SOP – Standards-Based Grading in Canvas

Elizabeth R. Corson

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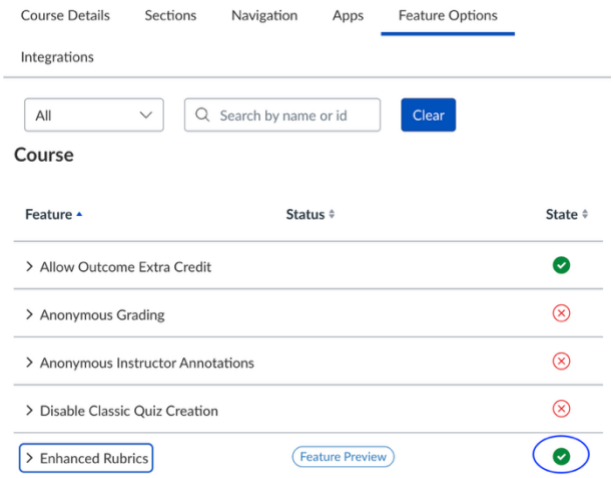
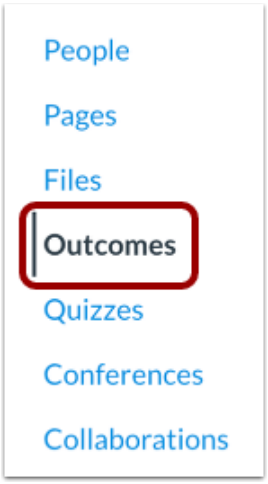
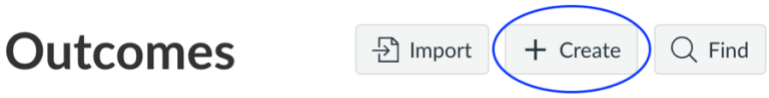
Step 1: Enable Enhanced Rubrics

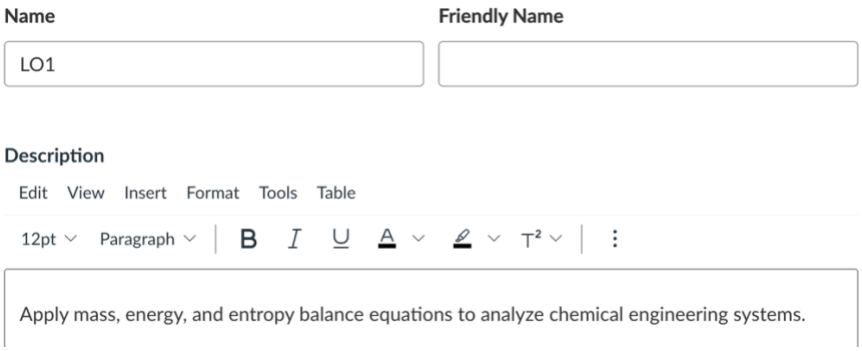
1. Canvas Course > Settings > Feature Options tab > enable Enhanced Rubrics

a. 

Step 2: Create Learning Outcomes

1. **Click “Outcomes”**
   a. 

2. **Click “+ Create”**
   a. 

   b. **Name:** a short code, like LO1
   c. **Friendly Name:** *(Use this if you want your Name to be long)*
   d. **Description:** longer description of the outcome
   i. 

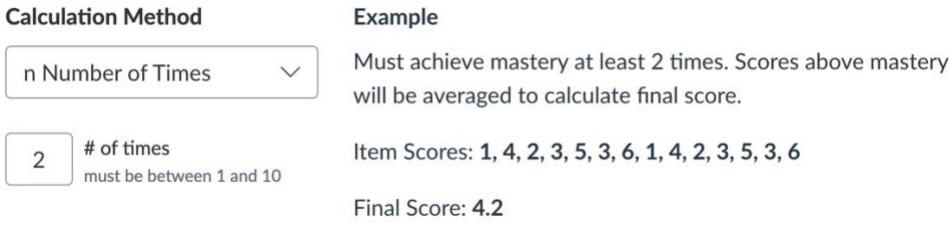
   e. **Friendly description:** *(Use this if you want your description to be really long)*
   f. **Proficiency Rating**
      i. Create the ratings that you want to use
      ii. Each one must have a different point value
         1. *The students will not see these points*
   g. Enter the number of points for Mastery
      i. This is usually equal to the points of your highest rating, “Achieved” or similar

ii. It could be equal to the points of your second-highest rating if you want to distinguish between “Achieved” and “Exceeded”, or similar

iii.

h. Set the Calculation Method

i. I prefer “n Number of Times”



ii.

i. Click “Save”

Assignments – Standards-Based Grading

Any assignment that is used to demonstrate achievement of a learning objective should be created this way.

Create Assignment

Create each assessment question as a separate assignment. This is because you can only evaluate each learning outcome once per an entire assignment. If a learning outcome applies to multiple problems, they need to be separate assignments. You can group problems that assess different learning outcomes.

