

Canvas Guide

Columns in the Gradebook are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a **No Submission** or **On Paper** assignment.

Example:

Grades Learning Mastery

Filter by student name or section

Student Name	Secondary ID	Homework 1 Out of 10
Student_Test	285843939317681573595b7dacc3ad	9

A **No Submission** assignment is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create an extra column in your Gradebook.

An **On Paper** assignment is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses where you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.

1. On the course navigation menu, choose **Assignments** and then click on the **+Assignment** button:



2. Enter the desired assignment name (this is the same name that will appear as a column in your gradebook – keep it as short as possible).

Also enter the number of points for the assignment:

Homework 1

This is an assignment for creating a gradebook column to allow for manually entering scores.

Points: 10

Assignment Group: Assignments

Display Grade as: Points

Do not count this assignment towards the final grade

Submission Type: Online

3. Scroll down to **Submission Type**; choose **No Submission** or **On Paper**:

Finally, click on **Save & Publish**. Your gradebook column will then be available for you to manually input scores.

Submission Type

- Online
- No Submission**
- Online
- On Paper
- External Tool

Save & Publish