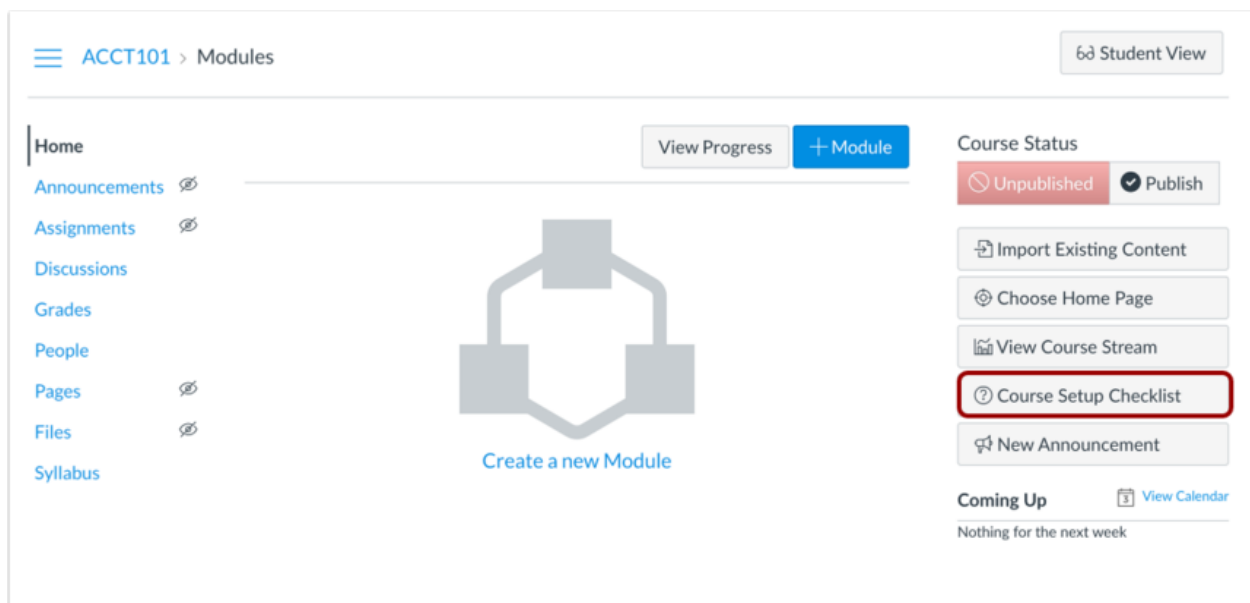


How do I use the Course Setup Checklist?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

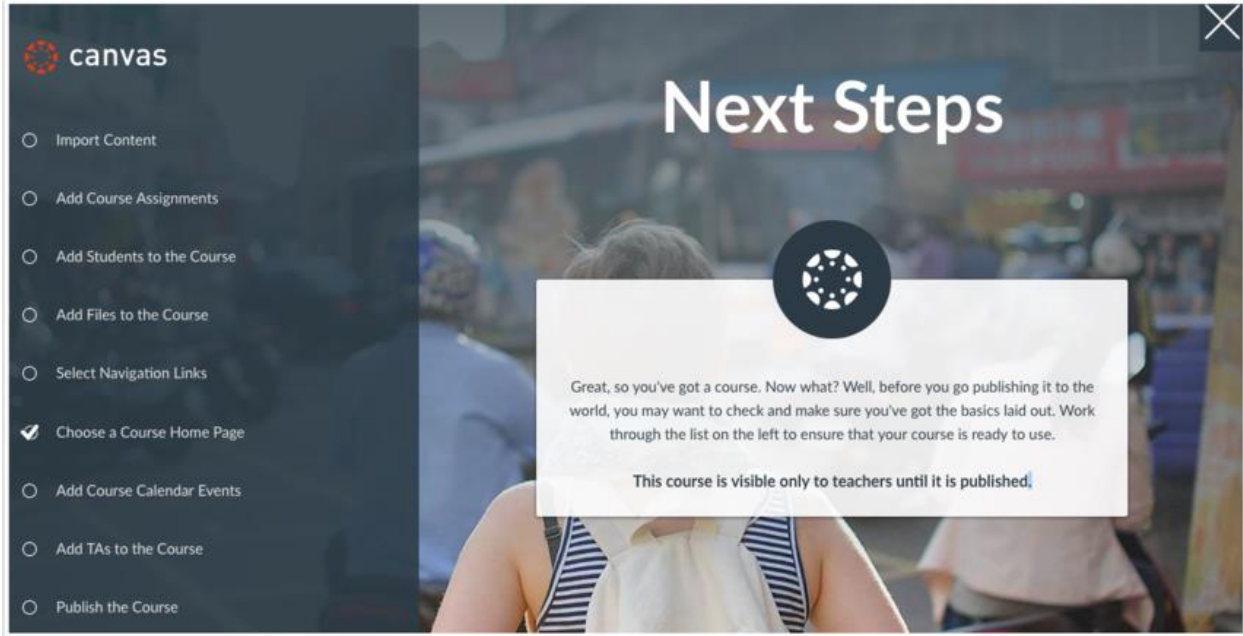
Note: If your course does not include a Setup Checklist, your institution has enabled the Canvas course setup tutorial instead, which displays in the Course Home Page and each index page in Course Navigation.

Open Course Setup Checklist



In the Course Home Page, click the **Course Setup Checklist** button.

View Course Setup Checklist



The Course Setup Checklist will help you create a new course in Canvas. Open the checklist by clicking the Course Setup Checklist button. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add users, such as students and TAs, to the course via the People page
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Publish the course, which will automatically send invitation emails to any students you have already added to the course (you may not have permission to complete this step; your institution may publish your course for you)

Note: Once your course contains a graded submission, you cannot unpublish your course.

How do I publish a course?

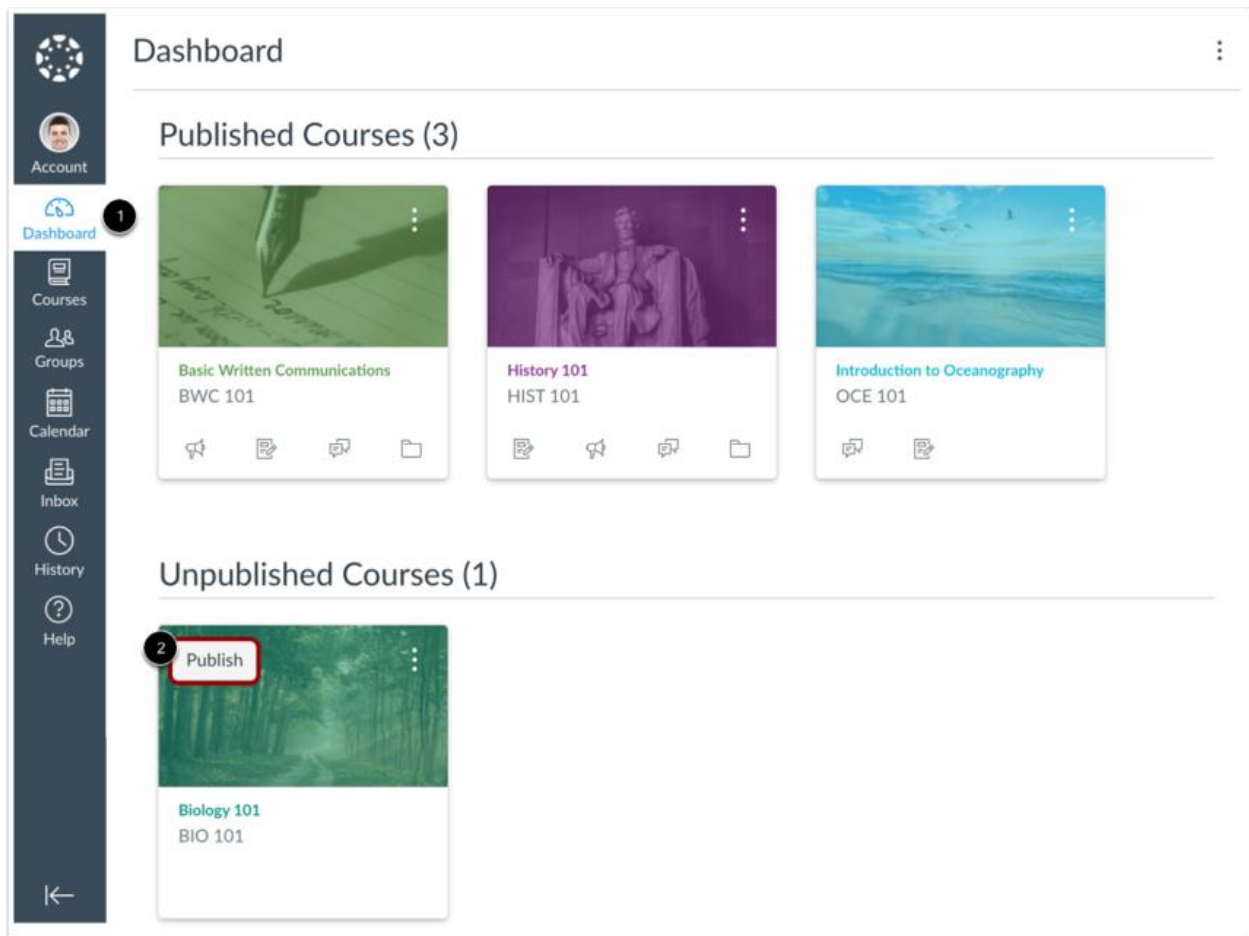
If you have permission to publish your course, you can publish your course in the Course Home Page sidebar, the Course Setup Checklist, or on the Dashboard.

Notes:

- You must publish a course before students can access it and its contents. Students cannot see unpublished courses and content.

- Publishing a course is a course permission. If you cannot publish your course, your institution has restricted this feature.
- Publishing your course will send invitations to any users who were manually added to your course. Users added via SIS import will not receive an invitation.
- Course invitations will not be sent until after 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.)
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.

Publish in Dashboard



Locate the **Unpublished Courses** section in the Dashboard [1].

Find the course you want to publish and click the **Publish** button [2].

Publish in Course

Open Course

The screenshot shows a user interface for managing courses. On the left is a dark blue sidebar with navigation links: Account, Dashboard, Courses (highlighted with a blue icon and a black circle with the number 1), Groups, Calendar, Inbox, History, and Help. The main content area is titled 'Courses' and has a close button (X) in the top right. It is divided into two sections: 'Published Courses' (with a black circle with the number 2) and 'Unpublished Courses' (with a black circle with the number 3). Under 'Published Courses' are links for 'Basic Written Communications', 'History 101', 'Introduction to Oceanography', and 'Introduction to the Solar System'. Under 'Unpublished Courses' is a link for 'Biology 101' (with a black circle with the number 4 and a red arrow pointing to it). Below these sections is an 'All Courses' link and a welcome message: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'

In Global Navigation, click the **Courses** link [1]. Your courses will be organized by published courses [2] and unpublished courses [3]. To open an unpublished course, click the name of the course [4].

Publish Course

Course Status

 Unpublished

 Publish

 Choose Home Page

 View Course Stream

 Course Setup Checklist

 New Announcement

Coming Up


 [View Calendar](#)

Nothing for the next week

In the Sidebar, click the **Publish** button.