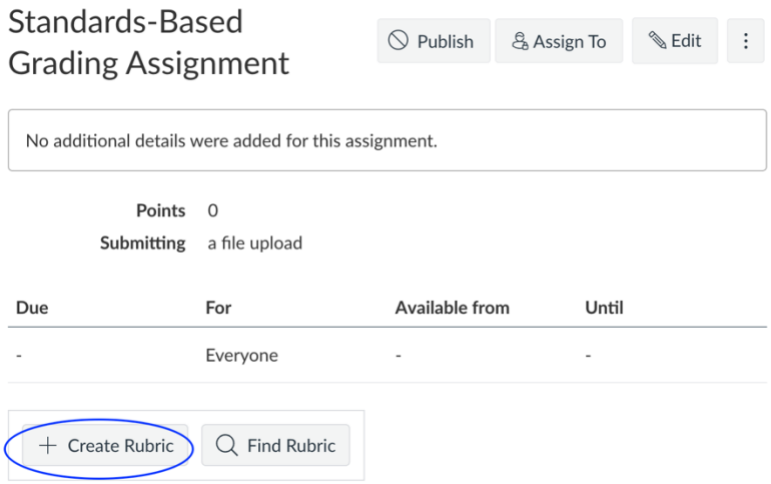
1. **Canvas > Assignments > + Assignment**
   Do not create a quiz for file upload problems! This is because SpeedGrader for quizzes will not display the file contents, you would have to download the file to see it.

   a.
   b. Fill out the fields. Here are the ones specific to standards-based grading:
      i. **Points:** 0
      ii. **Display Grade as:** Points or Complete/Incomplete
         1. This is how it will display in the “Traditional” gradebook
            a. I prefer Complete/Incomplete, I think it is less confusing for the students
         2. The “Learning Mastery” gradebook will display the proficiency rating (e.g., “Achieved”, “Not Yet”, etc.)
2. **Click “Save” or “Save & Publish”**

Create Rubric

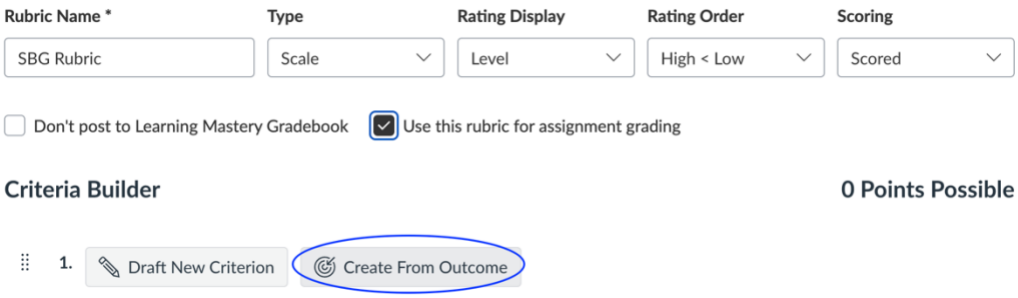
Option 1: Create a New Rubric from Scratch

1. **Click "+ Create Rubric"**



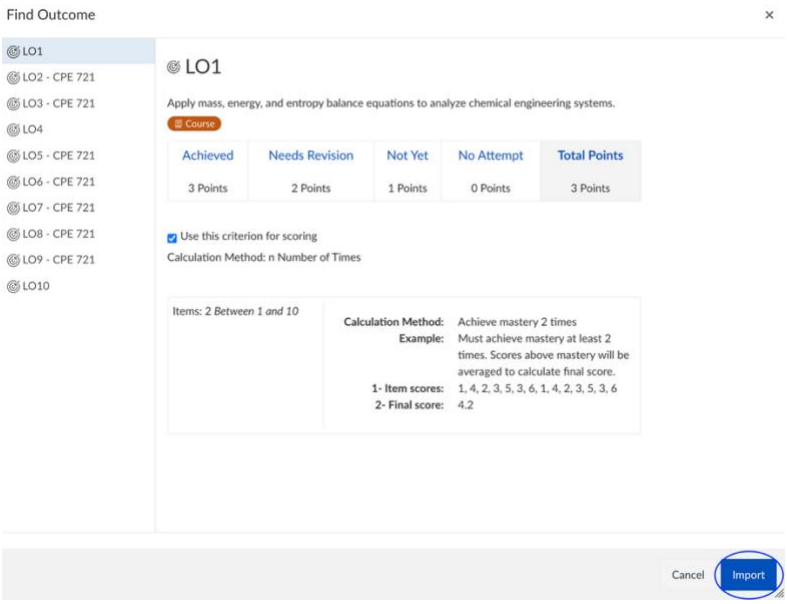
   a.
   b. **Rubric Name:** Create a unique rubric name
      i. It is very important to create a unique rubric name for every assignment! If you try to reuse a rubric and make a change, it can undo previous grading.
   c. **Type:** Scale
   d. **Rating Display:** Level
   e. **Scoring:** Scored
   f. Check the box for "Use this rubric for assignment grading"

2. **Click "Create From Outcome"**



   a.
   b. Click on an outcome that applies to this problem
   c. Check "Use this criterion for scoring"
   d. Click "Import"

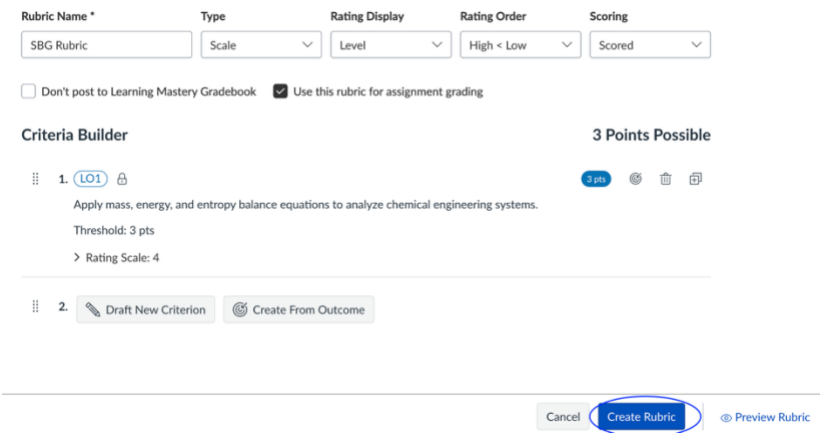
i.



