Canvas:
Generating a Column in the Gradebook

To enter a grade into the gradebook you must generate a column. Gradebook columns are directly related to existing, published assignments. Therefore, to enter a grade in the gradebook you must create a corresponding assignment.

Creating an Assignment:

1) Click Assignments in the course navigation

2) Click +Assignment

3) Enter the title of the assignment in the Assignment Name field. (This will be the title of your column). Add a description of the assignment, if desired, in the field below.
4) Enter the point value of the assignment in the **Points** field
5) Select the **Submission Type** (if it's not being submitted via Canvas, select either **No Submission** or **On Paper**)
6) Click **Update Assignment**

7) Click **Publish**
Entering a Grade for the Assignment:

1) Click **Grades** in the course navigation

2) Locate the column (assignment) that you just created

3) Click in the assignment cell located in the row of the student whose score you want to enter

4) Type the score

5) Hit **Enter**