

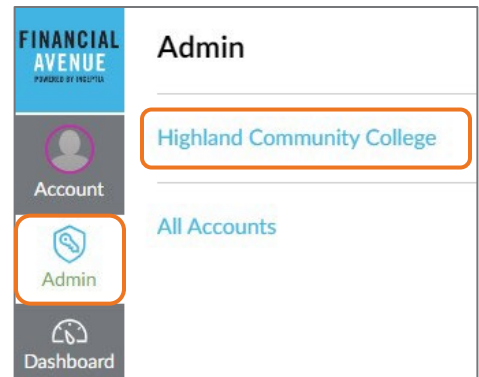
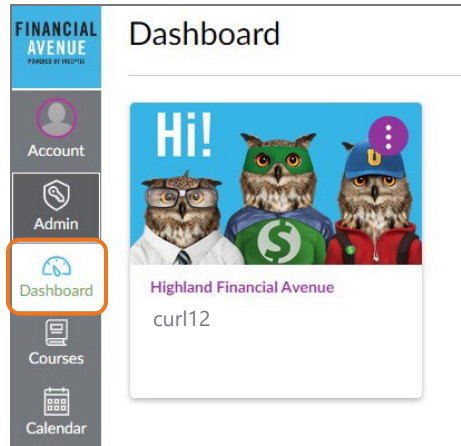


# FINANCIAL AVENUE: Gradebook Guide

As an administrator, you have the ability to view student enrollment, module completion, and pre- and post-course scores within the Canvas gradebook. Here's how...

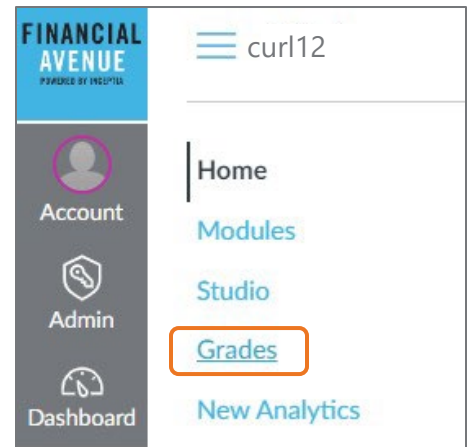
## ACCESS YOUR ACCOUNT

Log in to your Inceptia Canvas account and open your school's link from the Admin or Dashboard options in your navigation pane.



## OPEN THE GRADEBOOK

This will take you to your course home page. Select **Grades** to open the Gradebook.



## ORGANIZE YOUR VIEW

The Gradebook default view can be changed by using the Gradebook **View**, or **Actions** menus. All students will be listed, or you can use **Search Students** to view a particular student.

Student Name	FOUNDATIONS OF MONEY: Pre-Assessment Quiz Out of 100	FOUNDATIONS OF MONEY: Out of 100	FOUNDATIONS OF MONEY: Out of 100	FOUNDATIONS OF MONEY: Out of 100	COLLEGE AND MONEY: Pre- Out of 100
Kalli	90	100	100	100	40
miranda	80	100	100	100	60
Thalia	80	100	100	100	50
Sara	80	75	75	75	-
Casey	80	100	100	100	70
Kaeden	70	100	100	100	60
Samuel	70	75	100	100	70
Mason	60	100	100	100	60
Elizabeth	20	100	100	100	70
AnnBrielle	-	-	-	-	50

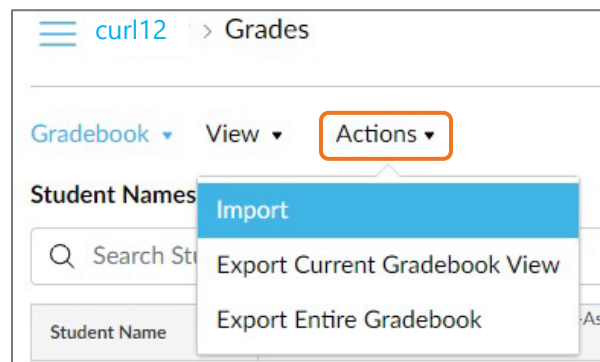
Students who have completed a course will have a score in both the **Pre** and **Post** course columns. Please note the **Total** column aggregates any completed quizzes, even if a student has not finished that course.

Pre-Earning Money	Post-Earning Money	Pre-Future of Your M...	Post-Future of Your M...	Total
60%	100%	-	-	89.17%
70%	100%	-	-	92.11%
60%	100%	-	-	91.39%
70%	100%	-	-	92.78%

You can also drag and drop columns in any way that you choose to reconfigure the default view of your Gradebook. For instance, you may choose to move all the **Post** quiz scores to the first column as an easy confirmation that a student has completed that module. To drag and drop, click on the name of the item you want to move and drag it to the new location.

### DOWNLOAD RECORDS

The Gradebook can be exported using the **Actions** dropdown menu.



### INDIVIDUAL STUDENT PROGRESS

You can also easily view individual student progress from within the **Modules** option, after clicking **View Progress**. This will allow you to see in greater detail what the student has completed/has left to complete.



## View progress expanded to view individual student.

The screenshot shows the Canvas LMS interface for viewing student progress. The breadcrumb trail at the top reads "Cur112 > Modules > Student Progress". The main heading is "Module Progress for Noah". On the left is a navigation menu with categories like Home, Modules, Studio, Grades, New Analytics, Collaborations, BigBlueButton, Quizzes, Rubrics, Outcomes, Syllabus, Files, Pages, People, Discussions, Assignments, Announcements, and Settings. The main content area displays a list of modules with their completion status: "PSYCHOLOGY OF MONEY: Introduction" (Complete ✓), "PSYCHOLOGY OF MONEY: Unit 1. Money Philosophy" (Complete ✓), "PSYCHOLOGY OF MONEY: Unit 2. Money on My Mind" (Complete ✓), "PSYCHOLOGY OF MONEY: Unit 3. Retraining Your Brain" (In Progress, with a sub-section "Items to complete below" listing various activities like Mindfulness, Sleep on it or Take a Walk, etc.), "PSYCHOLOGY OF MONEY: Summary" (Locked), and "FOUNDATIONS OF MONEY: Introduction" (Complete ✓). On the right, a "STUDENT PROGRESS" sidebar shows a list of student names, with "Noah" highlighted in blue.

### WANT TO LEARN MORE?

And there you have it: the basics you need to view and print student course participation and scores. **For more detailed information**, Canvas offers guides for:

- [Using the gradebook](#)
- [Viewing students individually](#)
- [Using New Analytics](#)