View Students’ Grades

- in Canvas, Grades allows instructors keep track of students’ performance, and it serves as a communication tool between instructors and students.
- The Instructors can view students’ academic history, calculate the weight of students’ grades, view the assignment details, link to SpeedGrader, send messages to students, set students’ curve grade, view students’ grades by percentage, etc.
  - 1: Click on the Grades in the global navigation menu
  - 2: Select the Course, it will show you students’ name list, assignment, and grades.
  - 3.1: You will see the students’ name list on the left-hand column
  - 3.2: You can view student’s ID
  - 3.3: You can view each assignment
  - 3.4: You can search student’s grade by typing their name or ID
  - 3.5: You can view student’s total percentage of grade
Click on the drop down menu from the **Gear** icon, instructors are able to:

1. view grading history
2. download score,
3. upload scores
4. set group weights
5. hide students’ name
6. arrange columns by due dates
7. treat ungraded as 0’s
8. show concluded enrollment

9. Click on the **Arrow** icon, instructors can view **Assignment Details, SpeedGrader, Message Students, Set Default Grade, Curve Grades, or Mute Assignment**
Print Students’ Grades

1. **Step 1:** Click on the drop down menu to view Assignment Details, SpeedGrader, Message Students, Set Default Grade, Curve Grades, or Mute Assignment.

2. **Step 2:** Click on the students' name, you will see the student's grades details.

3. **Step 3:** Click on the print grade button on the right to Print Grade for students to see the printing report.