Note: On smaller screens, the Sidebar displays beneath Course Home Page content.

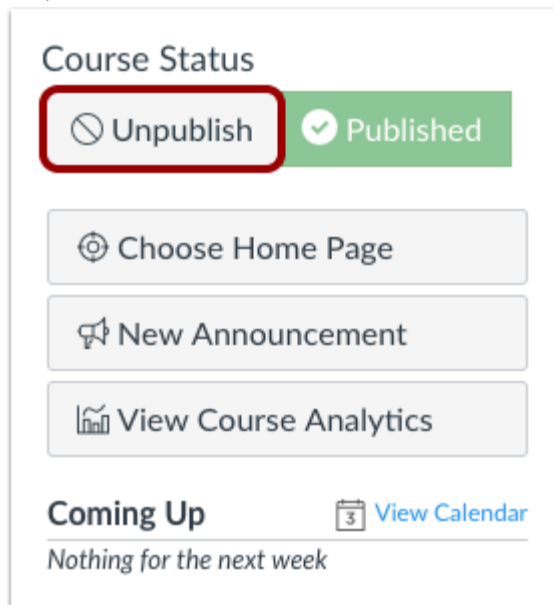
View Confirmation

 Course was successfully updated.



A message will appear at the top of your screen confirming the publishing of your course.

Unpublish Course



If you need to unpublish your course, click the **Unpublish** button in the sidebar. Students who already received course invitations will not be able to access your course.

Once your course contains a graded submission, the course status will no longer display in the sidebar and you will no longer be able to unpublish your course.

How do I use Files as an instructor?

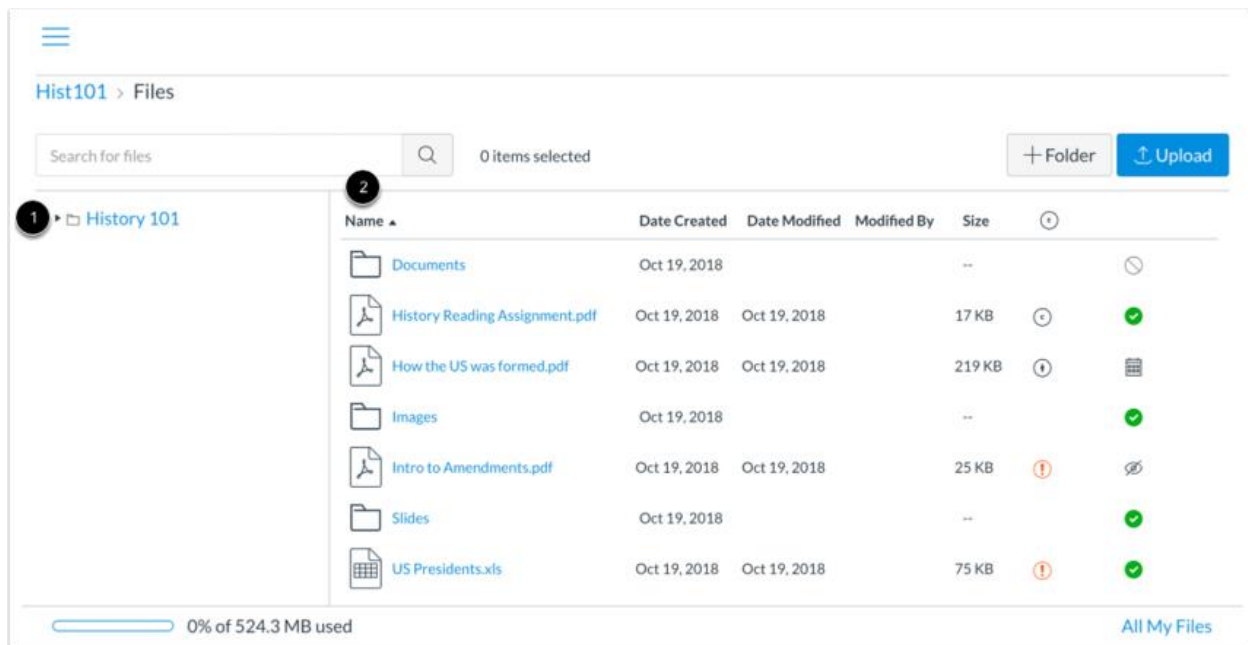
As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Files is built with responsive design to adjust for browser scaling. The folder navigation window, file displays, and even file names adjust to the width of the browser window.

[View a video about files.](#)

You have access to files (documents, images, media, etc.) in three different feature areas:

- [User files](#), located in your user profile
- [Course files](#), located in each course where you are enrolled
- [Group files](#), located in each group where you are a member

View Files

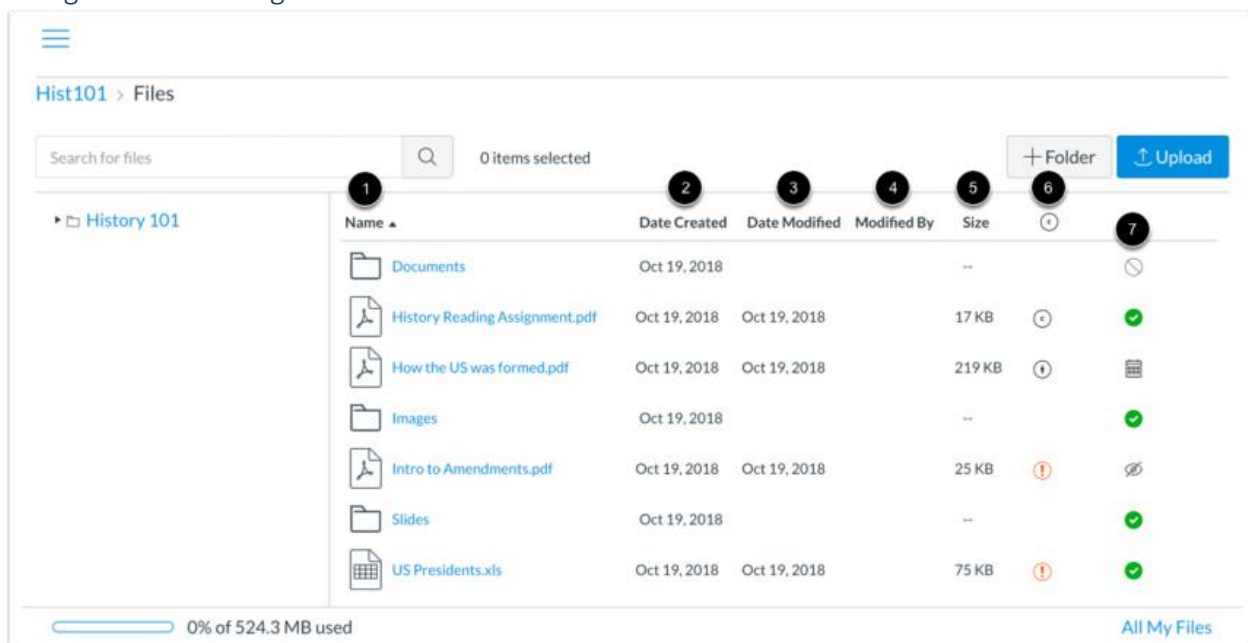


The basic functionality within Files is the same within each files location, but some features may differ according to feature area.

The left panel [1] shows all folders for quick navigation. Some folders may be housed within other folders. Click the arrows next to the folder name to expand all folders.

Click the name of a folder. All contents within the folder you are viewing display in the right panel [2]. You can also click folder names in the right panel to view folder content.

Navigate File Headings



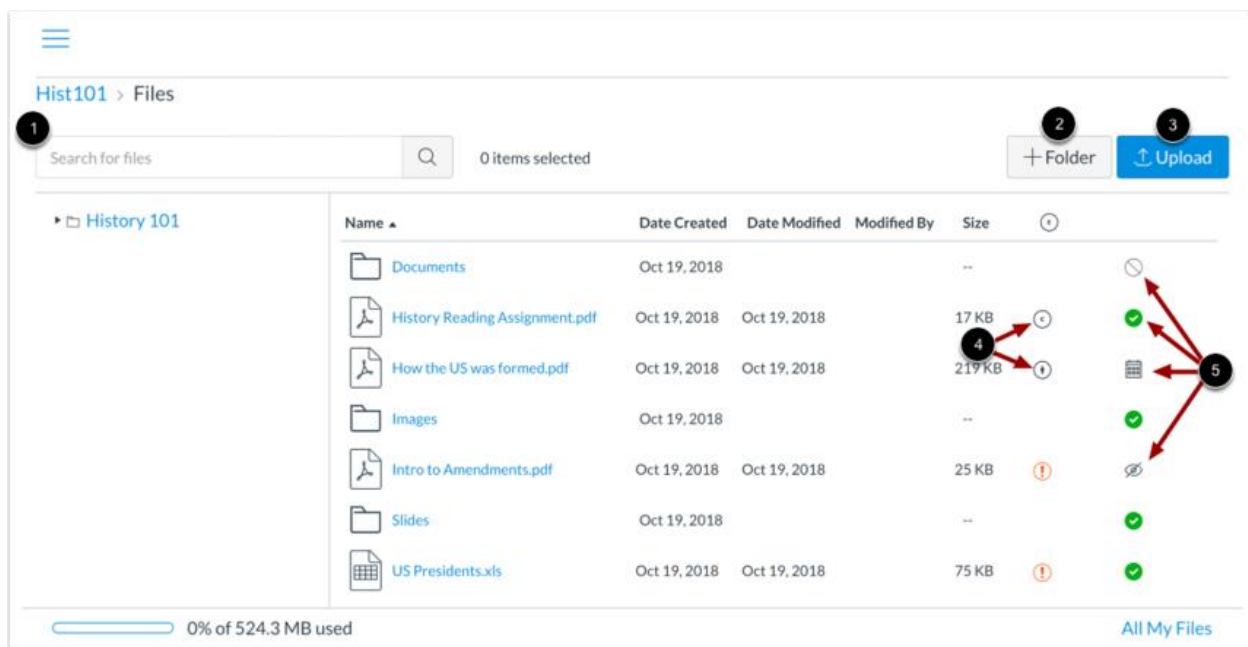
For each file, you can view the name of the file [1], the date the file was created [2], the date the file was modified [3] and the name of the person who modified the file (if modified by another user) [4], and the size of the file [5].

Courses and groups may display a column for usage rights. If enabled, the column displays the user right (copyright) for the file [6].

You can also view the published status [7] for all files.

Files are sorted alphabetically. To sort files, click the name of any column heading.

Manage Files



Depending on the file area, files may contain several options to manage files:

Search for files [1]. Files is fully searchable by file name.

