

## CURRENT VS NEW CANVAS GRADEBOOK

Below is a chart detailing the updates to Canvas Gradebook. The new gradebook adds several functions, while keeping the user interface almost exactly the same. Added features include the creation of late policies for your assignments, visual updates to the interface, and new grade statuses. Among these additions, the new gradebook also brings updates to current functions.

### NEW GRADEBOOK FEATURES

FUNCTIONALITY	CURRENT GRADEBOOK	NEW GRADEBOOK	GUIDE FOR NEW GRADEBOOK
<b>Grade Detail Tray</b>	N/A	Allows you to easily click through all assignments for a student and view or change grade, status, and comments. OR, for a single assignment you can click through and look at every student one by one and view or change their information.	<a href="#">Grade Detail Tray</a>
<b>Late Policies (missing work)</b>	N/A	Automatically apply grade (zero) for missing submissions.	<a href="#">How do I apply a Missing Submission policy in the New Gradebook?</a> <a href="#">Late Policies: Instructor FAQ</a>
<b>Late Policy (late work)</b>	N/A	Deduct specified percentage for each X day late.	<a href="#">How do I apply a Late Submission policy in the New Gradebook?</a> <a href="#">Late Policies: Instructor FAQ</a>
<b>Change the Status of a Grade</b>	N/A	Change the status (None, Late, Missing, Excused) of an individual assignment grade for a student.	<a href="#">How do I change the status of a submission in the New Gradebook?</a>
<b>Change default status colors in Gradebook</b>	N/A	Change the color associated with a gradebook status: late, missing, resubmitted, dropped, or excused.	<a href="#">How do I change the color for a grading status in the New Gradebook?</a>

# INSTRUCTIONAL TECHNOLOGIES

## Resource Library

FUNCTIONALITY	CURRENT GRADEBOOK	NEW GRADEBOOK	GUIDE FOR NEW GRADEBOOK
Enter Grades as	N/A	Enter grades in the gradebook for an assignment as points or percentage.	<a href="#">How do I enter grades for an individual assignment as a specific grading type in the New Gradebook?</a>

### EXTRA FUNCTIONALITY ADDED TO CURRENT GRADEBOOK FEATURES

FUNCTIONALITY	CURRENT GRADEBOOK	NEW GRADEBOOK	GUIDE FOR NEW GRADEBOOK
Sorting and Displaying Student name	Sort alphabetically by last name.	Sort alphabetically, display by first name or last name first, and choose which secondary information to also show.	<a href="#">How do I sort and display student names in the Student Name column in the New Gradebook?</a>
Arrange columns by...	Arrange by assignment group (Assignment page order), due date (newest to oldest), or points (lowest to highest).	Arrange by Default (Assignment Group), Assignment name (alphabetic), Due date (oldest to newest, or newest to oldest), Points (lowest to highest or highest to lowest), Module (first to last or last to first).	<a href="#">How do I arrange columns in the New Gradebook?</a>
Filters columns by...	Filters columns by Section.	Filters columns by Assignment Group, Modules, and/or Section.	<a href="#">How do I filter columns by type in the New Gradebook?</a>
Sort assignment grades by...	Sort by grade (high to low, low to high).	Sort by grade (high to low, low to high), Missing, Late.	<a href="#">How do I sort an individual assignment column in the New Gradebook?</a>

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FUNCTIONALITY	CURRENT GRADEBOOK	NEW GRADEBOOK	GUIDE FOR NEW GRADEBOOK
<b>Icons and Colors</b>	Icons and colors used to provide information about assignments and submissions.	Various new or updated icons and verbiage added to help Instructors better understand their gradebook.	<a href="#">How do I use the icons and colors in the New Gradebook?</a>

