

## New Grading Policy Possibilities with Canvas New Gradebook

The New Gradebook has been available in Canvas at WashU since Summer 2019. The term “New Gradebook” continues to be used because there is still documentation for the Classic Gradebook from Canvas.

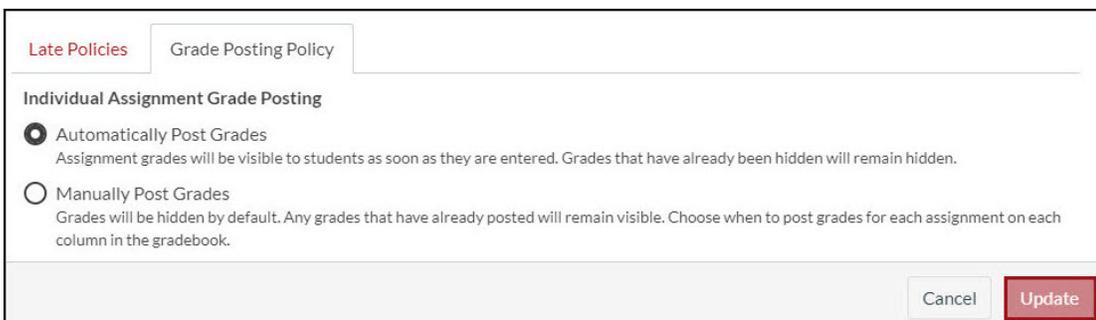
With the Canvas Gradebook, you can set up a default grading policy for your entire gradebook or for each individual assignment according to your needs.

### Course Grading Policies: Automatically or Manually

The default grade posting policy for a course is **Automatically**. When this policy is in effect, grades are posted and visible to students as soon as they are entered into the Gradebook. If the grading policy is set to Manually and you change it to Automatically, any grades that were hidden will remain hidden.

With the **Manually** graded posting policy, grades are hidden by default. The individual assignment grades become visible to students once all grades for the assignments are entered and posted.

To set up course Grade Policies, go to the Gradebook and click the gear icon on the top-right of the window. Click the Grade Posting Policy tab and choose Automatically or Manually Post Grades. Click the Update button on the bottom- right of the pop-up window to save.



## Course Late and Missing Submission Policies

Just as you can apply course grading policies, you can also apply Late and Missing Grade Policies for your entire gradebook. With the Late Submission policy, you can deduct points by the day or hour based on a scale you create. The late penalty is applied after you enter the grade. You can also define a lowest possible grade that can be attained by late policy deductions.

Adding a Late Submission policy will cause late penalties to be applied retroactively to any assignments already graded. Therefore, if you want establish a late submission policy, you should apply it before you begin grading any assignments.

The Missing Submission policy automatically applies a pre-selected grade percentage for any assignments that have not been submitted by the due date. You can change this grade once the assignment is submitted and graded. You will need to change the missing status by choosing a status other than missing in the Grade Detail Tray. To access the grade status, click the grade in the Gradebook, then click the arrow next to the grade.

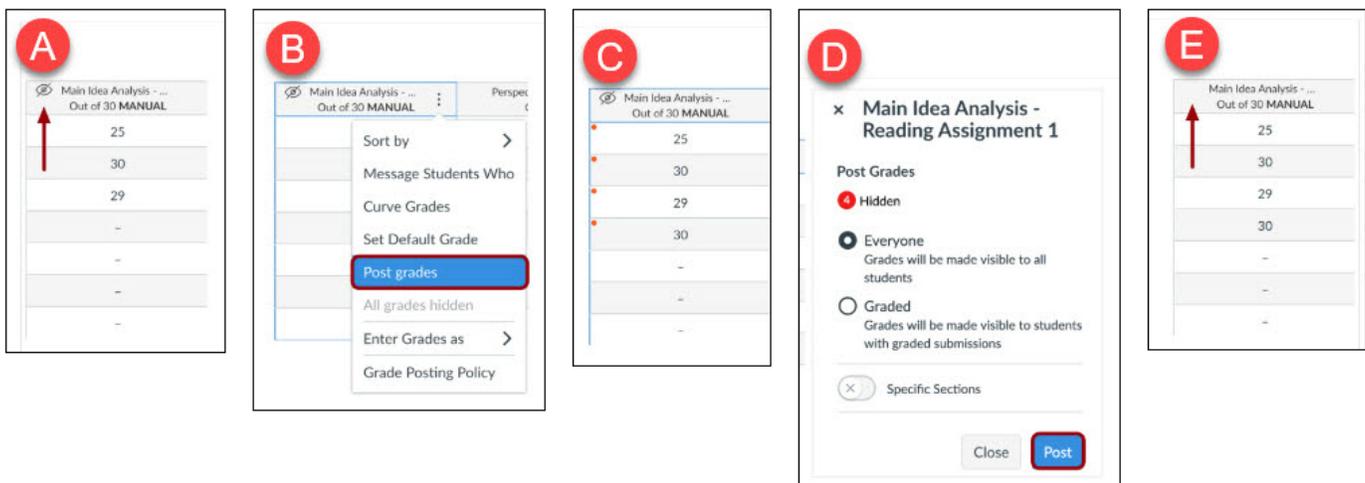
## Posting Hidden (Previously 'Muted') Grades for Individual Assignments