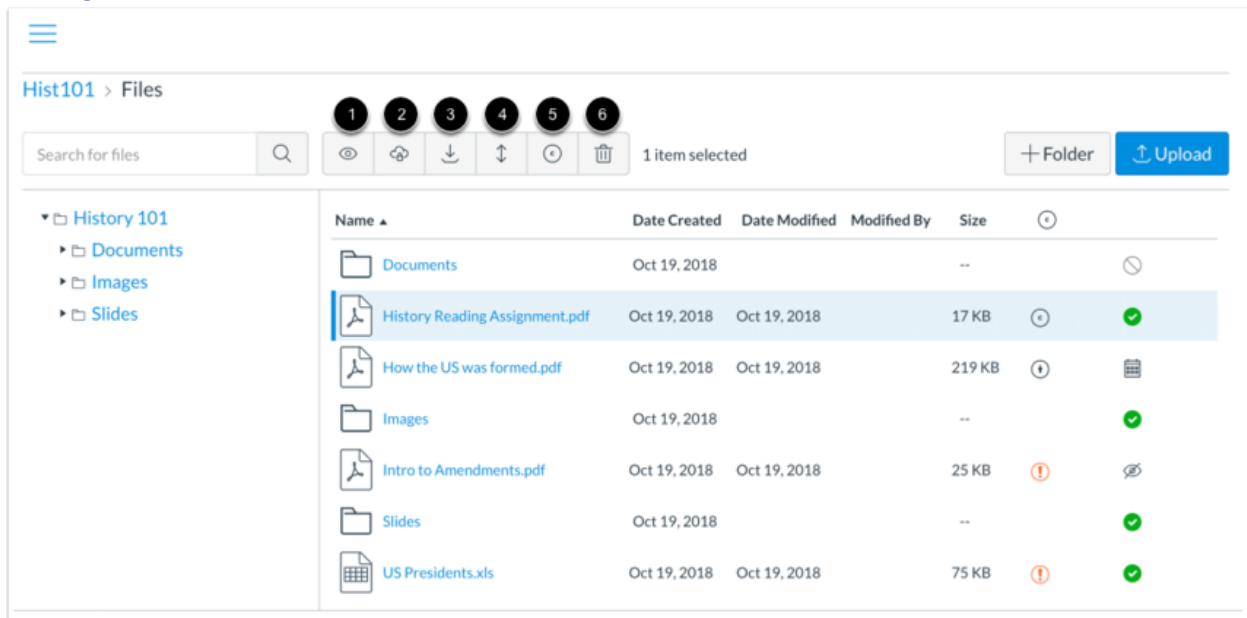
Add a folder [2]. Add a new folder to Files to store files. Folders can also house other folders.

Upload a file [3]. Upload a file to Files.

For courses and groups using usage rights, set the user right (copyright) for a file [4]. You must set a user right for a file before it can be published. Files that do not contain a usage right display as a warning icon.

Change the state of the file [5]. Files can be published, unpublished, or include a restricted status.

Manage Selected Files



To select a file, click the name of the file. You can also select multiple files at the same time by holding the command (MAC) or control (PC) key.

When a file is selected, Files displays the file toolbar at the top of the window. Depending on the files area, the toolbar may contain several options to manage the selected file(s):

- Preview the file [1]
- Manage file to restrict access [2]
- Download the file [3] (when selecting more than one file, option appears to download as a zip file)
- Move the file [4]
- Manage Usage Rights for the file [5]
- Delete the file [6]

You can also manage some or all options for a selected file within the file's **Options** menu [7].

View Blueprint Course

	Canvas_VPAT.pdf	Jun 12, 2017	Jun 12, 2017	117 KB		✓
	Certificate of Achievement.docx	Jun 12, 2017	Jun 12, 2017	448 KB		✓
	Course Resources	Jun 12, 2017		--		✓
	Course_Logo_2.png	Jun 12, 2017	Jun 12, 2017	50 KB		✓

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.

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 Gradebook Individual View. However, Individual View currently does not support all settings and options from the Gradebook.

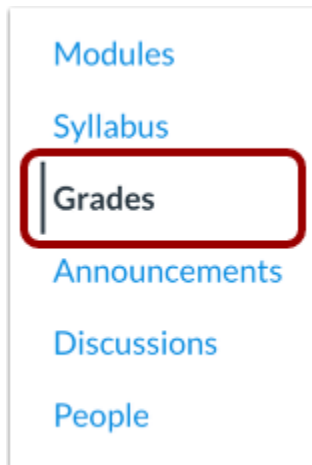
The following keyboard shortcuts are supported in the Gradebook:

- 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

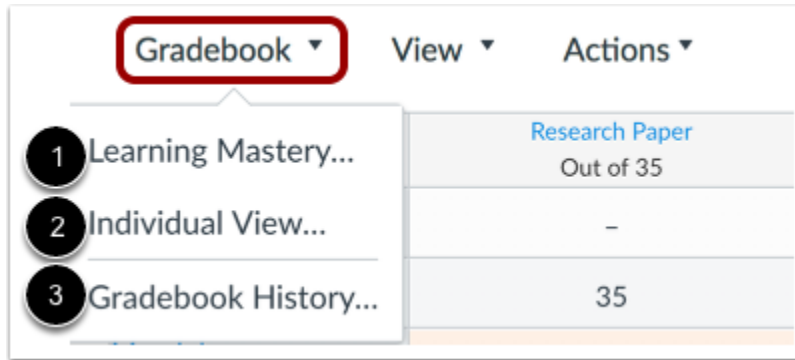
The screenshot shows the 'History 101 > Grades' page. A red box highlights the main interface elements, with numbered callouts: 1 points to the 'Gradebook' dropdown menu; 2 points to the 'Student Name' column; 3 points to the 'History Overview' column header; and 4 points to the 'Keyboard' icon (a keyboard with a question mark) in the top right corner of the table area. The table contains student names and their scores for various assignments.

Student Name	History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1		-	✓	A
Jessica Doe History 101 Section 1		35	✓	A-
Max Johnson History 101 Section 1		30	✓	B
Bruce Jones History 101 Section 2	-	28	✗	B-
Joe Rogers History 101 Section 2		32	✗	B+
Nora Sanderson History 101 Section 1	-	29	✓	A-
Jane Smith History 101 Section 1	-	35	✓	C

The top of the Gradebook includes global sorting options and settings you can use to organize your gradebook [1], which will populate the selected student data [2] and assignment data [3].

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

View Gradebook Menu



The main Gradebook allows you to see all students, assignments, and grades. In the Gradebook menu, you also switch between several options as available:

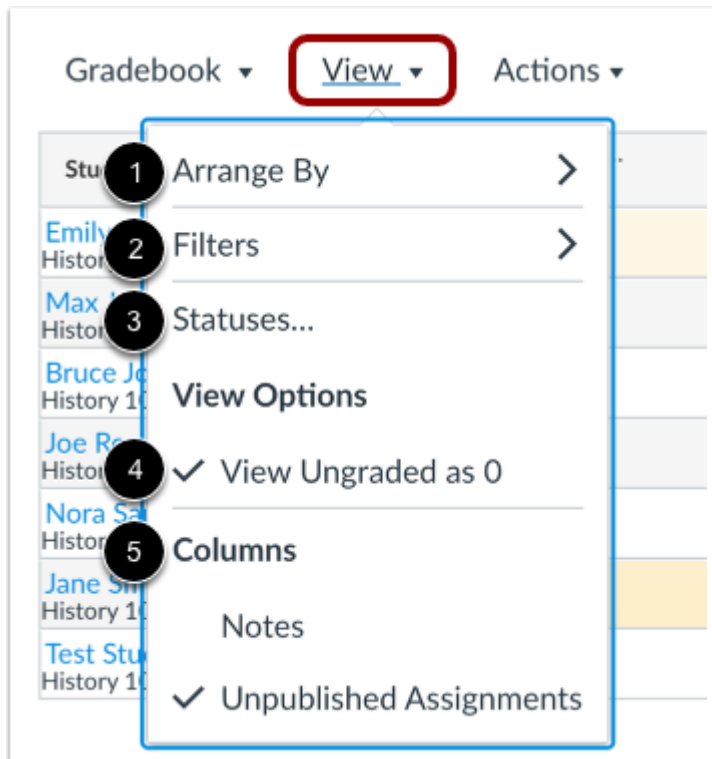
Learning Mastery [1] displays the [Learning Mastery Gradebook](#), which assesses outcome standards being used in Canvas courses. *This gradebook is a course-level feature option.*

Individual View [2] 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 [3] 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.

View Gradebook Viewing Options

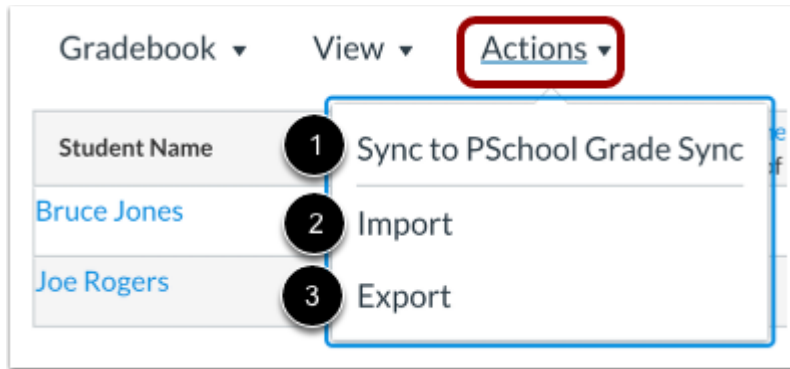


The View menu allows you to filter and sort the Gradebook according to several viewing options:

- **Arrange By** [1]: [arrange columns](#) by default, assignment name, due date, points, or module
- **Filters** [2]: [filter columns by type](#) (assignment group, section, modules, student groups, and grading period, if applicable)
- **Statuses** [3]: view and [change the color for a grading status](#) (late, missing, resubmitted, dropped, and excused)
- **View Ungraded as Zero** [4]: 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.
- **Columns** [5]: show or hide the [notes column](#) and the [unpublished assignments column](#)

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

View Actions Menu



The Actions menu allows you to sync grades to your institution's student information system (SIS), if applicable [1].

To bulk manage student grades in the Gradebook, you can also [import grades](#) [2] and [export grades](#) [3].

Note: Currently the Gradebook Export CSV file data includes all Gradebook data regardless of filtered or sorting options.

Search Students



By default, your course shows all active students. In the Search field, you can search for an individual student by name or by SIS ID.

View Gradebook Settings



The Gradebook Settings allow you to apply Late Policies or a Final Grade Override in your course.

View Late Policies

Late Policies

Grade Posting Policy

Advanced

☒ Automatically apply grade for missing submissions

1

Grade percentage for missing submissions

20

^

v

%

☒ Automatically apply deduction to late submissions

2

Late submission deduction percent

10

^

v

%

Late submission deduction interval

Day

v

Lowest possible grade percent

60

^

v

%

Cancel

Update

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

[Late Policies](#) [Grade Posting Policy](#) [Advanced](#)

Individual Assignment Grade Posting

1 ☒ **Automatically Post Grades**
Assignment grades will be visible to students as soon as they are entered.

2 ☐ **Manually Post Grades**
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

[Cancel](#) [Update](#)

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

Late PoliciesGrade Posting PolicyAdvanced

☒ Allow final grade override 1

CancelUpdate

Search...

Total	Override 2
43.33% F	C+
23.33% F	C-
74.14% C	B
-	-
-	-
-	-
52.63% F	-

The Advanced tab allows you to apply a [Final Grade Override](#) in your course [1]. If enabled, you can enter an override grade for a student that is different from the grade automatically calculated by Canvas [2].

