All Places > Find Answers > Canvas Guides > Documents

How do I create extra assignment columns for non-submission assignments in the Gradebook?

Document created by **Canvas Doc Team** 😀 on Jul 18, 2015 • Last modified by **Canvas Doc Team** 😀 on Jul 9, 2016

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Columns in the Gradebook are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment.

No Submission assignments are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give   extra credit.

On Paper assignments are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When student view the assignment, they see a *Submitting: on paper* notice.

To create multiple columns at once, you can   upload changes to the Gradebook.

Note: The Gradebook only shows published, graded assignments, so   Not Graded assignment types will not appear.

Open Assignments

Home

Announcements

Assignments

Discussions

Modules

Grades

People

Pages
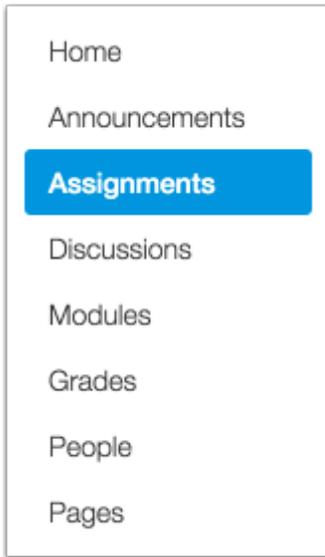
In Course Navigation, click the **Assignments** link.

Add Assignment

Search for Assignment   + Group   + Assignment   ⚙
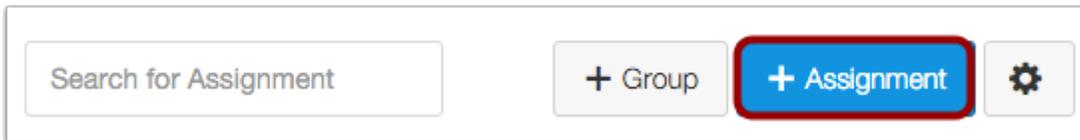
Click the **Add Assignment** button.

Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other   assignment details [3].

Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

Set Submission Type
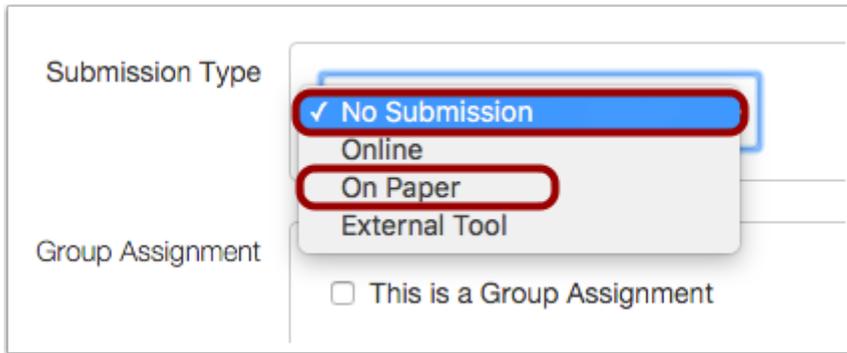
In the Submission Type drop-down menu, select the **No Submission** option or **On Paper** option.

Save and Publish
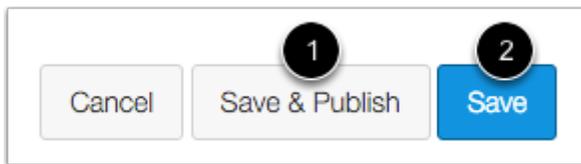
If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

Note: Assignments do not appear in the Gradebook until they are published.

View Gradebook

Home	
Announcements	
Assignments	
Discussions	
Modules	
Grades	
People	
Pages	
Files	
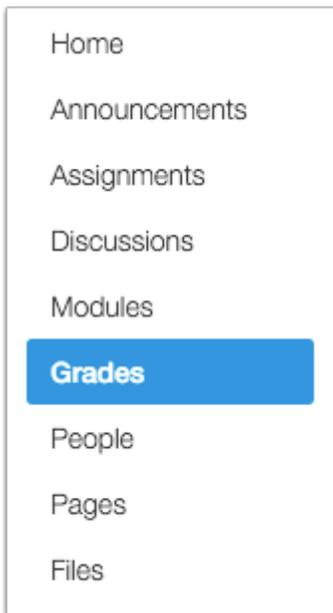
In Course Navigation, click the **Grades** link.

View Assignment Column

Student Name ▲	Secondary ID	Points for Peer Review Out of 15
Emily Boone History 101	emily.boone.canvas	-
Max Johnson History 101	max.johnson.canva	-
Joe Rogers History 101	joe.rogers.canvas@	-
Nora Sanderson History 101	nora.sanderson.car	-
Jane Smith History 101	jane.smith.canvas@	-
Test Student History 101 , History	4037fb8957134cf4	-

View your assignment in the Gradebook.

Student View

Points for Peer Review

Due Monday by 11:59pm   **Points** 15

This assignment is a placeholder for points awarded for the peer review assignment. To get points for this assignment, complete the Peer Review Assignment.

When students view the assignment, they will not see the Submit Assignment button. They can view the details and point value for the assignment.

Points for Peer Review

Due Monday by 11:59pm   **Points** 15   **Submitting** on paper

This assignment is a placeholder for points awarded for the peer review assignment. To get points for this assignment, complete the Peer Review Assignment.

Note: On Paper assignments also show **Submitting: on paper** to help students identify the submission preference.