

How do I use the Notes column in the Gradebook?

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as extra student information or general notes. The Notes column is not visible to students.

Notes:

- Instructors can only show and hide the Notes column. Admins can use the API to create additional columns, but they cannot be hidden.
- The Notes column is included in the gradebook export CSV file, and you can add notes via CSV import.

Open Grades

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

Show Notes Column

[Show Notes Column](#)

Click the **Settings** icon [1].

To show the Notes column, click the **View Options** tab [2] and click the **Notes** checkbox [3]. Click the **Apply Settings** button [4].

Insert Comments

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To make a comment, click the note field for the appropriate student [1] and enter your note in the text field [2]. The note field allows up to 255 characters. To save your comment, click the **Save** button [3].

Note: To sort the Notes column, press the "s" key on your keyboard.

View Comments

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View your comments in the Notes column. You can view the full comment by resizing the column or re-clicking the notes text field.

Note: When you navigate away from the Gradebook, any changes to the size of the columns will be lost.

Hide Notes Column

Hide Notes Column

Click the **Settings** icon [1].

To hide the Notes column, click the **View Options** tab [2] and deselect the **Notes** checkbox [3]. Click the **Apply Settings** button [4].

Note: Hiding the Notes column does not lose any changes.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Notes-column-in-the-Gradebook/ta-p/940>]

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