

Canvas 103 - Assessment and Grading

Assessment

Quizzes:

Creating a Quiz

A Quiz can be used to conduct a survey or assess a student's comprehension of course content. This assignment will appear on the Assignments Index Page, the Quizzes Index Page, the Gradebook, the Canvas Syllabus (not an uploaded syllabus file), and on the User Dashboard.



Canvas has four different types of quizzes:

- A **graded quiz** is the most common quiz, and Canvas automatically creates a column in the Gradebook for any graded quizzes you build.
- A **practice quiz** is ungraded and can be used as a learning tool to help students see how well they understand the course material. Practice quizzes do not appear in the syllabus or Gradebook (nor in the Assignments Index page).
- A **graded survey** allows you to give students points for completing the survey; however, it is not graded based on right or wrong answers.
- An **ungraded survey** allows you to obtain opinions or other information from students; however, students do not receive a grade for their responses. Ungraded surveys do not appear in the syllabus or Gradebook.

Quiz Settings:

- Quiz Type
- Assignment Group
- Shuffle Answers (be careful with m/c)
- Time Limit
- Allow Multiple Attempts - expanded menu

- Let students see their quiz responses (like Review tab in ANGEL) - expanded menu
- Let students see the correct answer
- Quiz Restrictions - expanded menu
- Assign to...

Adding Questions and Question Types

In the question type drop-down menu, you can create the following types of quiz questions:

- **Multiple Choice**
- **True/False**
- **Fill-in-the-Blank**
- **Fill-in-Multiple-Blanks**
- **Multiple Answers**
- **Multiple Drop-down** (can be used for **Likert scale**)
- **Matching**
- **Numerical Answer**
- **Formula** (**simple formula** and **single variable**)
- **Essay**
- **File Upload**

Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Preview and Publish Quiz



Click the **Preview** button [1] to see what students will see when they take the quiz.

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Settings icon (after saving):

- **Show the rubric** for a quiz to evaluate student answers, such as for essay questions
- **Lock this quiz** now so that students cannot access the quiz once it is published. The quiz title will still be visible to students but they will be unable to open the quiz
- **Delete** this quiz

Once the quiz is published, the additional settings include:

- **Preview** the quiz
- **Show student quiz results** from students who have taken the quiz
- **Message students** who have taken the quiz already or who haven't yet taken the quiz

In the sidebar, you also have access to related quiz features:

- Show quiz **statistics**
- **Moderate** this quiz and grant students more time or additional attempts
- Grade quiz in the **SpeedGrader™**

Question Banks:

Quizzes > Settings > Manage Question Banks

Click on title to open a question bank

Click on **Add Question Bank** to create a new question bank

After opening the Question Bank, you can:

- Add a Question
- Edit Question Bank Details
- Move Multiple Questions
- Delete Question Bank
- Align Outcomes

Add as many individual questions as you wish to your question bank. Click the **Update Question** button to save your changes.

Now you can reference this single bank of questions from any quiz in your course.

To use a question bank in more than one course, use the **Import Course Content** tool under the **Settings** for the course you wish to import them into. Select the course the question bank is in and choose to import **specific content** and then choose the bank from the Question Bank list.

When using question banks, be sure to make changes within the Question Bank **before** linking the quiz to the question bank. Although you can make changes to the question bank after a quiz is published, **students who have already opened or completed the quiz will not see any of the changes**, which may affect their grades.

Question Groups

Group questions together in order to use a certain number of questions from a 'pool' of questions. For instance, create a group of 10 questions and pull 5 of the questions for each student.

Regrading a Quiz

If you accidentally published a quiz that needs to be corrected, you can use **quiz regrade** to edit existing quiz questions and tell Canvas to update student grades.

Quiz regrade **only works with specific quiz question types and only applies to students who have already taken the quiz**. Adding or removing a question does not trigger the quiz regrade feature. Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook. If you have edited your quiz in one of these three ways, you should moderate the quiz and let the student retake the quiz.

This feature only applies for students who have already taken the quiz and only the existing quiz questions have been changed.

