

How do I enter and edit grades in the Gradebook?

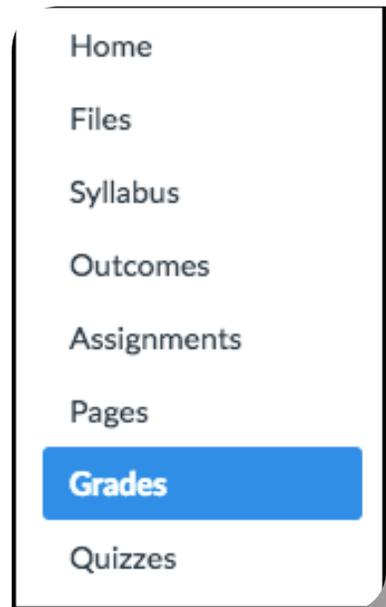
Most likely you will use the [SpeedGrader](#) to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit scores in the Gradebook. You can also use a CSV file to [upload](#) and [download](#) scores.

Notes:

- When using [differentiated assignments](#), the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.
- If you are using [Multiple Grading Periods](#) in your course, you cannot edit grades for any assignment that has at least one student in a closed grading period.

Open Grades

In Course Navigation, click the [Grades](#) link.



Locate Student Score

Click the assignment cell located in the row of the student whose score you want to enter.

Student Name	Secondary ID	Patriotism or Treas... Out of 30	Revolution Review Out of 10
Emily Boone American History	emboone86@gmail.c		6
Jessica Doe American History	jessica.doe.canvas@	-	-
Max Johnson American History	max.johnson.canvas		
Bruce Jones American History	bruce.jones.canvas@		T

Enter New Score

Student Name	Secondary ID	Patriotism or Treas... Out of 30	Revolution Review Out of 10
Emily Boone American History	emboone86@gmail.c		6
Jessica Doe American History	jessica.doe.canvas@	-	-
Max Johnson American History	max.johnson.canvas	3d/30	
Bruce Jones American History	bruce.jones.canvas@		T

Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard). New scores are saved automatically.

Note: When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.

Excessive Points Alert

History 101 >

This student was just awarded an unusually high grade. ✕

Grades

Learning Mastery

Individual

🔍

Student Name	Secondary ID	Patriotism or Treas... Out of 30	Revolution Review Out of 10	⚠️ Road to Revolution: Patriotism Out of 10
Emily Boone American History	emboone86@gmail.c		6	10
Jessica Doe American History	jessica.doe.canvas@	-	-	7
Max Johnson American History	max.johnson.canvas	300/30		8

If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- An assignment is given negative points

Edit Score

To edit an existing score in the Gradebook, click the assignment cell for the score and enter the new score. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Student Name	Secondary ID	Patriotism or Trea... Out of 30	Revolution Review Out of 10
Emily Boone American History	emboone86@gmail.c		6
Jessica Doe American History	jessica.doe.canvas@t	-	-
Max Johnson American History	max.johnson.canvas@	30 / 30	
Bruce Jones American History	bruce.jones.canvas@		T

Delete Score

To manually delete a score from the Gradebook, click the assignment cell for the score and click the delete key. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Student Name	Secondary ID	Patriotism or Trea... Out of 30	Revolution Review Out of 10
Emily Boone American History	emboone86@gmail.c		6
Jessica Doe American History	jessica.doe.canvas@t	-	-
Max Johnson American History	max.johnson.canvas@	30 / 30	
Bruce Jones American History	bruce.jones.canvas@		T

View Deleted Score

View the deleted score and the ungraded submission.

Student Name	Secondary ID	Patriotism or Trea... Out of 30	Revolution Review Out of 10
Emily Boone American History	emboone86@gmail.c		6
Jessica Doe American History	jessica.doe.canvas@t	-	-
Max Johnson American History	max.johnson.canvas@		
Bruce Jones American History	bruce.jones.canvas@		T