

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-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-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-](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-submit-OU...)

[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-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](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...>