Rubrics:

Creating Rubrics

Outcomes > Manage Rubrics > Add Rubric

Rubrics can be created and stored at both the course-level and at account-levels within an organization. Instructors can access these rubrics and attach them to Assignments, Quizzes and Discussions anywhere in Canvas.

1. **Add a Title**
2. Click the **Edit icon** next to the Criterion name to edit the Criterion description. Click the **View Longer Description** link to edit the criterion's longer description.

The image contains two screenshots of the Canvas LMS Rubric editor interface. The top screenshot shows a rubric titled "Essay Rubric" with a table with columns: Criteria, Ratings, and Pts. The "Correct grammar" criterion has a "Full Marks" rating of 5 pts and a "No Marks" rating of 0 pts. A double-headed arrow icon [1] is on the cell wall between "Full Marks" and "No Marks". Below the table are buttons for "Add Criterion", "Find Outcome", "Cancel", and "Create Rubric". The bottom screenshot shows the same rubric but with a "Rating Description" column added. The "Full Marks" cell now shows "5 pts" and the "Rating Description" cell shows "3 pts". A red box highlights these two cells. Below the "Rating Description" cell, there are icons for edit [1], trash [2], and add [3].

3. **Add Rubric Ratings** - To add a rubric rating, mouse over a cell wall and click the double-ended arrow to split a single cell into two [1]. Split cells on the row as often as necessary to create the desired number of ratings [2].

4. Hover over the rubric rating you wish to edit. Click the **Edit icon** [1] to edit the rubric rating. Click the **Trash icon** [2] to delete the rubric rating. Click the Plus icon [3] to add another rating.

5. Delete criterion using the blue 'x' at the end of the row; Add criterion on lower left side (+ Add Criterion).

6. Click **Create Rubric** to save.

Edit an existing rubric

Outcomes > Manage Rubrics > Click on title of rubric if already imported from ANGEL.

If you already imported a rubric (or more), you can edit that rubric by following the path above. Then click on the title of that rubric or the pencil icon that pops up to the right of the title. You can also delete a rubric from this page.

Add a rubric to a quiz

1. Go to the **Quizzes** index page of your course.
2. Click on the *title* of the quiz.
3. Click on the **Edit wheel** on the upper right and click on **Show Rubric**.
4. Choose the rubric you wish to use and click on '**Use This Rubric**'.

Add a rubric to an assignment

1. Click on the title of the assignment (from the Assignments index page).
2. Click on 'Add rubric' at the bottom of the page.

Add a rubric to a graded discussion

1. Click on the title of the discussion (from the Discussions index page).
2. Click on the edit wheel (top right corner of page).
3. Click on Add rubric.
4. If you want to use the rubric for grading, select the Use this rubric for assignment grading checkbox
5. If you select the option to use the rubric for grading, Canvas will compare the rubric score and Discussion points
6. If the number of points in the rubric is different than the number of points in the Discussion, Canvas will generate a warning message notifying that the point values are not equal. Click

the **Change** button to return to your rubric and make adjustments. Otherwise, click the **Leave different** button.

Gradebook and SpeedGrader

The Gradebook (Grades)

In the Canvas Gradebook, instructors can:

- View assignment submission notifications and assignment details
- Download assignment submissions from students to grade or view them offline when no internet connection is available
- Manually enter student grades
- Automatically calculate total and final grades
- Assign zeros after deadline (this will send a notification out to students)
- Notify students when an assignment has been graded
- Import or Export Grades as a CSV file (Just like in ANGEL, changes made to CSV file will take place in Canvas once re-uploaded. If you want to create multiple new assignments or make changes, download the CSV file, add the assignments or make changes, then re-upload.)
- Hide grades from students until they are published (Mute Assignment)
- Message students who haven't submitted an assignment yet, or who scored more than X or less than Y on an assignment
- Leave private grading notes/comments for the student
- Excuse an assignment, discussion, or quiz for a student

Columns are automatically created in the Gradebook when you create Assignments, graded Discussions, and graded Quizzes and Surveys. A column is also automatically added for the Attendance tool.

To **create a column in the Gradebook** to use for manual grading, you can create a **No Submission** or **On Paper assignment**.

