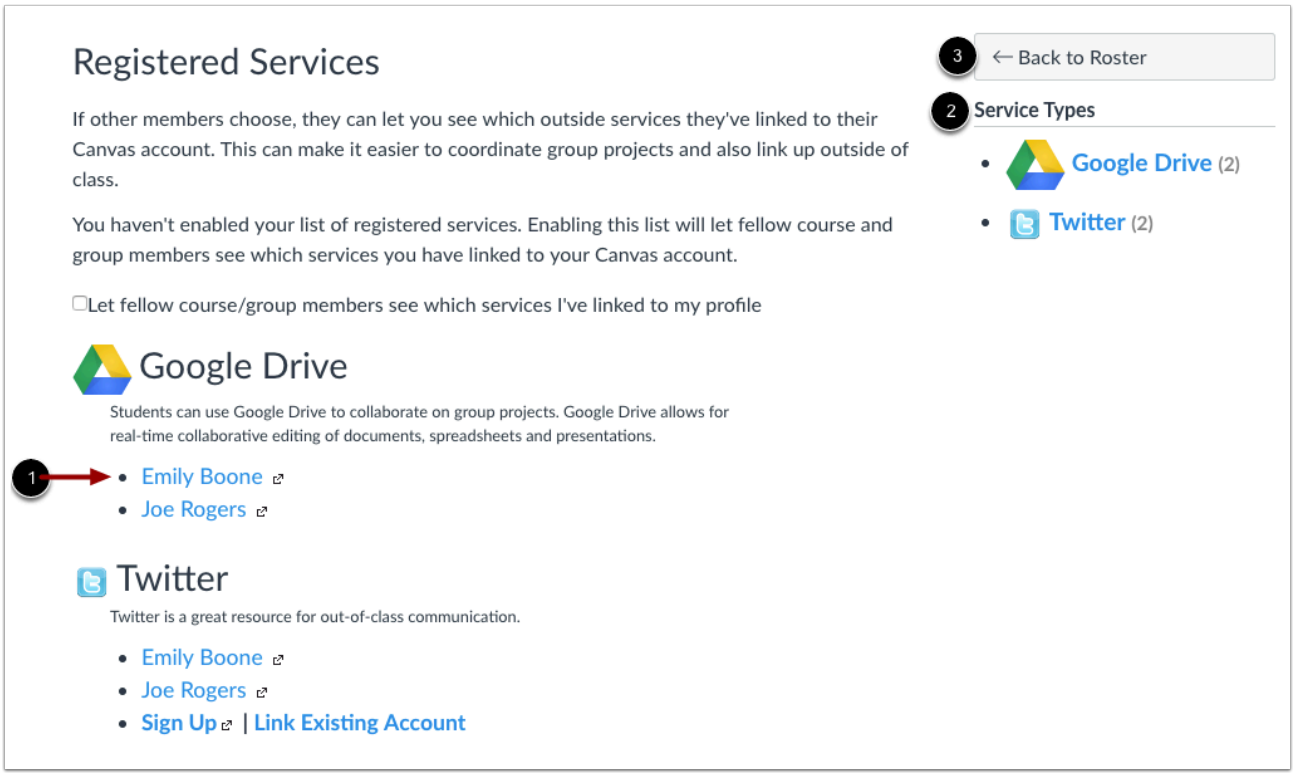
In Course Navigation, click the **People** link.

Open Registered Services



In the **Options** drop-down menu [1], click the **View Registered Services** link [2].

View Registered Services



View registered services for users in your course. The page displays each service and which specific members of your course have registered the service [1]. The sidebar shows a summary of the registered service types [2].

To return to the People page, click the **Back to Roster** button [3].

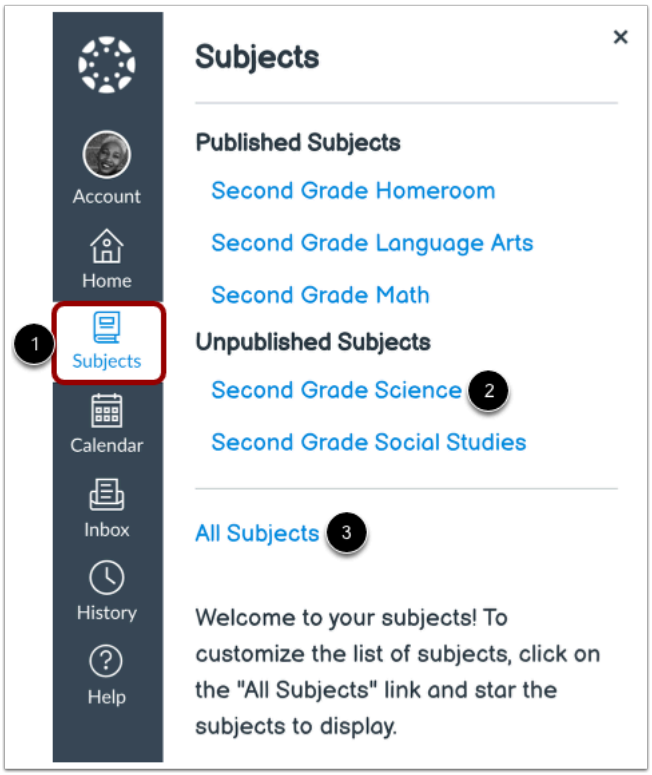
How do I sync enrollments and subject start and end dates from the homeroom in Canvas for Elementary as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can sync enrollments and subject start and end dates from the homeroom. If you have access to multiple homerooms, you can choose which homeroom you'd like to sync from.

Note: If any subject enrollments were added via SIS import, the Sync enrollments and course start/end dates from homeroom checkbox does not display.

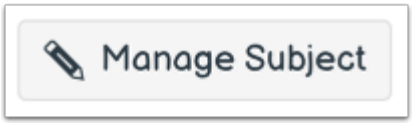
Open Subject



In Global Navigation, click the **Subjects** link [1]. Then select the subject link in which you'd like to sync enrollments [2].

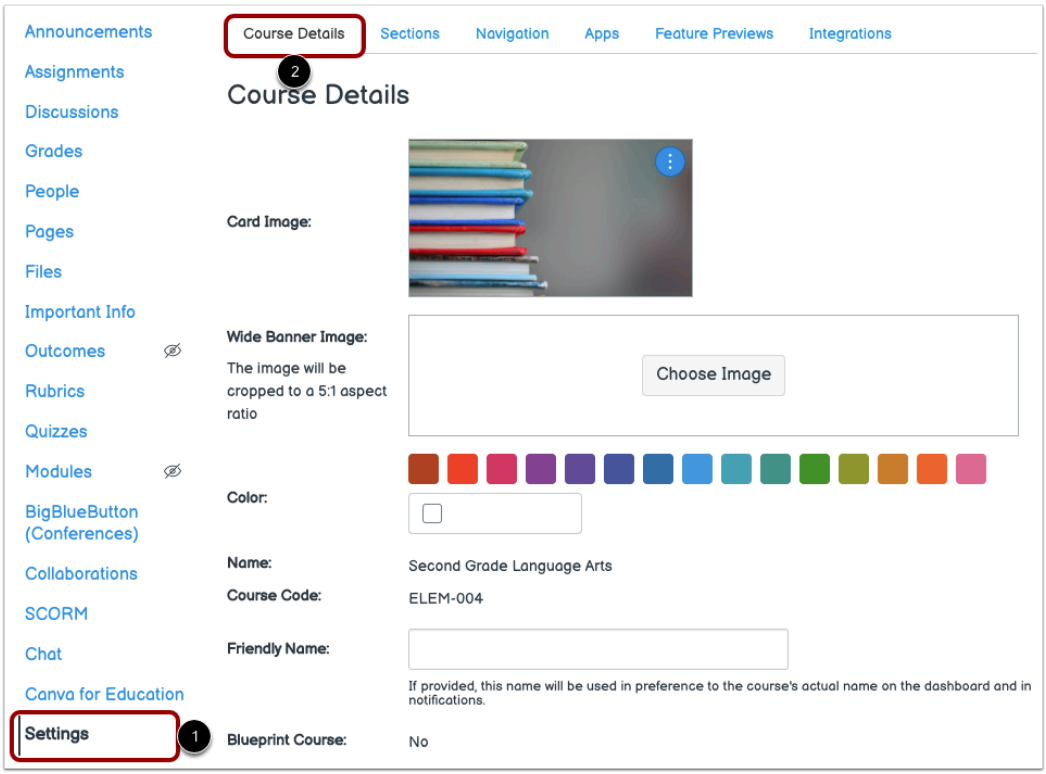
If the subject does not display on the Subjects list, you can view all of your subjects by clicking the **All Subjects** link [3].

Manage Subject



Click the **Manage Subject** button.

Open Subject Settings



The subject's **Settings** page displays [1].

Click the **Course Details** tab [2].

Sync from Homeroom



To sync enrollments and subject start and end dates from your homeroom, click the **Sync enrollments and course start/end dates from homeroom** checkbox [1].

Select the homeroom in which you'd like to sync from using the **Enrollments** drop-down menu [2]. If your subject has been synced previously, the last sync date displays [3].

Note: If your subject added enrollments via SIS import, the Sync enrollments and course start/end dates from homeroom checkbox does not display.

Update Course Details



To begin syncing enrollments from the homeroom, click the **Update Course Details** button.

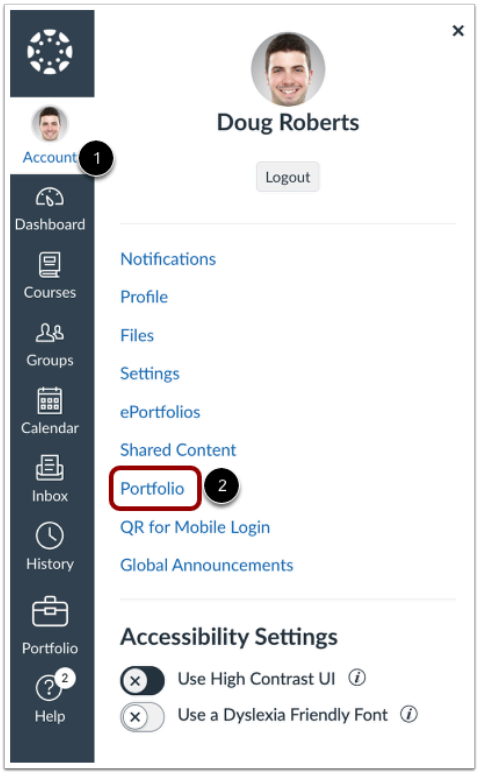
Portfolios

How do I view Portfolios as an instructor?

You can view all portfolios on your Portfolio page. Portfolios include learner-driven Showcase Portfolios, portfolios you've created and assigned to learners, and portfolios assigned to you as a learner.

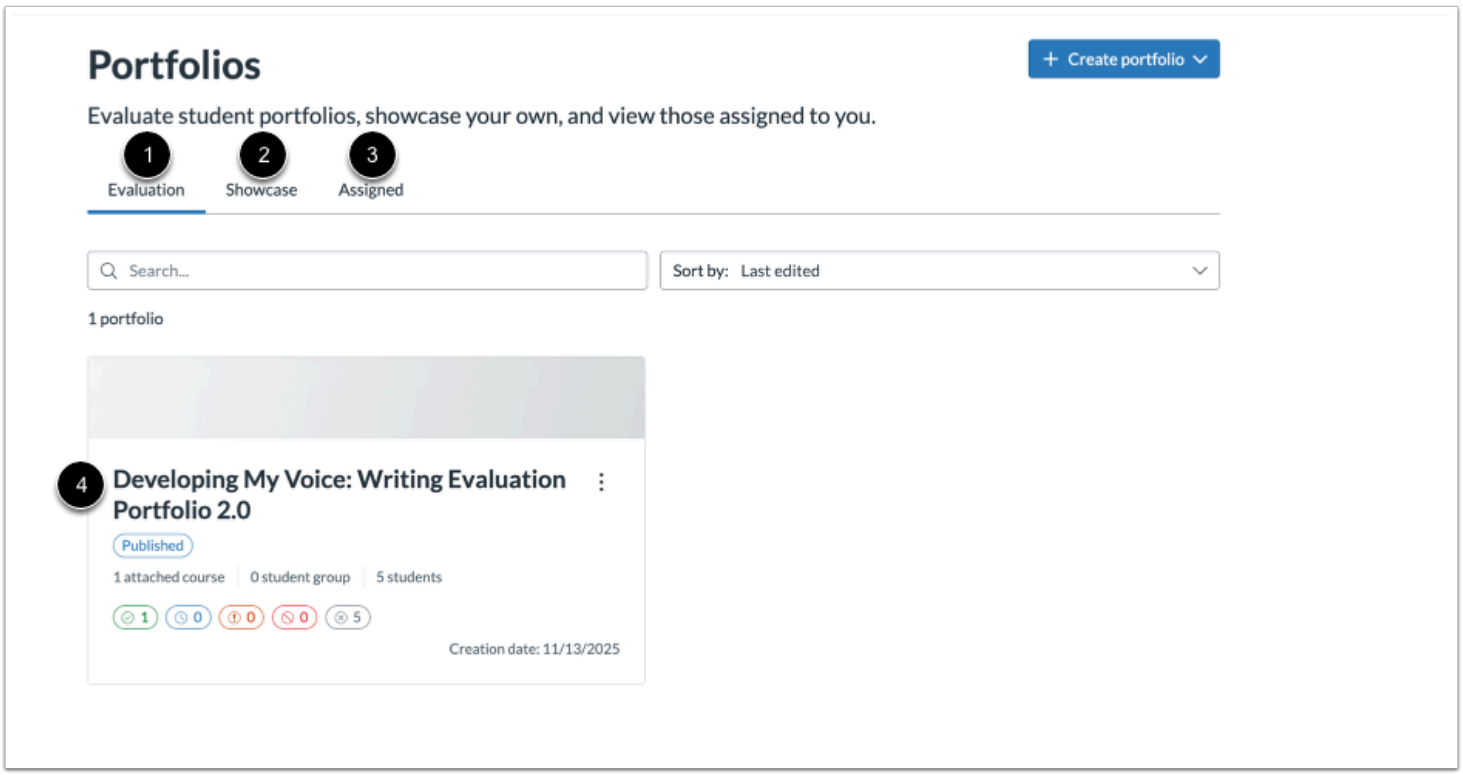
Note: If the Portfolio feature does not appear in your account, it has not been enabled by your institution.

Open Portfolio



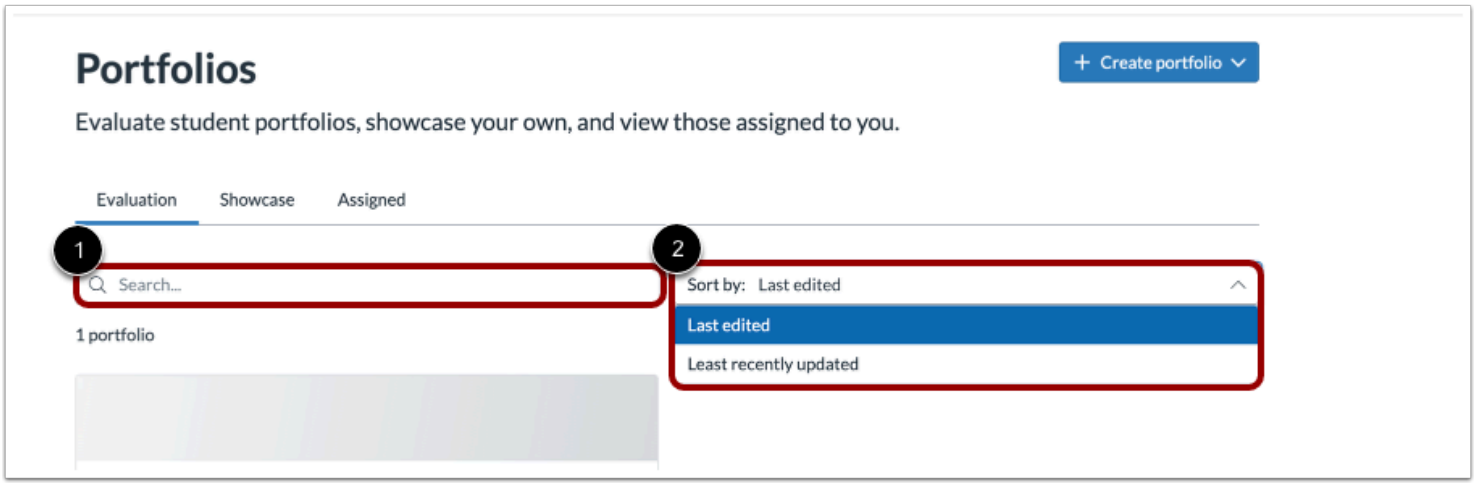
In the User Navigation menu, click your **Account** [1], then click the **Portfolio** link [2].

View Portfolios



On the **Portfolio** page, click the **Evaluation** tab [1] to view portfolios you've created and assigned to learners, the **Showcase** tab [2] to view your own Showcase Portfolios, or the **Assigned** tab [3] to view portfolios assigned in courses where you are enrolled as a learner. Click the portfolio you want to view to see its content [4].

Manage and Find Portfolios



On the Portfolio page, you can **search** [1] and **sort** [2] to display desired portfolios.

How do I create an Evaluation Portfolio as an instructor?

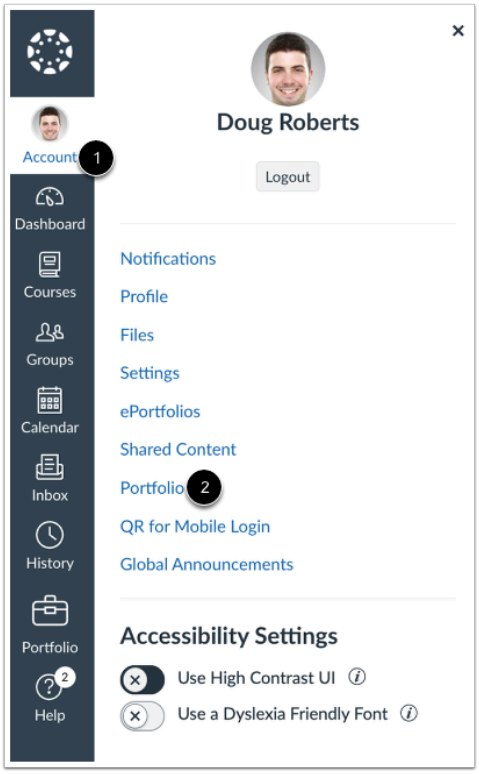
Evaluation Portfolios allow instructors to support structured assessment and track learner progress over time.

- Portfolios can be generated using one or more Canvas courses as their foundation, with links to key assignments and competencies.
- Educators can establish evidence requirements to align expectations and support consistent demonstration of competencies.
- Align portfolio evidence with institutional competencies to help learners demonstrate specific skills and knowledge.
- Monitor progress with real-time visibility into submission status and portfolio completion.
- Streamline grading by reviewing Portfolio evidence, such as projects, extracurricular activities, and professional experience, directly within the Portfolio. Evidence can be marked Complete or Not Complete, and educators can leave messages on custom evidence to provide feedback to learners.
- Review learner reflections and narratives to better understand learning and growth.
- Support feedback and iteration with options for revisions and resubmissions.

Notes:

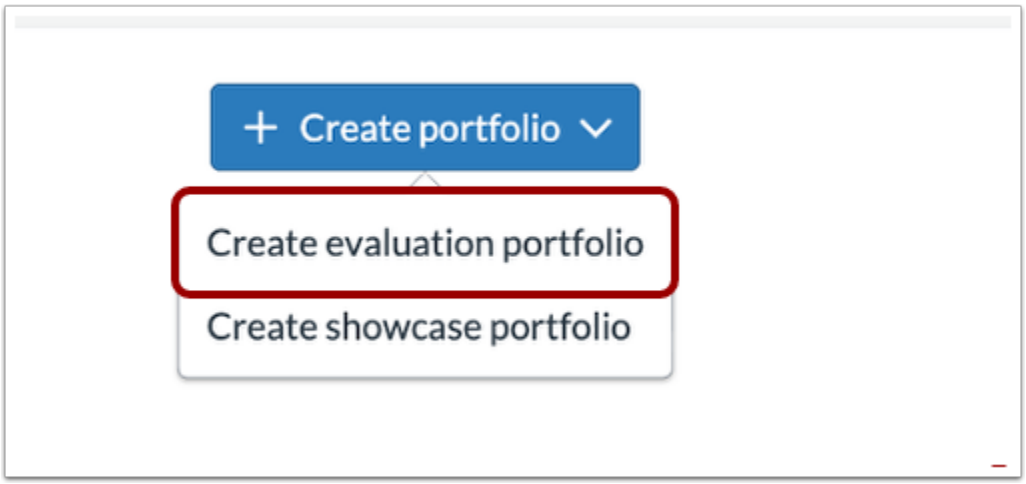
- If a course is inactive or deleted, any assignments from that course included as Portfolio requirements will not be visible to learners.
- Learners can only see assignments from courses in which they are enrolled.
- A single portfolio can be assigned to up to 5,000 learners. Educators can create up to 500 active Evaluation Portfolios, with both published and draft portfolios counting toward this limit.
- Once an Evaluation Portfolio is published, it can no longer be edited.

Open Portfolio Link



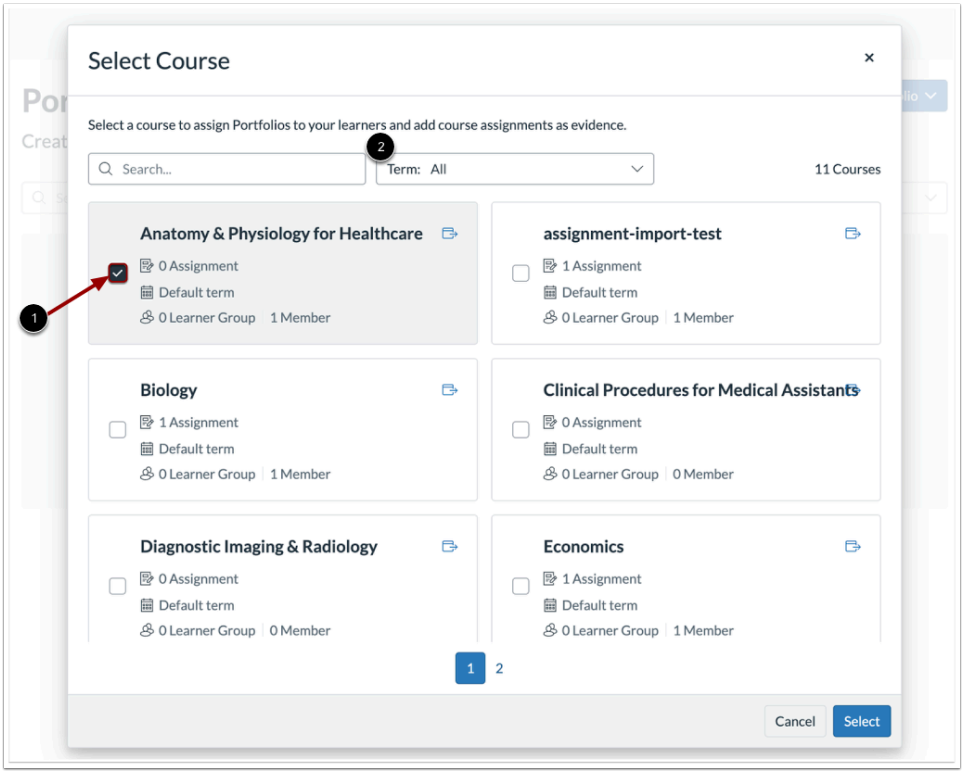
In the User Navigation menu, click your **Account** [1], then click the **Portfolio** link [2].

Create Portfolio



To create a guided portfolio, click the **Create evaluation portfolio**.

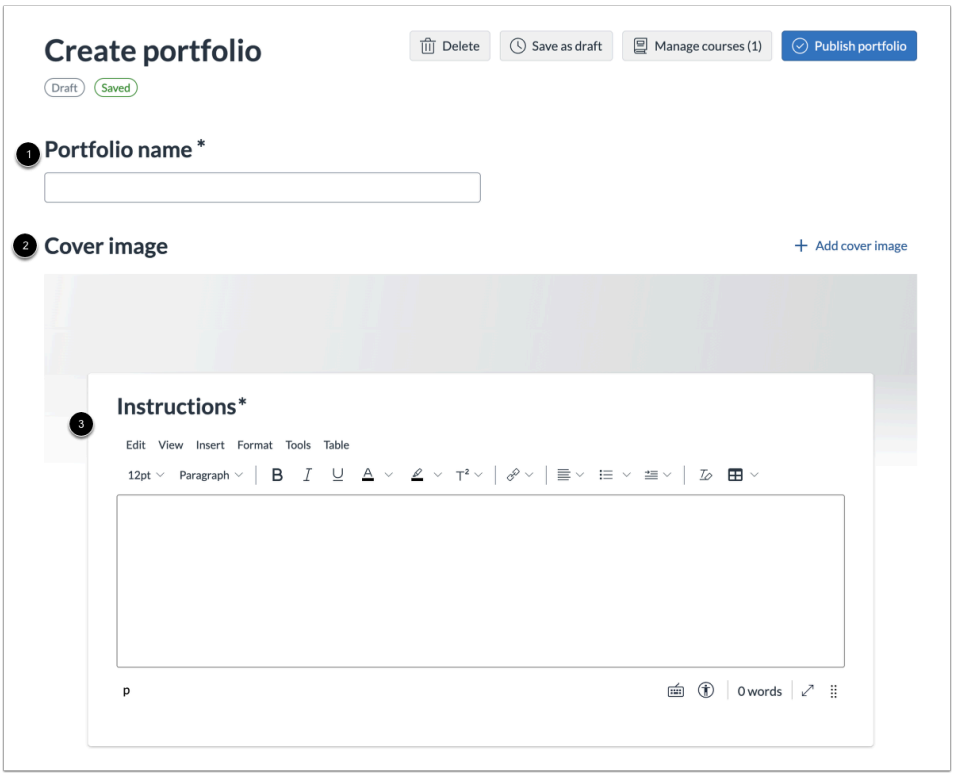
Select Course Modal



Select one or more courses to assign a Portfolio [1]. Students enrolled in those courses are automatically assigned to the Evaluation Portfolio.

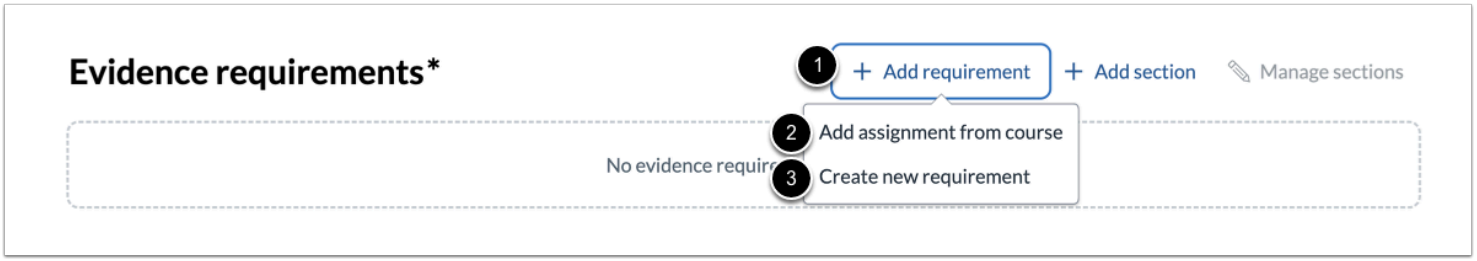
Instructors can select courses from multiple terms [2], allowing assignments from different terms to be included as portfolio requirements. These courses also automatically enroll learners in the Portfolio.

Create Evaluation Portfolio Fields



To create an Evaluation Portfolio, add a **Portfolio name** [1], optional **Cover image** [2], and **Instructions** [3].

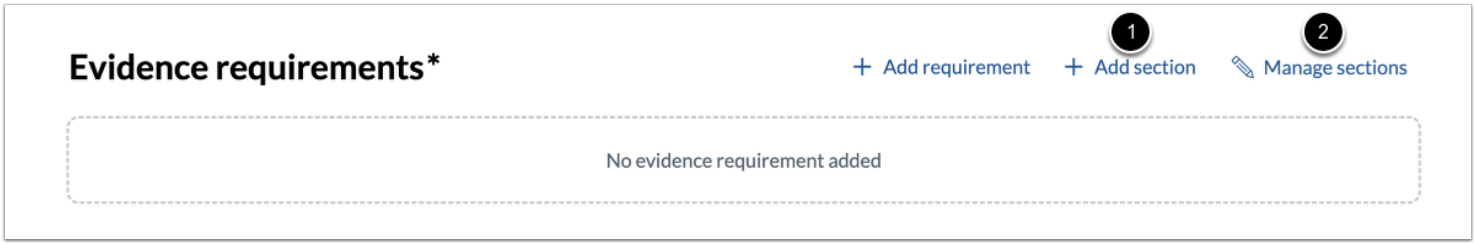
Add Evidence Requirement



To add an evidence requirement to a portfolio, click the **Add requirement** link [1], then choose to **Add assignment from course**[2] or **Create new requirement** [3].

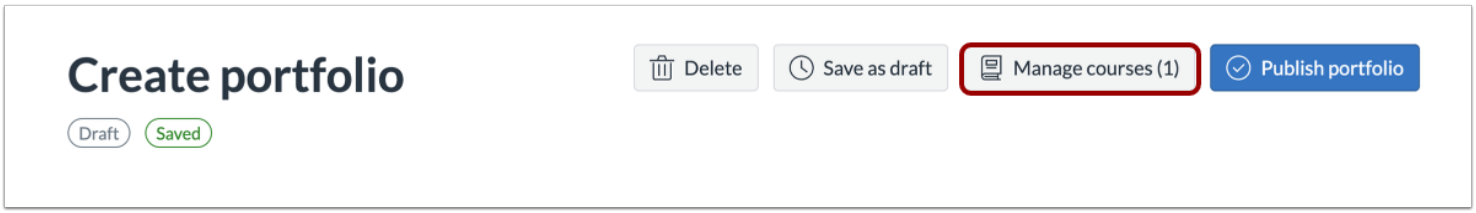
For more information on adding evidence, see How do I add to an Evaluation Portfolio as an instructor?

Add and Manage Sections



To create a section, click the **Add section** link [1]. To order or delete sections, click the **Manage sections** link [2].

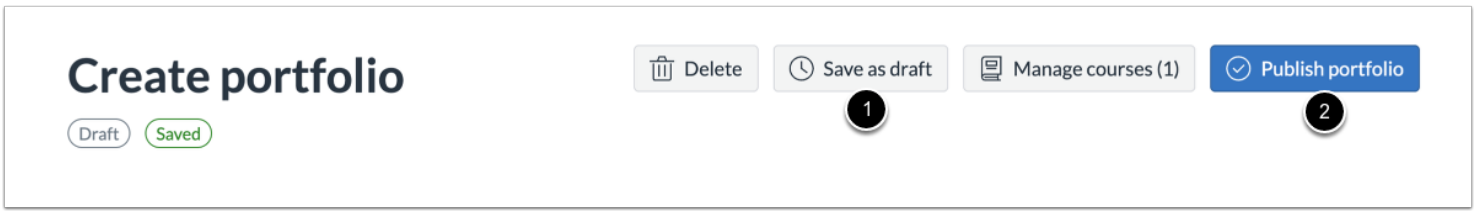
Manage Courses



To add or remove courses in an evaluation portfolio draft, click the **Manage courses** button.

Note: Once an Evaluation Portfolio is published, its courses cannot be edited.

Save and Publish Portfolio



To save a portfolio as a draft, click the **Save as draft** button [1]. Click the **Publish portfolio** button [2] to to finalize and share your portfolio.

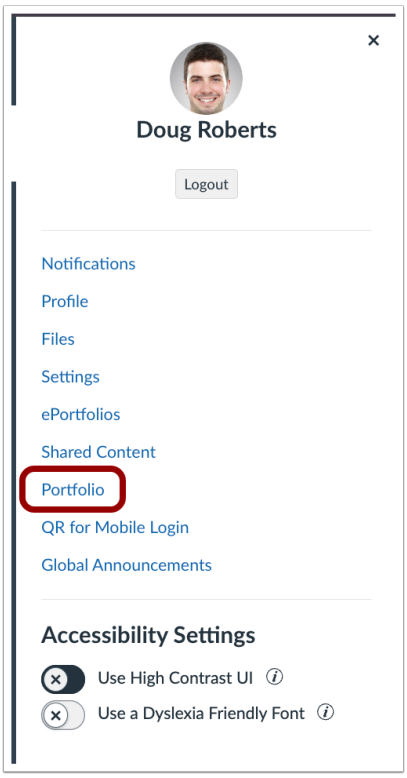
Note: Once an Evaluation Portfolio is published, it can no longer be edited. Make sure all content is complete and ready before publishing. Publishing also assigns the portfolio to learners, making it available to them as an assigned item.

How do I create a Showcase Portfolio as an instructor?

Instructors can create their own Showcase Portfolio in Canvas to curate evidence of their academic or professional work. These portfolios can also be shared with learners as examples, providing a reference for what is expected when creating their own Showcase Portfolios.

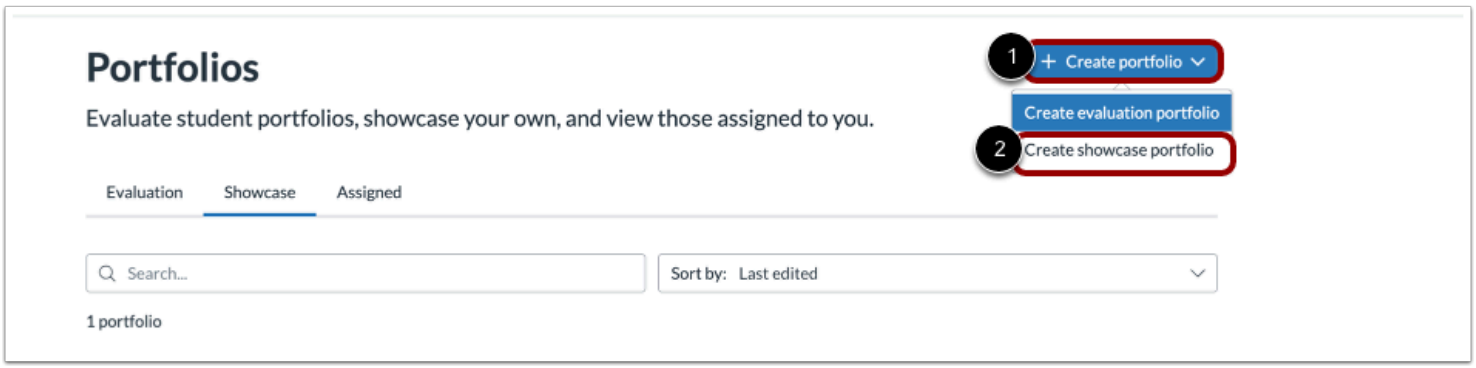
Note: Each user can create up to 100 Showcase Portfolios, with both published and draft portfolios included in this limit.

Open Portfolios



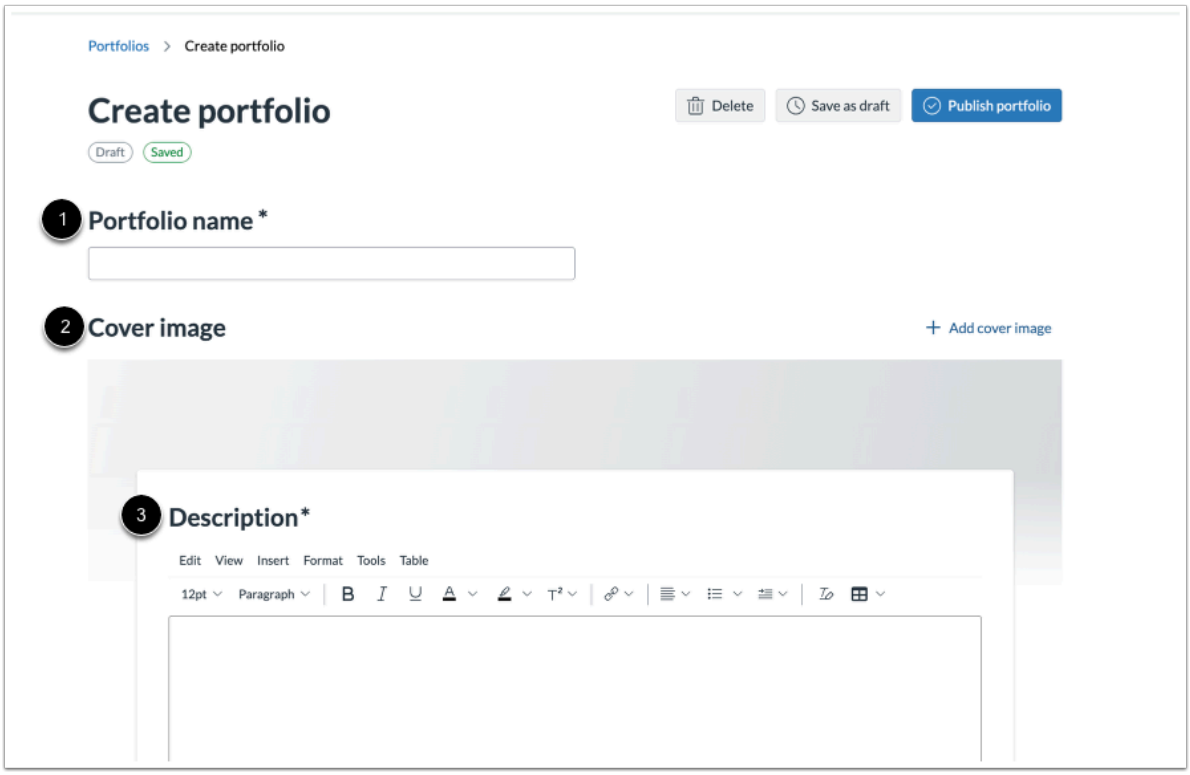
In the User Navigation, click the **Portfolio** link.

Create a Portfolio



Click the **Create showcase portfolio** button [1]. Then, select the **Create showcase portfolio** option [2].

Add Portfolio Details



Add a **Portfolio name** [1], an optional **Cover image** [2] and a **Description** [3].

Add Evidence

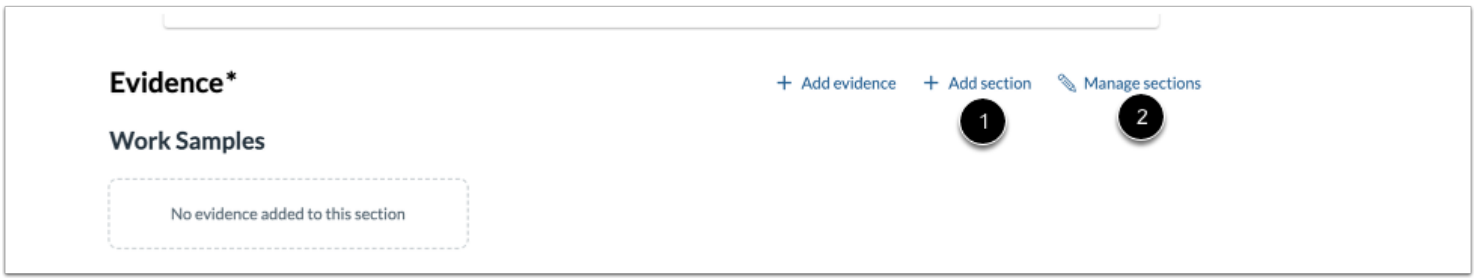


To add evidence in a portfolio, click the **Add evidence** link [1], then choose to **Add assignment from course** [2] or **Create new evidence** [3].

Note: Tags added to your evidence display in the Tags section.

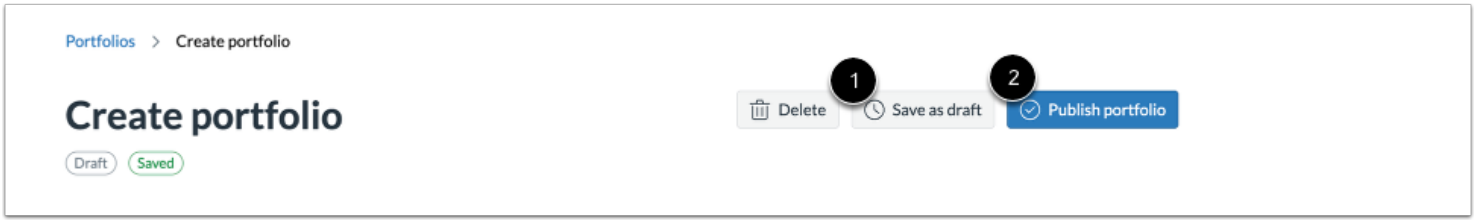
For more information on adding evidence, see How do I add evidence in a Showcase Portfolio as an instructor?

Add Section



To create a section, click the **Add section** link [1]. To order or delete sections, click the **Manage sections** link [2].

Save as Draft



To save a portfolio as a draft, click the **Save as draft** button [1]. Click the **Publish portfolio** button [2] to to finalize and share your portfolio.

Portfolio Action Buttons



When a portfolio is published, you can **Delete** [1], **Export** [2], **Share** [3], or **Edit** [4] your work.

Note: Portfolios can be exported in multiple formats, including PDF, HTML, or as a bulk file download. When sharing a portfolio, you can either generate a unique public link or share directly to LinkedIn.

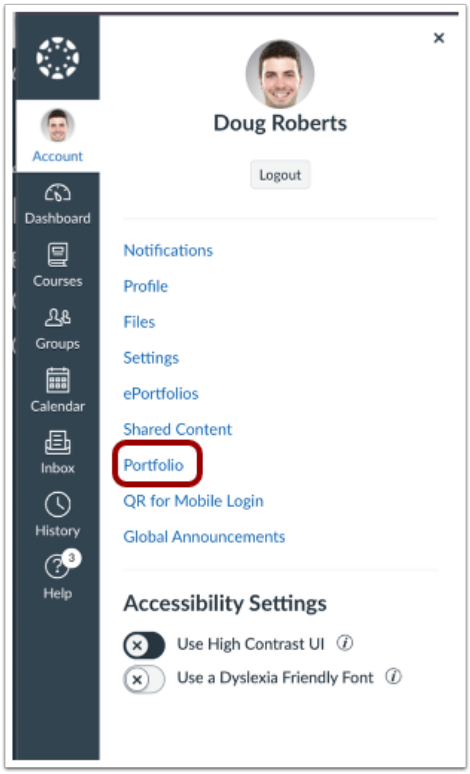
How do I add evidence in an Evaluation portfolio as an instructor?

Instructors can add evidence to an Evaluation Portfolio by including assignments, projects, activities, or professional experiences, and they can also add skills specific to the evidence they create.

Notes:

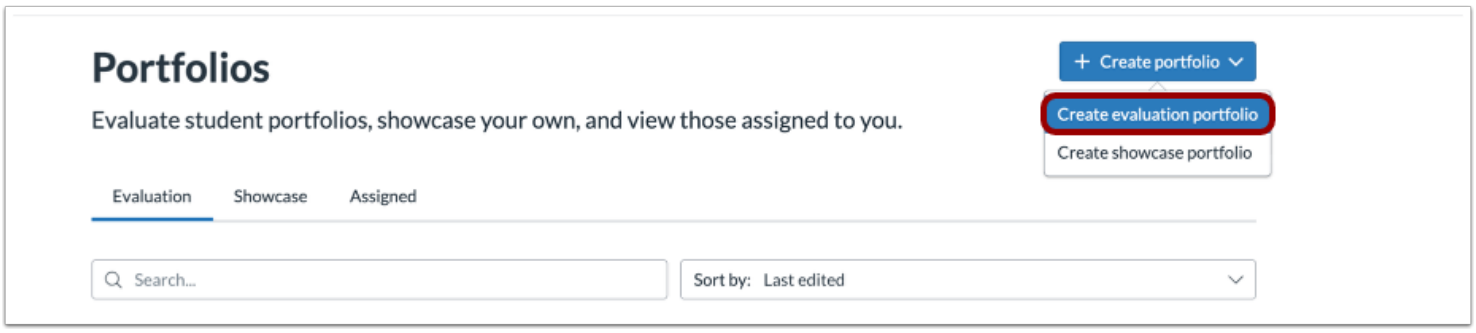
- If you do not see the Portfolio link in User Navigation, your institution may not have enabled this feature.
- Evidence cannot be added to an Evaluation Portfolio after it has been published.

Open Portfolio



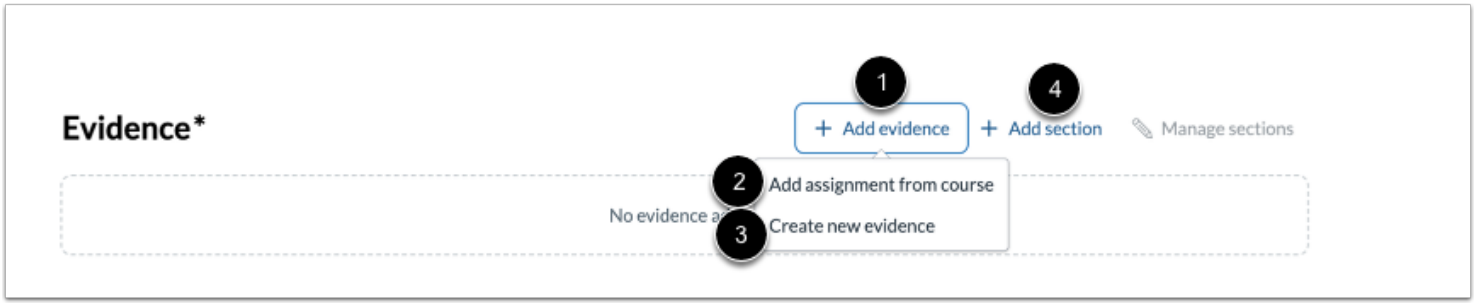
In the User Navigation, click the **Portfolio** link.

Create an Evaluation Portfolio



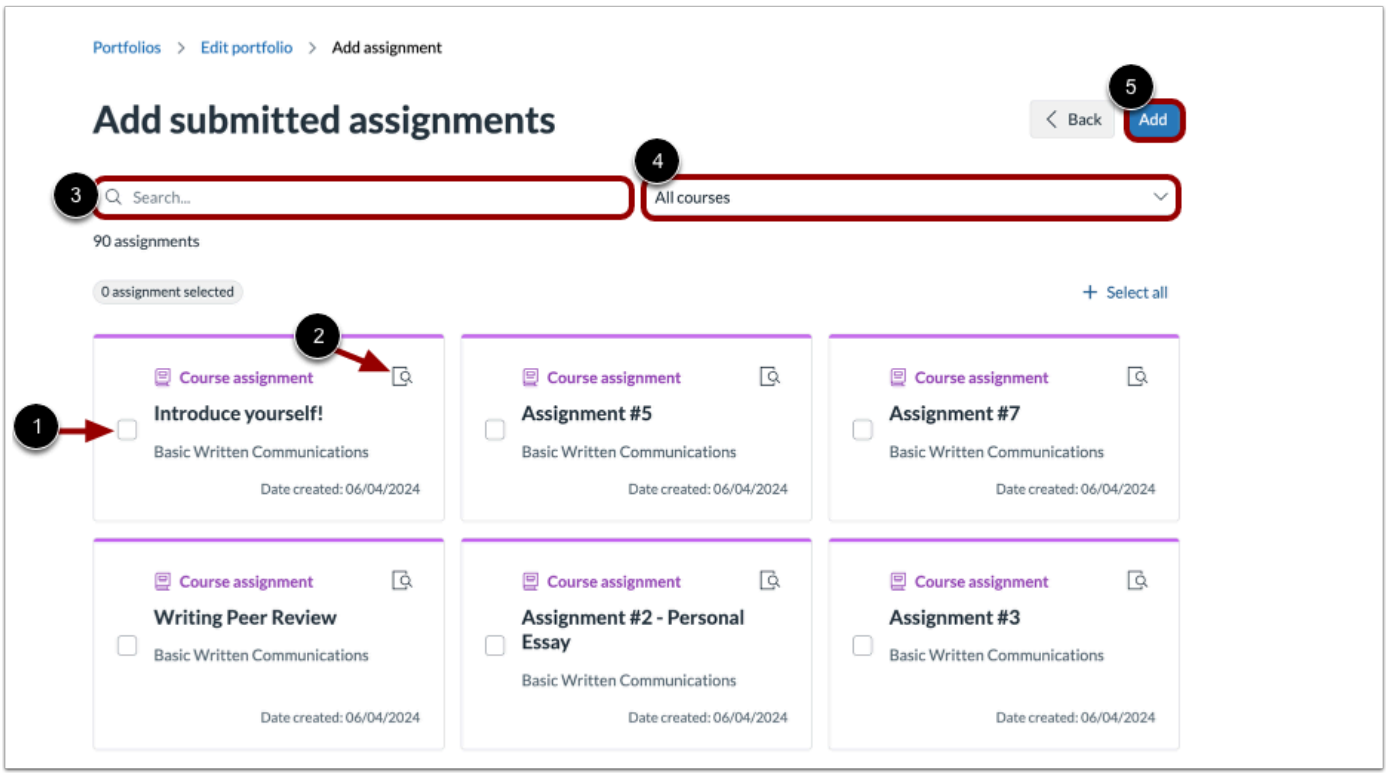
Click the **Create an evaluation portfolio** button.

Add Evidence



To include evidence in a portfolio, click the **Add evidence** link [1], then choose to **Add assignment from course** [2] or **Create new evidence** [3]. To organize evidence content, click the **Add section** link [4].

Add Assignment



To select an assignment to add as evidence, click the add assignment checkbox [1].

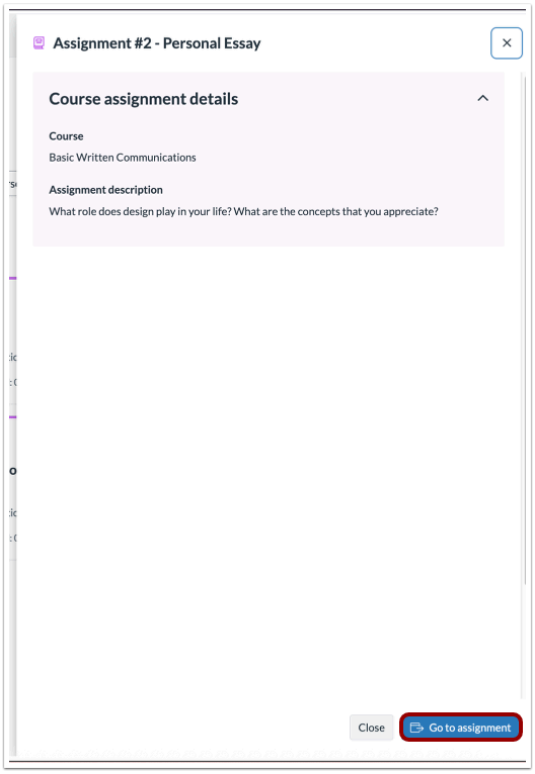
To view assignment details, click the **Review** icon [2].

You can find assignments by typing keywords into the search field [3].

Select a course from the drop-down menu to filter assignments [4]. Instructors can only choose assignments from courses assigned to the portfolio.

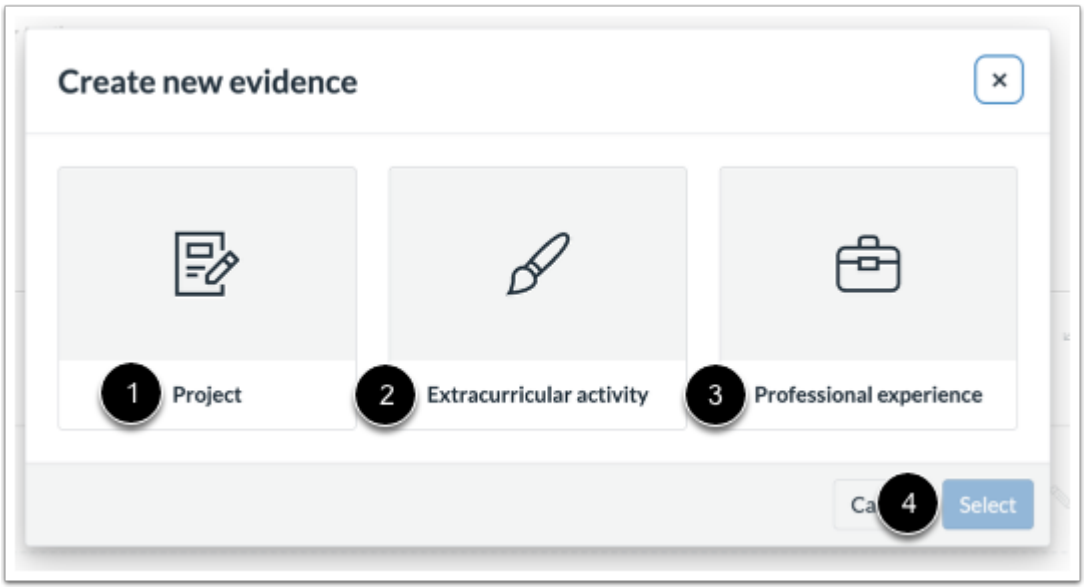
After selecting all assignments, click **Add** button [5].

View Assignment Details



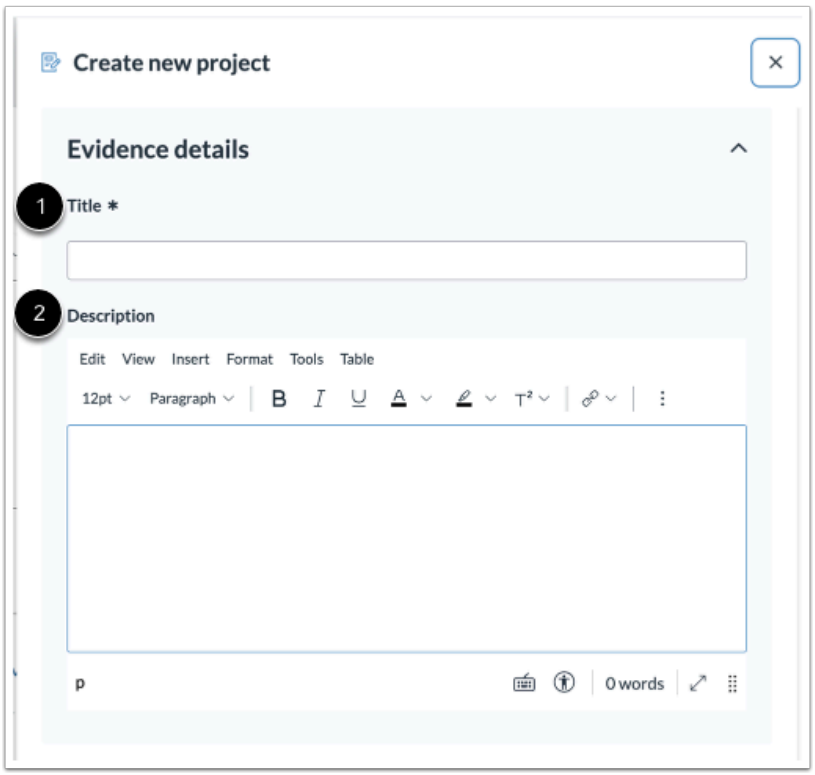
In a portfolio, assignment details open in a modal. To view the assignment in the course, click the **Go to assignment** button.

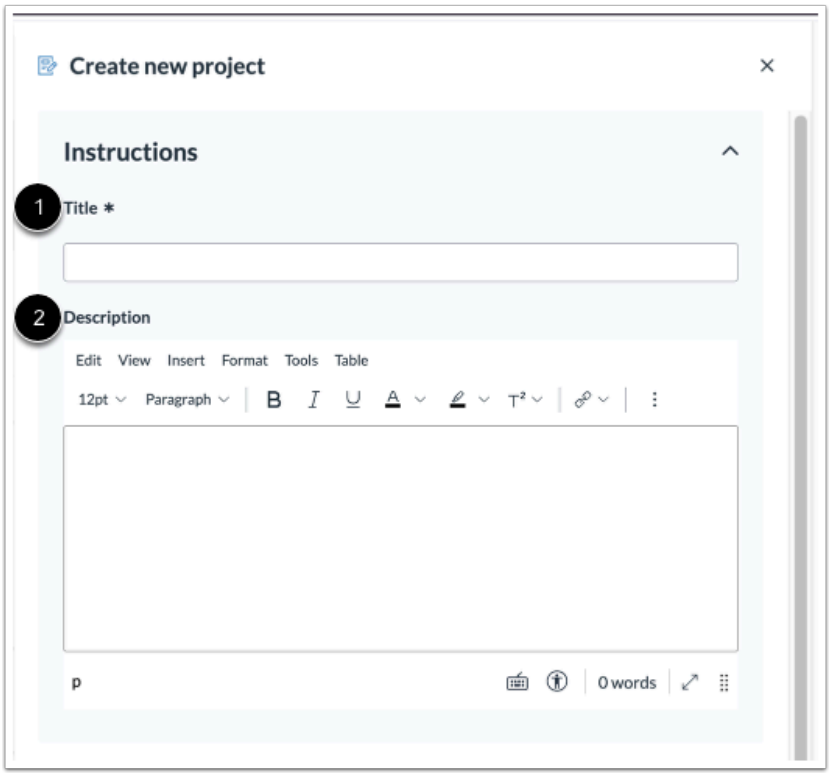
Create New Evidence



To create new evidence, select between a Project. [2], Extracurricular activity [2] or Professional experience [3]. Then, click the **Select** button [4].

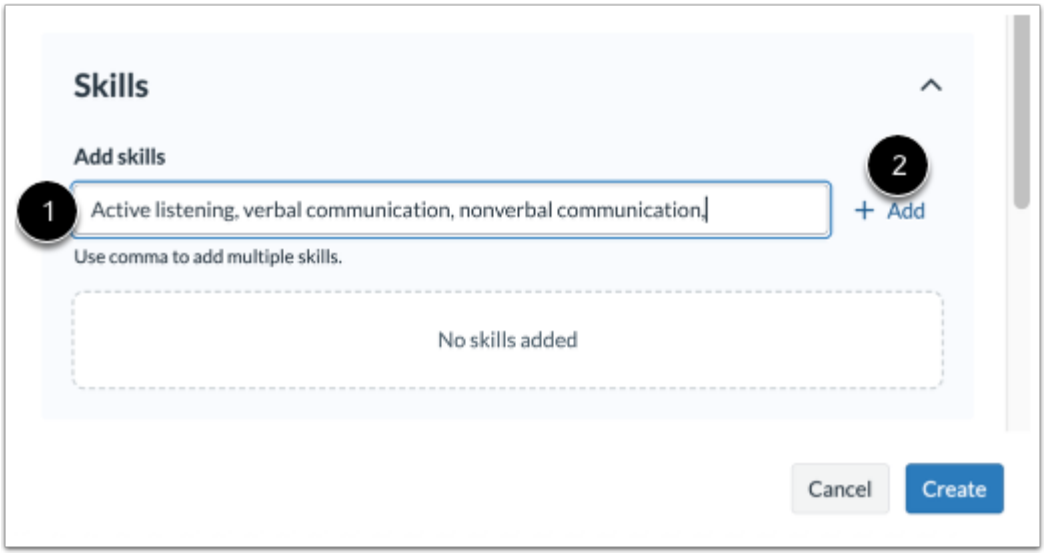
Add Evidence Details





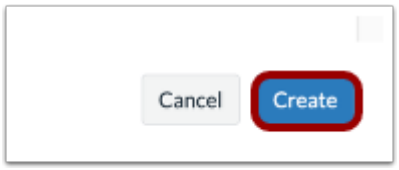
Add a title [1] and an optional description [2].

Add Skills



Add skills separated by commas [1], then click the **Add** link [2].

Create



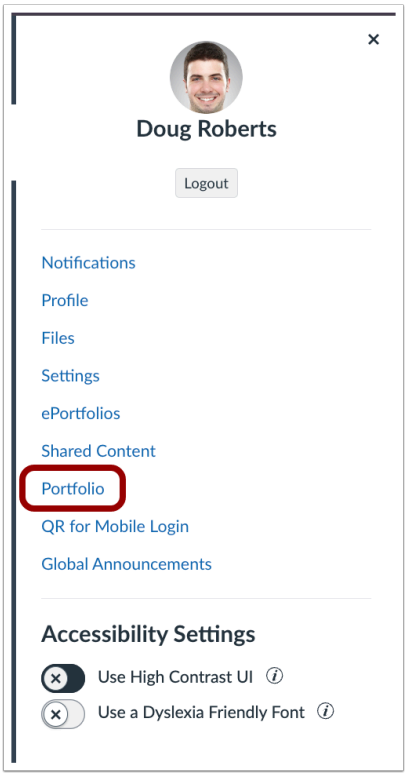
Click the **Create** button.

How do I view Learner Progress Data in Evaluation Portfolios as an instructor?

You can view student progress using the Learner Dashboard. Only active and completed student enrollments are included in the portfolio data. Deleted or inactive enrollments will not generate progress information.

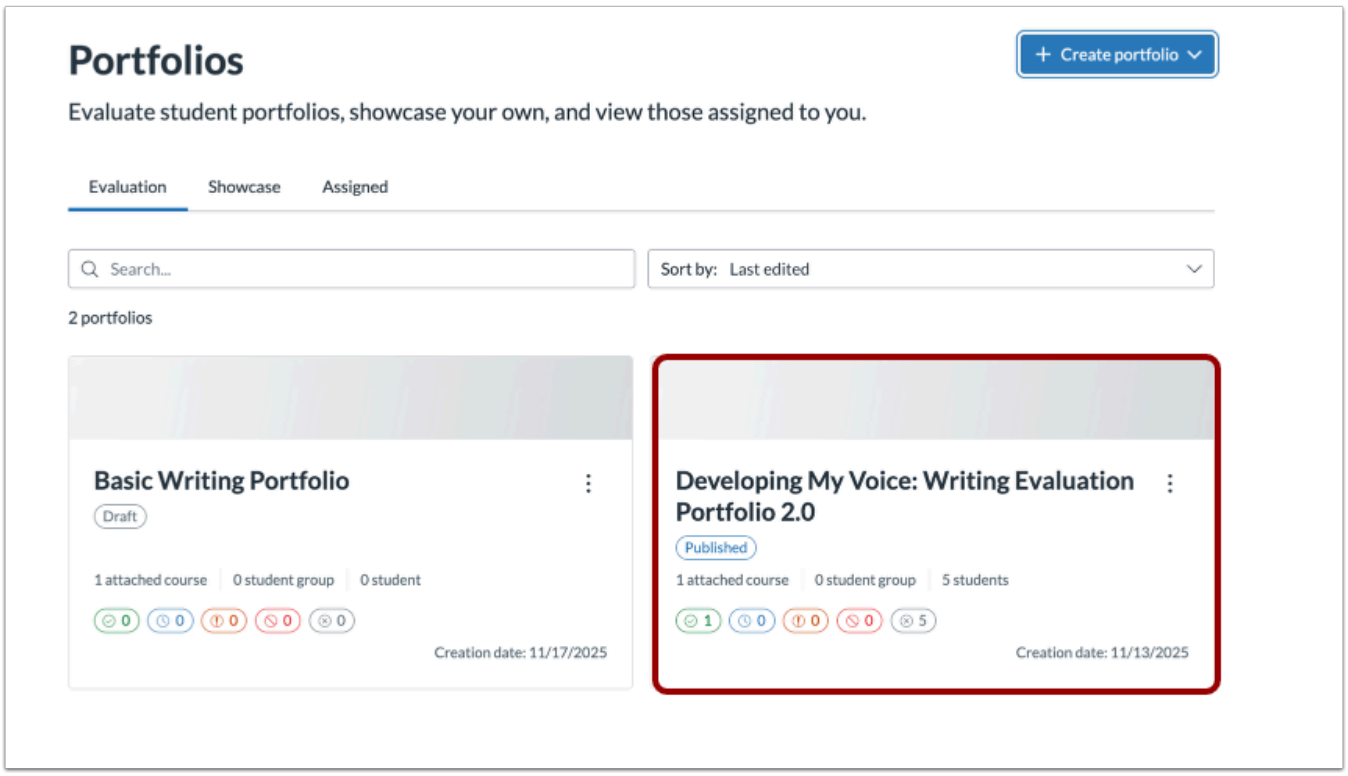
Available data includes portfolio completion status, group statistics, and individual assignment progress. By default, the dashboard displays an interactive overview of all data, but you can also view detailed statistics for individual students.

