

Best Practice for using Canvas's Grade Posting Policy

The new Canvas gradebook features a Grade Posting Policy that allows for more control over when grades and feedback are released to students. There are two ways to post grades using this feature:

- **Automatic Posting:** Your students' grades will be visible to them as soon as you enter their grades and feedback into SpeedGrader or the Gradebook.
- **Manual Posting:** Your students' entered grades will be hidden from them until you manually release the grades to them.

Each of these policies can be applied to an entire course gradebook (course level) or to individual columns (assignment level) within the gradebook.

Using *Course Level*/Grade Posting Policies

Setting the grade posting policy at the *course level* applies the policy to all columns of your gradebook. By default, Canvas sites are set to the **Automatic Posting** policy so you do not need to adjust this setting unless you want to manually release the majority of your grades.

Using *Assignment Level*/Grade Posting Policies

If you have a few assignments that you want to hide until they are completely graded like midterms, set those to a manual posting policy at the assignment level so you can post grades when you are ready. Please keep in mind that grade posting policy changes are not applied retroactively. For example, if your assignment had been set to **Manual Posting**, and you entered in grades for a few students, those grades would be hidden from students. If you then changed that assignment to **Automatic Posting**, only grades entered *after* the change would be automatically posted. *You would still need to manually post the grades (selecting the **everyone** option) for the students whose grades you entered prior to changing the policy to be able to view their grades.*

Similarly, if your assignment had been set to **Automatic Posting**, and you entered in grades for a few students, those grades would be visible to students. If you then changed that assignment to **Manual Posting**, those grades would remain visible to students and only grades entered after the change would be hidden from student view. *You would still need to use the **hide grades** option to hide the grades you had already entered prior to changing to a Manual Posting Policy.*

Best Practices

If you have assignments from third party vendors like McGraw Hill Connect or Aleks we recommend leaving your course level setting to **Automatic Posting** and selecting the **Manual Posting** for the other assignments, such as essays and discussions, so the scores from the third-party tools will be released to your students.

If your course includes many longer assignments or assignments that need to be hand-graded, such as discussions and essays, we recommend setting the course level grade posting policy to **Manual Posting**.

We recommend setting up the course level grade posting policy at the beginning of the term. As you add assignments throughout the term, they will follow the course level policy.

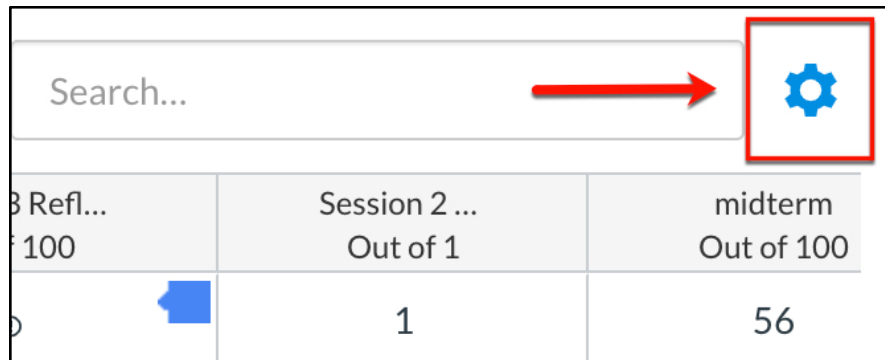
If you are using a Manual Posting policy for your course-level settings, select the document here: [link to using a Manual Posting Policy](#)

If you are using an Automatic Posting policy for your course-level settings, select the document here: [link to using an Automatic Posting Policy](#)

