University of Minnesota

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

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-get-started-turnitin-lti-13
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-quest...
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-...
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-assig...
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...
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...

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...
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...