Open Portfolio



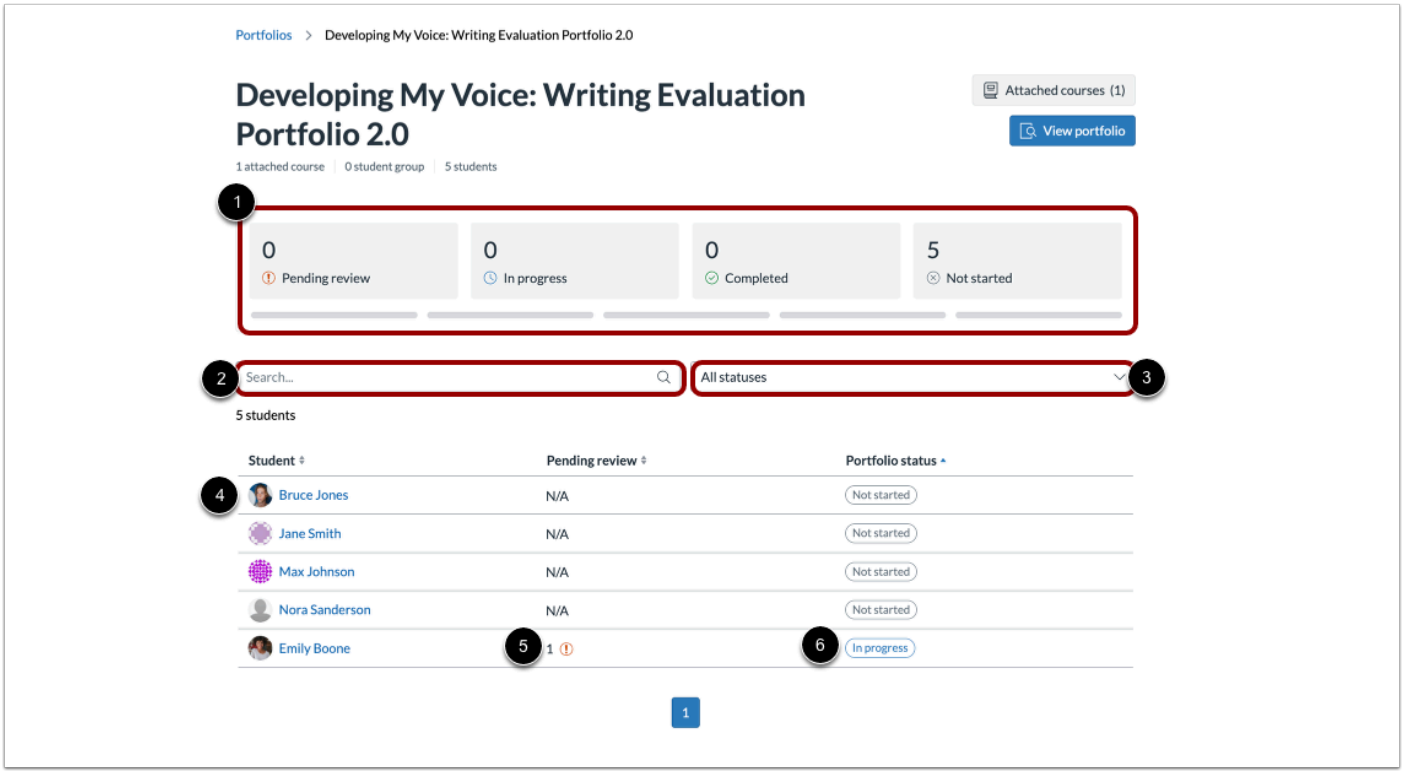
In the User Navigation menu, click the **Portfolio** link.

Select an Evaluation Portfolio



Select an Evaluation Portfolio.

View Learner Progress Data

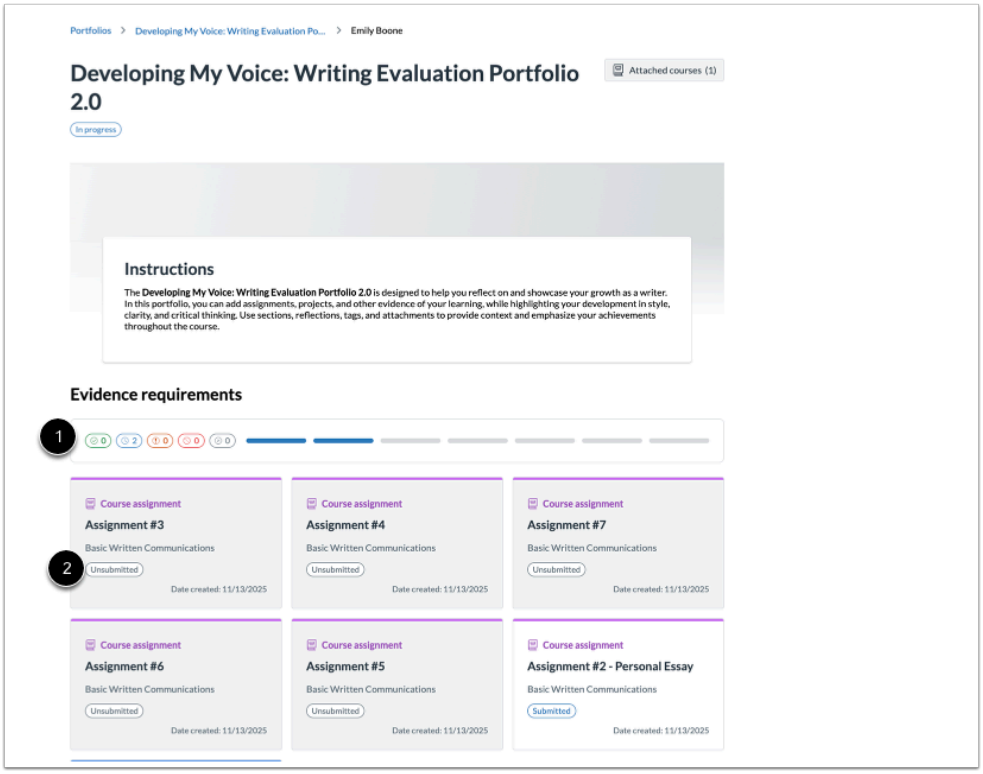


From the Learner Dashboard, you can track student progress on their evaluation portfolios.

- **View group statistics:** See how many students portfolios are Pending Review, In Progress, Completed, or Not Started [1].
- **Search and filter:** For portfolios with many students, search by student name [2] or filter by portfolio status [3].
- **View individual statistics:** Click a **students name** [4] to see their portfolio progress, including how many items are pending review [5] and the portfolio status of each student [6].

Note: On the learner dashboard, assignment progress may not update in real time due to a known limitation. However, instructors can view up-to-date assignment progress when looking at a specific students Portfolio.

Individual Student Data

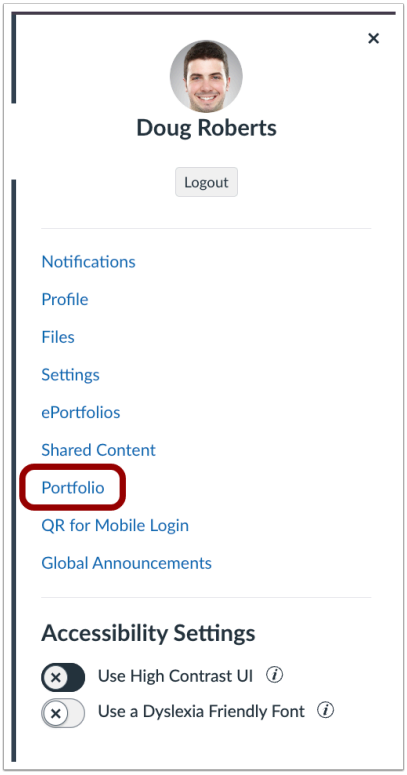


For individual students, you can view their overall portfolio progress [1], as well as the status of each assignment [2].

How do I add evidence feedback in Evaluation Portfolios?

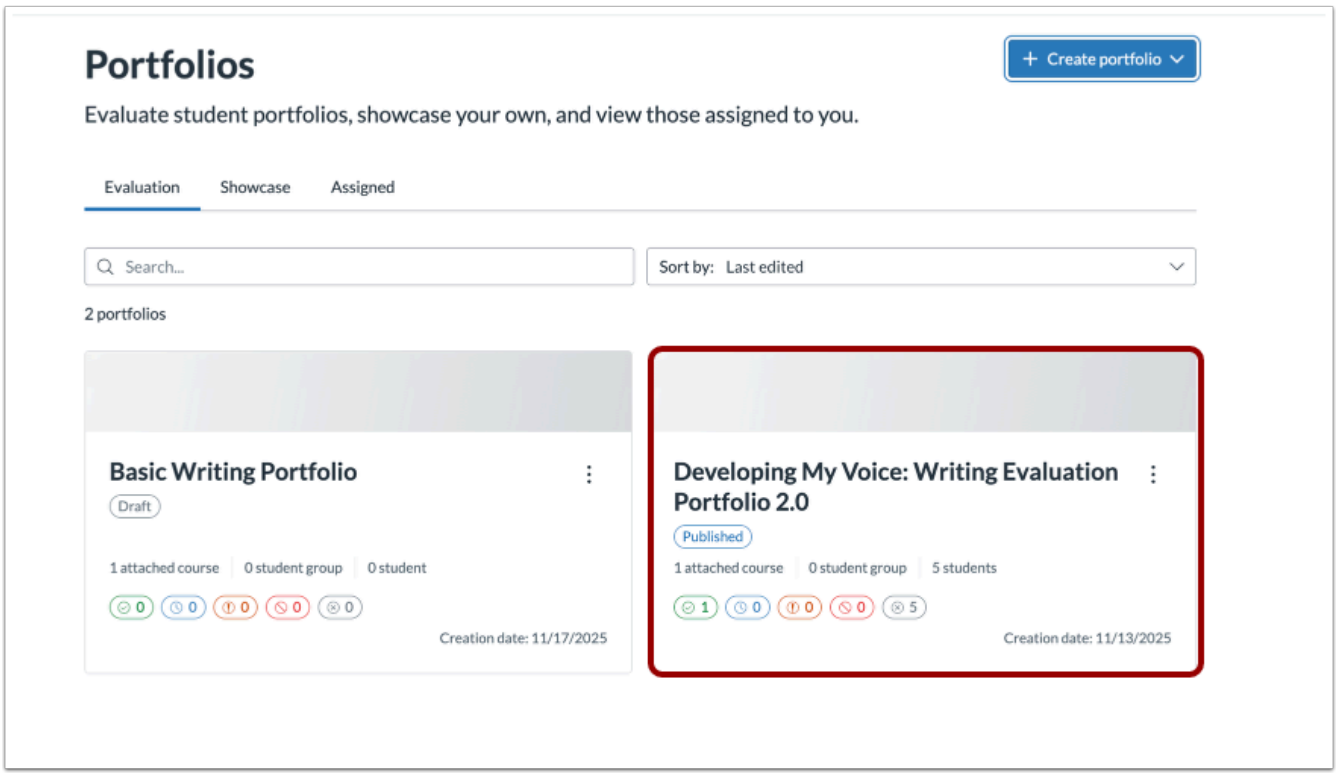
You can add feedback to items in Evaluation Portfolios to support student learning. As an instructor, you can mark items as Complete, Request Revision, or Not Complete. You can also leave comments on student work to provide guidance and insight.

Open Portfolio



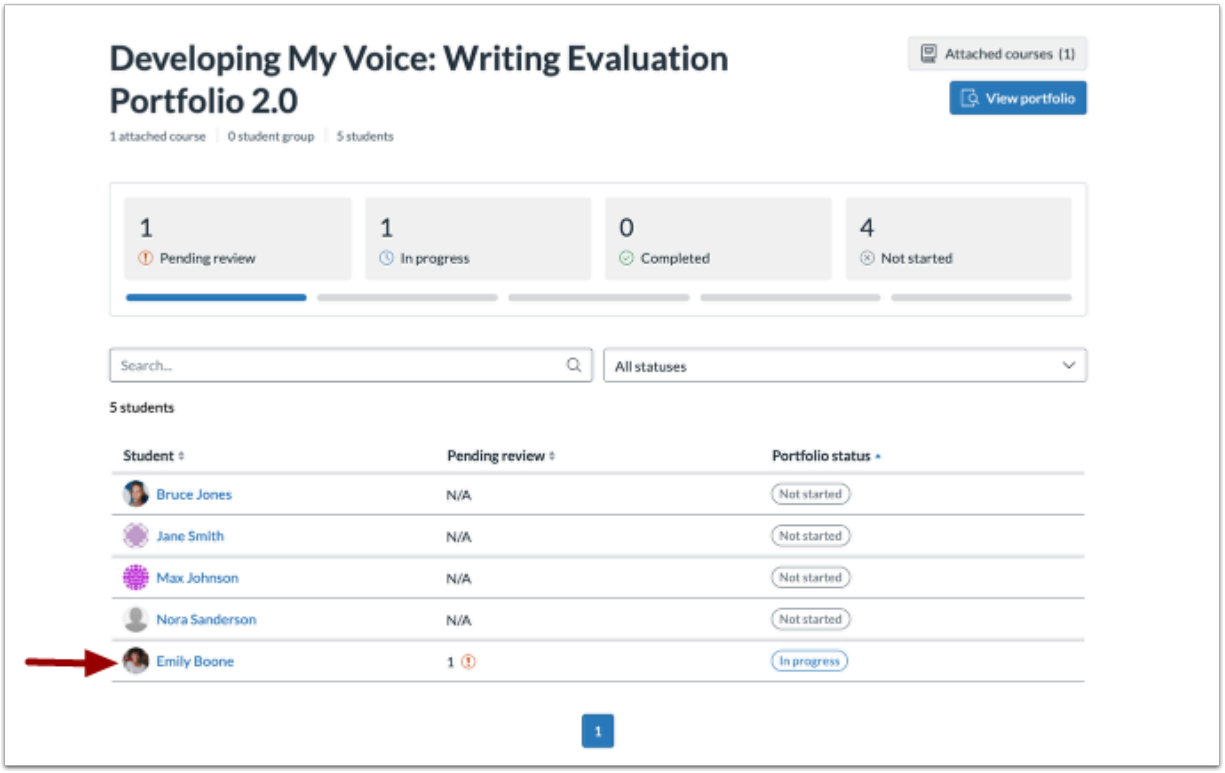
In the User Navigation menu, click the **Portfolio** link

Select a Portfolio



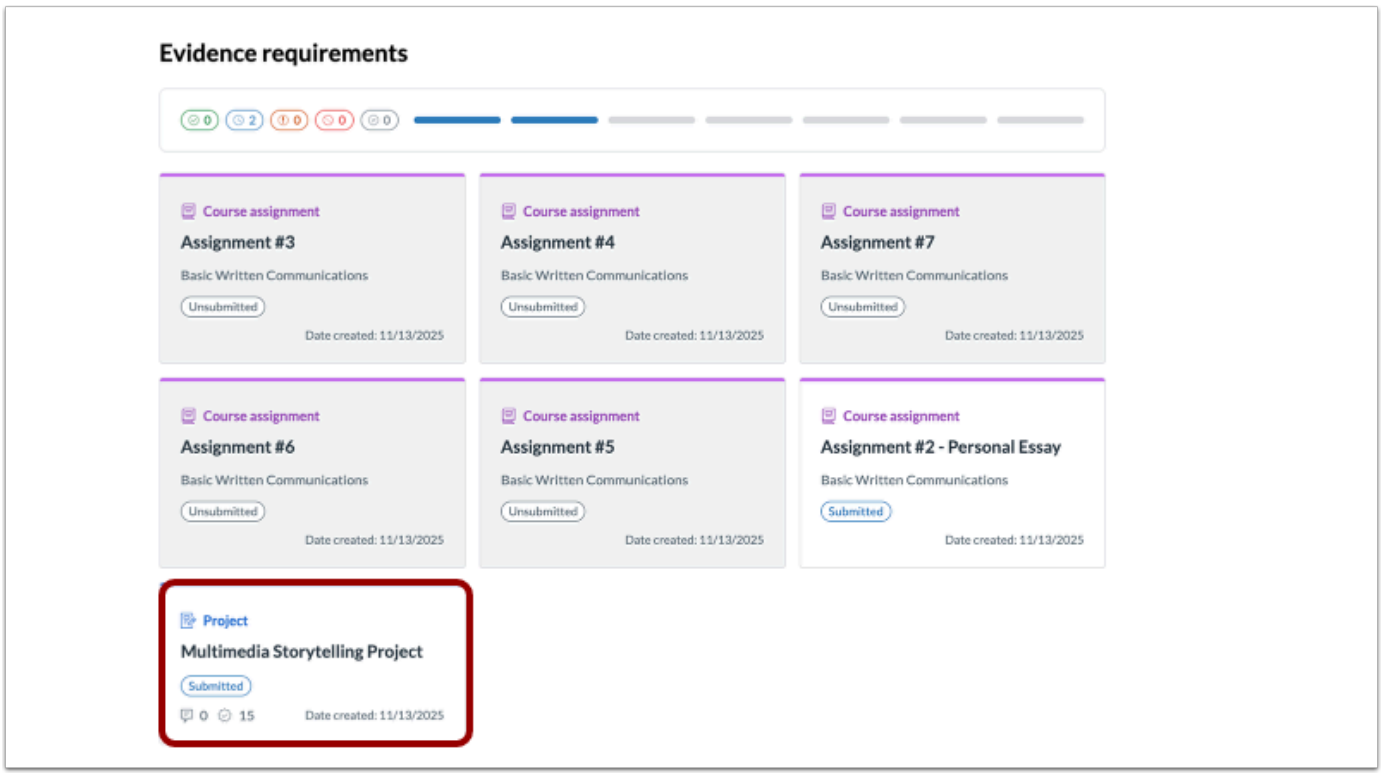
Select the desired Evaluation Portfolio.

Select a Student



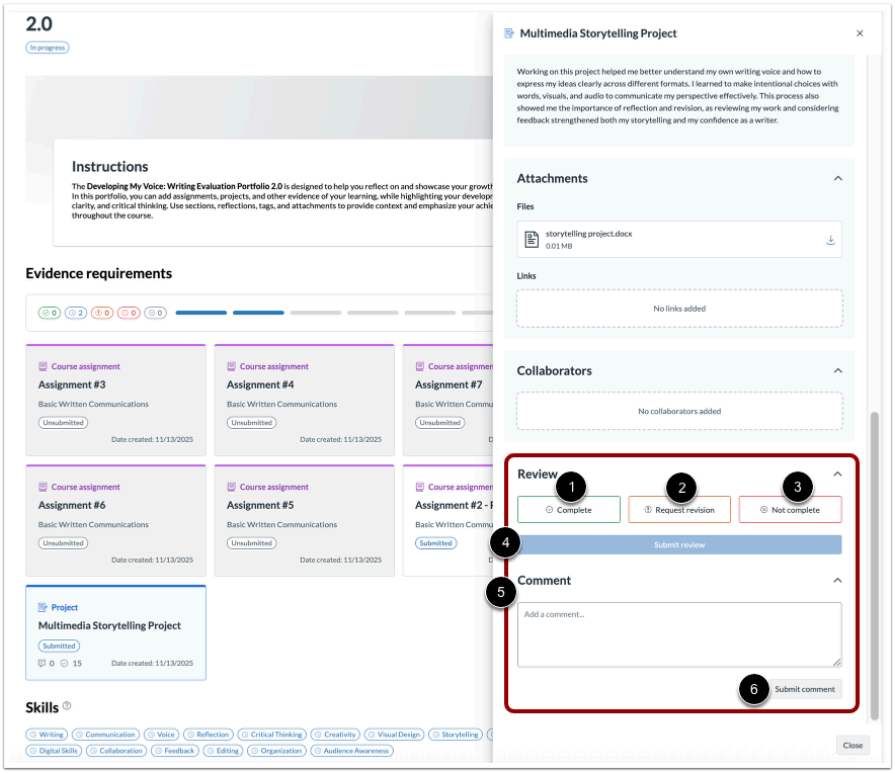
Click the student you wish to review.

Select an Item to Review



Click the item you want to review.

Mark Items and Submit Feedback



In the Review section, mark the item as complete [1], request revision [2], or not complete [3], then click the **Submit review** button [4]. You can also leave a comment [5] and click the **Submit comment** button [6].

Note: You can leave comments independently of marking evidence as complete or incomplete to provide ongoing feedback. When requesting a revision or marking evidence as not complete, you will always be prompted to include a comment before submitting.

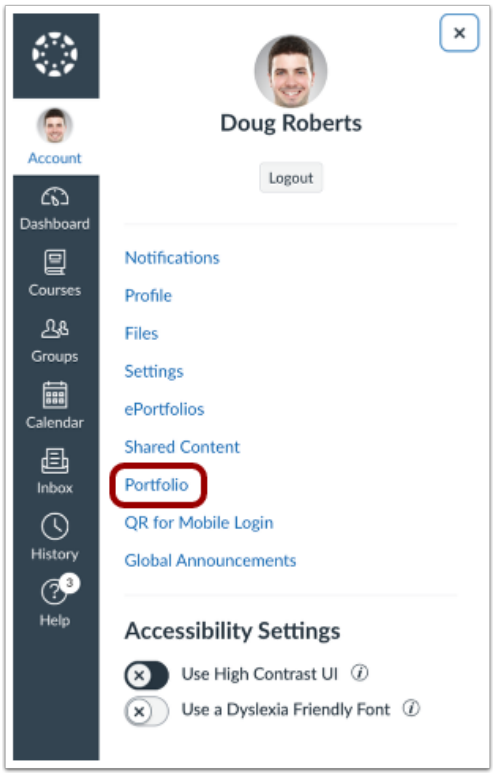
How do I add evidence in a Showcase Portfolio as an instructor?

As an instructor, you can add and organize evidence in your own portfolio to showcase your work, learning, and accomplishments. Evidence can include assignments, projects, extracurricular activities, or professional experiences. You can also add skills, reflections, tags, and attachments to provide context and highlight key achievements.

Notes:

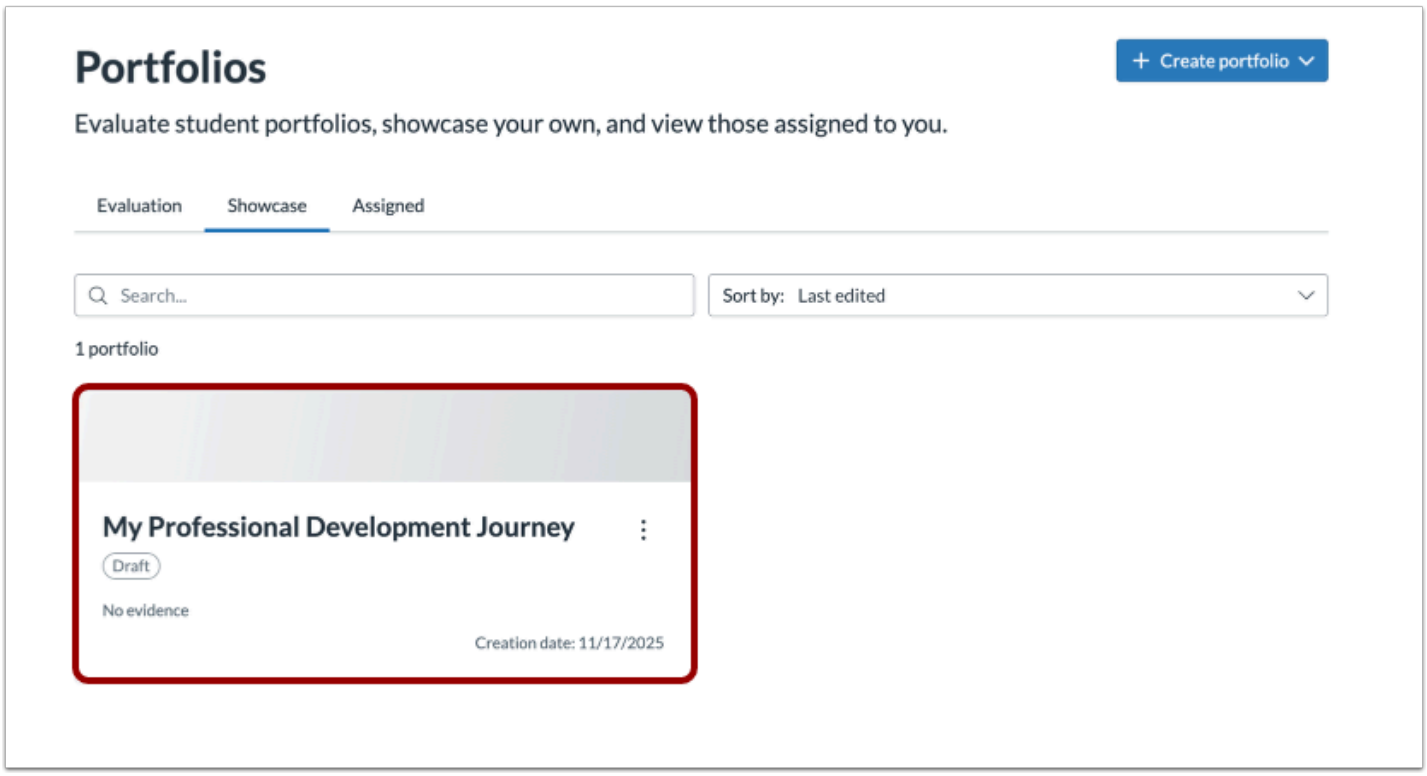
- If you do not see the Portfolio link in User Navigation, your institution may not have enabled this feature.
- You can organize evidence into sections to make portfolios easier to navigate.
- Individual attachments uploaded to a Portfolio can be up to 25 MB each. The total combined size of all attachments in a users Portfolios can be up to 1 GB. This storage is separate from your main Canvas account quota.

Open Portfolio



In the User Navigation, click the **Portfolio** link.

Select a Portfolio



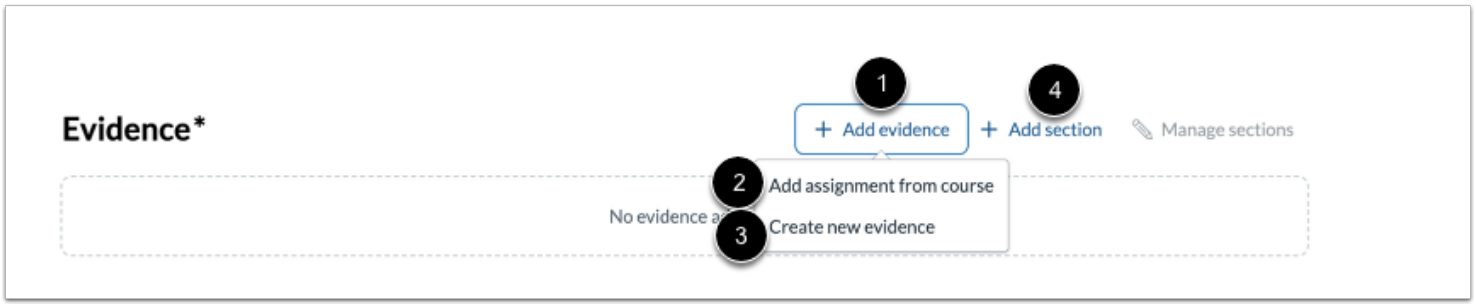
Select the portfolio where you want to add evidence.

Edit Portfolio



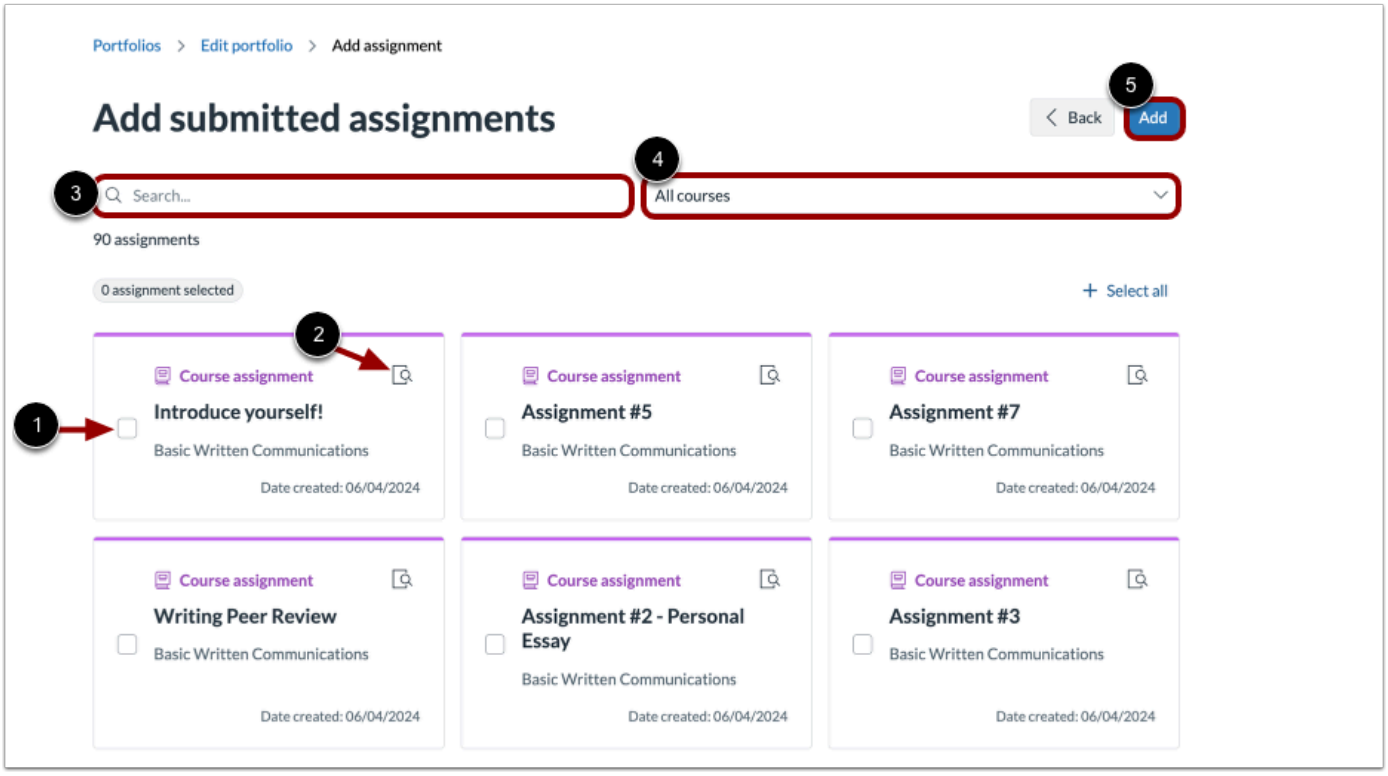
Click the **Edit** button.

Add Evidence



To include evidence in a portfolio, click the **Add evidence** link [1], then choose to **Add assignment from course** [2] or **Create new evidence** [3]. To organize evidence content, click the **Add section** link [4].

Add Assignment



To select an assignment to add as evidence, click the add assignment checkbox [1].

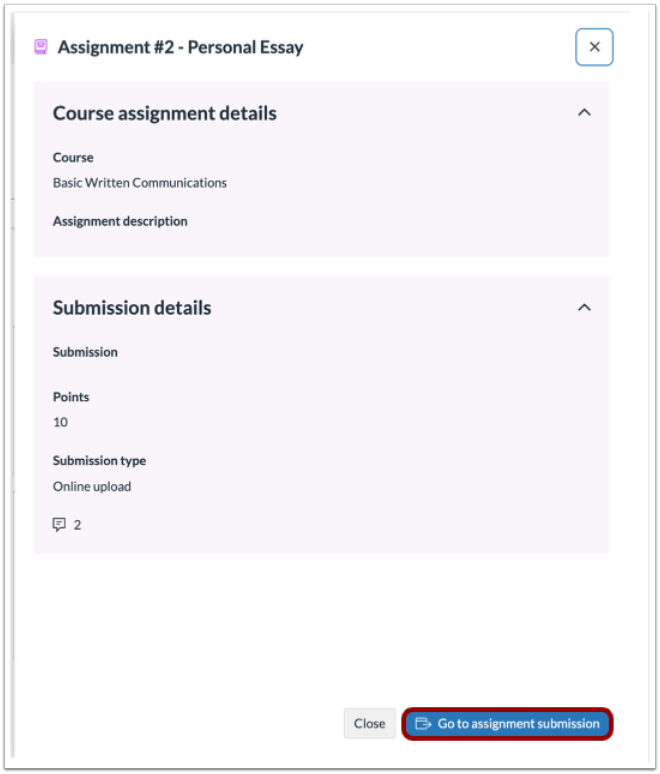
To view assignment details, click the **Review** icon [2].

You can find assignments by typing keywords into the search field [3].

Select a course from the drop-down menu to filter assignments. [4].

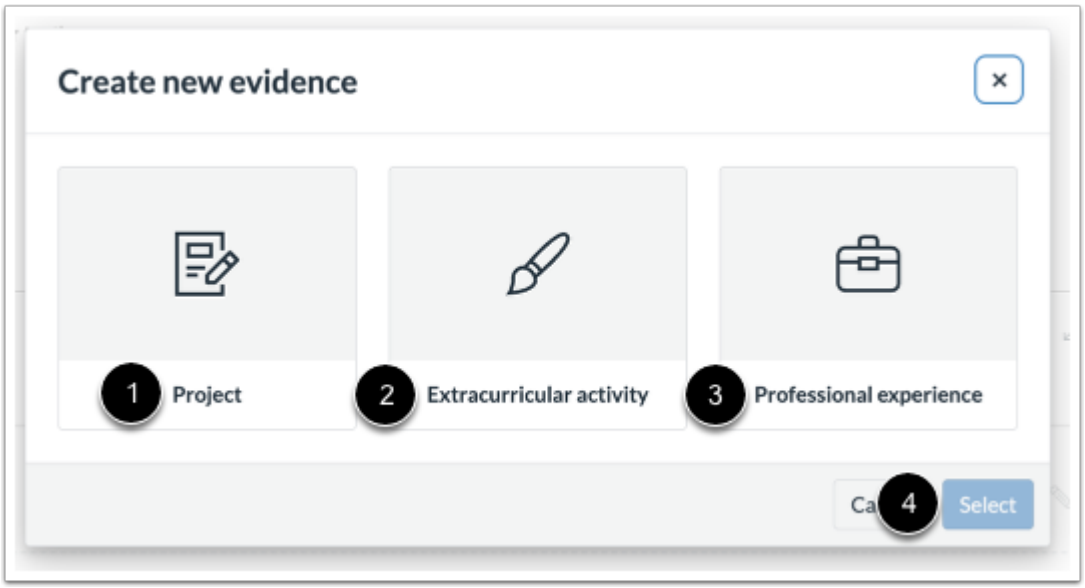
After selecting all assignments, click **Add** button [5].

View Assignment



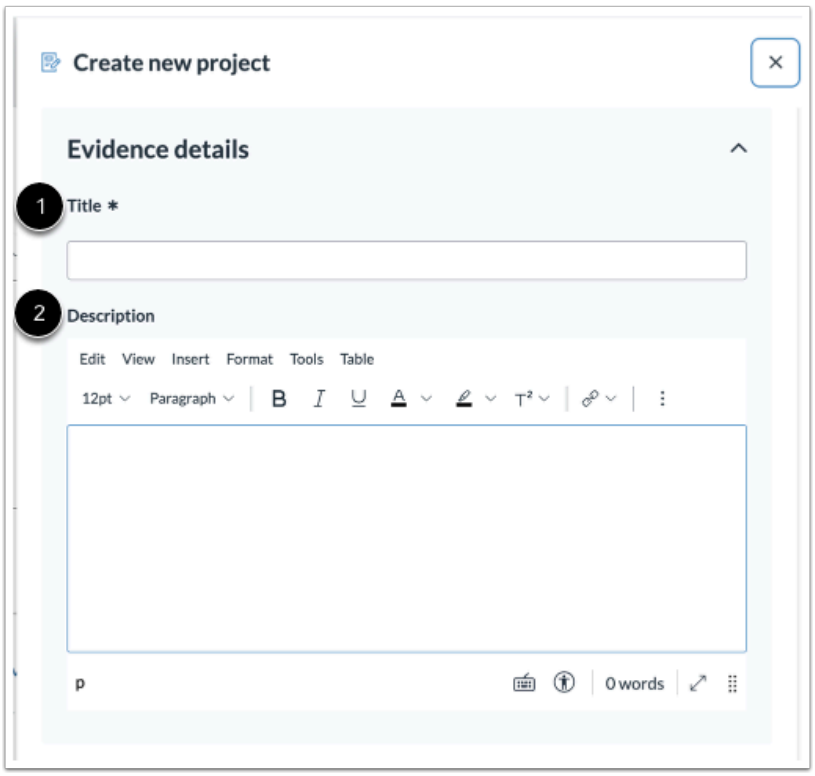
In a portfolio, assignment details open in a modal. To view the assignment in the course, click the **Go to assignment submission** button.

Create New Evidence



To create new evidence, select between a Project. [2], Extracurricular activity [2] or Professional experience [3]. Then, click the **Select** button [4].

Add Evidence Details



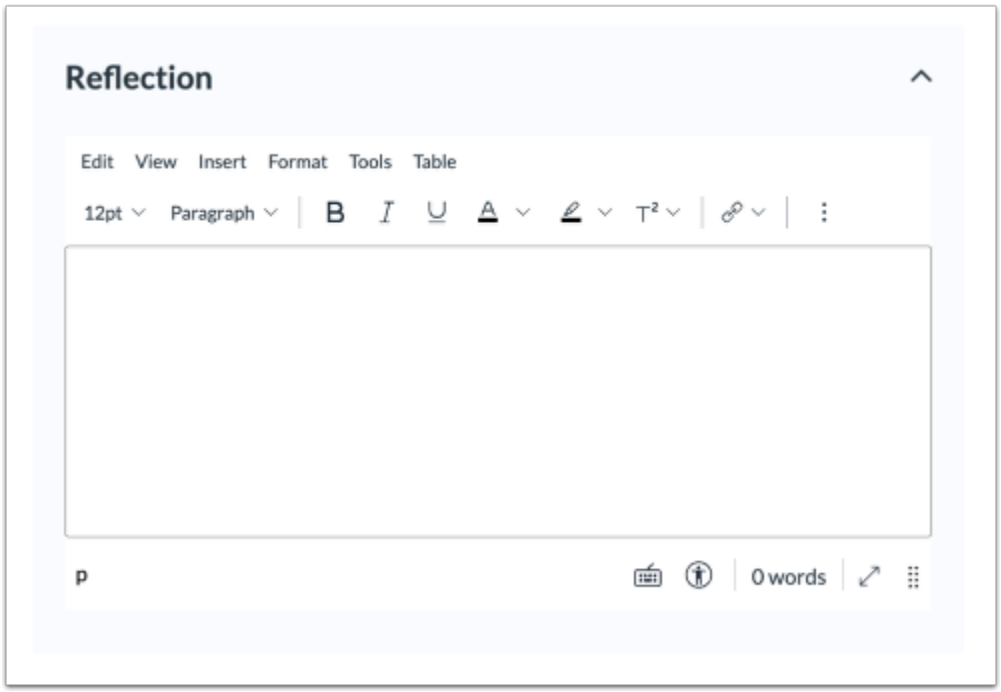
Add a title [1] and an optional description [2].

Add Tags



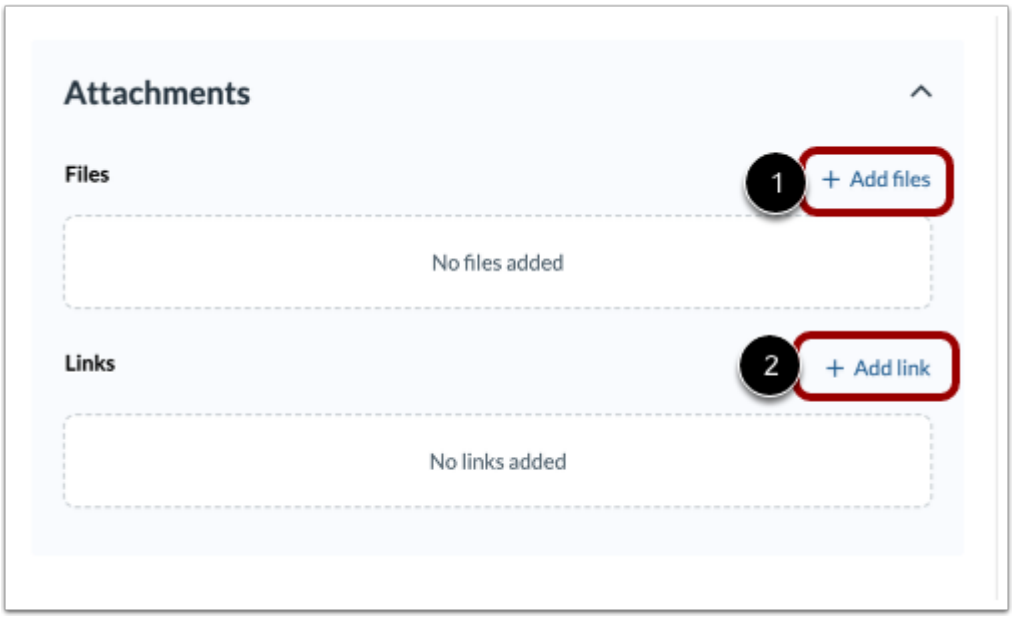
Add optional tags [1], then click the **Add** link [2]. Added tags display as pills [3].

Add Reflection



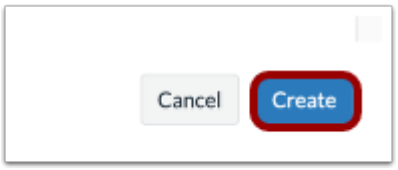
Add an optional reflection.

Add Attachments



Click the **Add files** link [1] to upload files, or click **Add link** [2] to add a URL.

Create



Click the **Create** button.

Quizzes

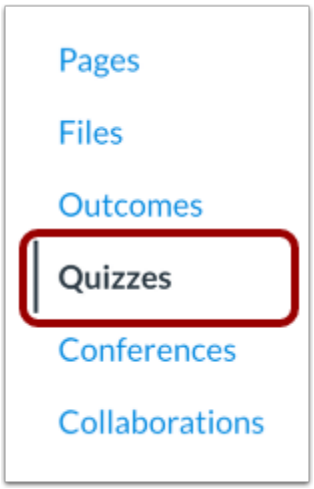
How do I use the Quizzes Index Page?

You can view all your quizzes in your course on the Quizzes Index page. As an instructor, you can also add quizzes and modify quiz settings.

Learn more about Quizzes.

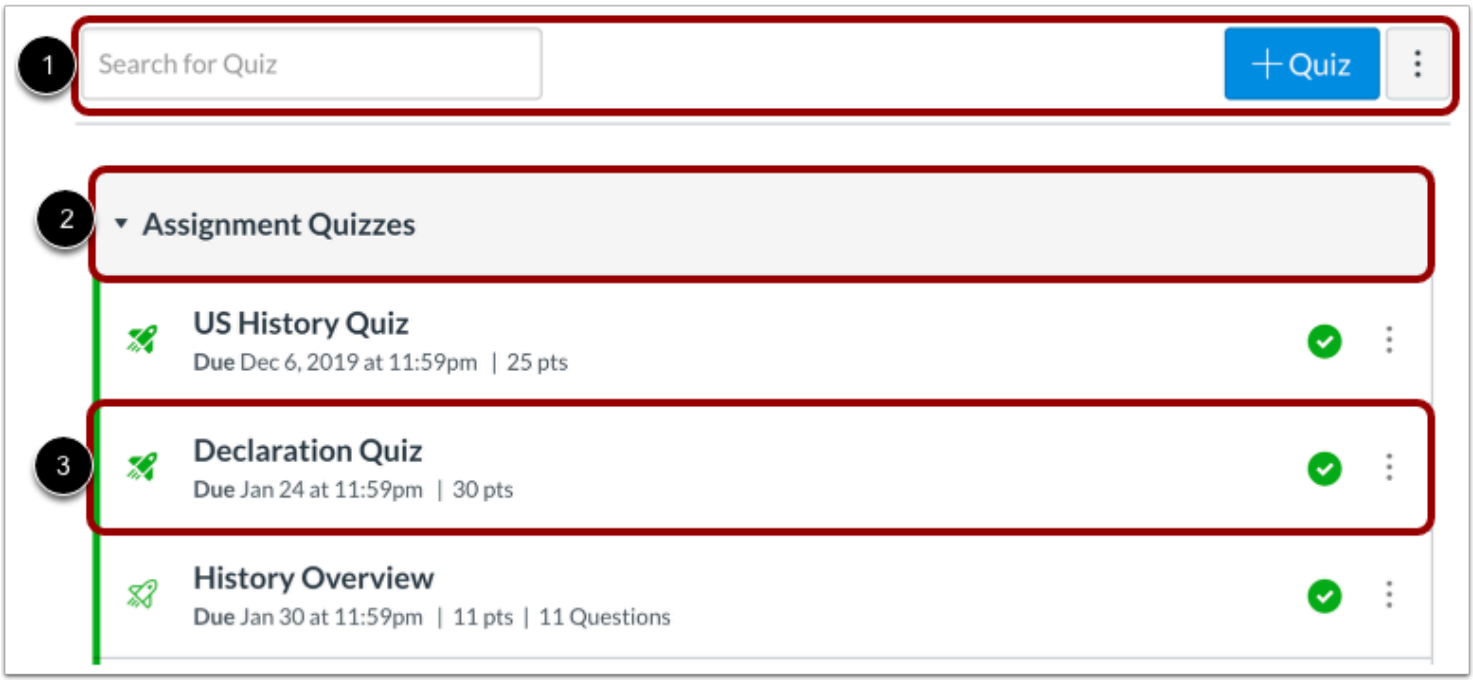
Note: If you are using the New Quizzes LTI in your course, the Quizzes page also displays New Quizzes quizzes. For help with New Quizzes functionality, see the New Quizzes chapter.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

View Quizzes Index Page



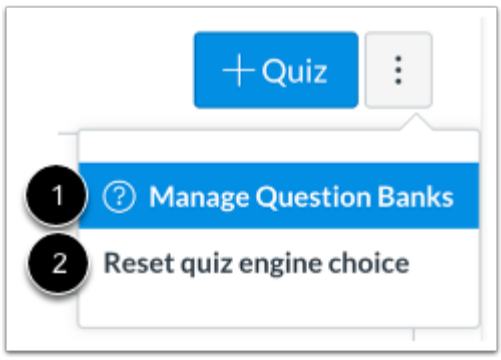
The Quizzes Index page is designed with global settings at the top of the page [1], followed by the grouped Quiz types [2]. Individual quizzes are nested within each Quiz type [3].

View Quizzes Global Settings



Global settings include searching for quizzes [1] and adding new quizzes [2]. You can also manage course quiz options in the **Options** menu [3].

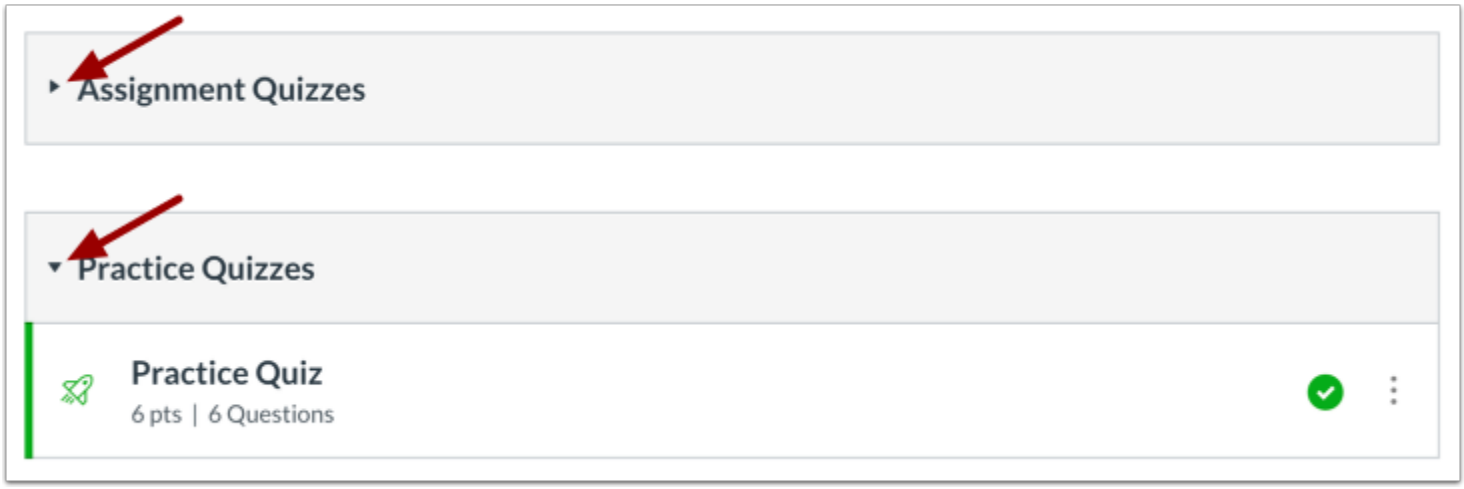
View Quizzes Options



In the Options menu, you can manage course question banks [1].

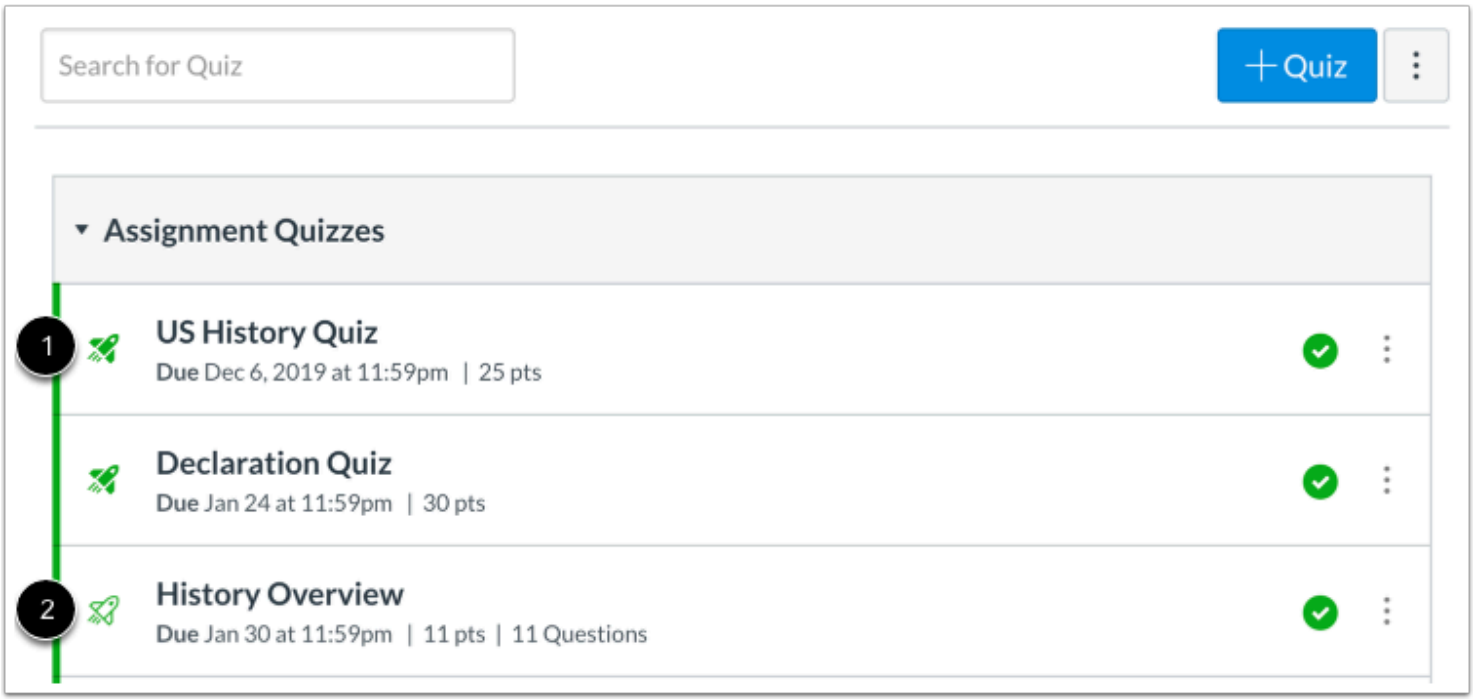
If your institution has enabled New Quizzes and you chose to save your quiz engine choice when creating a quiz, you can reset your saved choice. To reset your quiz engine choice, select the **Reset quiz engine choice** option in the options drop-down menu [2].

View Quizzes Groups



Quizzes groups can be expanded and collapsed by clicking the arrow next to the name.

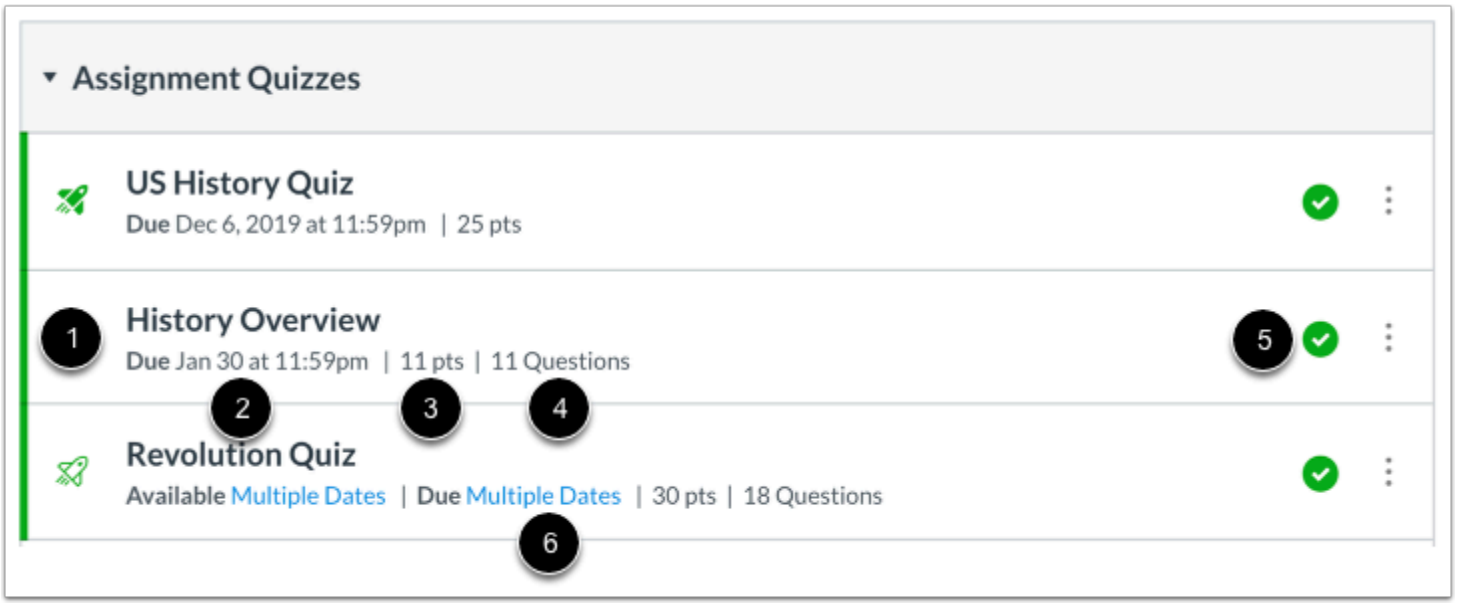
View New Quizzes Assessments



If you are using the New Quizzes LTI in your course, the Quizzes page indicates a New Quizzes assessments with the **New Quizzes** icon [1]. Quizzes created with the classic Canvas quiz tool are indicated with the **Classic Quiz** icon [2]. Both quiz types can be used in the same course.

For help with New Quizzes functionality, please see the New Quizzes chapter in the Instructor Guide.

View Individual Quiz

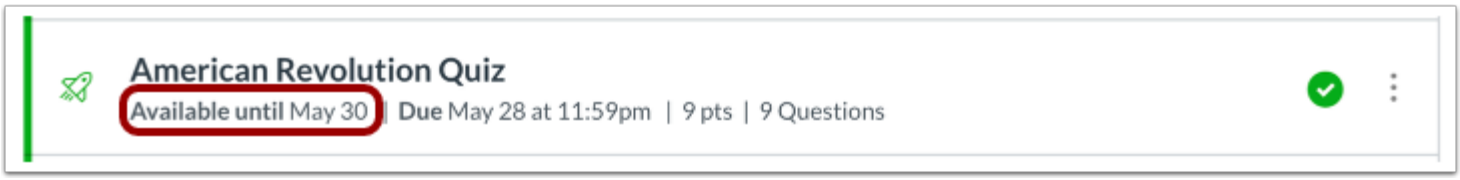


Each quiz displays the quiz name [1], due date (if any) [2], the number of points the quiz is worth [3], the number of questions in the quiz [4], and the quiz draft state status (published or unpublished) [5].

You can also set varied due dates for a quiz and create due dates [6] according to course section. Varied due dates appear as *multiple dates*.

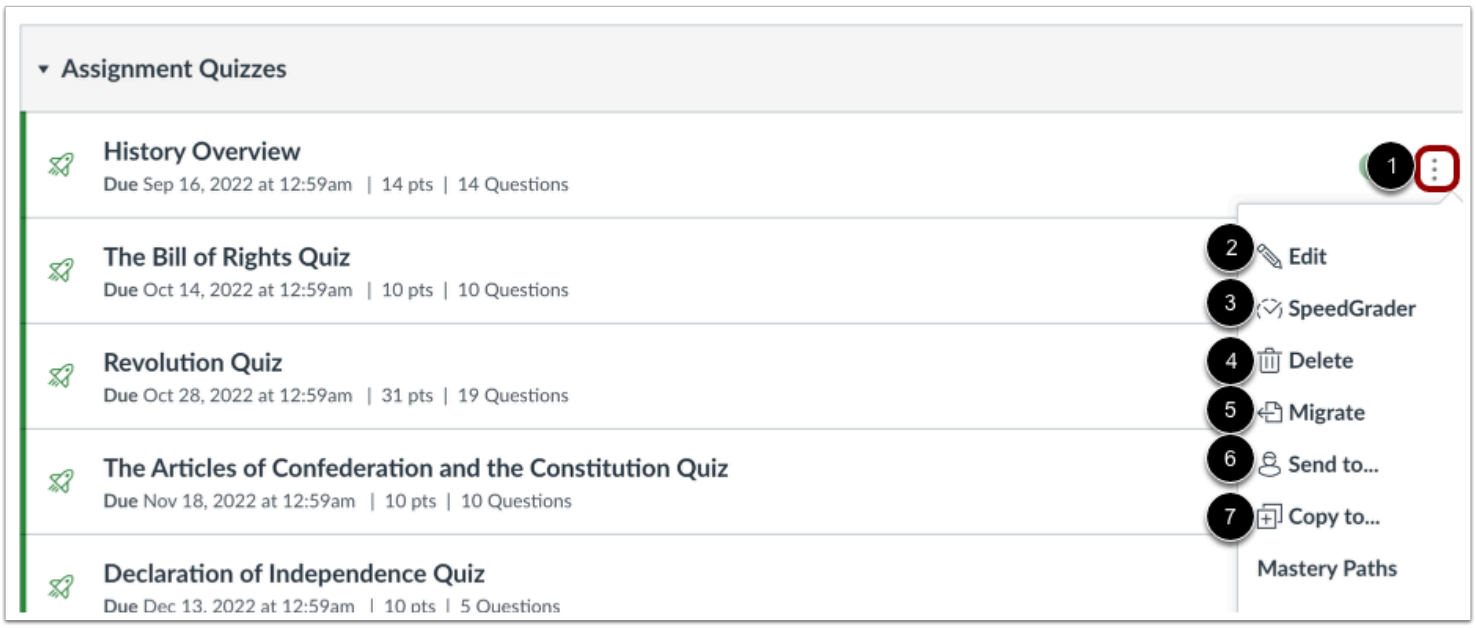
Note: Due dates are not required for a quiz.

View Availability Dates



Quizzes can also include availability dates. Availability dates can make an assignment available for only a specific period of time.