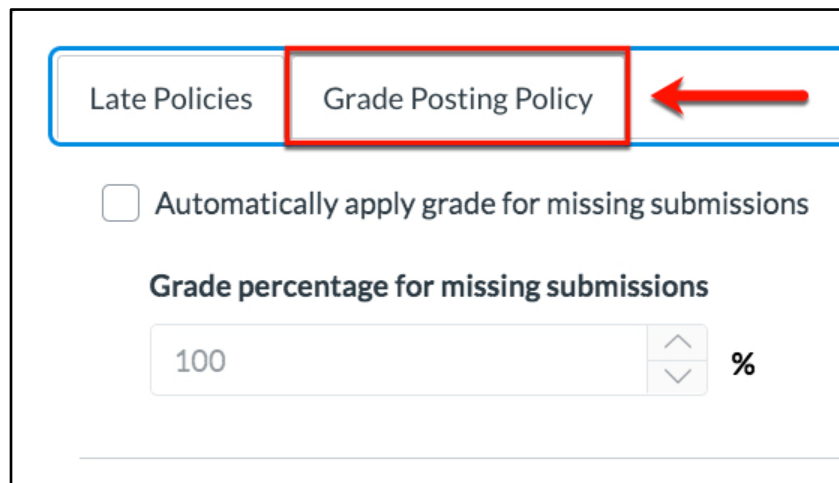
Using a Manual Posting Policy for your Course-Level Grade Posting Policy

Part 1- Course-Level Settings

1. Select the **gear icon** in the upper right corner of the Gradebook to access settings.



2. From the tabs, select **Grade Posting Policy**.



3. First select **Manually Post Grades (1)**, then click **Update (2)**.

[Late Policies](#)

Grade Posting Policy

Individual Assignment Grade Posting

☐ Automatically Post Grades
 Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

☒ **Manually Post Grades**
 Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

While the grades for an assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications


Once a grade is posted manually, it will automatically send new notifications and be visible to students.

Cancel

Update

While this option will require that grades for each assignment be posted individually, it allows for grades and comments to be **hidden** from students while grading.

4. The **visibility icon (1)** and the word **manual (2)** will appear in the assignment header for assignments with unposted grades in the Gradebook.

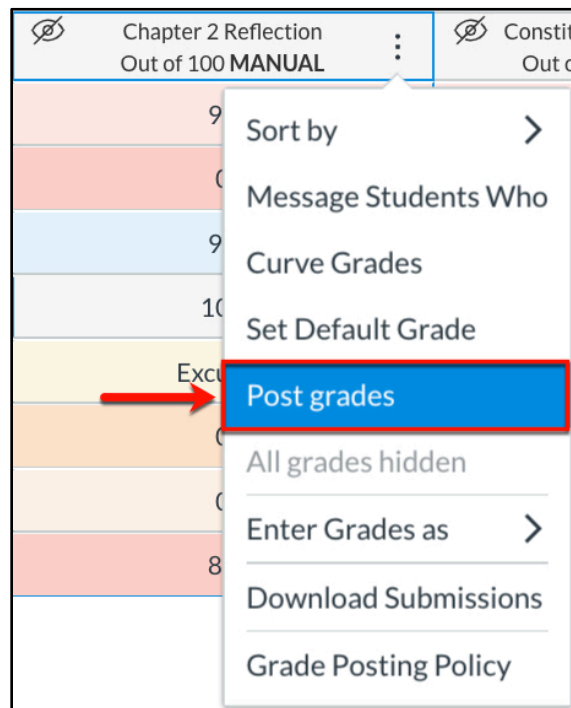
	Chapter 2 Reflection	
	Out of 100	MANUAL
	95	
	0	

Part 2: Posting Grades for an Assignment

- From the individual assignment header, select the **Options menu (three dots)**.

	Chapter 2 Reflection Out of 100 MANUAL	
	95	
	0	

2. Select **Post Grades** from the menu.



3. From the pop-up on the right-hand side, two options are available for posting grades: **Everyone (1)** and **Graded (2)**. Choosing **Everyone (1)** will show all grades to all students immediately, even if there are ungraded submissions. If more submissions are graded **after** posting grades, those grades will automatically show to students as soon as they are entered into a grade cell or SpeedGrader.

Selecting **Graded (2)** will show grades immediately for submissions that have been graded. For example, if most (but not all) submissions for an assignment have been graded, the **Graded (2)** option will show grades for those submissions only. If more submissions are graded at a later time, the grades for those submissions will need to be manually posted separately.

We recommend **posting grades to Everyone (1)** when using a **manual posting policy**.

Grades can also be released by **specific sections** by switching the **toggle (3)** and choosing the section to release grades too.

Once the selections are made, click **Post (4)** to make grades available to students.

× Chapter 2 Reflection

Post Grades

7 Hidden

☒ Everyone 1
Grades will be made visible to all students

☐ Graded
Grades will be made visible to students with graded submissions

☐ Specific Sections 2

Close Post

4. To only post grades for a specific section, toggle the **switch (1)** and select the **section (2)**. Then, select **Post (3)**.