e. Repeat for all of the outcomes that apply to this problem or set of problems

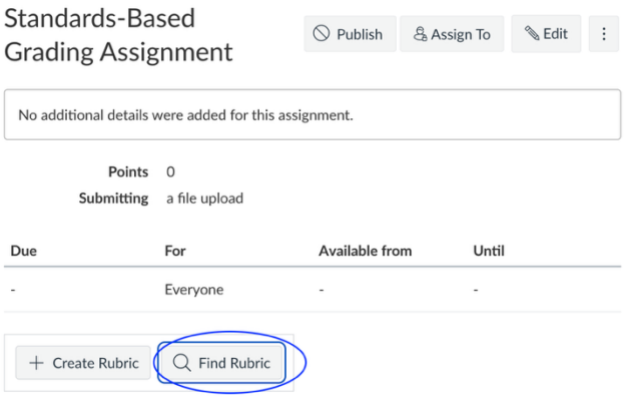
f. Click “Create Rubric”

i.

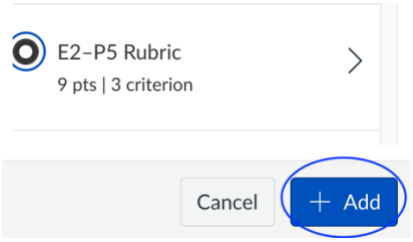


Option 2: Create a New Rubric from an Existing Rubric

1. **Click “Find Rubric”**

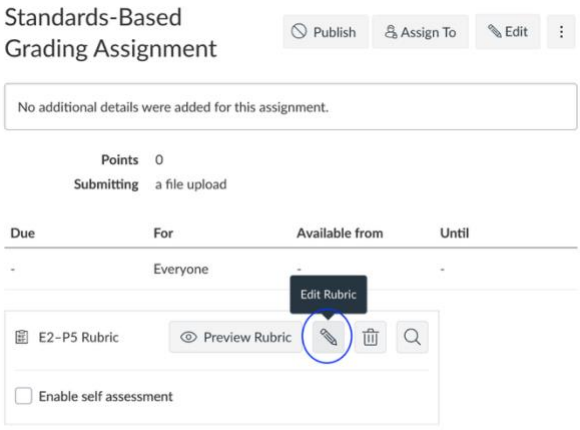


a.
b. Select an existing rubric
c. **Click “+ Add”**



i.

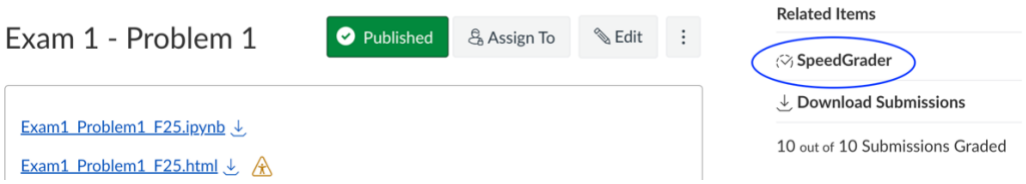
d. **Click the pencil icon** to edit the rubric



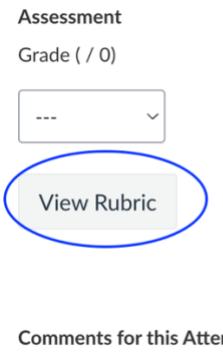
i.

e. Follow the steps in **Create Rubric**
f. **Option 1: Create a New Rubric** from Scratch to edit the outcomes and save as a new rubric.

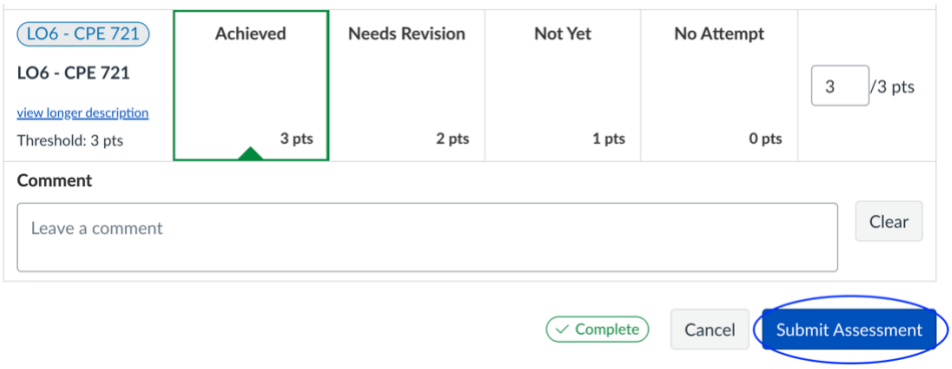
Grade in SpeedGrader

- Canvas > Assignments > Click on specific Assignment > Click Speed Grader
  - 

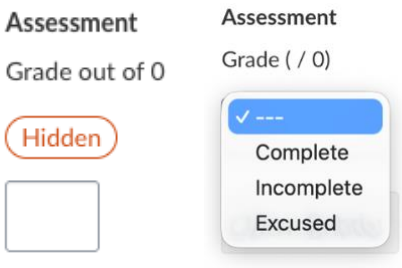
For each student:

- Click “View Rubric”
  - 

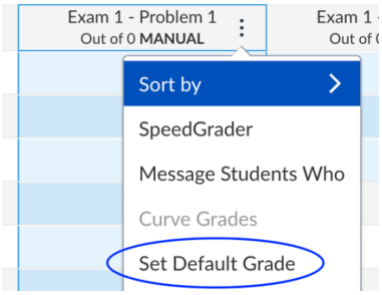
- Toggle the view from “Vertical”, “Horizontal”, or “Traditional” based on your preference.
- For each learning outcome, click on the rating the student earned
- For each learning outcome, add comments as needed
  - Place LaTeX between $$ $$
  - Pros:
    - These comments can be edited
    - They will be included in the spreadsheet when you Bulk Download Rubrics
  - Cons:
    - You must write all your comments for a single learning outcome in the same box
    - Does not link to the Comment Library
- **Click “Submit Assessment”**



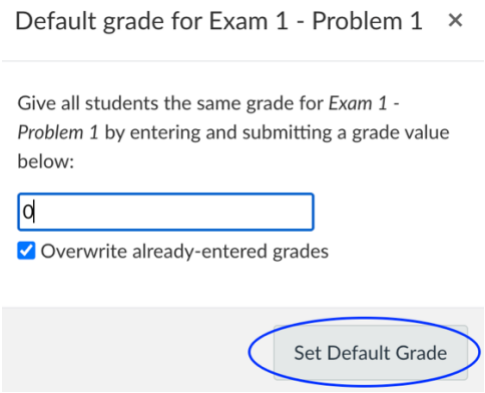
- You can also add "Comments for this Attempt" at the bottom
  - Place LaTeX between $$ $$ or click the square root symbol to add a LaTeX equation
    - Cons:
      - Once you click "Submit" these comments cannot be edited, only deleted.
      - They will not be included in the spreadsheet when you Bulk Download Rubrics
    - Pros:
      - This box has more formatting options.
      - You can separate multiple comments this way
      - You can store and add comments in the Comment Library, but I don't find it very useful because it is for the entire course rather than by assignment.
  - **Click "Submit"** to submit each comment
- Enter a 0 for the "Grade out of 0" or "Complete" so the system knows you are done grading that student



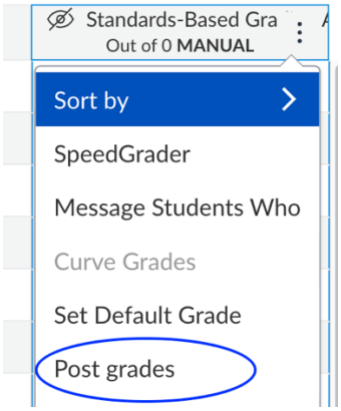
  - Alternatively, when you are done grading every student, go to Grades> Traditional Gradebook
    - Click the menu option next to the assignment and select "Set Default Grade"



- Enter 0
- Check “Overwrite already-entered grades”
- Click “Set Default Grade”



- When done grading and ready for the students to see, go to Grades> Traditional Gradebook
- Click the menu next to the assignment and select “Post grades”



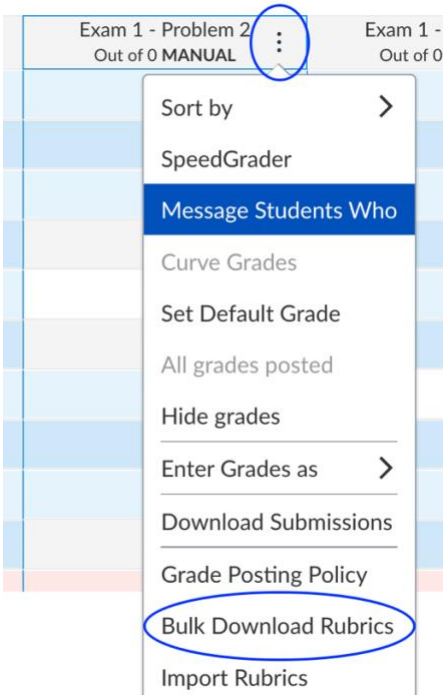
- Click “Post”