Manage Individual Quiz

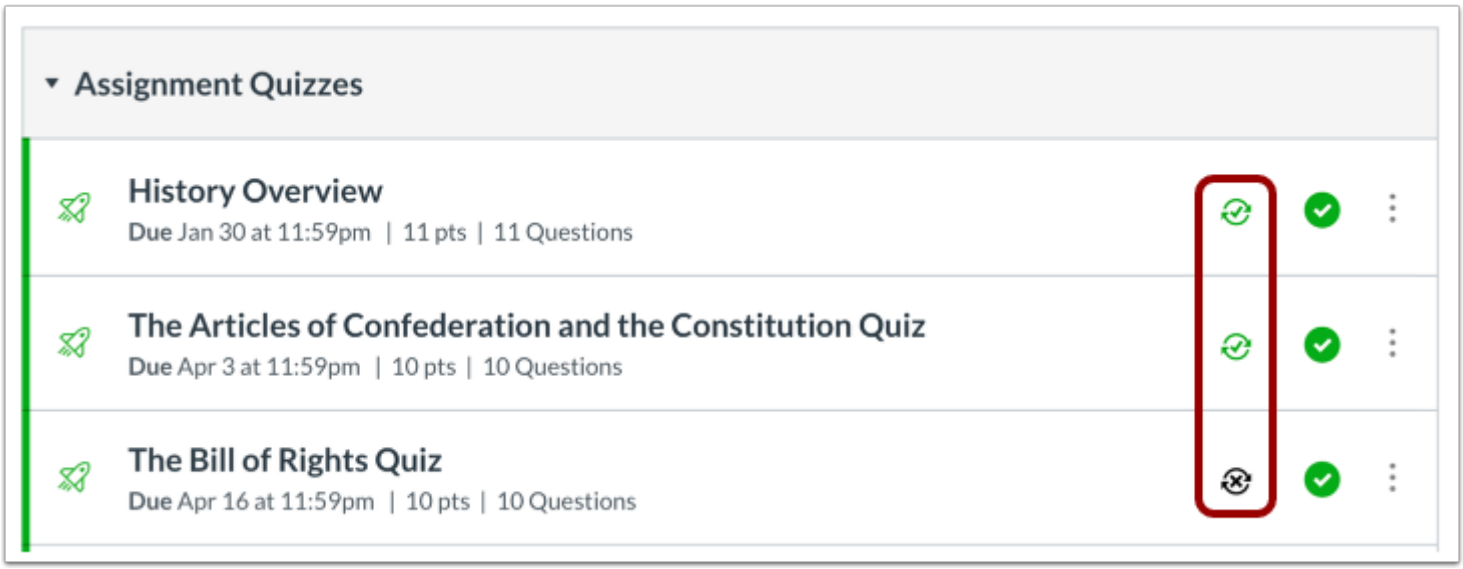


To manage an individual quiz, click the **Options** icon [1].

In the Options drop-down menu, you can edit the quiz [2], open SpeedGrader [3], delete the quiz [4], migrate the quiz to New Quiz [5], send the quiz to another instructor [6], or copy the quiz to another course [7].

Note: The migrate option is accessible if the New Quizzes feature option is enabled in your course.

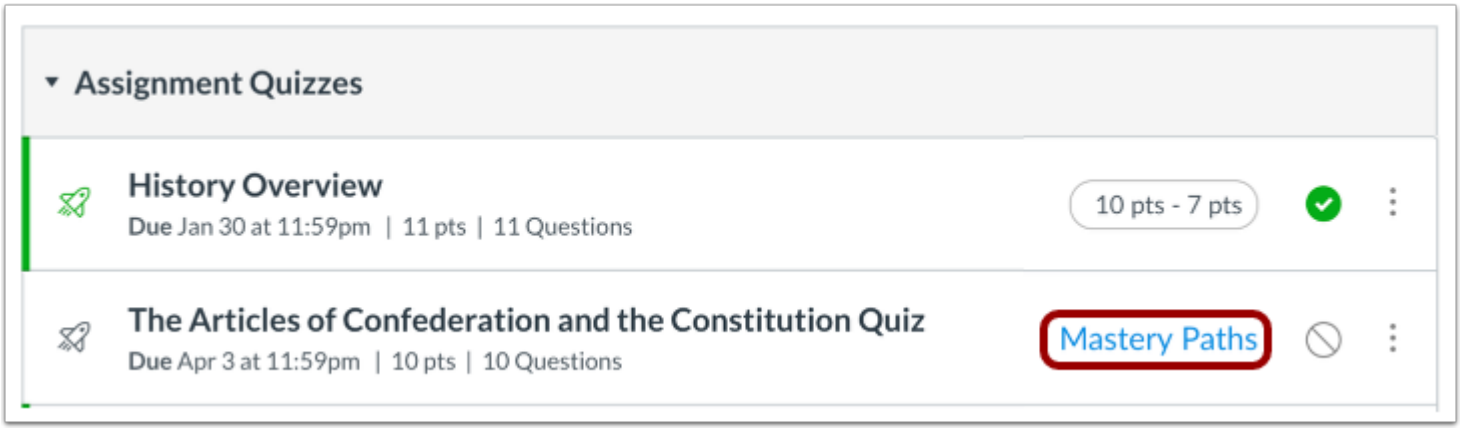
View SIS Quizzes



If your institution has enabled a student information system (SIS) integration, you can tell if a quiz is set up to be sent to your institution's SIS. Quizzes can be enabled directly by clicking the sync icon next to a quiz.

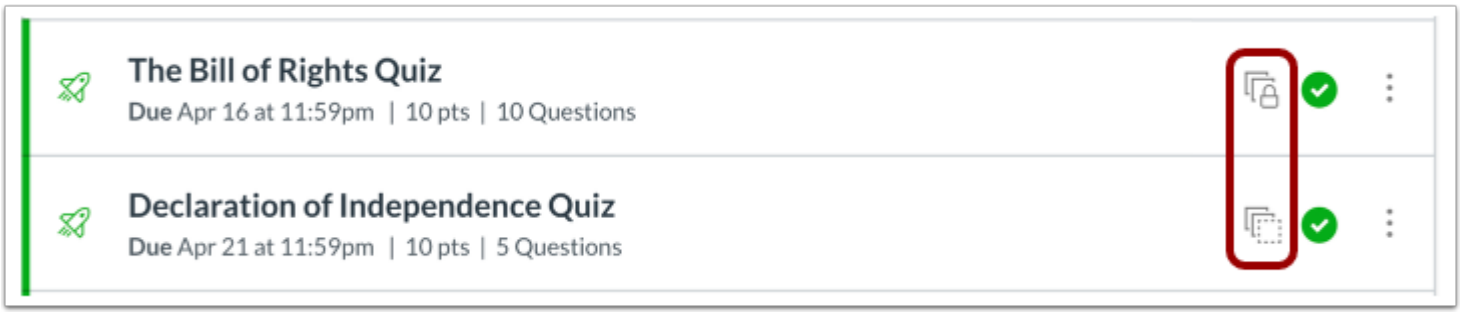
Note: Some institutions may limit quiz names and/or require quiz due dates. If you try to enable an quiz and you receive an error message, the error will show which requirement needs to be resolved before the quiz can be enabled to be synced to your SIS.

View MasteryPaths



If you use MasteryPaths in your course, you can tell which items are set up in Modules as MasteryPaths or conditional content items.

View Blueprint Course



If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

View Student View



To view the quizzes index page as a student, click the **View as Student** button.

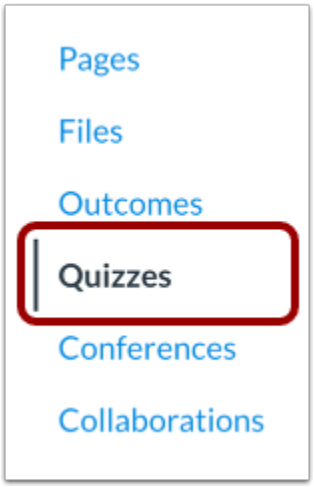
Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I publish or unpublish a quiz as an instructor?

As an instructor, you can publish or unpublish quizzes in a course. Unpublished content is invisible to students, and graded quizzes are excluded from grade calculations.

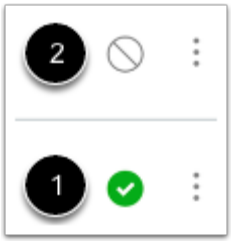
Note: If you use Modules in your course and add a Quiz to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Quizzes unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Quizzes



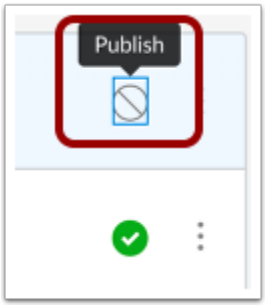
In Course Navigation, click the **Quizzes** link.

View Status of All Quizzes



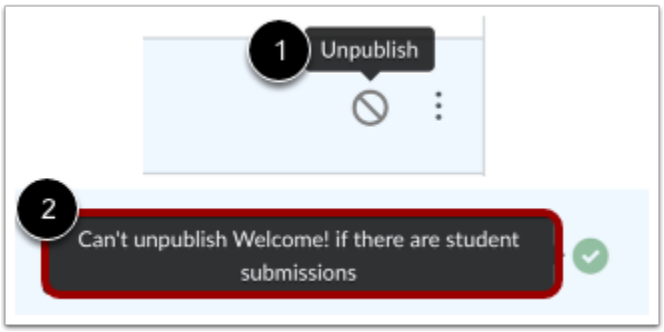
On the Quizzes Index page, you can view the status of each quiz. Green icons indicate the quiz is published [1]. Gray icons indicate unpublished quizzes [2]. You can change the status of a Quiz by toggling the published and unpublished icons.

Publish a Quiz



To publish a quiz, click the unpublished icon. The hover text will confirm you want to publish the quiz.

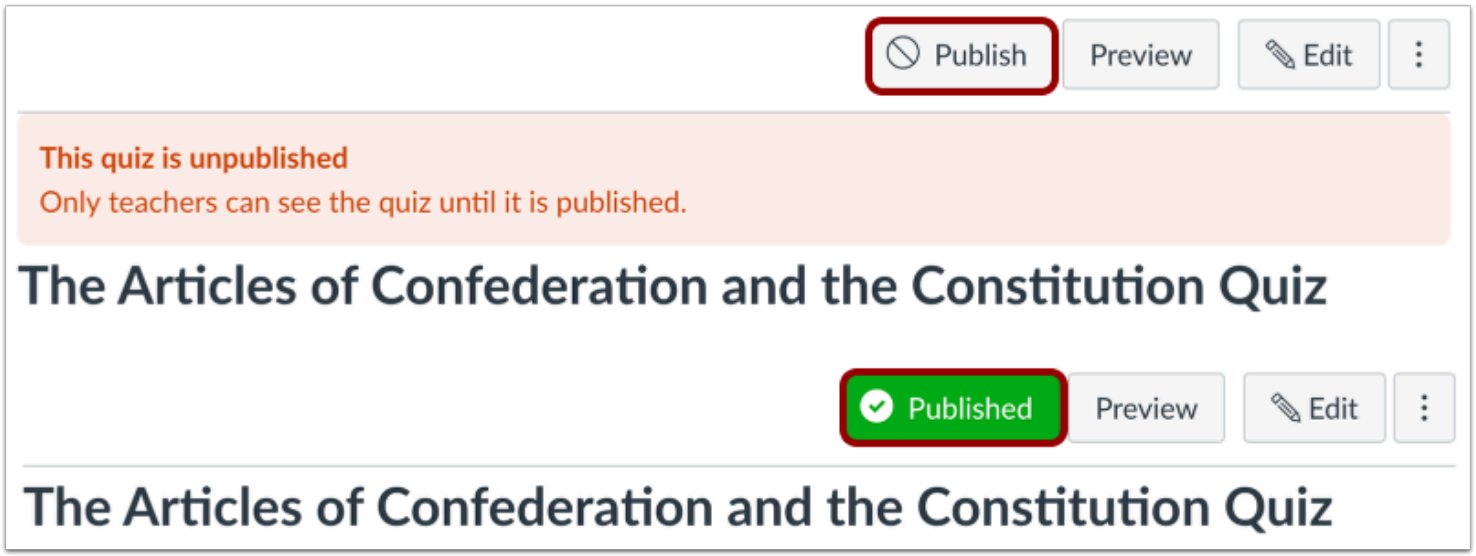
Unpublish a Quiz



To unpublish a quiz, hover over the published icon and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz [1]. Click the icon to confirm.

Quizzes with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].

View Status within an Individual Quiz



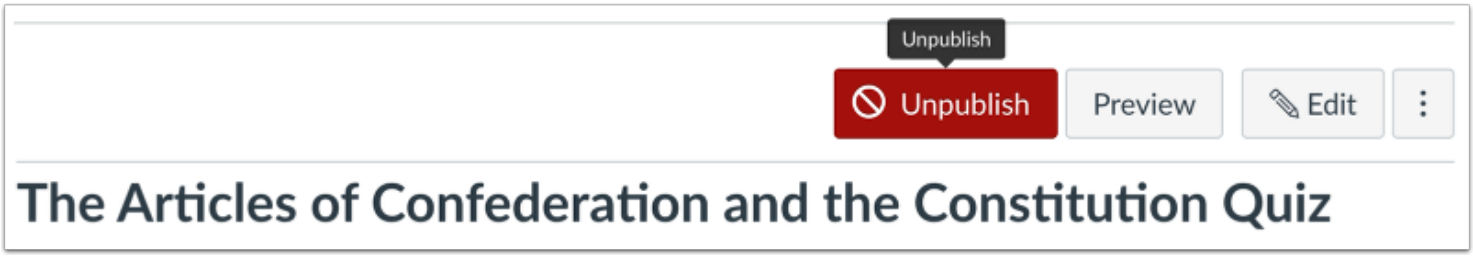
Within individual quizzes, the quiz status is shown next to the quiz options.

Publish a Quiz



To publish a quiz, click the **Publish** button. The button will change from gray to green.

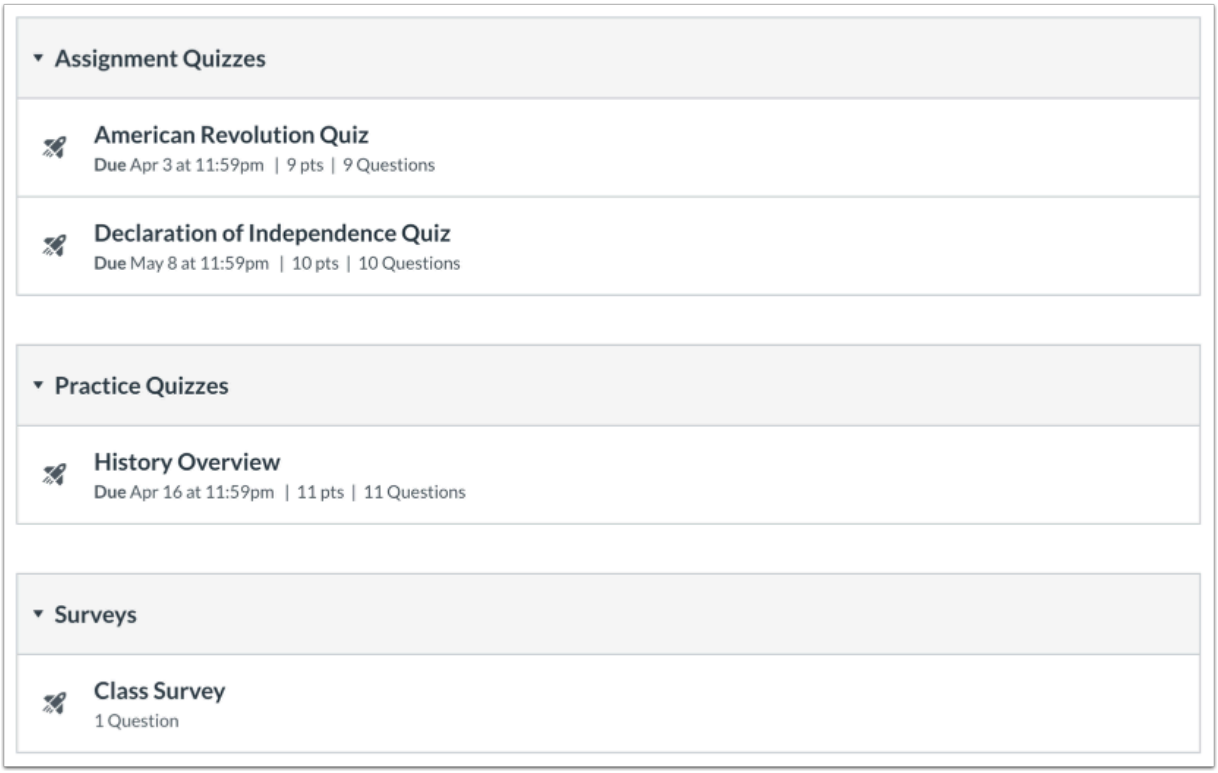
Unpublish a Quiz



To unpublish a quiz, hover over the published button and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz, and the button will change from gray to red. Click the button to confirm.

Quizzes with student submissions cannot be unpublished.

Quizzes Student View



Students cannot see any of the actions involved with published status, such as published and unpublished icons and setting icons. Students will only see published quizzes, which are posted in gray text.

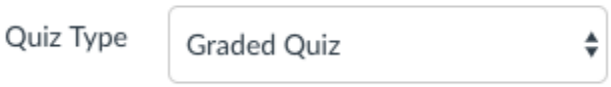
What quiz types can I create in a course?

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded. The steps to create quiz content are the same for each quiz type.

Graded quiz types display in the Syllabus, Gradebook, Calendar, and To Do Lists.

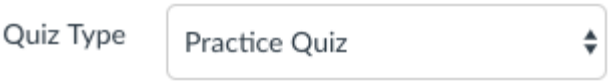
Note: Practice quizzes and ungraded surveys do not display in the Calendar.

Create Graded Quiz



A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded. You can also view quiz results for graded quizzes in SpeedGrader or from the quiz results page.

Create Practice Quiz



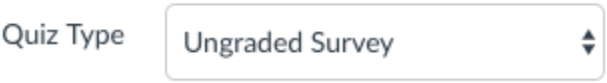
A practice quiz can be used as a learning tool to help students see how well they understand the course material. Practice quizzes are not a graded quiz type. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quiz results do not display on the student grades page and must be viewed from the submission details page. You can also view quiz results for practice quizzes.

Create Graded Survey



A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous. You can also view survey results for graded surveys from the quiz details page or in SpeedGrader.

Create Ungraded Survey



An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys are not a graded quiz type. You can also view survey results for ungraded surveys.

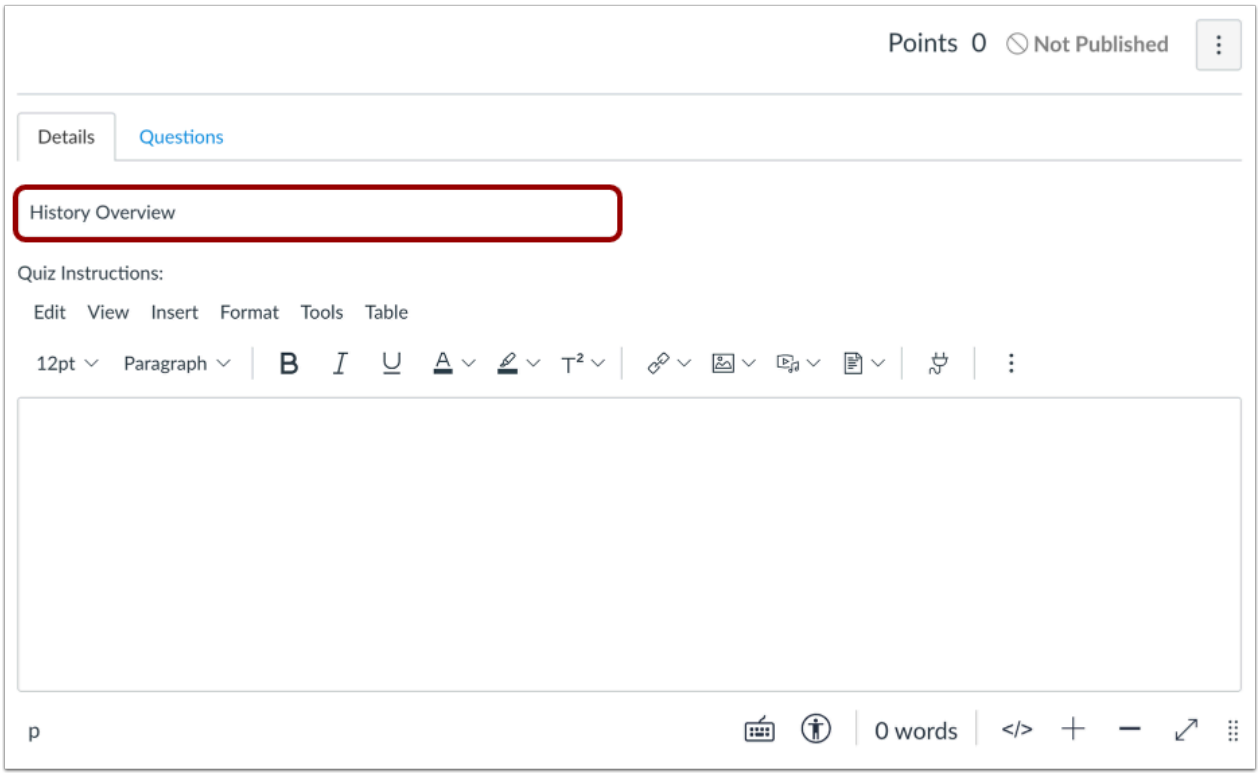
What options can I set in a quiz?

When you create a quiz, you have a variety of options to choose from within a classic quiz.

Notes:

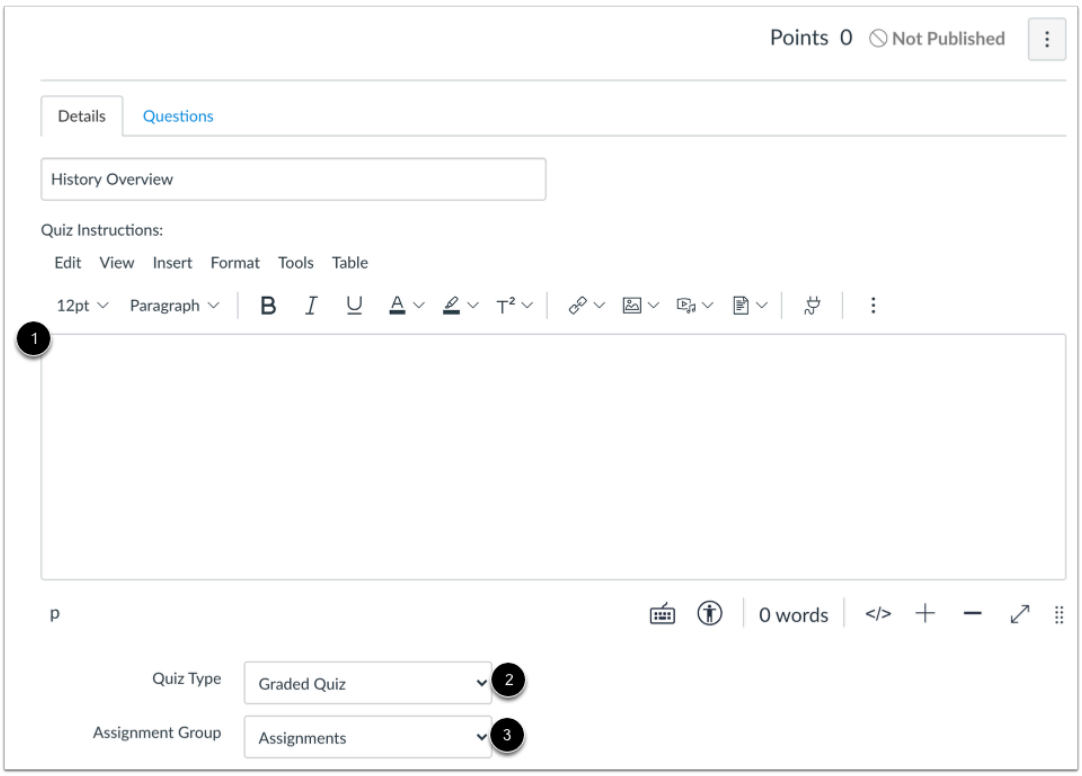
- When the Disable Classic Quiz Creation feature option is enabled, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.
- The options displayed in this lesson are for Classic Quizzes. To set the options for a quiz in New Quizzes, learn how to manage settings for a quiz in New Quizzes.

Name Quiz



When creating a new quiz, Canvas defaults to the Details tab. In the **Unnamed Quiz** field, you can add a name for your quiz.

Choose Quiz Details

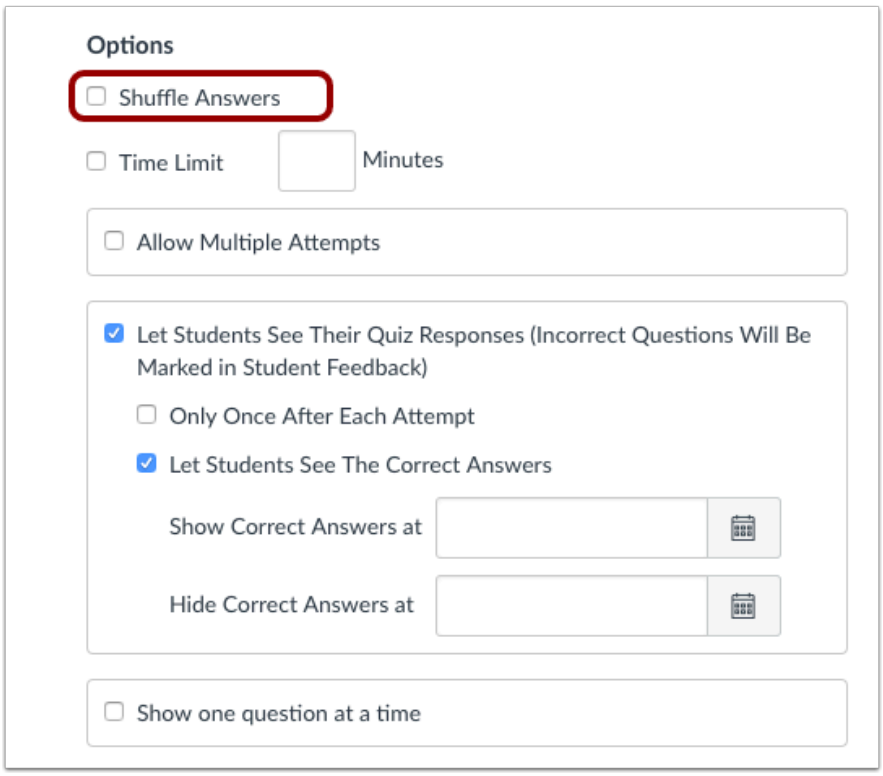


Add instructions using the Rich Content Editor [1].

Select the quiz type from the **Quiz Type** drop-down menu [2].

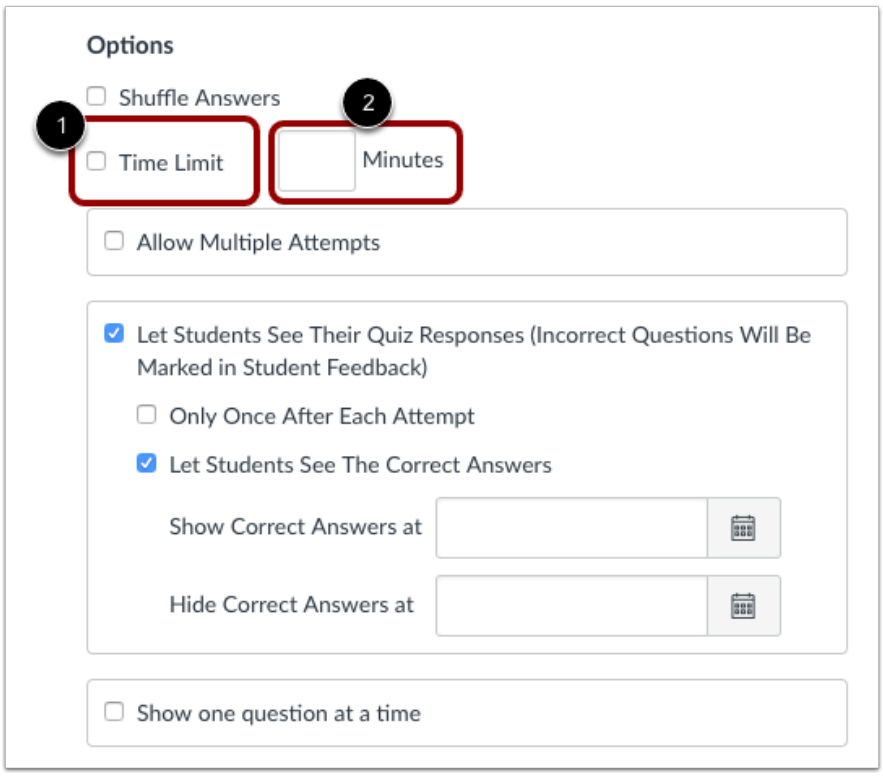
To categorize the quiz into the proper Assignment Group, select a group from the **Assignment Group** drop-down menu [3].

Shuffle Answers



To shuffle (randomize) answers, click the **Shuffle Answers** checkbox. (You can also shuffle questions by creating a question group.)

Set Time Limit



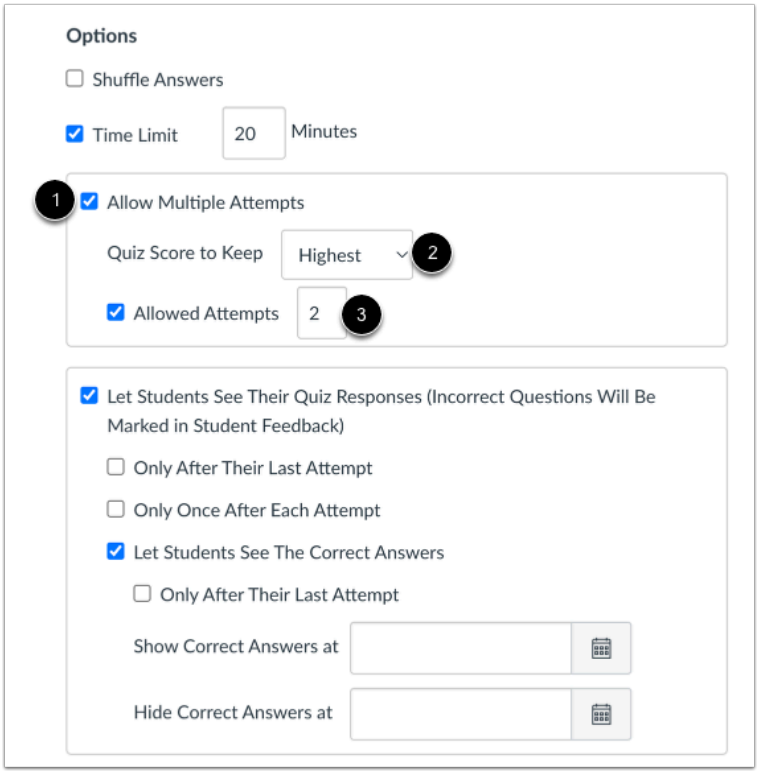
To set a time limit, click the **Time Limit** checkbox [1]. Enter the number of minutes students have to complete the entire quiz [2].

Timed quizzes begin once a student begins the exam and **do not pause** if the student navigates away from the quiz. If no time limit is set, students have unlimited time to complete the quiz.

Notes:

- If a timed quiz is automatically submitted after a student loses internet connectivity, the submission time stamp and time to complete the quiz may not align with the allotted time limit and/or the availability dates.
- If a student loses internet connectivity, Canvas extends the time for five minutes, saving the answer entered before the timer runs out.

Allow Multiple Attempts

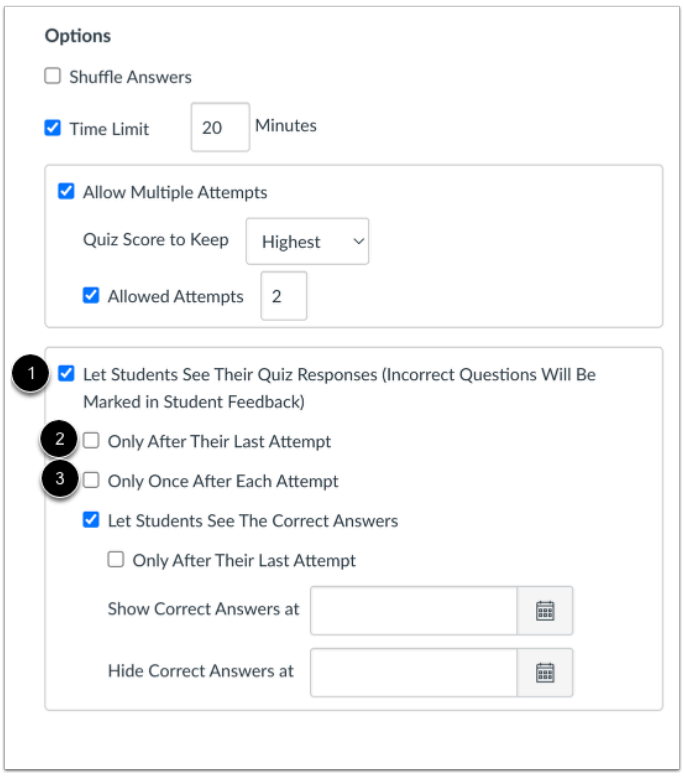


To allow students to take the quiz more than once, click the **Allow Multiple Attempts** checkbox [1].

By default, Canvas keeps the highest score as the final score. To keep a different score, click the **Quiz Score to Keep** drop-down menu [2]. You can choose whether to keep the highest score, latest score, or the average score of all attempts.

By default, students are allowed unlimited attempts and a dash displays. To limit the number of attempts, enter a number in the **Allowed Attempts** field [3].

Allow Students to View Responses



By default, students can view their answers, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Use the following options to control response visibility:

- **Let Students See Their Quiz Responses** checkbox [1]: allows students to see their quiz responses. Deselect this option to prevent students from seeing their quiz responses.
- **Only After Their Last Attempt** [2]: allows students to see their responses only after their last quiz attempt. This option is only available if you allow at least one attempt for the quiz.
- **Only Once After Each Attempt** [3]: students can view their responses immediately after they have completed the quiz—results include both their responses and the correct answers. Students will still see their quiz score upon submitting a quiz when this option is enabled. Because of this, this option may not be appropriate for quizzes that require manual grading, such as essay questions, where students may need to access the quiz results multiple times to see an updated quiz score.

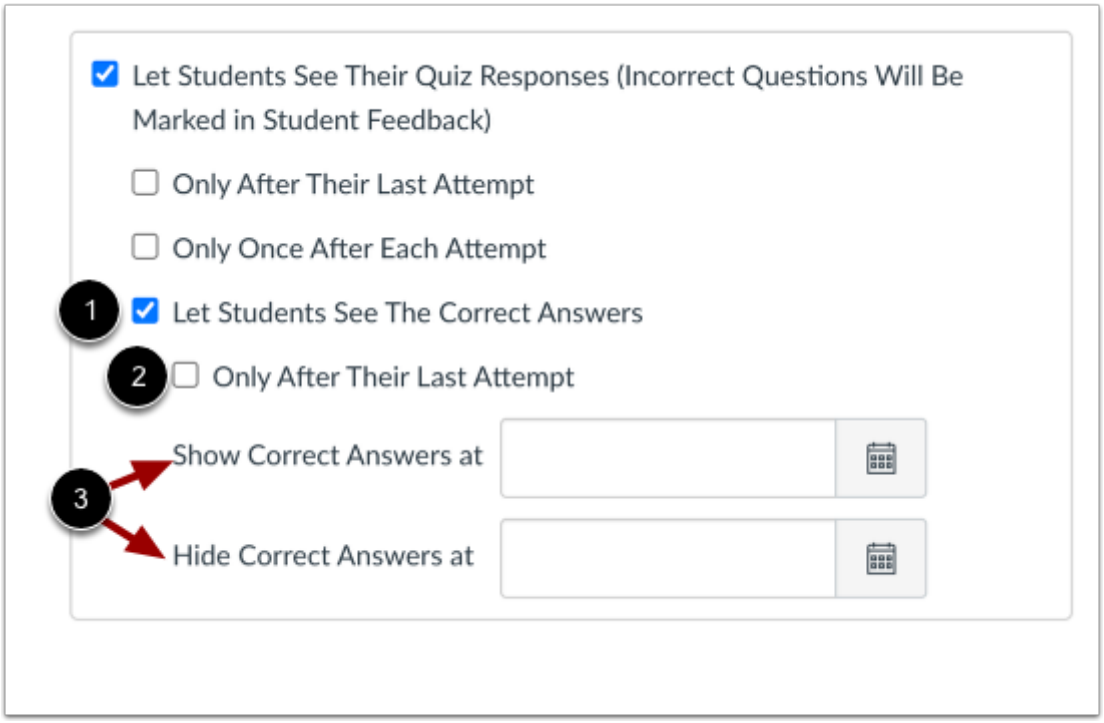
If you allow more than one attempt for the quiz and students can only see responses after the last attempt, please be aware that not all students may complete all attempts and therefore may never see their quiz responses. For instance, if a student has three attempts but achieves their desired score in the second attempt, the student will most likely not complete the third (and last) attempt. That means their quiz

responses and correct answers will not appear because the last attempt was not completed. To allow these students to see their responses, you would have to manually change the quiz settings at a later time.

Notes:

- Students cannot view their results if the quiz uses Respondus LockDown Browser and has the Only Once After Each Attempt option enabled.
- When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

Allow Students to See Correct Answers



By default, students can see correct answers after completing a quiz. A green Correct tab displays on every correct answer throughout the entire quiz. Use the following options to control correct answer visibility:

- **Let Students See The Correct Answers** [1]: allows students to view the correct answers after completing the quiz.
- **Only After Their Last Attempt** [2]: allows students to see their correct responses only after their last quiz attempt. This option is only available if you allow at least one attempt for the quiz.

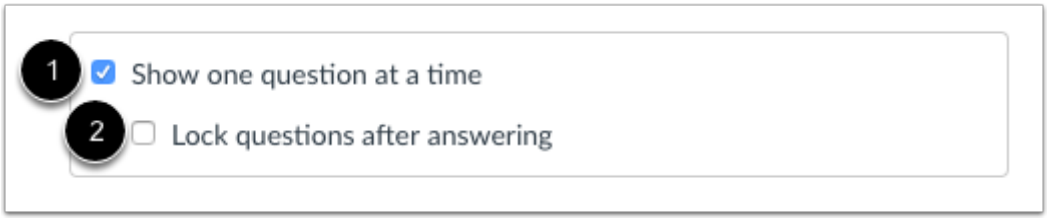
To control when and for how long students can see the correct answers, you can use the **Show Correct Answers at** and **Hide Correct Answers at** fields [3]:

- To show answers immediately after quiz is submitted, leave the Show and Hide fields blank.
- To create a date range to display the answers, set a start date in the Show field and an ending date in the Hide field.
- To always show answers after a specific date, set a date in the Show field.
- To hide answers after a specific date, set a date in the Hide field.

Notes:

- If you allow more than one attempt for the quiz and students can only see answers after the last attempt, please be aware that not all students may complete all attempts and therefore may never see the correct answers. For instance, if a student has three attempts but achieves their desired score in the second attempt, the student will most likely not complete the third (and last) attempt. That means their correct answers will not appear because the last attempt was not completed. To allow these students to see correct answers, you would have to manually change the quiz settings at a later time.
- If the Only Once After Each Attempt option is selected, it overrides any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, do not select the Only Once After Each Attempt option.

Show One Question at a Time and Lock



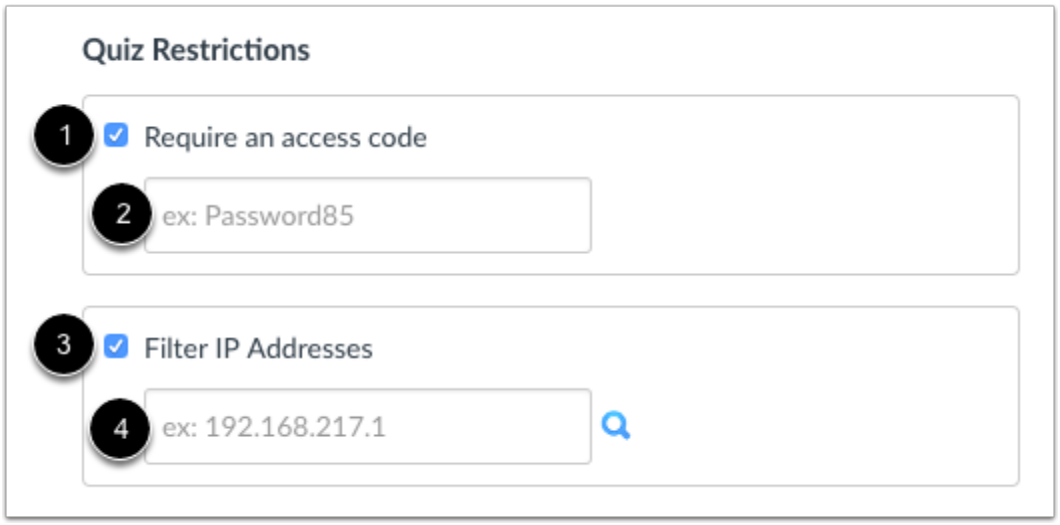
Use the following options to control whether the questions are displayed one at a time and whether students can go back:

- **Show one question at a time** checkbox [1]: students can only view one question at a time.
- **Lock questions after answering** [2]: students cannot return to the previous question once it has been answered.

Notes:

- Questions will be locked even if a student clicks the Next button without answering the question.
- If your Canvas admin has restricted students from viewing quiz submissions after the course ends, the options to let students see correct answers and show one question at a time will not be available after the course end date has passed.

Set Quiz Restrictions



By default, any student in the course can take a quiz from anywhere. However, you can restrict the quiz so it can only be taken in specific situations. Use the following options:

- **Require an access code** [1]: requires students to enter an access code to take the quiz. Enter the access code in the access code text field [2].
- **Filter IP Addresses** [3]: filters IP addresses and requires students to take a quiz from a specific computer lab. Enter the IP address in the IP address text field [4].

If you have the Respondus LockDown Browser plugin enabled by your institution, that browser also appears as an option under Quiz Restrictions. The Respondus LockDown Browser does not allow other windows to be opened during the quiz and helps prevent cheating.

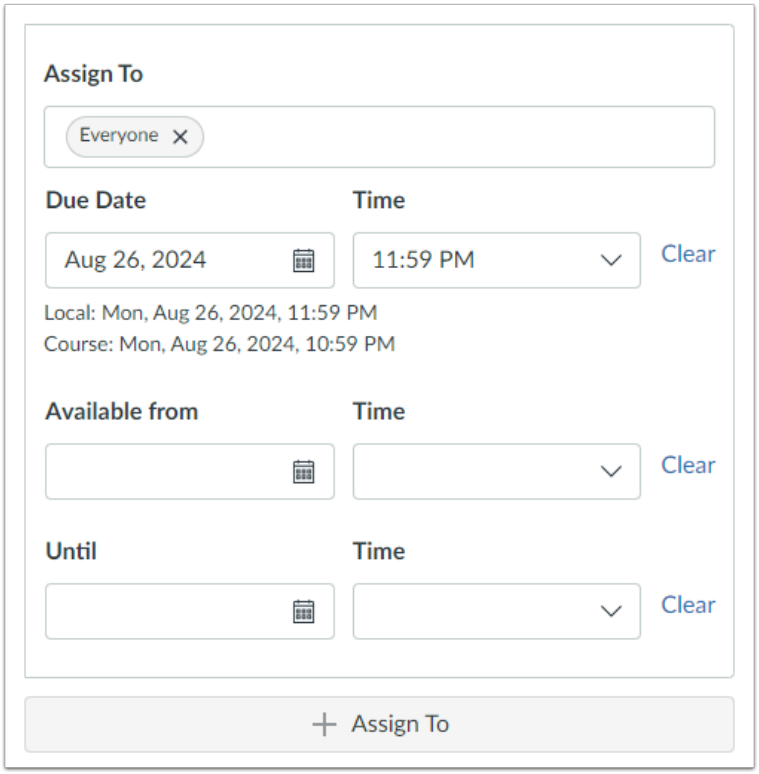
If your institution uses the Respondus LockDown Browser LTI, the Respondus option does not display under Quiz Restrictions and Respondus LockDown settings are managed from the LockDown Browser Dashboard in Course Navigation.

Notes:

- An access code may contain any number of characters.
- You can change an access code at any time. This has no effect on students who have already taken the quiz or those who have not. However, if you change the access code while students are taking the quiz, the students may be forced out of the quiz as soon as they answer a question, click the Next button, or cause a page refresh. Students must start the quiz again using the new access code.

- Quiz IP filters are a way to limit access to quizzes to computers in a specified IP range. Filters can be a comma-separated list of addresses, or an address followed by a mask (i.e., 192.168.217.1/24 or 192.168.217.1/255.255.255.0). For more information on these masks, view the IP Filtering in Canvas resource document.

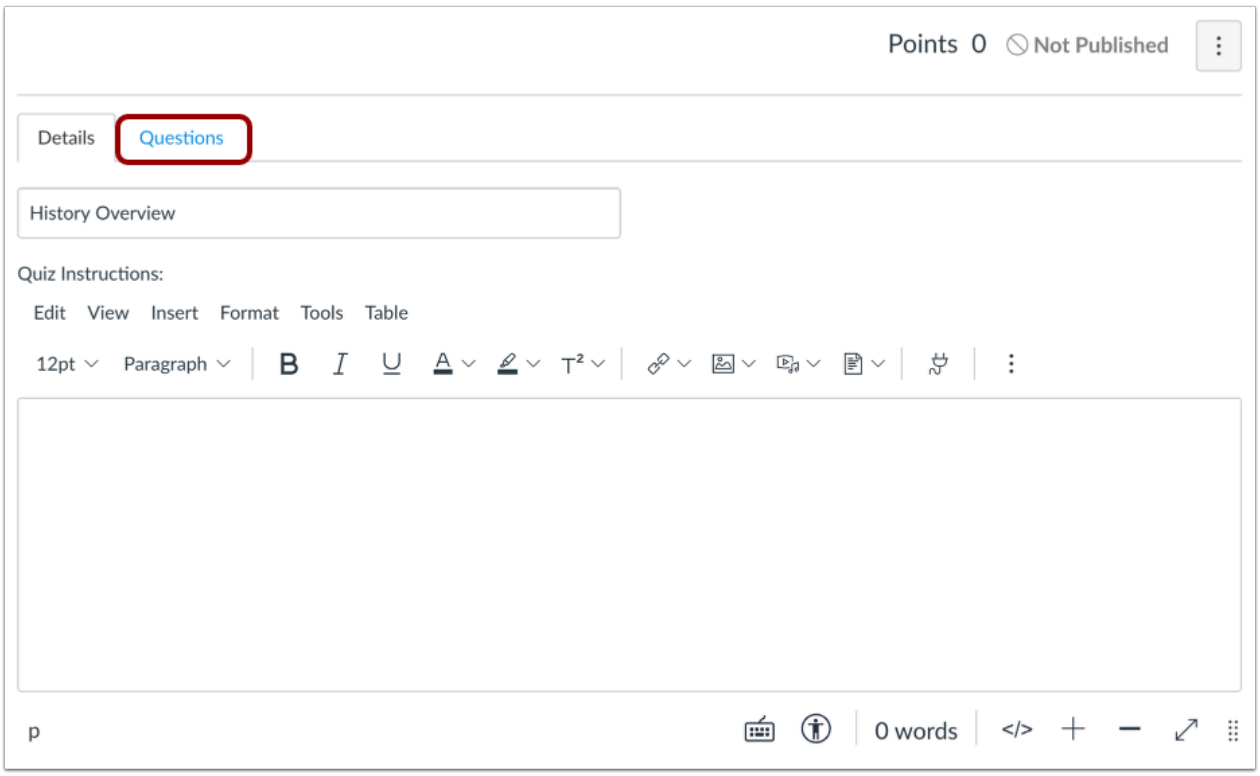
Assign Quiz and Dates



In the **Assign To** field [1], you can assign the quiz to everyone, individual students, or course sections. You can also enter a due date and availability dates.

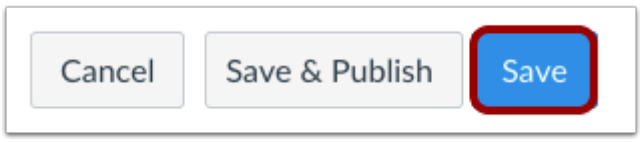
Learn more about assigning a quiz.

Create Quiz Questions



Once you have set up the settings for your quiz, click the **Questions** tab to create the quiz questions and points. You can create individual quiz questions, questions with a question bank, questions with a question group, and questions with a question bank in a question group.

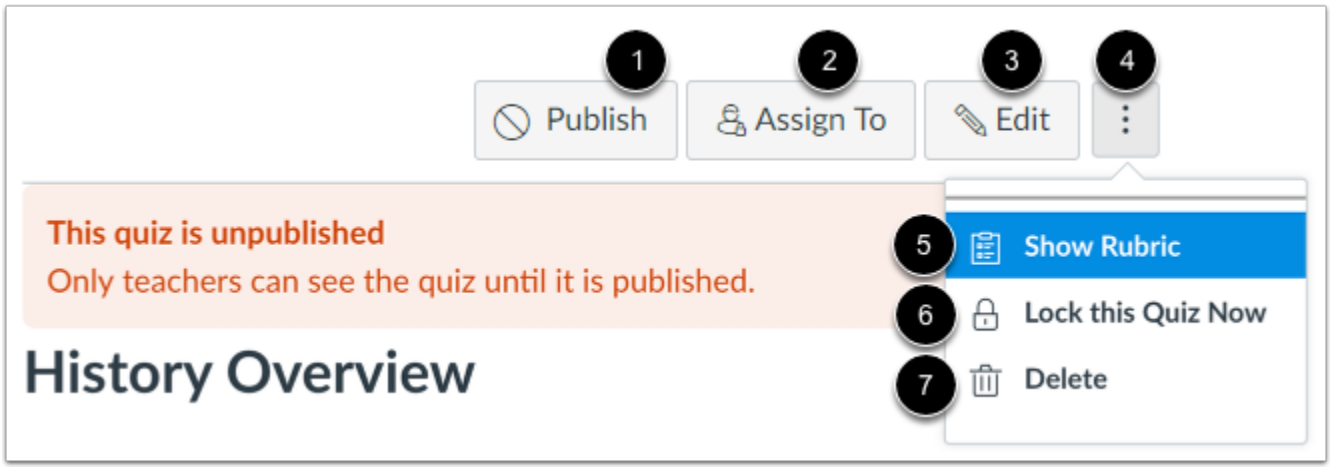
Save Quiz



Click the **Save** button to save your work on your quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Unpublished Quiz Options



Once you save your quiz, you have several quiz options.

To publish the quiz, click the **Publish** button [1]. Publishing a quiz means that students will be able to see the quiz in the course.

To assign the quiz or view current assignments, click the **Assign To** button [2].

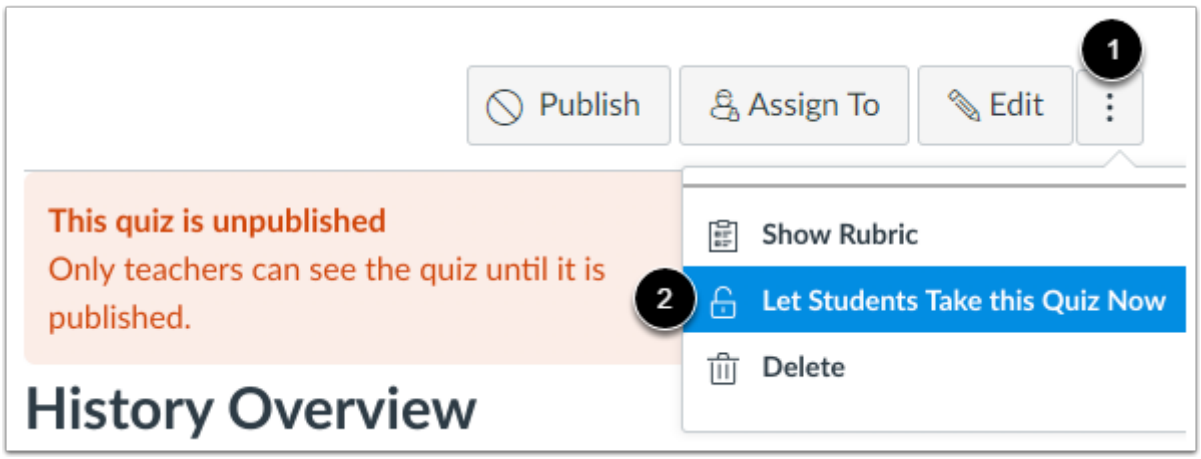
To edit the quiz, click the **Edit** button [3].

You can also view more options in the **Options** menu [4]:

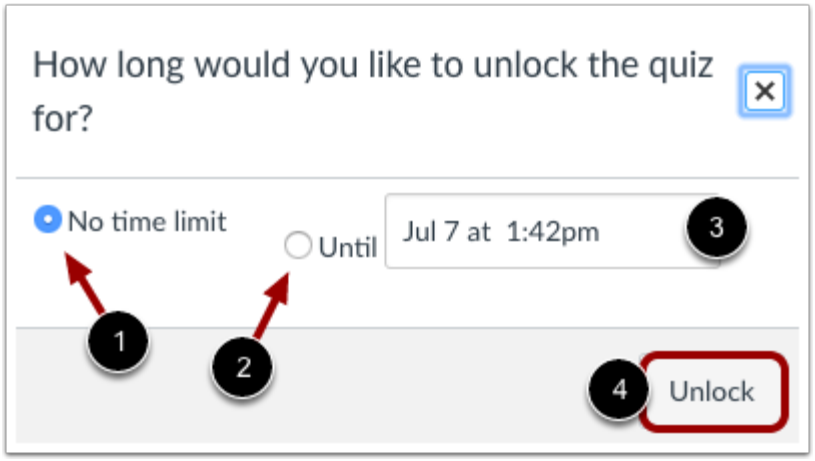
- **Show Rubric** for a quiz to evaluate student answers, such as for essay questions (learn how to add a rubric) [5].
- **Lock this Quiz Now** so that students cannot access the quiz once it is published [6]. The quiz title will still be visible to students but they will be unable to open the quiz. This option only applies to quizzes that are assigned to Everyone.
- **Delete** this quiz [7].

Note: If you want to hide the quiz from student view, do not publish the quiz. When the quiz is unpublished, only instructors can view it.

Unlock Quiz

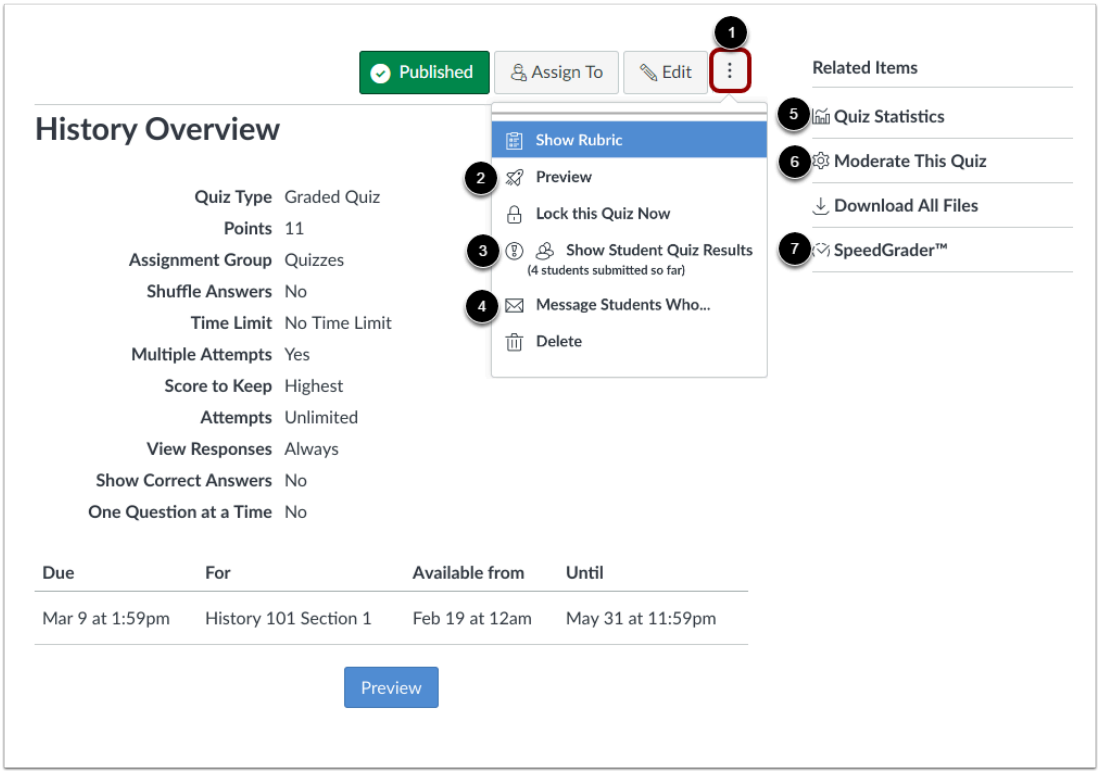


To unlock a quiz, click the **Options** icon [1] and click the **Let Students Take this Quiz Now** link [2].



To unlock a quiz indefinitely, click the **No time limit** radio button [1]. If you prefer to unlock a quiz until a specific date and time, click the **Until** radio button [2] and use the calendar icon [3] to select the date and time. Click the **Unlock** button [4] when you are done.

Published Quiz Options



Once you publish a quiz, you can view additional options.

In addition to the options available for unpublished quizzes, in the **Options** menu [1], you can:

- **Preview** the quiz [2]
- View quiz results as well as a list of who has taken the quiz and who has not [3]
- **Message students who** have taken the quiz already or who haven't yet taken the quiz [4]

In the sidebar, you also have access to related quiz features:

- Show quiz statistics [5]
- Moderate this quiz and grant students more time or additional attempts (this option can be used for any type of quiz) [6]
- Grade quiz in the SpeedGrader [7]

You can also hide grades from students by using posting policies in the gradebook.

How do I import quizzes from QTI packages?

You can easily import quizzes from programs that create QTI files. If a program does not create QTI files, it cannot be imported into Canvas.

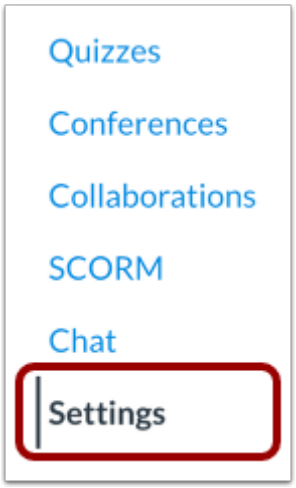
QTI files can be created from a variety of different learning management systems and software:

- Quizzes created in Respondus 4.0 (Windows software) can be exported as QTI packages. To learn how to use Respondus 4.0 refer to this user guide (DOC). A QuickStart guide for Respondus 4.0 is also available (PDF).
- Quizzes created in Blackboard (WebCT, Angel) can be exported as QTI packages.
- Quizzes created in Moodle can be exported as QTI packages. This will work with Moodle 2.0 or older versions. However, Moodle 2.1 and newer versions no longer export QTI packages.

Notes:

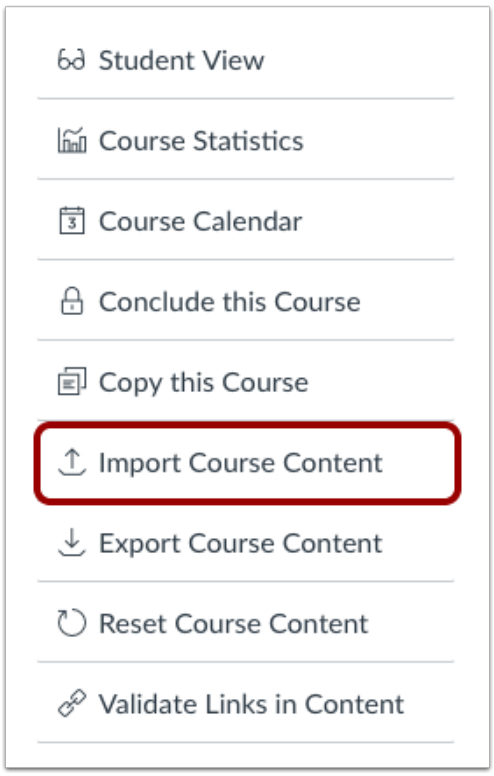
- Canvas supports QTI versions 1.2 and 2.1.
- Quiz exports will not include questions from quizzes that use randomly selected questions from question banks.

Open Settings



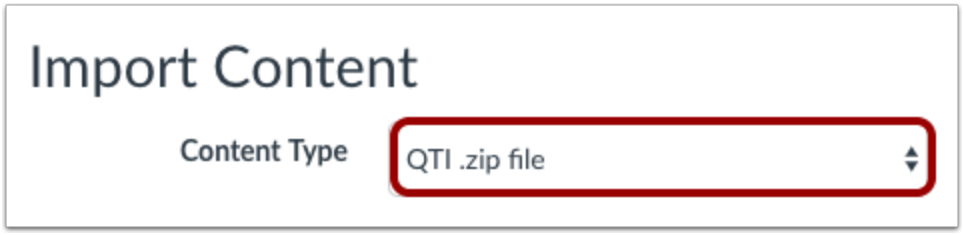
In Course Navigation, click the **Settings** link.

Import Content into Course



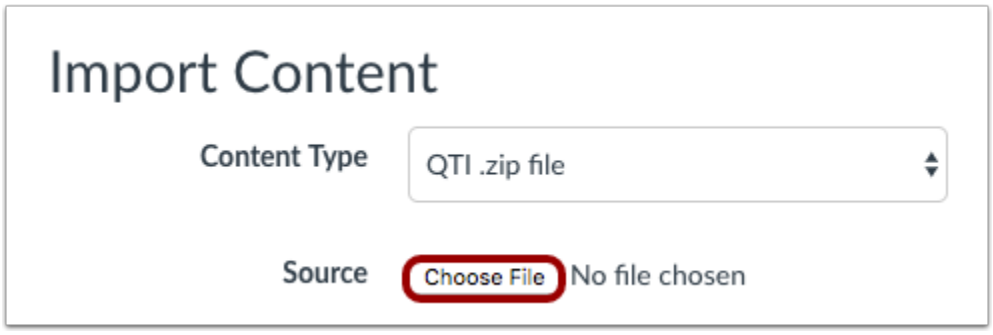
Click the **Import Course Content** button.

Select Content Type



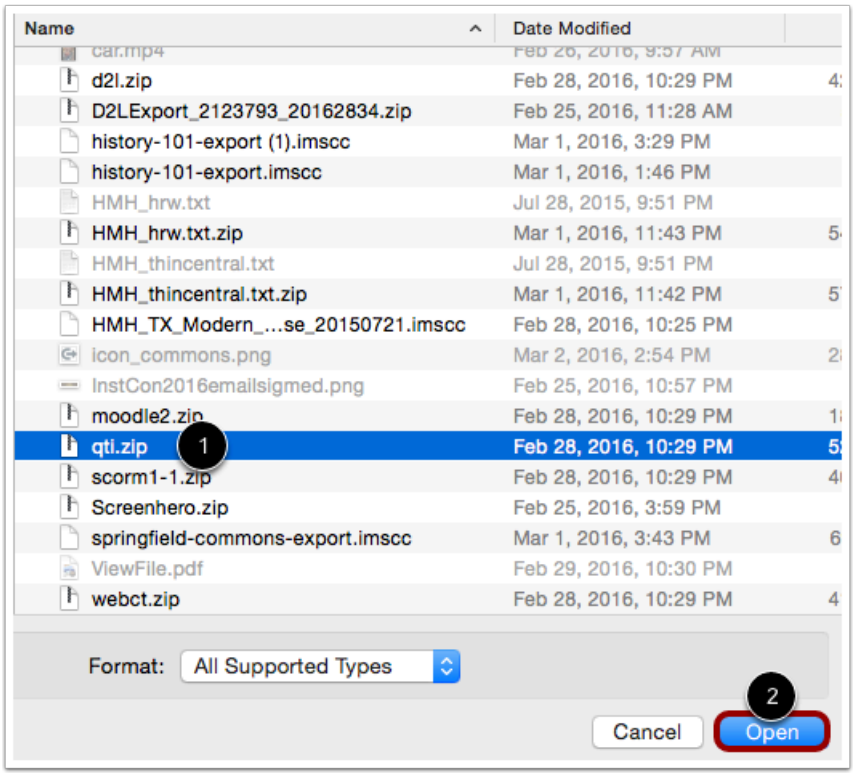
In the drop-down menu, select the **QTI .zip file** option.

