



# MONTCLAIR STATE UNIVERSITY

## New Gradebook Features

The new Canvas Gradebook is an improved version of the current Gradebook, which includes a more flexible and intuitive grading experience. Starting Spring 2020 all Canvas courses have been upgraded to the new Gradebook.

### New Gradebook View

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].

### Gradebook Menu

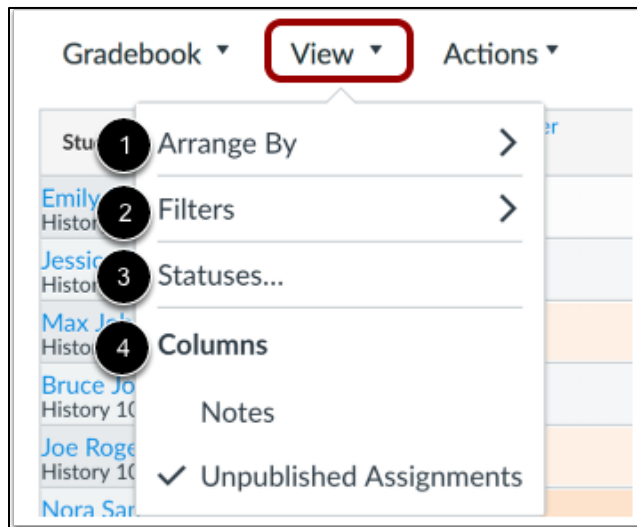
Gradebook	View	Actions
Individual View...	1	essay que... Out of 3
Gradebook History...	2	-
Joe Russo	-	-
Canvas Student	2.5	-
Brandon Trainingb	-	-
Test Student	-	-

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

- **Individual View** [1] allows you to assess one student and one assignment at a time and is fully accessible for screen readers.
- **Gradebook History** [2] displays the [Gradebook History page](#), which logs recent grade changes in the course according to student, grader, assignment, and date.

## 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, and student groups)
- **Statuses** [3]: view and [change the color for a grading status](#) (late, missing, resubmitted, dropped, and excused)
- **Columns** [4]: show or hide the [notes column](#) and the [unpublished assignments column](#)

## Gradebook Settings

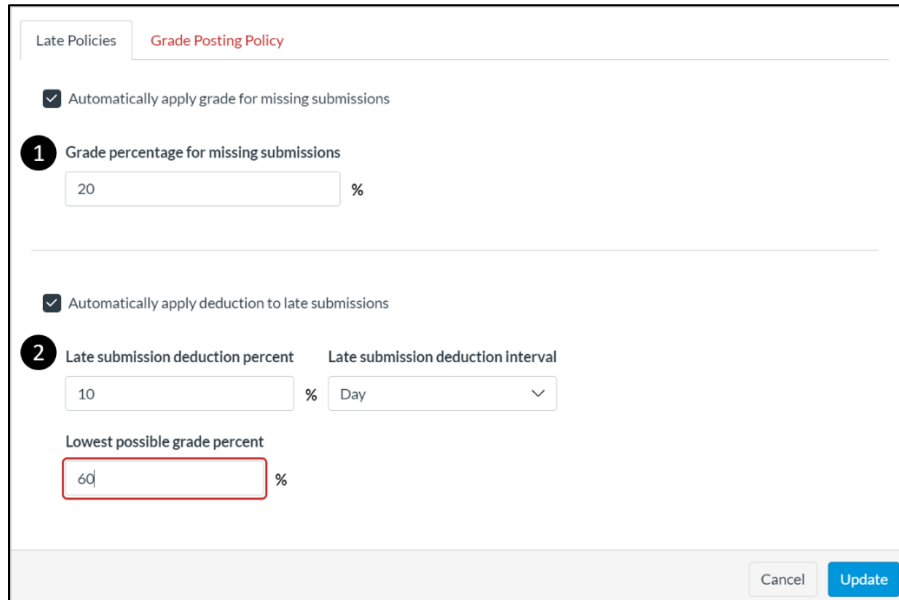
---



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

**Note:** The Final Grade Override is an opt-in feature. If you want to enable it for your course, please go to your course **Settings**, find the **Feature Options** tab and switch the bar to turn on the **Final Grade Override**. Click the link to learn about [how to override a student's final grade in the New Gradebook](#).

## Late Policies



The screenshot shows the 'Late Policies' tab with the following settings:

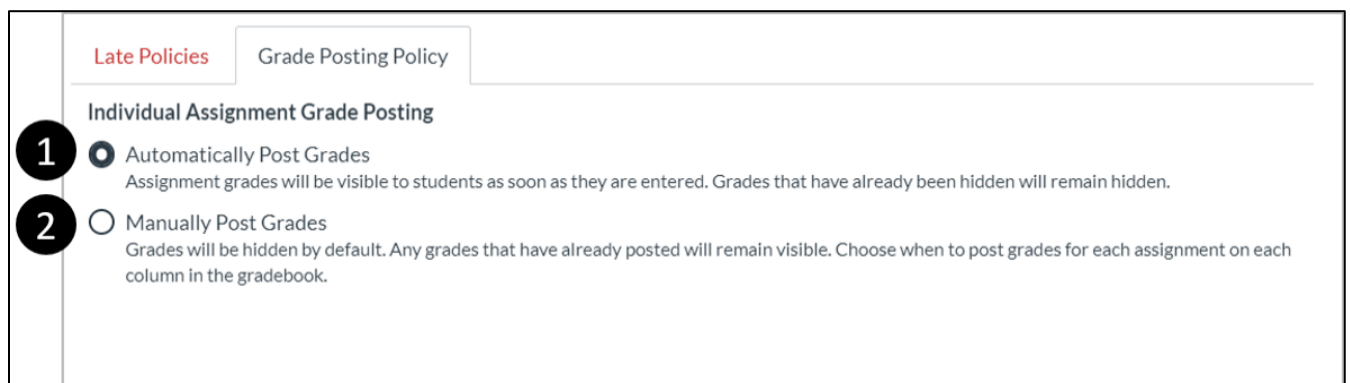
- Automatically apply grade for missing submissions
- 1** Grade percentage for missing submissions: 20 %
- Automatically apply deduction to late submissions
- 2** Late submission deduction percent: 10 %
- Late submission deduction interval: Day
- Lowest possible grade percent: 60 %

Buttons: 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].
- The [Late Submission policy](#) allows you to automatically apply a defined penalty to submissions with a status of Late [2].

## Grade Posting Policy



The screenshot shows the 'Grade Posting Policy' tab with the following settings:

- 1**  Automatically Post Grades  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.
- 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.

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].

## Assignment Column

Student Name	File upload submission assignment Out of 100 MANUAL	Actions
Johnny Appleseed	80%	<ul style="list-style-type: none"> <li>Sort by &gt;</li> <li>Message Students Who</li> <li><b>Curve Grades</b></li> <li>Set Default Grade</li> <li><b>Post grades</b></li> <li><b>Hide grades</b></li> <li>Enter Grades as &gt;</li> <li>Download Submissions</li> <li>Grade Posting Policy</li> </ul>
Major Danby	-	
Canvas Student		
Brandon Trainingb	-	
Test Student	Excused	

New options to [hide](#) and [post grades](#) are added to the assignment menu. [Icons and colors](#) represent assignments and submission statuses within Canvas.

## Enter Grades

SNDBX101 > Grades

Student Name	Peer Review Assign... Out of 100	essay que... Out of 3	File upload submissio... Out of 100
Johnny Appleseed	92		
Joe Russo	88	2	-
Canvas Student	96	2.5	
Brandon Trainingb	9d / 100	-	-

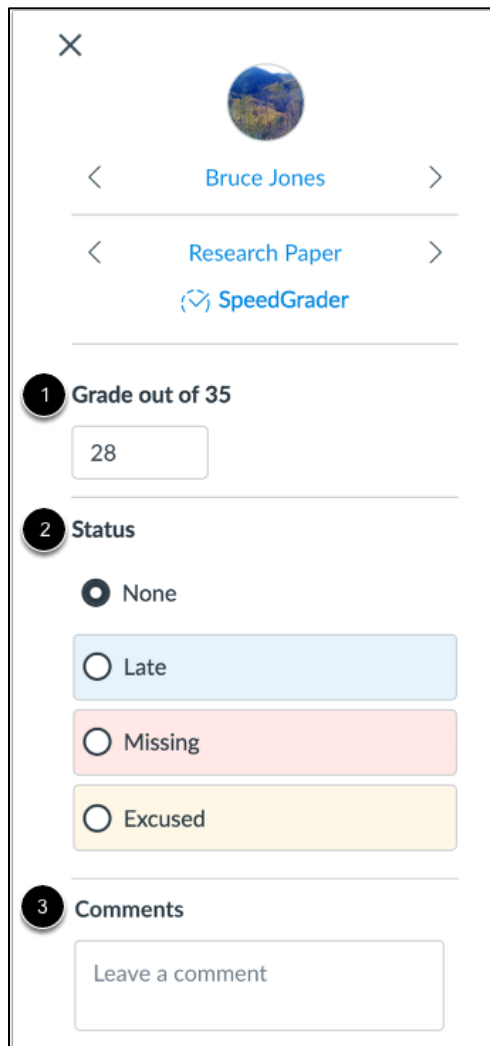
When entering grades, the New Gradebook displays crosshairs and highlighting across the row and column for improved orientation.

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 screenshot shows a 'Grade Detail Tray' window. At the top, there is a close button (X) and a profile picture of Bruce Jones. Below the profile picture, the name 'Bruce Jones' is displayed with left and right navigation arrows. Underneath, the assignment name 'Research Paper' is shown with similar navigation arrows, and the 'SpeedGrader' logo is visible. The interface is divided into three numbered sections: 1. 'Grade out of 35' with a text input field containing the number '28'. 2. 'Status' with four radio button options: 'None' (selected), 'Late' (highlighted in light blue), 'Missing' (highlighted in light red), and 'Excused' (highlighted in light yellow). 3. 'Comments' with a text input field containing the placeholder text '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].