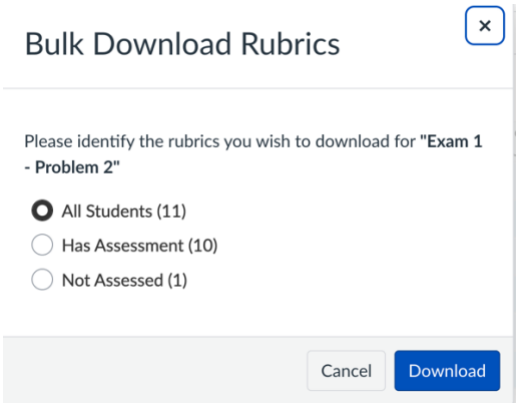
Grade in Gradescope

- Create the assignment both in Canvas and in Gradescope
- Have the students submit their work to Gradescope or upload student work to Gradescope
- Grade in Gradescope
    - Each learning outcome is one rubric item for a given problem
    - Assign a competency score that matches what you set up in Canvas for each learning outcome rubric item for each problem
- Export grades from Gradescope
    - Export > Evaluations to get one CSV for each problem with the result for each rubric item in its own column
- Follow steps to Bulk Download Rubric from Canvas for that assignment to get the CSV format that you will edit and upload
    - **Download Assignment Learning Mastery Grades**
- Import grades to Canvas
    - Copy-paste from the Gradescope CSV into the bulk download rubric from Canvas
        - Points go under the column for “Points”
        - This is the only column that needs to be completed
    - Canvas Course > Grades > Traditional Gradebook > Click on the three vertical dots next to the assignment and select “Import Rubrics”
        - This correctly assigns the learning mastery score
            - You can verify this by Grades > Click on an individual student > Grades > Learning Mastery tab > Click down arrow next to a learning outcome from that assignment > the problem should be linked and the learning mastery proficiency rating should be populated
        - It does not assign a grade that is show in the “Traditional” gradebook, so this will still appear blank even though the proficiency ratings have been successfully imported
- Enter a placehold grade that will appear in the “Traditional” gradebook (this keeps students from worrying that they did not complete the assignment)
    - Canvas Course > Grades > Traditional Gradebook > Click on the three vertical dots next to the assignment and select Set Default Grade
    - Select “Complete” if you chose to display the grades as “Complete/Incomplete”

        - Could also enter some point value if you chose to display the grades as points
    - Check “Overwrite already-entered grades”
        - Don’t worry, this will not change the proficiency rating!
    - Click “Set Default Grade”
    - This will not change the learning mastery score, it will just make the assignment show as a check mark for students

Download Assignment Learning Mastery Grades

- Canvas > Grades > Traditional Gradebook > Click on the three vertical dots next to the assignment and select “Bulk Download Rubrics”
  - 

- Select “All Students” and click Download
  - 

- The CSV report will show the rating and comments for each learning outcome for that assignment for each student.
Student Id	Student Name	LO1 - Rating	LO1 - Points	LO1 - Comments	LO2 - Rating	LO2 - Points	LO2 - Comments
1	Name 1	Not Yet	1	Comment 1	Not Yet	1	Comment 1
2	Name 2	Not Yet	1	Comment 2	Not Yet	1	Comment 2
3	Name 3	Achieved	2	Comment 3	Achieved	2	Comment 3
4	Name 4	Not Yet	1	Comment 4	Not Yet	1	Comment 4
5	Name 5	Achieved	2	Comment 5	Achieved	2	Comment 5
6	Name 6	Not Yet	1	Comment 6	Not Yet	1	Comment 6
7	Name 7	Achieved	2	Comment 7	Achieved	2	Comment 7
8	Name 8	Not Yet	1	Comment 8	Not Yet	1	Comment 8
9	Name 9	Not Yet	1	Comment 9	Not Yet	1	Comment 9
10	Name 10	Achieved	2	Comment 10	Achieved	2	Comment 10

Assignments – Points

You do not need to grade any assignments using points. You may choose to have some assignments, like Homework or Participation, graded using points rather than being used to demonstrate achievement of a learning objective.

Create Assignment

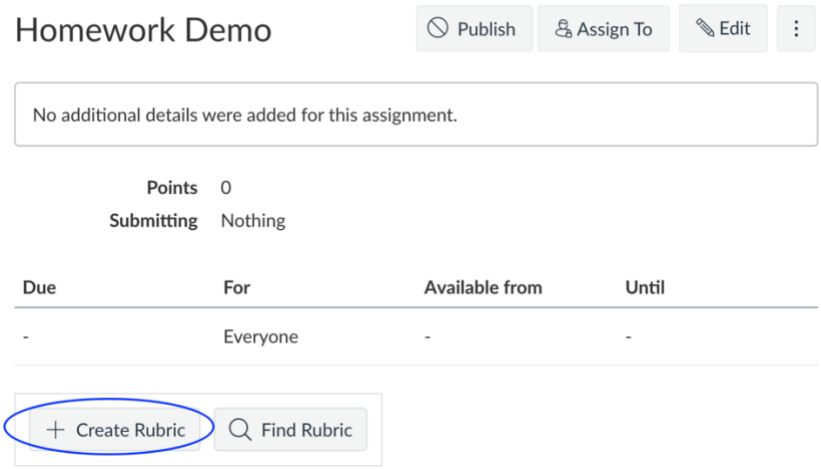
3. **Canvas > Assignments > + Assignment**
   Do not create a quiz for file upload problems! This is because SpeedGrader for quizzes will not display the file contents, you would have to download the file to see it.

   a.
   b. Fill out the fields. Here are the ones specific to standards-based grading:
      i. **Points:** Total points
         1. *You may need to adjust this after you create the rubric, it will not update automatically*
      ii. **Display Grade as:** Points
4. **Click "Save" or "Save & Publish"**

