Demystifying Grade Book Settings: Accurately Displaying Student Grades

Problem: Students complain that the gradebook in Canvas is not accurate.

Cause: The *default view* of the instructor grade book will only automatically calculate student grades based on assessments that have been assigned a grade by the instructor. Assessments that are missing and past due do NOT automatically count against a student's total points. While there are settings to control how the grade book displays student grades, there are pros and cons to each set up.

Solution: If you would like to ensure that unsubmitted assignments are counted against a student's grade, you can set this up in two ways, both of which have pros and cons.

Option 1 Set-Up: Manual

1. Don't change any default grade book settings.

    o   **Note:** In the instructor gradebook, "Treat ungraded as 0" is unclicked, which means ungraded assignments are NOT counted against students.

    o   **Note:** In the student gradebook, "Calculate based only on graded assignments," which is the default, is selected. (Only students can change this setting.)

2. Assign a grade of 0 to all unsubmitted work.

Option 2 Set-Up: Automatic

1. Select "treat ungraded as 0" in your grade book settings.

    o   **Note:** ALL ungraded assignments, will be treated as 0, even though they will still display a dash in the grade book.

2. Ask students to unselect "Calculate based only on graded assignments" in their grade book for an accurate view of their grade **based on the total course points.** (See student instructions below.)

    o   **Note:** If grades appear artificially low, since few points have been attempted, you can mute all assignments that aren't open yet to exclude them from the total course points.

	Pros	**Cons**
Option 1: Manual	Instructor grade book and student grade book will display the same information. Students won't need guidance on how to change their grade book settings.	May be more work for faculty, if there is a lot of unsubmitted work or a large number of assignments and/or students. This is because faculty will have to manually assign zeroes to all unsubmitted work. Students may get confused when viewing grades before the instructor has manually assigned all the necessary zeroes.
Option 2: Automatic	Unsubmitted assignments will automatically be counted as 0 points. (You don't have to assign them each a 0 in the grade book.)	Students need to be trained on how to change their own grade book view, which may result in a lot of questions. When students unclick the "Calculate based only on graded assignments" setting in their grade book, their grade may appear artificially low, since it's being calculated out of the total course points.

Instructions for Students: How to Change Grade Book Settings

1. Click on your grade book.

2. On the right hand side of your screen, unclick the "Calculate based only on graded assignments" box.