

In Canvas there are two types of grade posting policy: **Automatically Post Grades** and **Manually Post Grades**. One of these is done for all assignments but can also be changed for each assignment after its creation.

Automatically Post Grades is usually the default. Grades are able to be viewed as soon as they are entered. Grades can be hidden after being posted, but this only affects those grades already in the system. Any new grades are still set to post automatically. (See Hide Grades notes below for more information).

Manually Post Grades means that the teacher (or someone with the requisite permissions) would have to go in and select "Post Grades" from the gradebook view of that assignment to allow students to see feedback and grades. When clicking on Post Grades, the teacher has the option to post grades for Everyone or those that have been Graded.

- If they select Everyone, the assignment effectively becomes an Automatically posted assignment. Any current or new grades will be able to be viewed immediately.
- If they select Graded, then only those who already had the assignment graded will be able to see their grades. The remaining students will have to wait until "Post Grades" is selected again.

Hide Grades:

If you have your posting policy set to automatically post (or have it set to manually post and have already posted to Everyone) and you choose to hide the grades, you only hide those grades currently in the system. Any new grades are able to be viewed automatically. A crossed-out eye icon is shown if any grades for that assignment are hidden. It does not mean that all grades are hidden, or that any new grades will be hidden. If you wish to turn an automatically post grades assignment into a manual one, you will need to hide the grades already in the system and then change the posting policy for that assignment to Manually Post Grades.

You can check and/or change the **course posting policy** by:

1. Going to your course.
2. Clicking on Grades.
3. Clicking the Cog Wheel in the upper right.
4. Clicking on Grade Posting Policy to see or change the setting for any new assignments.

You can check and/or change an **individual assignment posting policy** by:

1. Going to your course
2. Clicking on Grades
3. Clicking on the three dots next to the assignment that you want to check or change.
4. Click on Grade Posting Policy to see or change the setting for just that assignment.