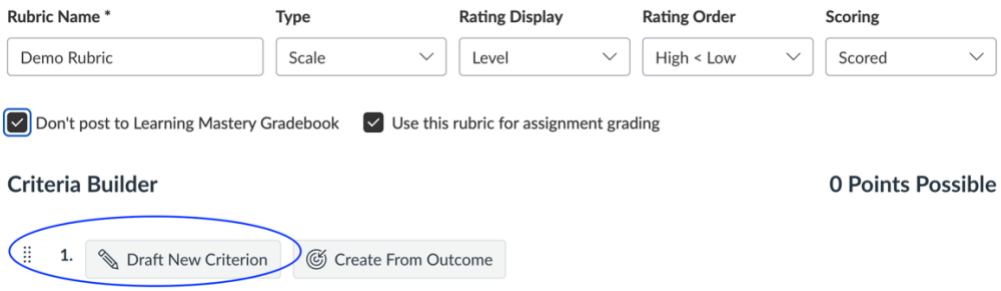
Create Rubric

Option 1: Create a New Rubric from Scratch

5. **Click "+ Create Rubric"**



   a.
   b. **Rubric Name:** Create a unique rubric name
   c. **Type:** Scale
   d. **Rating Display:** Points
   e. **Scoring:** Scored
   f. Check the box for "Don't post to Learning Mastery Gradebook"
   g. Check the box for "Use this rubric for assignment grading"
6. **Click "Draft New Criterion"**

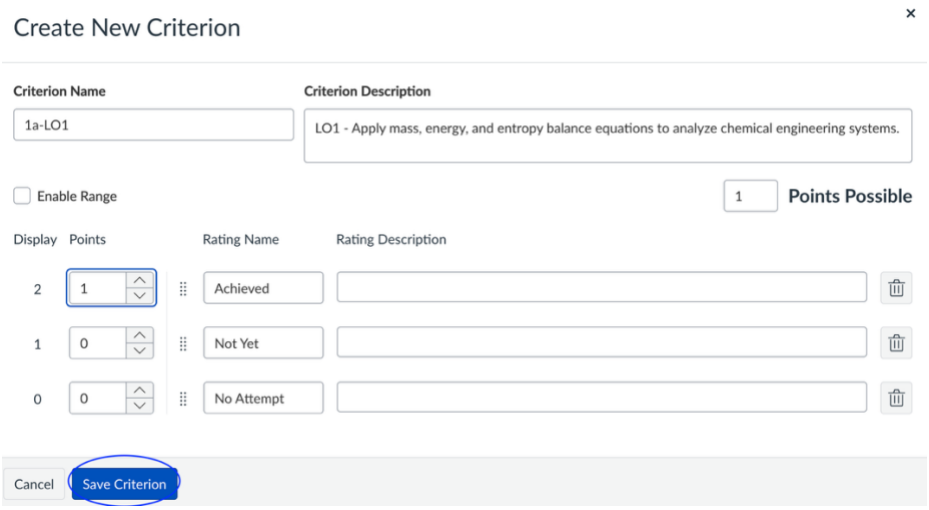


   a.
   b. Create a new criterion for each rubric item you will assess
      i. I like to do one for each problem part and for each learning outcome assigned to that problem part
         1. 1a-LO1, 1b-LO1, 1b-LO2, etc.
   c. Enter the ratings system you will use and the points for each rating
      i. I like to mirror the ratings I will use in assessments that count towards achievement of the learning outcomes:
         1. Achieved – 1 point

2. Not Yet – 0 points
3. No Attempt – 0 points

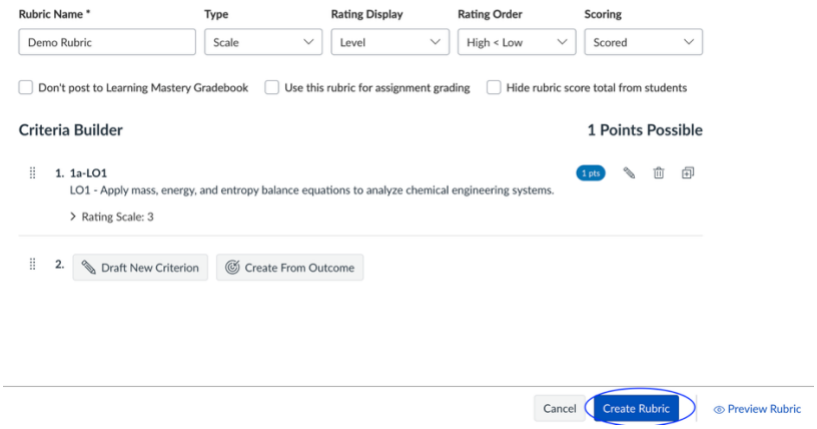
d. Click “Save Criterion”

i.



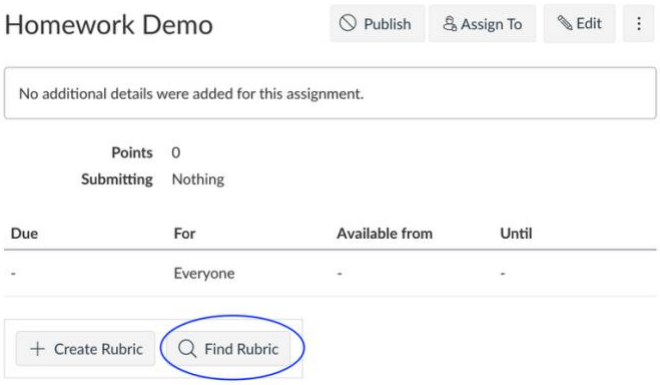
e. Click “Create Rubric”

i.



Option 2: Create a New Rubric from an Existing Rubric

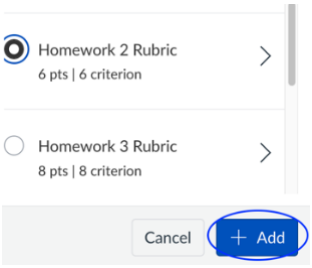
2. **Click “Find Rubric”**



a.