Choose File



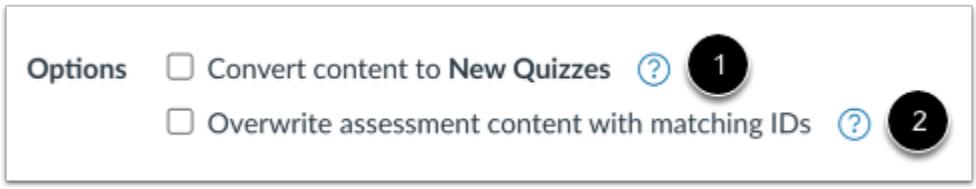
Click the **Choose File** button.

Open File



Find and click the ZIP file you want to import [1]. Click the **Open** button [2].

View Import Options



You can manage options for your import before it is created.

If New Quizzes is enabled in your course, you can convert quizzes in the import package to the New Quizzes format [1].

You can also overwrite assessment content with matching IDs [2].

Import Existing Quizzes as New Quizzes



If allowed by your institution, you can import existing quizzes into New Quizzes by clicking the **Convert content to New Quizzes** checkbox.

If your institution enables the quiz migration feature, question banks linked via a question group in Classic Quizzes will migrate to New Quizzes. If the quiz migration feature is not enabled by your institution, questions from question banks must be individually added before migrating to New Quizzes.

Notes:

- The Convert content to New Quizzes option only displays for courses that have enabled New Quizzes.
- If you have enabled New Quizzes but the option does not display, your institution has not enabled New Quizzes migration upon import.
- You cannot select a default question bank when using the Import assessment content as New Quizzes option.
- New Quizzes does not include a survey feature. Therefore, surveys migrated from Classic Quizzes come over as standard quizzes in New Quizzes.
- After migration to New Quizzes, multiple dropdown questions display as matching questions.
- Text No Question questions migrate to New Quizzes as Stimulus questions. An instructor must add a question in order for it to display in a quiz.
- Question groups with manually created questions will migrate as item banks in New Quizzes.

- If a quiz is migrated multiple times, Canvas uses smart merging to decipher the question bank content that should be retained. This process helps ensure all content is retained, such as in cases where multiple users may be making edits to a quiz at the same time.
- Practice quizzes from Classic Quizzes can be migrated to New Quizzes. Once migrated, by default, the practice quizzes are displayed as zero points possible and are hidden from the Gradebook and Grades page.
- All Question Banks converted to Item Banks appear on the Item Banks page of the new course under the This Course filter.

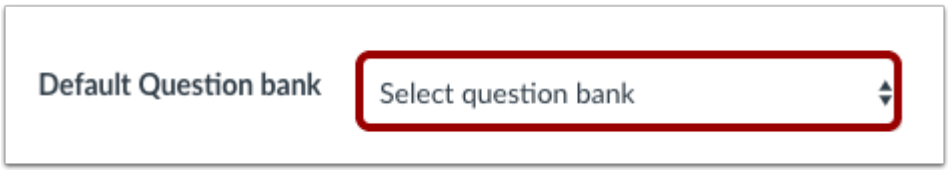
Overwrite Assessment Content



To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with matching IDs** checkbox.

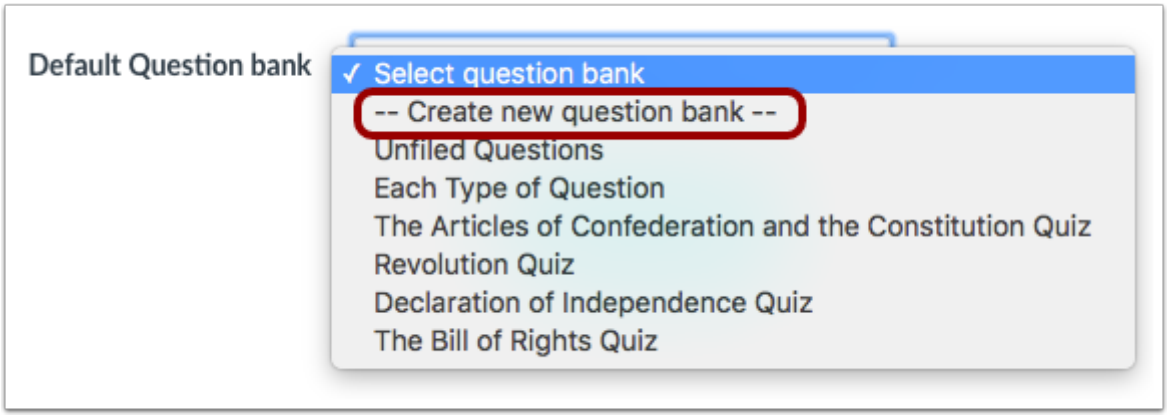
Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Select Question Bank



In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

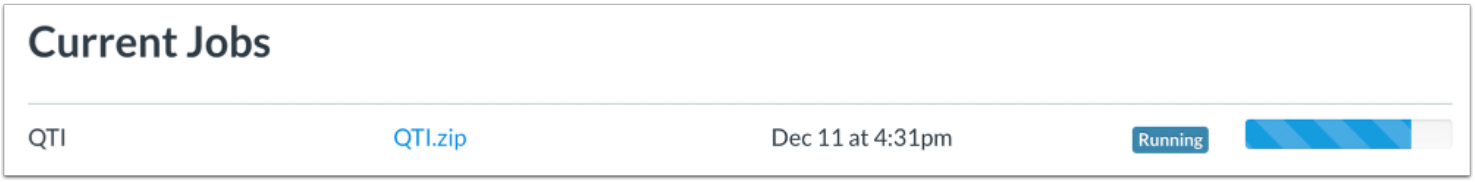
Import Course



Click the **Import** button [1].

A progress indicator displays the upload status by percentage [2].

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a progress bar indicating the time remaining to complete the import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

When the course has been completed, view your quizzes by accessing the Quizzes page in Course Navigation.

Note: If you imported your assessments to New Quizzes, you can view your quizzes from the Assignments page.

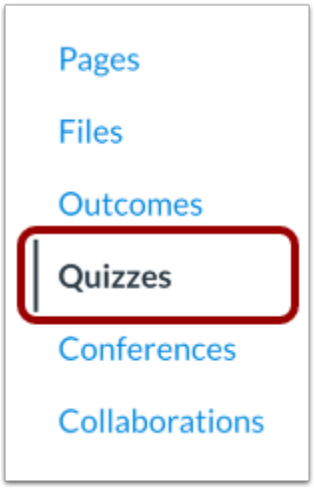
How do I create a quiz with individual questions?

You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

When a document is uploaded to the Rich Content Editor from a quiz, the file is saved to the Uploaded Media folder in Course Files and defaults to hidden status. Students can view the file when the quiz is made available to them. Learn more about file visibility.

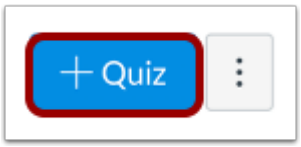
Note: When the Disable Classic Quiz Creation feature option is enabled, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.

Open Quizzes



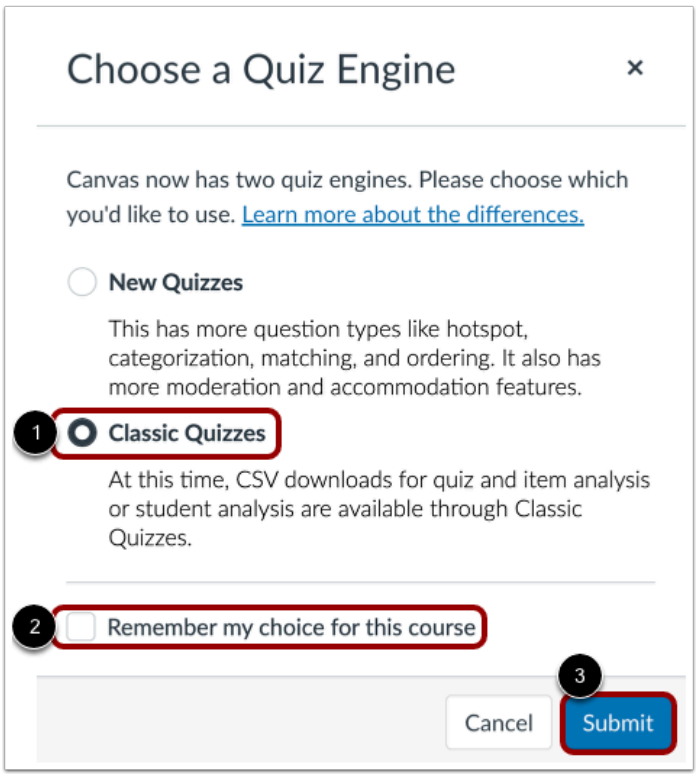
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

To create a classic quiz, click the **Classic Quizzes** radio button [1].

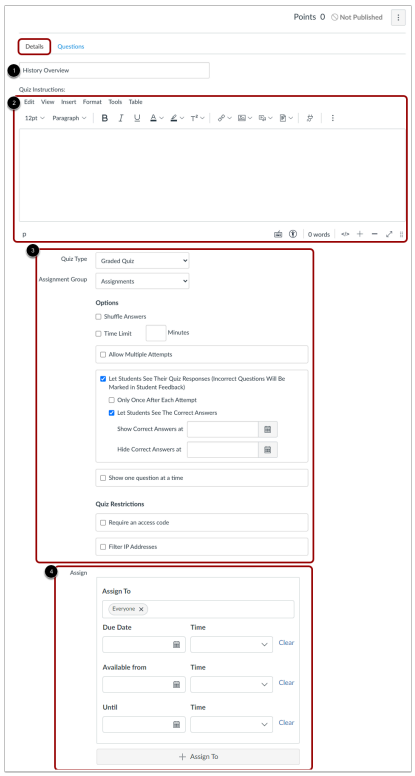
To save your quiz engine selection for this course, click the **Remember my choice for this course** checkbox [2].

Then click the **Submit** button [3].

Note:

- You can learn more about creating a quiz using New Quizzes.
- You can reset your quiz engine choice from the Quiz Options menu at any time.

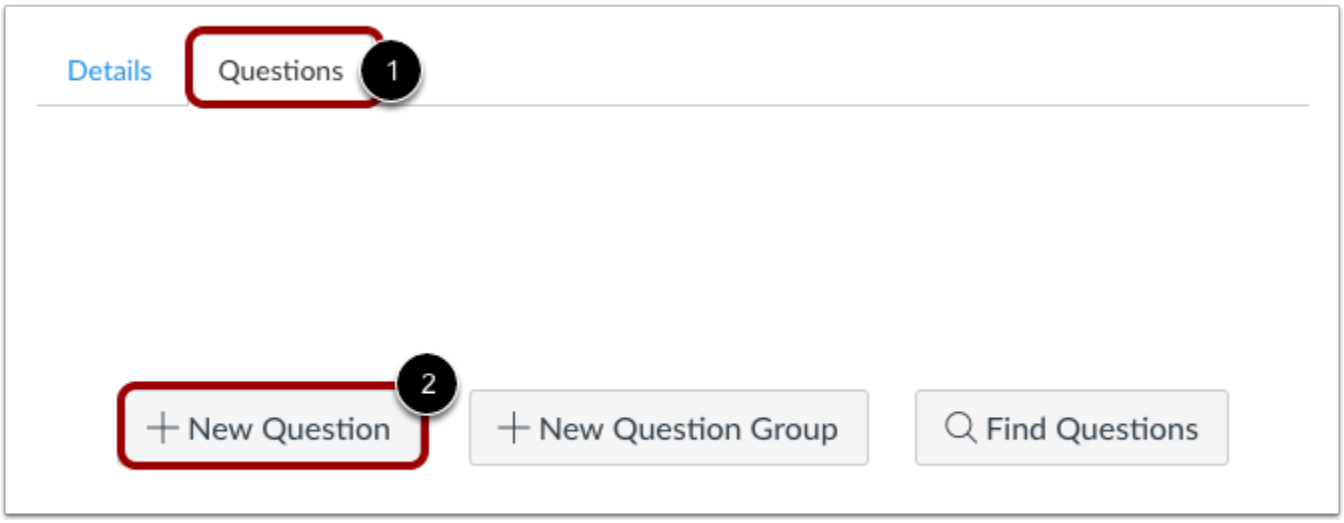
Edit Quiz Details



In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

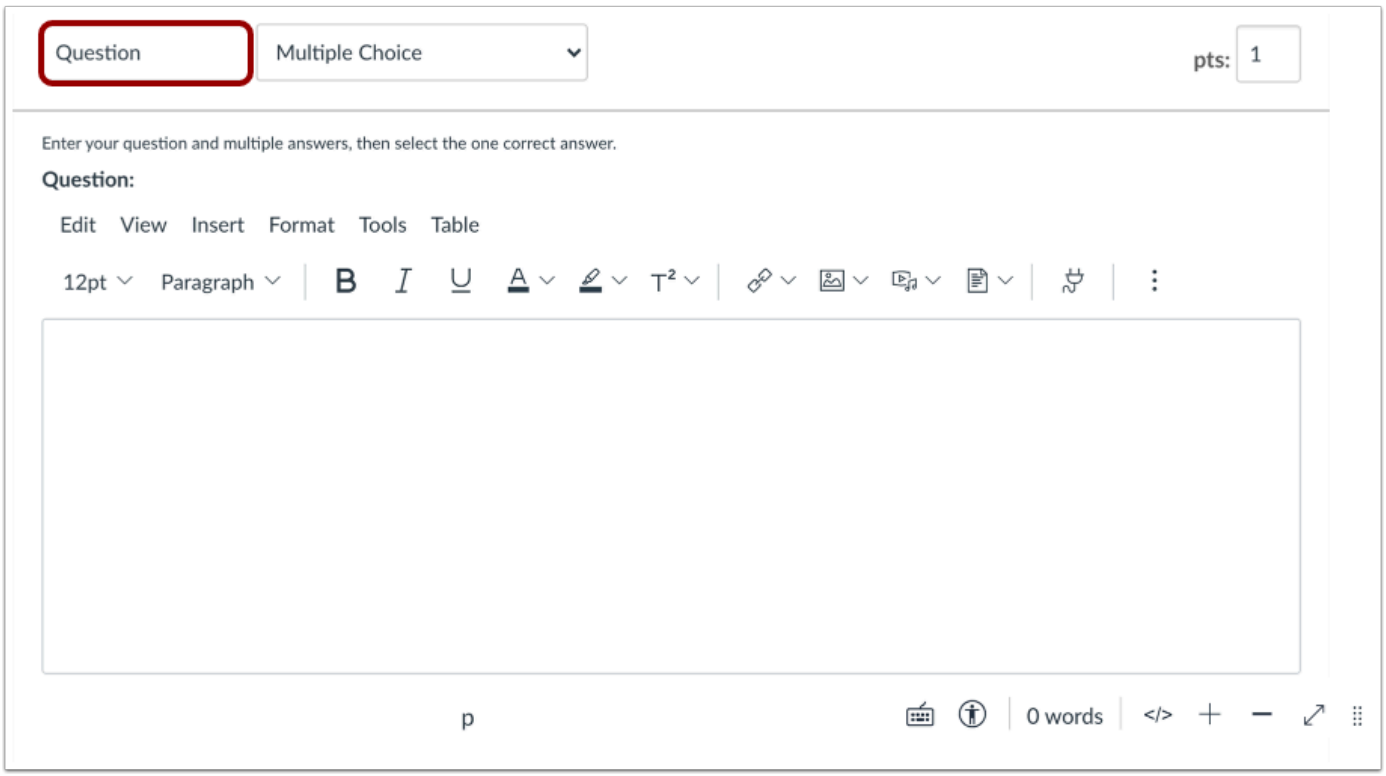
Complete the rest of the quiz details [3] and assign the quiz [4].

Add Question



Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

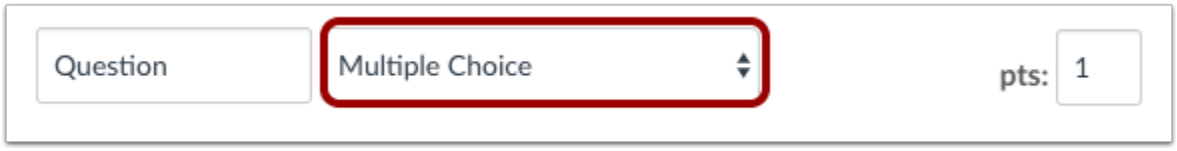
Name Quiz Question



Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Select Question Type



In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False

- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)
- Essay
- File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

Set Point Value



To set the point value for the question, enter the points in the **pts** field.

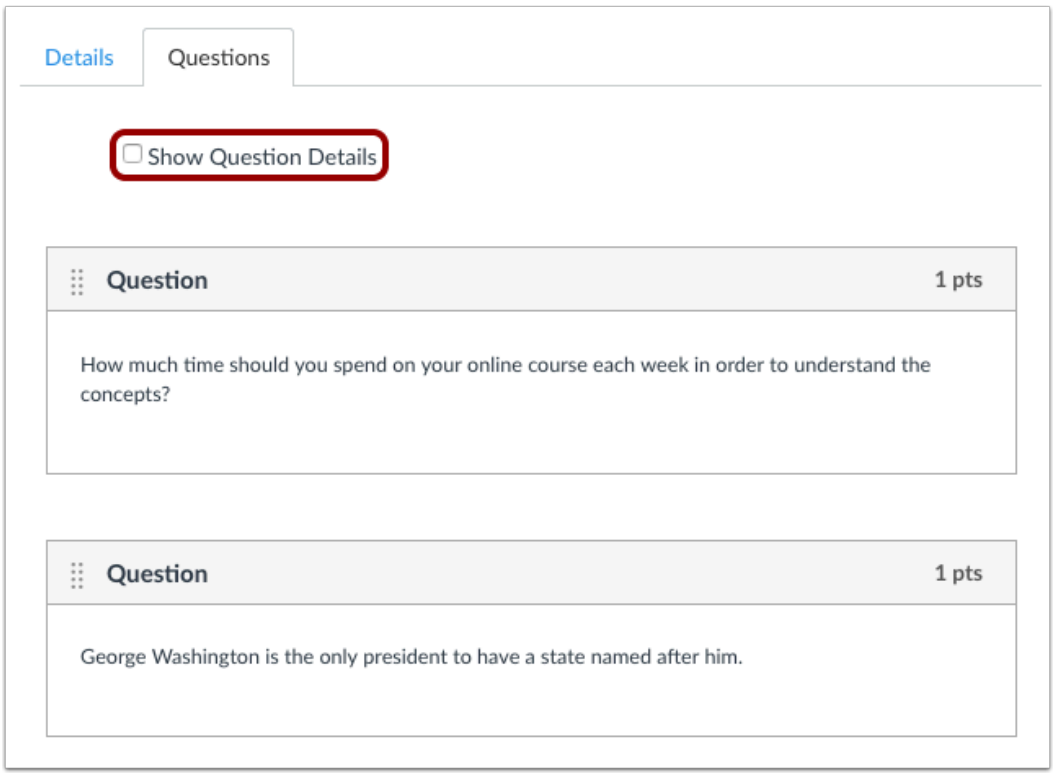
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Update Question



To save your question, click the **Update Question** button.

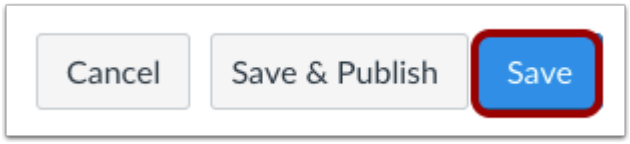
View Questions



View the questions in your quiz. To view questions details, click the **Show Question Details** checkbox.

Note: Question details are not available in quizzes with more than 25 questions.

Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Publish Quiz



To publish the quiz, click the **Publish** button [1].

To assign the quiz to everyone, a course section, or an individual student, click the **Assign To** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a quiz with a question group to randomize quiz questions?

You can create a quiz using a question group. Question groups allow you to place multiple questions within a group for students to answer. You can choose the number of questions that should be answered from the group and how many points to assign each question. Creating a question group randomizes questions within a quiz.

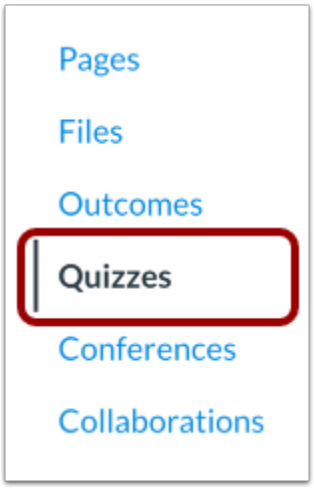
You can add questions to your question group in several ways:

- **Link to a question bank** to reference all questions in a question bank
- Add an **individual question** to create your own questions from scratch
- **Find questions** to reference specific questions from a question bank

Notes:

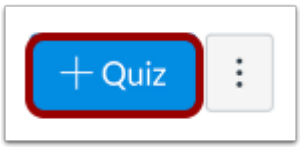
- If you need your questions to appear in a specific order, do not place quiz questions inside a question group.
- When the Disable Classic Quiz Creation feature option is enabled, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.

Open Quizzes



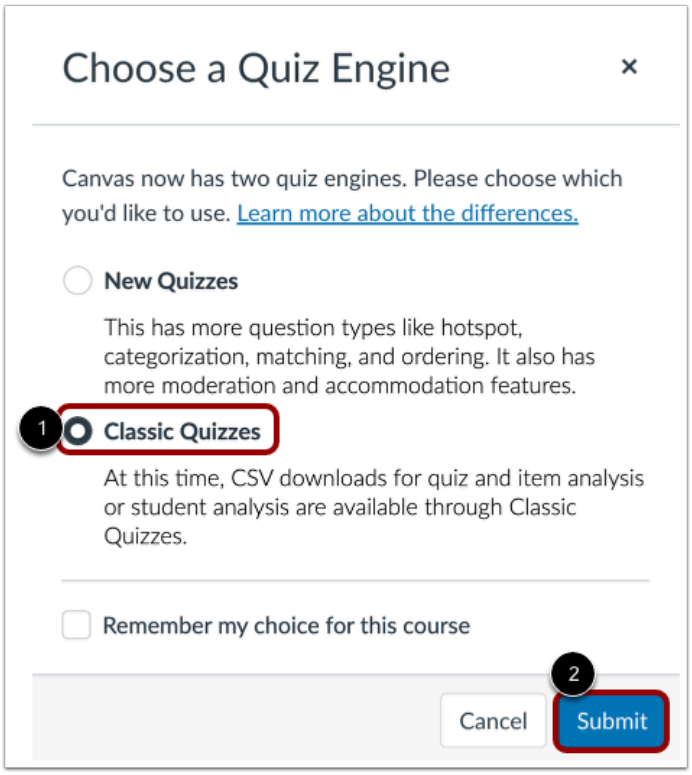
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

Click the **Classic Quizzes** option [1].

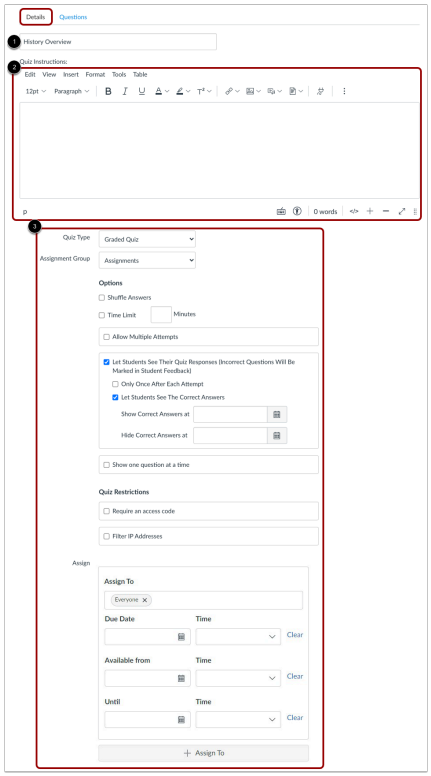
Then click the **Submit** button [2].

Note:

- Learn more about creating a quiz using New Quizzes.

- You can reset your quiz engine choice from the Quiz Options menu at any time.

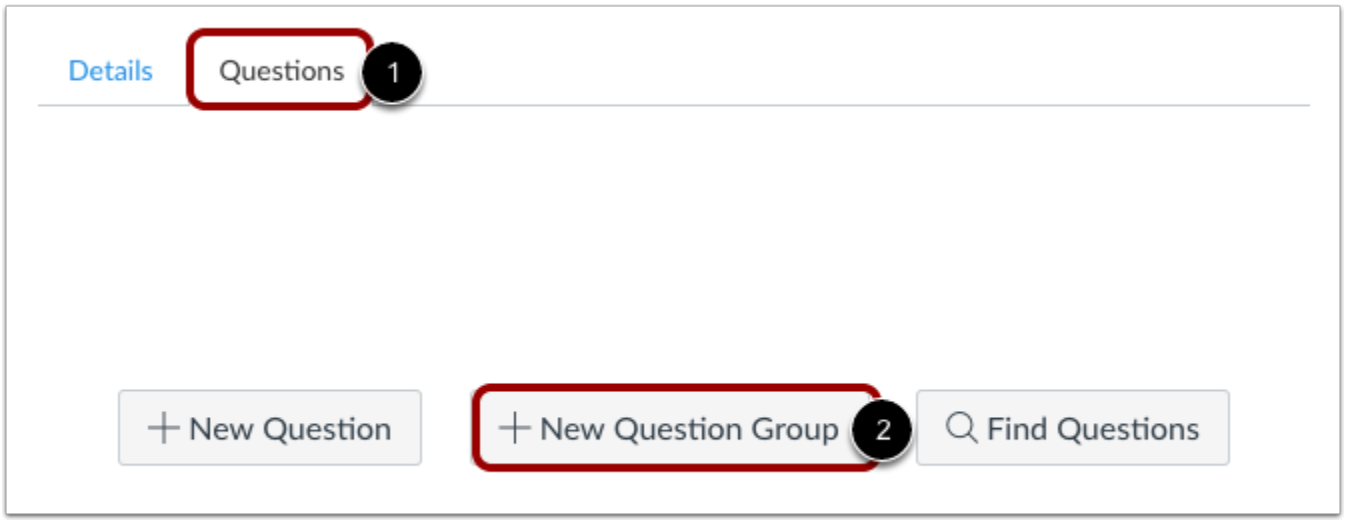
Edit Quiz Details



In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

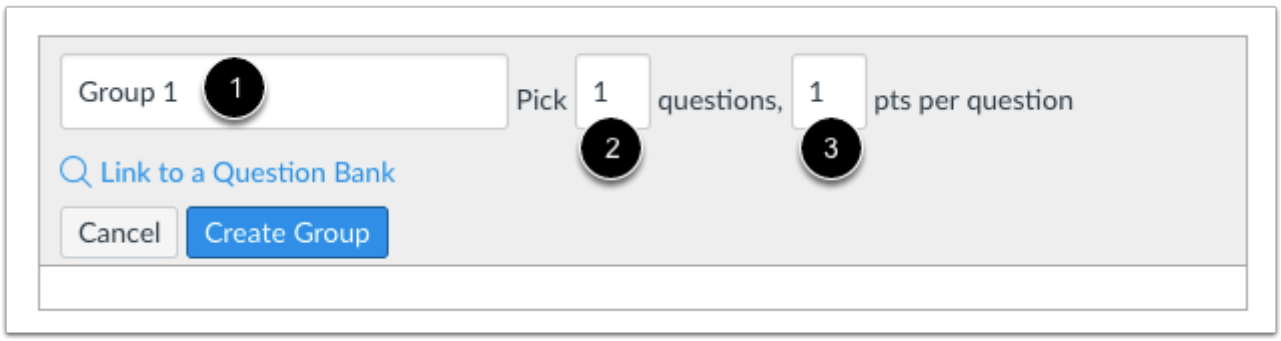
Complete the rest of the quiz details [3].

Add New Question Group



Click the **Questions** tab [1]. Click the **New Question Group** button [2].

Create Group Details



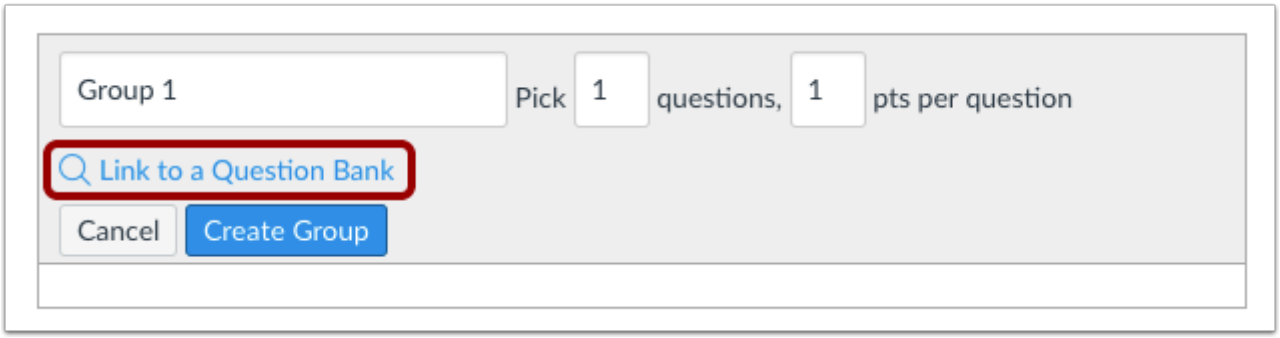
Give your question group a name [1]. Quiz question groups are not automatically named for instructors. To add a custom name to your quiz question group, enter the name in the group text field. Custom names can help you identify quiz question groups more easily.

Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

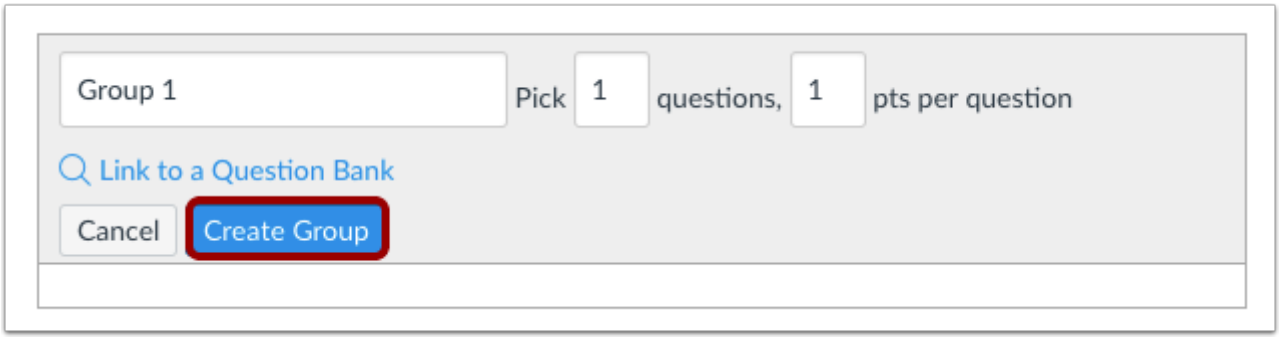
Link to a Question Bank



If you want to link a question bank to the question group, click the **Link to a Question Bank** link.

Note: If you set a question group to randomly select questions from the question bank, the question bank and questions will not be included in quiz exports. A QTI zip file will download the quiz details, but no questions will be included.

Create Group



Click the **Create Group** button.

Add Individual Question to Group



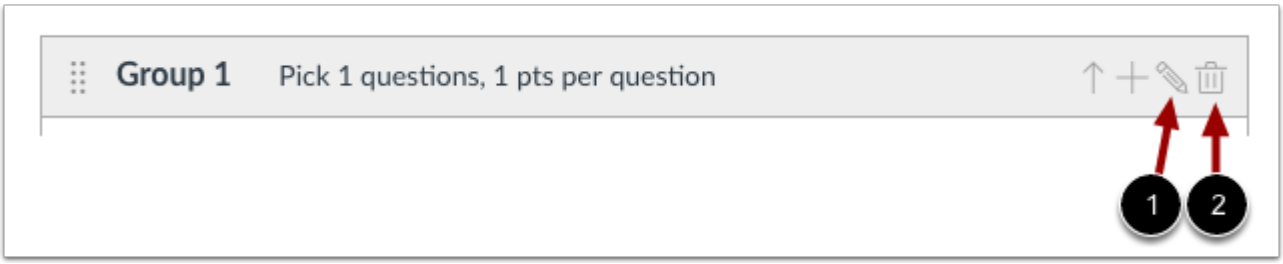
To add individual questions to the group, click the **Add** icon.

Find Questions from Question Bank



You can also find questions from an existing question bank and add them to the question group.

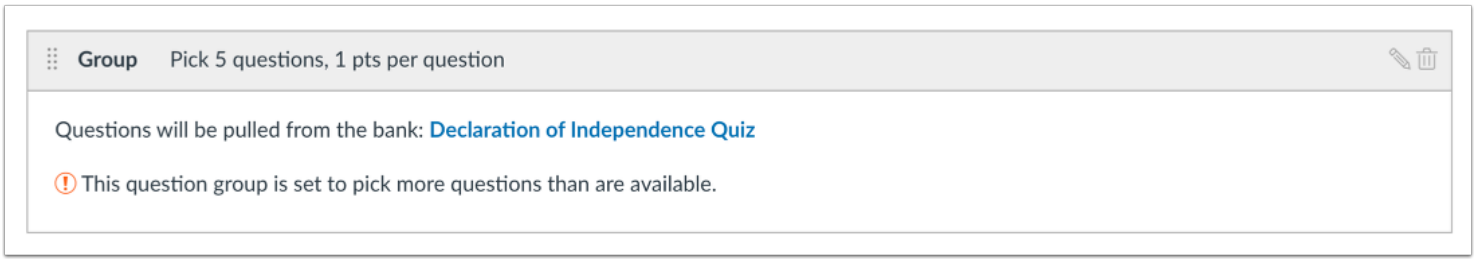
Modify Question Group



To change the number of questions to be picked from the group or to change the points assigned, click the **Edit** icon [1]. To delete the question group, click the **Delete** icon [2].

Note: Changes made to question groups do not save until the quiz is saved.

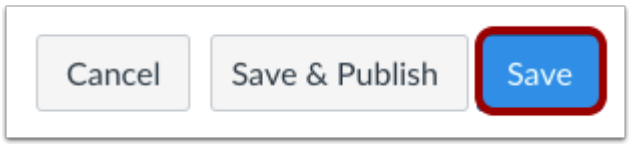
View Question Group Warning Message



While creating a question group within the quiz, you may see a warning message indicating the question group is set to pick more questions than available. You can add more questions to the question bank you are pulling questions from or add individual questions until the amount of questions is greater or equal to the amount of questions being picked.

Note: This message will remain on the screen until you have saved the quiz.

Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Publish Quiz



To publish the quiz, click the **Publish** button [1].

To assign the quiz to everyone, a course section, or an individual student, click the **Assign To** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a quiz by finding questions in a question bank?

You can create a quiz by finding questions from question banks.

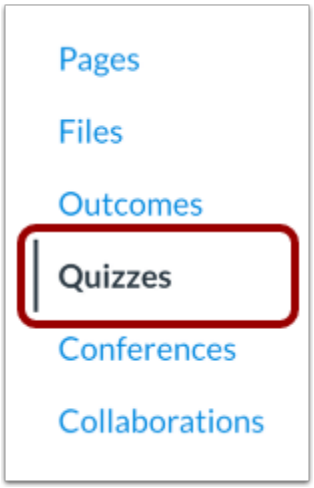
You can add questions from all of the question banks that you have built in other courses where you are the Instructor, question banks that have been added by your administrator to your sub-account, and question banks you have bookmarked in other courses. If an outcome is aligned to a question bank, referencing the question bank in a quiz will also import the associated outcome to the course.

Canvas will reference the questions you choose as each student takes the quiz. These questions will stay in sequential order and stay in order each time the quiz is taken or previewed. If you want to randomize quiz questions, you can add them to a question group.

Notes:

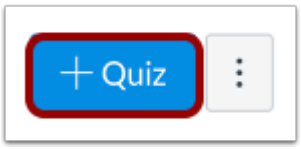
- When you Find Questions in a question bank, changes made to questions in the question bank will not update in the quiz. Changes will update in the quiz only if the questions are linked to a question bank.
- When the Disable Classic Quiz Creation feature option is enabled, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.

Open Quizzes



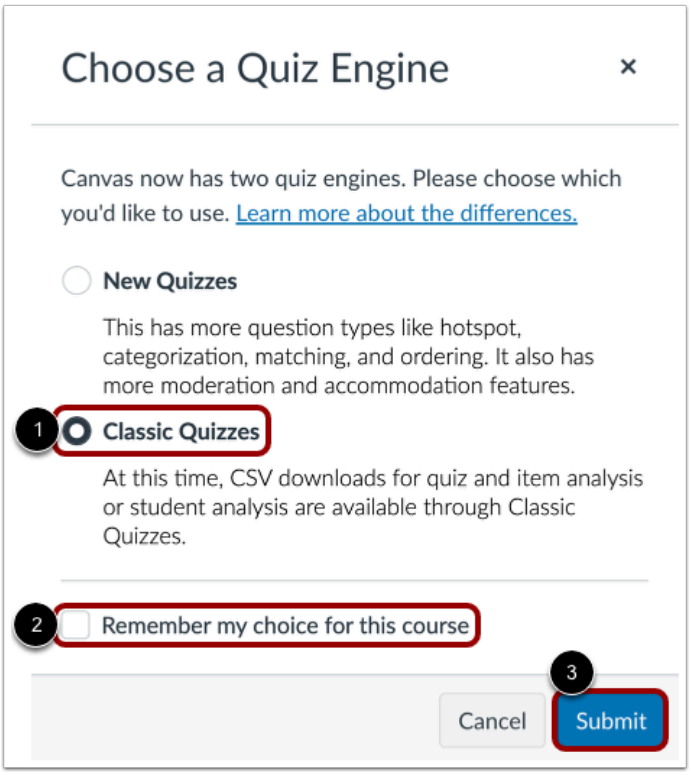
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

Question banks can only be used in Classic Quizzes. To create a classic quiz, click the **Classic Quizzes** option [1].

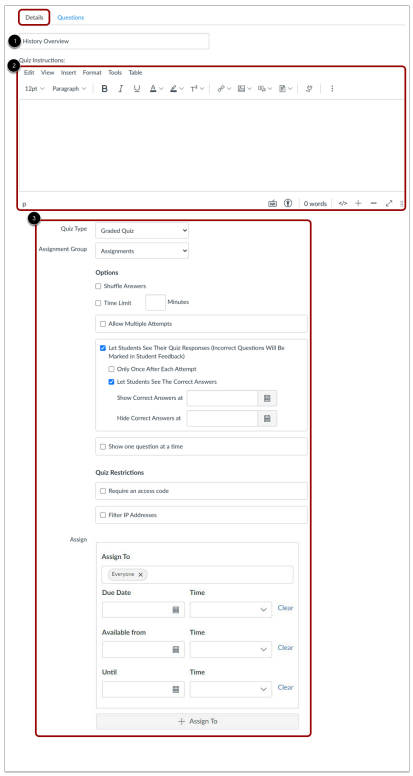
To save your quiz engine selection for this course, click the **Remember my choice for this course** checkbox [2].

Then click the **Submit** button [3].

Notes:

- Learn more about creating a quiz using New Quizzes.
- You can reset your quiz engine choice from the Quiz Options menu at any time.

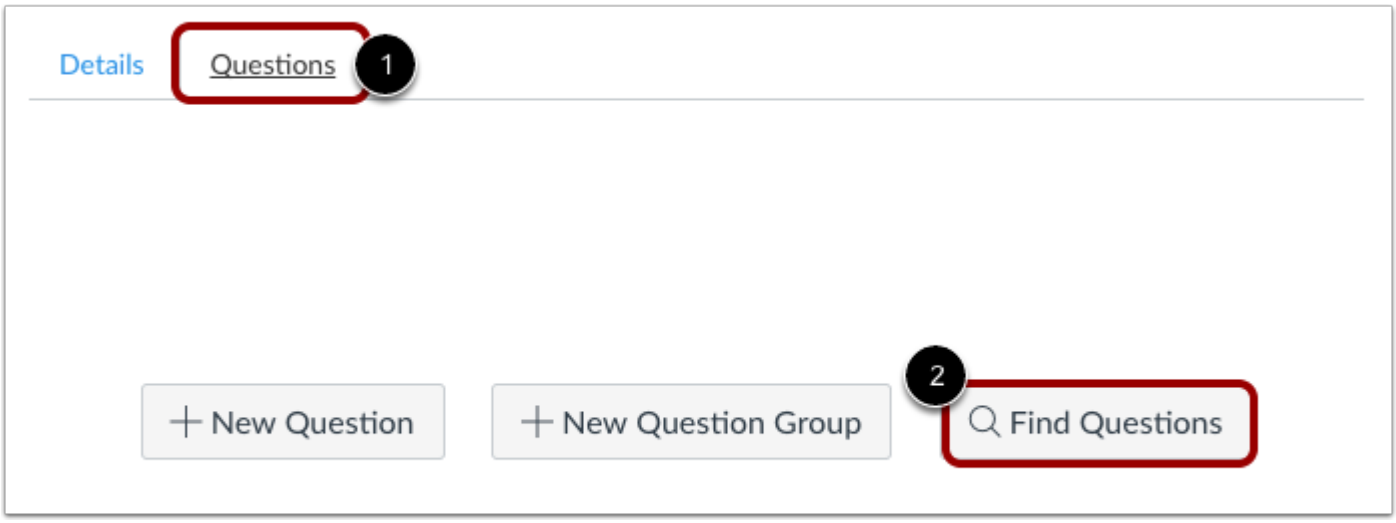
Edit Quiz Details



In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

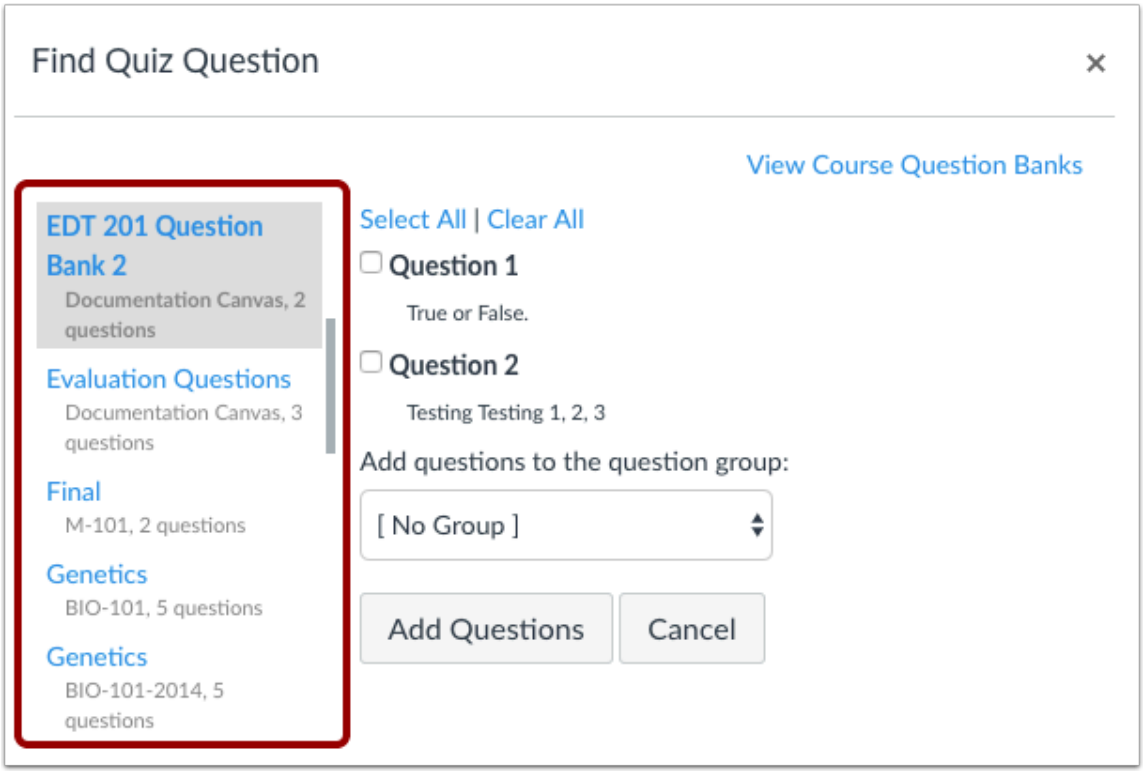
Complete the rest of the quiz details [3].

Find Questions



Click the **Questions** tab [1]. Click the **Find Questions** button [2].

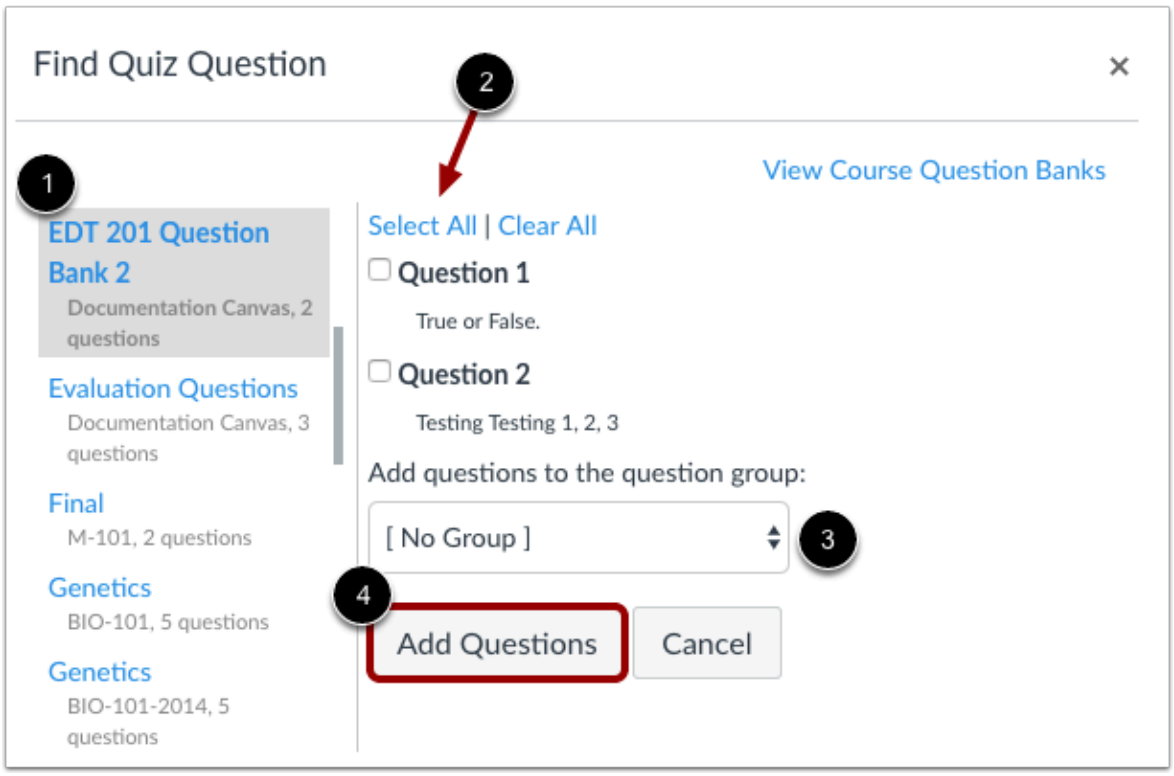
Find Quiz Question



Select the question bank where you want to select questions.

Note: When you find questions in a question bank, changes made to questions in the question bank will not update in the quiz.

Add Questions



Check the boxes next to the questions you want to add to your quiz [1]. If you want to select all the questions, click the **Select All** link [2].

If you want to add the selected questions to a question group, select the question group drop-down list [3]. You can create a new group or add to an existing group.

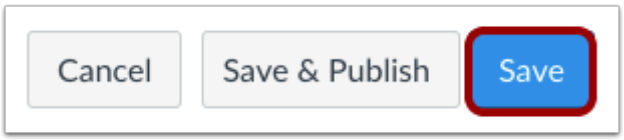
When you've selected all the questions you want to use, click the **Add Questions** button [4].

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Notes:

- When you click the Select All link, Canvas selects only the questions that currently appear in the window. If you have more than 50 questions in your question bank, click the **More questions** button until all the questions you want to select appear in the window.
- If you set a question group to randomly select questions from a question bank, the questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included.

Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Publish Quiz



To publish the quiz, click the **Publish** button [1].

To assign the quiz to everyone, a course section, or an individual student, click the **Assign To** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a quiz with a question group linked to a question bank?

You can create a quiz using a Question Group linked to a Question Bank.

When you link a Question Bank to a Question Group, you will see all of the Question Banks that you have built in the same course, and those you have bookmarked in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources.

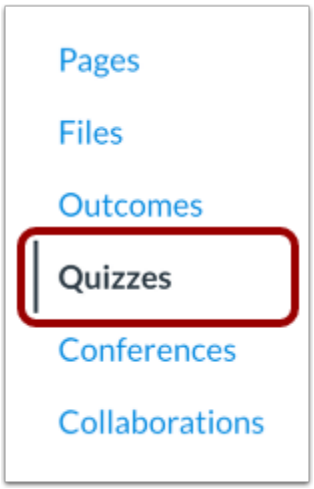
Canvas will reference your chosen bank of questions as each student takes the quiz. Each student will get a specified number of questions, pulled from the bank at random. The number of questions and point value per question is specified when the question group is created. For instance, if you want to use questions from the English Department and they have 7 questions in their Question Bank, but you only want the Question Group to display 2 questions, Canvas will randomly pull 2 of the 7 questions as each student takes the quiz.

If you need your questions to appear in a specific order, you should add individual questions or find questions instead of creating a question group.

Notes:

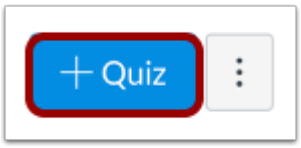
- When linking a question bank to a quiz, be sure to make changes within the question bank before the quiz is available to take. Although you can make changes to the question bank after a quiz is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades. Students who begin their quiz after the changes are made will see your updates.
- Questions that are linked to a Question Bank cannot be regraded since they may be used in more than one quiz.
- When the Disable Classic Quiz Creation feature option is enabled, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.

Open Quizzes



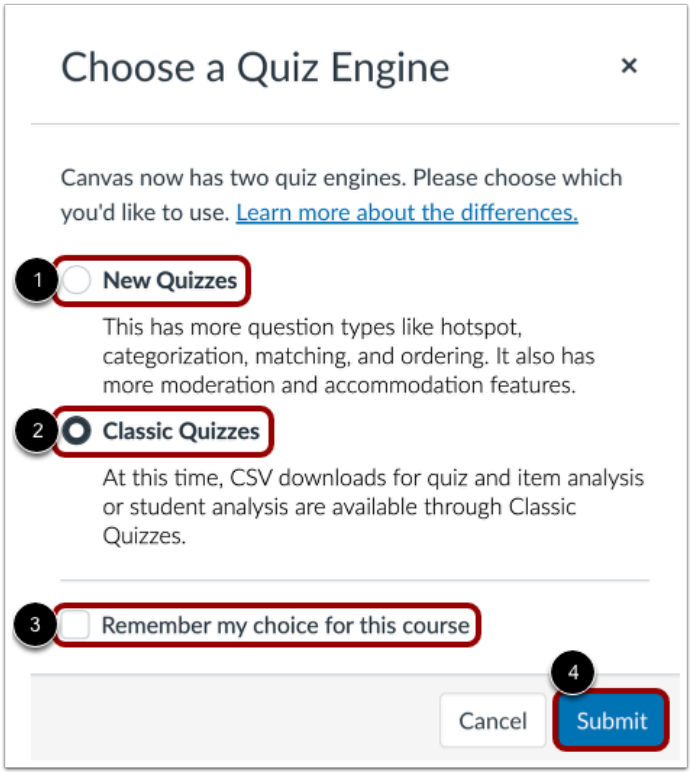
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Select Quiz Engine



If your course has New Quizzes enabled, you must select a quiz engine.

To select New Quizzes, click the **New Quizzes** option [1].

To create a classic quiz, click the **Classic Quizzes** option [2].

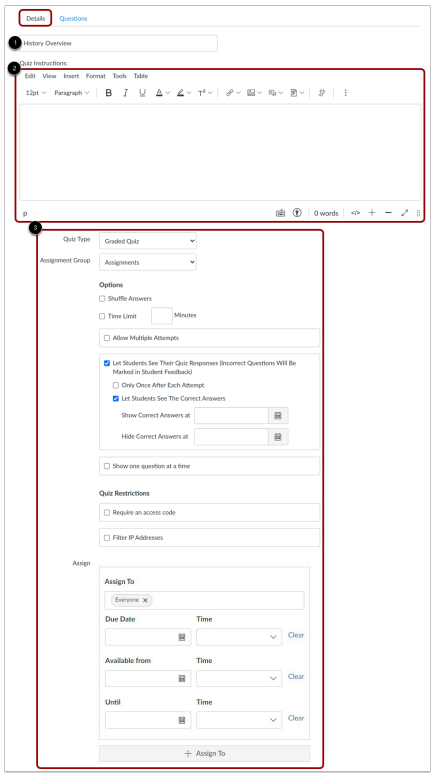
To save your quiz engine selection for this course, click the **Remember my choice for this course** checkbox [3].

Then click the **Submit** button [4].

Notes:

- Learn more about creating a quiz using New Quizzes.
- You can reset your quiz engine choice from the Quiz Options menu at any time.

Edit Quiz Details



In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

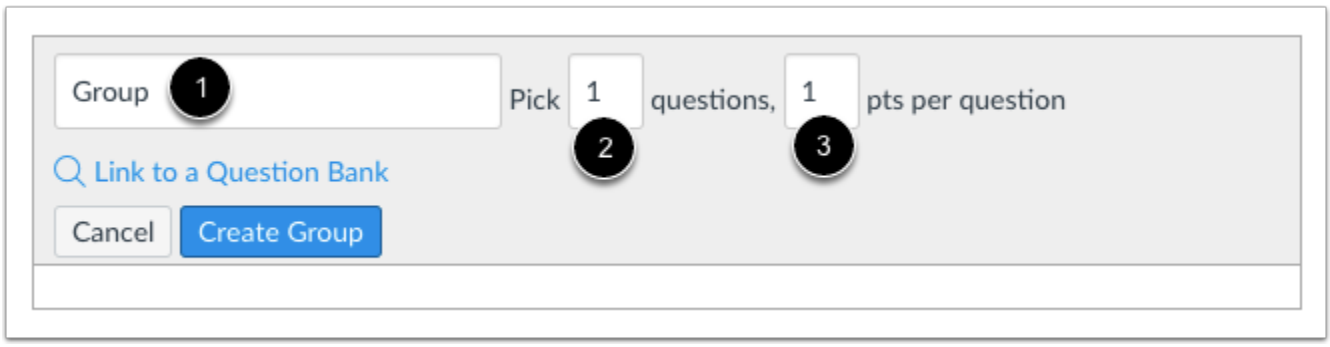
Complete the rest of the quiz details [3].

Add New Question Group



Click the **Questions** tab [1]. Click the **New Question Group** button [2].

Create Group Details



Give your question group a name [1]. Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].

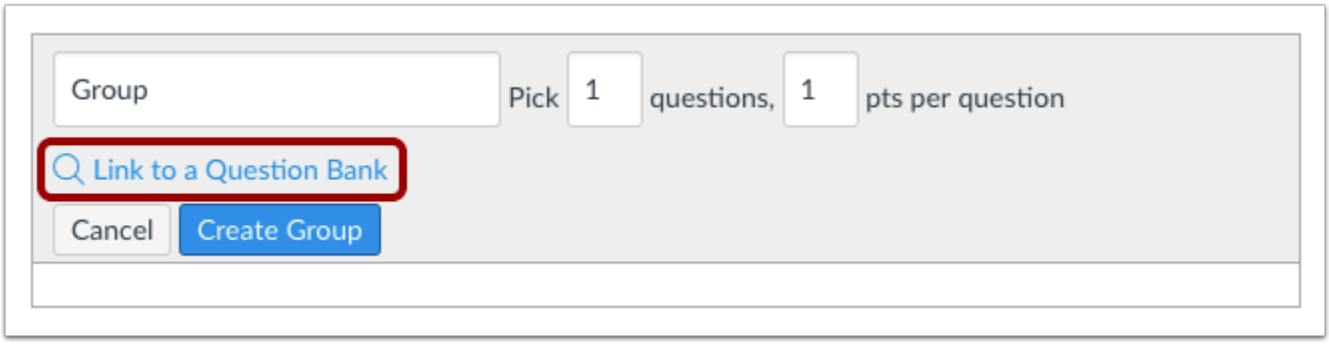
Quiz question groups are not automatically named for instructors. To add a custom name to your quiz question group, enter the name in the group text field. Custom names can help you identify quiz question groups more easily.

Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Note:

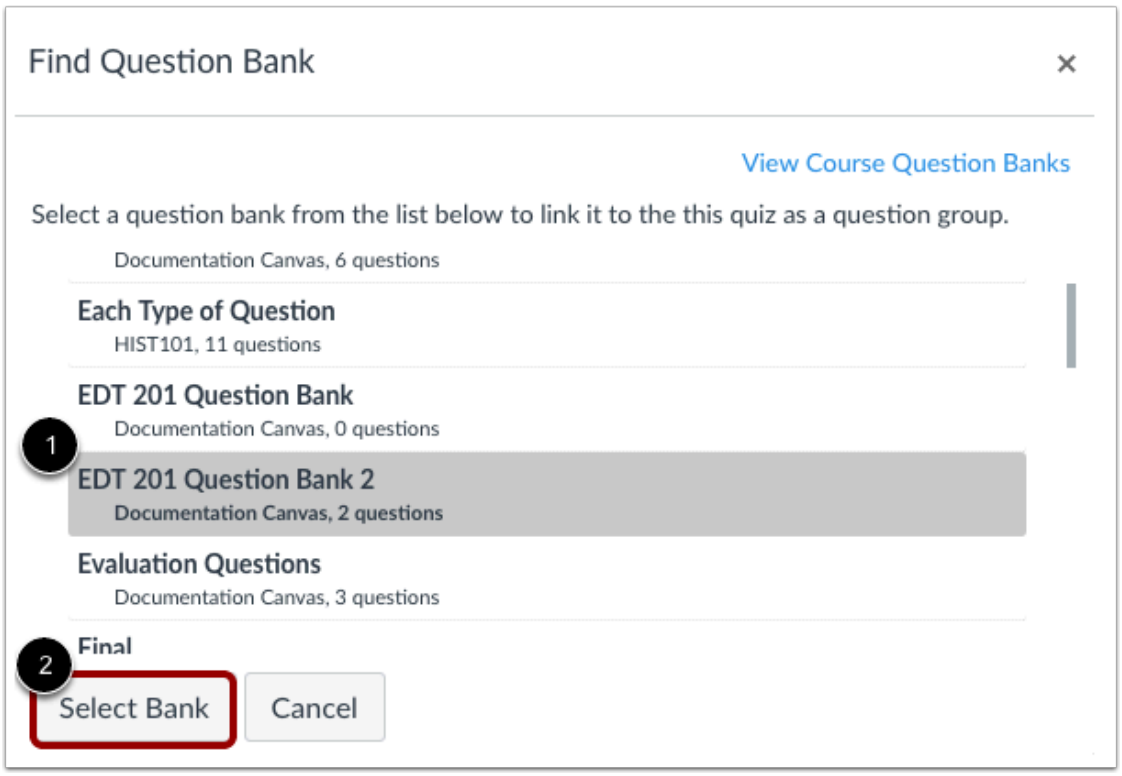
- Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
- If you set a question group to randomly select questions from the question bank, the question bank and questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included.

Link to a Question Bank



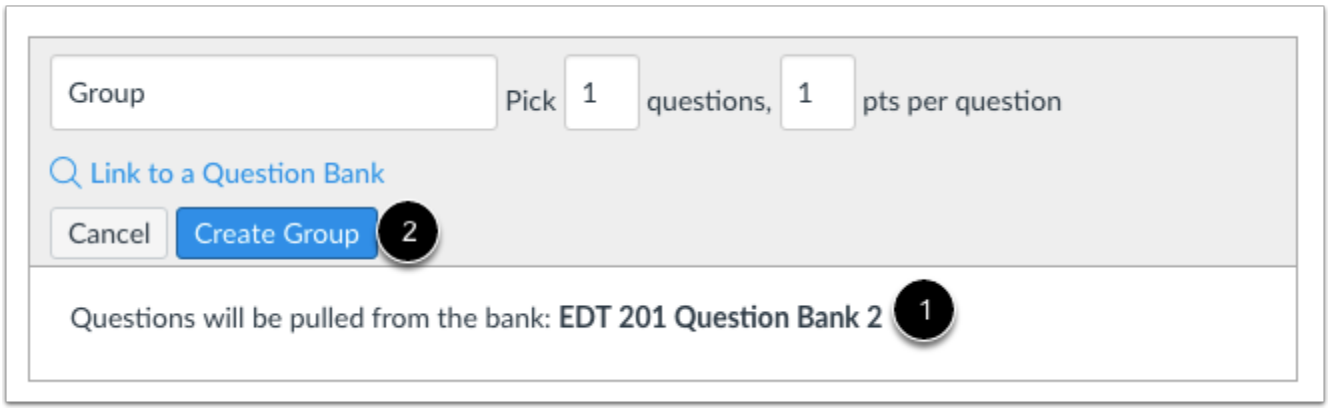
Click the **Link to a Question Bank** link.

Find Question Bank



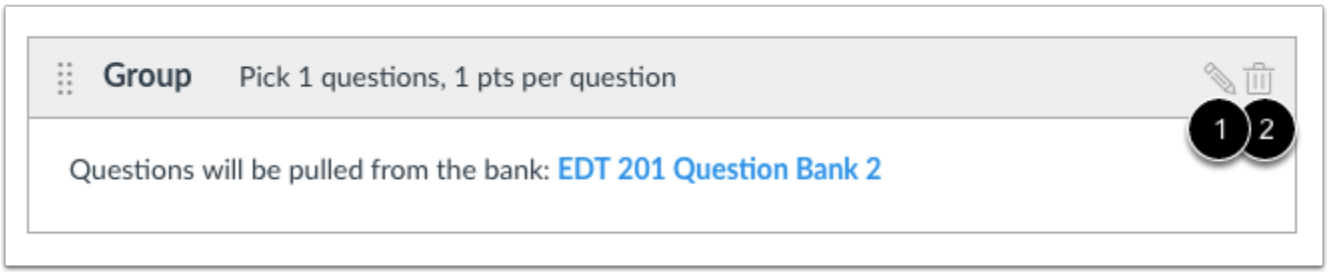
Select the question bank you want to reference in your quiz [1]. Click the **Select Bank** button [2].

