



K-State Online powered by Canvas: Important notes about the Gradebook and grades

This document explains several key aspects Instructors using K-State Online powered by Canvas should know about the Canvas Gradebook before reporting grades in KSIS specifically:

- How incomplete assignments (dashes) are handled.
- How you and your students can view and adjust your grades accurately.
- How to report your grades to KSIS at the end of the semester.

Incomplete assignments/Missing grades

In Canvas, if a student does not have a score for an assignment, they have a dash (-) in the Grades tool. In K-State Online Classic, N/A was used instead of dashes. Like Classic, Canvas does not calculate these missing assignments into the total grade. In Classic, the system changed N/As to zeros when the *Grade Publish On* date was reached. Canvas leaves changing incompletes to points to the instructor to do when they are ready.

Once you are ready to have incomplete/missing work changed from a dash to zero (0), you can enter them in the Grades or Speedgrader, or you can use the Default Grade option. The Default Grade option in Grades allows you to set all ungraded dashes to a score of zero at once. You set a score of 0 and do NOT check the option to Overwrite already-entered grades.

See *How to Set Default Grades*: <http://guides.instructure.com/m/4152/l/55002-how-do-i-set-a-default-grade-for-an-assignment>

Excuse an Assignment

With Canvas, you can use the Gradebook to excuse a student from an assignment, discussion, or quiz. You can also excuse a student from a group assignment. Excused assignments are not calculated as part of a student's total grade. Type an EX in the appropriate cell to excuse the student.

See *How do I excuse an assignment for a student in the Gradebook guide*: <https://community.canvaslms.com/docs/DOC-4031>

View and Adjust Grades

Instructors

Canvas is always working to calculate two grades for students: the *current grade* and the *total grade*. As noted above, in the Grades tool, unsubmitted/missing grades are ignored - they are not calculated as zeros. The instructor's gradebook shows the *current grade* by default. To view the *total grade*, use the option in the *Grade's Gear* menu called *Treat Ungraded as 0*. With this option selected, assignments with a dash (-) will be treated as if a student received a score of 0. The assignment groups and total columns will automatically factor the 0s into the overall percentages for each student cell that is missing a score. **Note:** Even when this setting is enabled, Canvas will not actually change your dashes to 0s in the Grades. Dashes will still display for each student submission. Only the totals change. This allows you to understand what assigning zeros would do to the students' scores without actually changing them. Use the *Default Grade* option or update student's scores once you decide how to proceed.

See *How to treat ungraded assignments as zeros in the Gradebook*: <https://community.canvaslms.com/docs/DOC-2875>

If you export scores via a csv file, that file will include columns for both *Current Score* and a *Final Score*. The Final score calculates all missing grades as zeros, while the Current Score ignores them. You have both sets of data in an export and this allows you to decide how to proceed.

Students

Students have a similar feature in their view of grades. Current grade is displayed by default in their Gradebook view. The current grade is calculated by adding up the graded assignments according to their weight in the grading scheme and does NOT include incomplete assignments (those with dashes). Because of this, students may think their grade is higher than it is.

The grade with zeros figured in is only displayed if the student unchecks the *Calculate based only on graded assignments* checkbox on the right side of their Grades. The total grade is calculated by adding up all the assignments according to their weight in the grading scheme, including zeros for incomplete work. Students also have a *What-If Grades* feature so that they they can calculate grade scenarios.

See *What are What-if Grades*: <http://guides.instructure.com/m/4152/l/55015-what-are-what-if-grades>

Copy Grades to KSIS

The Copy Grades to KSIS tool found in K-State Online Canvas allows instructors to:

- Review section grades
- Set or confirm grading scheme
- View unmatched students
- Confirm grades for KSIS
- Copy grades to KSIS
- Print a review

See *Copy Final Grades from K-State Online to KSIS*: https://kstate.service-now.com/kb_view_customer.do?sysparm_article=KB12524

As always, if there are any questions or feedback, please contact Scott Finkeldei at curtain@k-state.edu