View Student Name Column

Student Name
Emily Boone History 101 Section 1
Jessica Doe History 101 Section 1
Max Johnson History 101 Section 1
Bruce Jones History 101 Section 2
Joe Rogers History 101 Section 2
Nora Sanderson History 101 Section 1
Jane Smith History 101 Section 1

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

Nora Sanderson History 101 Section 1
Jane Smith History 101 Section 1
Test Student History 101 Section 1 and...

If you have enabled Student View in Course Settings, the Test Student is shown 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

History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10
1	-	2
	35	✓
	30	✓
-	28	✗
	32	✗
-	29	✓
-	35	✓

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].

For each assignment, you can hover over the column header and view the Assignment menu [2], which allows the following options:

- [Sort assignments](#) by grade or status (missing or late)
- [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](#): point, 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)

[Icons and colors](#) represent assignments and submission statuses within Canvas, including differentiated assignments, grading periods, and MasteryPaths.

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.

You can also [create non-submission or on-paper assignments](#) to add to the Gradebook for manual grading.

Enter Grades

Gradebook ▾	View ▾	Actions ▾		Search...	⚙
Student Name	History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10	
Emily Boone History 101 Section 1		-	✓	A	
Jessica Doe History 101 Section 1		35	✓	A-	
Max Johnson History 101 Section 1		30	✓	B	
Bruce Jones History 101 Section 2	-	28 / 35	✗	B-	
Joe Rogers History 101 Section 2		32	✗	B+	
Nora Sanderson History 101 Section 1	-	29	✓	A-	
Jane Smith History 101 Section 1	-	35	✓	C	


When 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

×



< Bruce Jones >

< Research Paper >

 SpeedGrader

1

Grade out of 35

28

2

Status

☒ None

☐ Late

☐ Missing

☐ Excused

3

Comments

Leave a comment

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

View Assignment Groups and Total Column

Weekly Assignments 15% of grade	1 Laboratory Assignments 20% of grade	Projects 20% of grade	Discussions 5% of grade	Extra Credit 0% of grade	3 Total 4
100%	90%	70%	84.5%	-	77.7% C+
100%	70%	76.67%	91.5%	-	86.05% B
100%	100%	79.68%	100%	-	84.89% B
100%	70%	78.67%	96.5%	-	79.41% C+
100%	100%	100%	100%	-	94.55% A
100%	80%	80%	84.5%	-	81.89% B-
70%	70%	70%	46.67%	-	67.91% D+

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.

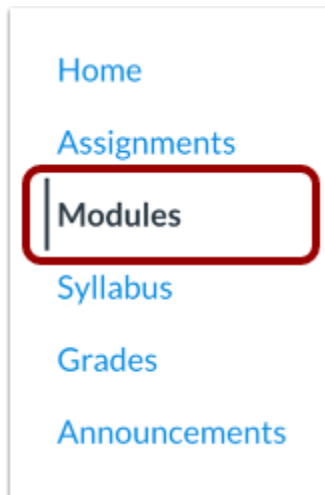
How do I add a module?

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](#), [set prerequisites](#), and [add requirements](#).

[Learn more about Modules.](#)

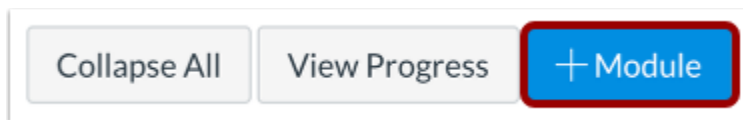
Note: If the Course Home Page is set to modules, modules can be added and managed directly from the Course Home Page.

Open Modules



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

Add Module



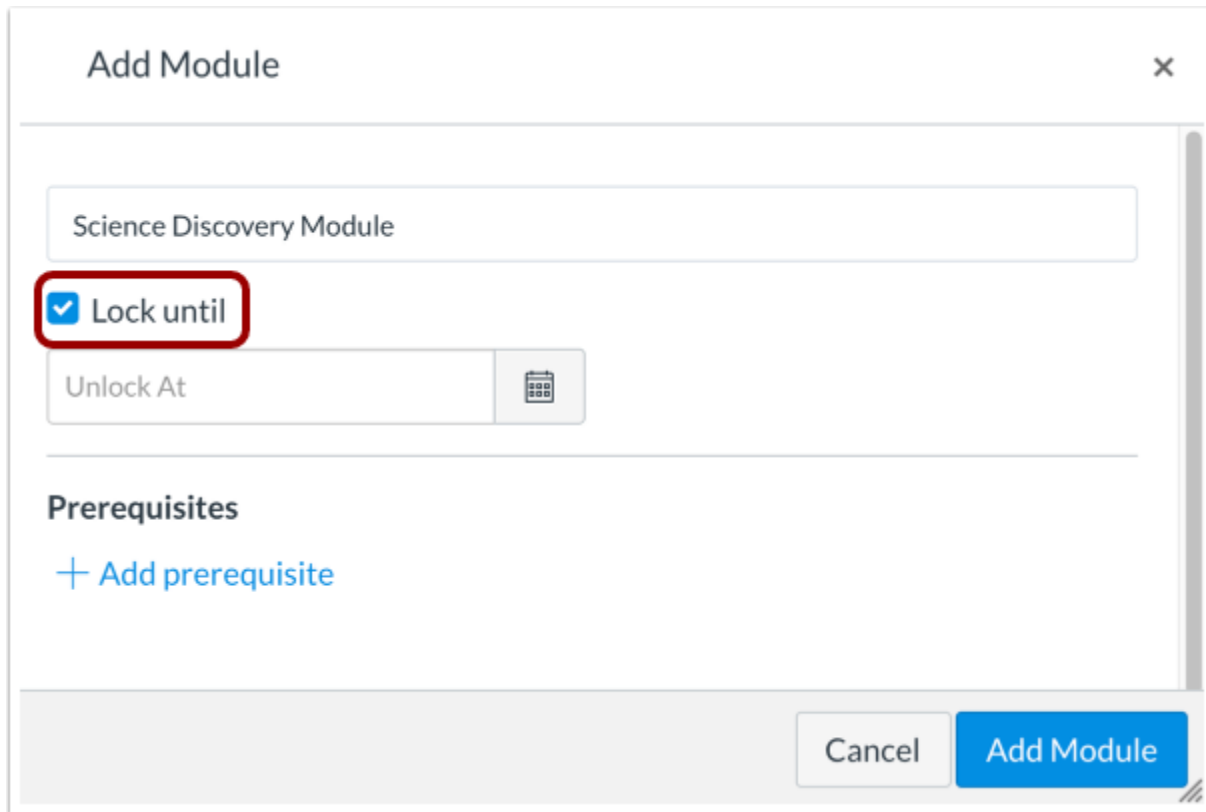
Click the **Add a Module** button.

Add Module Name

A dialog box titled 'Add Module' with a close button (x) in the top right corner. It contains a text input field labeled 'Module Name' which is highlighted with a red rectangular border. Below the input field is a checkbox labeled 'Lock until'. Underneath is a section titled 'Prerequisites' with a blue link '+ Add prerequisite'. At the bottom right are two buttons: 'Cancel' and 'Add Module'.

Type a name in the **Module Name** field.

Lock Module Date



The screenshot shows a dialog box titled "Add Module" with a close button (X) in the top right corner. Inside the dialog, there is a text input field containing "Science Discovery Module". Below this, the checkbox "Lock until" is checked and highlighted with a red rectangle. Underneath the checkbox is a date selection field labeled "Unlock At" with a calendar icon. Below the date field, there is a section titled "Prerequisites" with a blue link "+ Add prerequisite". At the bottom right of the dialog, there are two buttons: "Cancel" and "Add Module".

If you want to restrict the module until a specific date, you can [lock the module](#).

Add Module Prerequisites

Add Module

Science Discovery Module

☒ Lock until

Mar 27, 2020

Fri Mar 27, 2020

Prerequisites

+ Add prerequisite

Cancel Add Module

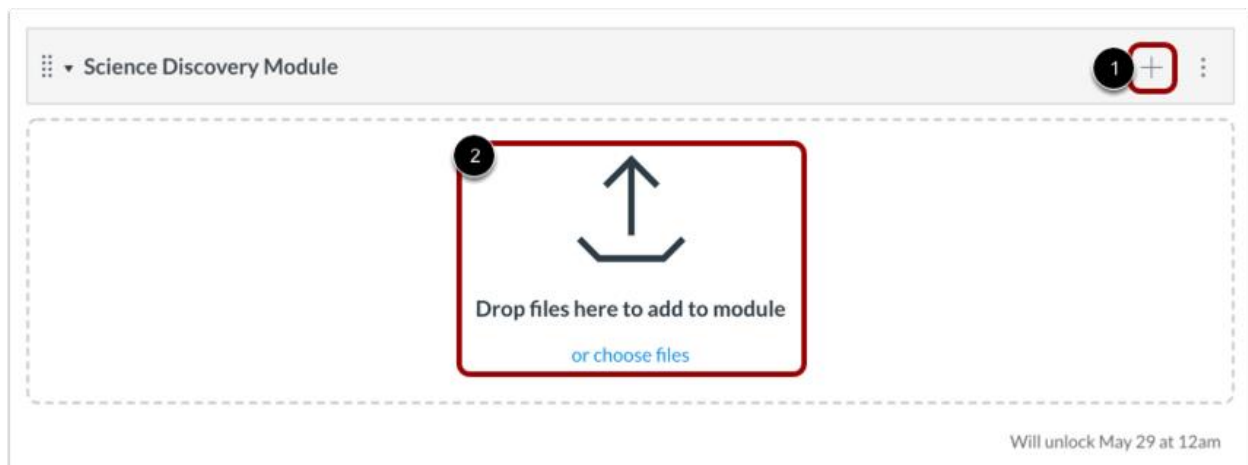
If you have added at least one module to your course, you can require a [prerequisite module](#). A prerequisite module means students must complete the added modules before they can view the new module.

Add Module

Cancel Add Module

Click the **Add Module** button.

View Module



View your created module.

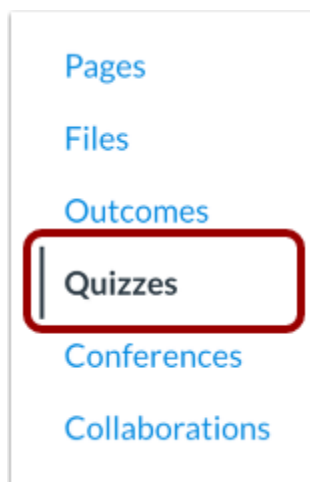
To add items to your module, click the **Add** icon [1] or drag and drop to add files to an empty module [2].

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.

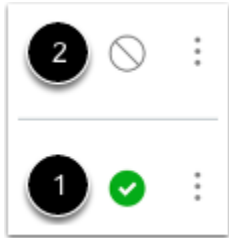
Note: If you use Modules in your course and add a Quiz to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Quizzes unpublished until you are ready to publish the entire Module. For more information please see the [Modules Draft State lesson](#).

Open Quizzes



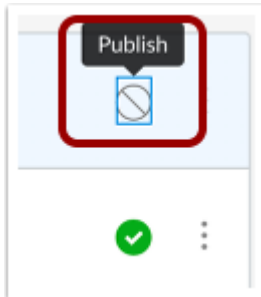
In Course Navigation, click the **Quizzes** link.

