



## A Few Reminders Before You Leave for Winter Break . . .

With final grades just around the corner, the Canvas Project Team thought it would be helpful to revisit a previous article on the Canvas New Gradebook. Whether you are a veteran Canvas New Gradebook user or a newcomer, we will outline what you need to know.

In addition to the Gradebook refresher, in this edition we will also explore:

- the Canvas New Training Services Portal.
- the New Quizzes tool.
- how to “Unfavorite” Course Cards on the Dashboard.

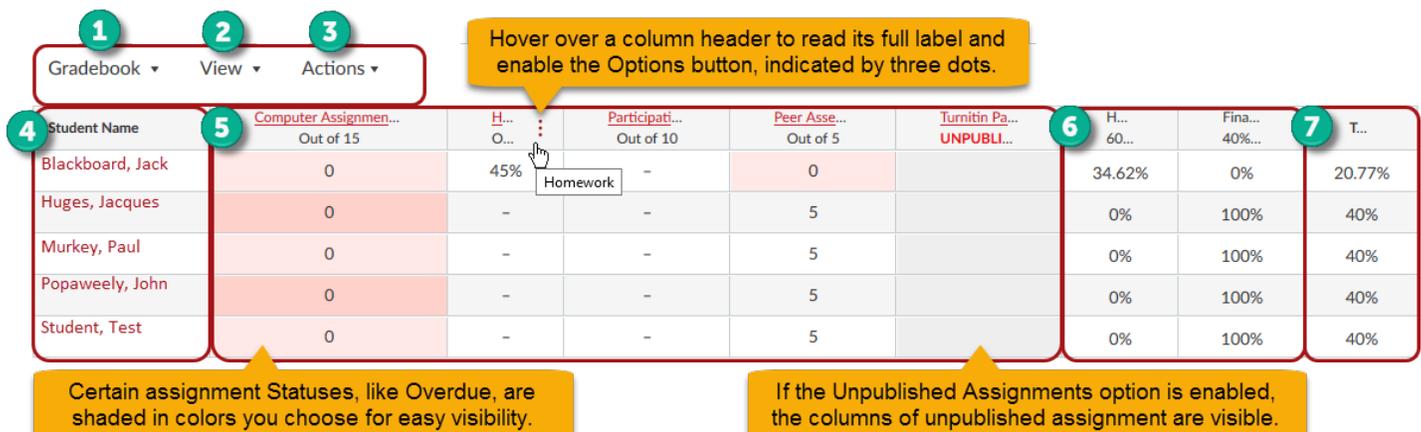
## How to Use the New Gradebook

The New Gradebook uses a tabular format. The first column displays student names. Adjacent columns are added for each of the published components (assignments, quizzes, and discussions) you’ve chosen to grade in your course.



Options button

The Gradebook offers many options to view, input, and manage grade data. Control the display of the Gradebook and various options using the menus at the top of the Gradebook and the Options buttons. Hover over a column heading to display the Options button (pictured left). Clicking the Options button will open a submenu with choices.



1. Gradebook ▾ 2. View ▾ 3. Actions ▾

4. Student Name

5. Computer Assignmen...  
Out of 15

6. H...  
60...

7. T...

Hover over a column header to read its full label and enable the Options button, indicated by three dots.

Student Name	Computer Assignmen... Out of 15	H... O... Homework	Participati... Out of 10	Peer Asse... Out of 5	Turnitin Pa... UNPUBLI...	H... 60...	Fina... 40%...	T...
Blackboard, Jack	0	45%	-	0		34.62%	0%	20.77%
Huges, Jacques	0	-	-	5		0%	100%	40%
Murkey, Paul	0	-	-	5		0%	100%	40%
Popaweely, John	0	-	-	5		0%	100%	40%
Student, Test	0	-	-	5		0%	100%	40%

Certain assignment Statuses, like Overdue, are shaded in colors you choose for easy visibility.

If the Unpublished Assignments option is enabled, the columns of unpublished assignment are visible.

1	<p><b>Gradebook menu:</b> Select Individual View or Gradebook History. Individual View allows you to assess one student and one assignment at a time, while Gradebook History displays a log of recent grade changes in the course.</p>
2	<p><b>View menu:</b> Filter and sort the columns of the Gradebook according to several view options. Sort by Assignment Name, Due Date, Points, and Module. Filter by Assignment Group or Module, if applicable. Choose colors to highlight assignment statuses, such as Late, Missing, Excused, etc.</p>
3	<p><b>Actions menu:</b> Choose to Import or Export grades. Export saves all grade data to a .CSV file. Import allows you to select a .CSV file to upload into the Gradebook.</p>
4	<p><b>Student Name column:</b> Displays the names of students in your course and other secondary student data you choose from the Options submenu. Select a sort order and other display preferences.</p>
5	<p><b>Assignment columns:</b> A column is automatically added to the Gradebook for each graded item—assignment, quiz, survey, or discussion—you add to the course. Unpublished assignments are hidden, unless you enable the Unpublished Assignments option on the View menu.</p> <p>The Options button in an assignment column offers choices to display and enter grades. Sort the Gradebook by grade, message students, establish a grading curve, set a default grade, mute the assignment, and more.</p> <p><i>Note: Because Canvas allows students to see assignment grades as soon you enter them, muting an assignment allows you to temporarily hide the grade from students, giving you the chance to grade all the students before releasing grades (i.e., unmuting).</i></p>
6	<p><b>Assignment Group columns:</b> A column is automatically added for each Assignment Group you create in the course. If Assignment Groups are weighted, the weighted grade displays below the title in the column heading. The grades of all assignments in each Assignment Group are averaged together to produce the column values.</p>
7	<p><b>Total column:</b> Displays the cumulative average of all grades in the course. If Assignment Groups are weighted, the weights are reflected in the Total grade; the assignment grade earned by the students is multiplied by the assignment group weight.</p> <p>The Options button allows you to sort by grade, move the total column to the front of the Gradebook (i.e., the first column after Student Name), and if Assignment Groups are not weighted, view the totals as a point value instead of a percentage.</p>