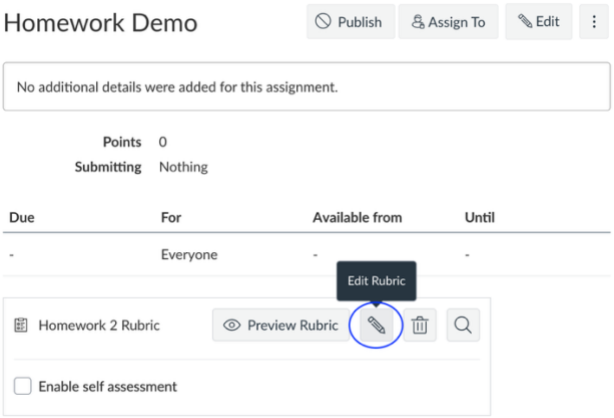
b. Select an existing rubric

c. Click “+ Add”



i.

d. **Click the pencil icon** to edit the rubric



i.

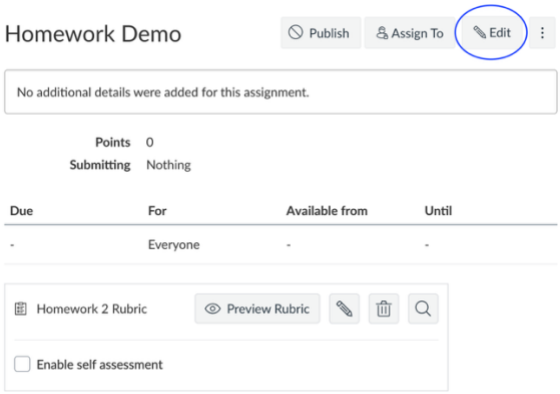
e. Follow the steps in

f. **Create Rubric**
g. **Option 1: Create a New** Rubric from Scratch to edit the criteria and save as a new rubric.

Adjust Assignment Points after Creating the Rubric

This is only required if the total points in your rubric are different than the total points you entered when creating the assignment.

1. **Click "Edit"**

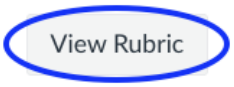


h.

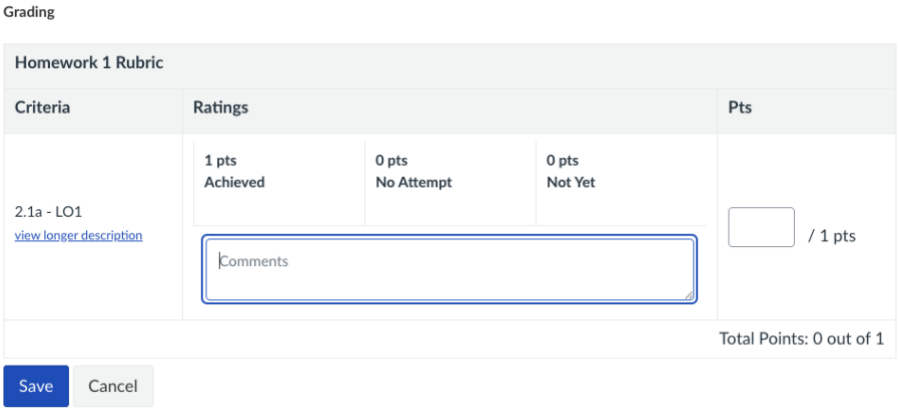
3. **Points:** Update to match the new total from the rubric
4. **Click "Save"** or **"Save & Publish"**

Grade in SpeedGrader

1. Canvas > Assignments > Homework X > SpeedGrader
2. Click View Rubric



   a.
3. Evaluate the rubric items for each part of the problem and mark the learning outcome as
   a. **Achieved** – all part of the problem demonstrate achievement of all of the relevant learning outcomes. Minor errors are accepted if a fundamental understanding is demonstrated.
   b. **Not Yet** – not all parts of the problem demonstrate achievement of all of the relevant learning outcomes.
   c. **No Attempt** - student did not submit a solution or showed no work.
4. For a grade of "Not Yet", write comments to the students with feedback on what they need to correct for the reassessment.



   a.
5. Click "Save"
6. Click "Submit"
7. Once all assignments are graded and any questions have been addressed, post the grades to the Gradebook.
   a. Canvas > Grades
   b. Next to the assignment, click the three vertical dots
   c. Click "Post Grades"

Grade in Gradescope

Points-based assignments can be done fully in Gradescope

- Only create the assignment in Gradescope
- Have the students submit their work to Gradescope or upload student work to Gradescope
- Grade in Gradescope using a points system
- Sync your Gradescope to Canvas so it passes back the point directly to the Traditional Gradebook
    - *If you do this, there will be duplicate assignments in Canvas for any standards-based grading assignments. Be sure to hide these in the Traditional Gradebook.*

Reassessments and Regrade Requests

SpeedGrader

Student Submission of Reassessments

The student will submit a new file on Canvas with their reassessment work. It will appear as a late submission.

1. Canvas > Assignments > Click on the assignment
2. It will say “Attempt 2” at the top
3. Click “Submit Assignment” and upload the reassessment file

Grade Reassessments

1. Use the same SpeedGrader process as for grading assignments
2. Reassessment submissions will appear as LATE
3. The original comments and rubric scores will be displayed
4. Adjust the original score on each rubric item.
5. Add new comments
6. The new score will immediately be viewable by the student

Student Submission of Regrade Requests

Students submit re-grade requests through Canvas.

