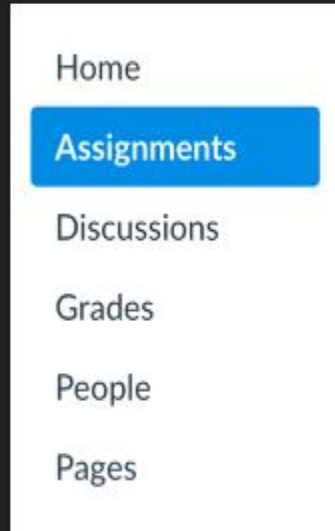


Grading in Canvas

Jeff Conley & Ramsey Mathews

Grading in Canvas - the Basics

1 - Create an Assignment



2 - Create an assignment shell

The screenshot displays a user interface for creating an assignment shell. At the top, there is a navigation bar with the following elements from left to right: a dropdown menu labeled "All Grading Periods", a search input field labeled "Search for Assignment", a "+ Group" button, a blue "+ Assignment" button, and a settings gear icon with a dropdown arrow. Below the navigation bar, the main content area is divided into three horizontal sections by dashed lines. Each section represents a different assignment type: "Assignments", "Discussions", and "Quizzes". Each section has a red-bordered button with a right-pointing arrow and the type name. To the right of each button is a circular badge with a number: "1" for Assignments, and "2" for Discussions and Quizzes. Further to the right, each section has a summary box containing a percentage of total weight (30% for Assignments and Discussions, 20% for Quizzes), a "1 Rule" dropdown for Assignments, and a red-bordered "+" button. To the right of the "+" button is a settings gear icon with a dropdown arrow.

All Grading Periods ▾ Search for Assignment + Group + Assignment ⚙ ▾

▸ Assignments 1 30% of Total 1 Rule ▾ + ⚙ ▾

▸ Discussions 2 30% of Total + ⚙ ▾


▸ Quizzes 2 20% of Total + ⚙ ▾

3 - Fill in assignment shell

Add Assignment to Assignments ×

Type: 1

Name: 2

Due:  3

Points: 4

Sync to SIS: 5

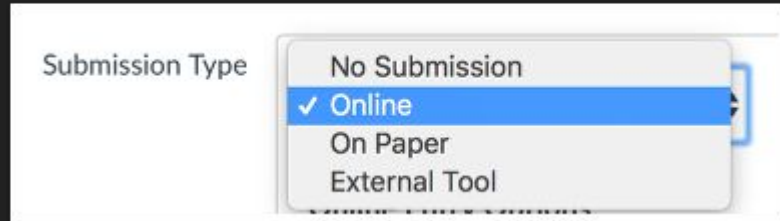
4 - At the minimum ...

- Name the assignment.
- Assign total points possible.
- “Save” or “Save and Publish”

Submission types

4 types:

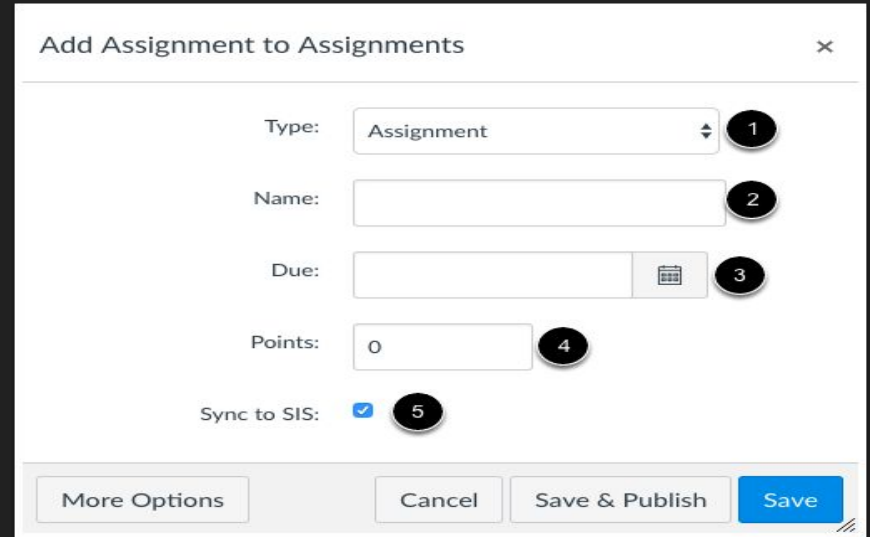
- No Submission
- Online
- On Paper
- External Tool



Creating a Turnitin Assignment

Follow the steps to create an assignment.

