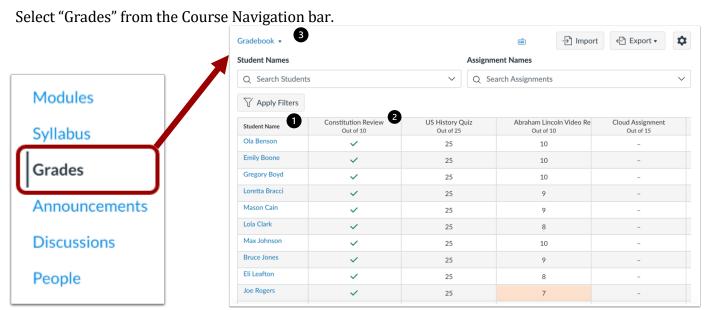


# **Gradebook Basics**

#### What is the Gradebook?

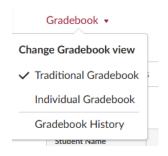
The Gradebook helps instructors input and manage grades for students. Grades for each assignment can be calculated as points, percentages, complete/incomplete, pass/fail, GPA scale, and letter grades. Columns are automatically created in the Gradebook when you create and publish assignments, graded discussions,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

## Viewing the Gradebook



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**



You can switch between Gradebook view options:

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

<u>Individual Gradebook</u>: Allows you to access one student and one assignment at a time and is fully accessible for screen readers. <u>Gradebook History</u>: 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?

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