1. Canvas > Assignments > Click on the assignment
2. Click “Add Comment”
    a. Optional: attach a file
3. Click “Send Comment”

Gradescope

Student Submission of Reassessments

The student will submit a new “late submission” on Gradescope with their reassessment work.

You'll be able to see the original file and question scores from the student's Submission History.

Grade Reassessments

Students that submitted reassessments will appear as ungraded.

Grade any reassessments as usual in Gradescope, the updated grades will get passed back to Canvas.

Student Submission of Regrade Requests

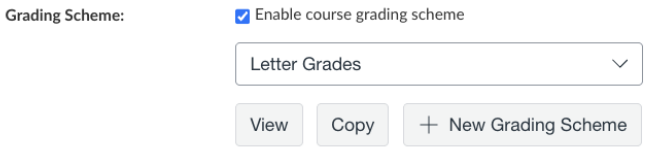
Students can make regrade requests through Gradescope.
https://guides.gradescope.com/hc/en-us/articles/21854736042253-Submitting-a-Regrade-Request

1. Go to the assignment in Gradescope and open your submission
2. Select the question that you want to be regraded
3. Click “Request Regrade”
4. Write an explanation of the regrade request
5. Click “Request a Regrade”

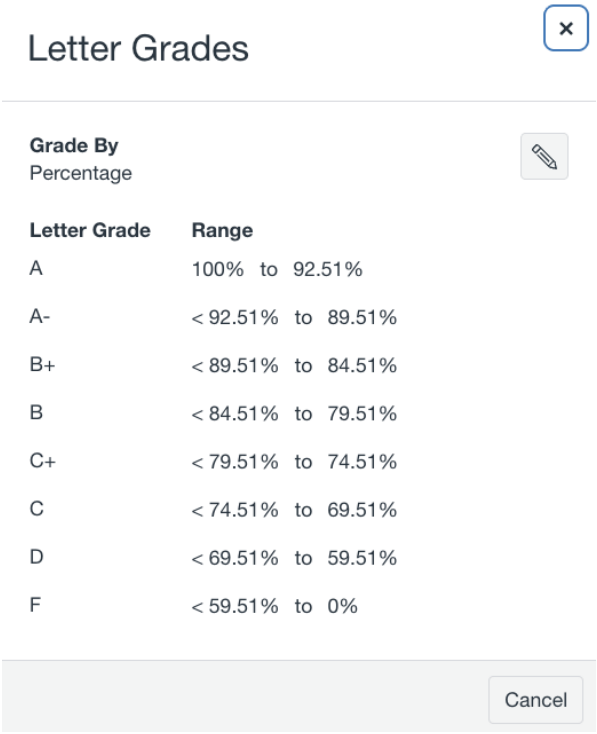
Letter Grades in Canvas

Before the final exam I upload the current letter grades to Canvas so students can decide if they need to take the final exam. After the final exam, I update the final letter grades in Canvas so students can check for errors before I submit to the university.

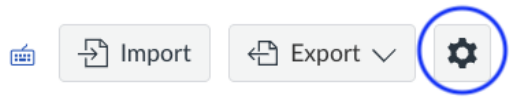
1. Canvas > Settings > Course Details
2. Grading Scheme: Enable course grading scheme
3. Click "+ New Grading Scheme"



   i.
   b. Give your grading scheme a name and edit the grade options and percentages. Note that the percentages are arbitrary for SBG, they are just how you will tell Canvas what letter grade to assign.

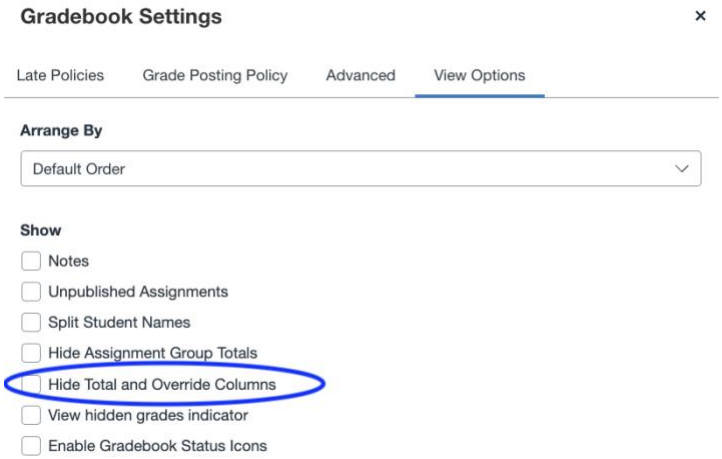


   i.
4. Click "Update Course Details"
5. In your grade tracker spreadsheet, convert the letter grades from SBG into a percentage that matches the grading scheme in Canvas
   a. Example: =XLOOKUP(H17, {"A","A-","B+","B","C+","C","D","F"}, {100,90,85,80,75,70,60,50})
6. Canvas > Grades > Click the gear icon



a.

7. View Options > Deselect “Hide Total and Override Columns”



a.

8. Canvas > Grades > Export > Entire Gradebook
9. Open the CSV file
10. Find the column called “Override Score” and copy-paste the percentage grades for students that correspond to the letter grades you want to show them
11. Canvas > Grades > Import > Choose the gradebook you just edited > Click “Upload Data”
12. Now the Override column in your gradebook view will show the letter grade that corresponds to the percentages you just uploaded. The students will see the letter grade (and arbitrary percentage) at the top right of their grade view.

a.