Type - “External Tool”



The screenshot shows a web form titled "Add Assignment to Assignments" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Type:** A dropdown menu with "Assignment" selected, marked with a circled "1".
- Name:** An empty text input field, marked with a circled "2".
- Due:** An empty text input field with a calendar icon to its right, marked with a circled "3".
- Points:** A text input field containing the number "0", marked with a circled "4".
- Sync to SIS:** A checkbox that is checked, marked with a circled "5".

At the bottom of the form, there are four buttons: "More Options", "Cancel", "Save & Publish", and "Save".

Find & Select

Find button


Display Grade as

Submission Type

External Tool Options

Enter or find an External Tool URL

Load This Tool In A New Tab



Select Turnitin

Select

The image shows a 'Configure External Tool' dialog box with a close button (X) in the top right corner. The dialog lists several tools:

- Seating Chart**: An example LTI application.
- TurningPoint Cloud Registration System**: Clickers.
- Turnitin**: Plagiarism Detection. This option is highlighted with a red rounded rectangle and a white number '6' on a red background.
- YouTube**: Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search.

Below the tool list, there is a 'URL:' label followed by an empty text input field. At the bottom left, there is a checkbox labeled 'Load in a new tab' which is currently unchecked. At the bottom right, there are two buttons: 'Cancel' and 'Select'. The 'Select' button is highlighted with a red rounded rectangle and a white number '7' on a red background.

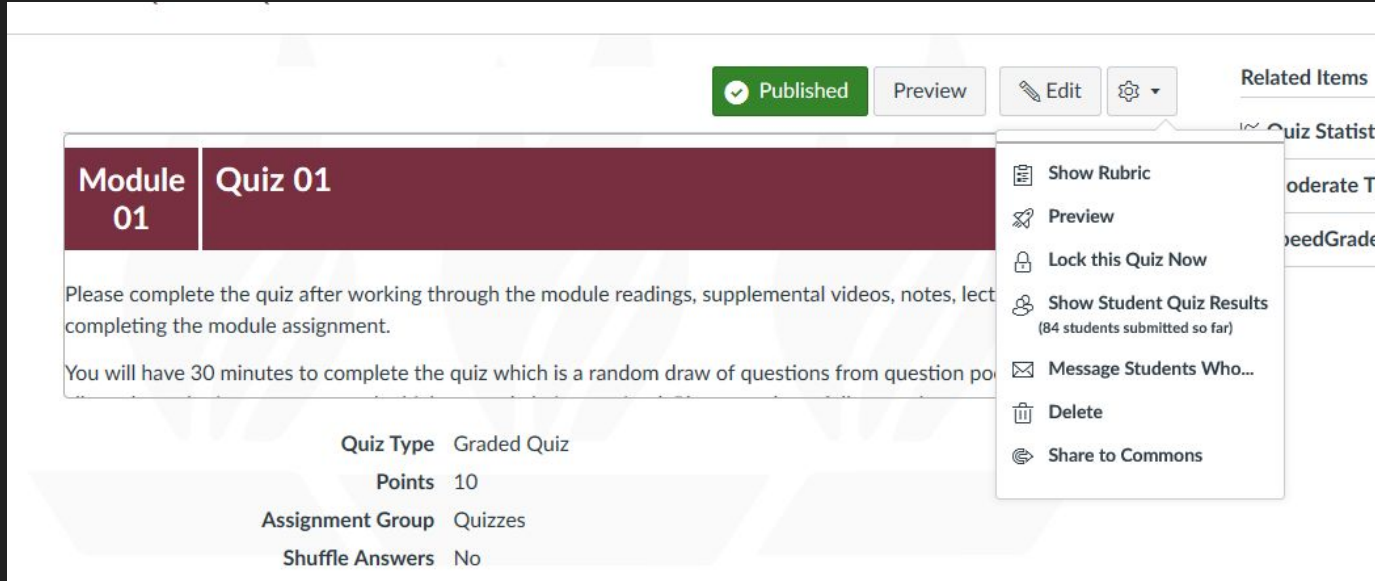
Youtube - Turnitin

<https://www.youtube.com/watch?v=dAqnH3s7RVg>



Rubrics

Adding rubrics to an assignment by editing the quiz



The screenshot shows a quiz editing interface. At the top, there are buttons for 'Published' (green), 'Preview', 'Edit', and a settings gear icon. Below these is a header for 'Module 01 Quiz 01'. The main content area contains instructions: 'Please complete the quiz after working through the module readings, supplemental videos, notes, lect completing the module assignment.' and 'You will have 30 minutes to complete the quiz which is a random draw of questions from question po'. Below the instructions are quiz details: 'Quiz Type Graded Quiz', 'Points 10', 'Assignment Group Quizzes', and 'Shuffle Answers No'. A dropdown menu is open from the settings gear icon, listing options: 'Show Rubric', 'Preview', 'Lock this Quiz Now', 'Show Student Quiz Results (84 students submitted so far)', 'Message Students Who...', 'Delete', and 'Share to Commons'.

