

Self-Help Guide

Canvas: Assess and Grade Student Work

This self-help guide walks you through the process of planning, creating, and using methods of assessment and evaluation in Canvas.

Plan Assessment

Understand Assessment Options

Understand Formative and Summative Assessment

What is the Difference Between Formative and Summative Assessment?

<https://www.cmu.edu/teaching/assessment/basics/formative-summative.html>

Understand Canvas Assessment Tools

What are Assignments?

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...>

Assignments Overview (video)

<https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...>

Understand Quiz Types

<https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-I-creat...>

Understand Classic Quizzes vs. New Quizzes

</services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new>

Understand Discussions (video)

<https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...>

Understand Collaboration Tools in Canvas

Overview of Google Drive Integrations

</services-technologies/how-tos/canvas-overview-google-drive>

Use Groups for Collaboration

</services-technologies/self-help-guides/canvas-use-groups-collaboration>

Get Assistance Choosing Assessment Options

Get In-Person Help

Find Your College Contact

<https://it.umn.edu/canvas-transition-information-find-your>

Get Help Online

24/7 Canvas Support

</how-get-technology-help>

Email Canvas Support

canvas@umn.edu

Build Assignments

Build Assignments

Understand the Assignment Tool

Understand Assignments

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...>

Assignments Overview (video)

<https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...>

Understand How to Use the Assignments Index Page

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Assignment...>

Create Assignments

Create an assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-assignme...>

Add or Edit Details in an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-detail...>

Create a Non-Submission (Offline) Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-assignment-...>

Create an Assignment Shell from the Calendar

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-...>

Assign an Assignment to an Individual Student

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignme...>

Add or Edit Points for an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-points...>

Duplicate an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-an-assig...>

Delete an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-an-assignme...>

Give Extra Credit

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-give-extra-credit-...>

Add Assignments with External Apps

Add an Assignment Using an External App (Voicethread, YouTube, etc.)

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-...>

Import SCORM Files as an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-SCORM-files...>

Create a Google Cloud Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-cloud-ass...>

Set Up Peer Reviewed Assignments

Use Peer Review Assignments

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-peer-review-as...>

Create a Peer Review Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-peer-revi...>

Manually Assign Peer Reviews for an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-assign-pe...>

Automatically Assign Peer Reviews for an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-automatically-assi...>

Use Turnitin with Assignments

Learn about Canvas/Turnitin integration

</services-technologies/how-tos/canvas-turnitin-overview>

Turnitin Instructor Guide

<https://help.turnitin.com/feedback-studio/canvas/lti/instructor/instructor-cate...>

Turnitin Student Guide

</services-technologies/how-tos/canvas-students-turnitin-guide>

Build Discussions

Understand the Discussion Tool

Overview of Discussions (video)

<https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...>

Create Discussions

Create a Discussion as an Instructor

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussio...>

Duplicate a Discussion in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-a-discus...>

Delete a Discussion in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-discussio...>

Create a Group Discussion in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-group-dis...>

Assign a Graded Discussion to an Individual Student

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...>

Assign a Graded Discussion to a Course Group

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...>

Assign a Graded Discussion to a Course Section

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...>

Build Quizzes

Understand the Quiz Tool

Understand Classic Quizzes vs. New Quizzes

</services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new>

Quizzes Overview (video)

<https://community.canvaslms.com/t5/Video-Guide/Quizzes-Overview-Instructors/ta-...>

Use the Quizzes Index Page

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Quizzes-In...>

Understand Quiz Types

<https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-I-creat...>

Understand Quiz Options

<https://community.canvaslms.com/t5/Instructor-Guide/What-options-can-I-set-in-a...>

Understand the Survey Tool within Quizzes

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-survey-in...>

Create a Question Bank

Create a Question Bank in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-question-...>

Bookmark a Question Bank in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-bookmark-a-questio...>

Unbookmark a Question Bank in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-unbookmark-a-question-...>

Delete a Question Bank in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-question-...>

Move Multiple Questions from One Question Bank to Another

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-multiple-ques...>

Move/Copy a Question from One Question Bank to Another

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-copy-a-questi...>

Import a Question Bank from One Canvas Course to Another

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-a-question-...>

Create Quizzes

Create a Quiz with Individual Questions

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...>

Create a Quiz Where Students Only See One Question at a Time

<https://community.canvaslms.com/t5/Instructor-Guide/How-can-I-create-a-quiz-whe...>

Create a Quiz with a Question Group to Randomize Quiz Questions

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...>

Create a Quiz by Finding Questions in a Question Bank

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-by-f...>

Create a Quiz with a Question Group Linked to a Question Bank

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...>

Edit a Quiz Question that is from a Quiz Bank

</services-technologies/how-tos/canvas-edit-quiz-questions>

Link Course Content to a Quiz Question

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-link-course-conten...>

Reorder Questions or Question Groups in a Quiz

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-reorder-questions-...>

Manage Quizzes

Use the Moderate Quiz page

<https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-quiz-how-d...>

Make a Quiz Available Before or After the Due Date

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-make-a-quiz-availa...>

Assign a Quiz to an Individual Student

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-quiz-to-a...>

Assign a Quiz to a Course Section

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-quiz-to-a...>

Delete a Quiz

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-quiz/ta-p...>

Export Quiz Content from a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-quiz-conten...>

