



Gradebook Basics

What is the Gradebook?

The Gradebook helps instructors input and manage grades for students. Grades for each assignment can be calculated as points, percentages, complete/incomplete, pass/fail, GPA scale, and letter grades. Columns are automatically created in the Gradebook when you create and publish assignments, graded discussions, and graded quizzes. **Note:** “Not Graded” assignments are not included.

Viewing the Gradebook

Select “Grades” from the Course Navigation bar.

The screenshot shows the Gradebook interface. On the left is the Course Navigation bar with links: Modules, Syllabus, Grades (highlighted with a red box), Announcements, Discussions, and People. A red arrow points from the 'Grades' link to the Gradebook table. The table has a header row with 'Student Name' (labeled 1), 'Constitution Review Out of 10' (labeled 2), 'US History Quiz Out of 25', 'Abraham Lincoln Video Re Out of 10', and 'Cloud Assignment Out of 15'. The table contains 10 rows of student data. At the top of the table, there are search bars for 'Search Students' and 'Search Assignments', and a 'Gradebook' dropdown menu (labeled 3).

Student Name	Constitution Review Out of 10	US History Quiz Out of 25	Abraham Lincoln Video Re Out of 10	Cloud Assignment Out of 15
Ola Benson	✓	25	10	-
Emily Boone	✓	25	10	-
Gregory Boyd	✓	25	10	-
Loretta Bracci	✓	25	9	-
Mason Cain	✓	25	9	-
Lola Clark	✓	25	8	-
Max Johnson	✓	25	10	-
Bruce Jones	✓	25	9	-
Eli Leafon	✓	25	8	-
Joe Rogers	✓	25	7	-

The Gradebook provides multiple sorting options and settings to organize the information by Student Names [1], Assignment Data [2], and Gradebook View [3].

Changing Gradebook View

The screenshot shows the 'Gradebook' dropdown menu with the following options: 'Change Gradebook view', 'Traditional Gradebook' (selected with a checkmark), 'Individual Gradebook', and 'Gradebook History'. Below the menu, the text 'Student Name' is visible.

You can switch between Gradebook view options:

Traditional Gradebook: Displays all students, assignments, and grades. This gradebook is the most common default.

Individual Gradebook: Allows you to access one student and one assignment at a time and is fully accessible for screen readers.

Gradebook History: Logs recent grade changes in the course according to student, grader, assignment, and date.

Additional Related Canvas Guides:

- [How do I view assignments or students individually in the Gradebook?](#)
- [How do I view the history of all grading changes in the Gradebook?](#)
- [How do I use the Gradebook?](#)