## How to Use the Canvas EGrades Tool

EGrades is a WashU tool that instructors use to submit mid-term and final grades to the Student Information System (SIS). Canvas offers a link to EGrades on the Course Navigation menu. When clicked, it opens the EGrades tool right inside Canvas for easy navigation and grade input.

To access EGrades, go to the Course Menu in your Canvas course and click the EGrades link. The EGrades page will open on your screen. Verify the drop-down menus for Semester Grade Type (Mid-Term or Final grading period) and Course are correct.

Canvas EGrades

Semester: FL2018

Grade Type: Final

Course: FL2018.LXX.Test.123C.01 - Canvas Test Course (Do Not Delete)

6 Enrolled / 6 Displayed

Show All Show Graduating Students Only Hide Graduating Students

[Chart of Valid Grades](#)

After selecting your Grade Type and Course there are three steps to follow, as shown below.

**NOTE:** The “Auto Assign Grade,” as shown in Step 1 below, is only available if there is a grading scheme enabled for the course. Refer to the section, “Grading Scheme Enabled” in the [Canvas EGrades Quick Guide](#) for instructions.

Canvas EGrades

Semester: FL2018

Grade Type: Final

Course: (choose a course)

Show All Show Graduating Students Only Hide Graduating Students

[Chart of Valid Grades](#)

**Instructions:**

**Step 1:** You have two options. Either select the grade you want to give each student from the box in the Assigned Grade column below, or click the Auto Assign Grade button (at the right) to populate the boxes directly from the Total column in the Canvas Grades page. **Auto Assign Grade**

**Step 2:** Once you have assigned grades, click the Submit to EGrades button (at the right) to transfer your grades to the EGrades system. You do not have to submit grades for all students at the same time. **Submit to EGrades**

**Step 3:** Go to the EGrades system to verify and approve the submitted Grades. Grades are not official until they are approved. **Go to EGrades**

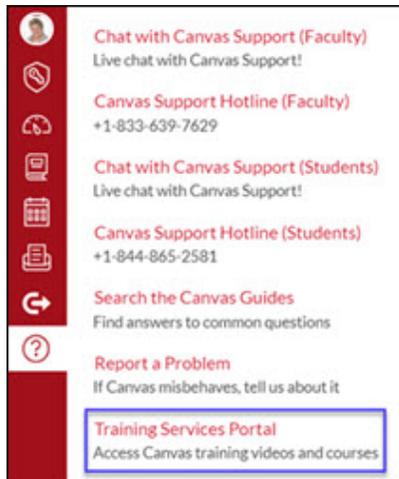
**Submit to EGrades**

Last Name	First Name	ID	Grad	Division	Level	Option	Canvas Total	Assigned Grade	Submitted Grade	Actual Grade	EGrades Message
Blackboard	Jack	422635	NO	LA	1	C	100% A	▼			
Huges	Jacques	74176	NO	OT	1	C	-2.67% F	▼			
Murkey	Paul	164748	NO	OT	1	C	0% F	▼			
Popaweely	John	127414	NO	OT	1	C	106.67% A	▼			
Testperson	JoJo	358341	NO	BU	2	C		▼			
Washington	Geordie	403525	NO	LA	1	C		▼			

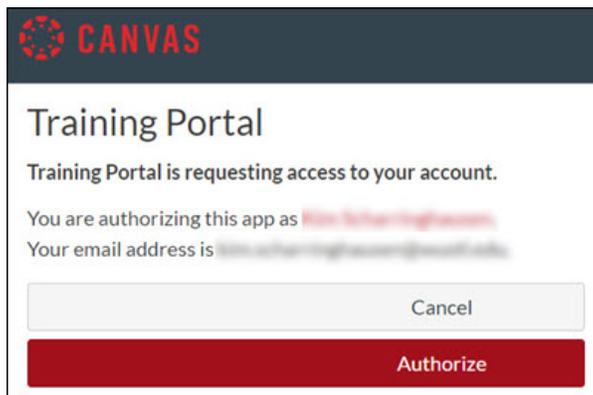
### Instructions for Merged Canvas Courses

For information and instructions on how to use EGrades with merged Canvas courses refer to the section, “Grading Scheme Enabled” in the [Canvas EGrades Quick Guide](#) for instructions.