Make Additional Changes on a Published Quiz

<https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-quiz-how-d...>

Give Students Extra Attempts on a Quiz

<https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-quiz-how-c...>

Give Students Extra Time on a Quiz

<https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-timed-quiz...>

Manually Submit Outstanding Student Quiz Submissions

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-submit-OU...>

Create Rubrics to Use with Assessments

Build Rubrics

Add a Rubric to a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-in-a-...>

Add a Rubric to an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-an-...>

Add a Rubric to a Graded Discussion

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-a-...>

Manage Rubrics

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-rubrics-in-...>

Organize Assessments

Create Assignment Groups

Create Assignment Groups

[https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-...)

[...](#)

Move or Reorder an Assignment Group

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-or-reorder-an...>

Manage Your Assignment Groups

Weight Grades in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-weight-the-final-c...>

Set up Rules for Assignment Groups (Drop Lowest/Keep Highest)

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-rules-for-a...>

Exclude an Assignment from the Course's Final Grade

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-assignm...>

View Differentiated Assignments with Different Due Dates in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-differentiate...>

Evaluate Student Progress

Grade Student Work

Understand SpeedGrader

Understand What SpeedGrader Is

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-SpeedGrader/ta-p...>

Use SpeedGrader

Use SpeedGrader

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-SpeedGrader/ta...>

Get to SpeedGrader

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader...>

Hide or Post Assignment Grades in SpeedGrader

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-hide-or-post-assignm...>

Sort the Student List in SpeedGrader

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-sort-the-student-l...>

Use a Rubric in to Grade Submissions in SpeedGrader

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-a-rubric-to-gr...>

Enter/Edit Student Grades in SpeedGrader

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enter-and-edit-gra...>

Handle Assignment Resubmissions

<https://community.canvaslms.com/t5/Instructor-Guide/Can-a-student-resubmit-Canv...>

Canv...

Grade on a Curve

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-curve-grades-in-th...>

Exclude an Assignment from the Final Grade

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-assignm...>

assignm...

Monitor Quizzes

View Student Results in a Quiz

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-student-resul...>

Understand Available Quiz Statistics

<https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-quiz-what-...>

View a Quiz Log for a Student

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-a-quiz-log-fo...>

Regrade a Quiz in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/What-options-can-I-use-to-r...>

View Survey Results in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-survey-result...>

View Practice Quiz Results in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-practice-quiz...>

Manage TA Grading

Set up a Moderated Assignment to Be Graded by Multiple Reviewers

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-moderated-as...>

as...

Review Moderated Assignments in Speedgrader as a Moderator

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-review-moderated-a...>

Publish Final Grades for a Moderated Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-final-grad...>

Use the Gradebook

Understand the Gradebook

Introduction to Gradebook (video; 3:26)

https://www.youtube.com/watch?v=brhz_dnYfec&feature=youtu.be

Use the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Gradebook/...>

Use Grade Posting and Submission

Understand Grade Posting Policies (Video; 2:44)

<https://www.youtube.com/watch?v=un4jnMRSk9c>

Select a Grade Posting Policy for a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...>

Select a Grade Posting Policy for an Individual Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...>

Apply a Missing Submission Policy

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Missing-Su...>

Apply a Late Submission Policy

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Late-Submi...>

Work in the Gradebook

Get to Speedgrader from the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader...>

Enter and Edit Grades in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enter-and-edit-gra...>

Send a Message to Students from the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-...>

...

Curve Grades in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-curve-grades-in-th...>

Hide Grades That Were Previously Posted in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-hide-grades-that-w...>

Excuse a Student from an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-change-the-status-...>

Exclude an Assignment from the Final Grade

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-assignm...>

Download Student Submissions from the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-download-all-stude...>

Upload Student Submissions in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-all-student...>

Import Grades into the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-grades-in-t...>

Export Grades from the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-grades-in-t...>

Filter and Sort in the Gradebook

Use the Icons and Colors in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-icons-and-...>

Sort and Display Student Data in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-sort-and-display-s...>

Sort an Individual Assignment Column in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-sort-an-individual...>

Arrange Columns in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-arrange-columns-in...>

Use the Notes Column in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Notes-colu...>

View a Student's Grades Page in a Course from the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-a-student-s-G...>

View the History of All Grading Changes in the Gradebook

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-the-history-o...>

Get Final Grades to PeopleSoft

Prepare and Submit Final Grades to Faculty Center/PeopleSoft

<https://it.umn.edu/services-technologies/self-help-guides/canvas-prepare-submit...>

Take Attendance

Understand Roll Call

Use the Roll Call Tool

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Roll-Call-...>

Use the Roll Call Tool

Edit a Roll Call Attendance Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Roll-Call...>

Run Roll Call Reports

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-run-Roll-Call-Atte...>

Analyze Student Progress

Use Analytics

View Course Analytics

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-Course-Analyt...>

View Analytics for a Student in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-analytics-for...>