Published Preview Edit

Module 01 Quiz 01

Please complete the quiz after working through the module readings, supplemental videos, notes, lect completing the module assignment.

You will have 30 minutes to complete the quiz which is a random draw of questions from question po

Quiz Type Graded Quiz

Points 10

Assignment Group Quizzes

Shuffle Answers No

Show Rubric

Preview

Lock this Quiz Now

Show Student Quiz Results
(84 students submitted so far)

Message Students Who...

Delete

Share to Commons

Rubrics

Add grading criteria to the rubric for use in the Speedgrader

Assignment Rubric Details ✕

Criteria	Ratings	Pts
Description of criterion <small>view longer description</small> Range <input type="text"/>	5 pts Full Marks 0 pts No Marks	<input type="text" value="5"/> pts
Description of criterion <small>view longer description</small> Range <input type="text"/>	5 pts Full Marks 0 pts No Marks	<input type="text" value="5"/> pts
<input type="text" value="Description of criterion"/> <input type="button" value="Cancel"/> <input type="button" value="OK"/>	5 pts Full Marks 0 pts No Marks	<input type="text" value="5"/> pts

+ Criterion 🔍 [Find Outcome](#) Total Points: 15

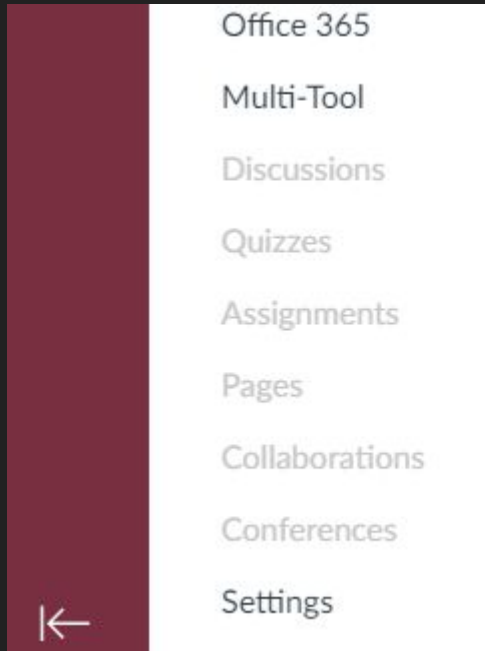
I'll write free-form comments when assessing students
 Hide score total for assessment results

Importing and Exporting Content

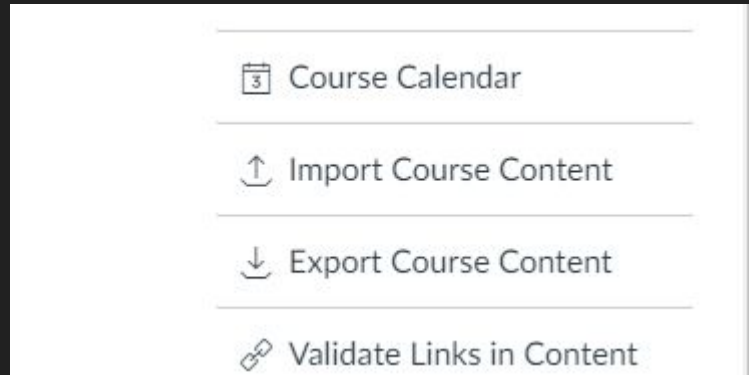
- Many departments have digital question banks.
- These are usually QTI files.
- Canvas can import and export QTI files to speed up quiz creation.

Importing content

Go to setting at the bottom of your control panel.



