

QUICK TIPS FOR MANAGING YOUR CANVAS GRADEBOOK



EMAILING FROM YOUR GRADEBOOK

Timely and specific communication regarding grades can spell the difference between catching up or failing a course. The Canvas gradebook allows you to directly message all students for a particular assignment who have:

- not submitted or been graded.
- scored less or more than a specified point value.

This allows you to proactively reach out to students, which can mitigate many frustrations often associated with online coursework.

SETTING DEFAULT GRADES

Entering grades for missing assignments can take an enormous chunk of time, especially if the assignments would have been auto-graded when submitted.

Setting default grades:

- enters defined grades (including zeros) for all students who are missing submissions of an assignment.
- saves your wrists.
- maximizes course grading efficiency.

UTILIZING THE SPEED GRADER

Grading 50+ students' assignments takes a lot of time! Every little trick to reduce the number of clicks or keystrokes necessary to accomplish this is welcome. Speed Grader has many features, such as the ability to:

- rapidly cycle through students while grading an assignment.
- use rubrics for grading a complex or lengthy assignment.
- see class averages for the assignment at a glance.



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IMPLEMENTING RUBRICS

Larger assignments or activities with many variables for proper completion benefit greatly from the use of rubrics. These can include:

- presentations.
- role-playing simulations.
- technical skills assessments.
- discussion boards.

Effective use of rubrics in Canvas allows for rapid grading, as well as clear expectations presented to students in regard to what they are being graded on for a particular assignment.

PROVIDING MORE MEANINGFUL FEEDBACK

Constructive feedback is a key factor in motivating students to perform at their best. It defines what is necessary in an assignment in order to improve. It also helps mitigate potential questions and dissatisfaction with an assignment grade.

There are some powerful options in Canvas for providing even more effective feedback, including:

- audio/video feedback.
- built-in dictation for speech to text entry.
- attachment for follow-up resources.

For additional teaching tips and webinars,
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