

Auto-publish vs. Manual Release Grades in Canvas Gradebook

Grades in Canvas are automatically published. The grades in Canvas can be set to show all grades as they are entered into the Gradebook, but the setting can be changed to allow the grades to be manually released by the instructor.

- a. In the Gradebook, click on the Settings gear in the upper right-hand corner.

b.

Option to choose between grades automatically posting and requiring instructor manual release of grades.

The screenshot shows the 'Gradebook Settings' dialog box in Canvas. At the top right, there are buttons for 'Import', 'Export', and a gear icon for settings. Below these are tabs for 'Late Policies', 'Grade Posting Policy', 'Advanced', and 'View Options'. The 'Grade Posting Policy' tab is selected. It contains two radio button options: 'Automatically Post Grades' (which is selected) and 'Manually Post Grades'. Below each option is a brief description of how grades will be posted. At the bottom of the dialog, there are 'Cancel' and 'Apply Settings' buttons. A red arrow points to the 'Apply Settings' button.

Make sure to choose Apply Settings if changes are made to the Grade Posting Policy.