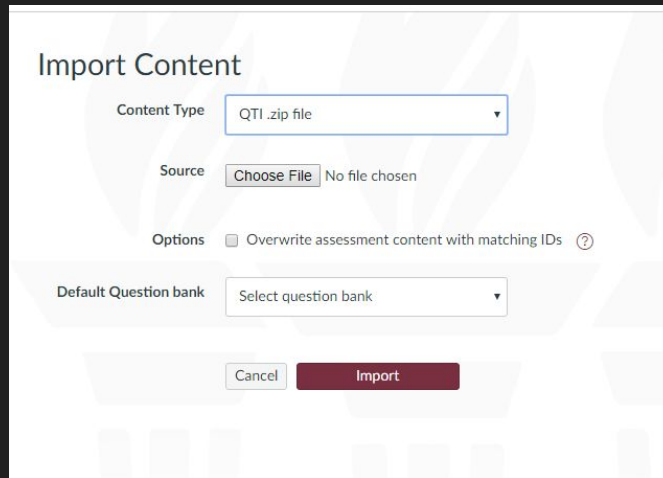
Select, “Import Course Content”



Importing Content

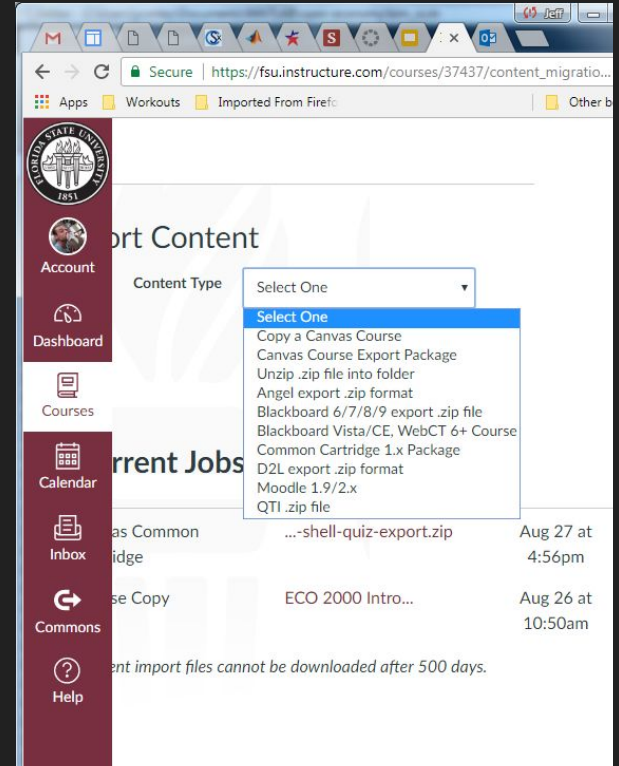
From the drop-down menu you're able to select from a range of choices.

Choose import QTI .zip file and choose a name for the question bank.



The screenshot shows the 'Import Content' form with the following fields and options:

- Content Type:** A dropdown menu with 'QTI .zip file' selected.
- Source:** A 'Choose File' button and the text 'No file chosen'.
- Options:** A checkbox labeled 'Overwrite assessment content with matching IDs' with a help icon.
- Default Question bank:** A dropdown menu with 'Select question bank' selected.
- Buttons:** 'Cancel' and 'Import' buttons at the bottom.



The screenshot shows the Canvas LMS interface with the 'Import Content' dropdown menu open. The menu lists the following options:

- Select One
- Select One
- Copy a Canvas Course
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QTI .zip file

The background shows a sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area displays a table of recent jobs with columns for job name, date, and time.

Job Name	Date	Time
...-shell-quiz-export.zip	Aug 27 at	4:56pm
ECO 2000 Intro...	Aug 26 at	10:50am

A message at the bottom states: 'Import files cannot be downloaded after 500 days.'

Exporting Content

Its often helpful to export question banks as QTI files for editing in other test generators.

Follow the same process as before, except choose export course content.

ECO2000-0001.fa17 > Content Exports

2017 Fall - 1

Home

Announcements

Syllabus

Modules

Grades

i>clicker registration

People

Files

Outcomes

Instructor Course Evaluations

My Media

Course Media

Library Tools

Office 365

Multi-Tool

Discussions

Quizzes

Assignments

Pages

Collaborations

Content Exports

QTI Export from 3 hours ago: [Click here to download](#)

QTI Export from 4 hours ago: [Click here to download](#)

QTI Export from 4 hours ago: [Click here to download](#)

Course Export from Oct 10, 2017 2:09pm (file not available)

Course Export from Oct 10, 2017 1:48pm (file not available)

Course Export from Oct 9, 2017 2:33pm (file not available)

Content export files cannot be downloaded after 30 days.

