

Setting up ***PERCENTAGE-BASED GRADEBOOK***

Sample Percentage-Based Grading Policy

- **Lab Related Work: 50%**

- o Lab quiz: 35 points
- o Lab 1: 60 points
- o Lab 2: 100 points
- o Lab 3: 100 points
- o Lab Hours Record: 100 points.

- **Quizzes: 20%**

- o Course scavenger hunt: 10 points
- o Library tutorial: 10 points
- o Chapter quizzes: (10 x 10 points each) = 100 points . I will drop the lowest 3 grades.

- **Research Paper: 20%**

- o Research Paper Topic: 5 points
- o Research Paper, presentation and handout: 100 points

- **Discussions: 10%**

- o Week 1: Introduce Yourself: 30 points
- o Week 2 discussion: 30 points
- o Week 3 discussion: 30 points

Grading Scale:

A= Above 90%

B= 80%- 89.99 %

C= 70%- 79.99 %

D= 60%- 69.99 %

F= Below 59.9 %

Note: This may sometimes be referred to as Weighted Grading or Grading by Categories. In Canvas, we refer to it as “Grading Groups”

Check the next slide for how this example grading policy is reflected in Canvas

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The example grading
policy reflected in
Canvas

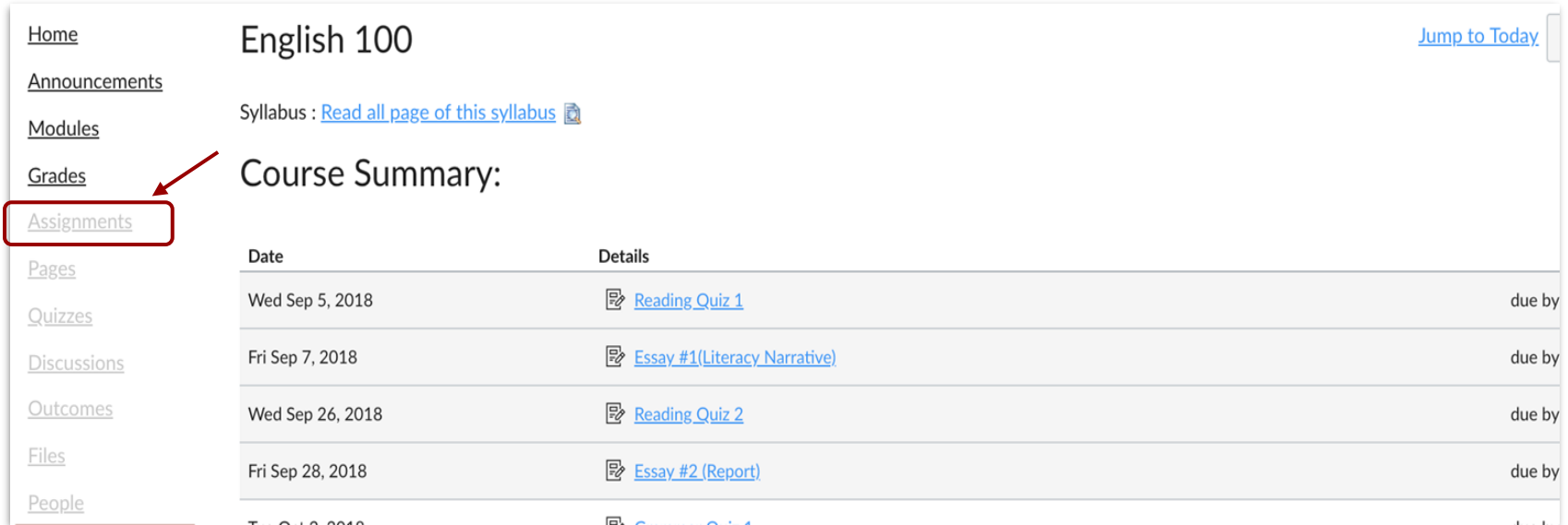
The screenshot displays a Canvas LMS interface showing a course gradebook. The interface is divided into sections: 'Lab Related Work' (50% of total), 'Research Paper' (20% of total), 'Discussions' (10% of total), and 'Quizzes' (20% of total). Each section lists items with their respective points and status. A red arrow points from the text 'The example grading policy reflected in Canvas' to the 'Lab Related Work' section.