View Status of All Quizzes



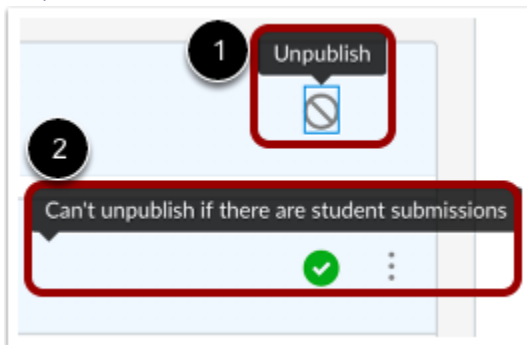
On the Quizzes Index page, you can view the status of each quiz. Green icons indicate the quiz is published [1]. Gray icons indicate unpublished quizzes [2]. You can change the status of a Quiz by toggling the published and unpublished icons.

Publish a Quiz



To publish a quiz, click the unpublished icon. The hover text will confirm you want to publish the quiz.

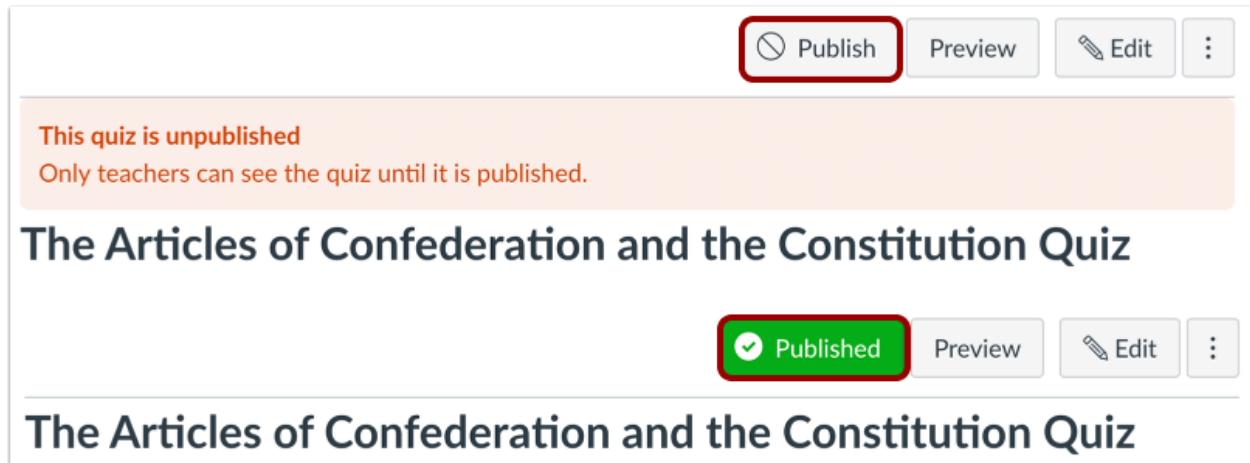
Unpublish a Quiz



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



The screenshot shows a quiz titled "The Articles of Confederation and the Constitution Quiz". At the top right, there are four buttons: "Publish", "Preview", "Edit", and a menu icon. The "Publish" button is highlighted with a red box. Below the buttons, an orange banner displays the message: "This quiz is unpublished" and "Only teachers can see the quiz until it is published." Below the banner, the quiz title is repeated. At the bottom right, the "Publish" button has changed to a green "Published" button with a checkmark icon, also highlighted with a red box. The "Preview", "Edit", and menu buttons remain the same.

Within individual quizzes, the quiz status is shown next to the quiz options.

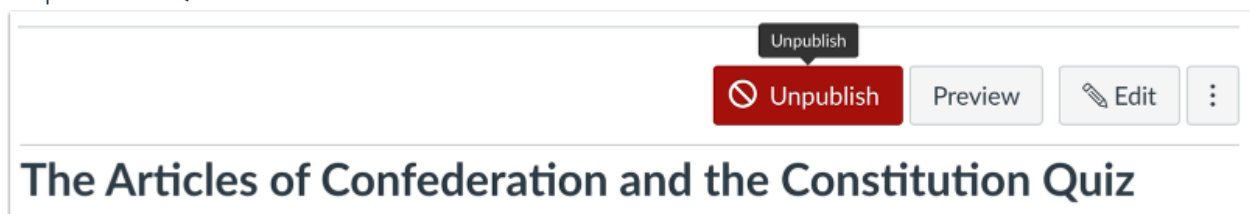
Publish a Quiz



This screenshot is identical to the one above, showing the transition from an unpublished to a published quiz. A red arrow points from the "Publish" button in the top right corner to the "Published" button in the bottom right corner, illustrating the action taken to change the status.

To publish a quiz, click the **Publish** button. The button will change from gray to green.

Unpublish a Quiz







The screenshot shows the quiz interface after it has been unpublished. The "Unpublish" button is now highlighted with a red box. A tooltip with the text "Unpublish" is visible above the button. The "Published" button is no longer present. The "Preview", "Edit", and menu buttons remain the same. The quiz title "The Articles of Confederation and the Constitution Quiz" is still visible at the bottom.

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

▼ Assignment Quizzes	
	American Revolution Quiz Due Apr 3 at 11:59pm 9 pts 9 Questions
	Declaration of Independence Quiz Due May 8 at 11:59pm 10 pts 10 Questions
▼ Practice Quizzes	
	History Overview Due Apr 16 at 11:59pm 11 pts 11 Questions
▼ Surveys	
	Class Survey 1 Question

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.

How do I manage rubrics in a course?

As an instructor, you can create, edit, and delete rubrics in your course. Rubrics are used as grading criteria for students and can be added to assignments, quizzes, and graded discussions.

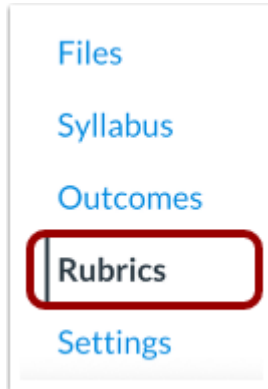
[Learn more about rubrics.](#)

Notes:

- Rubrics cannot be edited once they have been added to more than one assignment.

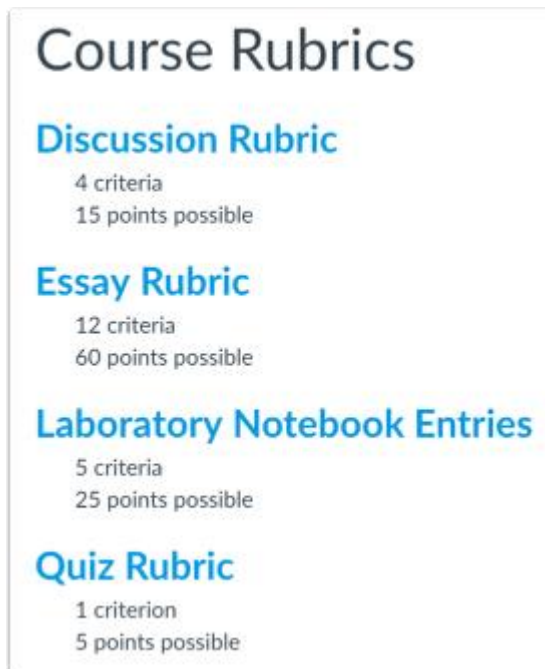
- When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.

Open Rubrics



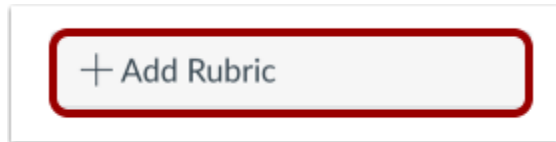
In Course Navigation, click the **Rubrics** link.

View Rubrics



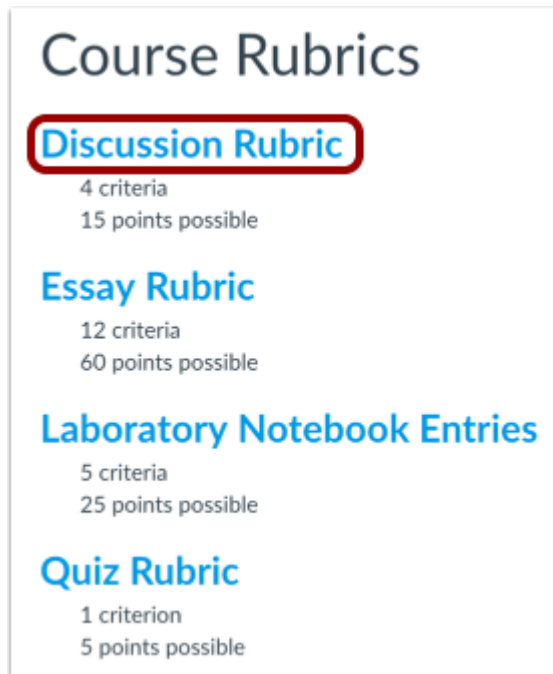
In the Manage Rubrics page, you can view all existing rubrics in your course.

Add Rubric



To [add a rubric](#), click the **Add Rubric** button.

View Rubric



To view an individual rubric, click the name of the rubric.

Edit Rubric

Discussion Rubric

 Edit Rubric

 Delete Rubric


Discussion Rubric				
Criteria	Ratings			Pts
Assignment Requirements Met	2.0 pts Expectations Met	1.0 pts Approaching Expectation	0.0 pts Expectation Not Met	2.0 pts
Reply to Discussion	5.0 pts Two Replies Complete	3.0 pts One Reply Complete	0.0 pts No Discussion Replies	5.0 pts
Total Points: 7.0				

To edit the rubric, click the **Edit Rubric** button.

View Uneditable Rubric

Discussion Rubric

Rubrics cannot be modified once they have been used in more than one place.

Discussion Rubric				
Criteria	Ratings			Pts
Follow Instructions	4.0 pts Full Marks	0.0 pts No Marks		4.0 pts
First Post	3.0 pts Full Marks	0.0 pts No Marks		3.0 pts
Second Post	3.0 pts Full Marks	0.0 pts No Marks		3.0 pts
 Discussion Outcome Demonstrates ability to answer initial discussion prompt and comment on two other posts. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
Total Points: 15.0				

If a rubric has been used in more than one assignment, the **Edit Rubric** button is not available.

However, you can create a copy of a rubric and make any changes when [adding a rubric to an assignment](#).

Edit Rubric Details

The screenshot shows the 'Edit Rubric Details' interface. At the top, a 'Title' field contains 'Essay Rubric' (callout 1). Below is a table with three columns: 'Criteria', 'Ratings', and 'Pts'. The first row has a criterion 'Analysis and Evidence' (callout 2) with a description 'Essays should provide analysis that relates to the thesis, as well as textual evidence to support the analysis.' and a 'Range' checkbox. It has two ratings: '5.0 pts Full Marks' (callout 3) and '0.0 pts No Marks' (callout 4). The points field shows '5.0 pts' (callout 5). A delete icon (callout 6) is next to the criterion. The second row has a criterion 'Essay Outcome' (callout 10) with a threshold of '3.0 pts'. It has three ratings: '5.0 pts Exceeds Expectations', '3.0 pts Meets Expectations', and '0.0 pts Does Not Meet Expectations'. The points field shows '5.0 pts'. At the bottom, there are buttons for '+ Criterion' (callout 7), 'Find Outcome' (callout 8), 'Cancel', and 'Update Rubric' (callout 9). The total points are 'Total Points: 10'.