Create Group



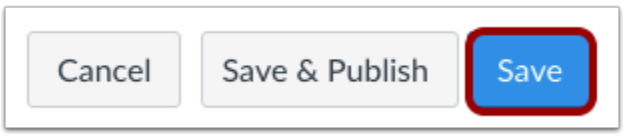
Confirm your Question Bank is linked to the question group [1]. Click the **Create Group** button [2].

Modify Question Group



To change the number of questions to be picked from the group or to change the points assigned, click the **Edit** icon [1]. To delete the question group, click the **Delete** icon [2].

Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Publish Quiz



To publish the quiz, click the **Publish** button [1].

To assign the quiz to everyone, a course section, or an individual student, click the **Assign To** button [2].

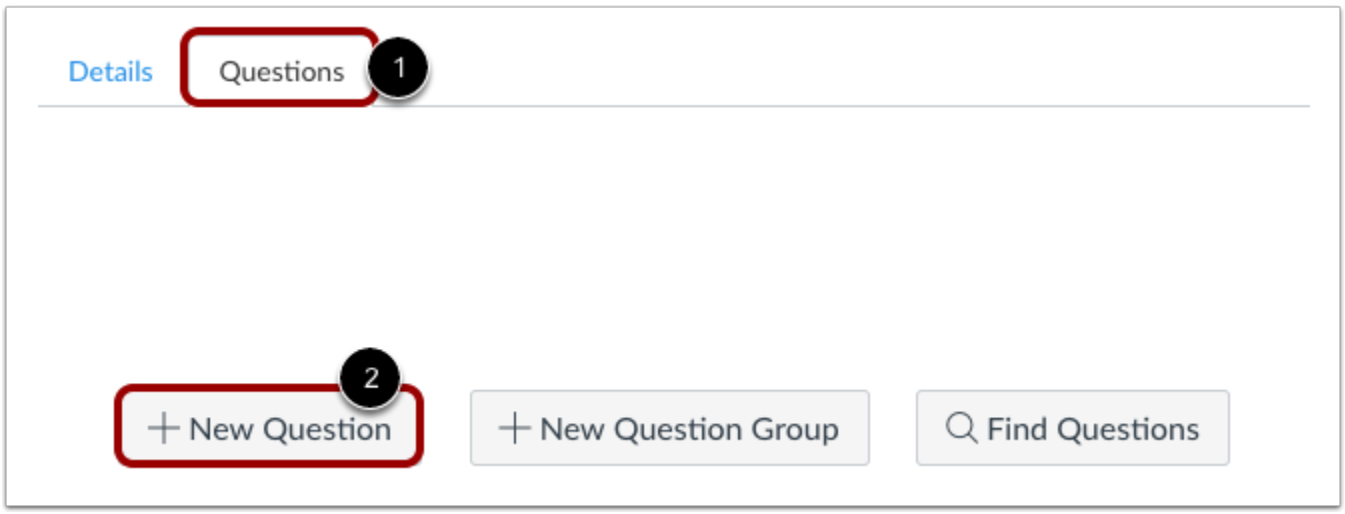
Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a Multiple Choice quiz question?

You can create a multiple choice question for your students.

If you need to edit a Multiple Choice question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



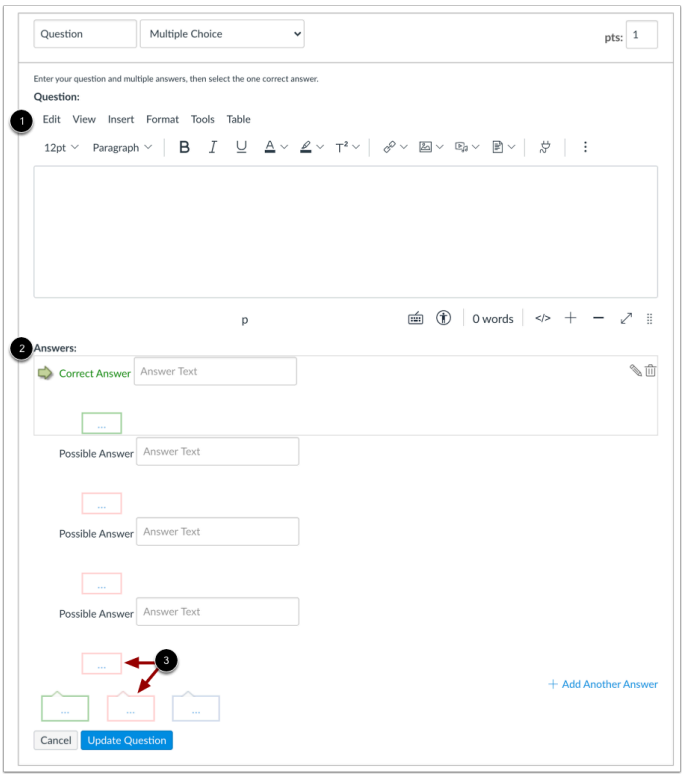
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Choice question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

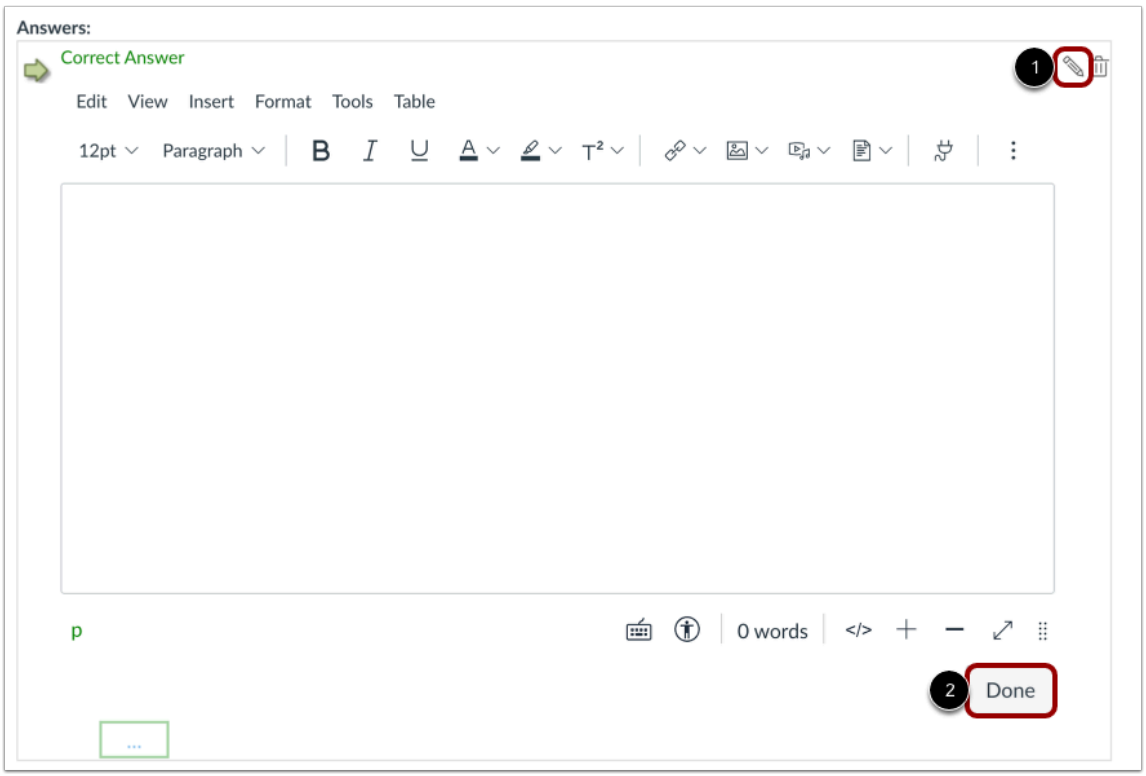
Edit Multiple Choice Question Details



To build a multiple choice question, you will need to enter the following details:

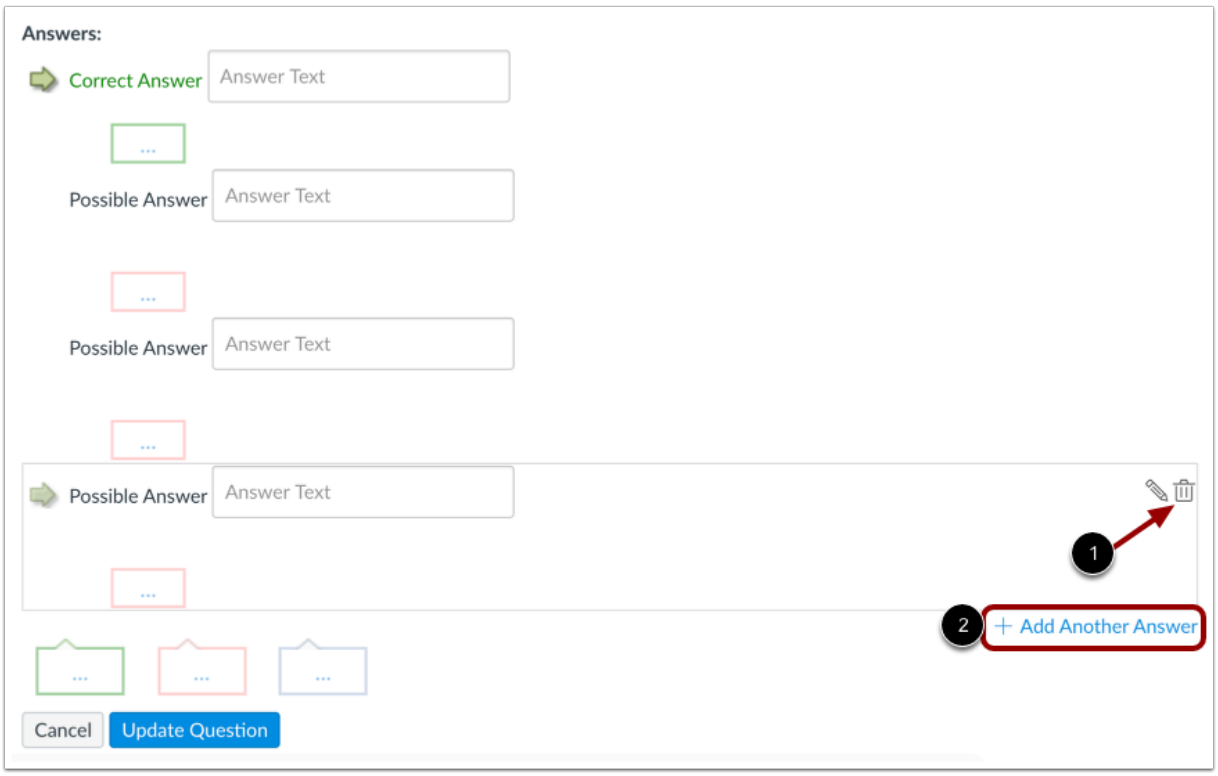
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response options
3. Text for the answer comments under each answer and/or at the end of the question

Create Answers with Rich Content Editor



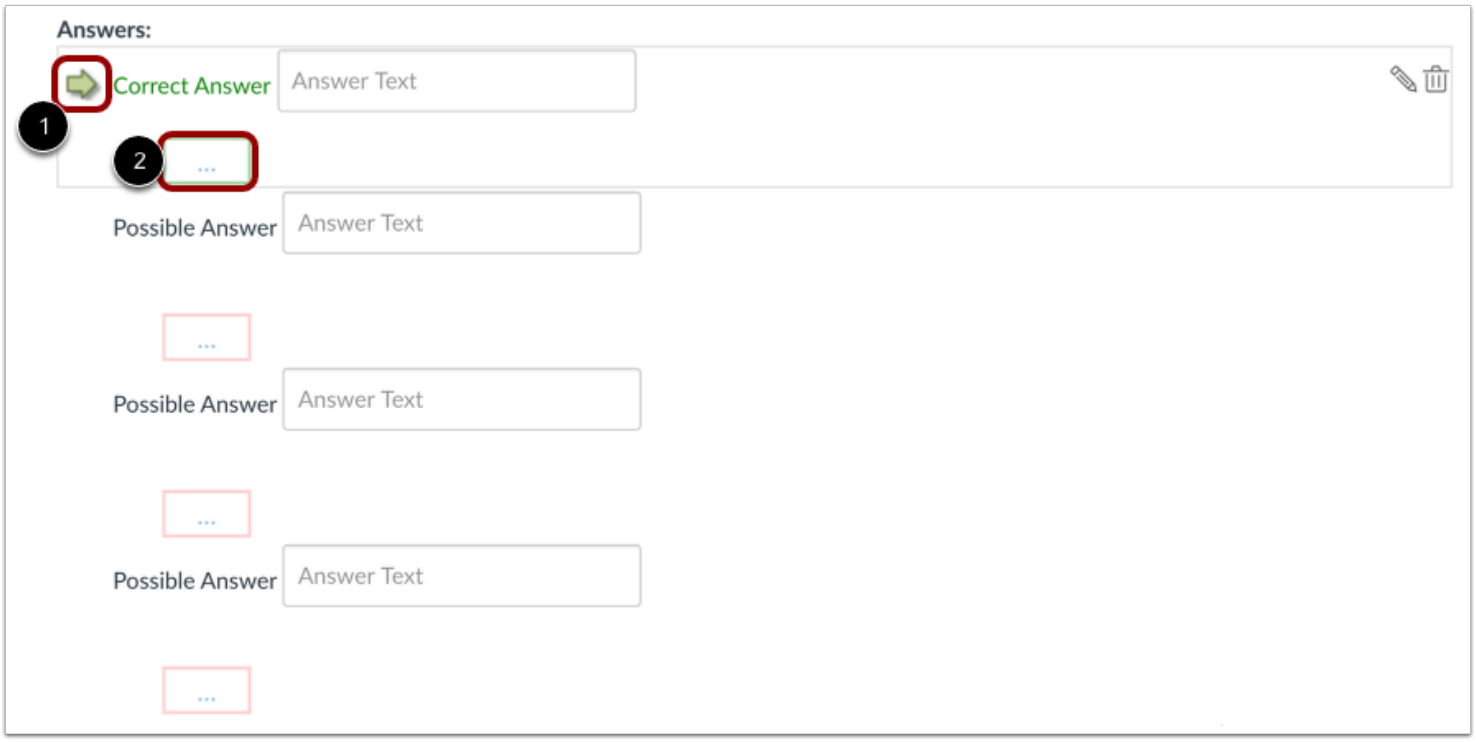
To create your answer with the Rich Content Editor, hover over the response and click the **Edit** icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. Click the **Done** button when finished [2].

Add or Delete Answers



Click the **Delete** icon [1] to the right of an answer to delete it. Click the **Add Another Answer** link [2] to create as many distractors as you like. Multiple Choice questions can have more than four answers.

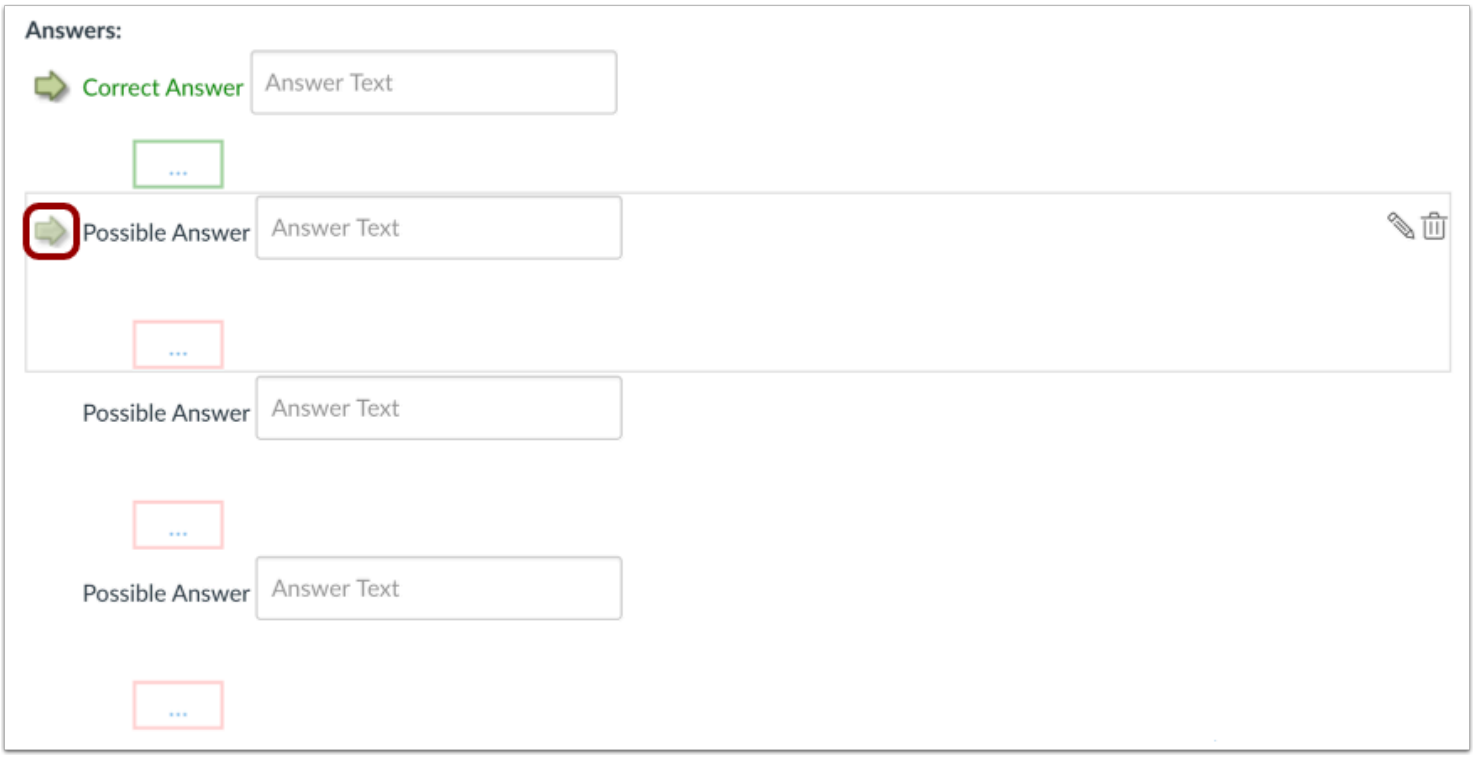
View Correct Answer



Correct responses are indicated in green, while incorrect responses are in red.

By default, the text in the first answer field is the answer that will be considered correct by Canvas. The correct answer is identified by a solid green arrow [1] next to the answer, and the answer comment [2] is also green.

Change Correct Answer

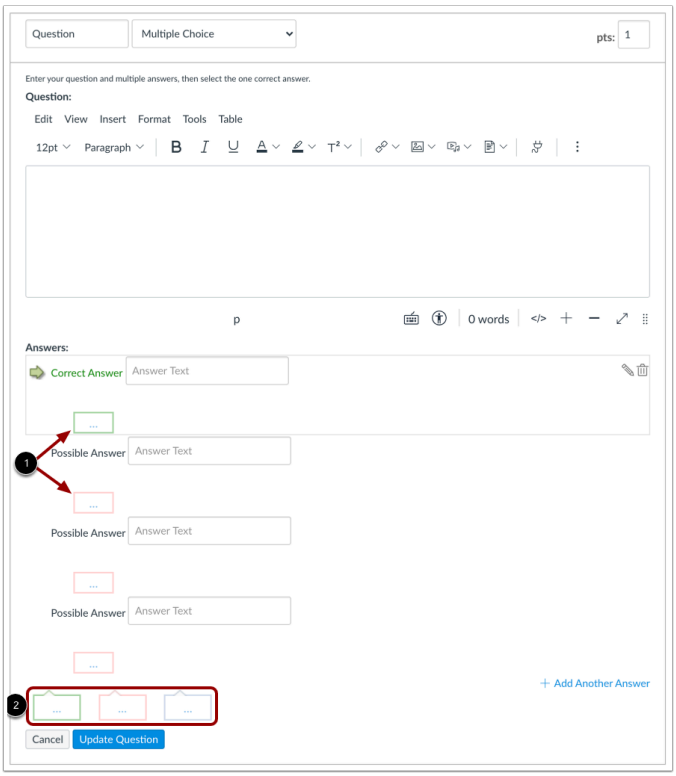


To select another response as the correct answer, hover your cursor to the left of the answer you want to reveal a faded green "ghost" arrow. Click the arrow.



The arrow will become solid green [1], and the answer comment [2] will also turn green to indicate the correct answer has changed.

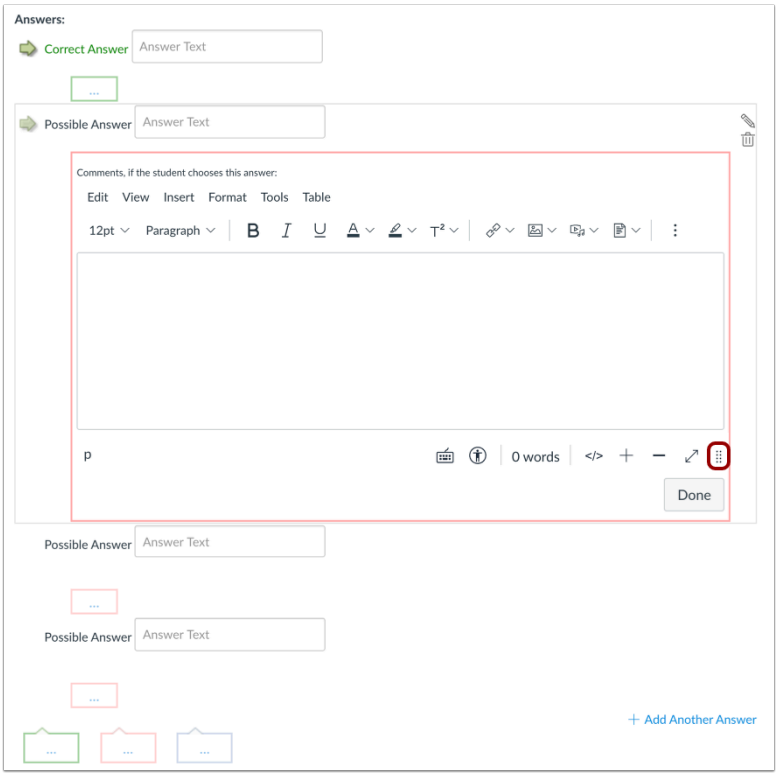
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

Update Question



Click the **Update Question** button.

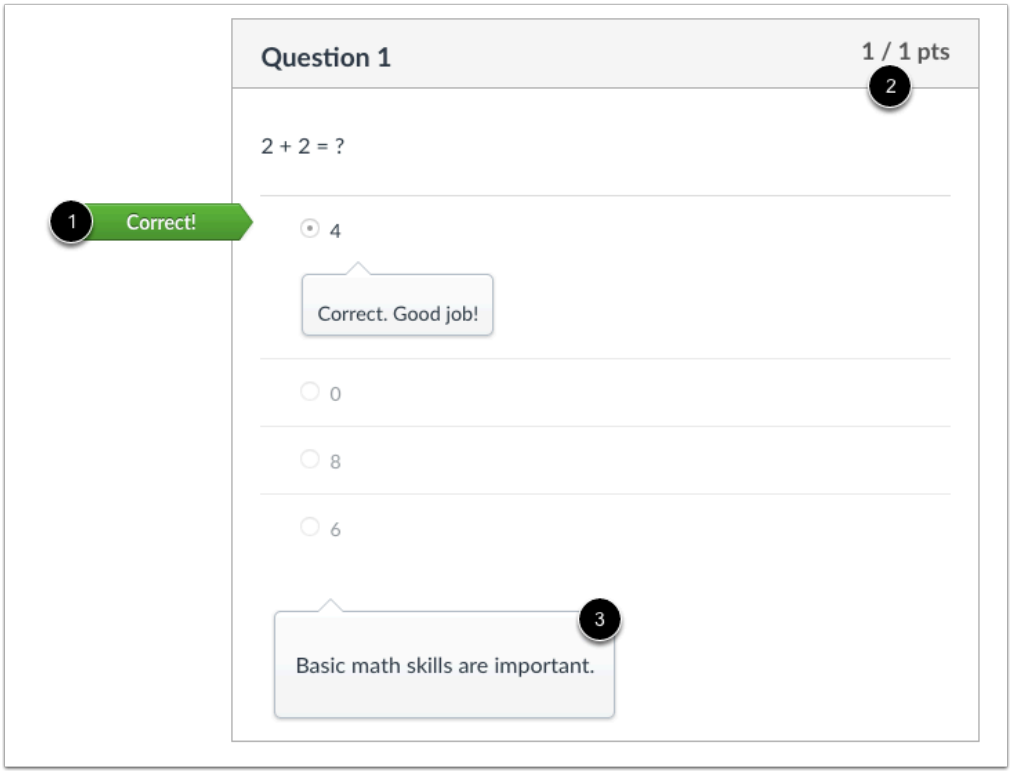
Add additional individual questions as needed.

Student View of Multiple Choice Question



This is what students see when they encounter a Multiple Choice question in a quiz.

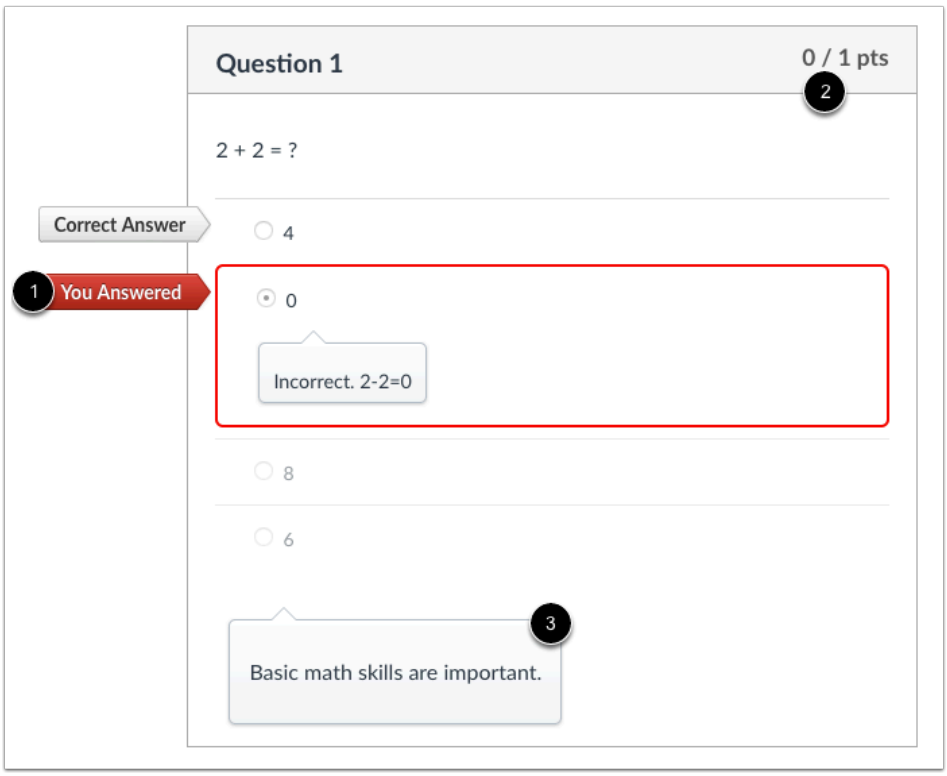
Student View of Multiple Choice Correct Answer



This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was correct by viewing the green flag [1]. Credit is assigned if the student answers a Multiple Choice question correctly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].

Student View of Multiple Choice Incorrect Answer



This is what students see if they are allowed to see correct answers after submitting the quiz.

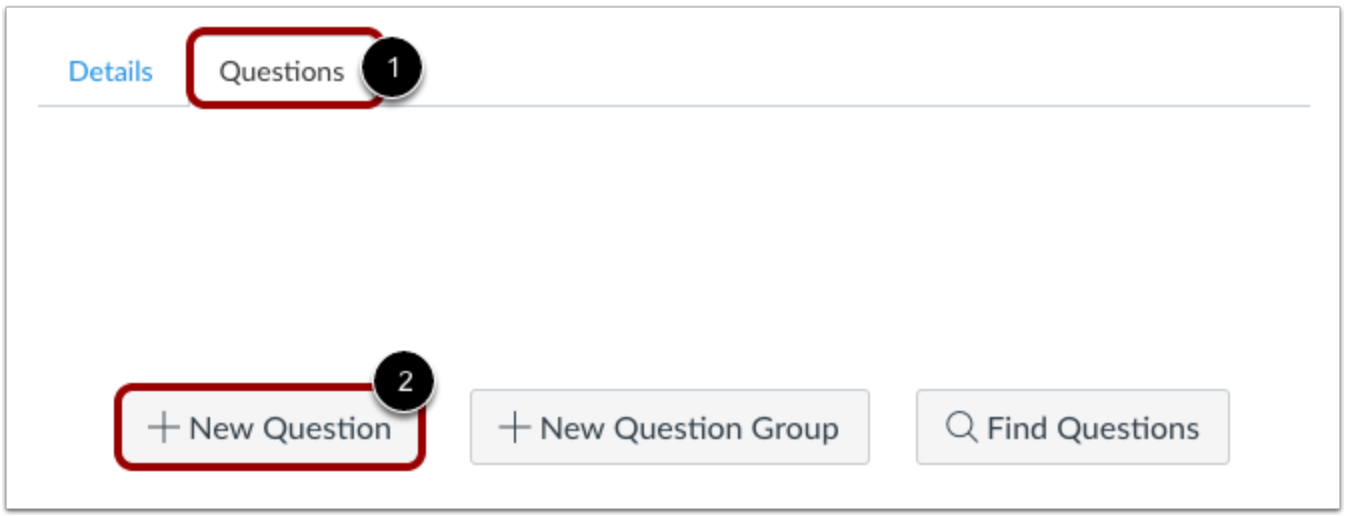
Students can see which response was incorrect by viewing the red flag [1]. No credit is assigned if the student answers a Multiple Choice question incorrectly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].

How do I create a True/False quiz question?

You can create a question for students that is a true or false answer.

If you need to edit a True/False question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



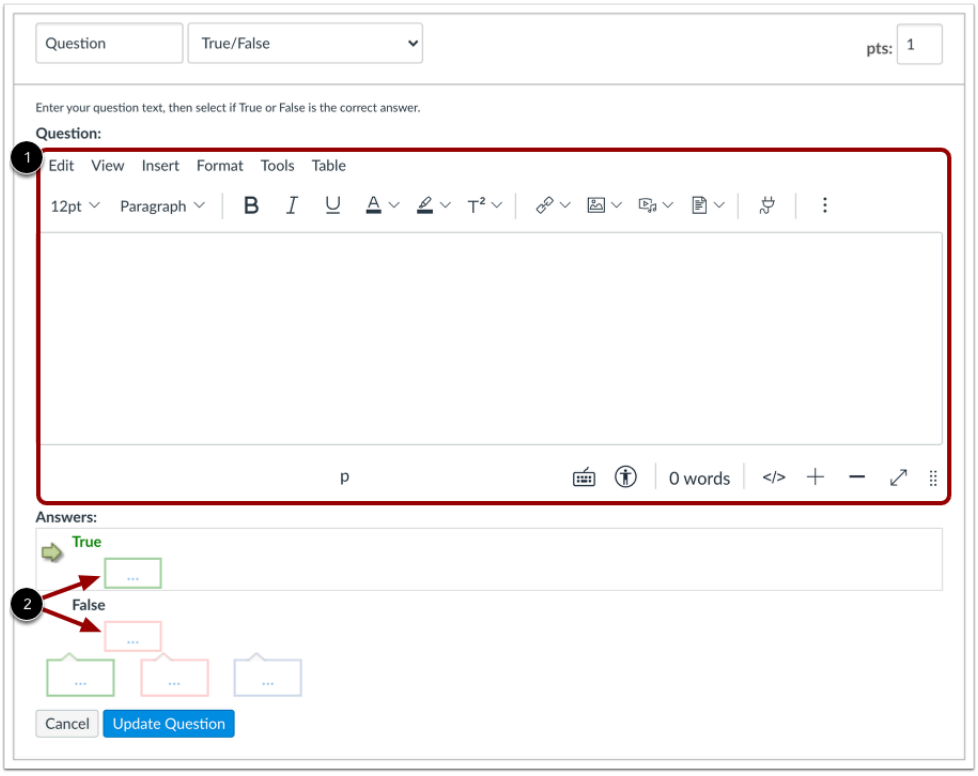
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the True/False question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

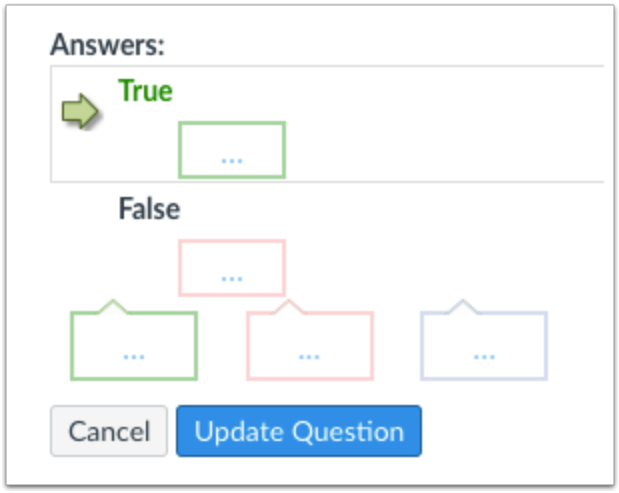
Edit True/False Question Details



To build a True/False question, you will need to enter the following details:

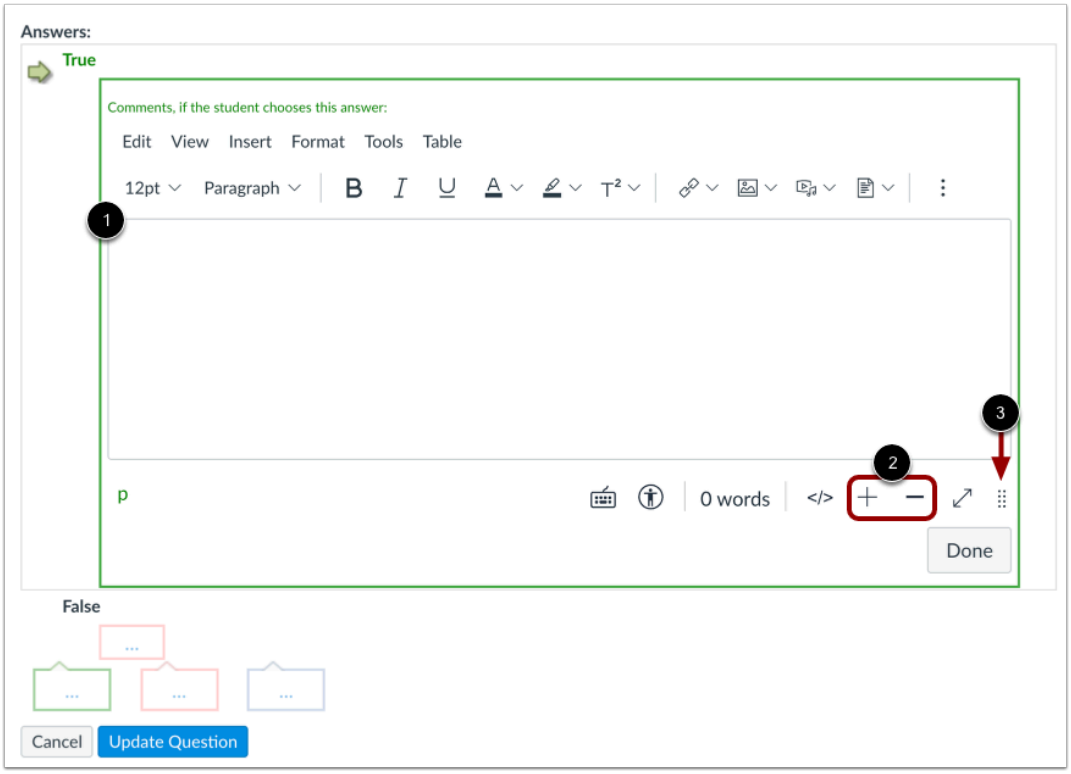
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the answer comments at the end of the question

Select Correct Answer



Hover your cursor to the left of the correct answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment field around that answer will turn green. In this example, the "true" answer is the correct answer.

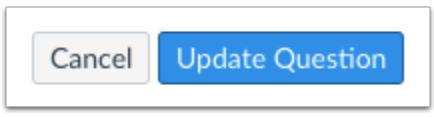
Complete True/False Question Details



Type or paste text in the **Answer Comments** field [1]. To resize the Rich Content Editor, click the **Plus** and **Minus** icons [2]. You can also click and drag the **Resize** icon [3].

Note: Any answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

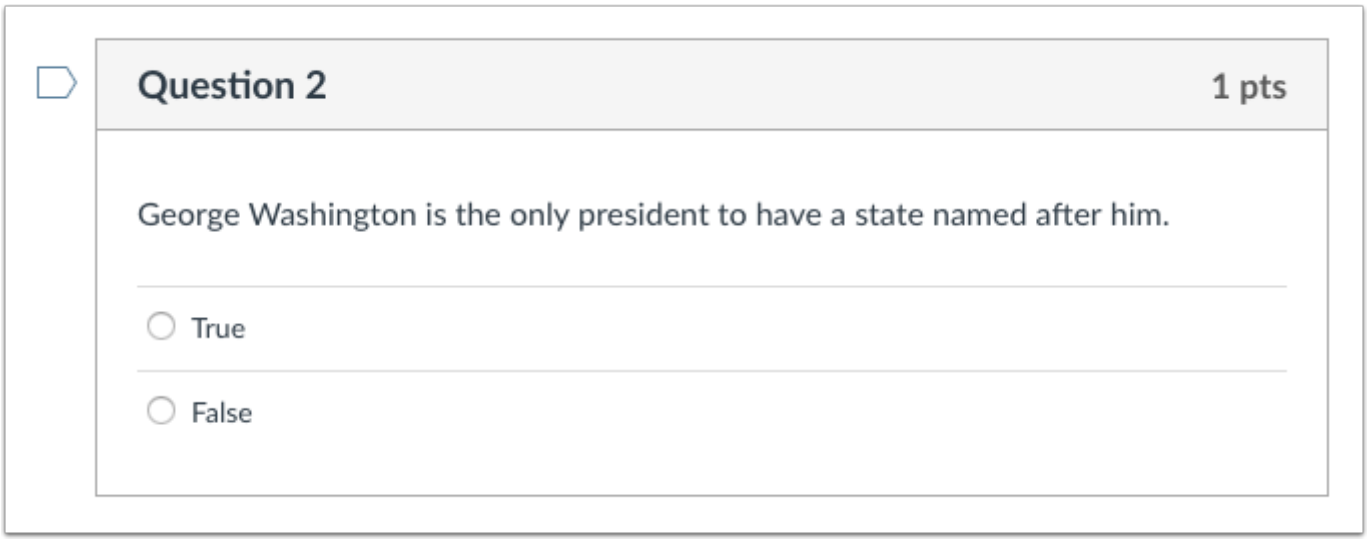
Update Question



Click the **Update Question** button.

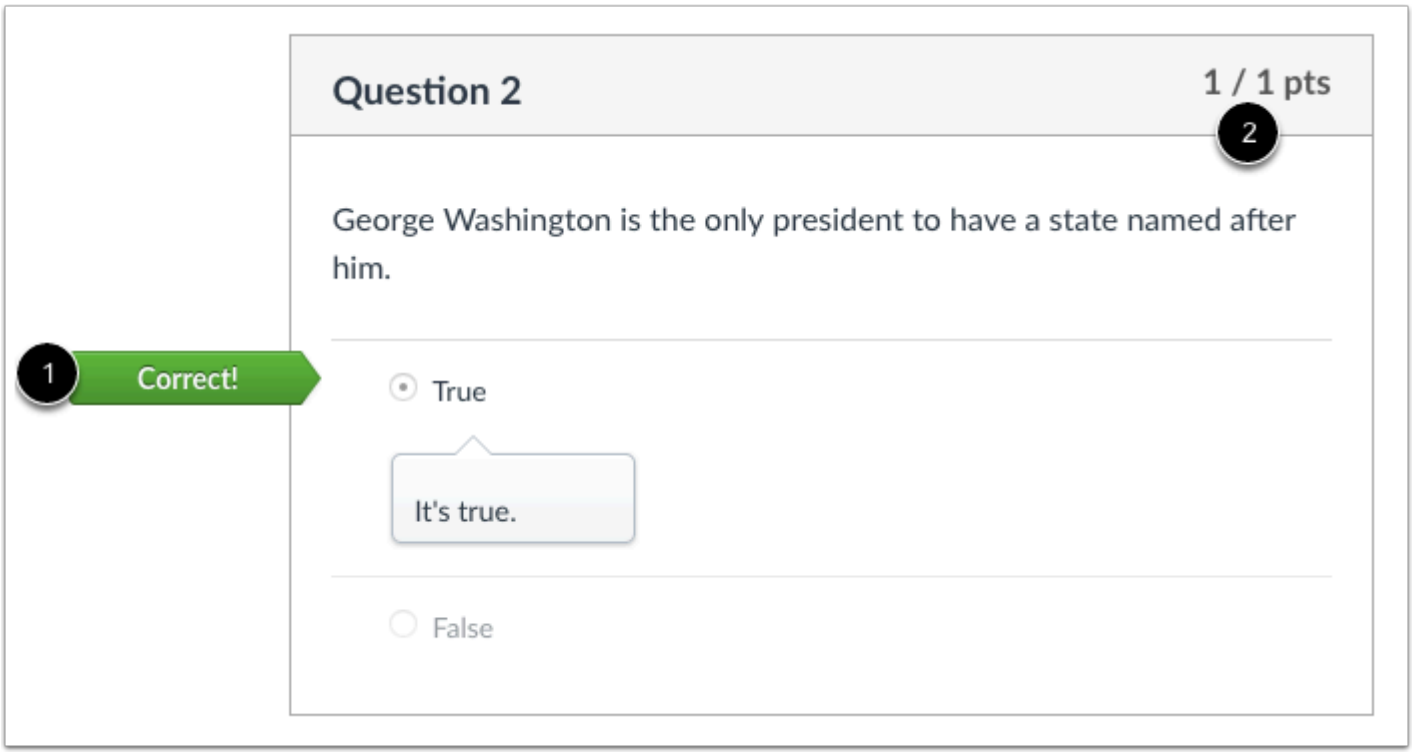
Add additional individual questions as needed.

Student View of True/False Question



This is what a student sees when they encounter a True/False question in a quiz.

Student View of True/False Feedback



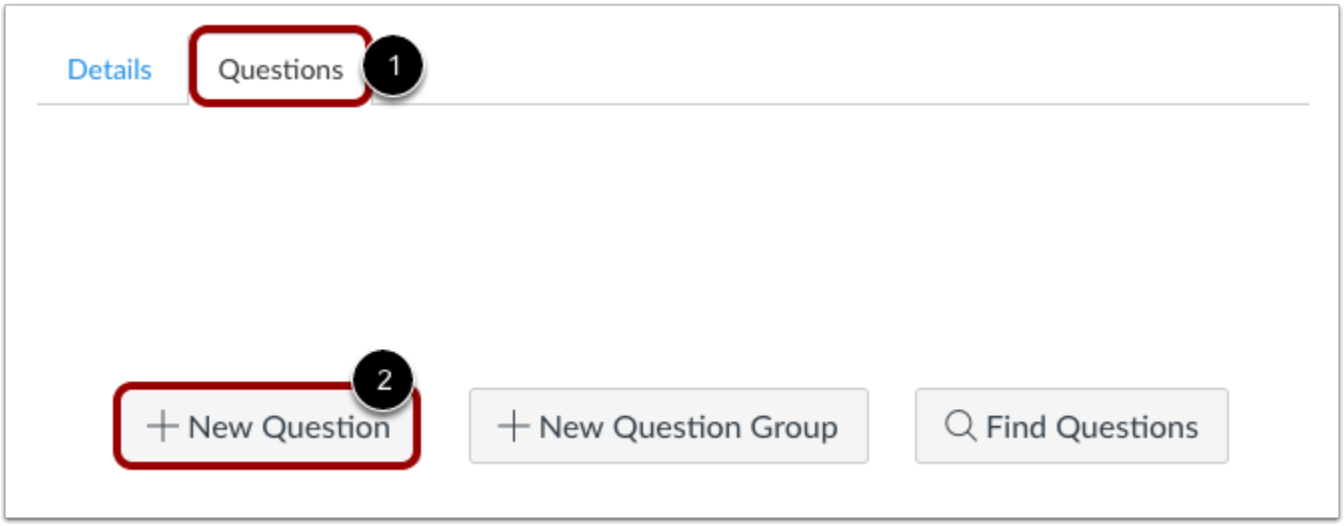
This is what students see if they are allowed to see correct answers after submitting the quiz.

They will see if their answer was correct or incorrect. No credit is assigned if the student answers a True/False question incorrectly [2].

How do I create a Fill-in-the-Blank quiz question?

You can create a single fill-in-the-blank question in your quiz.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



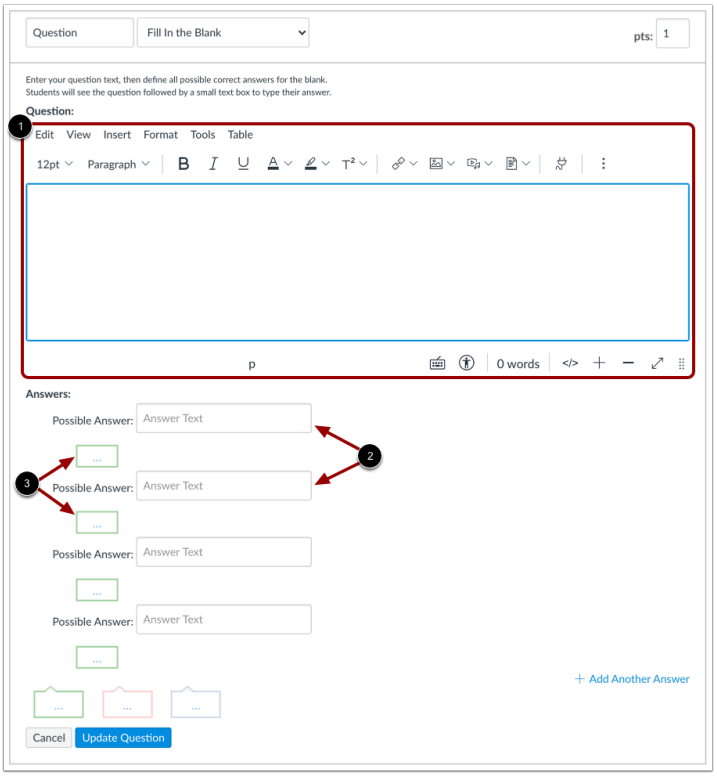
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Fill In the Blank question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit Fill-In-the-Blank Question Details



To build a Fill-in-the-Blank question, you will need to enter the following details:

- The question text (use the Rich Content Editor to include video, images, math equations, or flash activities) [1]
- Text for the possible answers [2]
- Text for the answer comments under each answer (possible answers are all green and/or at the end of the question) [3]

Enter Possible Answers



Currently, fill-in-the-blank answers are not case sensitive. The only way a student will get the answer incorrect is if it is left blank or the answer is misspelled. You can click **Add Another Answer** to add as many different versions of the correct answer as possible if you desire. Possible answers are limited to 80 characters.

Notes:

- In order to receive credit for a correct response, students must enter their answer exactly as it has been entered by the instructor, including any additional spaces in the Possible Answer field.
- If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

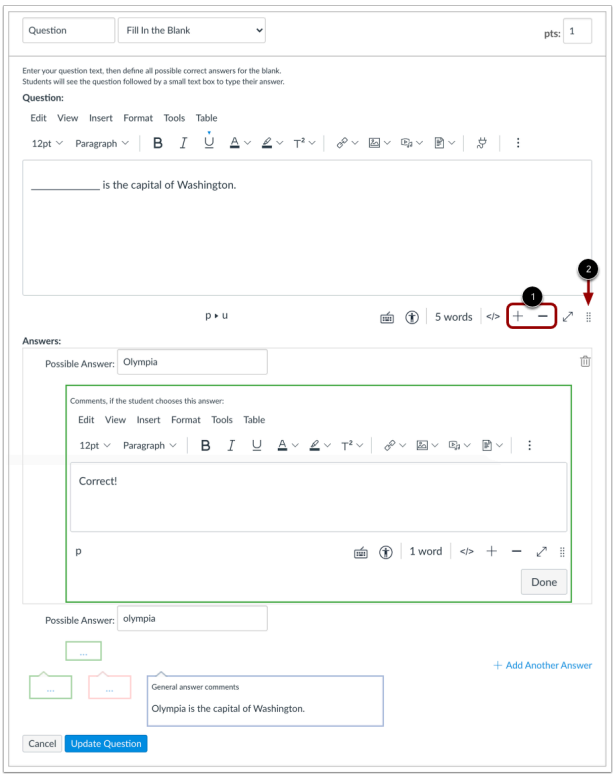
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

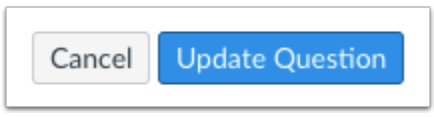
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



To resize the Rich Content Editor, click the **Plus** and **Minus** icons [1]. You can also click and drag the **Resize** icon [2].

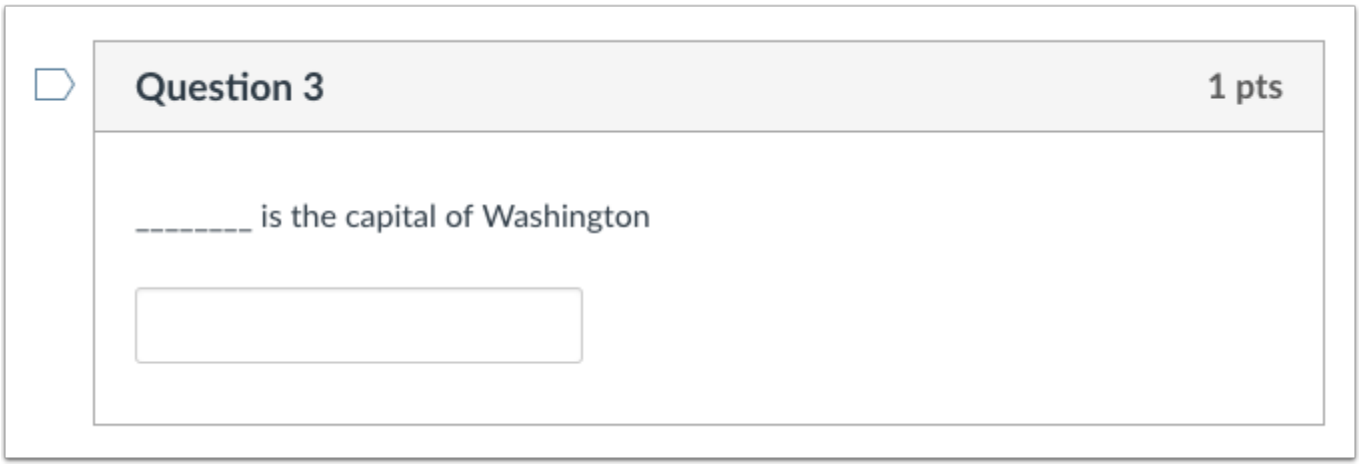
Update Question



Click the **Update Question** button.

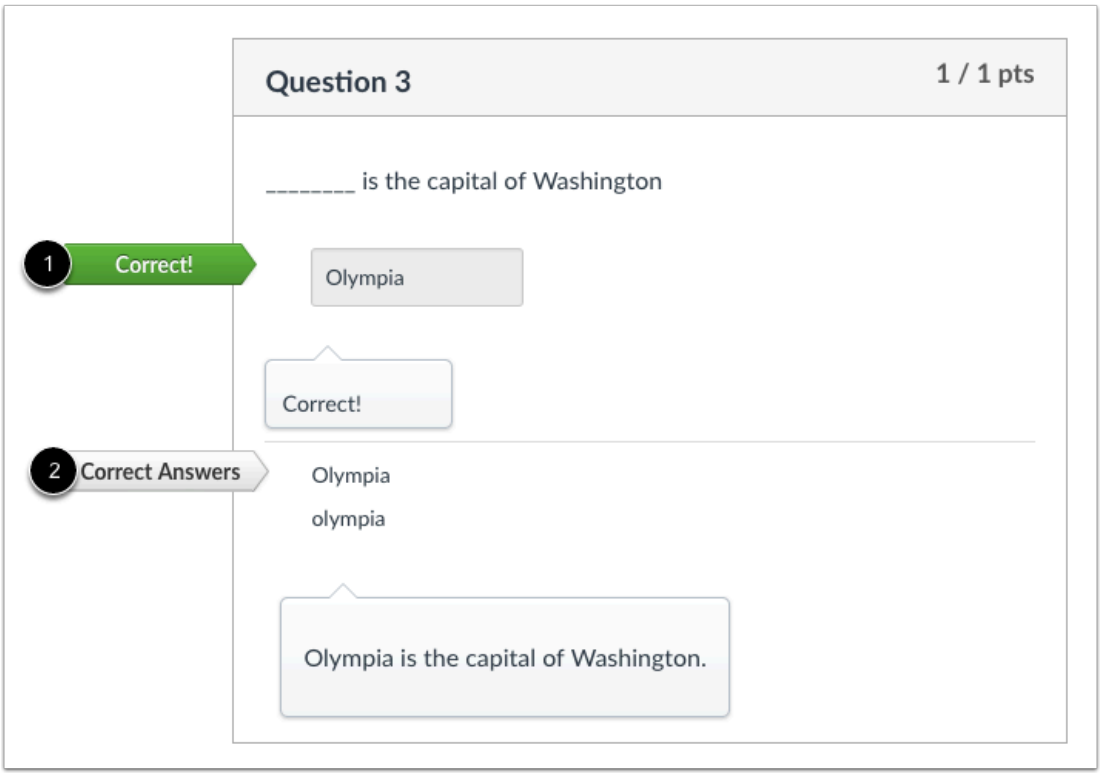
Add additional individual questions as needed.

Student View for Fill-in-the-Blank Question



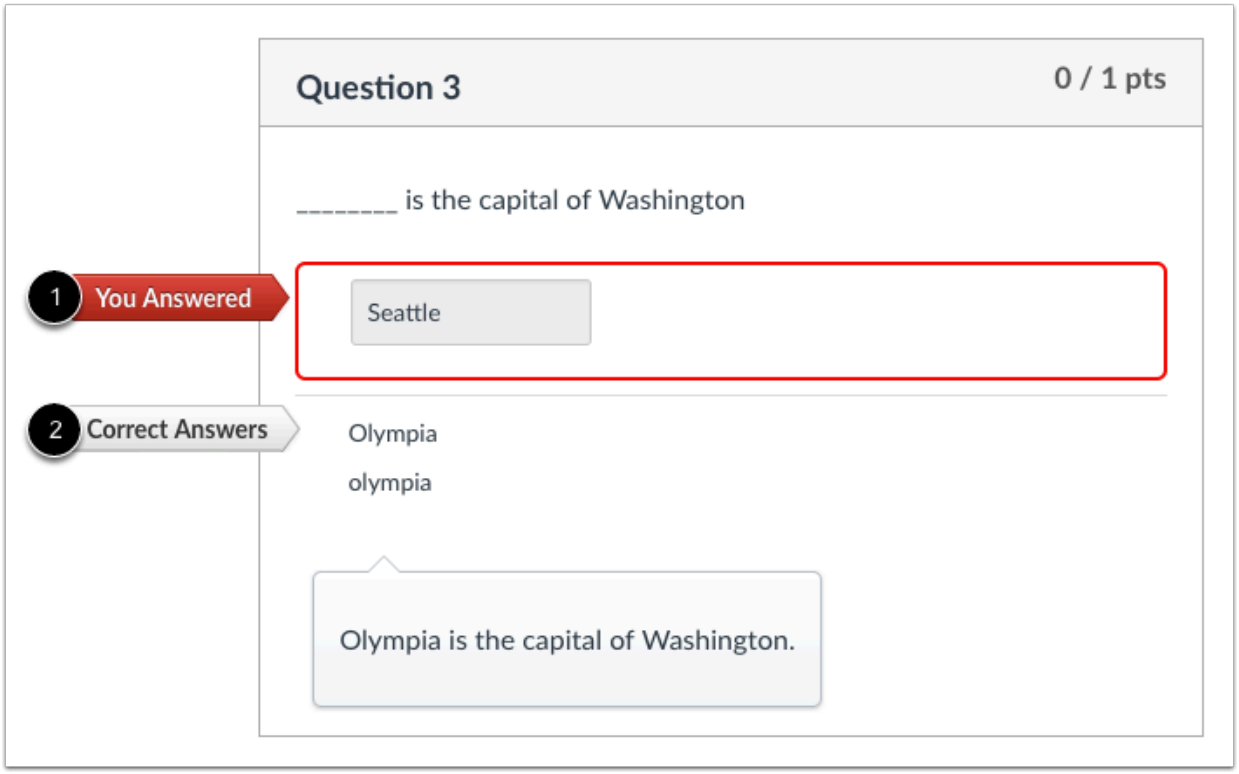
This is what students see when they encounter a Fill-in-the-blank question in a quiz.

Student View for Fill-in-the-Blank Feedback Correct Answer



Students will see if their answer is correct as indicated by the green flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses (if any) indicated by the gray flag [2] after submitting the quiz.

Student View for Fill-in-the-Blank Feedback Incorrect Answer

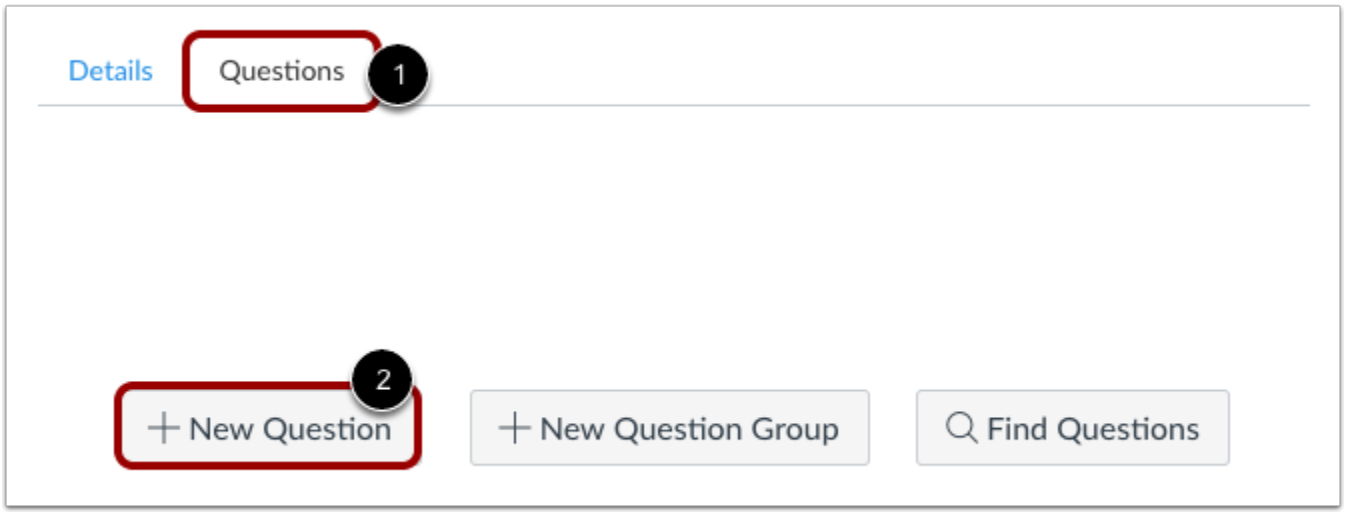


Students will see if their answer is incorrect as indicated by the red flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses indicated by the gray flag [2] after submitting the quiz.

How do I create a Fill-in-Multiple-Blanks quiz question?

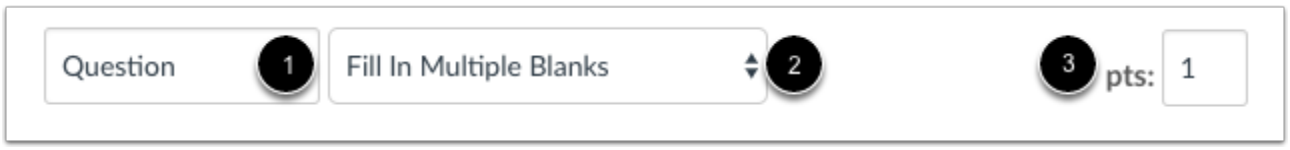
You can create a question that has multiple blanks for students to type in their responses. You can create a sentence with multiple fill-in-the banks, as demonstrated in this lesson, or you can use the same steps to create a list.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



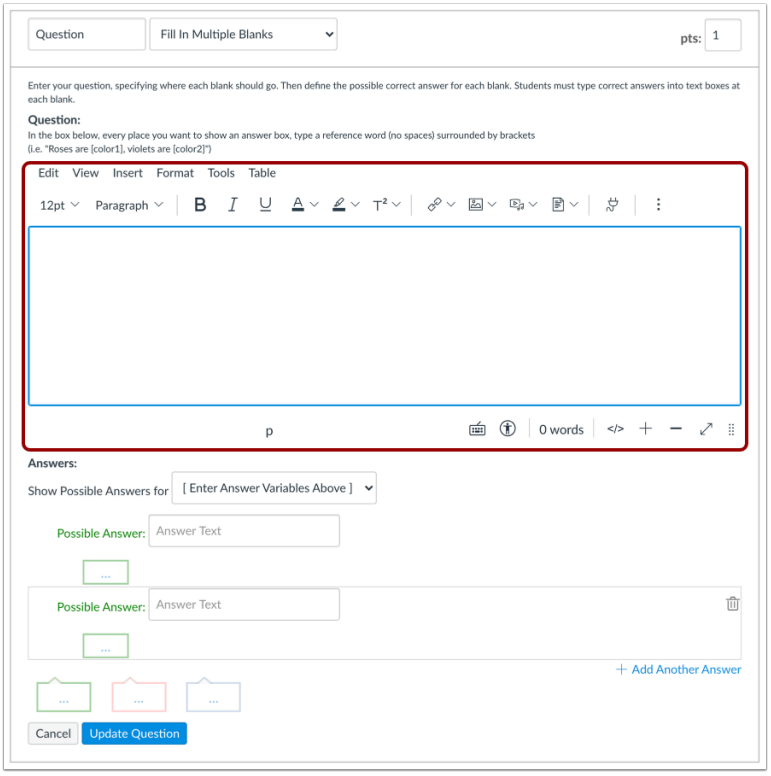
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Fill In Multiple Blanks question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

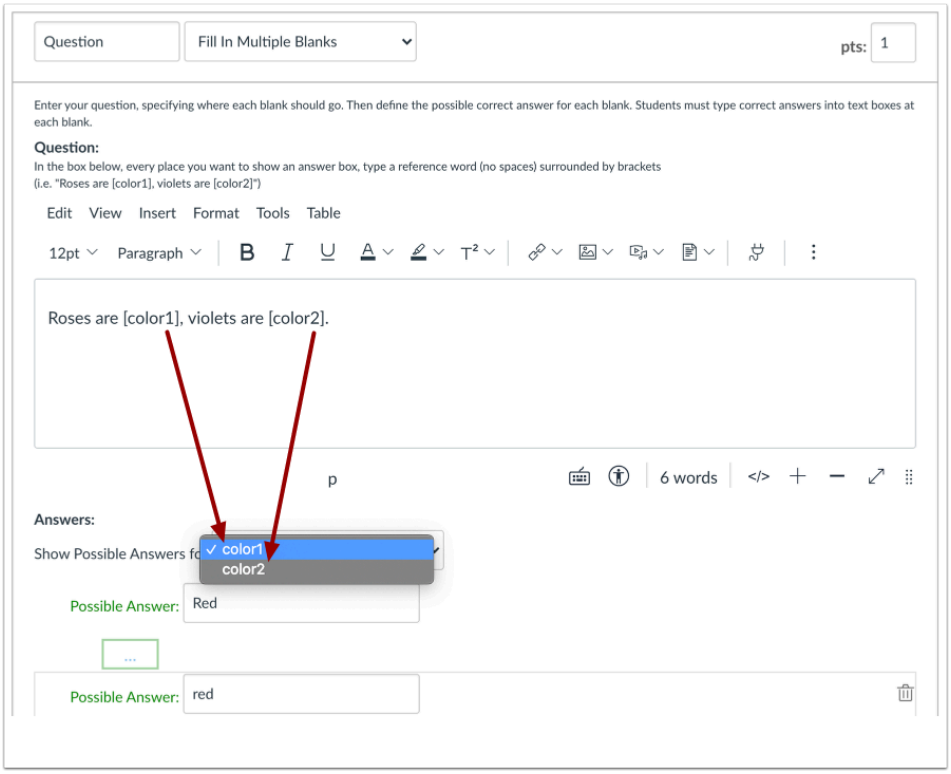
Enter Question Details



Type your question into the Rich Content Editor. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

Note: Fill-in-Multiple-Blanks questions that include tables may not display some question content when viewed by students.