- **No Submission assignments** are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give extra credit.
- **On Paper assignments** are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When student view the assignment, they see a Submitting: on paper notice.

Sorting and rearranging the columns in the Gradebook:

To **sort students in ascending or descending order by last name**, click the Student Name column title. The column shows student names (first name, last name) but is sorted by last name. Note: To

view and sort your Gradebook via sortable name (last name, first name), you can enable the [Sortable Name Feature Option](#) in Course Settings.

Sort by Secondary ID

To sort students in ascending or descending order by the student's secondary ID, click the Secondary ID column title.

Sort by Grade Percentage

To sort students in ascending or descending order by grade percentages, click the Total grade percentage column title.

Student Name	Secondary ID	Assignment #1 Out of 10
Jessica Doe Section 3	jessica.doe.canvas...	7
Bruce Jones Section 3	bruce.jones.canvas...	9
Jane Smith Documentation Sandbox	jane.smith.canvas...	9.5
Emily Boone Documentation Sandbox	emily.boone.canva...	10
Max Johnson Section 3	max.johnson.canv...	10
Chief Pearson Documentation Sandbox	the.chief.canvas@g...	-

Sort by Individual Assignment

In an Assignment column, hover your cursor over the assignment title until the blue arrow appears [1]. To sort assignment scores in ascending or descending order, click the arrow.

Students with incomplete submissions (no submission or no assigned score) will always sort to the bottom [2].

Sort by Assignment Group

To sort the scores in ascending or descending order, click the Assignment Group Name column title. You

can only sort by assignment groups if you have added assignment groups to the assignments page.

Student Name	Secondary ID	Assignment #1 Out of 10	Assignment #3 Out of 15
Emily Boone Documentation Sandbox	emily.boone.canva...	10	13
Jessica Doe Section 3	jessica.doe.canvas...	7	-

Resize Columns

To change the size of the columns, hover your cursor between columns until you see the resize cursor [1].

You can hide a column

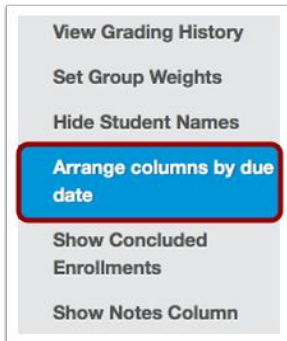
by dragging the cursor so that the column becomes smaller and disappears [2]. You can make a column reappear by dragging the cursor back out.

Student Name	Secondary ID	Assignment #2 Out of 5	Assignment #1 Out of 10	Assignment #3 Out of 15
Emily Boone Documentation Sandbox	emily.boone.canva...	10	5	13
Jessica Doe Section 3	jessica.doe.canvas...	7	-	-
Student Name	Secondary ID	Assignment #2 Out of 5	Assignment #1 Out of 10	Assignment #3 Out of 15
Emily Boone Documentation Sandbox	emily.boone.canva...	5	10	13
Jessica Doe Section 3	jessica.doe.canvas...	-	7	-
Max Johnson Section 3	max.johnson.canv...	-	10	12

Rearrange Columns

To rearrange columns, hover your cursor over the column header you want to move

until you see the hand cursor. Then drag and drop the column where you want it. Note: If you re-arrange columns in the Gradebook, they will stay in the order you arranged them until you re-arrange them.



Arrange Columns by Due Date

To arrange the columns in the Gradebook by due dates, click the Arrange columns by due date link.

Note: If you re-arrange columns in the Gradebook, they will stay in the order you arranged them until you re-arrange them.

Graded Discussions	Assessments	Total
-	60%	60.8% F
73.3%	-	64.7% D

Open Gradebook Settings

For more sorting and arranging options, click the Settings icon.









How to weight the gradebook

You can weight final grades based on the Assignment Groups weights.

1. From the Assignments index page, click the **Settings icon** at the top to open the assignments settings.
2. Click the **Weight final grade** based on assignment groups checkbox.
3. **Enter the percentage weights** for each of the different Assignment Groups you created. The percentage weights you specify here will determine how Canvas calculates the final grade for your course. These percentages can be changed at any time and students will be notified when any changes are made. The weights will show up in the Gradebook for both students and instructors.
4. Click the **Save** button when you are finished.