Criteria	Ratings	Pts
Analysis and Evidence Essays should provide analysis that relates to the thesis, as well as textual evidence to support the analysis. Range <input type="checkbox"/>	5.0 pts Full Marks 0.0 pts No Marks	5.0 pts
Essay Outcome threshold: 3.0 pts	5.0 pts Exceeds Expectations 3.0 pts Meets Expectations 0.0 pts Does Not Meet Expectations	5.0 pts

+ Criterion Find Outcome Total Points: 10

Cancel Update Rubric

To rename a rubric, type in the **Title** field [1].

To edit a rubric criterion description or long description, click the criterion **Edit** icon [2]. You can also edit criterion ratings [3], add ratings [4], and edit points [5].

To delete a criterion from the rubric, click the criterion **Delete** icon [6].

You can also add new criterion [7] and outcomes [8].

To save your edits, click the **Update Rubric** button [9]

To remove associated outcome criteria from a rubric, click the **Delete** icon [10]. Outcome criteria can only be [edited](#) from the Outcomes page.

Delete Rubric

Discussion Rubric

Edit Rubric

Delete Rubric

Criteria	Ratings			Pts
Assignment Requirements Met	2.0 pts Expectations Met	1.0 pts Approaching Expectation	0.0 pts Expectation Not Met	2.0 pts
Reply to Discussion	5.0 pts Two Replies Complete	3.0 pts One Reply Complete	0.0 pts No Discussion Replies	5.0 pts
Total Points: 7.0				

If you created a rubric in your course, you can delete the rubric. To delete a rubric, click the **Delete Rubric** button.

Rubrics can be deleted even if they have been used in more than one assignment.

Note: If you cannot delete a rubric, the rubric was created at the account level and aligned with an assignment in your course.

documentation.beta.instructure.com says

Are you sure you want to delete this rubric? This action will remove this rubric association from all assignments in the current course, and delete any existing associated assessments.

Cancel

OK

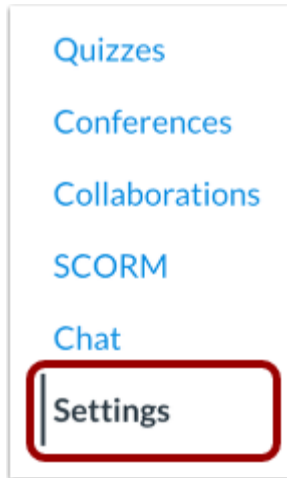
Click the **OK** button.

When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.

How do I use course settings?

The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course. Depending on your permissions, you can edit differing levels of the course settings.

Open Settings



The settings portion of your course is only available to instructors.

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

View Course Details

Course Details

Sections

Navigation

Apps

Feature Options

Course Details

Course is Published 

Image:



Name: History 101

Course Code: HIST 101


Blueprint Course: No

Time Zone: Mountain Time (US & Canada) 

SIS ID: HIST 101

Subaccount: [Canvas Demo Courses](#)

Term: Default Term

Participation: Term 

Course participation is limited to **term** start and end dates.

- ☐ Restrict students from viewing course before term start date
- ☐ Restrict students from viewing course after term end date

Language: Not set (user-configurable, defaults to English (US)) 

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 800 megabytes



Large Course: ☐ Launch SpeedGrader Filtered by Student Group

Grading Scheme: ☒ Enable course grading scheme

[view grading scheme](#)

License: Private (Copyrighted)  

File Copyright: ☒ Copyright and license information must be provided for files before they are published.

Visibility: Course  

☐ Customize

☒ Include this course in the public course index

Format: Not Set 

Epub Export: ☐ Organize epub by content type (default is by module).

Description:







[more options](#)

In the [Course Details](#) tab, you can view the details of your course including its name, what your quota is, and what license that you've attached to this content inside of your course. You can also view the course status. If the course cannot be unpublished, the hover text will notify you accordingly.

View Sections

[Course Details](#) **Sections** [Navigation](#) [Apps](#) [Feature Options](#)

Course Sections

History 101 (19 Users)	 
History 101 - MWF (11 Users)	 
History 101 - TTH (5 Users)	 

Add a New Section:*

+ Section

In the Sections tab, you can [add a section](#) to your course and manage student section enrollments.

View Navigation

[Course Details](#)[Sections](#)[Navigation](#)[Apps](#)[Feature Options](#)

Drag and drop items to reorder them in the course navigation.

Home	
Assignments	⋮
Discussions	⋮
Modules	⋮
Pages	⋮
Announcements	⋮
Syllabus	⋮
Grades	⋮
People	⋮
Quizzes	⋮
Outcomes	⋮
Collaborations	⋮
Files	⋮
Analytics BETA	⋮
Conferences	⋮

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

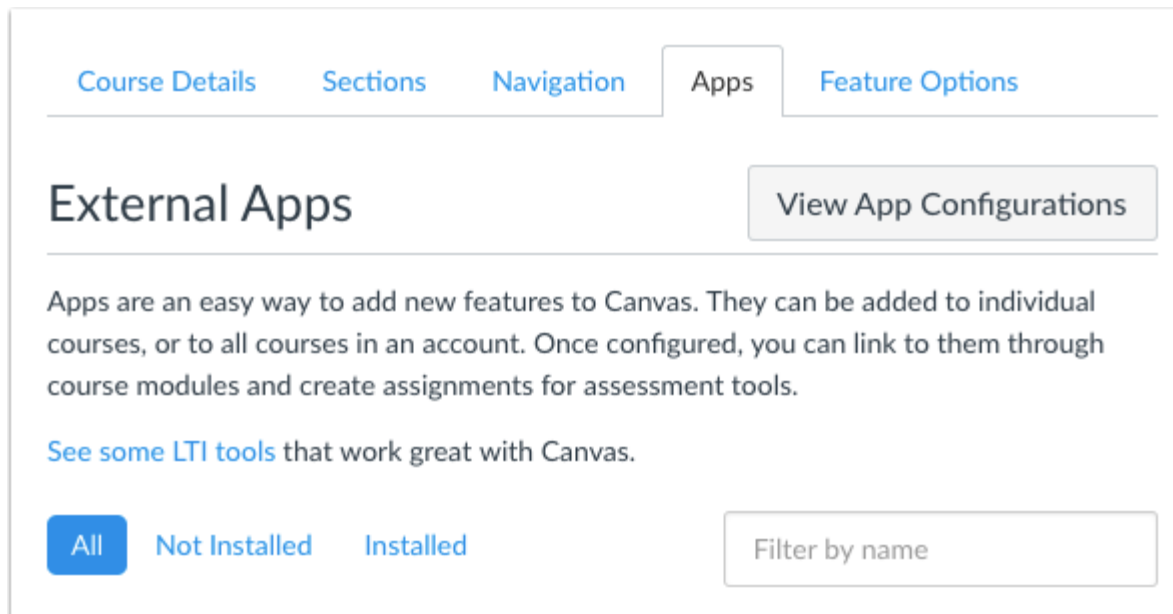
Chat	⋮
<i>Page disabled, won't appear in navigation</i>	
SCORM	⋮
<i>Page disabled, won't appear in navigation</i>	

[Save](#)

In the Navigation tab, you can modify the Content Navigation links listed in your course. You can drag and drop to [reorder and hide course navigation links](#).

Any configured course navigation External Apps (LTI Tools) that appear in Course Navigation also appear here as well.






View Apps



The screenshot shows the 'Apps' tab in the Canvas course navigation menu. At the top, there are five tabs: 'Course Details', 'Sections', 'Navigation', 'Apps' (which is selected), and 'Feature Options'. Below the tabs, the heading 'External Apps' is displayed on the left, and a button labeled 'View App Configurations' is on the right. A paragraph of text explains that apps are an easy way to add new features to Canvas and can be added to individual courses or all courses in an account. Below this text is a link that says 'See some LTI tools that work great with Canvas.' At the bottom, there are three filter buttons: 'All' (which is highlighted in blue), 'Not Installed', and 'Installed'. To the right of these buttons is a text input field with the placeholder text 'Filter by name'.

If your institution has enabled the [Canvas App Center](#), in the Apps tab you can view all available external learning tools in Canvas. However, you can also configure apps manually.

View Feature Options

Course Details Sections Navigation Apps Feature Options	
Course	
Feature	State
> Allow Outcome Extra Credit	
> Anonymous Instructor Annotations	
> Assignment Enhancements - Student	
> Canvas Elementary Theming	
> ePub Exporting	

In the [Feature Options](#) tab, you can enable and disable Canvas features within your course as made available by your account admin.

How do I use SpeedGrader?

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly.

SpeedGrader displays assignment submissions for active students in your course. However, SpeedGrader displays assignment submissions according to the current [Gradebook settings](#) for inactive enrollments and concluded enrollments. For instance, if the Gradebook settings show inactive enrollments, inactive student submissions also appear in SpeedGrader.

You can access SpeedGrader through: [Assignments](#), [Quizzes](#), [Graded Discussions](#), and [the Gradebook](#).

SpeedGrader Performance

In SpeedGrader, all values for an assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. This behavior reduces load time while using SpeedGrader, allowing

instructors to grade all submissions quickly without continually refreshing the browser. Advancing from one submission to the next does not dynamically load any updated content.

In large courses, SpeedGrader loading times are affected by a threshold of data points that can be loaded within a 60-second window. This threshold is based on a single submission per student. Multiple submissions by the same student increases the submission threshold. Assignments with more than 1500 submissions may result in delayed SpeedGrader loading times, and assignments with more than 2500 submissions may fail to load at all.

To improve SpeedGrader performance, large courses should be separated into sections, which allows SpeedGrader to display submissions for a specific section and decrease the overall loading time for an assignment's data.

SpeedGrader Users

SpeedGrader is generally designed for one instructor role to grade submissions at a time. Because of how SpeedGrader data is loaded and stored in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. Updated grades also affect the Gradebook.

If your course includes multiple graders, graders added to a course can be limited to only [interact with users in a section](#) and only grade submissions in the section where they were enrolled. This enrollment option prevents assignment grading overlap so multiple instructor roles cannot grade the same assignment.