## New Canvas Training Portal



The Global Navigation Menu includes a new training portal link for admin-, instructor-, and designer-based roles. The Training Services Portal includes complimentary, self-paced training resources and one-click registration for live Subscription Training Webinars. The Subscription Webinars are the same webinars offered on the previous training site, so if you signed up for a future webinar, it will be carried over to the new portal. The Training Services Portal is hosted in Bridge, a tool built and administered by Instructure. The portal authenticates via the user's Canvas account; no additional login is required.



Once you click the Training Services Portal link, you will be asked to authorize your name and username. Once you authorize permission, a short tutorial on how to use the Canvas Training Services Portal will open.

Features of the new portal include:

- A list of all training sessions available for registration.
- A calendar or list view of all available training sessions.
- Pre-recorded video trainings available on demand.
- Series of recommended live sessions by role.
- Advanced registration for live training sessions delivered by Canvas Trainers.
- An email confirmation and a Google/Outlook calendar invite with a link to access the live training.

The live, one-hour webinar sessions are an excellent resource for learning all of the ins and outs of Canvas Tools. They include short interactive breaks where you practice what you have learned. There is a real-time, monitored chat so your questions can be answered during the session.

Training by Canvas is an often overlooked way for you to enhance your Canvas skills. Try it soon and find out what you have been missing!

## Canvas New Quizzes Tool

The Canvas New Quizzes tool will be available to use starting *January 3, 2020*. You will still be able to use the classic Quizzes tool throughout the spring 2020 semester. It will be retired and unavailable beginning with the summer 2020 terms.

New Quizzes is an assessment engine that integrates with Canvas as an LTI tool and replaces the classic Quizzes functionality currently existing in Canvas. Some of the features in the classic Quizzes tool have been moved or reconfigured in order to improve workflow.

To learn about the New Quizzes tool, visit the [New Quizzes User Group website](#). Here you will find resources such as FAQ's, a New Quizzes/Classic Quizzes Feature Comparison chart, and the [Canvas Guide to New Quizzes](#).

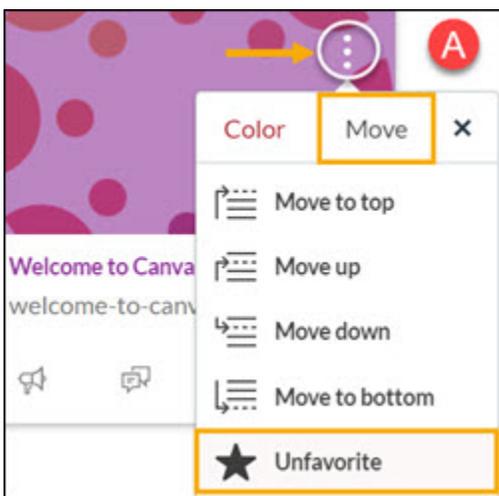
## Quiz Migration:

You can migrate a classic Canvas quiz into the New Quizzes tool. While New Quizzes migration supports all question types, you should always review your assessments before assigning them to students.

You should also give yourself time to learn about the New Quizzes tool. If you think you will be migrating your quizzes, we recommend you do a practice run before school starts again on January 13th, 2020.

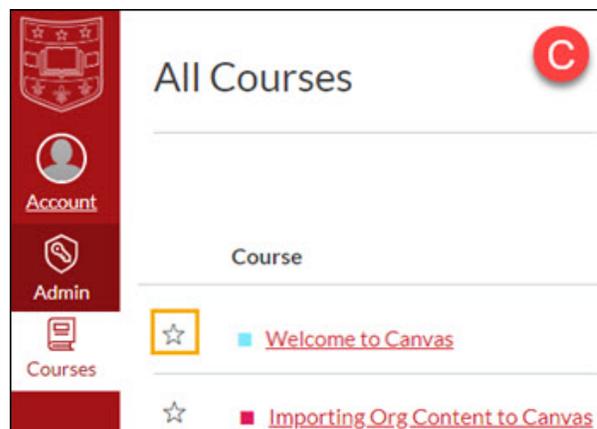
## How to “Unfavorite” (Remove) Courses from Your Canvas Dashboard

At times you may want to re-organize the course cards on your Dashboard by removing or marking a card as an “unfavorite.” This is now possible on the course card itself.



On the Dashboard, open the (A) Options menu for a course card, click the Move tab, and select Unfavorite. You will be asked to confirm your choice before the course is removed from the Dashboard.

Courses can be re-added as a favorite. Click the Courses icon in the Global Navigation menu and select All Courses (B). On the All Courses page (C), click the star next to the course to be added as a favorite. The course will be added to the Dashboard.





## How to Message Your Students From the Classic Gradebook

Choose the Assignment in the Gradebook from which you would like to send a message. Click the three dots next to the column name and click "Message Students Who."

There are four categories:

- Haven't submitted yet
- Haven't been graded yet
- Scored less than
- Scored more than

You can remove students from the filtered lists. Also, even though it is a group message, students only see their name on the message address.



## Reserve an Office Hours Session Today

- 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://www.hellocanvas.wustl.edu)

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

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