The Canvas Gradebook feature in EvaluationKIT provides the ability to assign a specific number of points to the students who have completed the survey. This feature must be enabled by your EvaluationKIT Administrator (EK admin) before faculty can use it.

**Instructions**

1. Login to [Canvas](https://example.com) > Select the course that you want to add the Gradebook column for EvaluationKIT.
2. In the [Course Menu](https://example.com) select [Instructor Course Evaluations](https://example.com) > [Results](https://example.com) > [Canvas Gradebook Updates](https://example.com).
   a. If you do not see the [Canvas Gradebook Updates](https://example.com), it means that your EK admin has not enabled this feature. Contact your EK admin and ask her/him to enable it.
3. In the **Gradebook Update Canvas > Update.**
4. In **Update Canvas Gradebook** fill up the following information.
   
a. **Response Type**: Allows the Instructor to choose who will get the assigned points.
   
b. **Points**: Assign the number of points that will be added when a student completes the survey.
   
c. **Notes (Optional)**: Add notes to the Canvas Gradebook to provide additional notes of how or why the points were assigned.
   
d. **Update Canvas Gradebook**: After you have configured how you want to assign points to the Canvas Gradebook, click **Update Canvas Gradebook** to push points to students in the course who have completed their course evaluation.

![Update Canvas Gradebook](image)

**Important**

Assigning Gradebook points is not an automated feature and requires a manual update to "push" points to students. Updates can be done whenever students complete their surveys, however, it is recommended to do one final update when the survey ends to ensure all students receive their assigned points.
Student Gradebook

Each student can view his/her points after completing the survey and when the faculty updated the Canvas Gradebook—Step 4 of this instructions.

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<th>Name</th>
<th>Due</th>
<th>Score</th>
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<td>320.00 / 329.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>97.26%</td>
<td>320.00 / 329.00</td>
</tr>
</tbody>
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