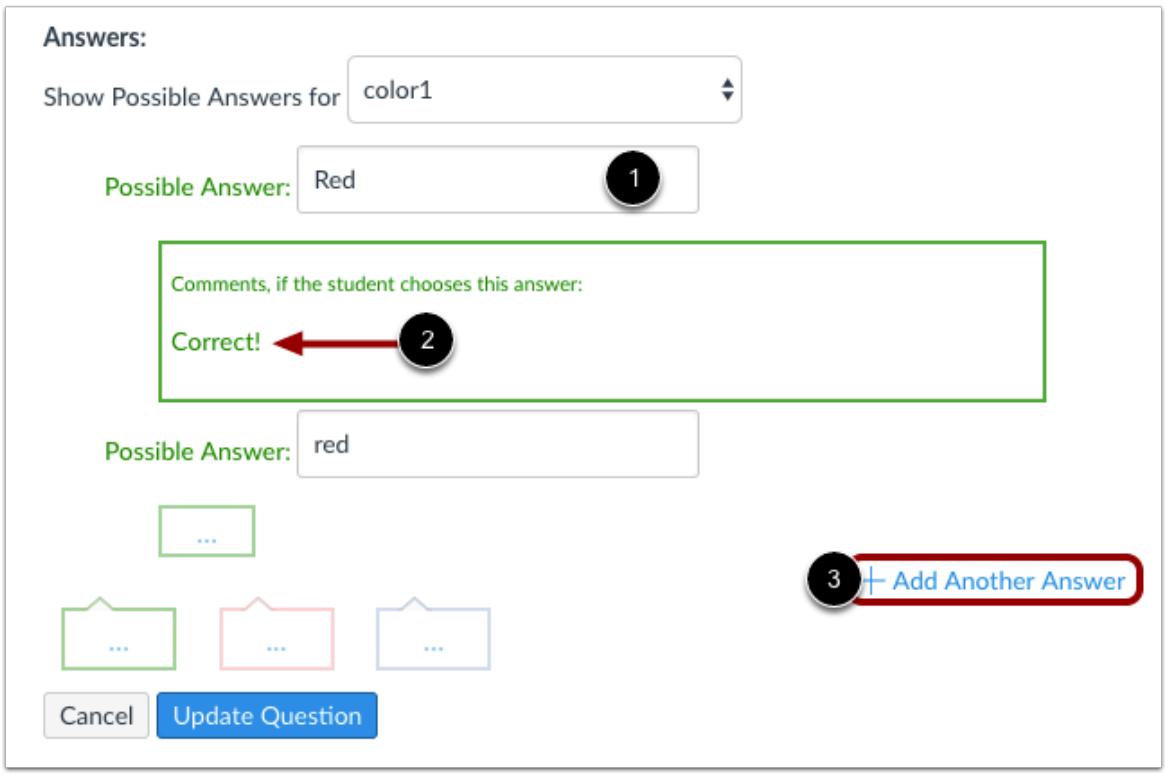
Create Reference Words



Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the **Show Possible Answers for** drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].

Enter Answer Responses for First Reference Word

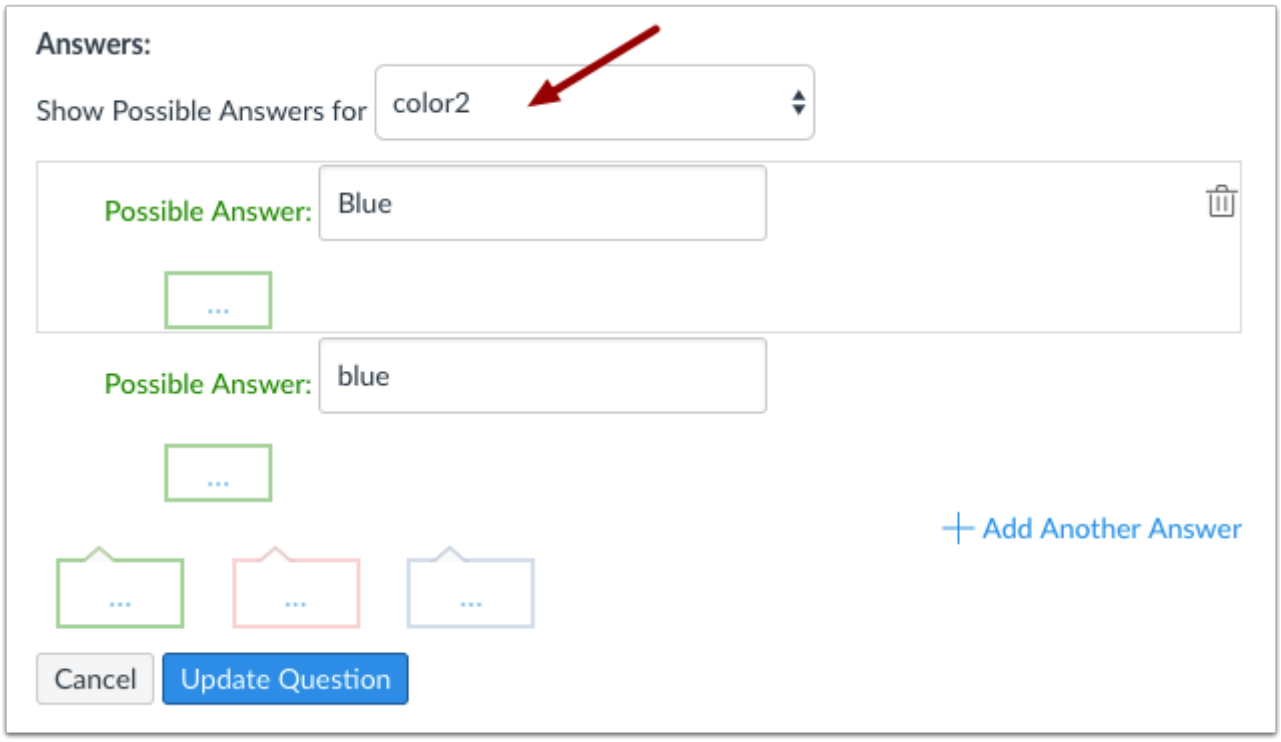


A student will not get full credit for an answer if it is left blank, misspelled, or is incorrect. For each item in the dropdown menu, instructors must try to account for all of the possible correct answers that a student might give. Currently, fill-in-multiple-blanks answers are **not** case sensitive. Partial credit will be assigned if only one of the fields is filled out correctly.

Select the first reference word in the drop-down list and type the different versions of the right answer in the Possible Answer fields [1]. You can add comments for each answer if you wish [2]. Click **Add Another Answer** to add more answer fields [3].

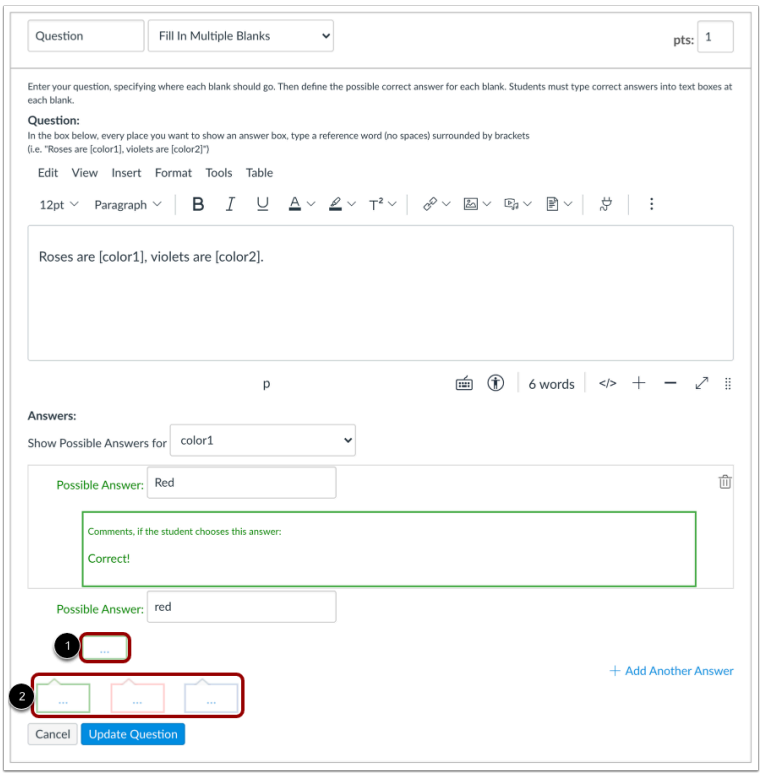
Note: If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

Enter Answer Responses for Additional Reference Words



Select the second item in the drop-down menu to create associated answers. Repeat this process for as many reference words as are in your question.

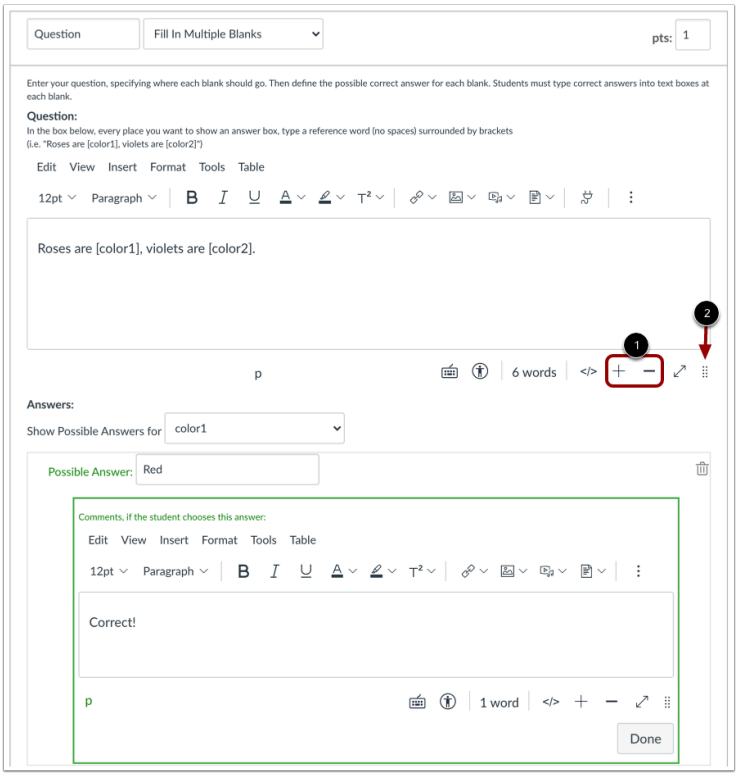
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

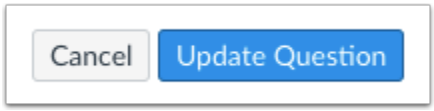
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



To resize the Rich Content Editor, click the **Plus** and **Minus** icons [1]. You can also click and drag the **Resize** icon [2].

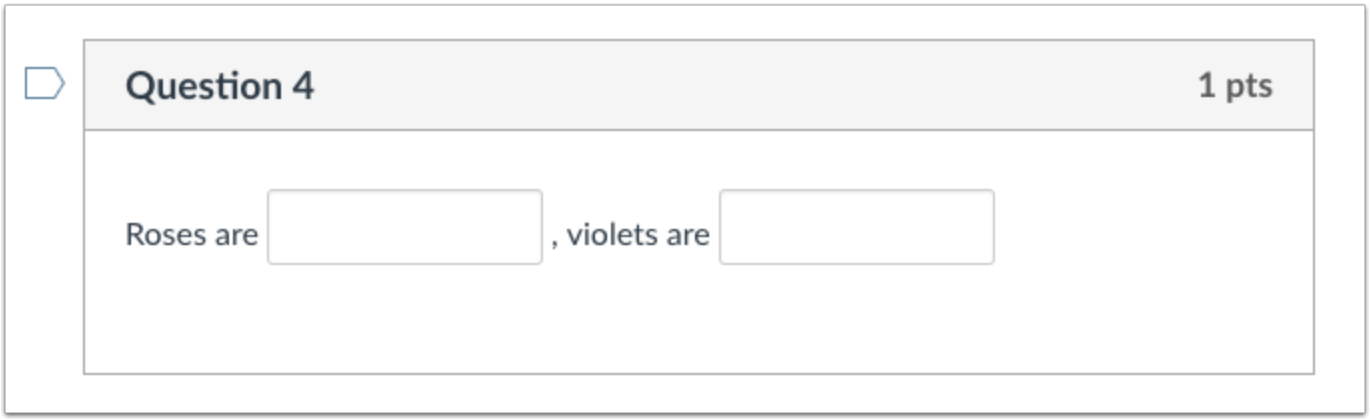
Update Question



Click the **Update Question** button.

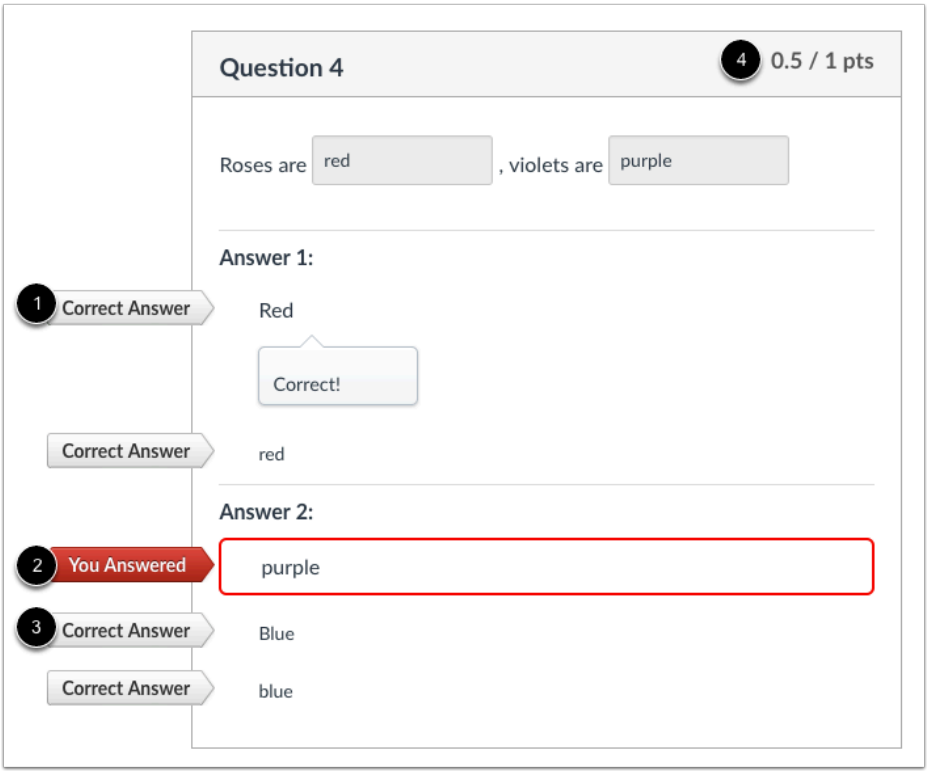
Add additional individual questions as needed.

Student View for Fill-in-Multiple-Blanks Question



This is what students see when they encounter a Fill-in-Multiple-Blanks question.

Student View for Fill-in-Multiple-Blanks Feedback



If you allow students to see the correct answers, they will see correct responses marked with a correct answer flag [1]. Their incorrect response will be marked with a red flag [2] and the correct response marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

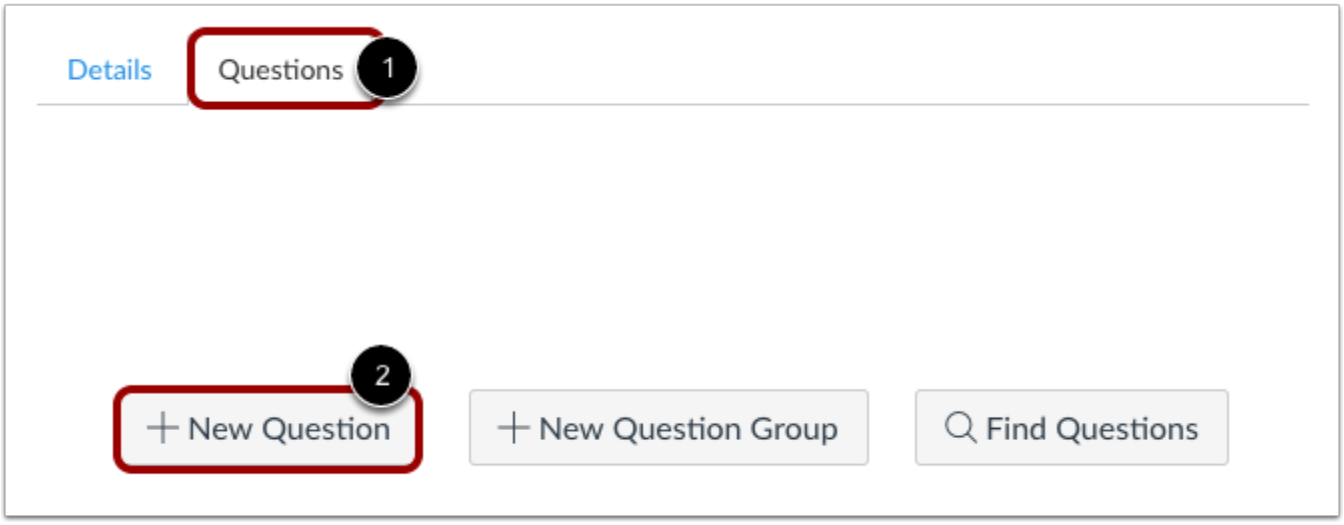
How do I create a Multiple Answers quiz question?

You can create a question that has multiple answers in it.

Notes:

- If you need to edit a Multiple Answers question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz. However, this option only works for regrading existing questions, not deleting questions completely.
- To calculate scores for Multiple Answers quiz questions, Canvas divides the total points possible by the amount of correct answers for that question. This amount is awarded for every correct answer selected and deducted for every incorrect answer selected. No points are awarded or deducted for correct or incorrect answers that are not selected. For example, an instructor may create a Multiple Answer quiz question with 9 points possible that includes three correct choices and two incorrect choices. If a student selects two correct answers and one incorrect answer, they would be awarded 3 total points for that question. This would be calculated by awarding 3 points (9 total points divided by 3 correct answers) for each correct answer and subtracting 3 points for the incorrect answer.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



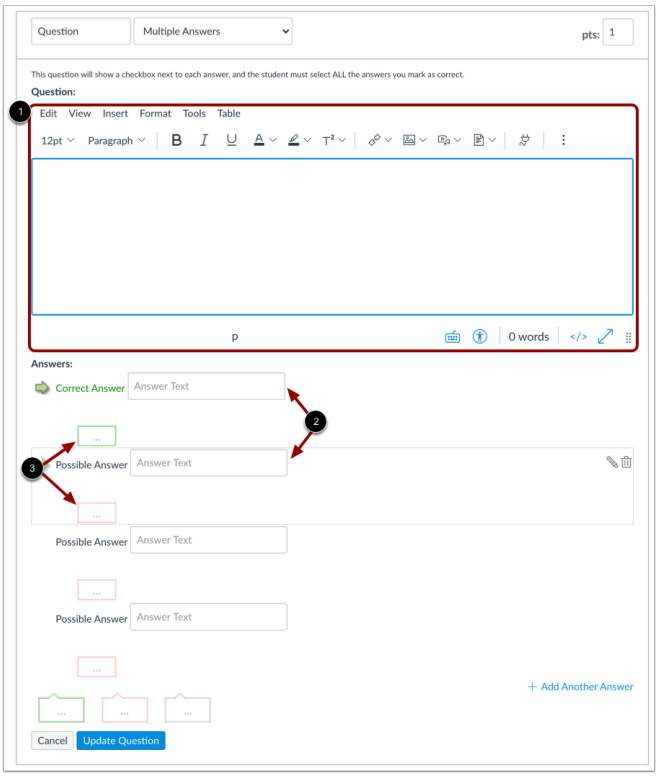
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Answers question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

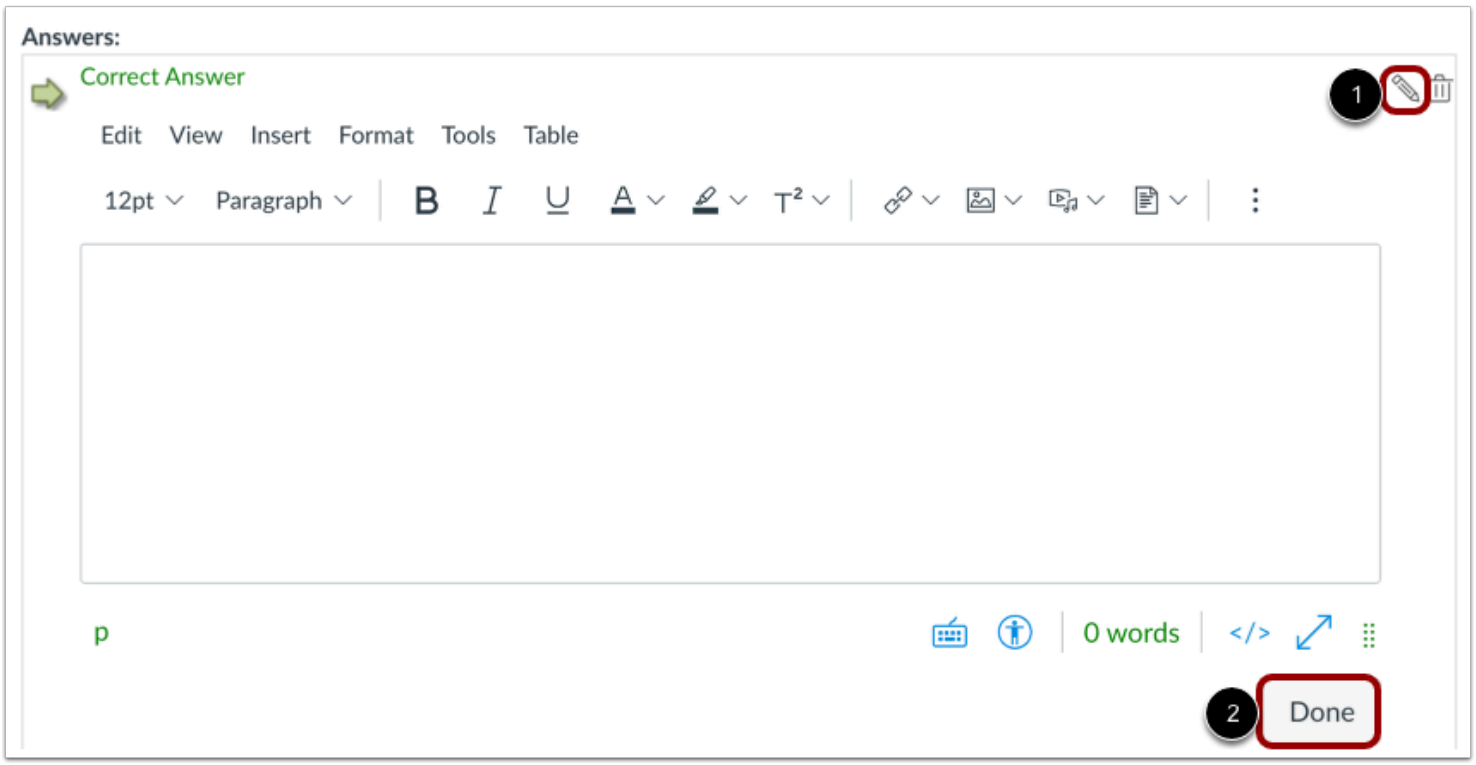
Edit Multiple Answers Question Details



To build a Multiple Answers question, you will need to enter the following details:

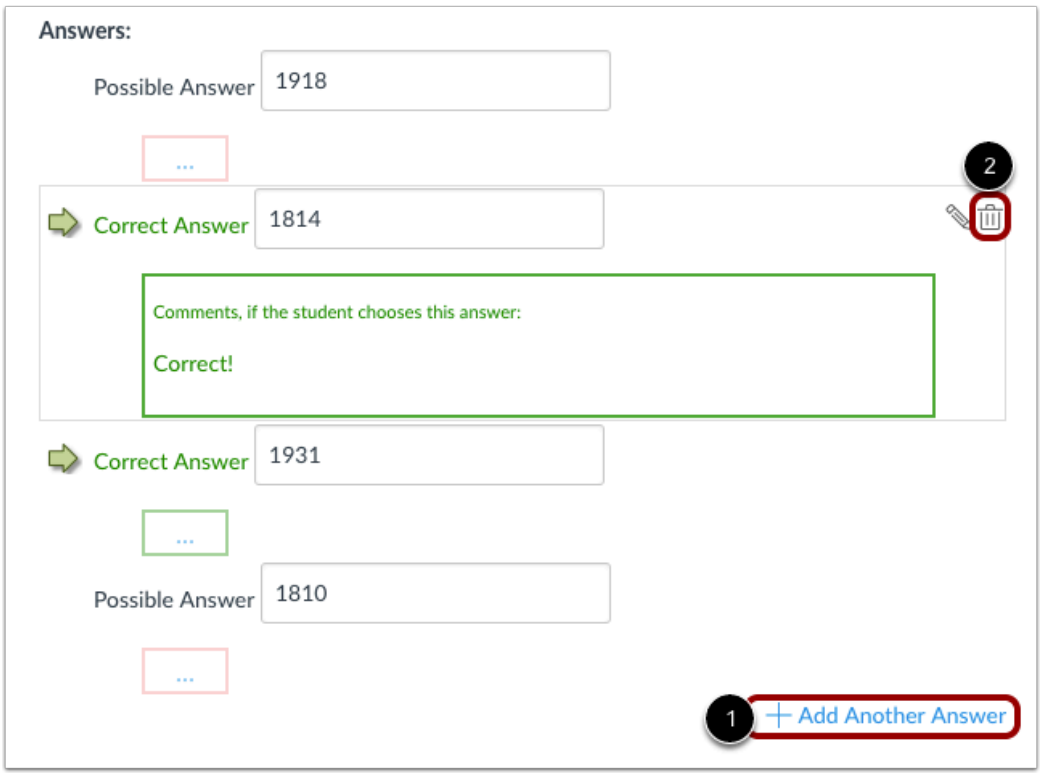
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response text
3. Text for the answer comments under each correct answer and/or at the end of the question

Create Answers with Rich Content Editor



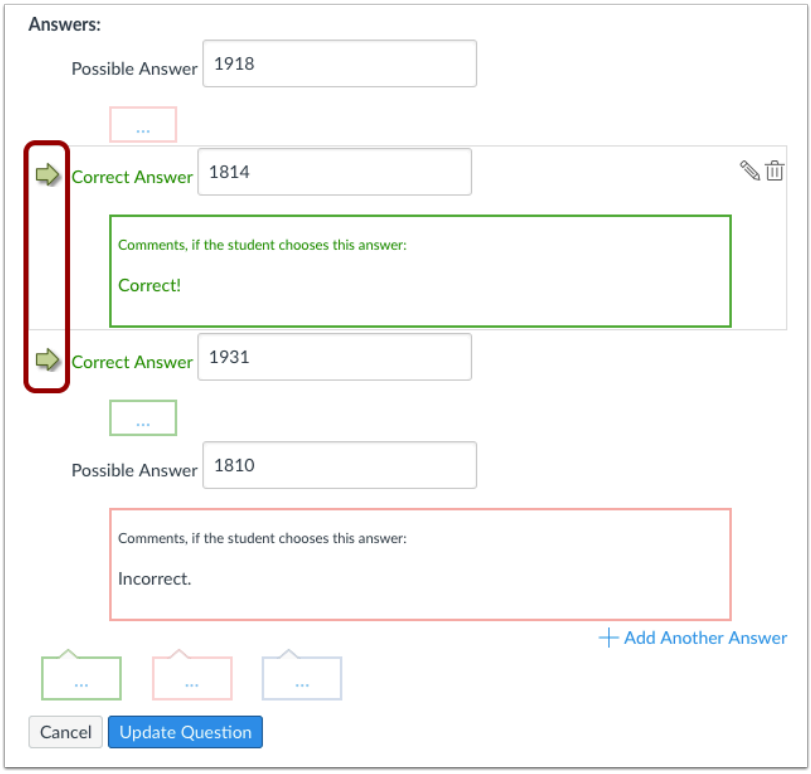
To create your answer with the Rich Content Editor, hover over the response and click the **Edit** icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. To close the editor, click the **Done** button [2].

Add or Delete Answers



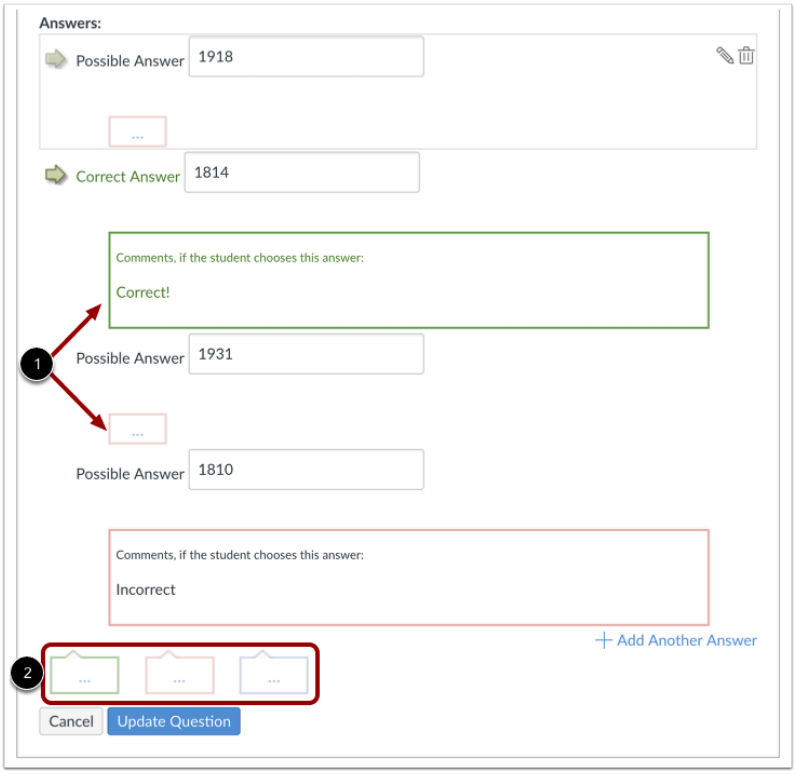
Click the **Add Another Answer** [1] link to create as many correct answers and distractors as you like. If you want to delete a response, hover over the response and click the **Delete** icon [2].

Select Correct Answers



Multiple Answers questions can have more than one correct answer. Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answers. You will know which answers are marked as correct responses because both the arrow and the feedback bubble below the answer field will turn green. In this example, the second and third answers are marked as correct. Students are required to select all correct answers to get full credit.

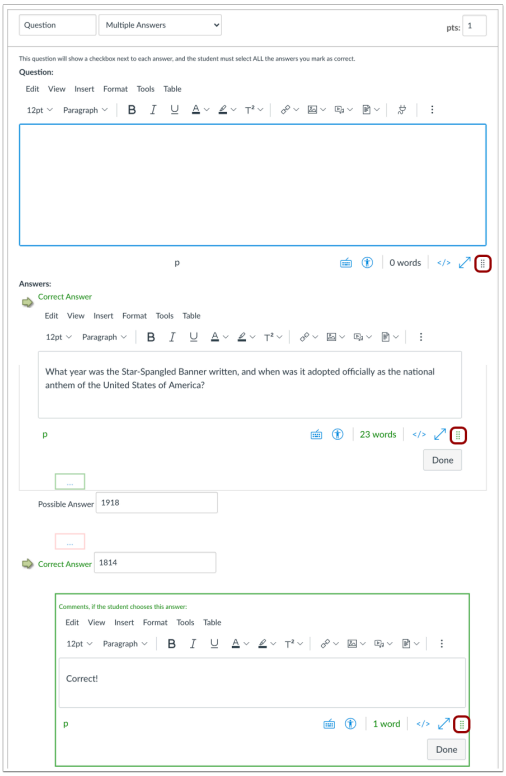
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

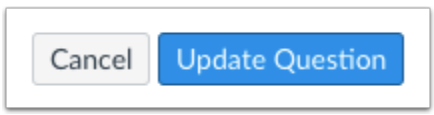
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

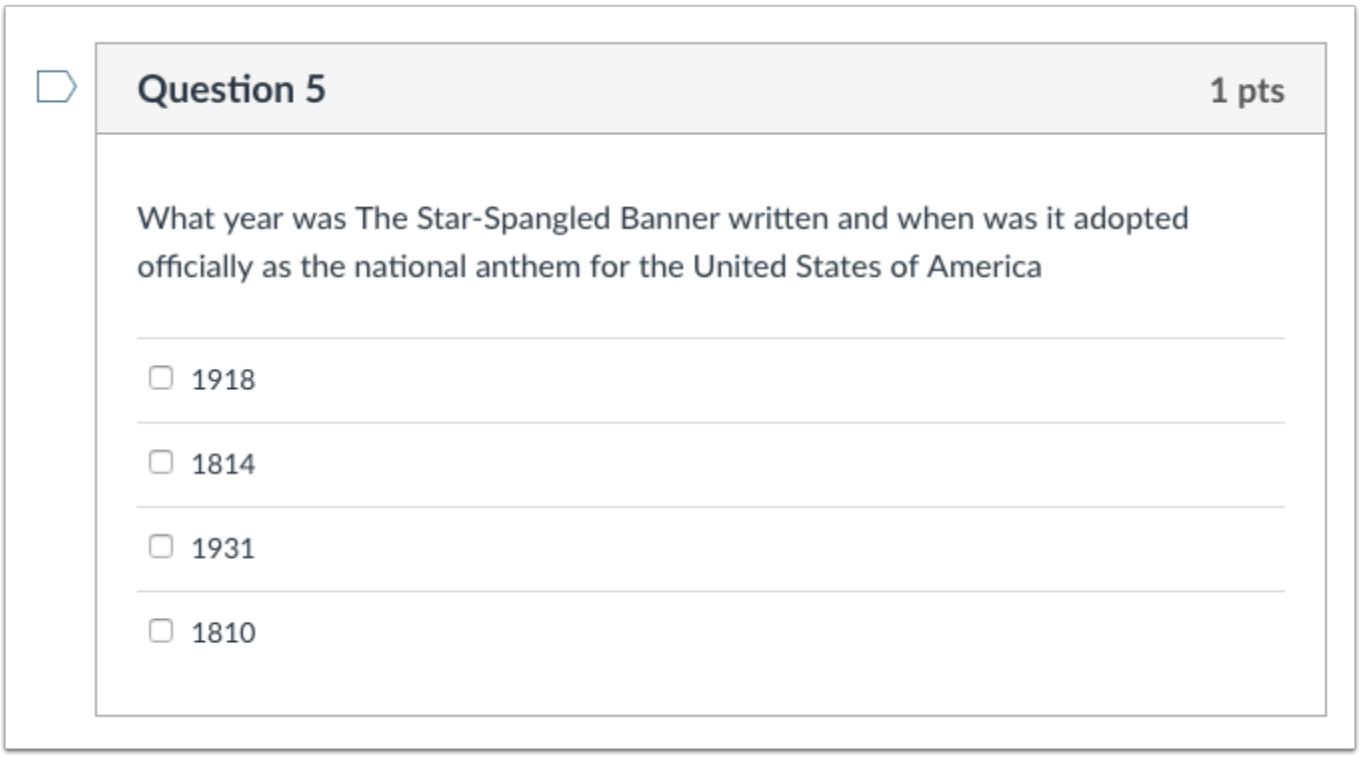
Update Question



Click the **Update Question** button.

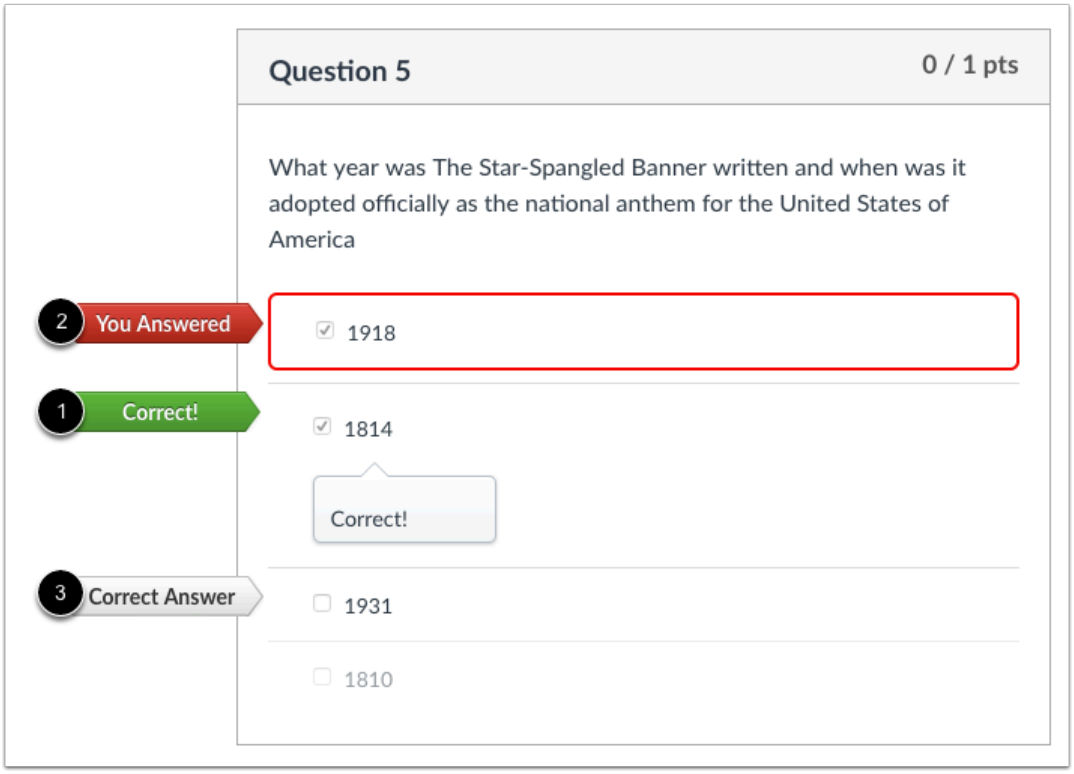
Add additional individual questions as needed.

Student View for Multiple Answers Question



This is what students see when they encounter a Multiple Answers question in a quiz.

Student View for Multiple Answers Feedback

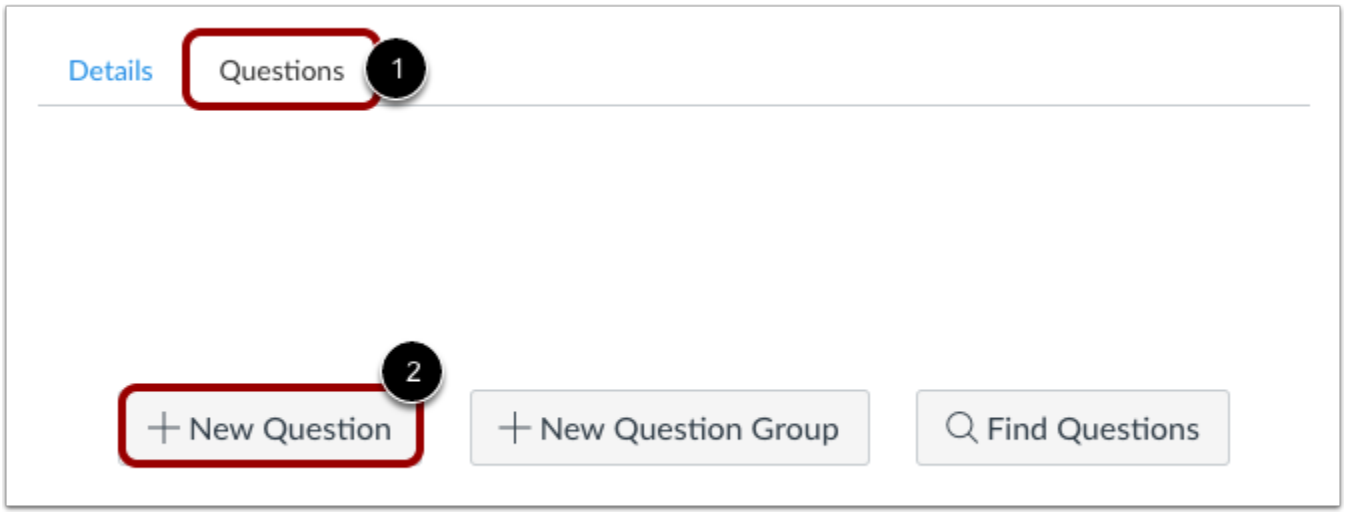


If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3].

How do I create a Multiple Dropdown quiz question?

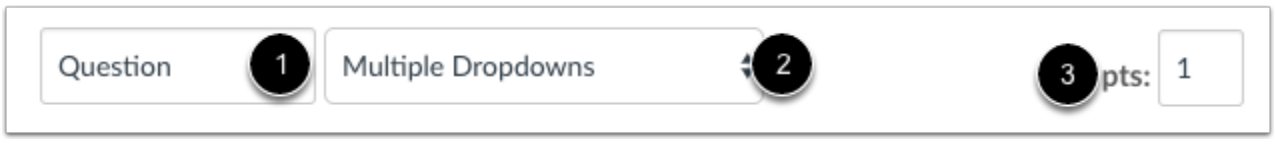
You can create a question that has multiple options for students to select in their response. You can create a sentence with multiple answers, as demonstrated in this lesson, or you can use the same steps to create a list.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



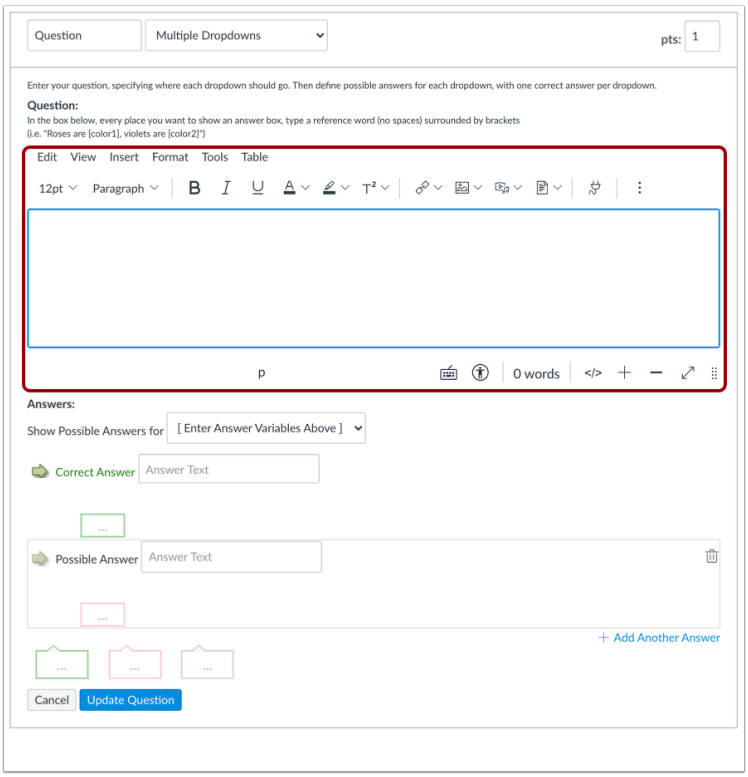
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Dropdowns question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

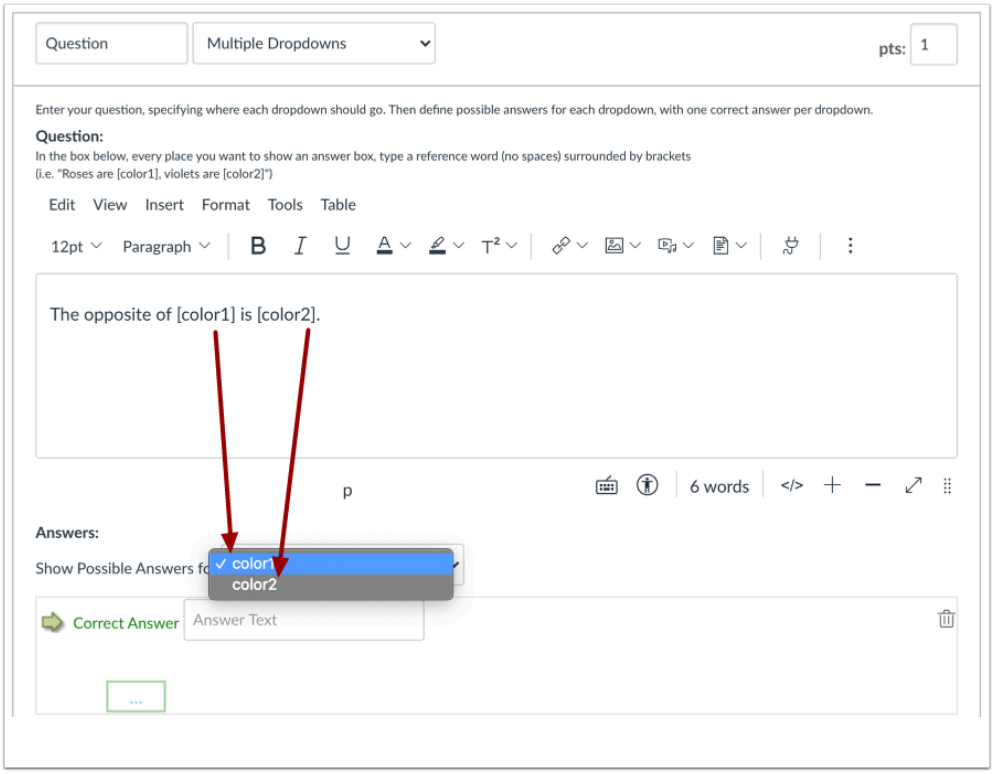
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Enter Question Details



Type your question into the Rich Content Editor. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

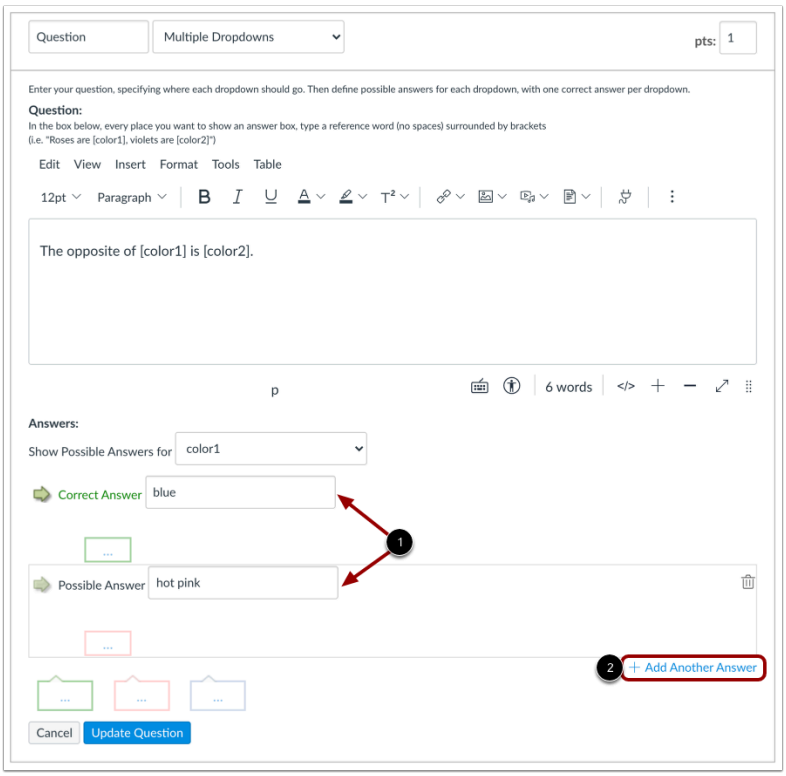
Create Reference Words



Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the **Show Possible Answers for** drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].

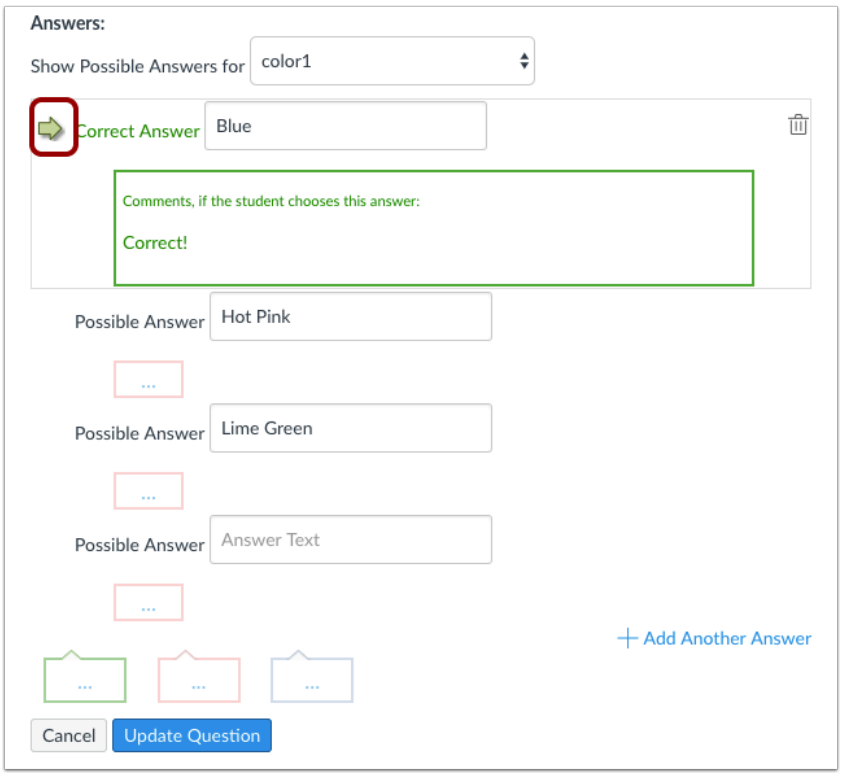
Enter Answer Responses for First Reference Word



For each item in the drop-down menu, enter one correct answer and all of the other distractors. Type the correct answer and the distractors in the Possible Answer fields [1]. Click the **Add Another Answer** link [2] to add additional distractors.

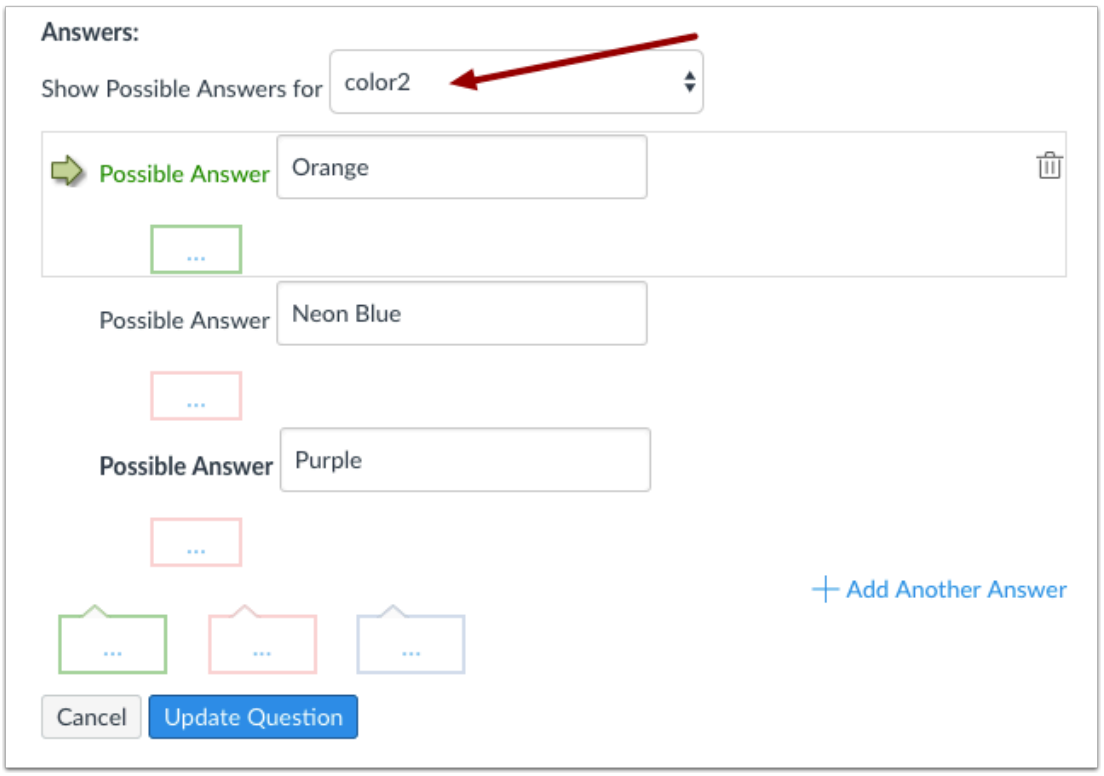
Note: The drop-down menu displays a maximum of 100 characters to students taking a quiz.

Choose Correct Answer



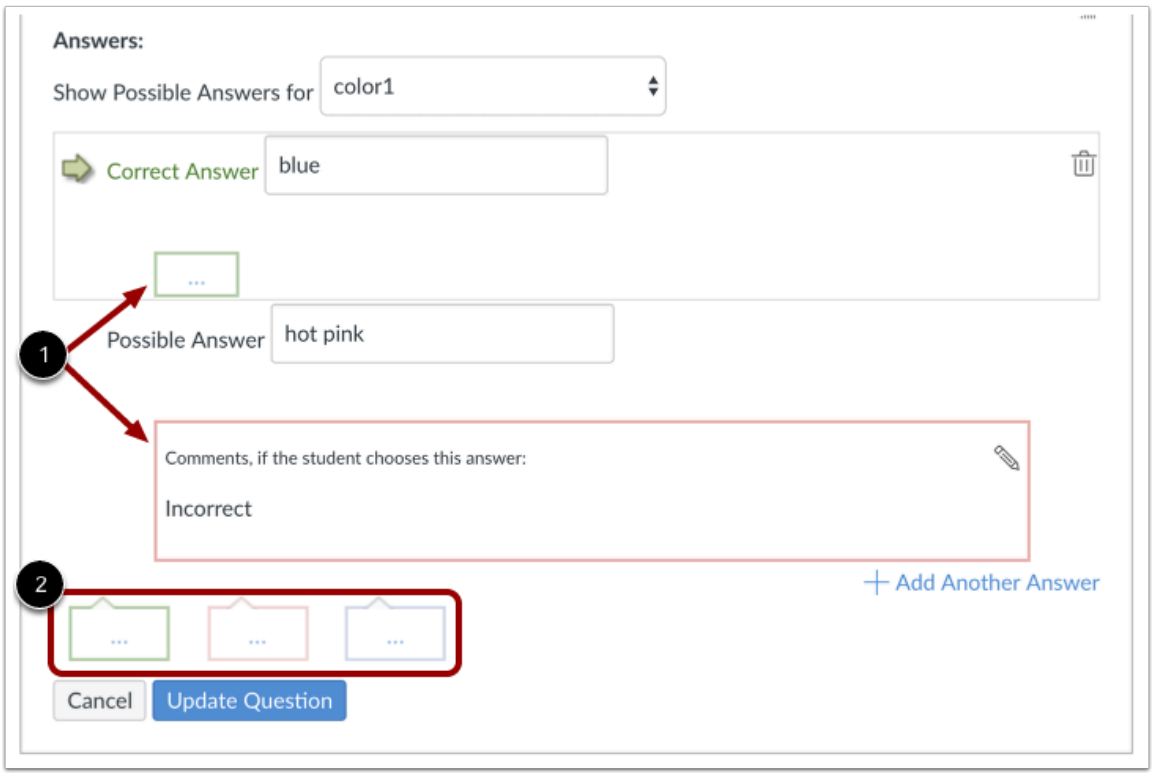
Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment around that answer will turn green. In this example, the first answer is the correct answer.

Enter Answer Responses for Additional Reference Words



Select the second item in the drop-down menu and create the associated answers. Repeat this process for as many reference words as are in your question.

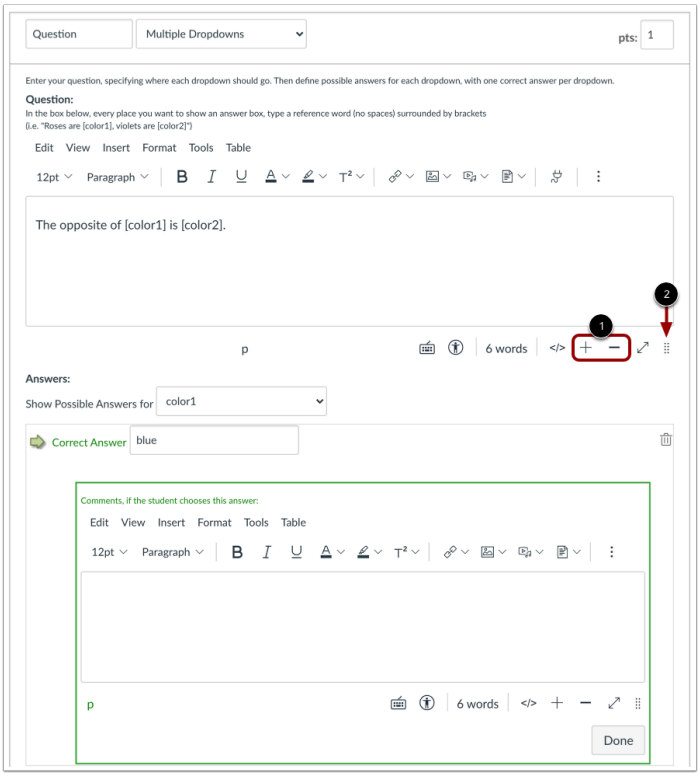
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

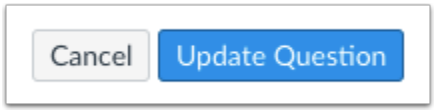
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



To resize the Rich Content Editor, click the **Plus** and **Minus** icons [1]. You can also click and drag the **Resize** icon [2].

Update Question



Click the **Update Question** button.

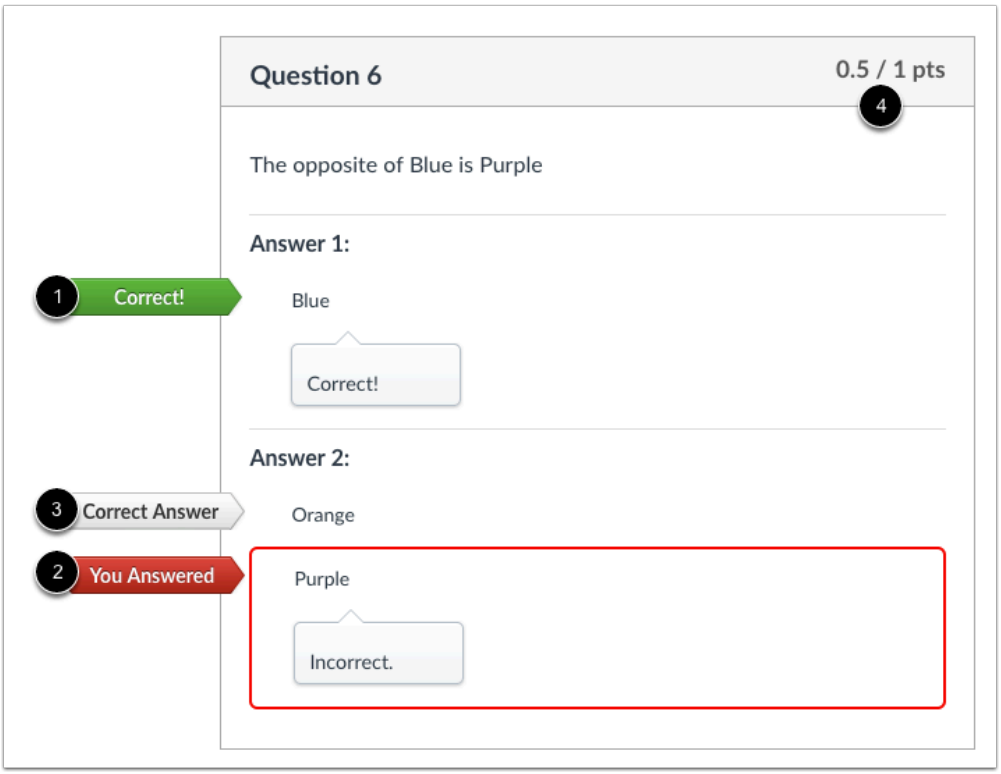
Add additional individual questions as needed.