Export Type

Course

Quiz

Select Quizzes to Export

All Quizzes

Quiz 08

Quiz 09

Quiz 10

Quiz 11

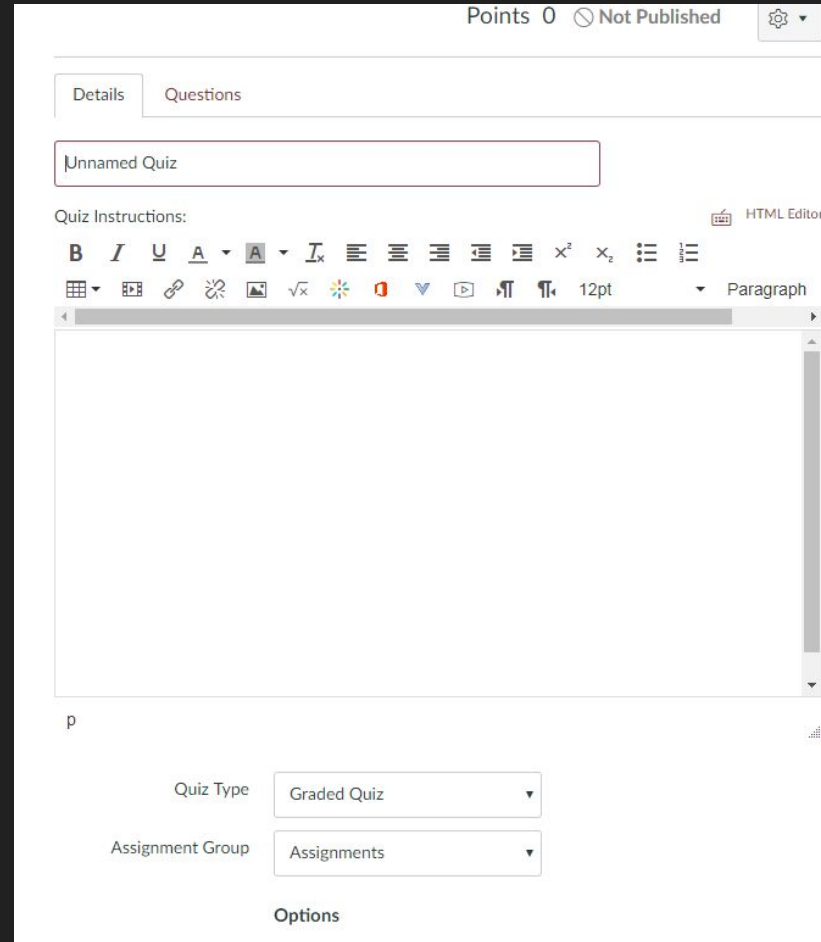
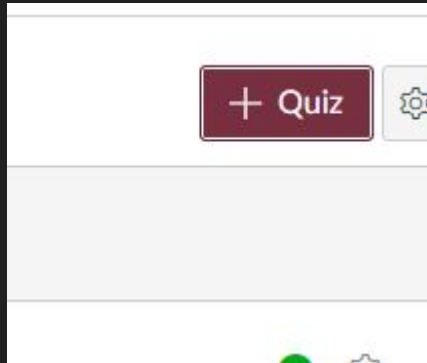
Quiz 12

[Create Export](#)

Quiz Creation

Find the Quizzes link and click + Quiz.

Details tab: quiz options such as: due date, timers, multiple attempts, individual specific properties, and others



