# **Gradebook (Vendor Guides)**

Below are the vendor guides for the Gradebook.

#### **Gradebook Interface**

- How do I use the Gradebook?
- How do I use the Total column in the Gradebook?
- How do I use the icons and colors in the Gradebook?
- How do I create assignment columns for non-submission assignments in the Gradebook?
- How do I change the color for a grading status in the Gradebook?

## **Entering Grades / Speedgrader**

- How do I enter and edit grades in the Gradebook?
- How do I enter grades for an individual assignment as a specific grading type in the Gradebook?
- How do I import grades in the Gradebook?
- How do I override a student's final grade in the Gradebook?
- How do I get to SpeedGrader from the Gradebook?
- How do I change the status of a submission in the Gradebook?

## Posting / Hiding / Viewing

- How do I post grades for an assignment in the Gradebook?
- How do I hide grades that were previously posted in the Gradebook?
- How do I view the Unpublished Assignments column in the Gradebook?
- How do I view the history of all grading changes in the Gradebook?
- How do I view a student's Grades page in a course from the Gradebook?
- How do I view grades for inactive or concluded student enrollments in the Gradebook?
- How do I publish final grades for a moderated assignment?

#### **Gradebook Policies**

- How do I select a grade posting policy for a course in the Gradebook?
- How do I select a grade posting policy for an assignment in the Gradebook?
- How do I apply a Missing Submission policy in the Gradebook?
- How do I apply a Late Submission policy in the Gradebook?

## Canvas @ Yale

- How do I curve grades in the Gradebook?
- How do I set a default grade for an assignment in the Gradebook?

## Filtering / Sorting / Arranging

- · How do I arrange columns in the Gradebook?
- How do I filter columns and rows in the Gradebook?
- How do I sort and display student data in the Gradebook?
- How do I sort an individual assignment column in the Gradebook?

## Notes / Feedback / Messages

- How do I use the Notes column in the Gradebook?
- How do I send a message to students from the Gradebook?
- How do I leave comments for students in the Gradebook?

## **Export / Upload / Download**

- How do I download all student submissions for an assignment in the Gradebook?
- How do I upload all student submissions for an assignment in the Gradebook?
- How do I export grades in the Gradebook?

### **Learning Mastery / Outcomes**

- How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?
- How do I view outcomes or student results individually in the Learning Mastery Gradebook from the Gradebook?



For more help, please contact <a href="mailto:canvas@yale.edu">canvas@yale.edu</a>.