Student View for Multiple Dropdowns Question



This is what students see when they encounter a Multiple Dropdowns question in a quiz.

Student View for Multiple Dropdowns Feedback

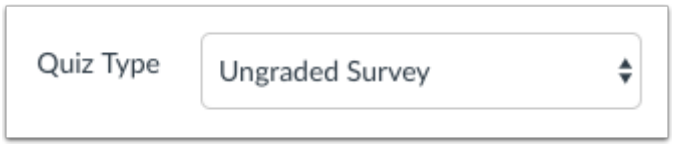


If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

How do I create Likert scale quiz questions?

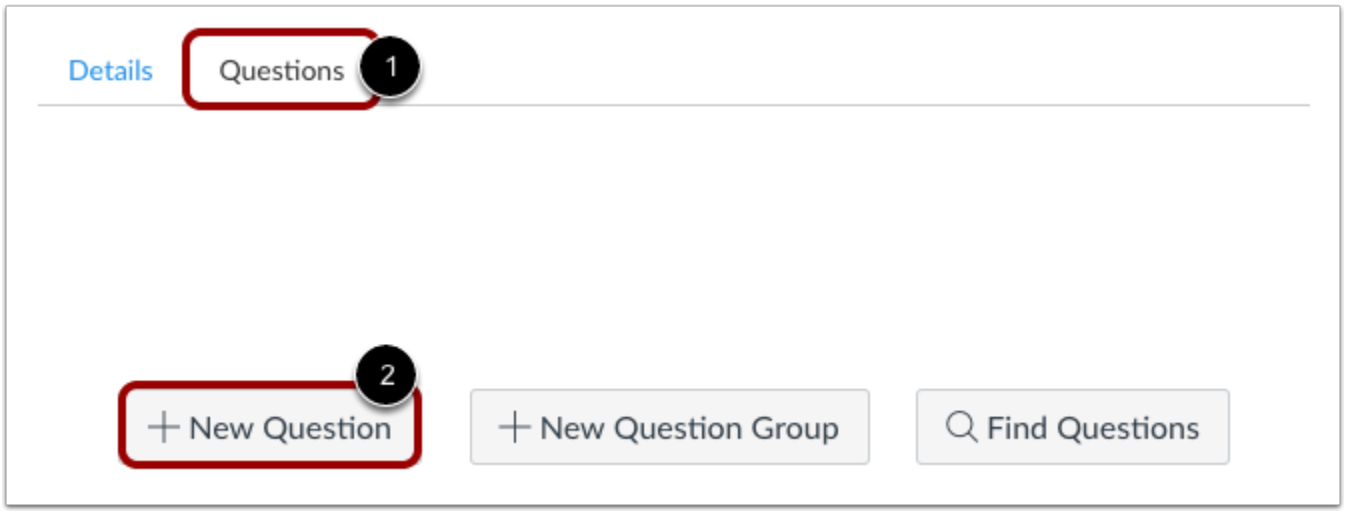
A Likert scale question is a list of statements with response points that indicate agreement. Canvas' Multiple Dropdown question type can be used for Likert-style questions in Surveys.

Create Survey



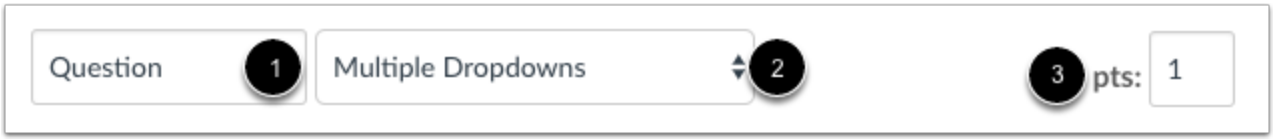
After clicking the **Quizzes** link, either create or edit a quiz. Make sure the quiz type is set as either a Graded or Ungraded Survey.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



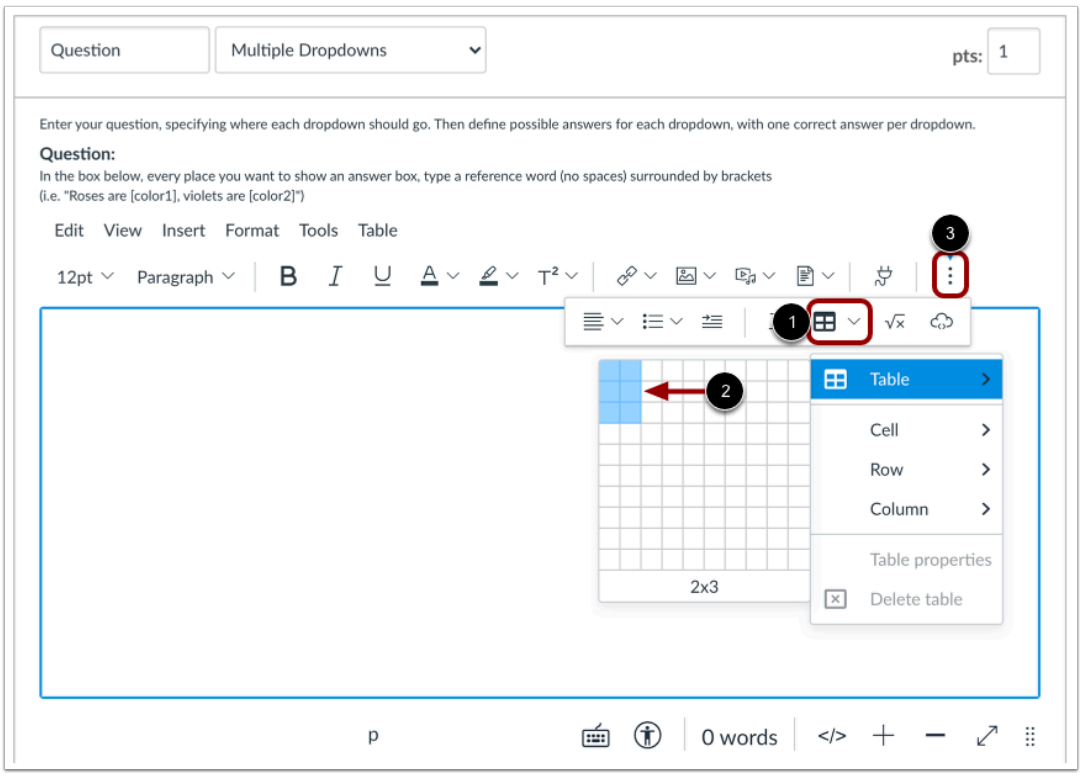
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Dropdowns question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

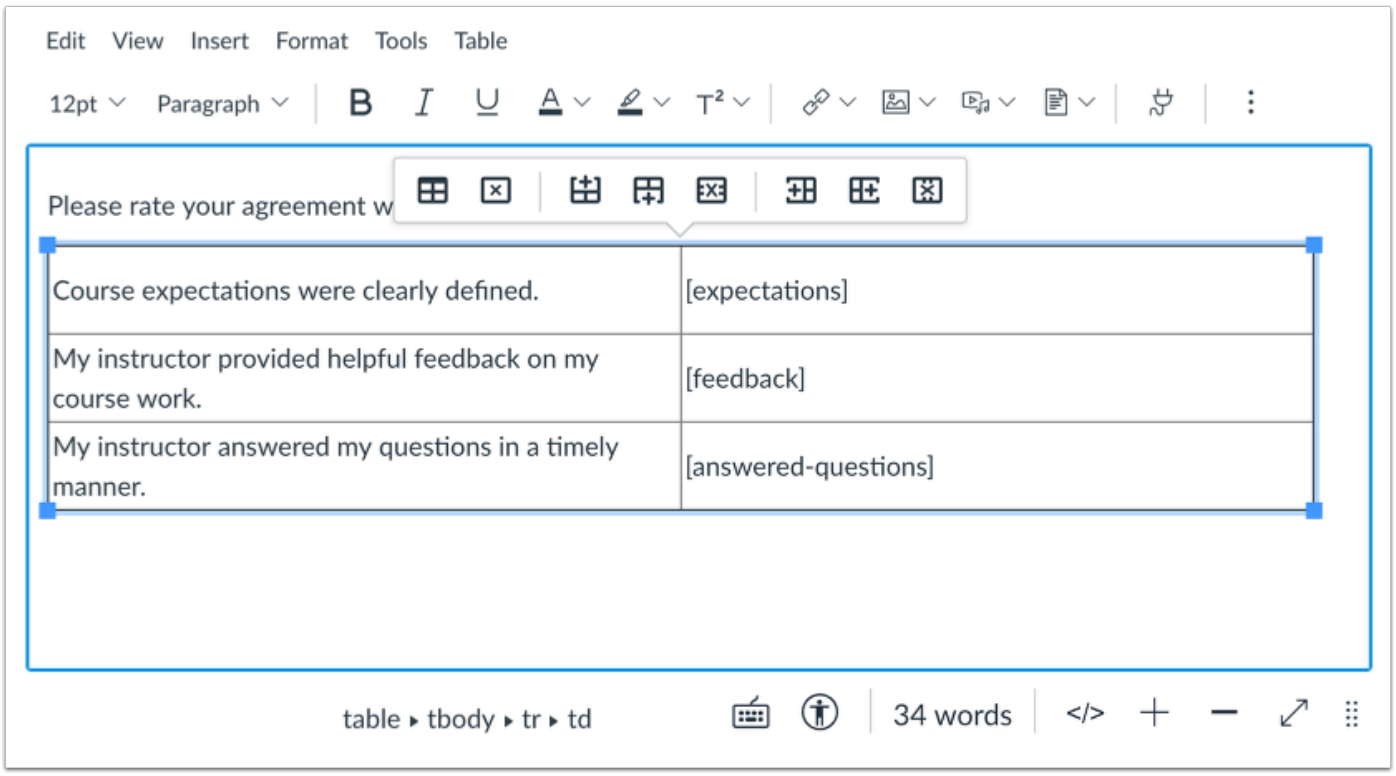
Add a Table



After adding in any preliminary instructions, click the **table** icon [1] in the Rich Content Editor and choose two columns [2] and as many rows as you need (one per statement) to contain the entire Likert scale of items. In this example, there are three rows.

Note: To view the Table icon, you may have to click the **Options** icon [3].

Add Likert Items as Statements and Answer Choice Boxes

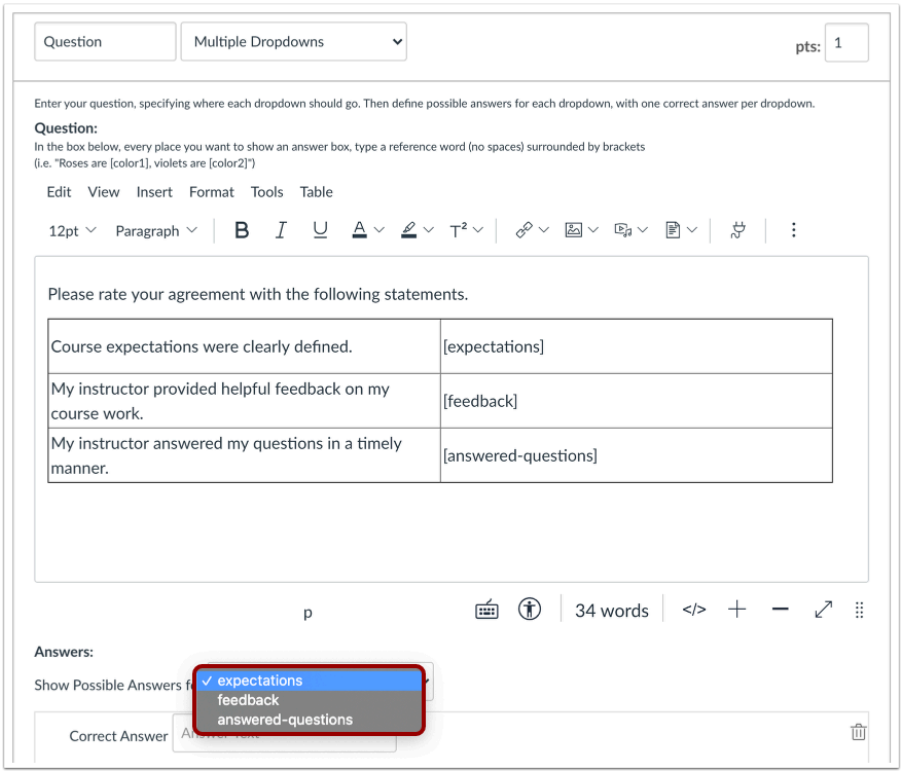


Each row of the table will be a distinct Likert item, which is a statement with answer choice boxes, and users can select how strongly they agree or disagree with that statement.

Create a name for the answer choice boxes, and use square brackets to frame the answer choice boxes. In this example, we made **expectations**, **feedback**, and **answered questions** the reference words to create answer choices for the three statements and set them up as [expectations], [feedback], and [answered-questions].

Note: Likert items cannot contain spaces. You can separate multiple word Likert items with hyphens.

Add Responses as Possible Answers for Each Likert Item



Each Likert item needs to have its own listing of responses as possible answers.

Select each Possible Response and add as many Answers as possible, with consistent Answer Text. You will have to input the Answer Text for each answer choice box. For example, [expectations], [feedback], and [answered-questions] will all need to have each possible response added separately.

Select the first reference item from the drop-down list. Then fill in the Likert responses. The standard five-point Likert responses are:

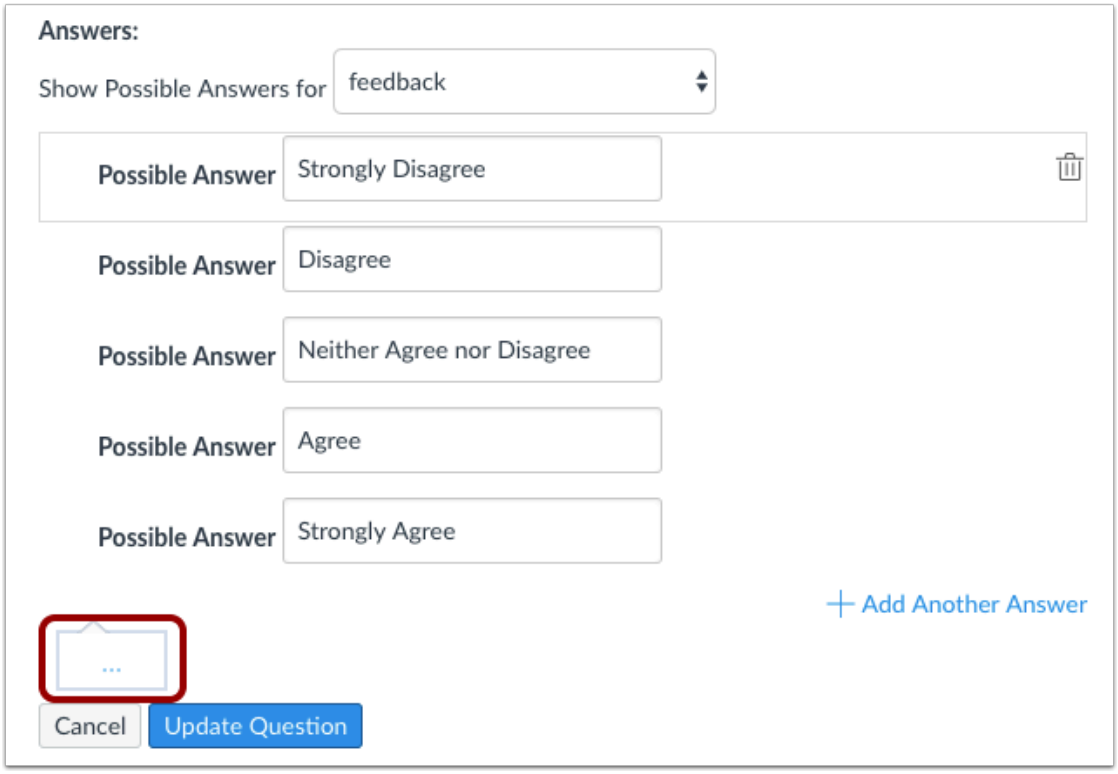
- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

Learn more about multiple dropdown questions.

When you are finished, select the second reference item and repeat the process of filling in the Likert responses.

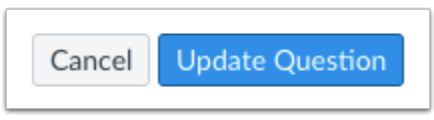
Repeat this process until all reference items are associated with Likert response options.

Enter Feedback Text



You can also create general answer comments for the survey question as a whole. All students will see the feedback in the blue comment field as soon as they submit the quiz.

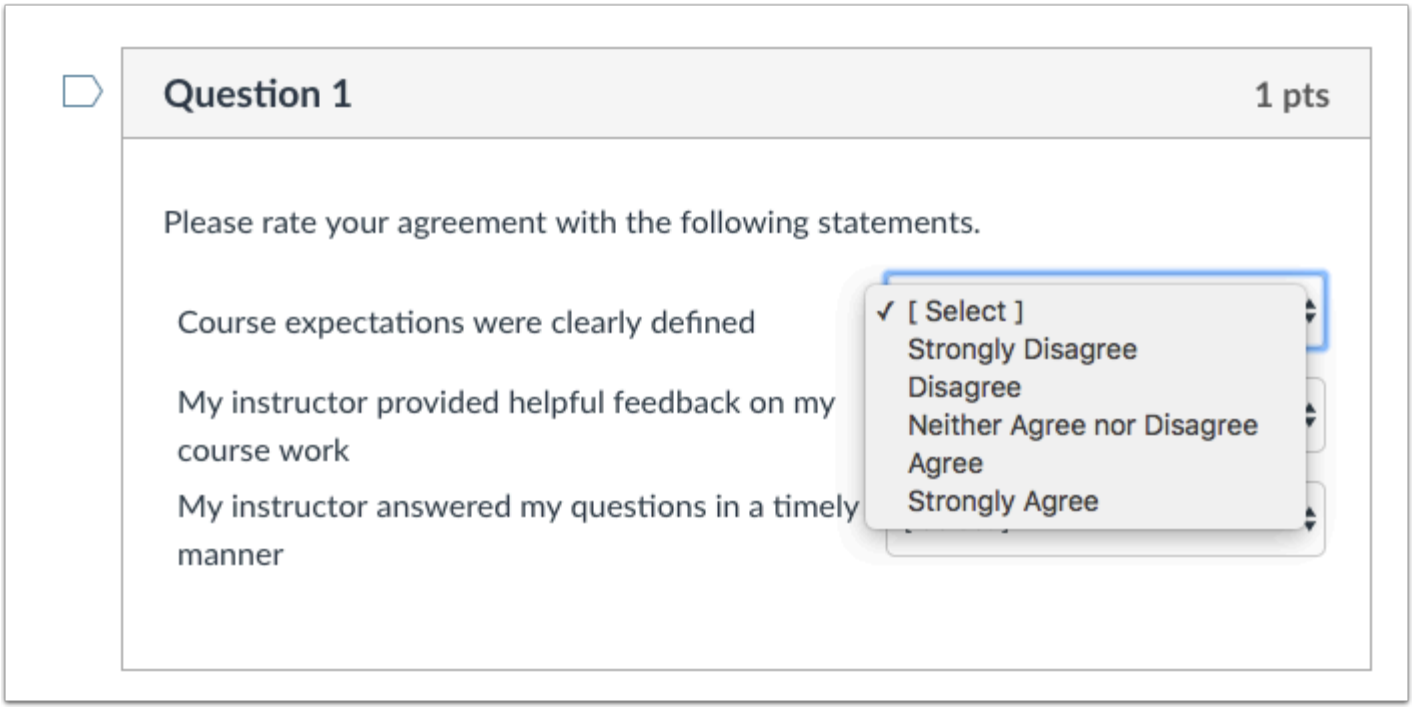
Update Question



Click the **Update Question** button.

Add additional individual questions as needed.

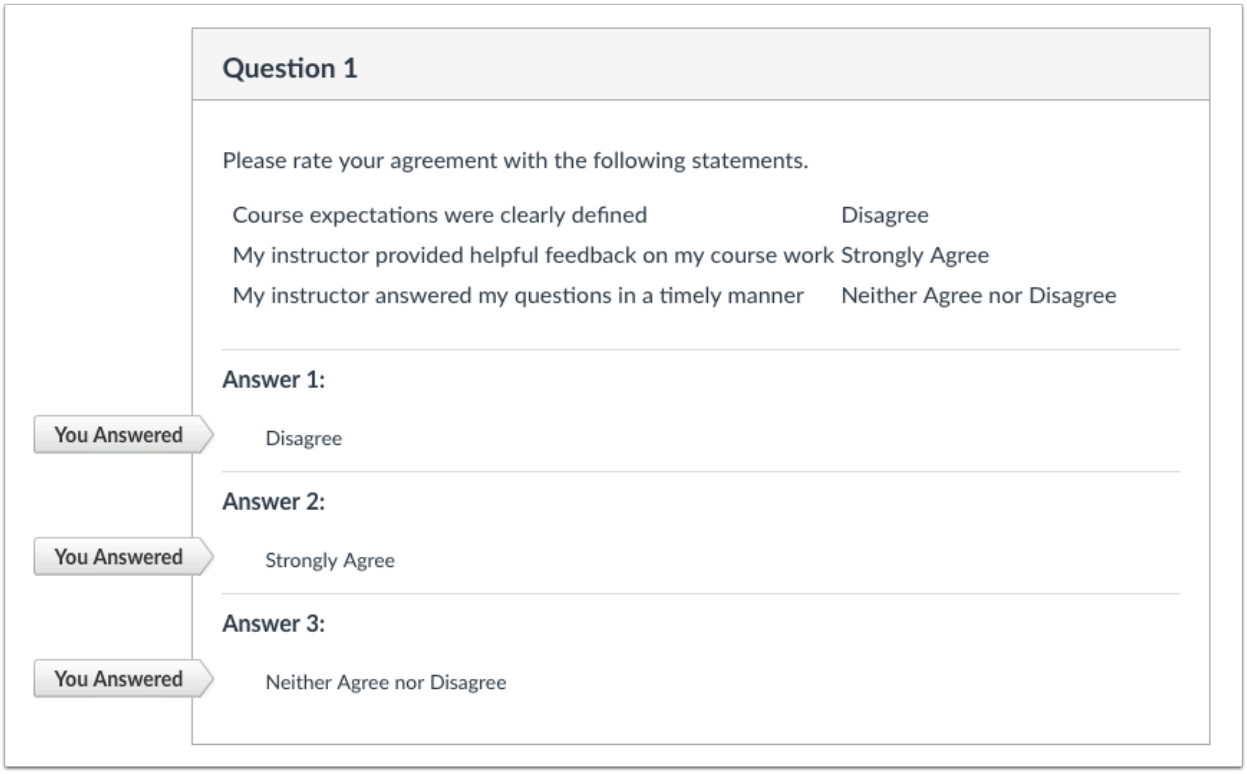
Student View for Question



This is what the question will look like in a quiz. Each statement will show the drop-down menu with the Likert statements. Students can select their opinion that goes along with each statement.

Make sure each statement has every possible answer response added correctly.

Student View for Responses



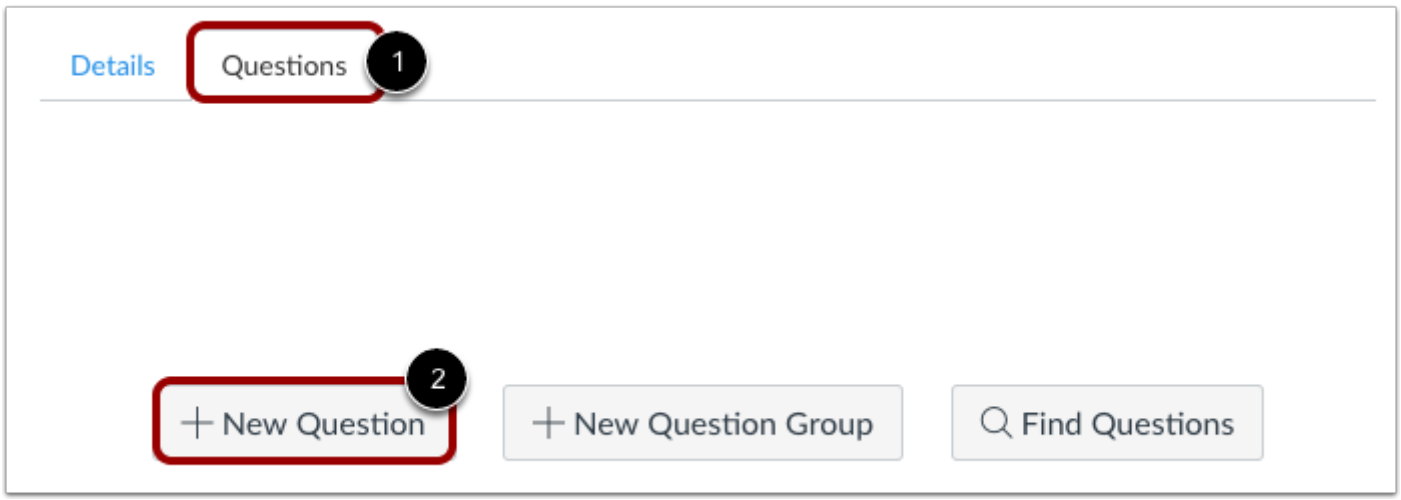
When you view the quiz results, Canvas will show you the answers each student selected. Students will also be able to see their answer choices if you allow them to see their responses.

How do I create a Matching quiz question?

You can create a matching question for your students.

Note: Matching questions only support text at this time.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



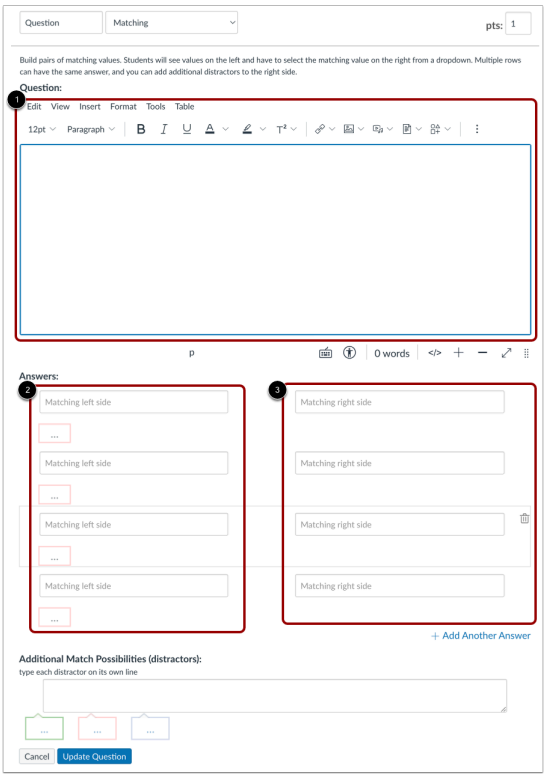
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Matching question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Enter Matching Question Details

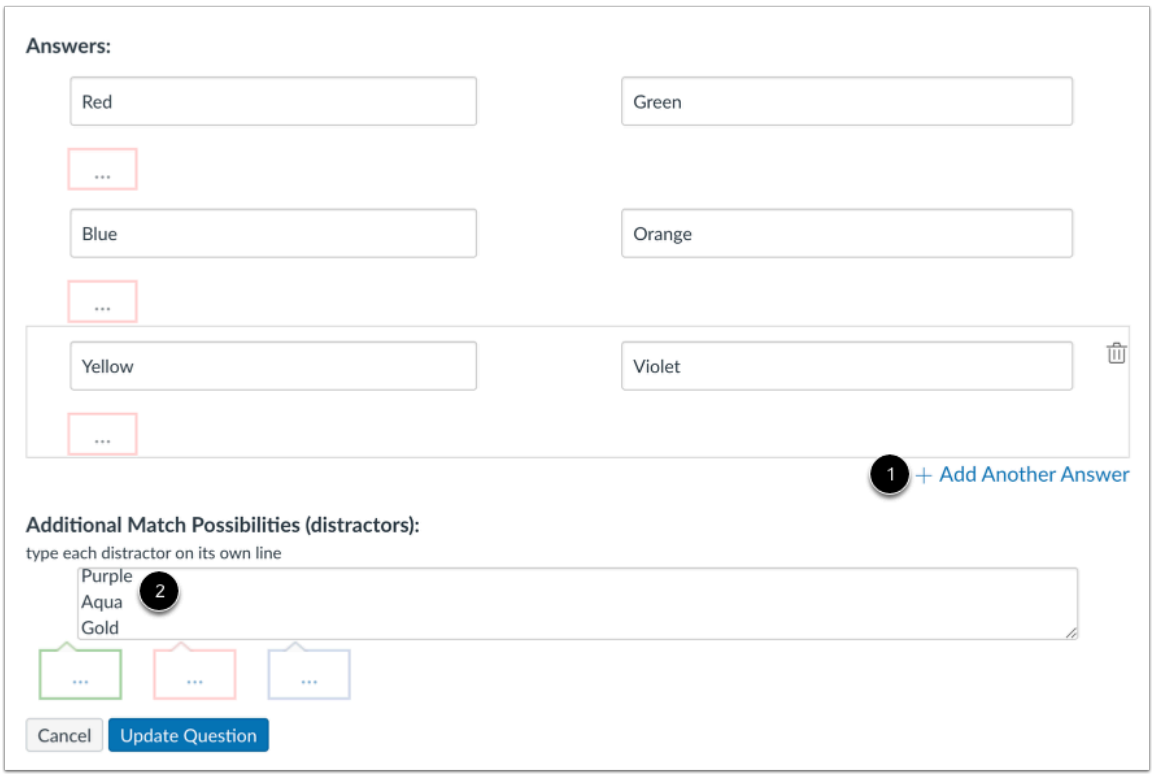


To build a Matching question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. The first part of the matching pair
3. The second part of the matching pair (displays a maximum of 100 characters)

Repeat steps 2 and 3 until all matches are paired.

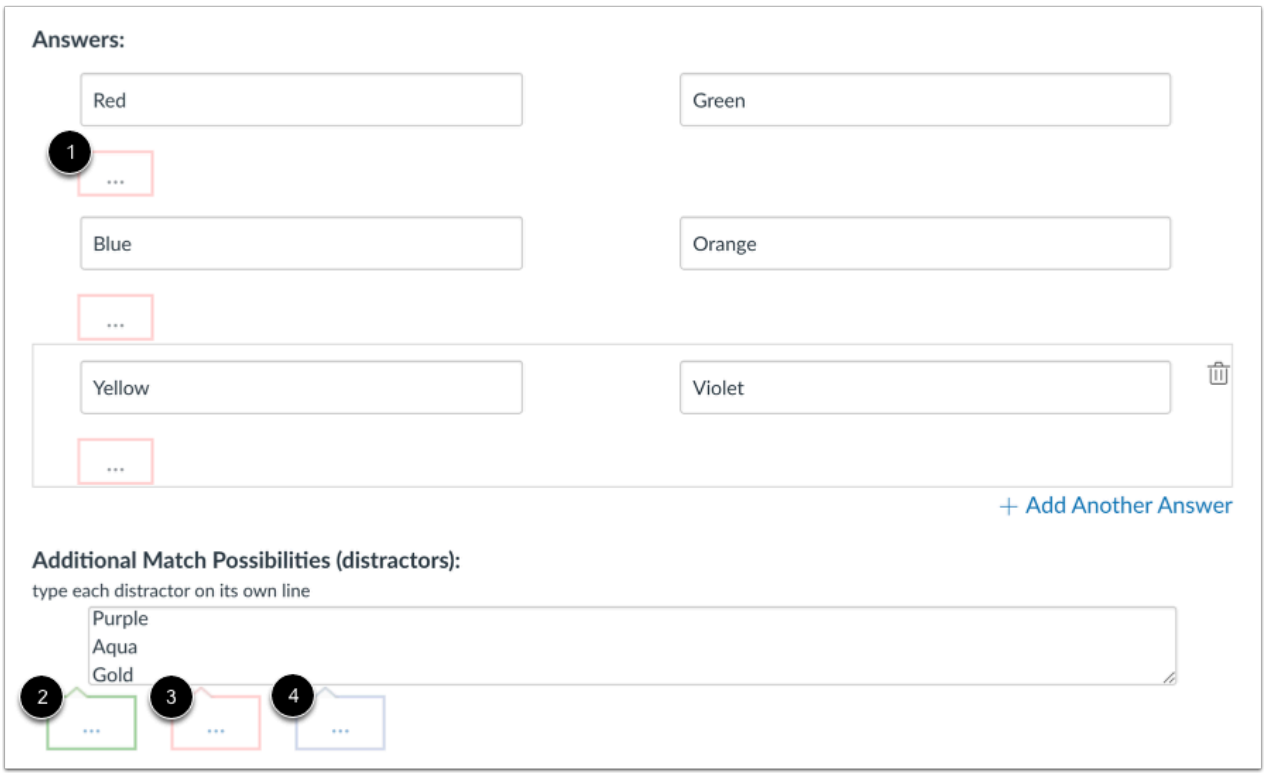
Add Additional Match Answers and Possibilities



If you want to add another answer, click the **Add Another Answer** link [1].

To add incorrect answers as distractors, enter each item on its own line in the **Additional Match Possibilities** field [2]. When answering these questions, students will see a randomized list that includes these distractors and all correct answers entered in the Matching right side fields.

Enter Feedback Text

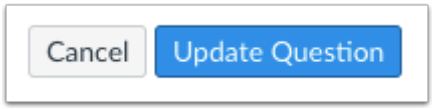


To leave general answer feedback per answer, click the general comments field [1].

You can choose to create a correct answer comment [2], wrong answer comment [3] and general answer comments [4] for the quiz question as a whole.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

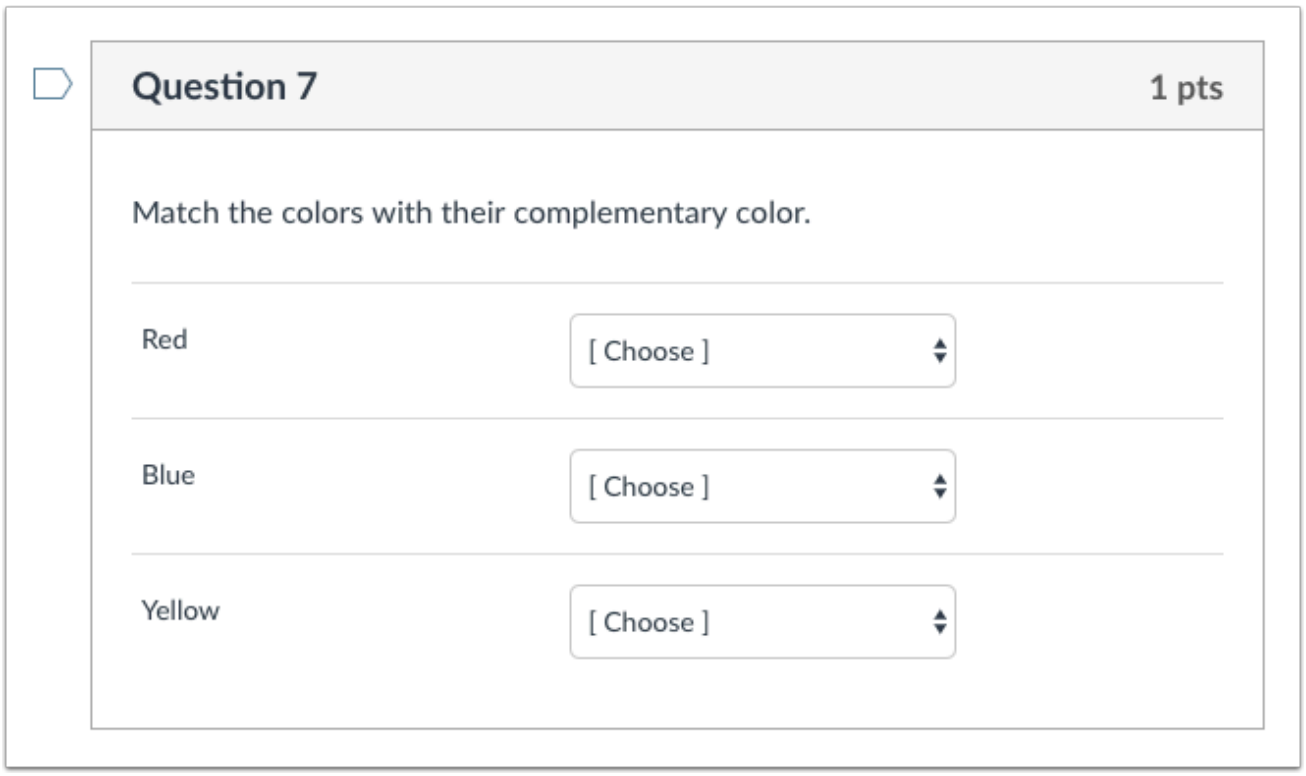
Update Question



Click the **Update Question** button.

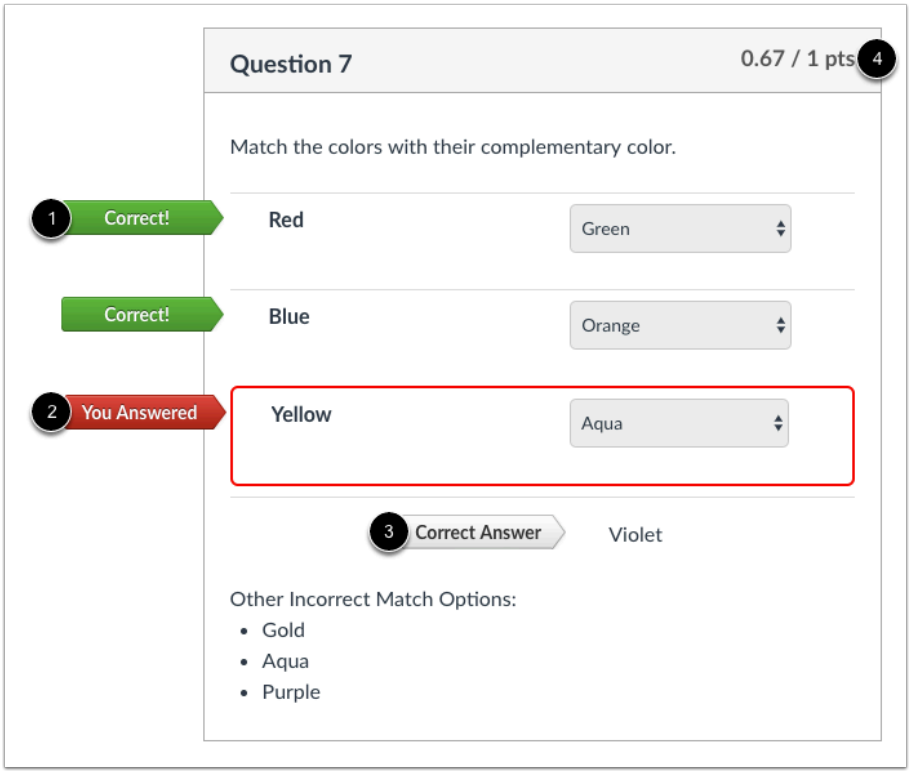
Add additional individual questions as needed.

Student View for Matching Question



This is what students see when they encounter a Matching question in a quiz.

Student View for Matching Feedback



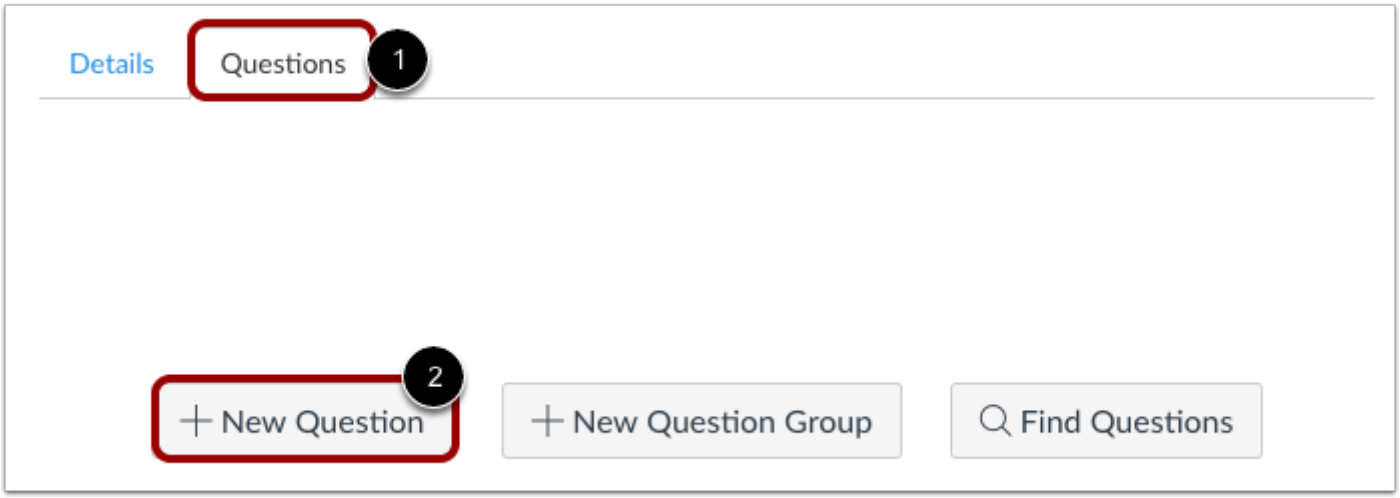
If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

How do I create a Numerical Answer quiz question?

You can create a quiz question that requires a numerical answer, such as questions for a math course.

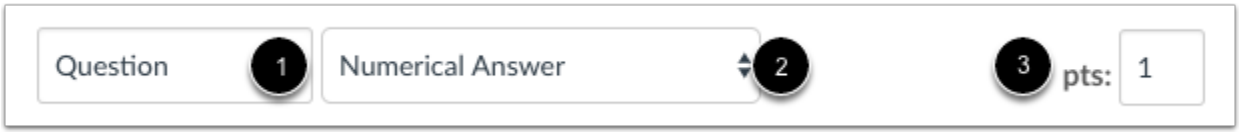
Note: If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Equation Editor lesson.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



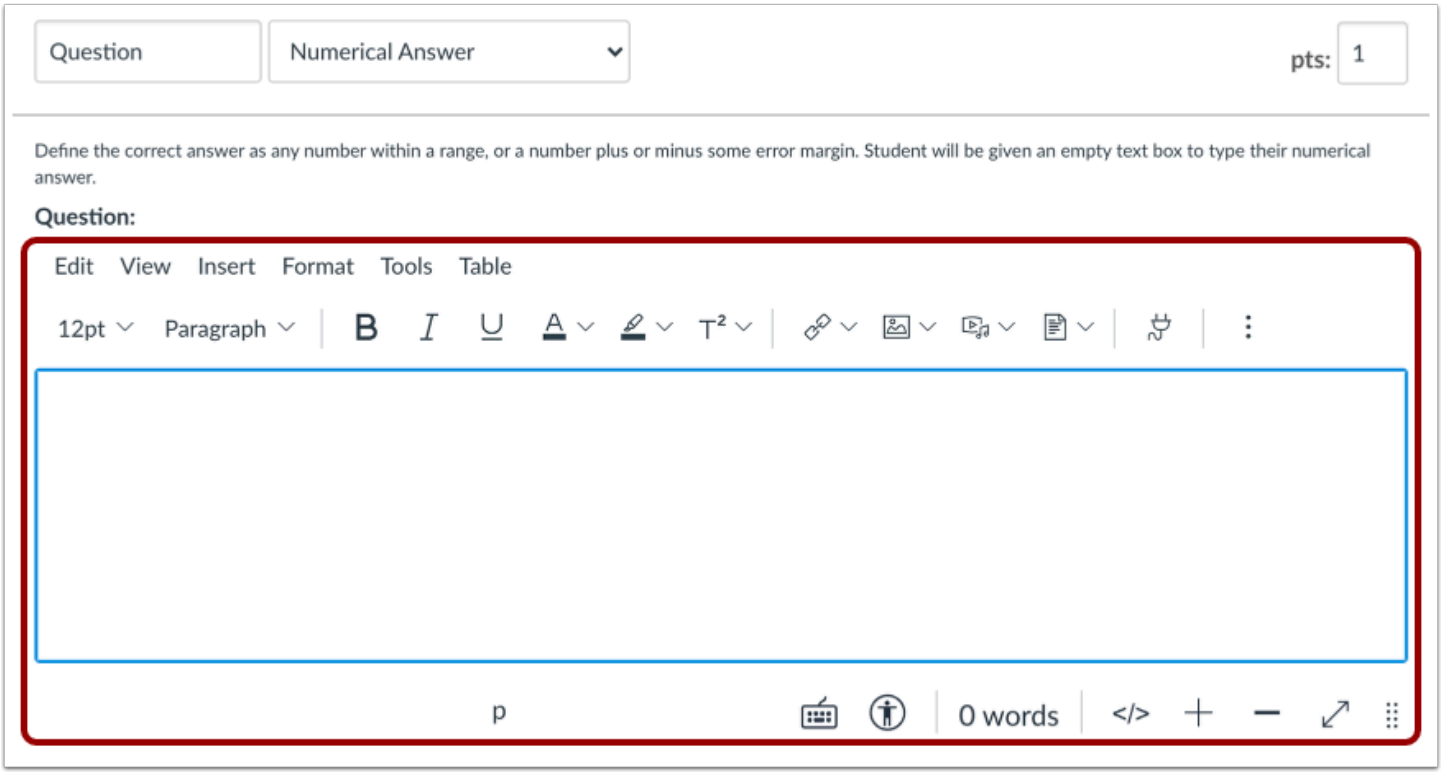
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Numerical Answer question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

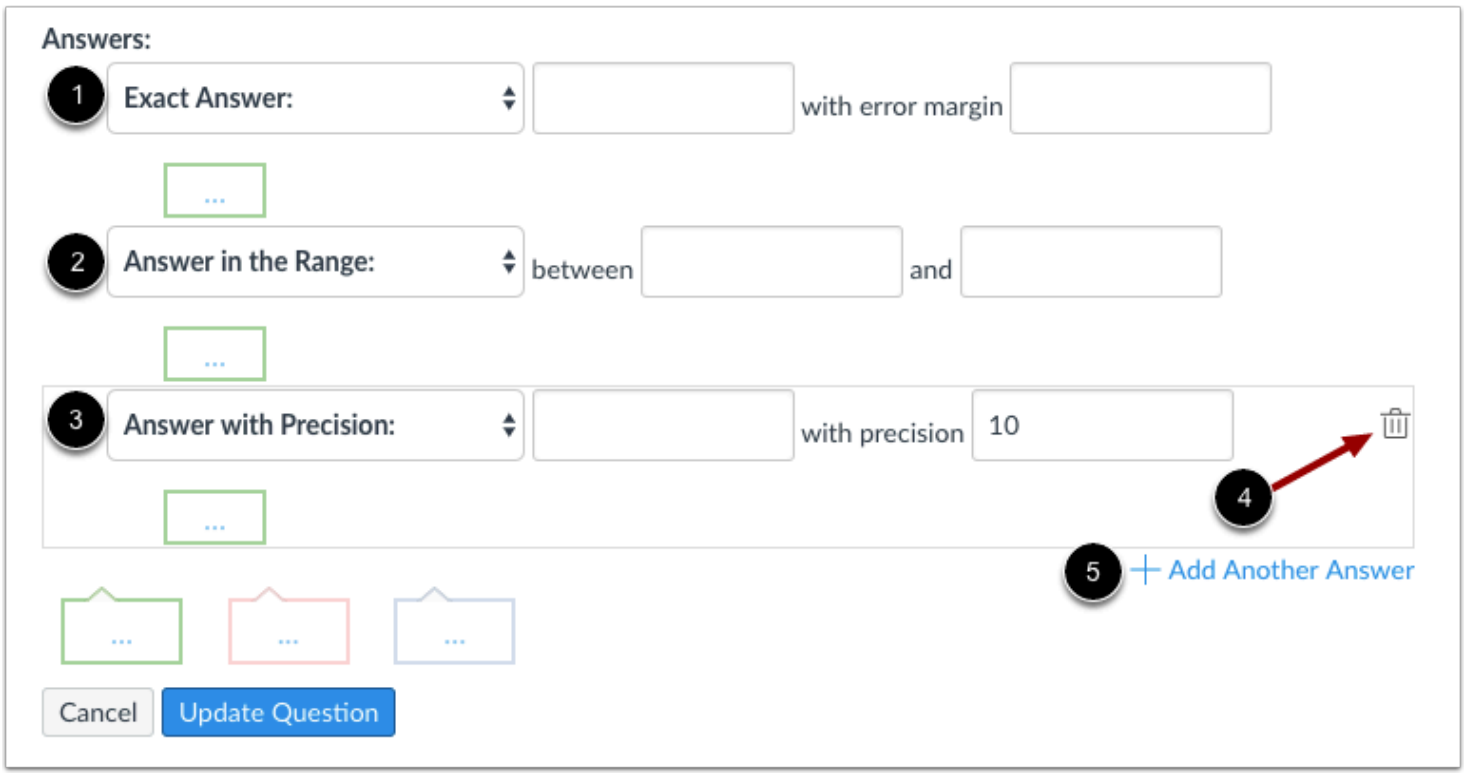
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Enter Question Details



Type your question into the Rich Content Editor. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

Enter Numerical Answers



In the answer drop-down menu, select one of three answer formats:

Exact answer [1]: Enter the exact answer with the exact error margin allowed. For example, if the answer were 2.12 with a 0.01 margin of error, the quiz accepts any response between 2.11 and 2.13 (inclusively). By default, the margin is 0.

Answer in the Range [2]: Enter the range of answers that can be accepted as correct, such as answers between 8 and 10.

Answer with Precision [3]: Enter the answer with the precision number. The precision number is how many digits are expected in the answer. Precision answers can be negative numbers and may include trailing zeroes. However, student responses will be marked as correct if they omit the trailing zeroes, as long as all preceding digits are correct.

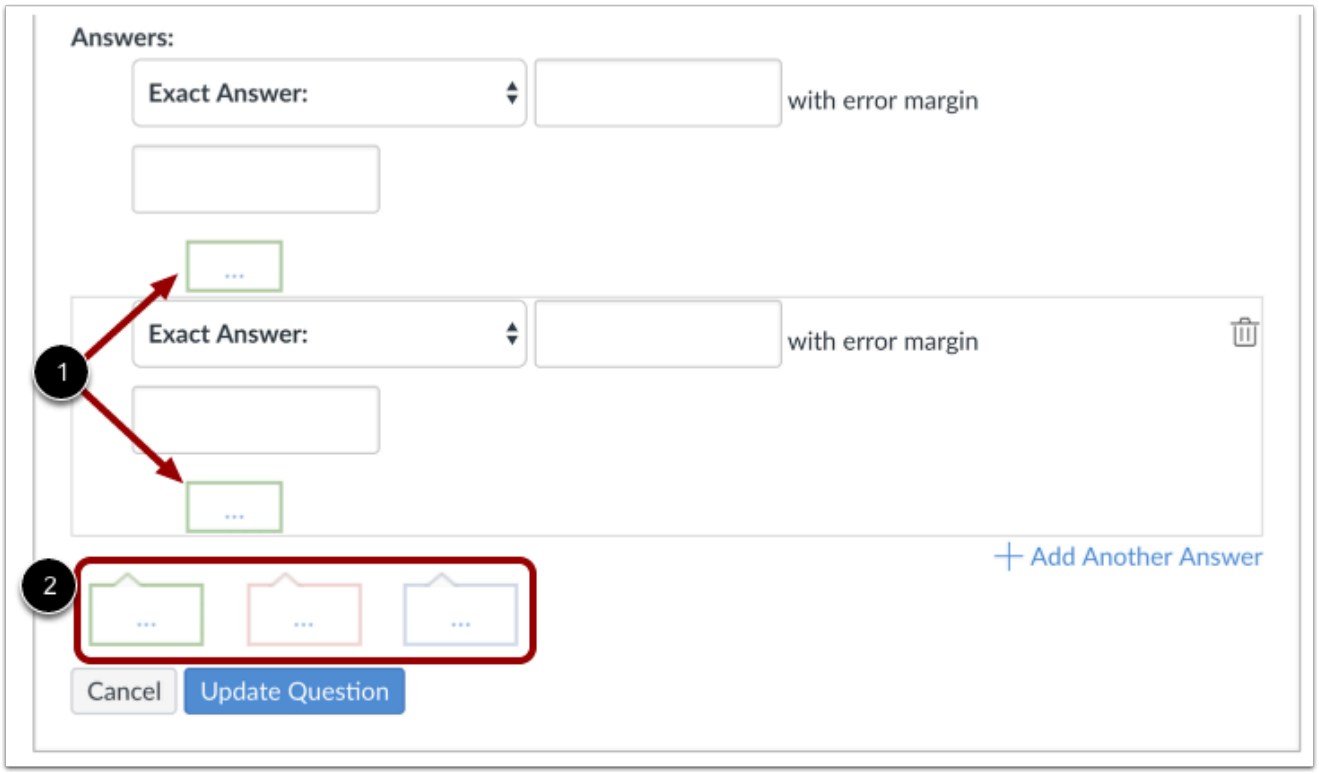
By default, the precision number is 10, but answers can be rounded to a precision of up to 16 in standard or exponential format (e.g. 1e+26). Answers are accepted with or without the ***e*** exponent and are formatted according to the configured precision. Any numerical entries past 16 are truncated for grading and

comparison. If any of the potential answers to a numerical question are a precision answer, then the student answer fields will accept precision answers.

If none of the possible answers are precision answers, the student answer fields round to four decimal places.

To delete an answer, click the **Delete** icon [4]. To add another answer, click the **Add Another Answer** link [5].

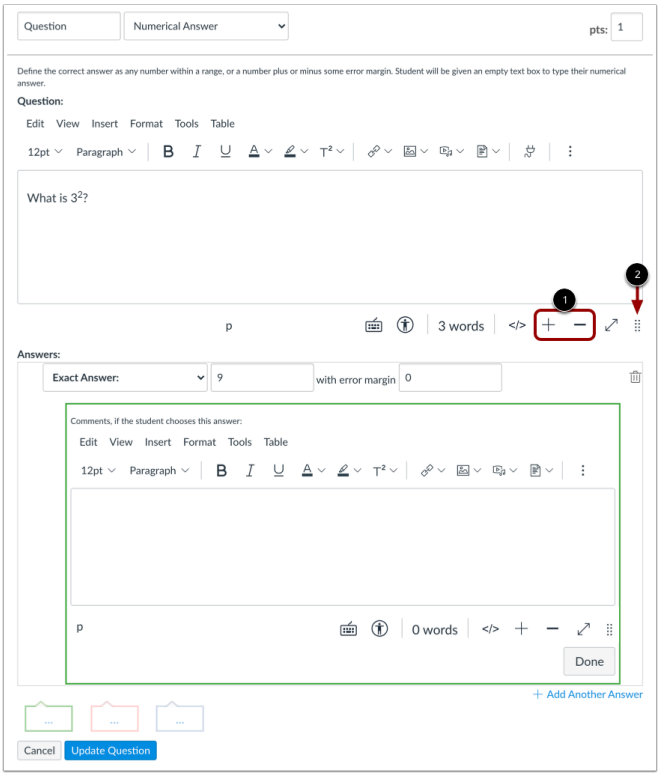
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

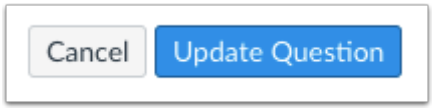
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



To resize the Rich Content Editor, click the **Plus** and **Minus** icons [1]. You can also click and drag the **Resize** icon [2].

Update Question



Click the **Update Question** button.

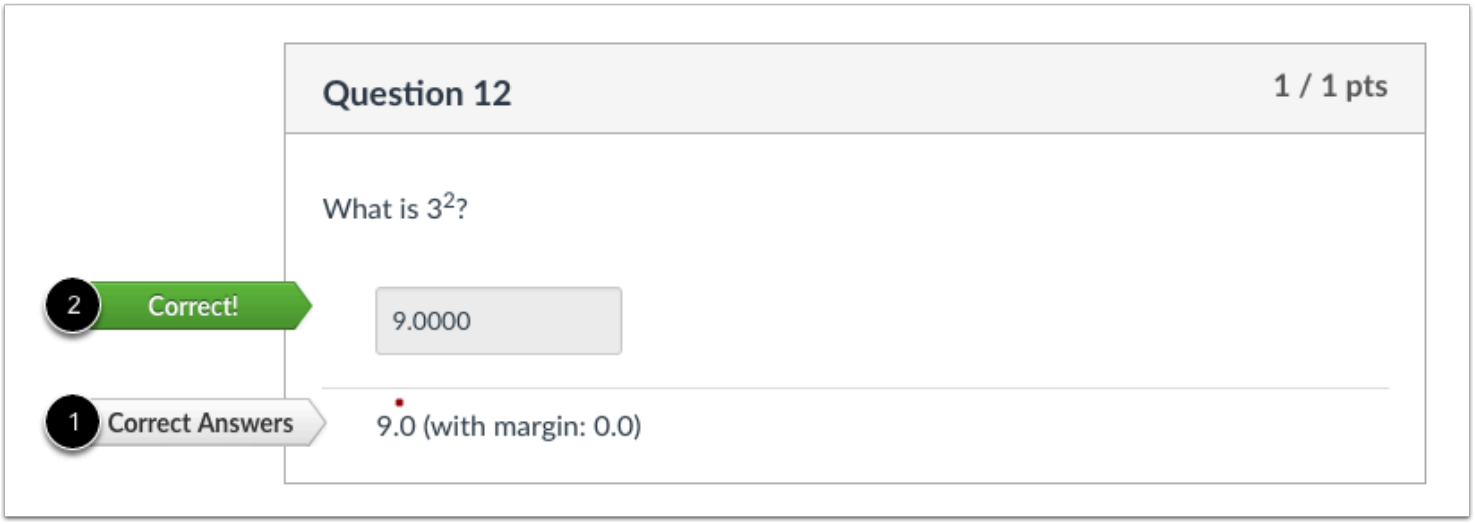
Add additional individual questions as needed.

Student View for Numerical Answer Question



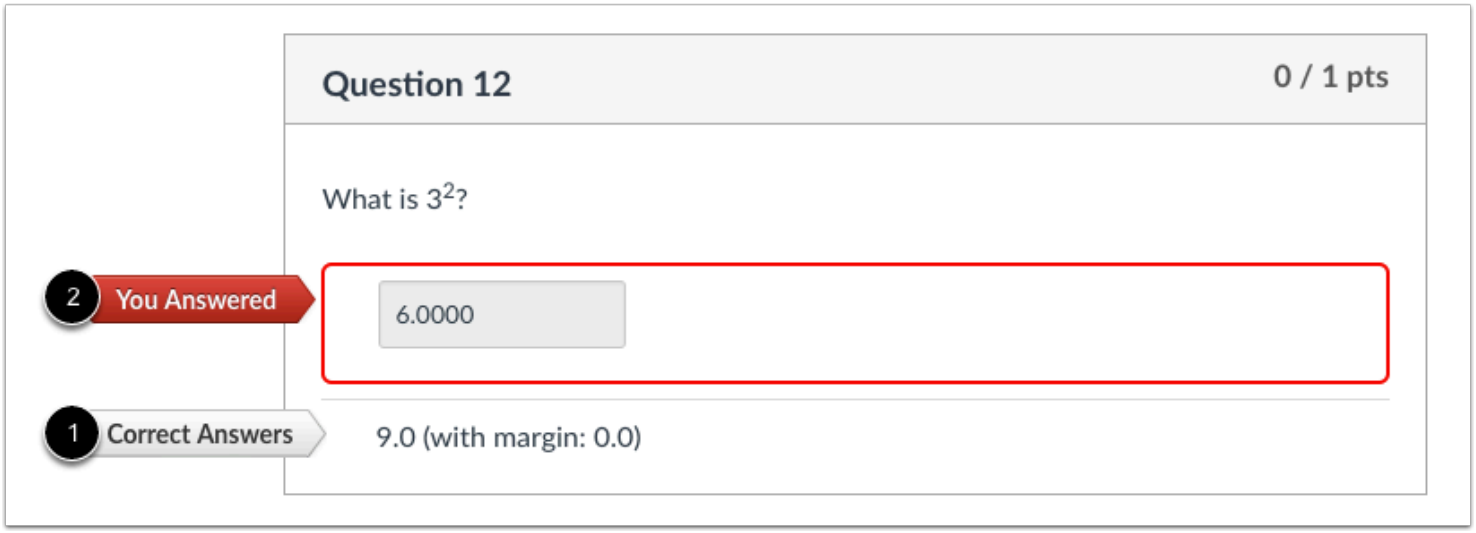
This is what students see when they encounter a Numerical Answer question in a quiz.

Student View for Numerical Answer Correct Answer



If you allow students to see the correct answers, they will see correct responses in gray [1]. If the answer was correct, the student will see a green flag [2] indicating the answer was correct.

Student View for Numerical Answer Incorrect Answer



If you allow students to see the correct answers, they will see correct responses and allowable margin error [1]. If the answer was incorrect, the student will see a red flag indicating the answer was incorrect [2].

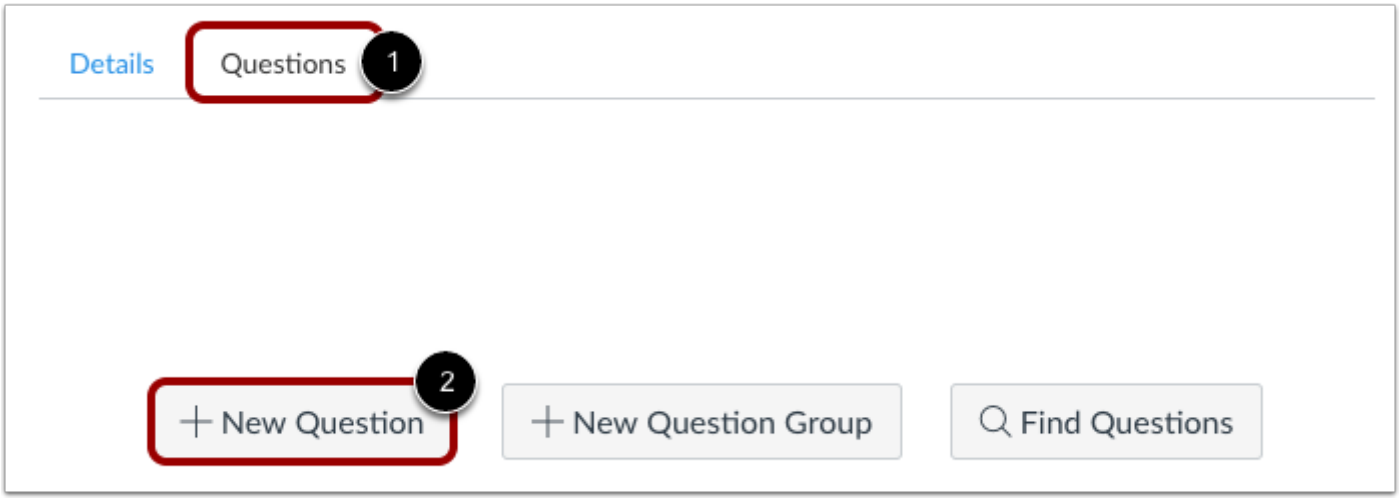
How do I create a Formula quiz question with a single variable?