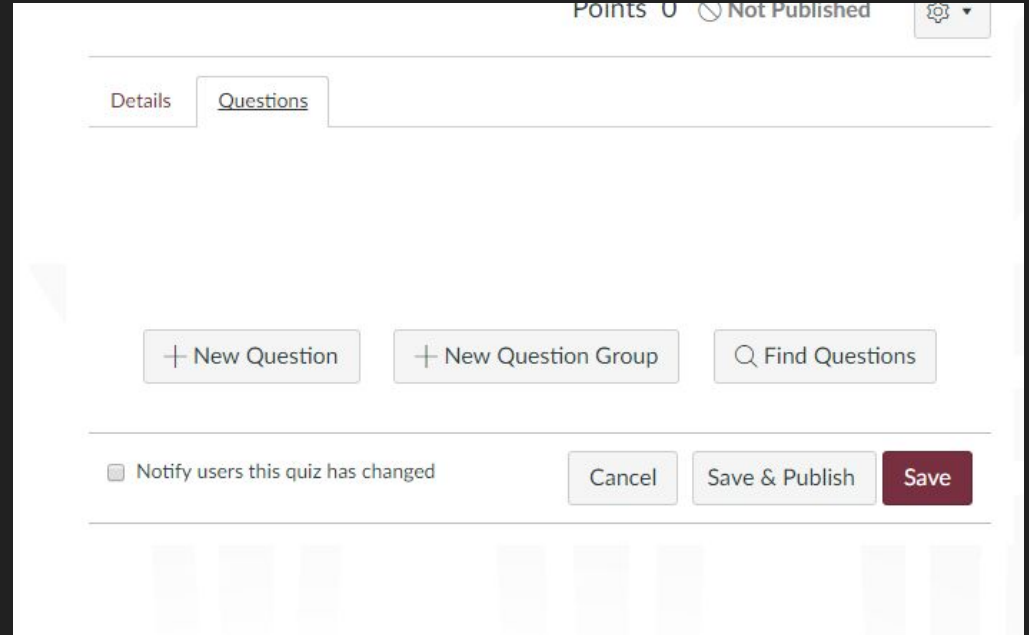
Quiz Creation

Question tab adds questions to the quiz.

New question: blank template

New question group: randomly selects questions from a new bank or links to existing banks

Find question: specific selection from existing question banks



The screenshot displays the 'Questions' tab of a quiz creation interface. At the top right, it shows 'Points 0', a 'Not Published' status with a lock icon, and a settings gear icon. Below this is a horizontal tab bar with 'Details' and 'Questions' (the active tab). The main area contains three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'. At the bottom, there is a checkbox labeled 'Notify users this quiz has changed', followed by 'Cancel', 'Save & Publish', and a red 'Save' button. A faint grid of question cards is visible at the very bottom of the interface.

Quiz/Assignment Deployment

Quizzes and assignments can be accessed by students through their respective tabs, provided that those tabs are made visible or through modules.

- Modules
 - Turning off assignment and quiz tabs and allowing access through modules guides students through course material.

Grading Features

The gradebook is organized of a spreadsheet where links to all of the assignments/ quizzes are available

ECO2000-0001.fa17 > Grades

Filter by student name or secondary ID

Import Export

Student Name	Secondary ID	Quiz 05 Out of 20	Quiz 06 Out of 20	Quiz 07 Out of 20	Quiz 08 Out of 20	Quiz 09 Out of 20	Quiz 10 Out of 20	Quiz 11 Out of 20	Quiz 12 Out of 20	Quiz 13 Out of 20	Exam 1 Out of 100	Assignments	Ass
		16	20	18	18	-	14	14	20	-	82.5	55.81%	
		20	18	16	20	20	16	20	18	-	95	103.49%	
		18	18	18	18	20	18	18	-	20	97.5	90.7%	
		20	16	18	20	-	20	18	18	-	92.5	93.02%	
		-	-	0	Submitted late, Quiz Submission	-	-	20	20	80	53.49%		
		20	-	0	18 / 20	20	14	16	20	-	85	69.77%	
		14	16	16	14	14	16	16	20	-	67.5	0%	

Speedgrader is the tool that allows the instructor to move through individual student submissions.

Quiz 12

Due: Nov 8 at 10:30am - ECO2000-0001.fa17

72/88 Graded 19.36 / 20 (97%) Average 2/88 Student

Quiz 12 Results for

View Log

Score for this attempt: 20 out of 20
Submitted Nov 8 at 9:29am
This attempt took 5 minutes.

Question 1 2 / 2 pts

Individuals with higher saving and investment rates will more likely

Submitted: Nov 8 at 9:29am
See all quiz attempts

Assessment
Grade: 20 out of 20

Assignment Comments
Add a Comment

Due Dates, availability dates, & multiple attempts

These are all familiar options, but as of current Canvas has a few hiccups that will cause headaches if these options are ill configured

I have personally had issue with designing quizzes with multiple attempts, due dates, but no end-availability date. Failure: students taking their second attempt to prepare for an exam were graded “lat e.”

Specific questions from TAs

Q: How do I find a specific student's assignment without manually scrolling through the Speedgrader?

A: access the answer through the gradebook.

Q: how do I create columns? How do I create columns that don't have fixed point totals? (i.e. extra credit)

A: The easiest way I've found is exporting the gradebook to Excel, creating a column and importing the .CSV file back into Canvas.

Specific questions continued...

Q: How do I exempt a grade for a student?

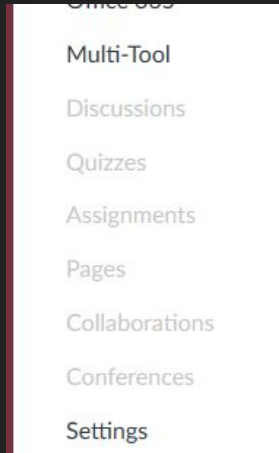
A: This can be done by typing EX into the cell corresponding to the assignment and student or by Mute Assignment in the Speedgrader

Q: How do I weight assignments?

A: Assignment weighting can be applied to assignment groups.