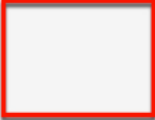

☒ Specific Sections 1

☒ Section 100 2

☐ Section 200




Close Post 3

- The **visibility icon** will now disappear from the assignment header to indicate that grades are posted and visible to students. However, the word **manual** will remain to indicate the global **Grade Posting Policy**.

	Chapter 2 Reflection Out of 100 MANUAL
	95
	0

Part 3: Viewing the Totals Column

When grades are unposted or hidden for even one assignment, the **Totals Column** will display the **visibility icon**. If all grades are posted, the **visibility icon** will disappear from this column.

Student Name	Total
Mel G-Tester Section 200	 69.76% D+
Fred M-Tester Section 100	 124.78% A
Joan R-Tester Section 100	 99.62% A

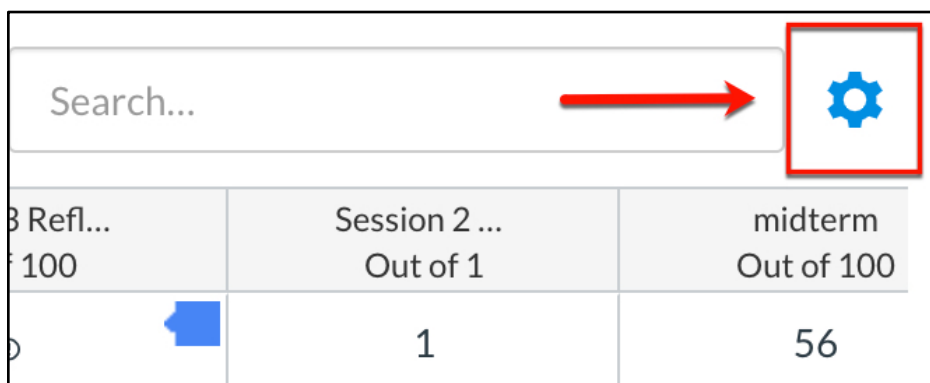
Using an Automatic Posting Policy for your Course-Level Grade Posting Policy

For courses that incorporate many assignments from third-party vendors, such as ALEKS or McGraw Hill Connect, we recommend leaving the course-level grade posting policy set at **Automatic Posting**. For assignments that won't have all grades entered at the same time, such as essays or in-class test papers, we recommend setting those individual assignments to **Manual Posting**. This will ensure that grades from Connect or ALEKS can be seen by students through Canvas as soon as they are graded.

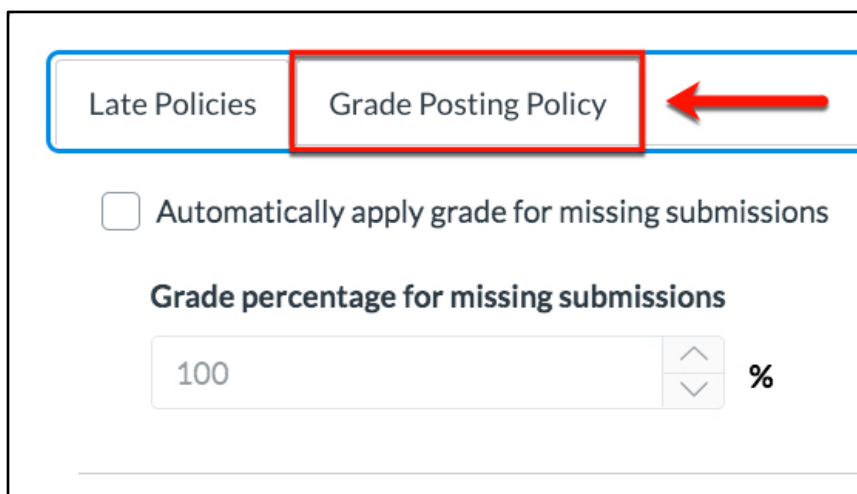
Part 1: Reviewing the Course-Level Grade Posting Policy

The course-level grade posting policy is set to **Automatic** by default, but it may be necessary to check or change this setting.