You can create a quiz question that involves a formula with a single variable. Based on the variable and formula definitions, the question could change for every student.

Notes:

- If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions resource document.
- To negate an expression in the Formula Definition field, multiply the function by -1. For example, type -1*sqrt(5x).

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



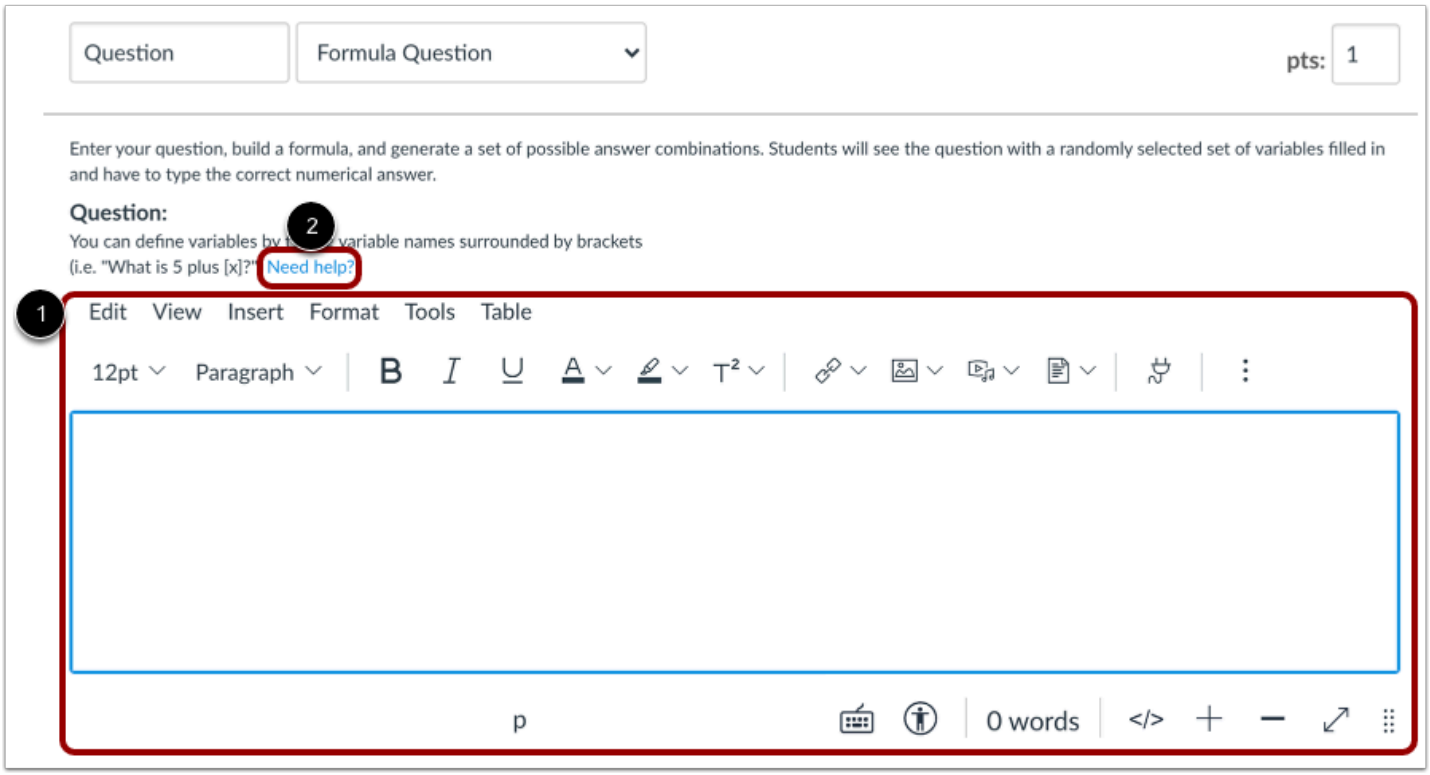
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Formula question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

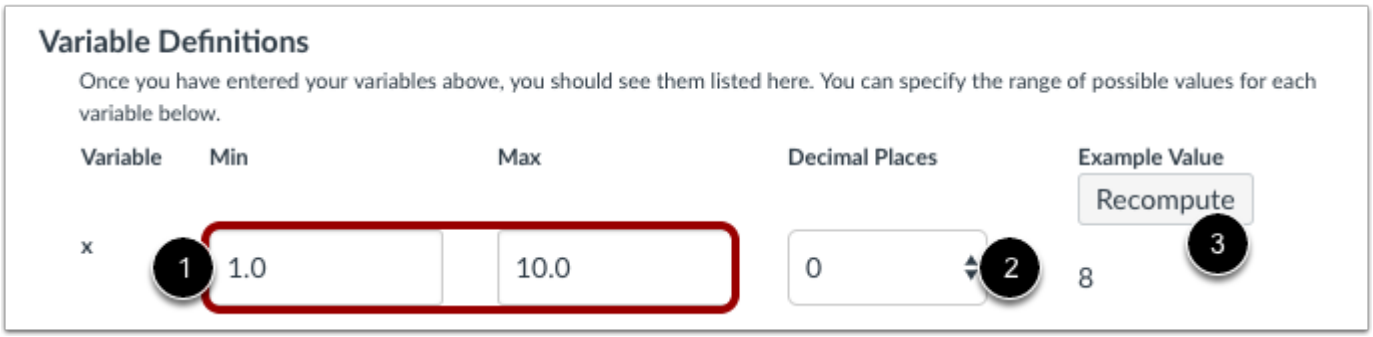
Edit Question Details



Type the question prompt text and formula with variables in brackets in the Rich Content Editor [1]. You can include video, images, math equations, or flash activities. Click the **Need help?** link [2] for more advanced options.

Note: If you need help adding a mathematical formula in the Rich Content Editor, see the Math Editor lesson. You cannot use the letter "e" as a variable. It is a reserved mathematical constant.

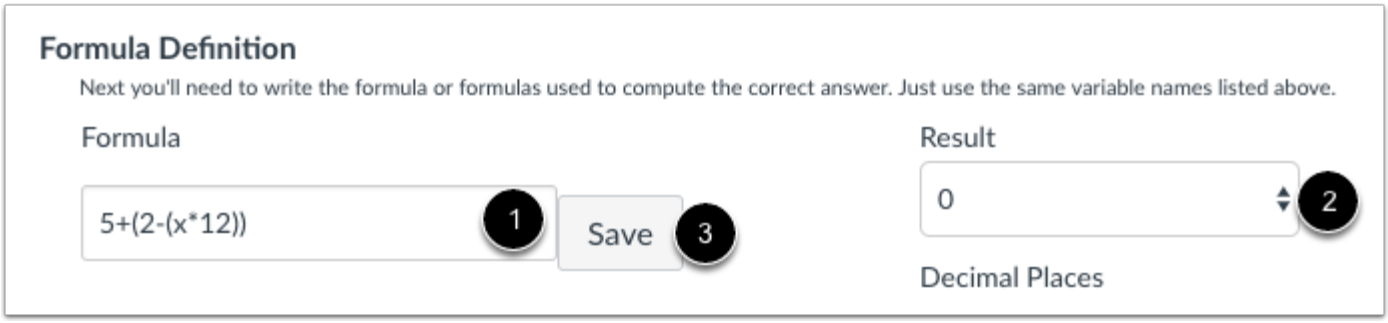
Set Variable Definitions



After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Setting a minimum will prevent a division by zero.

Select decimal places in the drop-down menu [2], and click the **Recompute** button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

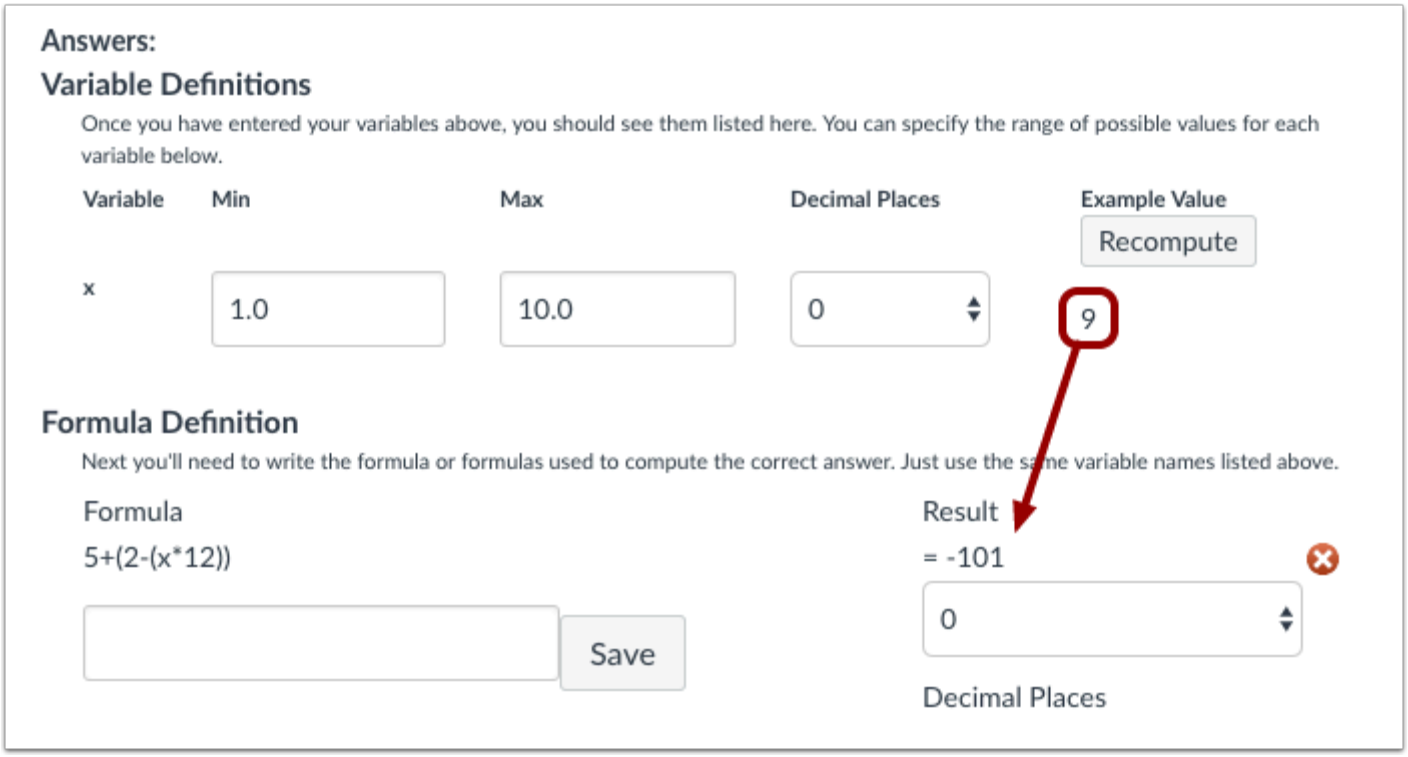
Set Formula Definitions



Type the formula definition in the formula field [1]. Make sure the formula does not contain any brackets or equal signs. Select the **Decimal Places** drop-down menu [2] to set the number of decimal places you want used for the result. Select the **Save** button to save your formula [3].

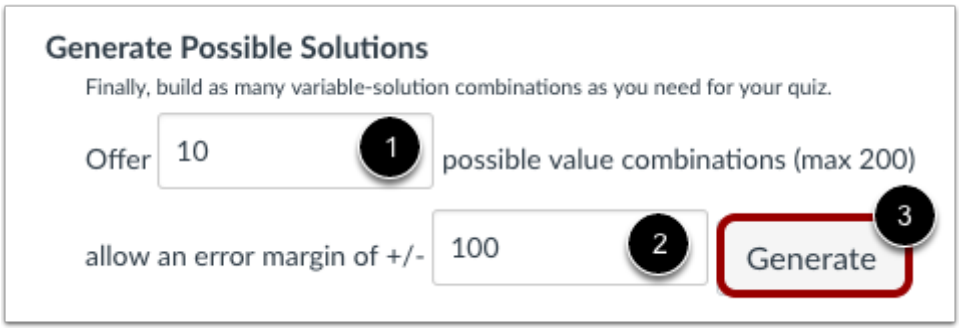
Note: If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions resource document.

Recompute Solution



Once you've added a formula definition, you can go back to the Recompute button and watch the calculated variable process through the formula, creating the result. You can recompute as many times as you'd like. For instance, in this example, the number 79 acts for x and the result is -941.

Set Possible Number of Solutions

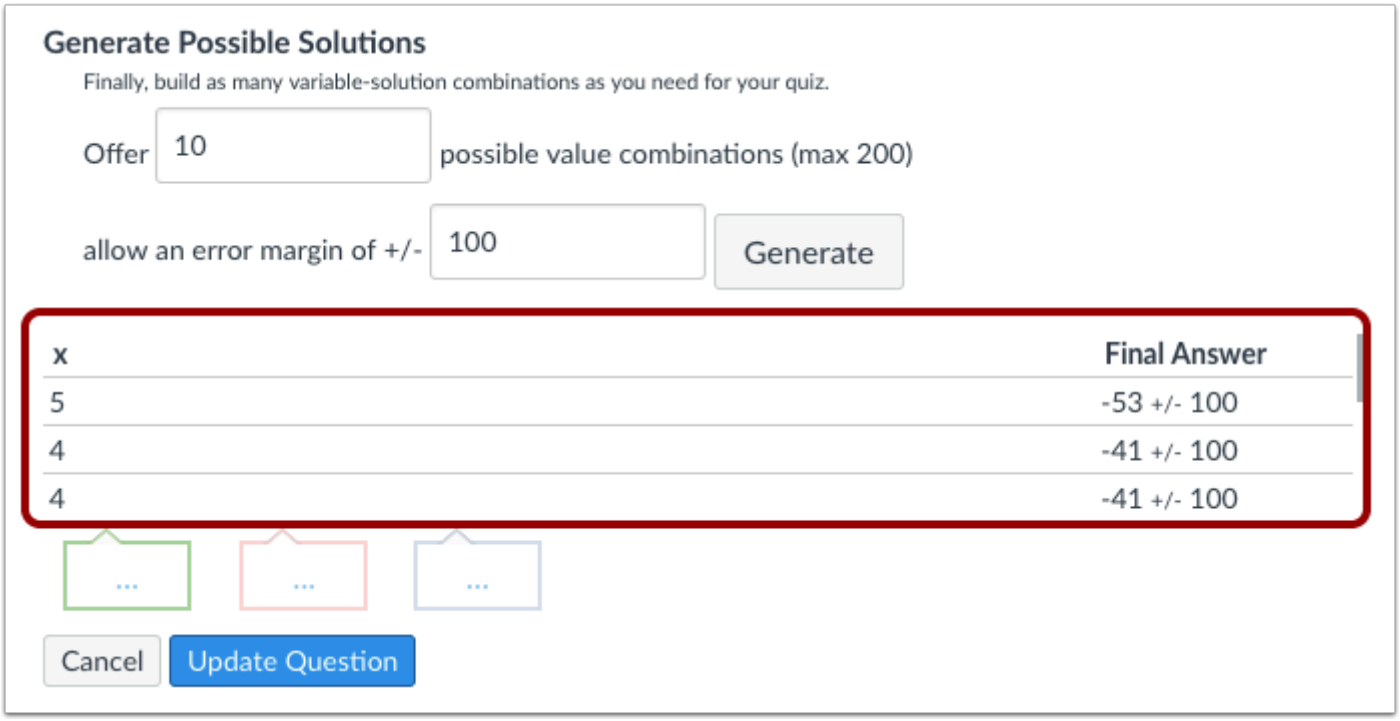


In the Offer field, specify the number of possible solutions you want Canvas to generate [1].

In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

Click the **Generate** button to view final answer [3].

View Possible Solutions



Possible solutions will process according to the number of value combinations.

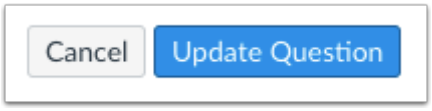
Provide Feedback



You can provide feedback for the question by clicking an answer comment field and entering text. The comment fields are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question



Click the **Update Question** button.

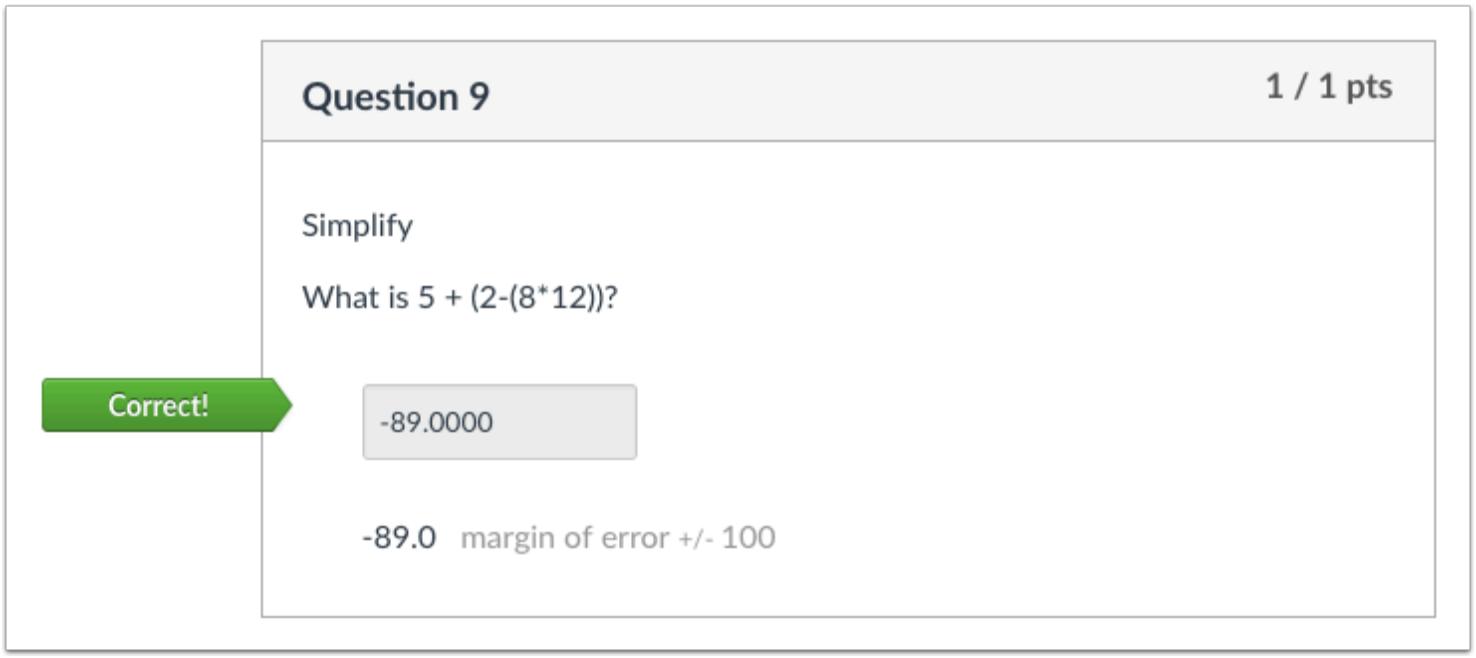
Add additional individual questions as needed.

Student View for Formula Question



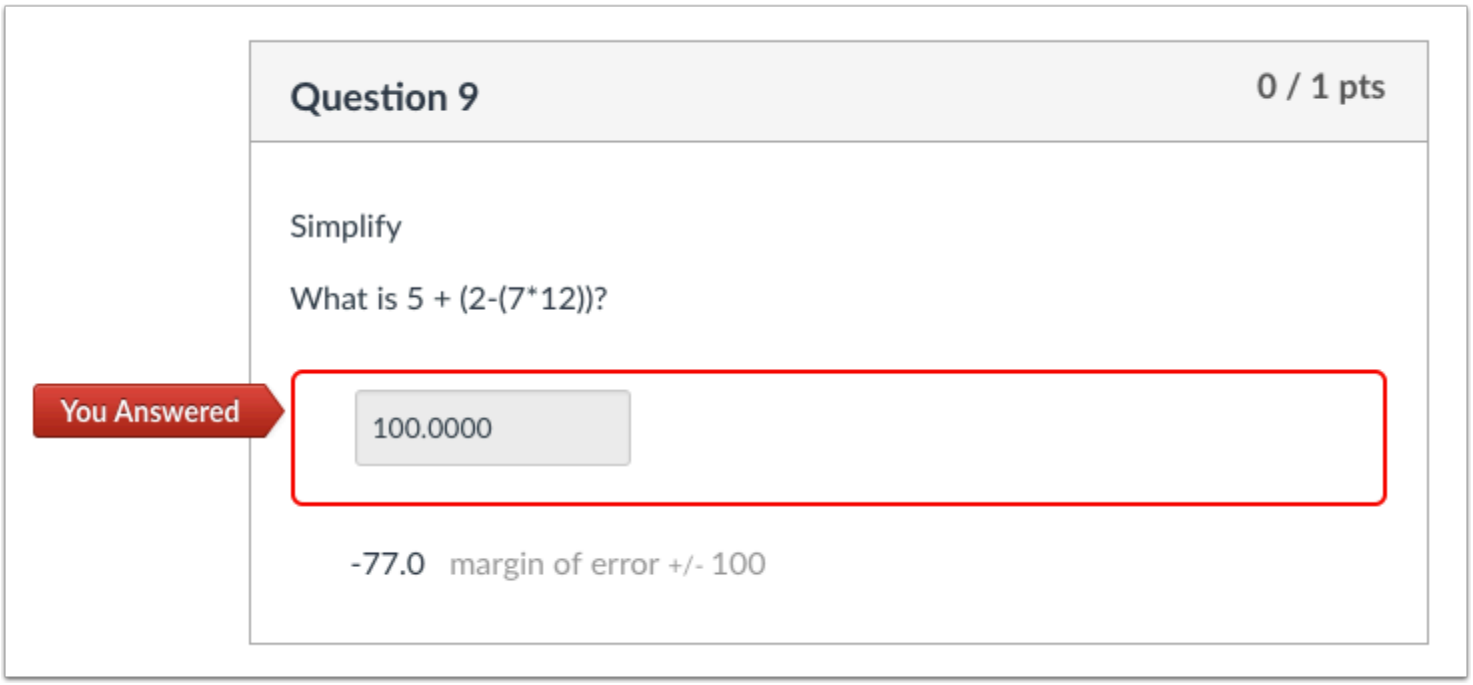
This is what students see when they encounter a Formula question in a quiz.

Student View for Formula Question Correct Answer



If you allow students to see the correct answers, they will see the correct responses listed after their answer.

Student View for Formula Question Incorrect Answer



If you allow students to see the correct answers, they will see the correct responses listed after their answer. If the student got the answer incorrect, a red flag will indicate the answer was incorrect.

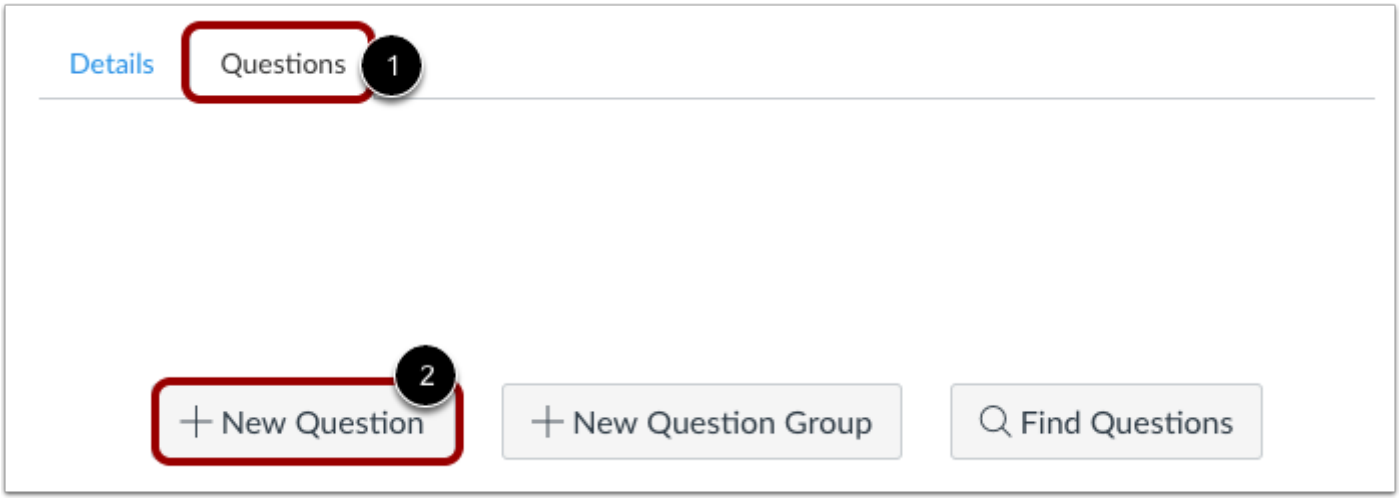
How do I create a Simple Formula quiz question?

You can create a quiz question with a formula in it.

Note:

- If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions resource document.
- To negate an expression in the Formula Definition field, multiply the function by -1. For example, type -1*sqrt(5x).

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



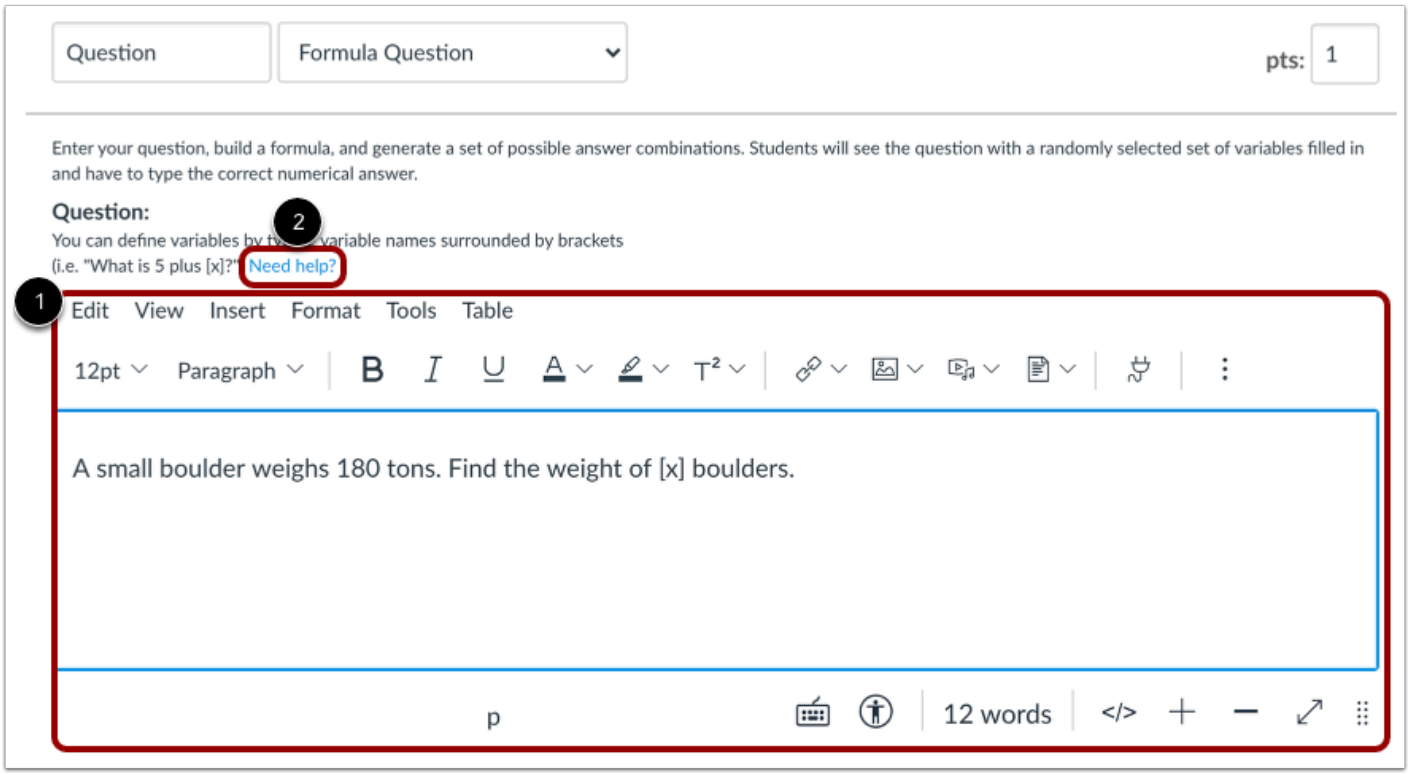
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Formula question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

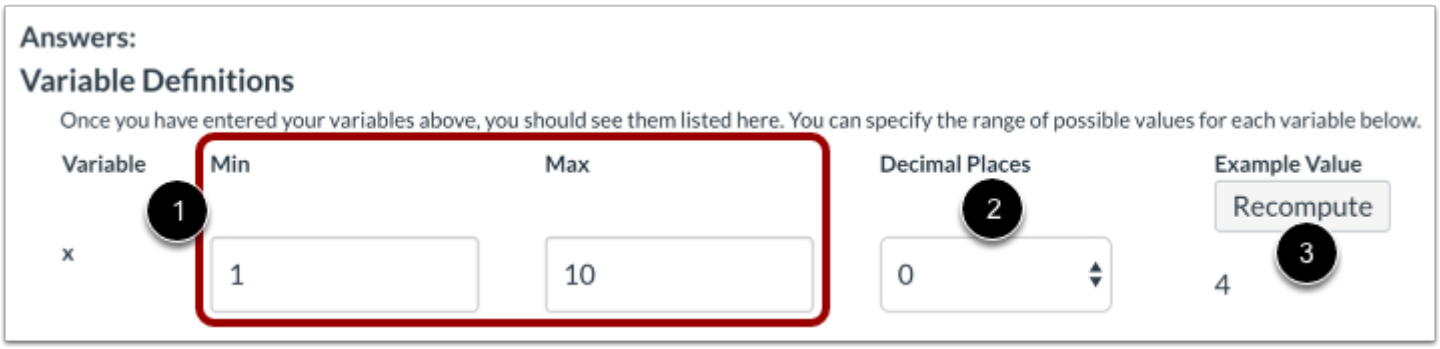
Edit Question Details



Type the question prompt text and formula with variables in brackets in the Rich Content Editor [1]. You can include video, images, math equations, or flash activities. For information on variables, formulas, and other options, click the **Need help?** link [2].

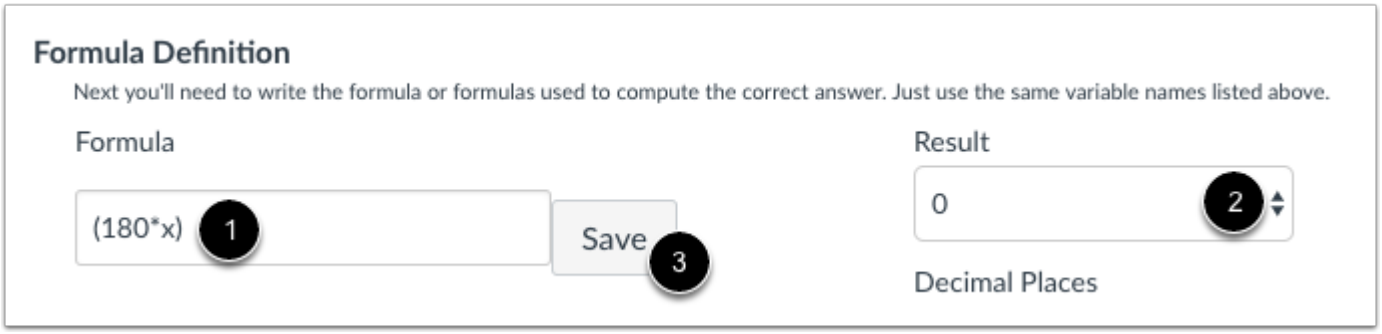
Note: If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson. You cannot use the letter "e" as a variable. It is a reserved mathematical constant.

Set Variable Definitions



After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Select decimal places in the drop-down menu [2], and click the **Recompute** button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

Set Formula Definitions

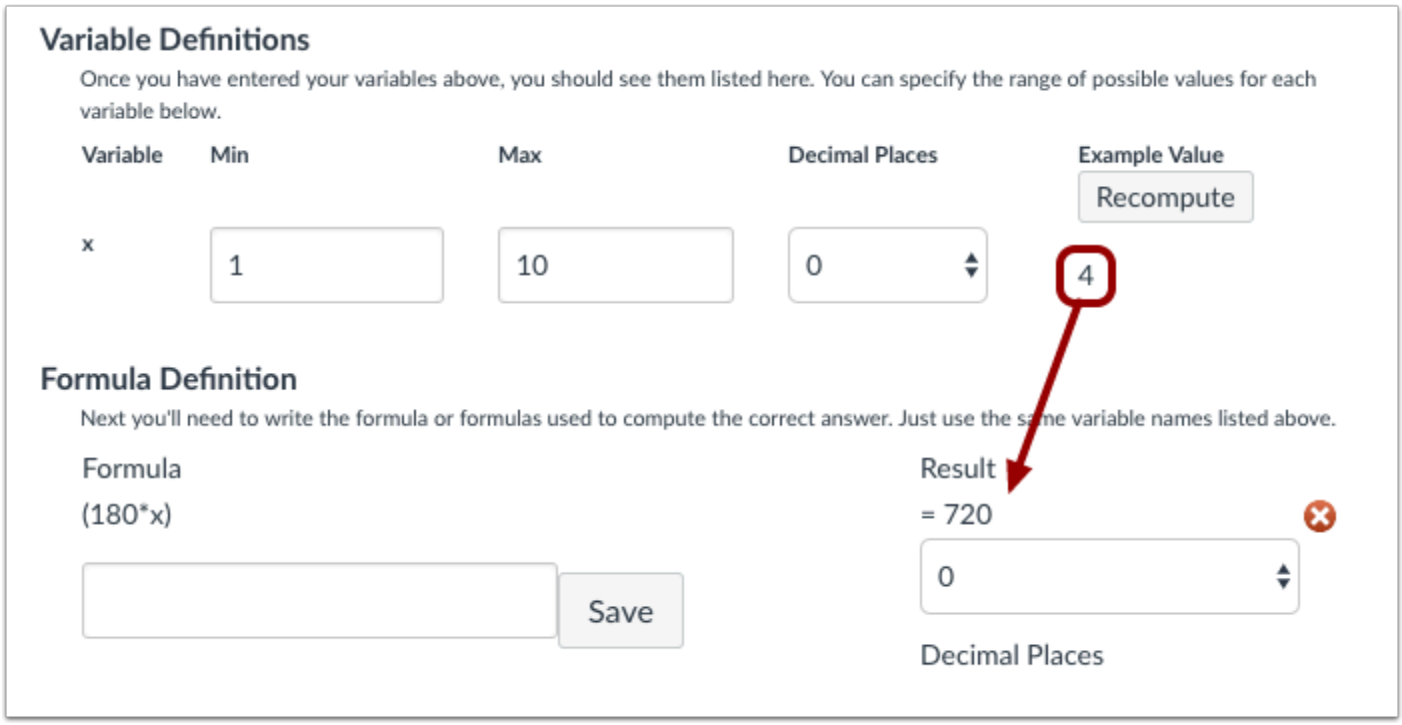


Type the formula definition in the formula field [1]. Make sure the formula does not contain any brackets or equal signs. Select the **Decimal Places** drop-down menu [2] to set the number of decimal places you want used for the result. Select the **Save** button to save your formula [3].

Notes:

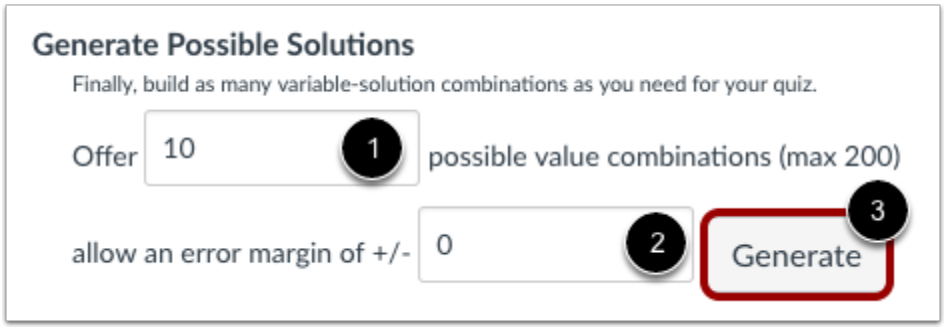
- The Formula Definition text box supports the following operators: + (add), - (subtract), * (multiply), / (divide), and ^ (power).
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions resource document.

Recompute Solution



Once you've added a formula definition, you can go back to the Recompute button and watch the calculated variable process through the formula and calculate a result. You can recompute as many times as you'd like. For instance, if an example value is 10 and the equation is 180 times x, 10 acts for x and the result is 1800.

Set Possible Number of Solutions

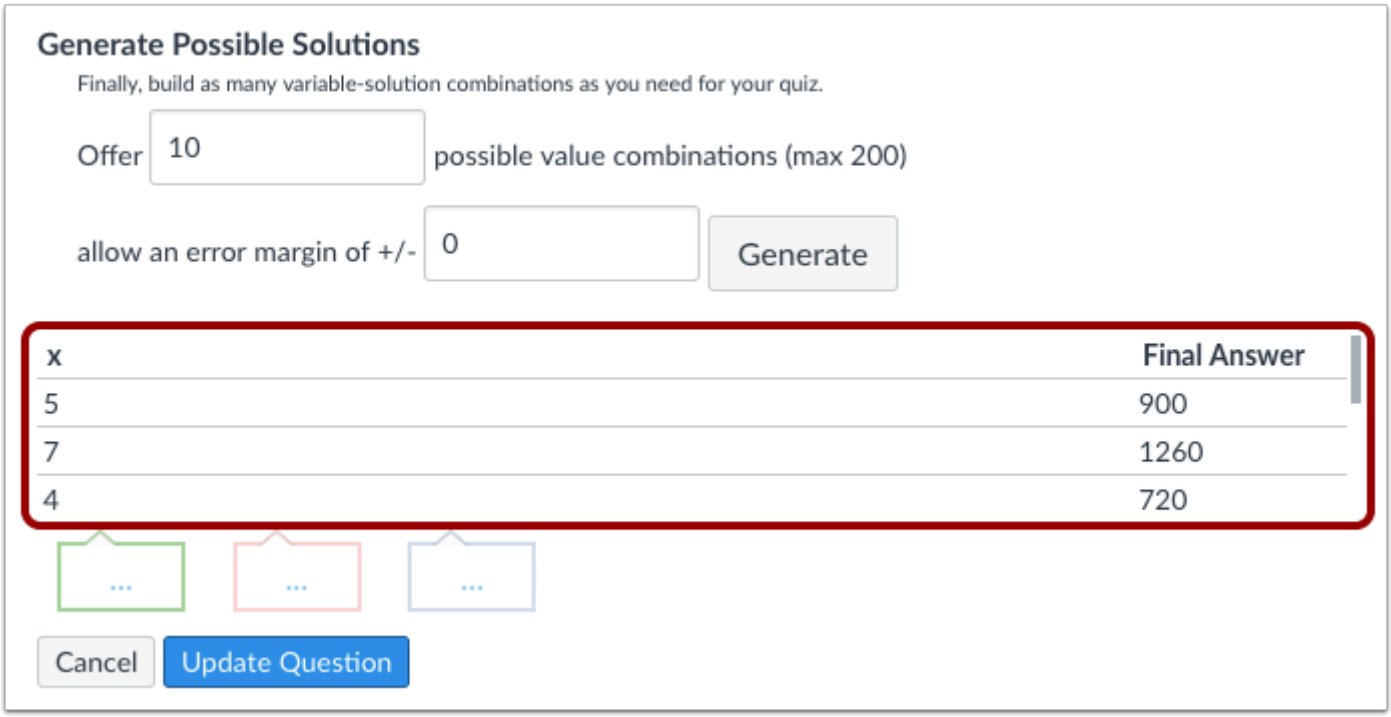


In the **Offer** field, specify the number of possible solutions you want Canvas to generate [1].

In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

Click the **Generate** button to view final answer [3].

View Possible Solutions



Possible solutions will process according to the number of value combinations.

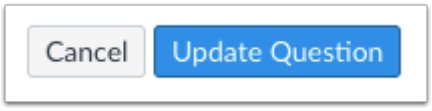
Provide Feedback



You can provide feedback for the question by clicking an answer comment field and entering text. The comment fields are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

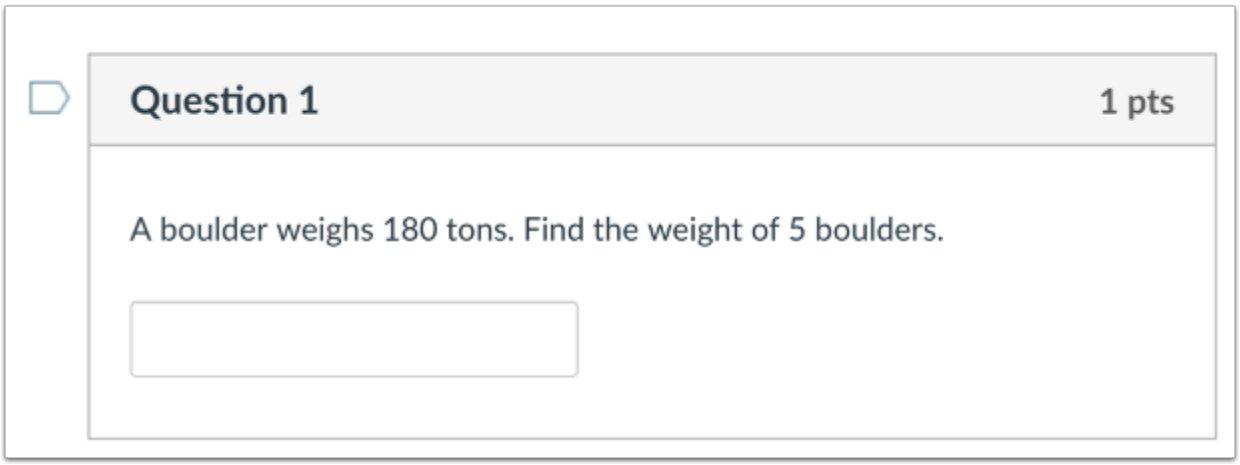
Update Question



Click the **Update Question** button.

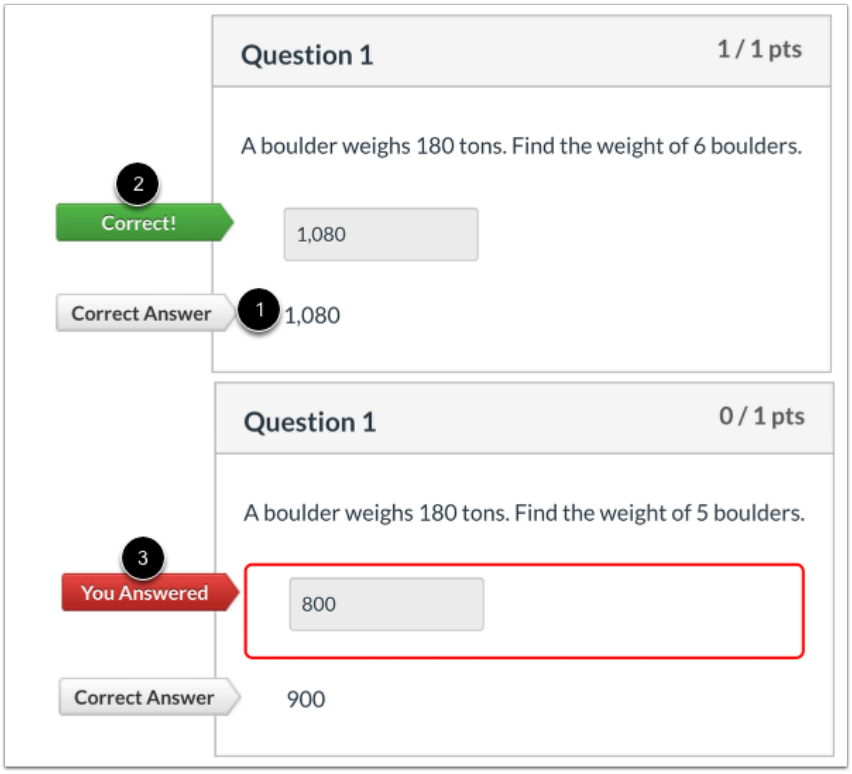
Add additional individual questions as needed.

Student View for Formula Question



This is what students see when they encounter a Formula question in a quiz.

Student View for Formula Question Feedback

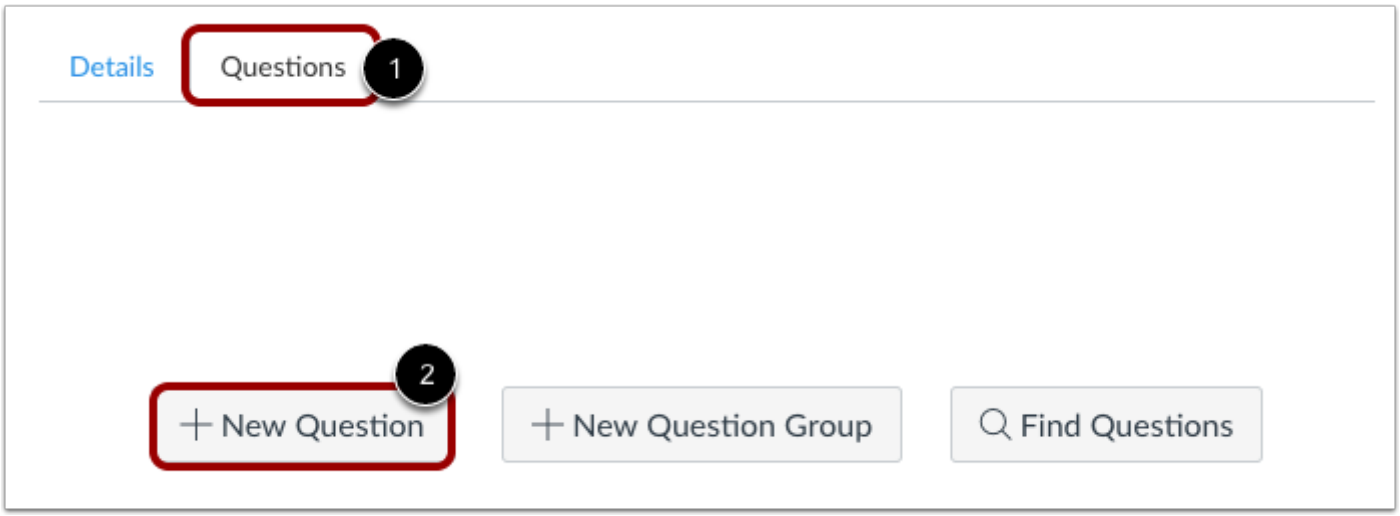


If you allow students to see the correct answers, they will see the correct responses listed after their answer [1]. A green flag indicates the correct answer [2]. A red flag indicates the student's incorrect answer [3].

How do I create an Essay quiz question?

You can create an essay question for your students. This question type requires manual grading.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



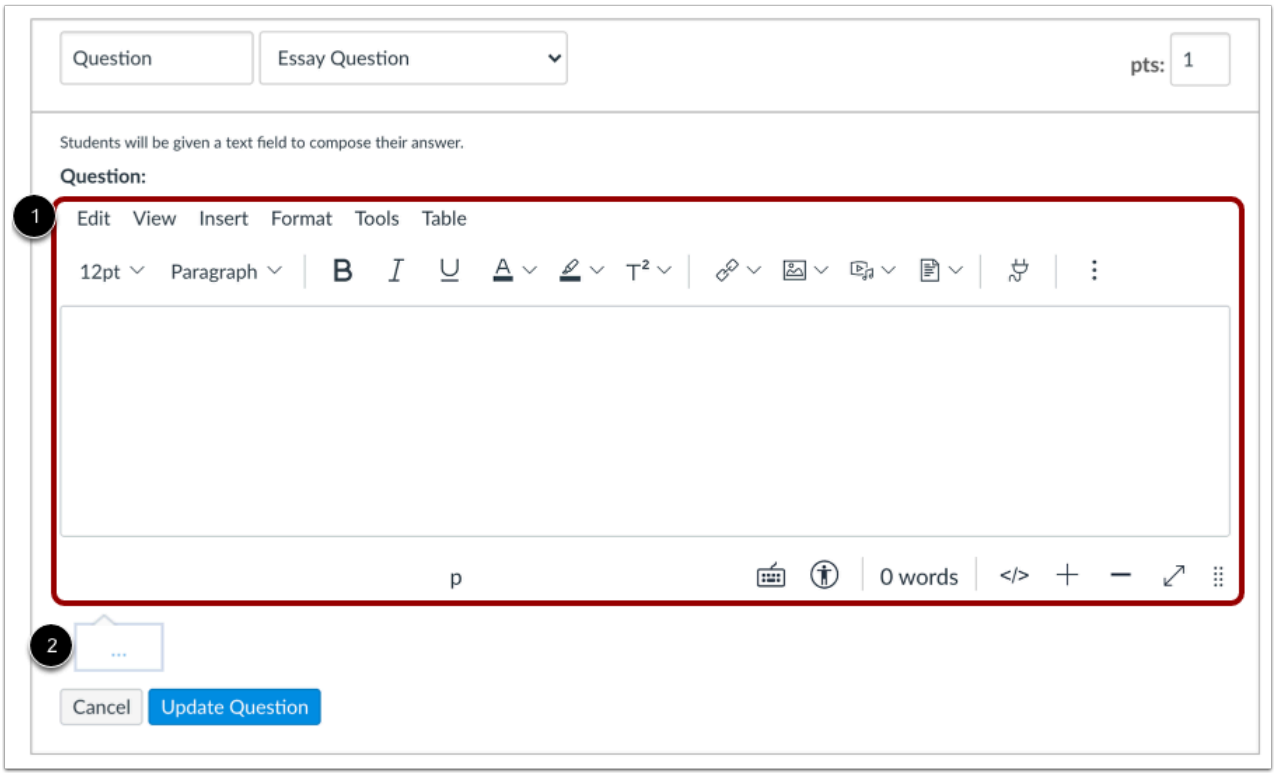
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Essay question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit Essay Question Details

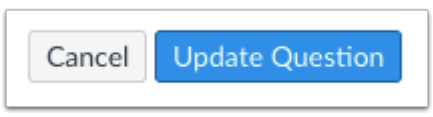


To build an Essay question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the general answer comment at the end of the question

Note: Any general answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

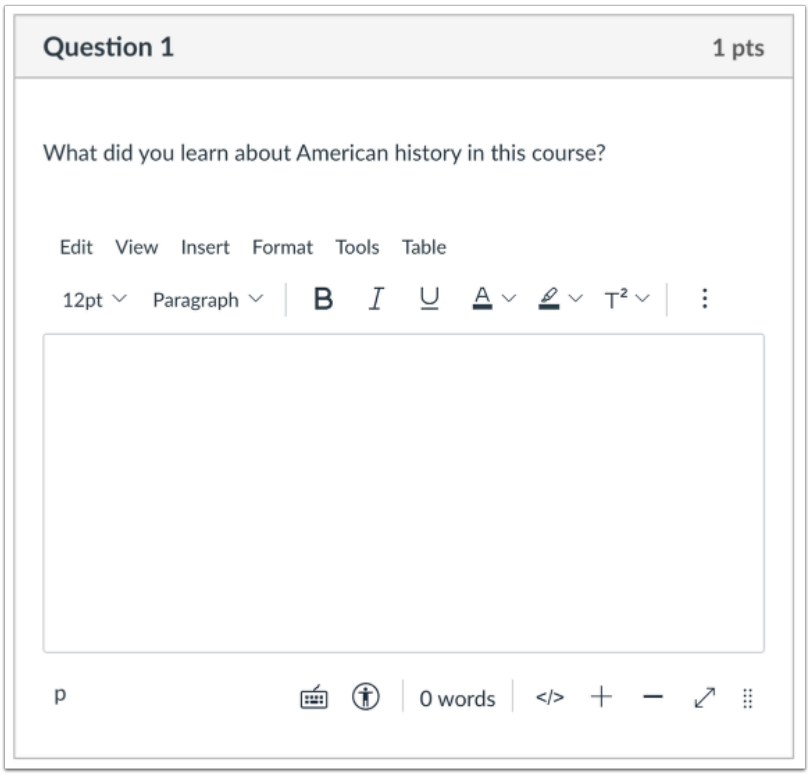
Update Question



Click the **Update Question** button.

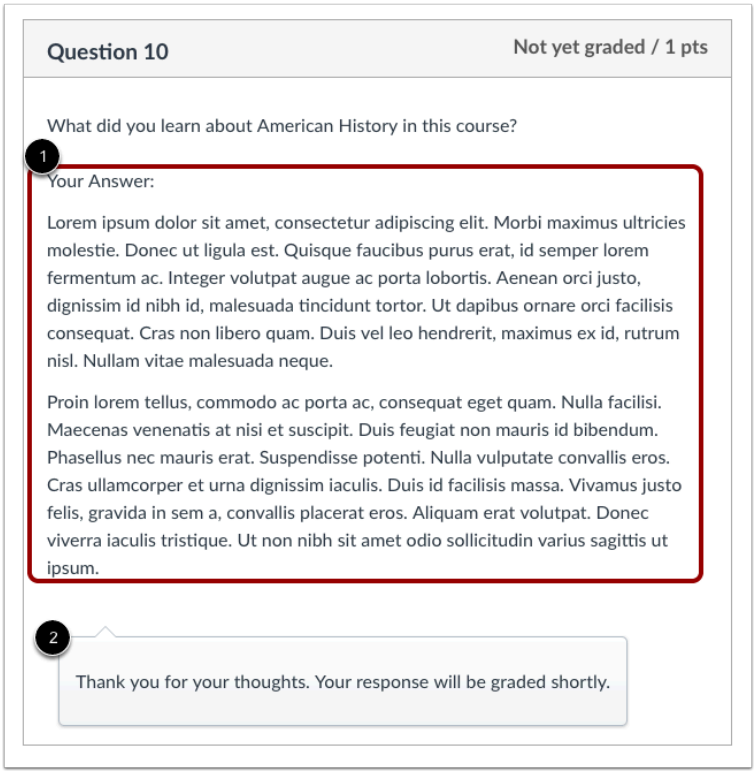
Add additional individual questions as needed.

Student View for Essay Question



This is what a student sees when they encounter a Essay question in a quiz. Students can use the Rich Content Editor to enter text, images, and video content as their response.

Student View for Essay Feedback



After submitting the quiz, students will see their essay answer [1].

Notice the answer comment reminds students that their quiz grade will be incomplete until you have manually graded the essay question [2].

Note: No credit will be assigned until you have evaluated the essay and assigned points in the Gradebook or SpeedGrader.

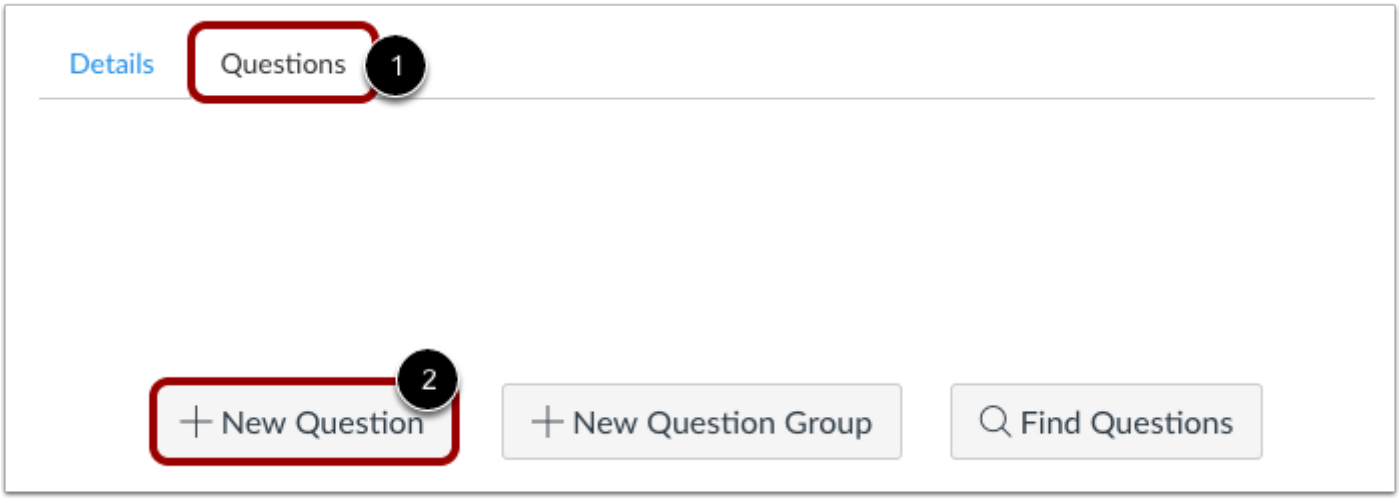
How do I create a File Upload quiz question?

You can create a question for students that requires a file upload and can be used for PDFs, images, audio files, video files, etc. This question type requires manual grading and accepts one file per question.

You can Preview a quiz before publishing to verify what students see when taking a quiz. However, file upload quiz questions cannot be tested from the Preview screen. To test a file upload quiz question, the quiz must be published and viewed in Student View.

Note: DocViewer commenting and annotations tools are not available when grading file upload submissions in SpeedGrader.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily.

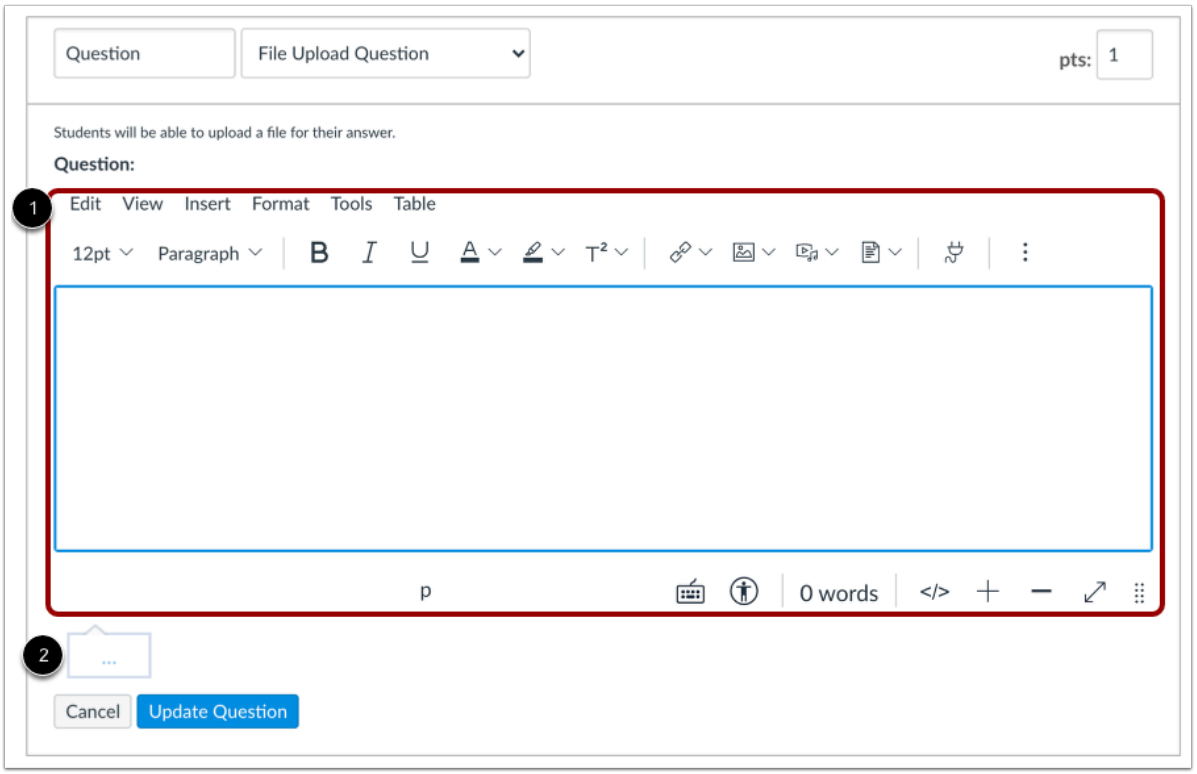
Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the File Upload question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

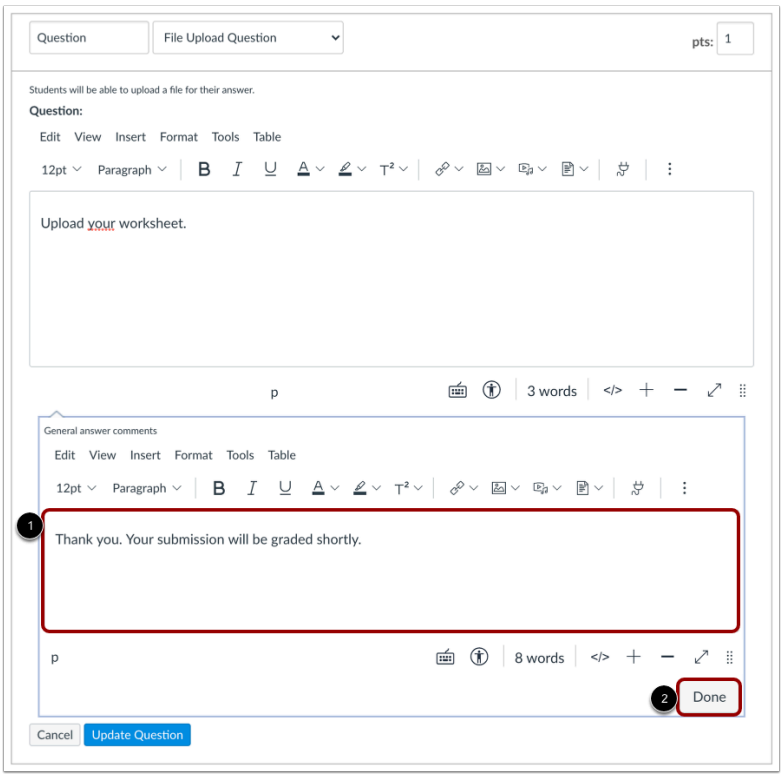
Edit File Upload Question Details



To complete the question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text to provide general feedback

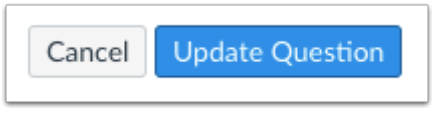
Enter Feedback Text



You can also create general answer comments for the quiz question as a whole. Type in the answer comment field [1]. Click the **Done** button [2] when you are finished.

Note: Any general answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question



Click the **Update Question** button.

Add additional individual questions as needed.