What are groups?

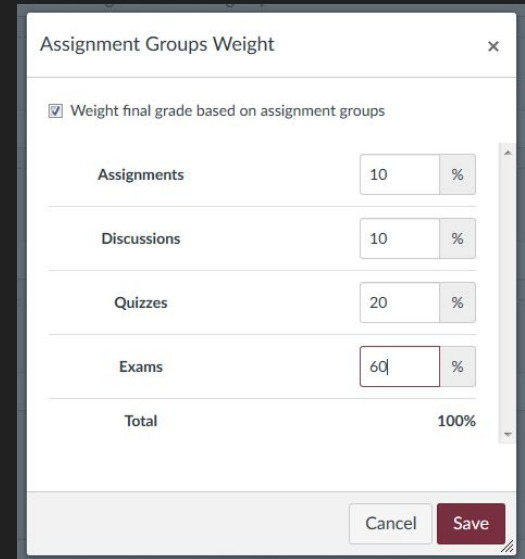
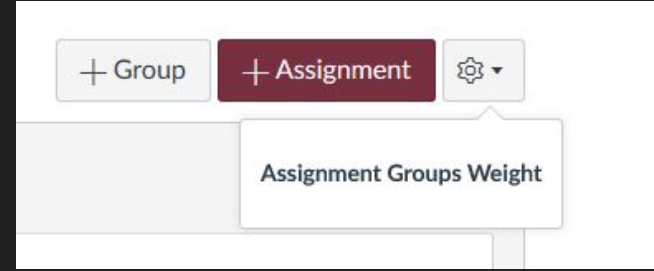
- Canvas organizes coursework into categories called “groups.”
 - In the grade book these are the columns with the dark headings, *quizzes*, *assignments*, *discussions tests*, *etc.*
- Groups are created and edited under the *Assignments* tab, and cannot be edited in the gradebook.



Assignment group Features

Weighting can be applied to groups

If a particular assignment needs its own weighting, create a new group and weight the group.

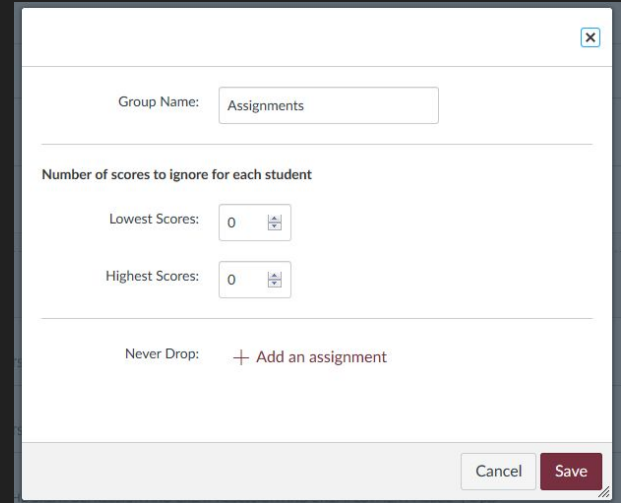
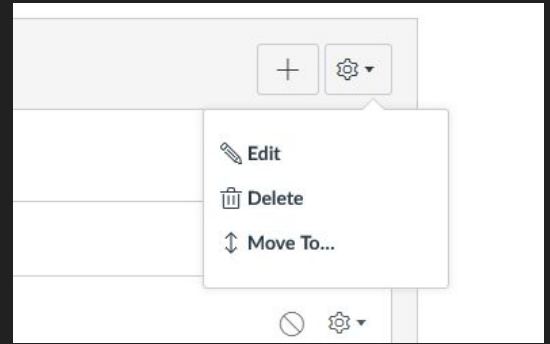


A screenshot of a dialog box titled 'Assignment Groups Weight' with a close button (x) in the top right corner. The dialog contains a checked checkbox labeled 'Weight final grade based on assignment groups'. Below this is a table with four rows for 'Assignments', 'Discussions', 'Quizzes', and 'Exams', each with a numerical input field and a percentage sign. The 'Exams' row has the value '60' entered. A 'Total' row at the bottom shows '100%'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

Assignment Type	Weight (%)
Assignments	10
Discussions	10
Quizzes	20
Exams	60
Total	100%

Assignment group Features

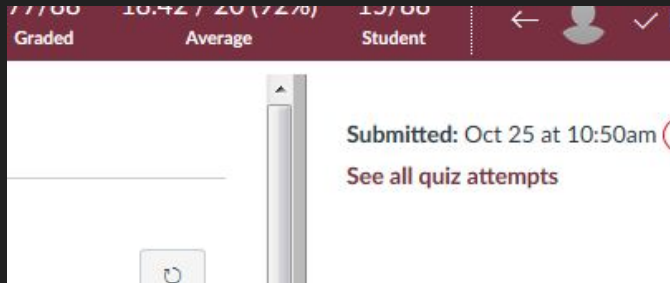
You may also toggle other features within groups such as dropping “n” lowest assignments.

