

Canvas: Gradebook Setup

Milo Schield

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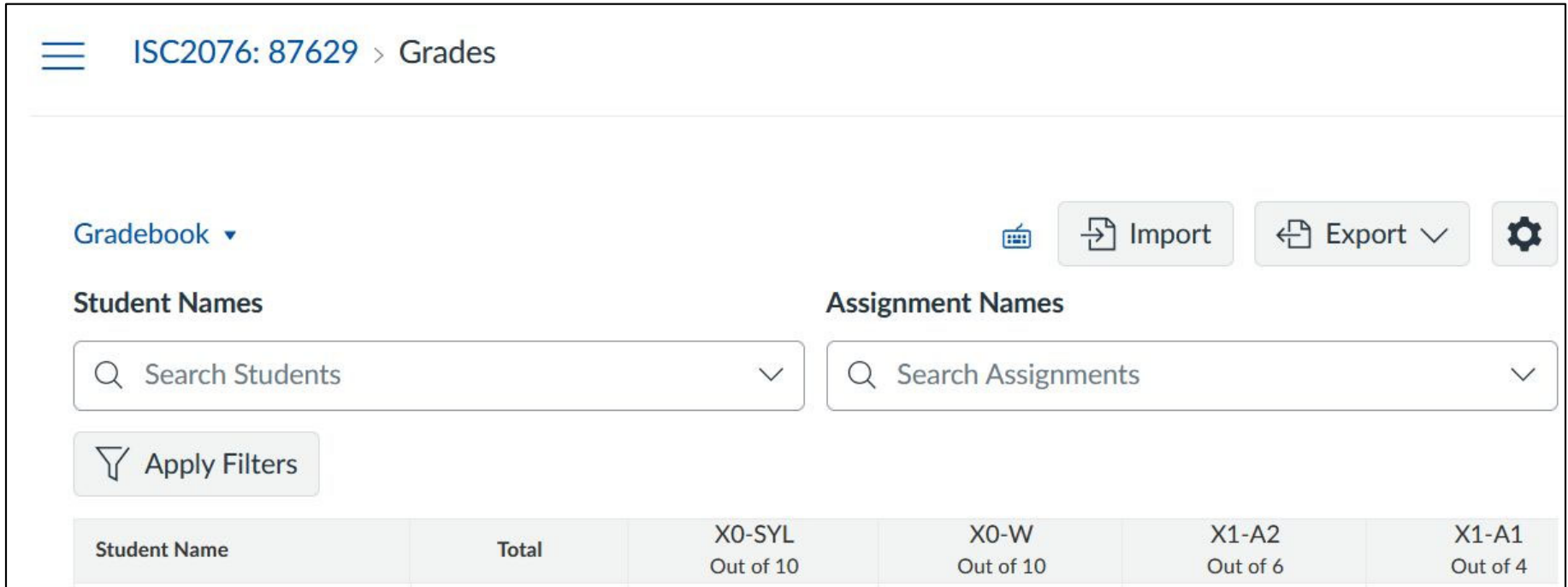
US Rep: International Statistical Literacy Project

Oct 30, 2025.

***Slides at: [www.StatLit.org/pdf/
2025-Canvas-Gradebook-Setup-Slides.pdf](http://www.StatLit.org/pdf/2025-Canvas-Gradebook-Setup-Slides.pdf)***

Canvas: Gradebook Setup

Select Gradebook. You will see this:



The screenshot shows the Canvas Gradebook Setup interface. At the top, there is a breadcrumb trail: "ISC2076: 87629 > Grades". Below this, the "Gradebook" dropdown menu is selected. To the right of the dropdown are buttons for "Import", "Export" (with a dropdown arrow), and a "Gear" icon for settings. Below the "Gradebook" dropdown, there are two search bars: "Search Students" and "Search Assignments". Below the "Search Students" bar is an "Apply Filters" button. At the bottom, there is a table with the following columns: "Student Name", "Total", "X0-SYL Out of 10", "X0-W Out of 10", "X1-A2 Out of 6", and "X1-A1 Out of 4".

Student Name	Total	X0-SYL Out of 10	X0-W Out of 10	X1-A2 Out of 6	X1-A1 Out of 4
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Select the 'Gear' at top right.

Late Policies:

Missing submissions:

Good: Auto inserts grade (0)

Bad: Removes from To Do.

Bulk email: Select zero.

“Grade of zero”

Not “Fail to submit”

Gradebook Settings

Late Policies

Grade Posting Policy

View Options

☐ Automatically apply grade for missing submissions

Grade for missing submissions %

0

Apply deduction:

Late 1 hour: Late 1 day

Lowest-possible grade. Tricky!

- 2 day late: smallest deduct (20%)
- or lowest late grade (80%)?

Use: 50% Avoids problem.



Changing the late policy will affect previously graded submissions.

☒ Automatically apply deduction to late submissions

Late submission deduction %

10

Deduction interval

Day



Lowest possible grade %

50

Grade Posting Policy

Auto-post is a good default.

Gradebook Settings ×

Late Policies Grade Posting Policy View Options

☒ **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.

View Options: Top

Show unpublished assignments: Teacher or all?

Gradebook Settings

Late Policies

Grade Posting Policy

View Options

Arrange By

Default Order

Show

☐ Notes

☒ Unpublished Assignments

☐ Hide Assignment Group Totals

☐ Hide Total Column

☐ View hidden grades indicator

View Options: Bottom Apply-Settings

Press ‘Apply Settings’ command button to Save

Status Color

Late	
Missing	
Resubmitted	
Dropped	
Excused	

CancelApply Settings

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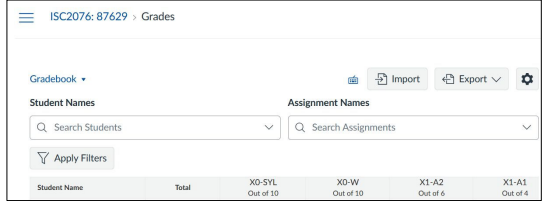
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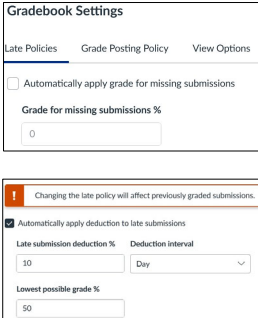
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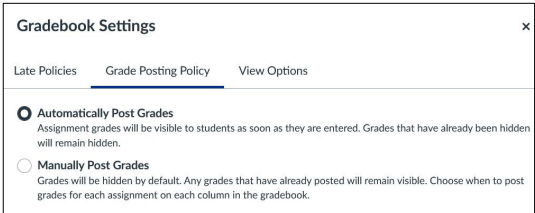


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Grade Posting Policy

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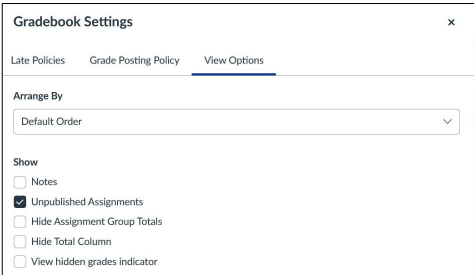


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View Options: Top

Show unpublished assignments: Teacher or all?



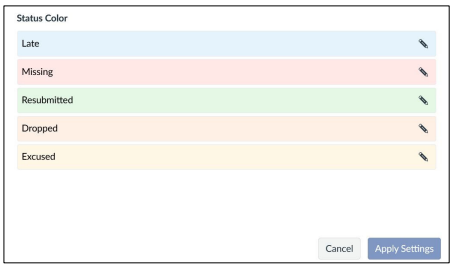
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View Options: Bottom

Apply-Settings

Press 'Apply Settings' command button to Save



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