

Step 3: Prepare Graded Assignments

Handout Companion to the *How to Build a Canvas Course* Online Training Resource



Set up student assessments and understand the Canvas Gradebook. What's the difference between assignments and activities? How do I create a discussion, assignment, or quiz? What is the Assignments Index page and why is it so important? What happens when I set due dates? How do I organize Assignments to grade, including weighted grades?

- ❑ **Certain Canvas behaviors are automatic.**
 - Create an [Assignment or Activity](#) and will appear in the [Course Activity Stream](#).
 - Create a graded discussion or Quiz and it will appear in the Assignments area.
 - Create a graded Assignment and it will build a column in the Gradebook.
 - Set total Assignment points, Assignment Groups, and weight to craft the correct grade calculations.
 - Add an Assignment due date, it will appear both on the [Calendar](#) and on the [Course Summary in the Syllabus](#) feature.
- ❑ **Create and edit Rubrics.** Rubrics are used as grading criteria for students and can be added to assignments, quizzes, and graded discussions. [Watch the Rubric video.](#)
 - Rubrics cannot be edited once they have been added to more than one assignment.
 - When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.
- ❑ **Create student groups for Group Assignments.** Set up groups and have students sign up before they attempt group assignments.
 - [How do I add a group set in a course?](#)
 - [How do I automatically assign students to groups?](#)
 - [How do I manually assign students to groups?](#)
 - [How do I assign an assignment to a course group?](#)
- ❑ **Edit existing graded assignments that moved over from Blackboard or build new ones as needed:**
 - [Assignments](#) – [TurnItIn](#) is the plagiarism tool in Canvas.
 - [Discussions](#)
 - [Quizzes](#) and [Question Banks](#) – [New Quizzes](#) are replacing Classic Quizzes in Summer 2022. Check the [feature comparison](#) to choose between the two.
- ❑ **Organize your Assignment page to set up [your Gradebook](#).** Don't forget the [Grading Scheme](#) is managed in your Course settings separately from your Gradebook.
- ❑ **Understand how to [weight grades using assignment groups](#).**
- ❑ **Ensure all assignment settings and information are accurate.** Use the [Student View button](#) to gain a better understanding of your student perspective and submit practice work to check grade calculations. Important Grade topics include:
 - [How do I give extra credit in a course?](#)
 - [How do I use the Total column in the Gradebook?](#)
 - [How do I sort and display student data in the Gradebook?](#)
 - [How do I view assignments or students individually in the Gradebook?](#)
 - [How do I create assignment columns for non-submission assignments in the Gradebook?](#)
 - [How do I use posting policies in a course?](#)
 - [How do I enter and edit grades in the Gradebook?](#)
 - [How do I import grades in the Gradebook?](#)
 - [How do I export grades in the Gradebook?](#)
 - [How do I sync grades to Banner?](#) Coming to UIW in December 2021
- ❑ **Learn how to grade student work with [Speedgrader](#).** Important Speedgrader topics include:
 - [How do I use SpeedGrader?](#)
 - [How do I view the details of a submission for a student in SpeedGrader?](#)
 - [How do I grade group assignments in SpeedGrader?](#)
 - [How do I enter and edit grades in SpeedGrader?](#)
 - [How do I grade quiz questions in SpeedGrader?](#)
 - [How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?](#)