A screenshot of a configuration dialog box for an assignment group. The dialog has a title bar with a close button (X). The main content area includes a 'Group Name' field with the text 'Assignments'. Below this, there is a section titled 'Number of scores to ignore for each student' which contains two spinners: 'Lowest Scores' and 'Highest Scores', both set to '0'. At the bottom of the dialog, there is a 'Never Drop' section with a plus sign and the text '+ Add an assignment'. The dialog concludes with 'Cancel' and 'Save' buttons at the bottom right.

More FAQs

Q: How do I clean an attempt for a student?

A: This is not an available feature in Canvas. However, you may give a student an extra attempt which is essentially the same thing and the record of the first attempt is retained.



Here's the latest quiz results for
You can modify the points for any question and add more comments, then click "Update Scores" at the bottom of the page.

Quiz Submissions

Attempt 1: 18

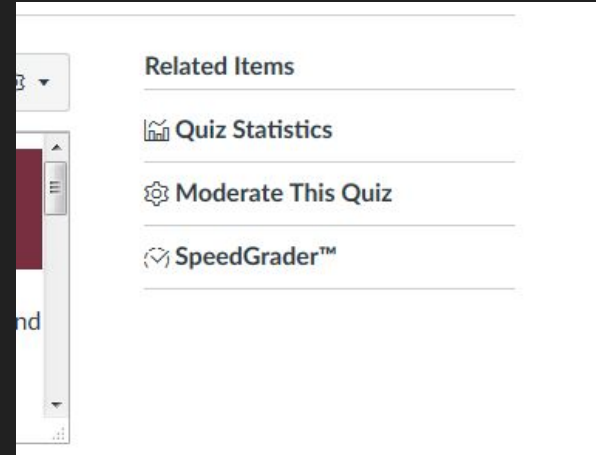
has 1 attempt left

allow this student an extra attempt

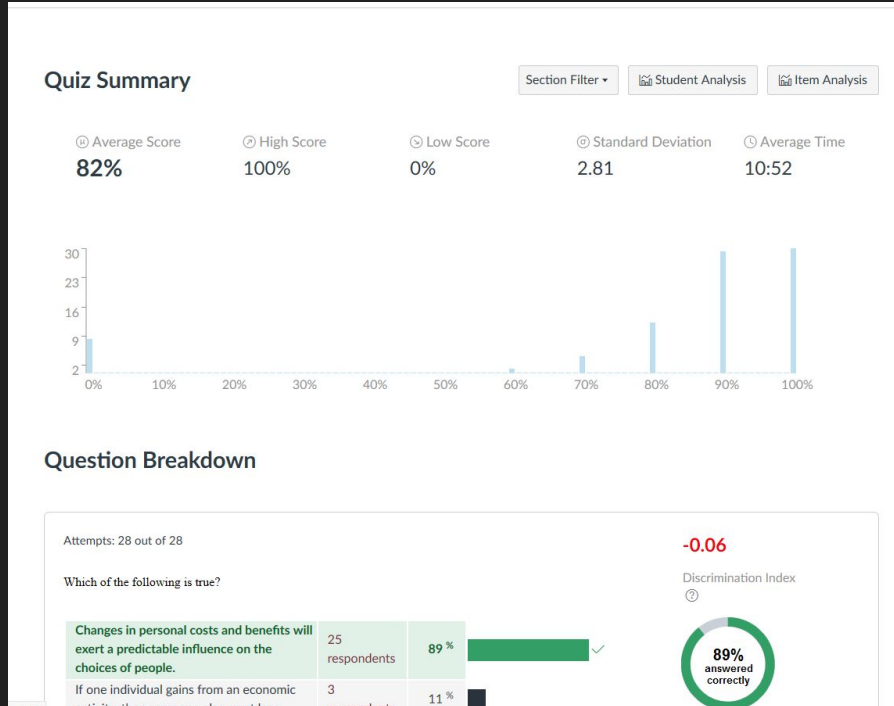
← Back to Quiz

Analysis

Find general statistics on student performance by clicking quiz statistics



Analysis



More detailed information can be downloaded by clicking the student analysis or item analysis buttons.

Questions?