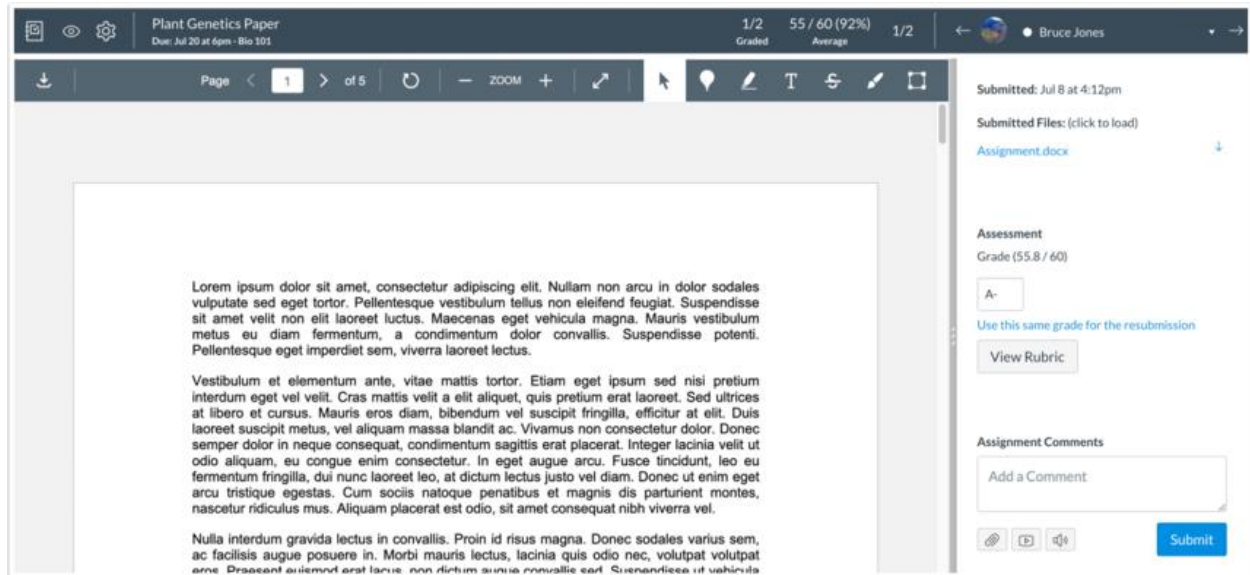
Moderated Grading

If you are grading a [moderated assignment](#) and the maximum number of graders has been reached, SpeedGrader will be displayed in a read-only mode to hide all student names and submission details.

[Learn more about SpeedGrader.](#)

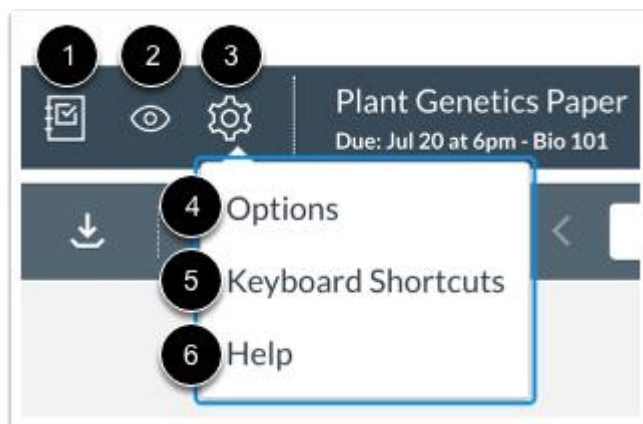
Note: Instructors cannot delete assignment submissions. If you need to delete an inappropriate assignment submission, contact your administrator.

View SpeedGrader



SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions.

View SpeedGrader Menu Icons



The SpeedGrader menu includes several tools and resources to assist with grading assignments.

The left side of the menu includes general settings and options.

To return to the Gradebook, click the **Gradebook** icon [1].

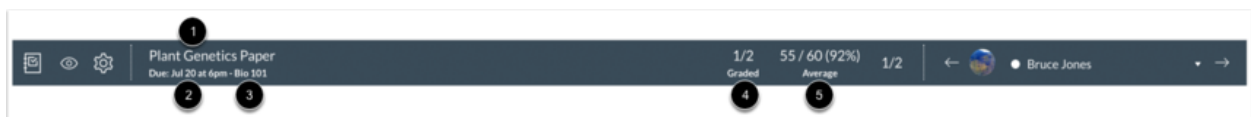
To [post or hide the assignment](#), click the **Visibility** icon [2].

To view SpeedGrader settings, click the **Settings** icon [3]. SpeedGrader settings include:

- **Options** [4], which allows you to select [student list sorting options](#) and enable [anonymous grading](#).
- **Keyboard Shortcuts** [5], which opens a list of keyboard shortcuts for SpeedGrader. You can also press the Shift+Question Mark keys simultaneously.
- **Help** [6], which opens the Canvas Help menu. The help menu icon matches the help icon set by a Canvas admin, so icons may vary across accounts.

Note: When [moderated grading](#) is enabled for an assignment, final graders (moderators) will also view a Moderation Page button, which will allow them to view the Grade Summary Page for the moderated assignment.

View Assignment Details



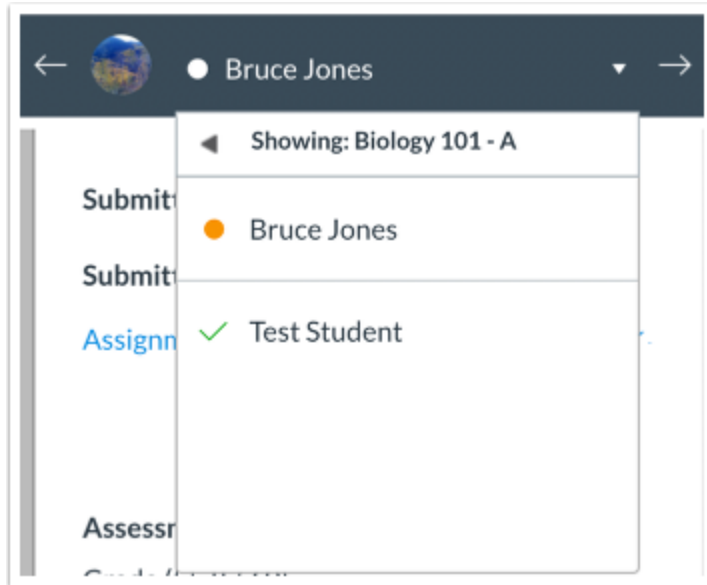
The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you [download all student submissions](#) for the assignment.

To return to the Course Home Page, click the name of the course.

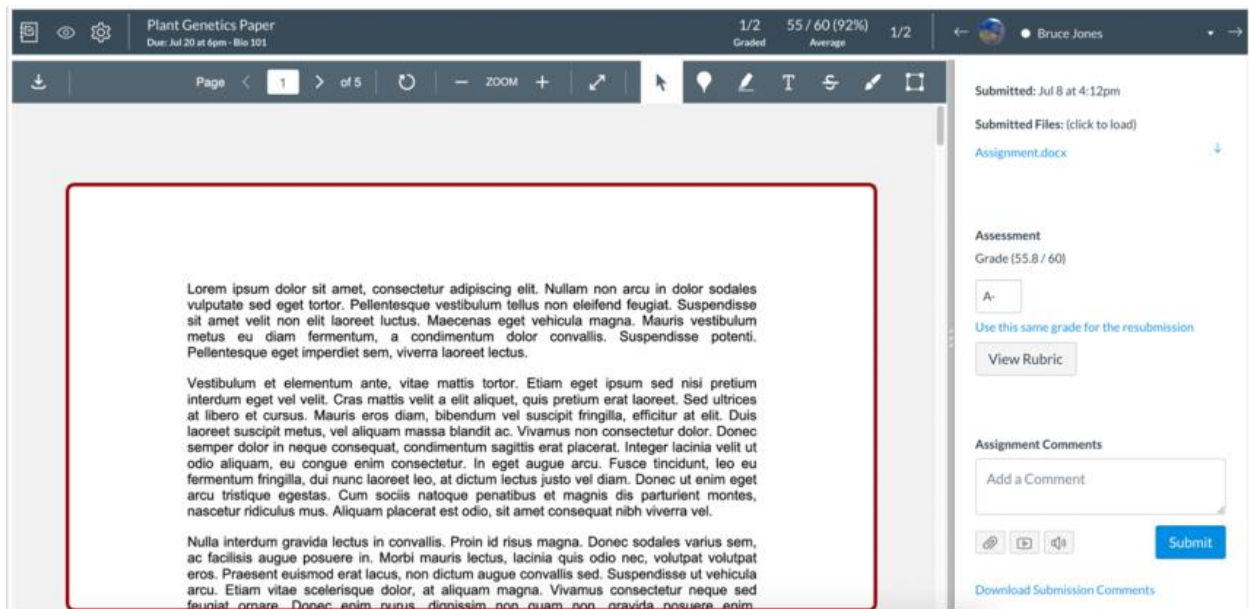
Grading information includes assignment statistics, including the number of assignments that have been graded out of the total number of students in the course [4] and the average score and percentage [5]. You can use this information to keep track of your grading progress.

View Student List



The right side of the menu bar includes the student list for the assignment. SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. If you have activated student view, the Test Student will be shown at the end of the student list. The student list also displays the status of each student's submission. You can also [use the student list to find student submissions](#).

View Student Submission



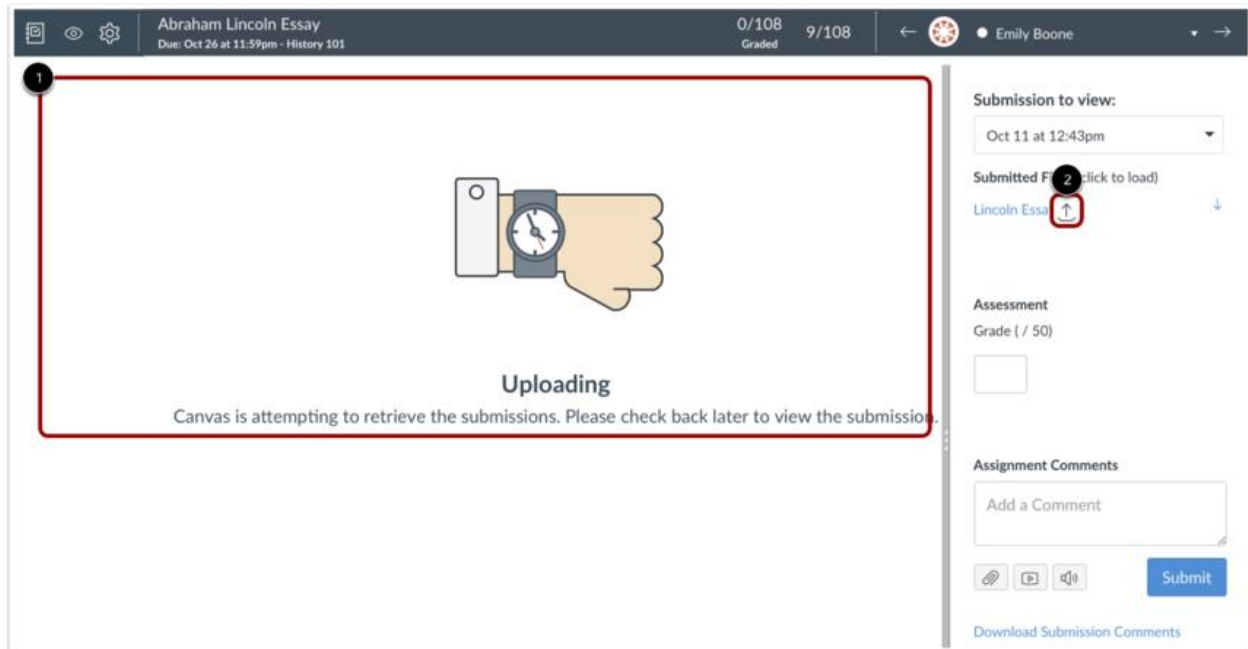
Once you have selected a student, the student's submission displays in the preview window.

Depending on the assignment and submission type, the SpeedGrader preview window may vary. For example, a website URL submission type will appear in the main body of SpeedGrader with the option to open the URL in a new tab. Some website URL submissions cannot be viewed in Canvas and must be viewed in a new tab. Media submissions may display as an embedded file in SpeedGrader or only display as a downloadable file.

To provide comments on document submissions, you can:

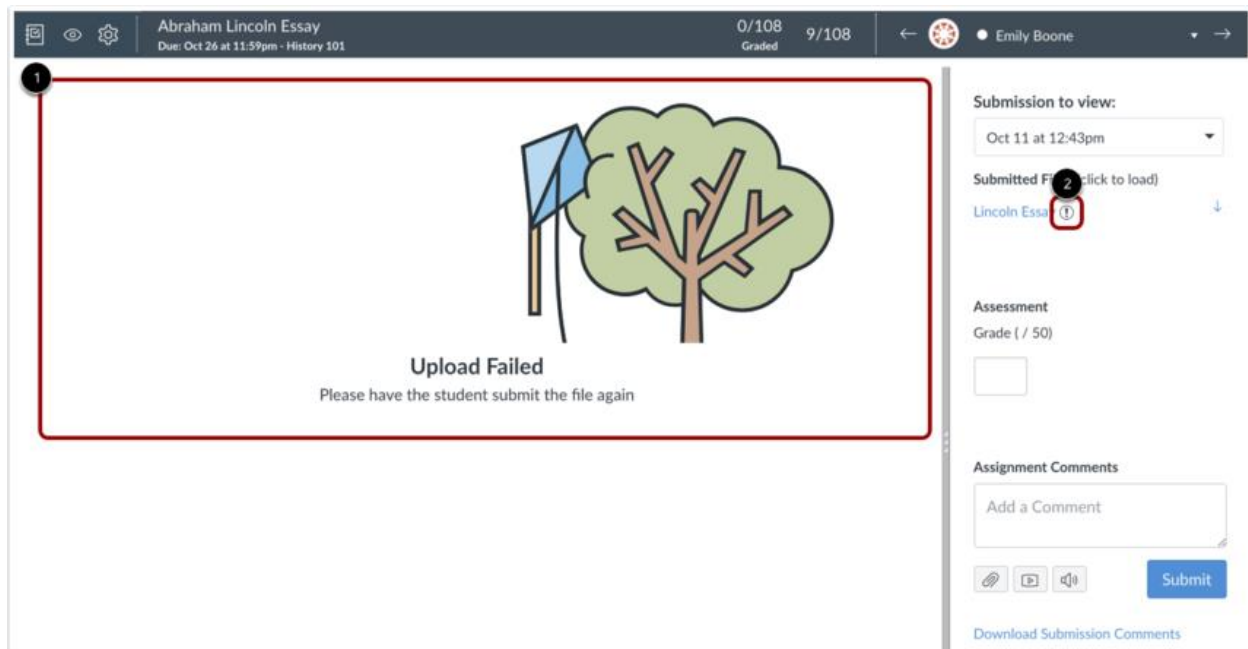
- Use [Canvas DocViewer](#) to mark up .pdf, .doc/.docx, and .ppt/.pptx assignments directly in SpeedGrader. SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- [Download](#) the submission, put feedback on the document, and re-upload the submission.

View Uploading Submissions



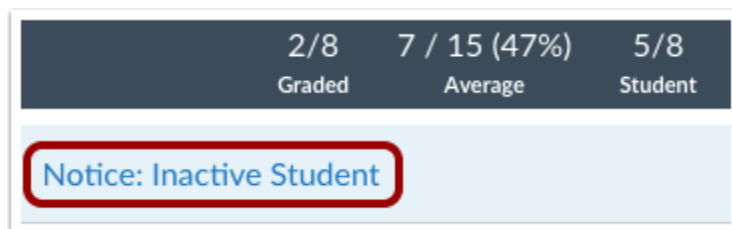
If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* image displays in place of the student submission [1]. An *Uploading* icon also displays next to the assignment link [2].

View Failed Submission Uploads



When a Google Drive or Microsoft Office 365 assignment submission fails to upload, or when viewing an unsupported file type in SpeedGrader, an *Upload Failed* image displays [1]. Failed submission uploads display an *Upload Failed* icon next to the assignment link [2].

View Enrollment Notice



SpeedGrader displays assignment submissions according to the current [Gradebook settings](#) for inactive enrollments and concluded enrollments. If an assignment includes a submission from an inactive or concluded student, a notice appears at the top of the SpeedGrader window.

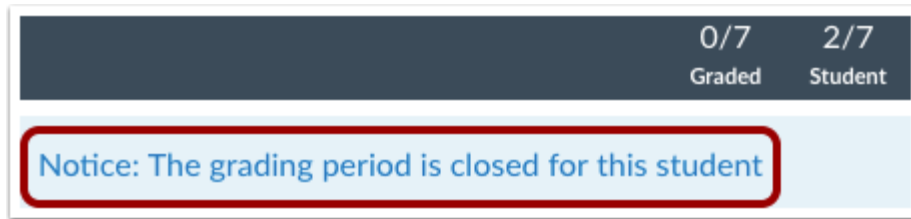
For group assignments where students are graded as a group, the group displays as long as there is at least one active student in the group. If there are no active students in the group, the group displays if one group member aligns with the enrollment settings in the Gradebook. For group assignments where students are graded individually, individual student submissions display according to the enrollment settings in the Gradebook.

Inactive student submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignment and cannot view course grades.

Concluded student submissions are read-only; they cannot be graded or receive comments.

Note: If a student does not have a submission for the assignment, the student may have been deactivated or concluded before being able to submit the assignment.

View Closed Grading Period



The screenshot shows a SpeedGrader interface. At the top, there is a dark grey header bar with two columns of data: '0/7 Graded' and '2/7 Student'. Below this header, a light blue notification box with a red border contains the text: 'Notice: The grading period is closed for this student'.

If your course uses [multiple grading periods](#), a notice appears at the top of the SpeedGrader window if an assignment is in a closed grading period. Assignments in a closed grading period cannot be edited.

View Sidebar

The image shows a sidebar interface for a submission. A vertical grey bar on the left contains four numbered black circles: 1, 2, 3, and 4. The sidebar content is as follows:

- 1** Submitted: Jul 8 at 4:12pm
- Submitted Files: (click to load)
- 2** Assignment.docx (with a download icon)
- Assessment
- Grade (55.8 / 60)
- A-
- Use this same grade for the resubmission
- 3** View Rubric
- 4** Assignment Comments
- Add a Comment (text input field)
- Icons for attaching files, video, and audio.
- Submit button

The SpeedGrader sidebar provides all the [submission details](#) for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

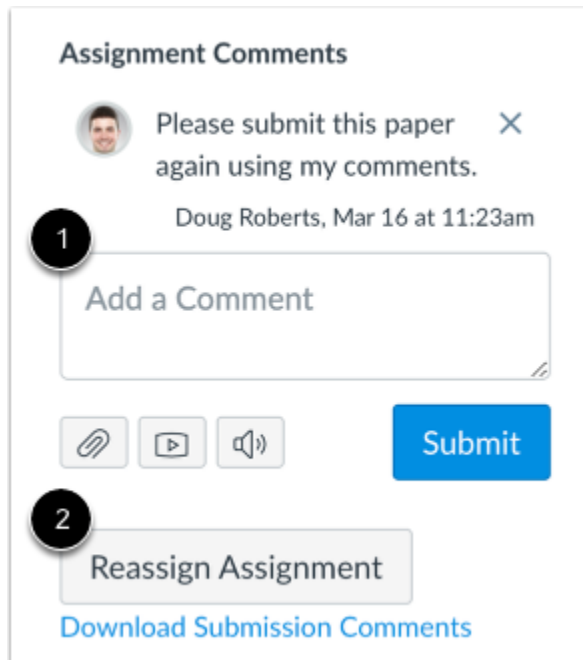
View the [submission details](#) [1], including as the date and time of the submission; if an assignment was resubmitted, you can view previous versions of the submission.

You can also download the submission file by clicking the link [2].

Complete the assessment of the submission by [entering a grade](#) or [using a rubric for grading](#), if available [3].

Leave assignment [feedback comments](#) for the student in the comments section [4]. Assignment comments also display as a new thread in [Conversations](#).

View Reassign Assignment

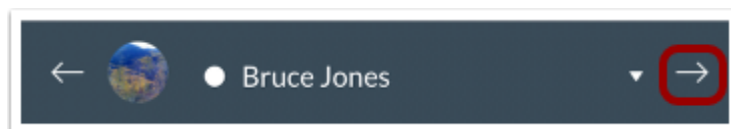


In the SpeedGrader sidebar, you may see the Reassign Assignment button. To reassign the assignment to the student, add at least one comment to the student's submissions [1]. Then click the Reassign Assignment button [2]. Students will see a to do item in their list view dashboard to resubmit the assignment.

Notes:

- The Reassign Assignment button is not available for External Tools (LTI), on paper, and no submission assignments.
- The Reassign Assignment button is only available for assignments with due dates.
- If an instructor returns to SpeedGrader after navigating away from the page, the Reassign Assignment button shows that the assignment has been reassigned.
- If the assignment's settings do not allow students to make an additional attempt, the Reassign Assignment shows that the assignment is not able to be reassigned.

View Assignment for Next Student



Once you grade the submission, the student's assignment indicator changes to a check mark, indicating the submission has been graded.

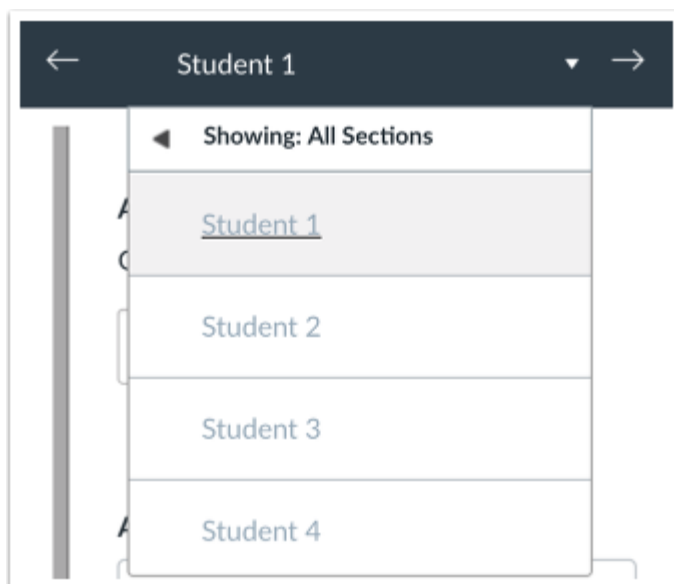
You can view the next student's submission by clicking the **arrow** button next to the student list.

View Group Assignments



When evaluating group assignments, the student list displays the name of each group, unless the group assignment is graded individually. Evaluating group assignments is the same process as individual students. You can mark up documents directly or download them for feedback, enter grades and view the rubric, and post and view comments. Learn more about [grading group assignments](#).

View Anonymous Assignments



If an assignment was set to be anonymous, the student list displays all student names as anonymous. The student list order does not match the order in the Gradebook and is randomized for each assignment.

If an assignment is not anonymous, you can [enable anonymous grading in SpeedGrader](#) to hide student names at any time.

