

How do I turn on the New Gradebook?

If the new gradebook is not automatically available to you, it means that your institution's Canvas Administrator has it turned off or has it set to ALLOW individual faculty members to turn it on themselves.



If it is the latter, please follow the instructions below. If it is the former, please contact your Canvas Administrator

Open Settings

Home

Announcements

Syllabus

Assignments

Modules

Discussions

Grades

People

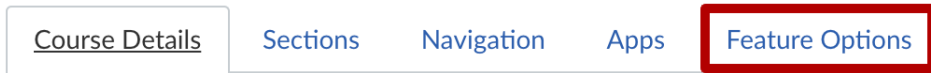
Conferences

Google Drive

Settings

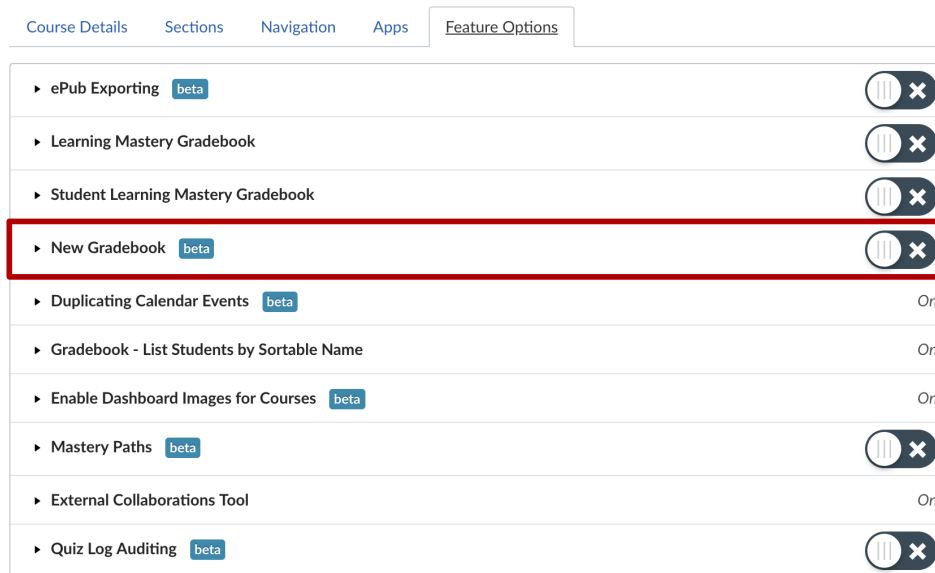
In Course Navigation, click the **SETTINGS** link.

View Feature Options

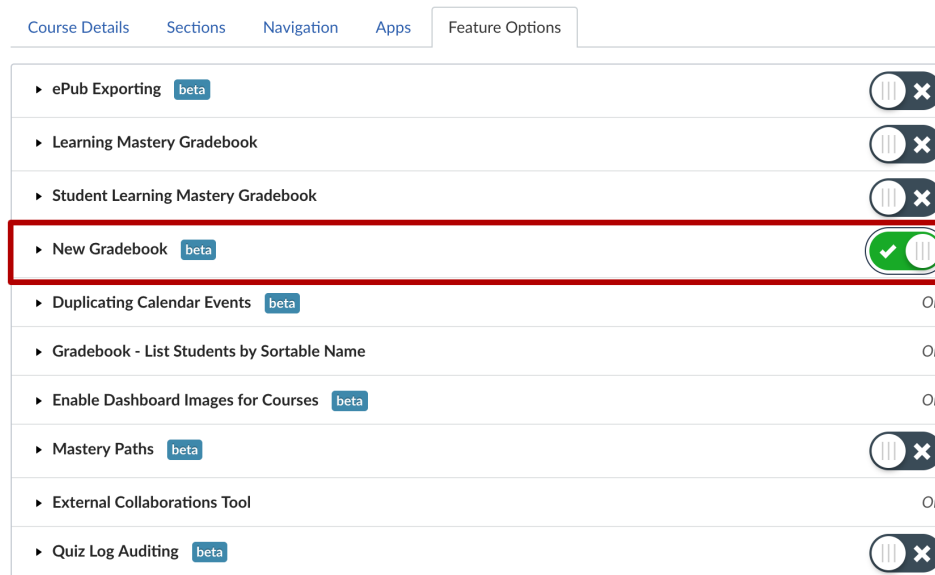


In Settings, click the **FEATURE OPTIONS** tab.

Enable the New Gradebook



In Feature Options tab, click on the blue button for **NEW GRADEBOOK**.



The New Gradebook button will turn green and the **NEW GRADEBOOK** has been enabled.

New Gradebook

To review all of the features and how to use the New Gradebook, please visit [How do I use the New Gradebook?](#) For a complete list of guides related to the New Gradebook, please visit [New Gradebook Guide - Table of Contents](#).



WESTERN DIVISION

Center for Innovative
Learning and Teaching

<https://western.touro.edu/cilt/>