1. First, add an Assignment to have something to grade.
   a. From the left course navigation, click **Assignments.**
   b. Click the + **Assignment**.
   c. Name the assignment. (i.e. Paper)
   d. Fill in the details in the rich text editor box area – you can add files, images from the far right panel
   e. Add points for the assignment.
   f. Show them the assignment groups – this is how the gradebook splits the grades if by percentage (can choose new group and type in a new group)
   g. Select **Online** as the submission type.
   h. **Save** the assignment.
   i. **Publish** the assignment – if it is not published, they will not see it within the gradebook.
2. From the left course navigation, click **Grades.**
3. Select the assignment cell located in the row of the student whose score you want to enter.
4. Type or use the arrows to enter the new score in the cell and press enter. New scores are saved automatically
5. To edit an existing score in the Gradebook, select the assignment cell for the score and enter the new score. Then press Enter.
6. To manually delete a score from the Gradebook, select the assignment cell for the score and click the delete key. Then press Enter.

Using SpeedGrader
1. From the left course navigation, click **Grades.**
2. Hover over the name of the assignment they added, click the drop down arrow that appears to the right of the name and choose **SpeedGrader.**
3. Choose the drop-down arrow to display the list of students in the course. Students are displayed according to the section shown in the Gradebook. If you want to view submissions from all students and you have sections in your course, make sure to choose **All Sections** in the student names drop-down menu

For easy identification, each student is identified with an assignment submission status next to his or her name. This is indicated by the following:
- A green checkmark indicates the assignment has been graded.
- An orange dot indicates the assignment has not been graded or has been re-submitted.
- No checkmark and a grayed out name indicates the assignment has not been submitted.

Mute an Assignment
By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment. To hide student grades temporarily, an instructor can choose to mark an assignment as "muted". A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted.
1. Hover over the name of the assignment. Look for the blue drop-down menu to appear.
2. From the drop-down menu, choose **Mute Assignment.**
3. Show them how the muted assignment icon appears beside the assignment.

Gradebook Views
The Gradebook has two views. The **Default Gradebook** view allows you to see all students and assignments at the same time. **Individual View** allows you to assess one student and one assignment at a time.
1. Click **Switch to Individual View** from the top right.
2. Select a course from the dropdown.
3. Have them scroll down to the content section
4. Select a student.
5. Select the assignment they added
6. Scroll down to view the information
7. Scroll back up and go back to **Switch to Default Gradebook** to switch back to gradebook view