

1 Gradebook ▾	2 View ▾	3 Actions ▾	A Hover over a column header to read its full label and enable the Options button, indicated by three dots.						
4 Student Name	5 Computer ... Out of 15	Homework Out of 100	Participati... Out of 10	Peer Asse... Out of 5	Turnitin Parti... UNPUBLISHED	Final Exam Out of 100	6 Homework 60% of grade	Final exam 40% of grade	7 Total 39.13% F
Beatriz Flores	0	45	-	-		-	39.13%	-	39.13% F
Hannah Higgins	0	-	-	-		100	0%	100%	40% F
Roberto Solis	0	-	-	-		100	0%	100%	40% F
student1	0	-	-	-		100	0%	100%	40% F
Test Student	0	-	-	-		100	0%	100%	40% F

Certain Assignment Statuses, such as "Missing," are shaded in colors for easy visibility.

If the Unpublished Assignment option is enabled, the columns of unpublished assignments are visible to instructors only.

- Gradebook menu:** 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.
- View menu:** 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 status, such as Late, Missing, Excused, etc.
- Actions menu:** 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.
- Student Name column:** 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.
- Assignment columns:** 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 Unpublished assignments are hidden, unless you enable the Unpublished Assignments option on the View menu.

A The Options button in an assignment column offers choices to display and enter grades. Sort the Gradebook by grade, message students, set a default grade, hide the assignment, and more.

Note: Because Canvas allows students to see assignment grades as soon you enter them, hiding 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., unhide).
- Assignment Group columns:** 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.
- Total column:** 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.

B 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.