

Canvas features equivalent to UVACollab's Gradebook options


Canvas has features similar to those found in UVACollab's *Gradebook*. However, some of these options are found in other Canvas tools (*Assignments*, the course's *Settings*, and *New Analytics*), rather than in *Grades*.

Below are tables listing tasks in UVACollab's *Gradebook* and their Canvas equivalents, with links to help articles for how to complete those tasks in Canvas. Each table includes a set of related tasks.

Set up your gradebook.

Task in UVACollab's Gradebook	Canvas Equivalent
Enter grades as percentages instead of points.	In <i>Grades</i> , change an assignment's Enter Grades as setting (opens new window) .
Hide released gradebook items from students.	In Canvas, grades for an assignment are either posted (visible to students) or not. In the course template used at UVA, the default setting for the grade posting policy in the Gradebook (opens new window) is to manually post grades . This allows the instructor to choose when they post grades for each assignment to make them available to students.
Display the course grade to students.	By default, each student's course grade is visible to them in <i>Grades</i> . You may hide the course grade from students by editing the course's <i>Settings</i> and hiding totals in the student grades summary (opens new window) .
Enable Gradebook categories and weighting.	Create categories: In <i>Assignments</i> , add assignment groups (opens new window) . Add weighting: Weight the final grade based on assignment groups (opens new window) .

Task in UVACollab's Gradebook	Canvas Equivalent
Enable dropping the lowest or highest grades in a category.	In <i>Assignments</i> , create rules for an assignment group (opens new window) .
Create an extra credit category.	Unfortunately, this feature is not available in Canvas. However, Canvas has provided a list of recommended workarounds for giving students extra credit (opens new window) .
Reorder categories.	In <i>Assignments</i> , move or reorder assignment groups (opens new window) .
Delete categories.	Delete an assignment group by following the steps in the article How do I add an assignment group in a course? (opens new window) starting with the step <i>Manage Assignment Group</i> .
Modify minimum percentages for grades in the Grading Schema.	<p>Display letter grades to students in the Canvas Gradebook throughout the semester: In <i>Settings</i>, enable a course grading scheme.</p> <p>Set the grading schemes for sending course grades to SIS: Follow the steps in How do I update grading schemes for course grades?</p>

 **Important:** A course grading scheme set in the Canvas course's *Settings* will **not** apply to final course grades when exporting them to the Student Information System (SIS). You will need to follow the steps in [How do I update grading schemes for course grades?](#) to ensure that the grading scheme is correct for each course roster **before** exporting your grades.

Add, edit, and delete gradebook items.

Task in UVACollab's Gradebook	Canvas Equivalent
Add a gradebook item.	<p>In <i>Assignments</i>, create a No Submission or On Paper assignment (opens new window).</p> <p>In <i>Grades</i>, create multiple No Submission</p>

Task in UVACollab's Gradebook	Canvas Equivalent
	assignments by uploading a spreadsheet (opens new window) . Note: All graded activities (assignments, quizzes, and discussions) display in the Canvas Gradebook. However, you may exclude an assignment from the final grade calculation (opens new window) .
Create an extra credit gradebook item.	Unfortunately, this feature is not available in Canvas. However, Canvas has provided a list of recommended workarounds for giving students extra credit (opens new window) .
Edit a gradebook item to place it in a category.	In <i>Assignments</i> , edit an assignment's details (opens new window) .
Edit a gradebook item to change whether its grades are released to students.	Post grades for an assignment in the Gradebook (opens new window) or hide grades that were previously posted in the Gradebook (opens new window) . Note: In Canvas, students receive an email notification when a grade is posted, and they may opt in to have the grade included in this notification.
Reorder gradebook items.	In <i>Assignments</i> , move or reorder assignments (opens new window) .
Delete a gradebook item.	In <i>Assignments</i> , delete an assignment (opens new window) .

Enter and edit grades and comments.

Task in UVACollab's Gradebook	Canvas Equivalent
Enter a grade.	Enter a grade in the Gradebook (opens new window) .
Enter the same score for all ungraded students in an item (using the Set Score for Empty Cells option).	Set a default grade for an assignment in the Gradebook (opens new window) .
Add a comment.	Leave comments for students in the

Task in UVACollab's Gradebook	Canvas Equivalent
	Gradebook (opens new window) .
View the Grade Log.	View the Gradebook History (opens new window) .
Excuse a grade for a particular student.	Change the status of a submission in the Gradebook (opens new window) .
Override a student's course grade.	Override a student's final grade in the Gradebook (opens new window) .
Make grades visible to students.	<p>Post grades for an assignment in the Gradebook (opens new window) or change the grade posting policy in the Gradebook (opens new window) to automatically post grades.</p> <p><i>Note: In Canvas, students receive an email notification when a grade is posted, and they may opt in to have the grade included in this notification.</i></p>


Import and export grades.

Task in UVACollab's Gradebook	Canvas Equivalent
Export the gradebook as a spreadsheet.	Export grades in the Gradebook (opens new window) .
Import grades from a spreadsheet.	Import grades in the Gradebook (opens new window) .
Import final letter grades from a spreadsheet.	<p>Unfortunately, this feature is not available in Canvas. We recommend assigning a numerical value to each letter grade and entering these values in your spreadsheet. For example, out of 100 points:</p> <ul style="list-style-type: none"> • A+ = 100 • A = 95 • A- = 90 • etc. <p>Then, follow the steps to import grades linked above.</p>

Task in UVACollab's Gradebook	Canvas Equivalent
Export final grades to SIS.	Update grading schemas for course grades. Export grades to SIS.

Customize your gradebook display.

Task in UVACollab's Gradebook	Canvas Equivalent
Filter or reorder the list of students.	Sort and display student data in the Gradebook (opens new window).
Sort by grades.	Sort an individual assignment column in the Gradebook (opens new window).
Hide gradebook items in the instructor's view.	Filter columns and rows in the Gradebook (opens new window).
Hide category average and/or course grade columns in the instructor's view.	<ol style="list-style-type: none"> 1. Follow the steps to manage new features for a course (opens new window) and enable Enhanced Gradebook Filters. 2. Go to <i>Grades</i>. 3. Select the Settings (cog) button near the upper right corner of the Gradebook. 4. Select the View Options tab. 5. Under <i>Show</i>, select Hide Assignment Group Totals and/or Hide Total and Override Columns. 6. Select Apply Settings.
View an individual student's grades.	View students individually in the Gradebook (opens new window).

 **Tip:** If you have enabled the **Enhanced Gradebook Filters** feature, you can also [create custom filters \(opens new window\)](#).

View statistics.

Task in UVACollab's Gradebook	Canvas Equivalent
View grade statistics for a specific assignment.	View a course average chart graph with an assignment filter in New Analytics (opens new window).
View the course grade distribution graph.	View average course grade analytics in New Analytics (opens new window).

Message students.

Task in UVACollab's Gradebook	Canvas Equivalent
Message students.	Send a message to students from the Gradebook (opens new window).