If you are using the default Automatically Grade Posting Policy, you can still manually post grades for individual assignments and have them available or hidden. To make an assignment hidden, hover your mouse over the grade column, click the Options icon (three vertical dots), and click "Hide grades." An icon (an eye with a line through it) will appear in the grade column. When you are ready to release the grades, follow the same procedure and choose "Post Grades."

You can also set up a Grade Posting Policy for an individual column in the gradebook. Go to the column and click the Options icon next to the name of the assignment. In the pop-up box choose "Grade Posting Policy" and make your selection.

## What Happened to Those Eye Icons in the Gradebook?

On October 19th, 2019, Canvas changed the icons used in the Gradebook. When an assignment is set with a Manual Posting Policy, the black and white eye icon with a line through it has been replaced by the word Manual. Assignments set with the Automatic Posting Policy do not include any additional indicators in the header except for the points value. The eye icon only appears on grade columns which contain entered grades that have *not* been posted.



(A) Column with Manual Grading Policy with grades entered, but not posted. Hidden icon is displayed.

(B) Click the Options menu, then click the Post Grades link to reveal the Post Grades Tray (D).

(C) The grades entered now have an orange dot next to them indicating they are still hidden because they have not been posted.

(D) On the Post Grades Tray, choose between Everyone (allows all students to see their grades) or Graded (allows only students with *graded submissions* to see their grades).

(E) The hidden icon no longer displays after the grades are made visible to all students.

## What Do Students See on Their Grades Page?

Students see a visibility icon (black and white eye without a line) in the Status column of their Grades page. This indicates the grades are hidden until the instructor finishes grading and posts them.

### Related Articles

- [How do I select a grade posting policy for a course in the New Gradebook?](#)
- [How do I select a grade posting policy for an assignment in the New Gradebook?](#)
- [How do I hide grades for an assignment in the New Gradebook?](#)
- [How do I apply a Missing Submission policy in the New Gradebook?](#)
- [How do I apply a Late Submission policy in the New Gradebook?](#)

## Re-Submitting Assignments

Instructors often wonder whether students can submit more than one copy of a file to a Canvas Assignment that accepts online submissions. Yes, they can!

Students use the **Submit Assignment** button in an online Canvas Assignment to upload files and create their first submission. After the first submission, the button label changes to **Resubmit Assignment**. Hence, the process of submitting subsequent files in Canvas is known as *re-submitting assignments*.

Students may continue to resubmit an assignment as long as the assignment is available, as determined by the Availability date fields, **Available From** and **Until**. Availability dates are optional, however. If only an assignment's Available From date is set, submissions will be permitted from the specified date and time through the end of the course. Conversely, if only the Until date is set, submissions will be permitted from the start of the course through the selected Until date and time. If neither the Available From nor Until date is set, the Assignment will accept submissions through the length of the course.

**Assign to**  
Everyone ×

**Due**  
Sep 27 11:59pm  
Fri Sep 27, 2019 11:59pm

**Available from**  
Sep 16 12am  
Mon Sep 16, 2019

**Until**  
Oct 4 11:59pm  
Fri Oct 4, 2019 11:59pm

In this illustration, the assignment is available from 12:00 a.m. on Sept. 16, 2019 until 11:59 p.m. on Oct. 4, 2019.

If **Available From** were blank (i.e., no date or time), the assignment would be available from the beginning of the course until 11:59 p.m., Oct. 4, 2019.

If **Until** were blank, the assignment would be available from 12:00 a.m., Sept. 16, 2019 through the end of the course.

If both **Available From** and **Until** were blank, the assignment would be available for the duration of the course, start to end.