1. Go to the **gear icon** in the Gradebook to access the settings.



2. From the menu, select the **Grade Posting Policy** tab.



3. If **Automatically Post Grades (1)** is not already selected, select **Automatically Post Grades (1)**, then select **Update (2)**.

Late Policies Grade Posting Policy

Individual Assignment Grade Posting

☒ **Automatically Post Grades**
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

☐ **Manually Post Grades**
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

1

2

Cancel Update

With this option, assignments that are created and published will automatically show grades to students when a grade entered into a grade cell or SpeedGrader.

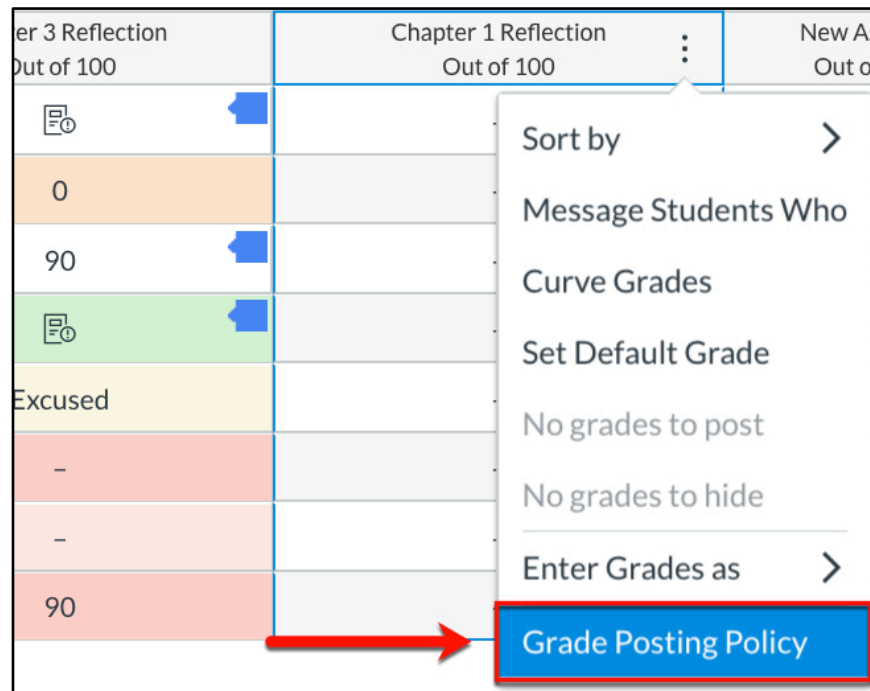
Part 2: Hiding Grades for an Assignment

For longer or hand-graded assignments, such as essays and in-class tests, it may be necessary to hide grades from students for that assignment while grading. This means that grades will only be shown to students when you chose to show them.

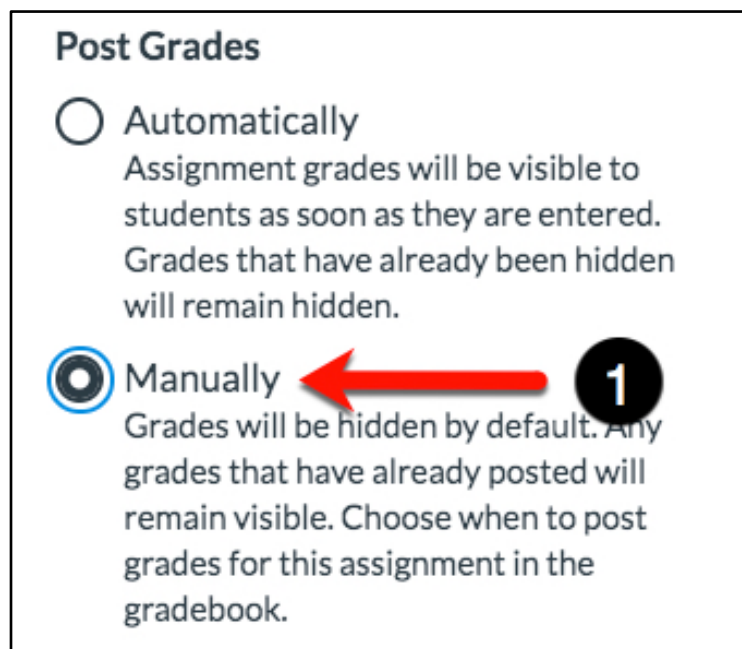
1. To hide grades for an assignment, first navigate to the assignment within the gradebook. Click on the **Options Menu (three dots)**, next to the **Assignment Name**.

