Canvas has important Gradebook features and settings that instructors should know about when recording grades.
• Grading schemes
• Scores of 0
• Treat Ungraded as 0
• Mute
• Total grades

This document demonstrates grading schemes; entering scores of Zero; the “Treat Ungraded as 0” feature; Muting an assignment; and how to hide Total grades or display them as points.
The Canvas Gradebook allows instructors to record grades and share them with students. Each column in the Gradebook represents an assignment, graded discussion, or graded quiz that has been published.
By default, student grade Totals are measured as percentages and letter grades. In this case, both students have Totals of 100% and letter grades of “A.” Letter grades are based on a course-level setting...
...called Grading Scheme. Go to your course Settings and click “view grading scheme”....
A window will appear with a percentage range for each letter grade, along with options to select and manage your grading schemes,
In the Gradebook shown here, notice that both students have Totals of 100%, even though the 1st student missed several assignments and should have a lower grade total.
The student appears to have an A because the instructor has not entered grades of zero for the missed assignments. Ungraded assignments display as dashes and do NOT affect a student’s total grade percentage.
The instructor can manually enter a zero by clicking on the cell, typing 0, and pressing the Enter key....
Now the student’s Total grade percentage reflects the missed assignment.
There is a shortcut for changing dashes to zeros for an assignment. Hover your cursor over the column header for an assignment until the blue toggle arrow appears.
Click “set default grade”...
...enter 0, and click “Set Default Grade.”
This setting changes all dashes to zeros for that assignment for all students who missed the assignment. If you’d like to excuse a student from the assignment....
...click on the zero in the cell...
... type EX for excused, and press the Enter key.
Excused assignments are not calculated as part of a student's total grade.
As an instructor, you can preview Total grades as if all ungraded assignments were changed to zero points in the Gradebook. Click on the Gradebook Settings....
...and click Treat Ungraded as 0. When this setting is enabled, dashes will be calculated as zeroes in the Total column in the instructor’s view of the Gradebook.
HOWEVER, this setting only changes the instructor's view of Total grade percentages. It does NOT make any difference in the student view of grades in Canvas NOR does it change the final course grade that you download to your Portal.
Again, for missed assignments to count as zero, you must manually enter zeros or set a “default grade” of zero for assignments.
This is a student’s view of Grades for a course. The default setting for the grade total is to “calculate based only on graded assignments.”
In other words, assignments with dashes are not included in the grade calculation. Even though this student missed some assignments, the grade total appears as 92% because the instructor has not changed dashes to zeros.
If the student de-selects the checkbox to "Calculate based only on graded assignments"...
the student will see a much lower total grade because all past AND future ungraded assignments are counted as zero. For students to see accurate grade totals, the instructor should change dashes to zeroes for missed assignments.
In some cases, instructors may wish to “mute” or hide grades temporarily for an assignment and then release them to all students at the same time. Hover your cursor over the column header for an assignment.
Click on the blue arrow and select Mute Assignment.
A confirmation will appear, explaining that only the grade will be hidden and students can still see and submit a muted assignment. A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted.
The muted assignment score is not included in the Total grade calculation. However, the muted grade is included in the final course grade that you download to your portal. Muting should only be used to temporarily block grading work in progress from student view.
In the student view of course Grades in Canvas, a mute icon appears in place of a score until the instructor un-mutes the assignment. The muted score is not included in the Total grade calculation in the student view of Grades.
If you do not want students to be able to view their total grade, you can hide the Total grade from students. Go to course Settings and scroll to the bottom. Click “more options.”
Check the box to “Hide totals in student grades summary” and click “Update Course Details.”
Another option in the Gradebook is to switch the Total column from percentages to points for your course. Hover your cursor over the Total column header until the blue toggle arrow appears.
Click the blue arrow and select the **Switch to points** menu option.
Canvas will confirm you want to switch to points. Click the **Continue** button.
Now, the total column displays points, along with the letter grade.
You can switch back to percentages by clicking the blue toggle arrow and selecting **Switch to percent**. By default, total grades are shown as a percentage with two decimal places.
Do not leave assignments ungraded!

- Manually enter 0
- Default grade of 0

One last reminder: if you want students to see an accurate grade total, do not leave assignments ungraded. You can manually enter 0 for each missed assignment or set a default grade of 0 for assignments. Remember that dashes must be turned to zeros for an accurate grade total.
Thank you for reading this instructional guide. For more information on Grades in Canvas, see the Canvas Instructor Guide online at guides.instructure.com