Grade Posting Policy in Canvas

Canvas has two methods of posting grades for student view. The default method is “Automatic Posting.” If an instructor would like to have full control of when students view grades, the use of the second method, “Manual Posting” will want to be used. This guide will provide an overview of each method providing information that will allow the instructor to choose an option that will best suit the needs of the course.

Note: If an instructor used the former setting for muting grades, the Manual Posting Policy will want to be used.

- Canvas Grade Posting Policies
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- Hiding/Posting Grades for an Assignment

Canvas Grade Posting Policies

In the New Gradebook, you can select a grade posting policy for course assignments. Posting policies can be set to automatic or manual. The posting policy option is available for the entire gradebook or by individual column. Keep in mind, the policy must be chosen prior to providing grades in a column, otherwise, it will stay as the default, “Automatic Posting”.

Note: If using the Sections tool, both methods will provide the option to either view or hide by section.

Automatic Posting (default)

“How can I hide student’s grades individually, while allowing others to view theirs?”

The default setting is on Automatic Posting which allows for students to view grades as soon as they are added to the assignment. This provides instructors the ability to hide grades on an individual basis, as needed.

Pros:
- Allows hiding of individual grades
- Automatically posts grades as they are given

Cons:
- Grades are unable to be hidden until an assignment/quiz has been submitted and a grade given
- Depending on student’s notification settings, they may receive an auto-alert letting them know they have a new grade posted before the instructor hides the grade
- If you choose to hide grades using the grade book column, only grades that have already been added will be hidden
- If grades are added after choosing the hide option, those grades will not be hidden until you individually hide them
- If using SpeedGrader to hide grades, you will need to repeat the hide process after providing a grade to each individual

Note: Anonymous and moderated assignments cannot be set to post grades automatically.
Manual Posting

“How can I hide all student’s grades from viewing until I am done grading?”

This policy will automatically hide grades until one has been provided to ALL students. At that time, the instructor will then have the option to manually post the grades for student viewing. This option does not allow hiding for individual students.

Pros:

- Allows hiding of all student’s grades until the instructor chooses to post for viewing
- Provides the instructor with control of student access to grades and feedback

Cons:

- A grade must be provided for ALL students in order for the posting option to activate
- A zero or other grade may need to be given as a placeholder for late submissions

Update the Grade Posting Policy

To update the Grade Posting Policy, you will want to choose whether it will be by full gradebook or by column.

Updating the Policy for the Gradebook

This will apply to all columns in the gradebook. It will not update the policy for any columns that already have grades. They will remain as the default policy, Automatic Posting.

Note: If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

1. Open Grades

   Home
   Assignments
   Modules
   Syllabus
   Grades
   Announcements
   Discussions

2. Open the gradebook settings by clicking on the Settings icon.
3. Choose the **Grade Posting Policy** tab.

4. Choose the **appropriate option** based off the needs of the course.

   - OR -

5. Click **Update** to confirm the settings.
Updating the Policy by Column

This will only apply to individual columns in the gradebook. It will not update the policy for any columns that already have grades. They will remain as the default policy, Automatic Posting. If individual grades have been hidden in the column, they will need to be manually posted.

**Note:** If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

1. Open **Grades**

2. Hover over the assignment column header and click the **Options** icon to view the Assignment Menu

3. Open the **Posting Policy** in the Assignment Menu
4. Choose the appropriate option based off the needs of the course.

-OR-

5. Click Save to confirm the settings.

Hiding/Posting Grades in Canvas

For information about how to hide and post grades in Canvas. Please refer to one or both of these resources.

- Hiding Grades in the New Gradebook
  https://community.canvaslms.com/docs/DOC-16571-4152813670
- Posting Grades in the New Gradebook
  https://community.canvaslms.com/docs/DOC-17330-41521116619