Treat ungraded items as zero

As an instructor, you can view student grades as if all ungraded assignments as worth zero points in the Gradebook. This feature called Treat Ungraded as 0 is located in the Gradebook Settings and is only a visual change that does not actually affect any grades—it only helps you see the change in Gradebook calculations if ungraded assignments were given scores of zero. Enabling this option has no effect outside of the Gradebook; students cannot see any difference in their grade pages.

Student Name	Secondary ID	Notes	Pre-Assessment Out of 25
 Emily Boone Biology 101	emily.boone.canvas@	Always turns in her ho	-
 Jessica Doe Biology 101	jessica.doe.canvas@g		EX/25
 Max Johnson Biology 101	max.johnson.canvas@		-
 Bruce Jones Biology 101	bruce.jones.canvas@g		-
 Joe Rodgers Biology 101	captain.america.canve		-
 Nora Sanderson Biology 101	nora.sanderson.canva	Great student.	-
 Jane Smith Biology 101	jane.smith.canvas@gn		-
 Canvas Student Biology 101	cnvsstudent@gmail.cc		-

Excuse a student from an assignment:

As needed, you can use the Gradebook to excuse a student from an assignment, discussion, or quiz. You can also excuse a student from a group assignment. Excused assignments are not calculated as part of a student's total grade.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she

has been excused from the assignment. Students cannot submit excused assignments.

From within the gradebook, **click on the cell of the assignment for that student and type EX in the cell.** This will excuse that student from that assignment.

Using Speedgrader

As an instructor, SpeedGrader:

- allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric.
- accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission.
- allows you to provide feedback to your students with text or media comments.

You can use SpeedGrader to:

- Sort submissions by student and hide student names for anonymous grading
- Evaluate assignments for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading

The screenshot shows a SpeedGrader interface for a student named Nora Sanderson. The page is titled "Writing Assignment (BIO-101)" and shows a submission with a grade of A (50/50). The submission text is highlighted in a red box and numbered 1. The grade is shown as A (50/50) and numbered 2. The Rubric is visible and numbered 3. The Assignment Comments section shows a comment from Doug Roberts, numbered 4. The Add a Comment section is numbered 5.

SpeedGrader has five areas:

1. View **student submissions**
2. **Assign a grade** based on your preferred assessment method (points or percentage)
3. View **Rubric** to assist with grading (if one is added to the assignment)
4. View **comments** created by you or the student about the assignment
5. Create **text, video, and/or audio commentary** for the student

Course Details Sections Navigation Apps Feature Options

Course Details

Name:

Course Code:

Time Zone:

SIS ID: MS-139928-20151012071743

Department: [\(PSU-BD-BC-SCNCE\) SCIENCE](#)

Term: Default Term

Starts:

Ends:

Users can only participate in the course between these dates.
This will override any term availability settings.

Language:

Join the [Canvas Translation Community](#)

This will override any user/system language preferences. This is only recommend

File Storage: 1500 megabytes

Grading Scheme: Enable course grading scheme
[view grading scheme](#)

License:

Grading Scheme (Grading Scale) - Under Course "Settings"

1. Click on **Settings** within your course
2. Check **"Enable course grading scheme"**

View/Edit Grading Scheme



Name:

A
A-
B+
B
B-
C+
C
C-
D+
D
D-
F

Range:

100%
< 94%
< 90%
< 87%
< 84%
< 80%
< 77%
< 74%
< 70%
< 67%
< 64%
< 61%

[Select Another Scheme](#)

Find an Existing Grading

to 94%
to 90%
to 87%
to 84%
to 80%
to 77%
to 74%
to 70%
to 67%
to 64%
to 61%
to 0%

Create new

[manage grading schemes](#)

Done

References: <https://community.canvaslms.com/docs/DOC-4131> Much of the content in this handout was adapted from the Canvas Doc Team's Canvas Guides