GRADEBOOK CHECKLIST

BEFORE TERM START:

Assignments - ensure that it reflects your grading policy in your Syllabus. The assignments page creates your gradebook setup.

• Assignment Groups
  o Weighted Grades: If your syllabus states: Homework 30%, Quizzes 20%, and Exams 50%, you should see three groups titled Homework, Quizzes, and Exams. You should see the percentage as listed in your syllabus next to each group.
    ▪ Ensure that you do not see assignment groups with 0% assigned that you did not intend to use. Sometimes these groups appear after copying a course or after copying assignments from another course where the assignments were located in a different group.
    ▪ Create assignment groups
    ▪ Weight final grades
  o Points Only: If your syllabus lists assignment points and a total amount of points possible, you can use assignment groups if you would like to sort assignments.

• Assignments
  o Check due dates (these will also appear on the Calendar as well as on students’ To-Do list).
  o Publish any assignments you want your students to see in their To-Do list (correct due dates are important). Only published assignments will appear in the gradebook.
  o Check ‘Available from’ (to open an assignment) and ‘Until’ (to close an assignment except for Turnitin assignments) dates.
    ▪ Assignment due dates and availability dates
  o Ensure that all assignments are in the correct assignment group. This is especially important if you added weight percentages to the groups (see groups above). Easily drag assignments from one group into another (click and hold the small, gray dots to the left of each assignment name) or click on the three dots to the right of an assignment name and click on ‘Move to’. Select the appropriate group and save it.
  o Click Assignments Index Page to learn more about the assignments page.

• Extra Credit
  o Ensure that any extra credit assignments are setup correctly so they are calculated as such. There are various options on how to provide extra credit opportunities for your students (assignments, bonus points, fudge points on quizzes, extra credit questions, etc.). You can find some suggestions in the links below.
    ▪ How do I give extra credit in a course?
    ▪ Creating an extra credit quiz
    ▪ Extra credit using weighted assignment groups
AFTER THE TERM ENDS:

- **Final grades**
  - Ensure that a zero has been entered for each assignment students did not submit. Only after you enter a zero will the assignment be calculated as an ‘F’. If you leave the grade field blank, the system will ignore it and calculate the final grade based on the graded assignments.
    - You can temporarily use the feature ‘Treat Ungraded as 0’ to get the correct final grade but be aware that this only applies to your view. **NOTE: your students will not see this setting reflected on their Grades page until you enter a zero into the grade field for any missed assignment.**
  - How do I treat ungraded assignments as zero in the Gradebook?

- **Export your gradebook**
  - How do I export grades from the gradebook?

Please contact your [Academic Technology team](#) if you have any questions concerning assignments and the gradebook in Canvas.