

Resource Library

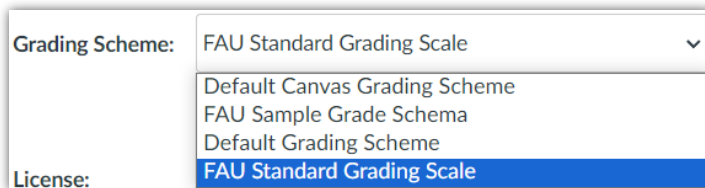
ENABLING A GRADE SCALE IN CANVAS COURSES

For letter grades to be automatically applied to the **Total** column in your Canvas gradebook, you need to have a grading scheme enabled in your course. This scale is automatically used in both the gradebook for the course and in the **Grade Submission** tool. After enabling the feature, you can choose to use the standard FAU grade scale or customize one that suits the grading policies for your course.

ENABLE AND SELECT A GRADE SCHEME IN YOUR COURSE

1. Log in to Canvas (canvas.fau.edu).
2. From your Dashboard, click on a course where you want to set a grade scale.
3. Click the **Settings** page in the navigation menu.
4. About halfway down the list of settings, find the **Grading Scheme** section.
5. Click the checkbox to **Enable course grading scheme**. This will cause a dropdown menu to appear.
6. Use the dropdown menu to select one of the pre-made scales for this course. The standard grade scale for FAU is the one labeled “**FAU Standard Grading Scale**.”
7. Once selected, scroll all the way down and click the

blue **Update Course Details** button. This will apply the letter grades from the standard FAU grading scale to the grades in the **Total** column of your gradebook.

A screenshot of the 'Grading Scheme' dropdown menu in Canvas. The menu is open, showing a list of options: 'FAU Standard Grading Scale' (selected and highlighted in blue), 'Default Canvas Grading Scheme', 'FAU Sample Grade Schema', and 'Default Grading Scheme'. The 'License' field below the dropdown is empty.

(OPTIONAL) EDITING THE GRADE SCALE IN YOUR COURSE

The previous steps enable grading schemes and show you how to select the standard FAU grading for your course. However, you can also create a new scheme specific to this course.

1. Follow the instructions in the previous section through step 5 and ensure that **Enable course grading scheme** is checked.
2. Below the dropdown menu, click **Manage All Grading Schemes**.
3. Towards the top-right of the panel that appeared, click the **+Add grading scheme** button. This will create a new scale where you can edit its name and all the letters and percentage/point values corresponding to each grade.
4. When finished making edits, click the blue **Save** button.
5. At the bottom-right of the panel, click the grey **Close** button.
6. Use the drop-down menu to select your newly created/edited grading scheme.
7. Scroll all the way down and click the blue **Update Course Details** button. This will apply the letter grades from your custom grading scale to the grades in the **Total** column of your gradebook.

For help with this process, please [submit this Help Desk request](#) or schedule an appointment using our [TechEvents Scheduler](#).