### FUNCTIONALITY IS THE SAME, JUST MOVED LOCATION OR CHANGED ICON

FUNCTIONALITY	CURRENT GRADEBOOK	NEW GRADEBOOK	GUIDE FOR NEW GRADEBOOK
<b>Enter Grades</b>	Enter grades for students directly in the Gradebook.	Overall this is the same, but the interface and access to certain features is slightly different.	<a href="#">How do I enter and edit grades in the New Gradebook?</a>
<b>Provide or view Comments</b>	Provide or view comments on an assignment for a student from the Gradebook.	Click to enter a grade for an assignment and then select the Grade Detail Tray icon (on the right). This will pop up the Grade detail window where you can select Speedgrader.	<a href="#">How do I leave comments for students in the New Gradebook?</a>
<b>Access Speedgrader from Gradebook</b>	Access Speedgrader from the Gradebook.	Click to enter a grade for an assignment and then select the Grade Detail Tray icon (on the right). This will pop up the Grade detail window where you can select Speedgrader.	<a href="#">How do I get to SpeedGrader from the New Gradebook?</a>
<b>Notes Column</b>	Add private notes for individual students. There is no way for students to view these notes.	Location has moved to under the "View" link.	<a href="#">How do I use the Notes column in the New Gradebook?</a>
<b>Message Students Who</b>	For an assignment message all students who: Haven't submitted yet, haven't been graded, scored less than, scored more than.	Mouse over the name of an assignment and click on the three vertical dots that come up and select "Message Students Who."	<a href="#">How do I send a message to students from the New Gradebook?</a>

New Gradebook Updates | Updated 05/08/2019

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FUNCTIONALITY	CURRENT GRADEBOOK	NEW GRADEBOOK	GUIDE FOR NEW GRADEBOOK
<b>View individual student's Grades page</b>	View all grades for one student. This is a similar view to how students view their grades.	Click on the name of a student from the Gradebook. Or, on the "Grade Detail Tray" click on the Student's name.	<a href="#">How do I view a student's Grades page in a course from the New Gradebook?</a>
<b>Move &amp; Sort Total Column</b>	Move Total course grade column to the front of Gradebook. Sort from lowest to highest or highest to lowest.	Mouse over "Total" and click on the three vertical dots that come up and make desired change.	<a href="#">How do I use assignment groups and the Total column in the New Gradebook?</a>
<b>Gradebook History</b>	Gear icon and select "View Gradebook History."	Location of option has moved to under the "Gradebook" link.	<a href="#">How do I view the history of all grading changes in the New Gradebook?</a>
<b>View concluded (dropped) and inactive student information</b>	View the grades of students who are concluded (dropped) or inactive in your course.	Location of option has moved. Hover over "Student Name," click on the three vertical dots that come up and then select "Concluded enrollments."	<a href="#">How do I view grades for inactive or concluded student enrollments in the New Gradebook?</a>
<b>Mute Assignment</b>	Temporarily hide grades and feedback on an individual assignment.	Mouse over the name of an assignment and click on the three vertical dots that come up and select "Mute Assignment."	<a href="#">How do I mute or unmute an assignment in the New Gradebook?</a>
<b>Set Default Grade</b>	Set scores for students who do not have scores or to overwrite already entered scores.	Mouse over the name of an assignment and click on the three vertical dots that come up and select "Set Default Grade."	<a href="#">How do I set a default grade for an assignment in the New Gradebook?</a>
<b>Curve Grades</b>	To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score.	Mouse over the name of an assignment and click on the three vertical dots that come up and select "Curve Grades."	<a href="#">How do I curve grades in the New Gradebook?</a>

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## Resource Library

FUNCTIONALITY	CURRENT GRADEBOOK	NEW GRADEBOOK	GUIDE FOR NEW GRADEBOOK
<b>Download Submissions</b>	Download all submissions to an Assignment.	Mouse over the name of an assignment and click on the three vertical dots that come up and select "Download Assignment."	<a href="#">How do I download all student submissions for an assignment in the New Gradebook?</a>
<b>Import/Export Course Grades</b>	Import grades into the Canvas Gradebook or Export the Gradebook in CSV format (Excel).	Location of option has moved to under the "Actions" link.	<a href="#">How do I import grades in the New Gradebook?</a> <a href="#">How do I export grades in the New Gradebook?</a>
<b>Individual View</b>	Apply global settings, view student grades one at a time & review assignment information one assignment at a time.	Location of option has moved to under the "Gradebook" heading.	<a href="#">How do I use the New Gradebook?</a>