

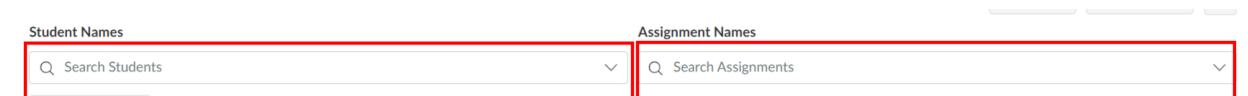
Get to Know Your Gradebook

If you are looking for better ways to navigate through the many assignments and grades in your Canvas gradebook, look no further! We have some great suggestions on how to organize, filter, and optimize your gradebook.

Searching

Use the search functions to narrow down your gradebook and view specific students' grades and/or specific assignments in your gradebook.

Both of these search options also enable you to choose one or more students, or assignments, at a time to view.

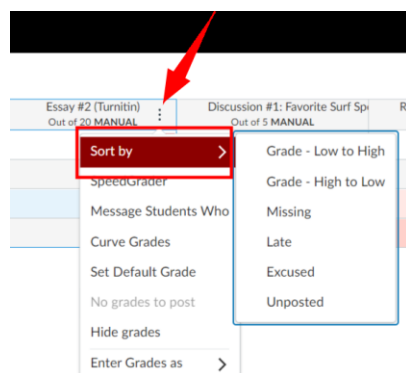


The image shows two search input fields side-by-side. The left field is labeled 'Student Names' and contains a search icon and the text 'Search Students'. The right field is labeled 'Assignment Names' and contains a search icon and the text 'Search Assignments'. Both fields have a small downward arrow on the right side, indicating they are dropdown menus.

Sorting

By default, your gradebook arranges students alphabetically by their last name and orders assignments as they appear on your Assignments page in your course. However, you can change the display with the following actions:

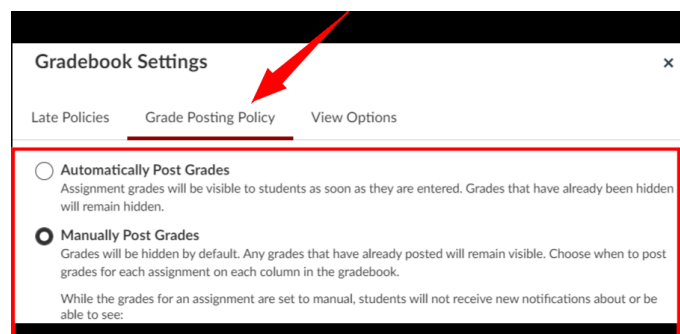
- **“View” drop-down menu** - allows you to change the order/view of assignments
- **Drag-and-drop assignments** - you can rearrange the assignments in your gradebook by dragging the column headers into a different order. Please note that this will not change the order on your Assignments page.
- **“Sort by” function in the assignment menu** - hover over an assignment's name in the column header of the gradebook to access the three-dot menu. Within this menu, you can sort assignment grades, missing submissions and late submissions.



Posting

Canvas is built to share information with students, but sometimes you will want to control what grade information you are sharing, and when. You can set your gradebook posting policy to determine whether grades will be available to students immediately student-by-student during the grading process, or at the moment you manually post grades to all students.

- **Automatically Post Grades:** This is the default Canvas setting. When you input a grade, the student will see it immediately.
- **Manually Post Grades:** If you do not want students to have immediate access to their grades, you can change the setting to manually post them. Click on the gear icon in the upper-right corner of your gradebook and select Grade Posting Policy. This allows you to complete your grading of an assignment (or allow all quiz submissions to be received), review the grades, and then post to all students when you are ready for the grades to be visible.



More details on how to post grades for individual assignments can be found [here](#).

