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

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
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- **Columns** [4]: show or hide the notes column and the unpublished assignments column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.
**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].
- The **Late Submission policy** allows you to automatically apply a defined penalty to submissions with a status of Late [2].

**Grade Posting Policy**

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

- 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.
- 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.

**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.
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**

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**

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