Why does Canvas permit students to resubmit assignments? Situations occur when students need to resubmit their work. Consider these examples:

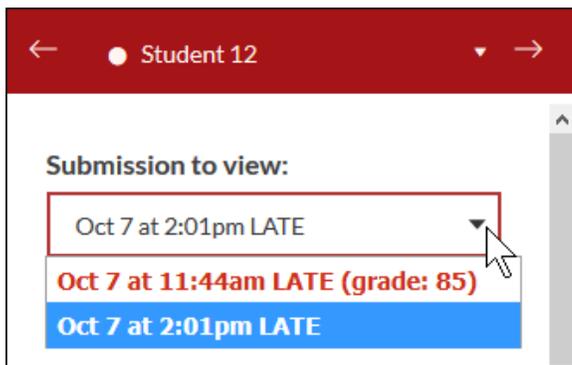
- **A student submits a file in error.** Students make mistakes sometimes, right? If a student inadvertently selects the wrong file during the first submission, he or she may return to the Assignment to resubmit their work, selecting the correct file.
- **A student modifies a work product.** A student might submit a first draft of an assignment, continue working on the file, and then upload a polished copy of the work.

You might be thinking, “If students can resubmit assignments anytime, how will I know if a student has submitted his or her final version?” To this end, [SpeedGrader](#), the Canvas tool you use to grade submissions, always displays the newest submissions, the files students most recently submitted. This means after an assignment is due and you’re ready to grade it, you need only look in SpeedGrader to find each student’s most recent submission.

Keep in mind, it is possible for a student to submit a new version of an assignment after the Due Date or even after you’ve finished grading the assignment. For this reason, it is critical that you clearly communicate to students your policy on late submissions. If your policy states you will not accept a late assignment, you need only grade the submission available to you in SpeedGrader as of the stated Due Date. Disregard any files submitted after the Due Date. You might also set an Until date that supports your late policy, since Canvas won’t permit submissions after the Until date and time.

**Note:** If, due to extenuating circumstances, you choose to accept a late assignment from a specific student after a Canvas Assignment’s specified Until date, you will need to add an extension, setting a unique Due Date and Availability date for the specific student. For details, see [How do I assign an assignment to an individual student?](#)

What if you want to view an earlier submission? SpeedGrader offers the option to select a submission to view. If a student has submitted more than once, you will find a drop-down list of all the submissions, complete with date and timestamps. Select to view any or all submissions, or one at a time, as described in [How do I view the details of a submission for a student in SpeedGrader?](#)



When a student has repeatedly submitted files for an assignment, a drop-down list, like the one shown here, allows you to choose which submission you want to view. Submissions are listed in reverse chronological order, with the most recent version selected by default.

## Related Articles

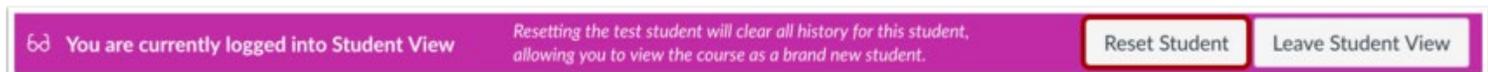
- [How do I use SpeedGrader?](#)
- [How do I view the details of a submission for a student in SpeedGrader?](#)
- [How do I grade a file upload submission in SpeedGrader?](#)

## “Do You See What I See?” Using Student View to View and Submit Assignments

Students see the Assignment tool differently than instructors. They are able to view the instructions and details of an assignment without the additional fields and options that instructors see. For online-submission assignments, students also have an extra button, the **Submit Assignment** button, which is unavailable to instructors. Students use the **Submit Assignment** button to select and upload one or more files.

If you're curious about what students see, try using [Student View](#) to submit an assignment yourself. To find out how, visit the Student Guide article [How do I submit an online assignment?](#)

While in Student View, any file you submit is automatically tied to the built-in Test Student, not an actual student, so you won't adversely affect any actual students. Generally, any simple file will work for your assignment submission test, as long as the file type matches what you've specified for the assignment. When you're finished testing, discard the submitted files by clicking the **Reset Student** button in Student View, thereby dissociating them from the Test Student.



### Canvas Training Update

Be sure to request your Canvas Demo course, if you haven't already. A Demo course is an empty course shell you can use to experiment with or build a course for a future semester. You'll also receive access to the Welcome to Canvas course, an online, self-paced course set up in Canvas. The Welcome course is bursting with concise, targeted information on everything you need to know when you are starting out with Canvas.

### Reminders

- Blackboard will shut down *forever* on **December 31st, 2019!**
- Spring 2020 courses are now available in Canvas.
- 24/7 Canvas Support is available for faculty and students by phone or chat. Click the “?” icon at the bottom of the Global Navigation menu in Canvas to access it.

Keep up to date at [HelloCanvas.wustl.edu](https://hellocanvas.wustl.edu)

Contact us at [HelloCanvas@wustl.edu](mailto:HelloCanvas@wustl.edu)

All issues will be archived on [mycanvas.wustl.edu](https://mycanvas.wustl.edu)