Section	Item	Points	Status
Lab Related Work (50% of Total)	Lab Quiz	35 pts	✓
	Lab 1 submission	60 pts	✓
	Lab 2: Click Here to Submit Here	100 pts	✓
	Lab 3: Submit Here	100 pts	✓
	Lab Hours Record: Submit Here	100 pts	✓
	End-of-Semester Evaluation by Lab Teacher: Submit Here	100 pts	✓
	Off-Campus Lab Placement Paperwork.	Day 1 of the Semester Module	✓
Research Paper (20% of Total)	Paper Topic Submission	5 pts	✓
	Research Paper Rubric: Submit Here	100 pts	✓
Discussions (10% of Total)	Week 1: Introduce Yourself	30 pts	✓
	Week 3 Discussion	30 pts	✓
	Week 2 Discussion	30 pts	✓
	APA Quiz (look at the OWL website and brief guidelines, then do the practice exercises and view the answers before taking this quiz)	15 pts	⌚
Quizzes (20% of Total)	Library Tutorial Screenshot	10 pts	✓

1. Access Your Assignments

To Set Up Grades, click on “Assignments”

NOTE: “Assignments” may be greyed out; this means your students do not have access, but you can access it as an instructor. “Assignments” is the back-end of your gradebook.



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Syllabus : [Read all page of this syllabus](#)

Course Summary:

Date	Details	
Wed Sep 5, 2018	 Reading Quiz 1	due by
Fri Sep 7, 2018	 Essay #1(Literacy Narrative)	due by
Wed Sep 26, 2018	 Reading Quiz 2	due by
Fri Sep 28, 2018	 Essay #2 (Report)	due by

2. Add the Grading Groups

You need to + Group for each assignment group or category

Lab Related Work: 50%

- o Lab quiz: 35 points
- o Lab 1: 60 points
- o Lab 2: 100 points
- o Lab 3: 100 points
- o Lab Hours Record: 100 points.

*These are Assignment Groups
aka
Categories*

Quizzes: 20%

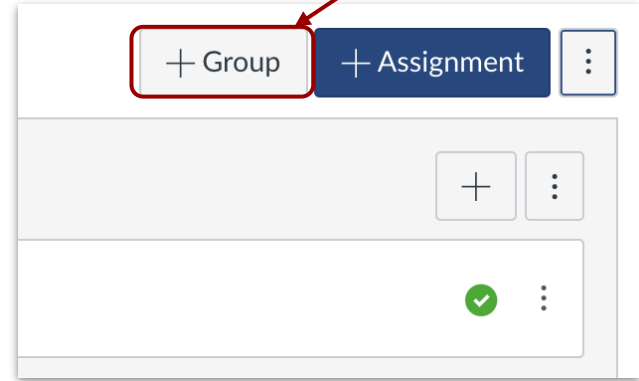
- o Course scavenger hunt: 10 points
- o Library tutorial: 10 points
- o Chapter quizzes: (10 x 10 points each) = 100 points . I will drop the lowest 3 grades.

Research Paper: 20%

- o Research Paper Topic: 5 points
- o Research Paper, presentation and handout: 100 points

Discussions: 10%

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- In this example there are 4 groups
- From the top right + Group for each of the categories

Help Sheet from Canvas Guides: [Click Plus Group to add a new Assignment Group](#)

3. Add the Percentages

- To add the weights to the different assignment groups, click on the 3 dots on the top right.
- You will then see the “Assignment Groups Weight”. Click it.

Lab Related Work: 50%

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- o Lab 3: 100 points
- o Lab Hours Record: 100 points.

These are weights or percentages

Quizzes: 20%

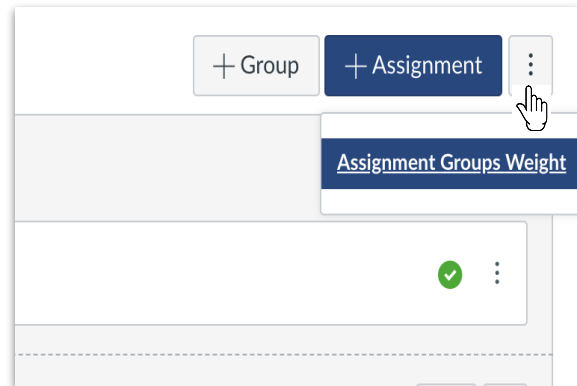
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Click the **Options** icon.

In this example there are 4 groups with specific percentages

Help Sheet from Canvas Guides: [How do I weight the final course grade based on assignment groups?](#)

Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

Assignment Groups Weight ×

☒ Weight final grade based on assignment groups

Cancel Save

Click the **Weight final grade based on assignment groups** checkbox.

Assignment Groups Weight ×

☒ Weight final grade based on assignment groups

Lab Related Work	50	%
Quizzes	20	%
Research Paper	20	%
Discussions	10	%
Total	100%	

Cancel Save

Enter the percentage weights for each of the different Assignment Groups you created. The percentage weights you specify here will determine how Canvas calculates the final grade for your course.

Click the **Save** button.

Help Sheet from Canvas Guides: [How do I move or reorder an assignment?](#)

OPTIONAL: Deleting Unwanted Groups

Assignment Groups Weight ×

☒ Weight final grade based on assignment groups

Lab Related Work	50	%
Quizzes	20	%
Research Paper	20	%
Discussions	10	%
Imported Assignments	0	%
Total	100%	

Cancel Save

If you have imported content from other sources (example, another LMS like Blackboard or from a QTI file), you may have some unwanted *assignment groups*.

