

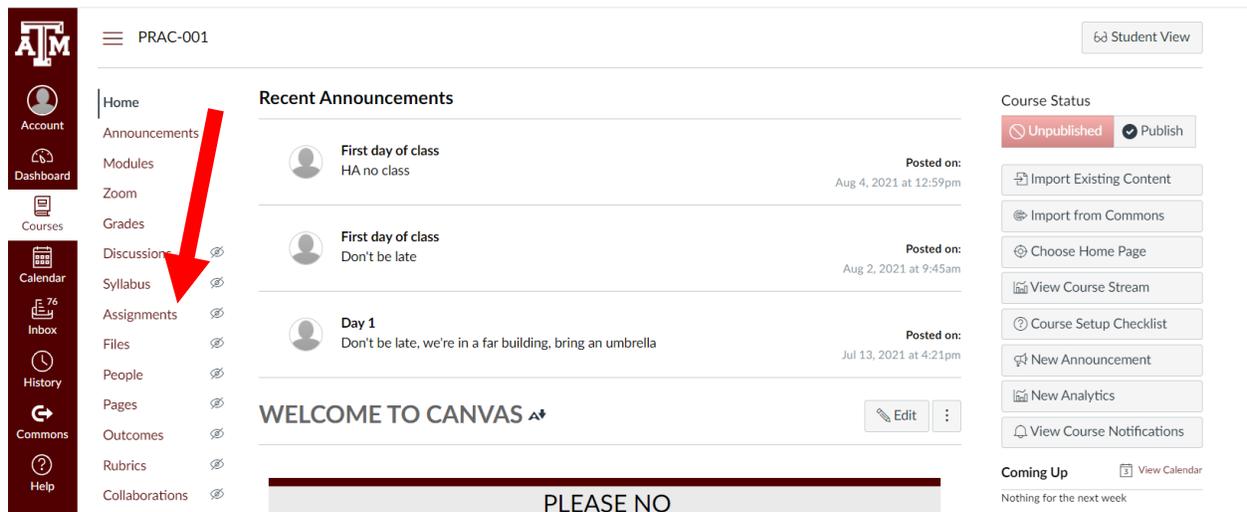
## Add in Person Exam Scores in Canvas Grades Area

To add a column in the Canvas Grades area, it must be tied to an assignment or a quiz. If you are giving an in-person exam, you may want to manually add a column in the grades area and upload the scores.

You can do this via export/import of the Grades area: <https://www.bio.tamu.edu/wp-content/uploads/2021/05/Export-and-Import-Grades-Canvas.pdf>

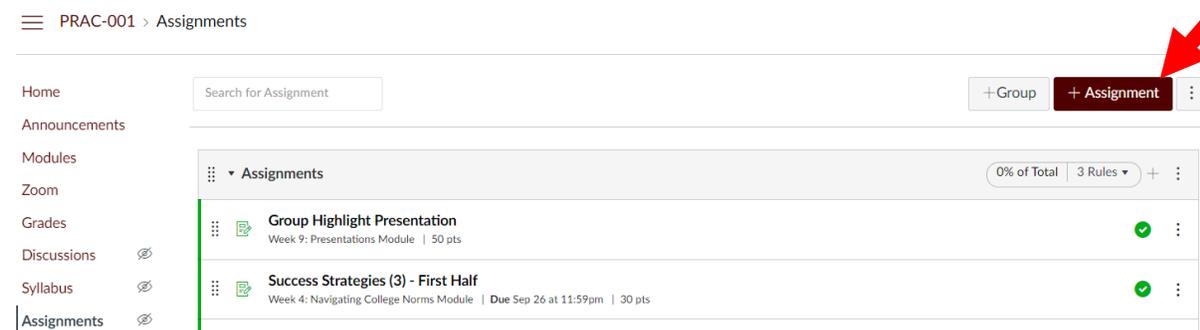
Or you can create a blank assignment worth the test point amount and manually add the grades:

To do this go to your Assignments area inside your Canvas course:



The screenshot shows the Canvas course interface for PRAC-001. The left-hand navigation menu is visible, with a red arrow pointing to the 'Assignments' link. The main content area shows 'Recent Announcements' and a 'WELCOME TO CANVAS' banner. The right-hand sidebar contains 'Course Status' and 'Coming Up' sections.

Hit the + Assignment button at the top right of the page



The screenshot shows the Canvas course interface for PRAC-001 > Assignments. The top right of the page features a '+ Group' button and a '+ Assignment' button, with a red arrow pointing to the '+ Assignment' button. The main content area shows a list of assignments, including 'Group Highlight Presentation' and 'Success Strategies (3) - First Half'.

This will bring you to a blank assignment page:

PRAC-001 > Assignments > Create new

Home Not Published

Announcements

Modules

Zoom

Grades

Discussions

Syllabus

Assignments

Files

People

Pages

Outcomes

Rubrics

Collaborations

Quizzes

Settings

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0 words

Points

Give the name the title of the column you want it to be (Exam 1, Learning Catalytics, etc.)

Ignore the instructions area

PRAC-001 > Assignments > Create new

Home

Announcements

Modules

Zoom

Grades

Exam 1

Edit View Insert Format Tools Table

Set the point total based on your exam's total and choose your assignment group:

Points

Assignment Group

Display Grade as

- Assignments
- Null
- Lecture Exams**
- Homework
- Class Question
- [ Create Group ]

toward:

The default should be “No Submission” for Submission type, but if not change it to “No Submission”

Submission Type

Leave the rest of the settings alone and scroll down to “Save and publish” at the bottom right:

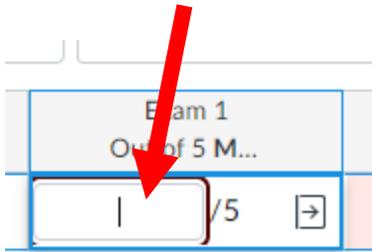
Now Go to your Grades area and scroll all the way to the right of the gradebook where it should now show the column and the total points possible:

PRAC-001 > Grades

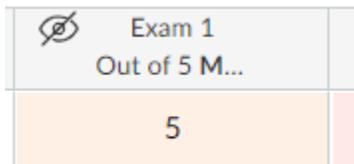
Gradebook View Actions All Assignment Groups All Modules Search...

Student Name	Total	Class Question 10% of grade	Homework Week 1 Out of 10 MANUAL	Examples Assignm... Out of 5 MANUAL	Example Out of 0 MA...	Example Quiz Out of 0 MANUAL	Exam 1 Out of 5 M...	Example Lecture E... Out of 151 MANUAL
Test Student	0% F	-	-	8	5	-	-	-

To add a grade, click the – on the row with the first student, this will open a blank where you can type in the grade:



You can now add the grades manually in this space. To move on to the next student hit the Enter key on the keyboard or click away from the box.



If you have any questions please email [canvassupport@science.tamu.edu](mailto:canvassupport@science.tamu.edu)