Chapter 1 Reflection Out of 100	⋮
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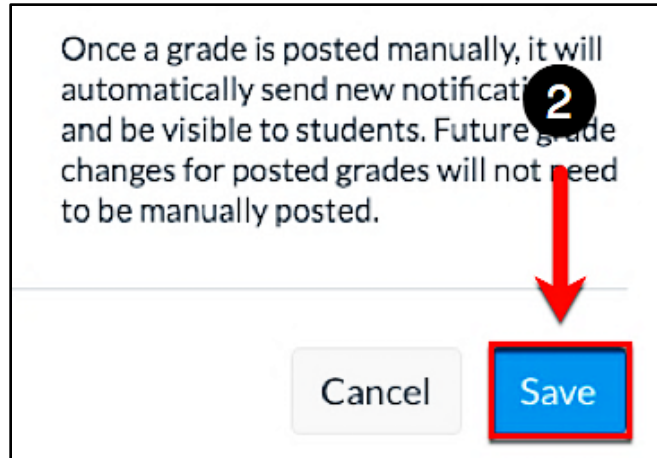
2. From the drop-down menu, select the **Grade Posting Policy**.




3. Select **Manual** from the right-hand pop-up.



4. Click **Save**. This will change the posting policy on the **assignment level**. This means that grades for only this assignment will be hidden from students and must be manually posted when grading is complete.





5. The assignment header will now display the word **Manual (1)** with the **visibility icon (2)** appearing as soon as grades are entered to indicate that grades and comments are **not shown** to students.






	Chapter 1 Reflection Out of 100 MANUAL
	90
	95
2	86 1
	90
	98

Red arrows point from the visibility icon (2) and the word MANUAL (1) to their respective elements in the table header.

6. Once grading is complete, go to the **Options Menu (three dots)** from the **Assignment Header**.

	Chapter 1 Reflection Out of 100 MANUAL	
	90	
	95	
	86	
	90	

7. From the drop-down menu, select **Post Grades**.

Chapter 1 Reflection Out of 100		Chapter 1 Reflection Out of 100 MANUAL		New Assign. Out of 54
				
				
				
ed				

Sort by >

Message Students Who

Curve Grades

Set Default Grade

Post grades

All grades hidden

Enter Grades as >

Grade Posting Policy

8. From the pop-up on the right-hand side, two options are available for posting grades: **Everyone (1)** and **Graded (2)**. Choosing **Everyone (1)** will show all grades to all students immediately, even if there are ungraded submissions. If more submissions are graded **after** posting grades, those grades will automatically show to students as soon as they are entered into a grade cell or SpeedGrader.

Selecting **Graded (2)** will show grades immediately for submissions that have been graded. For example, if most (but not all) submissions for an assignment have been graded, the **Graded (2)** option will show grades for those submissions only. If more submissions are graded at a later time, the grades for those submissions will need to be manually posted separately.

We recommend **posting grades to Everyone (1)** when using a **manual posting policy**.

Grades can also be released by **specific sections** by switching the **toggle (3)** and choosing the section to release grades too.





Once the selections are made, click **Post (4)** to make grades available to students.

The image shows a 'Post Grades' dialog box for 'Chapter 1 Reflection'. It contains the following elements with numbered callouts:

- 5**: A red circle with the number 5 next to the 'Hidden' status.
- 1**: A red circle with the number 1 next to the 'Everyone' radio button.
- 2**: A red circle with the number 2 next to the 'Graded' radio button.
- 3**: A red circle with the number 3 next to the 'Specific Sections' toggle switch.
- 4**: A red circle with the number 4 next to the 'Post' button.

Red arrows point from callouts 1 and 2 to their respective radio buttons, and from callout 3 to the toggle switch. A red arrow points from callout 4 down to the 'Post' button.

9. The **visibility icon (1)** will now disappear from the **Assignment Header** to show that grades are displayed to students. The word **Manual (2)** will remain to indicate the grade posting policy for the assignment.

	Chapter 1 Reflection Out of 100 MANUAL
	90
	95
	86
	90