In this example, there is 1 unwanted *assignment groups*.

Leave the unwanted assignment group(s) at 0%.
Save

Discussions 10% of Total + ⋮

⋮	Week 1: Introduce Yourself 30 pts	✓ ⋮
⋮	Week 3 Discussion 30 pts	✓ ⋮
⋮	Week 2 Discussion 30 pts	✓ ⋮

Imported Assignments 0% of Total + ⋮

⋮	APA Quiz (look at the OWL website and brief guidelines, then do the practice exercises and view the answers before taking this quiz) 15 pts	✓ ⋮
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1. You will want to **delete** unwanted *assignment groups*.

When you place your mouse over the left of the assignment, you can drag the assignment above; to be under the of the *assignment groups* that is part of your grading policy

Discussions 10% of Total + ⋮

⋮	Week 1: Introduce Yourself 30 pts	✓ ⋮
⋮	Week 3 Discussion 30 pts	✓ ⋮
⋮	Week 2 Discussion 30 pts	✓ ⋮
⋮	APA Quiz (look at the OWL website and brief guidelines, then do the practice exercises and view the answers before taking this quiz) 15 pts	⊘ ⋮

Imported Assignments 0% of Total + ⋮

No assignments in this group

2. Clean up assignments and the assignment groups. You can unpublish or delete the unwanted assignments or groups



Due Oct 3 at 11:59pm | 10 pts

Reading Quiz 4
Due Nov 14 at 11:59pm | 10 pts

Reading Quiz 5
Due Dec 3 at 11:59pm | 10 pts

▼ Imported Assignments

No assignments in this group

▼ Quizzes








No assignments in this group

Edit
Delete
Move Contents...
Move Group...



3. Mouse over the 3 dots on the right of the unwanted *assignment groups* and **delete**.

4. Moving Assignments to Groups

⋮ ▾ **Lab Related Work** 50% of Total + ⋮

⋮	 Lab Quiz Day 1 of the Semester Module Closed Due Jul 18, 2016 at 11:59pm 35 pts	✓ ⋮
⋮	 Lab 1 submission 60 pts	✓ ⋮
⋮	 Lab 2: Click Here to Submit Here Week 2 Module 100 pts	
⋮	 Lab 3: Submit Here Week 3 Module 100 pts	
⋮	 Lab Hours Record: Submit Here Week 3 Module 100 pts	
⋮	 End-of-Semester Evaluation by Lab Teacher: Submit Here Week 3 Module 100 pts	✓ ⋮
⋮	 Off-Campus Lab Placement Paperwork. Day 1 of the Semester Module	✓ ⋮

⋮ ▾ **Quizzes** 20% of Total 3 Rules ▾ + ⋮

⋮	 Library Tutorial Screenshot Week 1 Module Closed Due Jul 18, 2016 at 11:59pm 10 pts	✓ ⋮
⋮	 Course Scavenger Hunt Day 1 of the Semester Module 10 pts	✓ ⋮

When you place your mouse over the left of the assignment, you can drag the assignment to be under the right *assignment groups* that is part of your grading policy.

Also rearrange the order of the assignments as desired.

Help Sheet from Canvas Guides: [How do I move or reorder an assignment?](#)

OPTIONAL: Adding Rules

Once you have added assignments to your assignment group, you can create rules for the entire assignment group. Assignment group rules determine how Canvas handles any exceptions you want to create for grade calculations.

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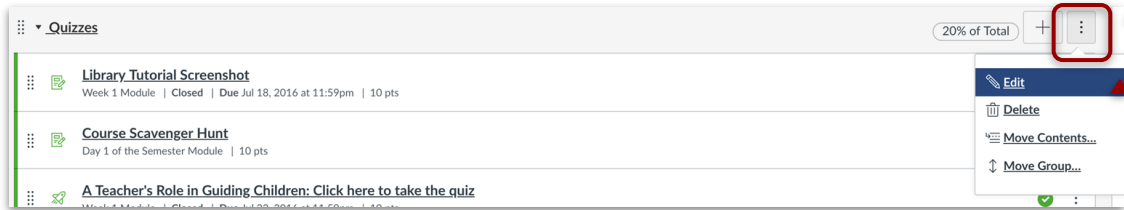
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Rule to drop lowest 3 grades

These is more available rules

Help Sheet from Canvas Guides: [How do I create rules for an assignment group?](#)

Tricks and Tips

Tips and Tricks

1. To verify gradebook accuracy:
 - a. Go to “Home” and “Student View”. This adds a *Test Student* to your course and under “Grades”
 - b. “Leave Student View”
 - c. Under the teacher view, go to “Grades” and for the *Test Student*, add the maximum points possible for every assignment.
 - d. Under the “Total” column, student should have the maximum percentage possible
2. If a student misses an assignment, enter a 0 for the column.