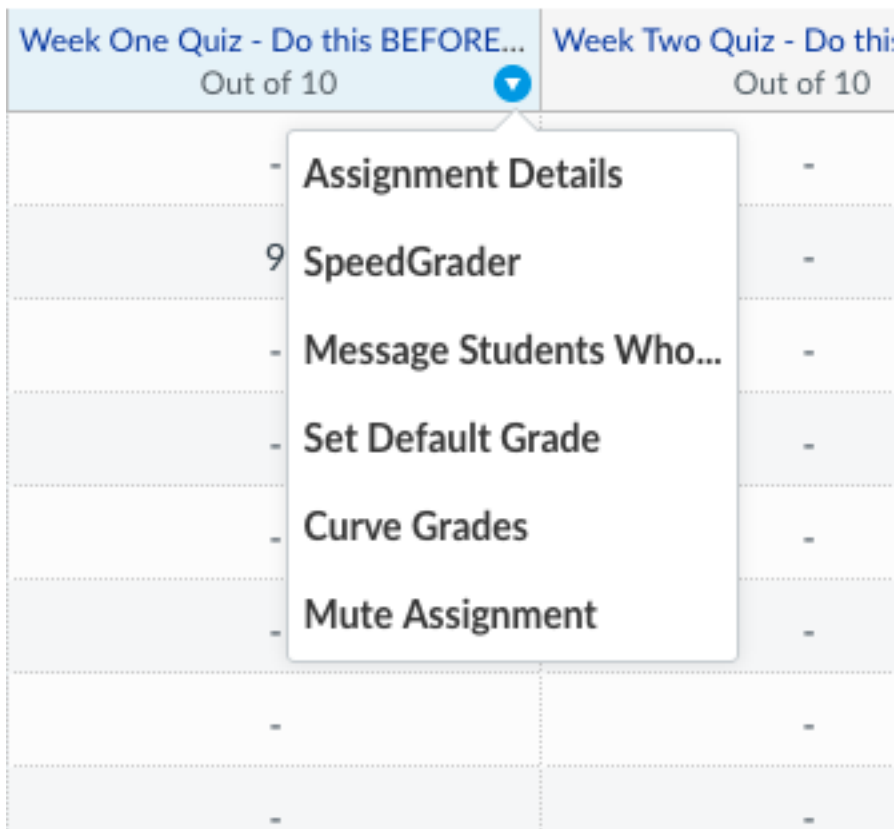


## The “Hidden” Drop down Menu in Canvas Gradebook

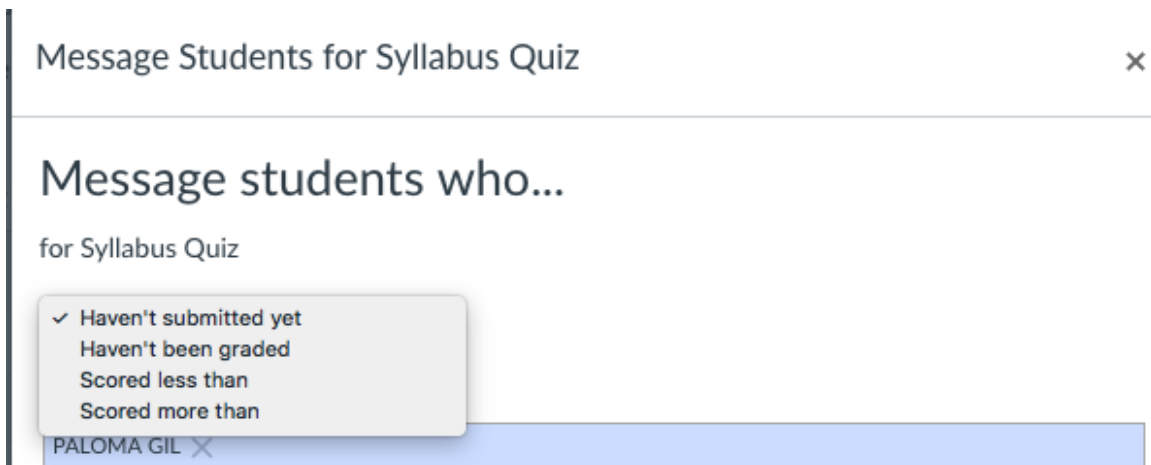
If you move your mouse in the gradebook screen over the title of a particular assignment, an arrow appears:

Week One Quiz - Do this BEFORE... Out of 10	▼
-	
9	
-	
-	
-	
-	
-	
-	

Click on the arrow and the drop down menu has a variety of options for that assignment, including:



This is where you can send a reminder to students who haven't finished an assignment or you can send messages to students based on how they scored on an assignment. If you click on "Message Students Who...", you get a message box that allows you to choose the students who will get the message and the message itself. The drop-down menu looks like this:



## Muting Assignments

This hidden drop-down menu in Gradebook is also the quickest way to “mute” or “unmute” an assignment. If you aren’t ready to release grades on an assignment just yet, you can mute the assignment. The students receive a message that the assignment is being graded. When you are ready to release grades, go back to the Gradebook and unmute the assignment.

When an assignment is muted, you see this bell symbol with a line through it in the Gradebook:

