

[Canvas Newsletter July 1](#)

Submitting Final Grades

Changes to assignment marks before grades are submitted

Once you are in the final grade tool, import your Canvas gradebook data over and work through the final grades. If any changes are made to the assignment marks in Canvas 'Grades', you must 'Import' the marks to the final grade tool again before continuing work finalising the grades.

Changes to assignment marks after grades are submitted

Once your course final grades are submitted, they will be locked. While you can still make changes to individual assignment marks in Canvas 'Grades', those changes will not be automatically forwarded to the Examinations Office. To update the students' official grades you need to follow the existing processes for updating grades.

Courses 'lock' date - 18th July

As mentioned in the June 3 newsletter, the end date for courses in Canvas is the 18th July, two weeks after the end of term. After this date, courses will be read-only, meaning you will not be able to do further edits to your course.

If you foresee the need to communicate to your students after this date, we suggest exporting the course gradebook as a CSV file and obtaining their Usernames (UPI) to send an email.

Publishing your course

Publishing will allow students to see the courses in which they are enrolled. To publish the course, go to your course's 'Home' and press 'Publish'.



Remember that the course does not have to be complete to be published. You can leave individual items (e.g., assignments, files, modules) unpublished until you are ready to make them available to students.

Importing content into a new Canvas course

If you would like to import the content of your Semester 1 course into your Semester 2 course, you can simply follow the steps below. This is a straightforward process that should take 2 minutes.

1. Open your Semester 2 course.
2. Go to the course 'Settings'.
3. On the right-hand side of the page select 'Import content into this course'.
4. Then select 'Copy a canvas course' from the drop-down menu.
5. Select the semester 1 course (or any other course you would like to import).
6. Choose 'Select specific content'. Select the relevant content you wish to copy over. **Do not import announcements, discussions and/or Turnitin assignments.**
7. Click 'Import'.

All selected content will be brought over to your Semester 2 course.

Cross-listed courses

If you have a cross-listed course you might want to think about how you are going to set-up your course, especially your assignments. Appendix 1 gives you an idea about how you could plan the setup of your assignments.



Passing Theory and/or Practical course components to pass the course

Many UoA courses have the rule that to pass the course overall, students have to pass one or more of the course components. In Science, for example, students have to pass the practical component of the course to pass the course overall. Appendix 2 explains different ways which can be used to account for this rule in Canvas.

Treat ungraded as zero

This [‘view only’](#) feature affects the configuration of the Total Column in the Gradebook, which also applies to CSV Exports. The CSV file displays columns for the Current and Final scores: the Current score reflects the total while ignoring unsubmitted assignments (option disabled), and the Final score counts unsubmitted assignments as zero (option enabled).

Canvas Commons

Commons is a learning object repository that enables educators to find, import, and share resources. A digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course.

Other Universities using Canvas

As you know, the University of Auckland is not the only University using Canvas as their Learning Management System. Here you can find examples of [Canvas courses at Harvard](#).

Finding your ‘missing’ course

If you believe you have been added to a course, but the course is not showing in your dashboard, it could be hidden under ‘Courses’ in your global navigation. To check, go to ‘Courses’, then select ‘All courses’. If you have been added to the course, it should be there in your list of courses. If this is not the case, please send a request to canvashelp@auckland.ac.nz to be added to the course.

Who you can contact for assistance

A reminder to staff that 24-hour support contacts and online resources to support your transition to Canvas are available.

- *Online live chat 24/7* – select ‘Chat with Canvas Support’ from the Help menu (click the question mark in the bottom left of your Canvas screen)
- *Canvas Support Hotline 24/7* – call 0800 001469 from a landline or mobile to speak with a Canvas Support representative
- *Report a problem* – file a support ticket when you’ve encountered a problem

[Find out more about Canvas](#) - For more information on what’s happening visit [Canvas @ the University of Auckland](#)

[About this Newsletter](#) - This update supports University staff with using our new Learning Management System, Canvas. If the information is not relevant to you, please contact canvashelp@auckland.ac.nz to be removed from the list.



Cross-listed courses

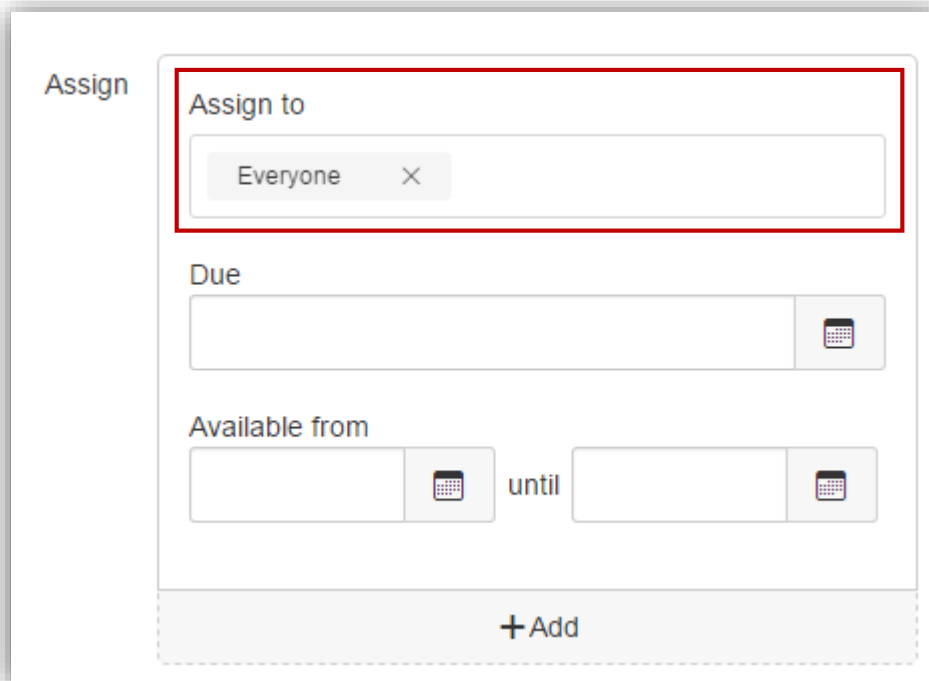
Setting up assignments

It is important to set the assignment correctly at the beginning of the semester, as it might be complicated to separate the courses after marking has been done.

Scenario 1

Cross-listed courses have the same assignments, with the same weight and marked out of the same number of points.

Assignments can be set up normally to the whole course.



Assign

Assign to

Everyone ×

Due

Available from

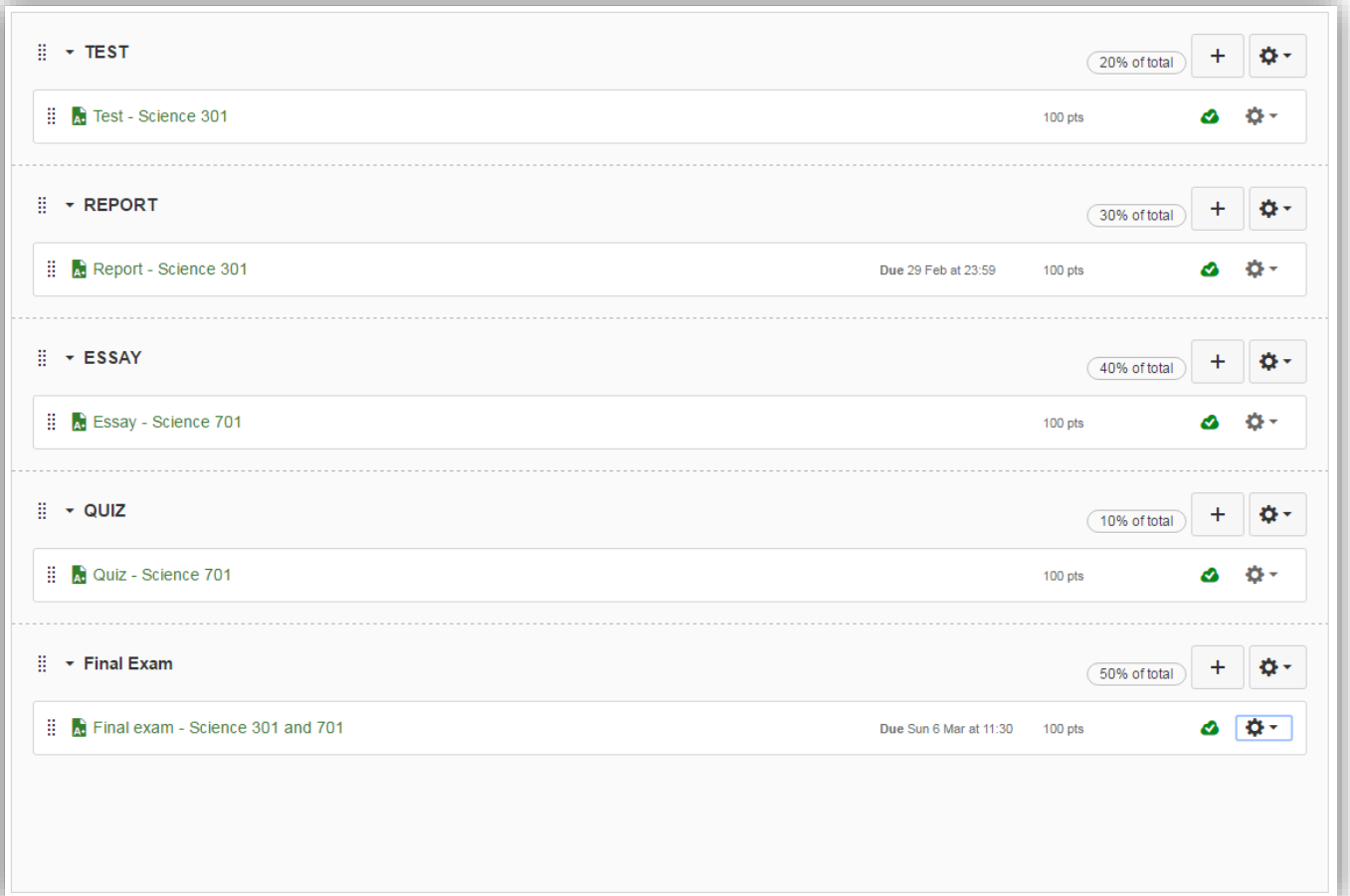
until

+ Add



Scenario 2

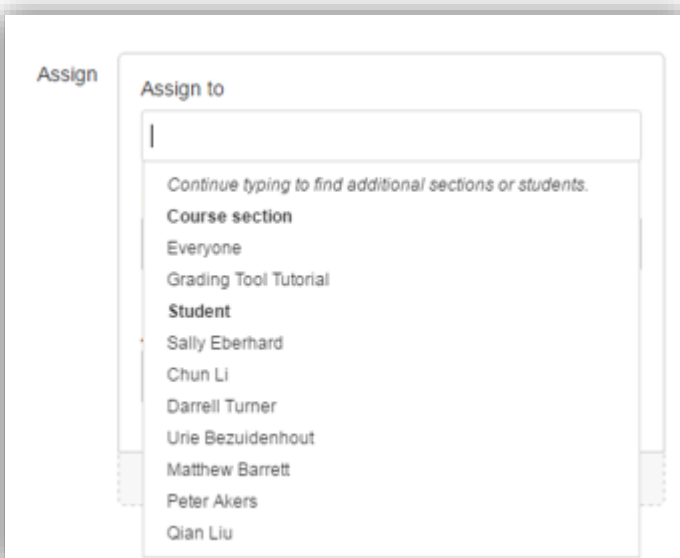
Cross-listed courses have different assignments.



The screenshot shows a course assignment overview page with five categories of assignments, each with a sub-total and a plus icon for adding more items:

- TEST**: 20% of total. Includes "Test - Science 301" (100 pts).
- REPORT**: 30% of total. Includes "Report - Science 301" (Due 29 Feb at 23:59, 100 pts).
- ESSAY**: 40% of total. Includes "Essay - Science 701" (100 pts).
- QUIZ**: 10% of total. Includes "Quiz - Science 701" (100 pts).
- Final Exam**: 50% of total. Includes "Final exam - Science 301 and 701" (Due Sun 6 Mar at 11:30, 100 pts).

Assign the correct sections to the assignments.



The screenshot shows an "Assign" dialog box with a search field and a list of options:

- Continue typing to find additional sections or students.
- Course section
- Everyone
- Grading Tool Tutorial
- Student
- Sally Eberhard
- Chun Li
- Darrell Turner
- Urie Bezuidenhout
- Matthew Barrett
- Peter Akers
- Qian Liu



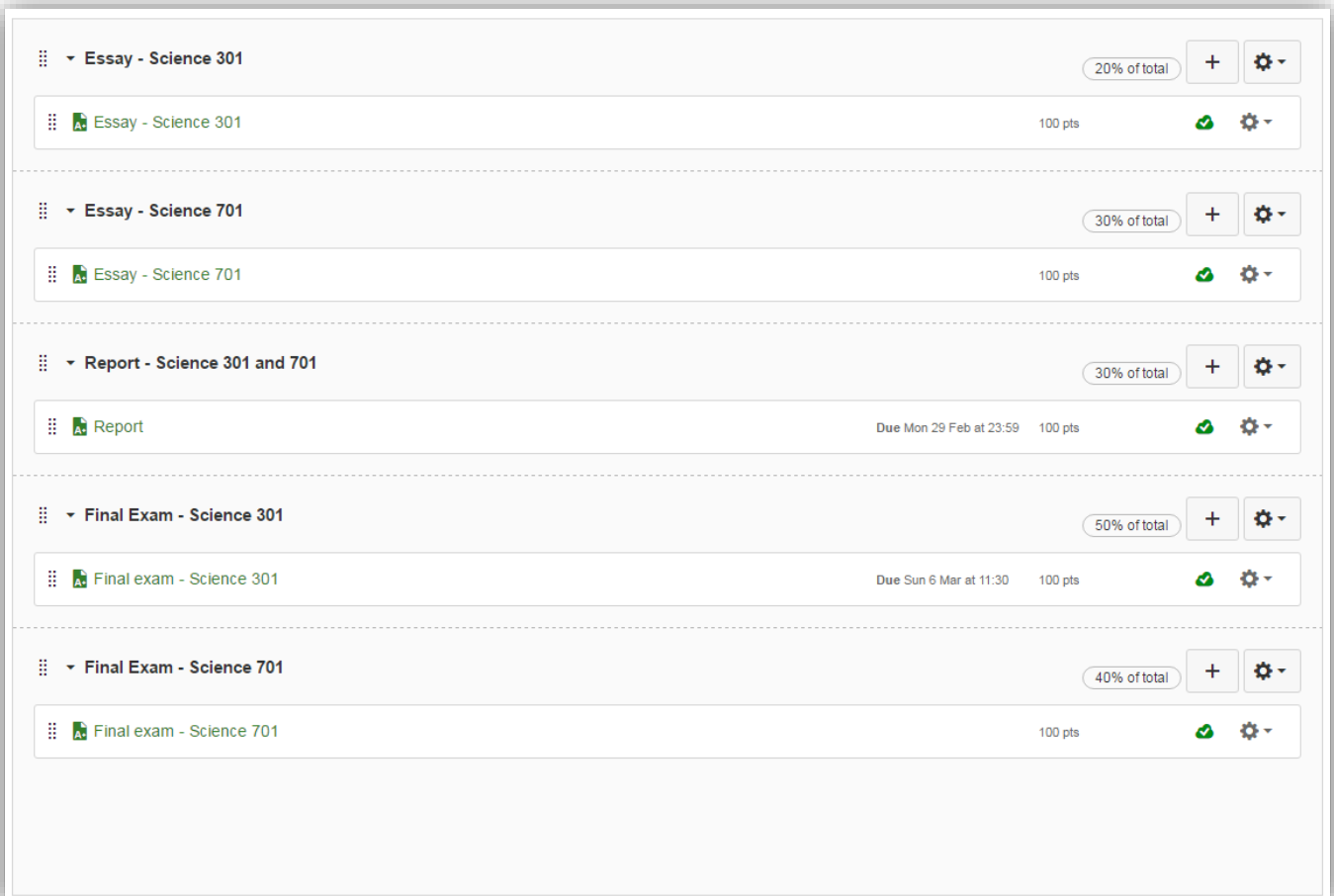
Although both students and teachers can see more than 100% in the total group weights, students will only see the assignments assigned to them, which should total 100%.

Assignments are weighted by group:

Group	Weight
Essay - Science 301	20.0%
Essay - Science 701	30.0%
Report - Science 301 and 701	30.0%
Final Exam - Science 301	50.0%
Final Exam - Science 701	40.0%
Total	170%

Scenario 3

Cross-listed courses have the same assignments but with different weight distribution.

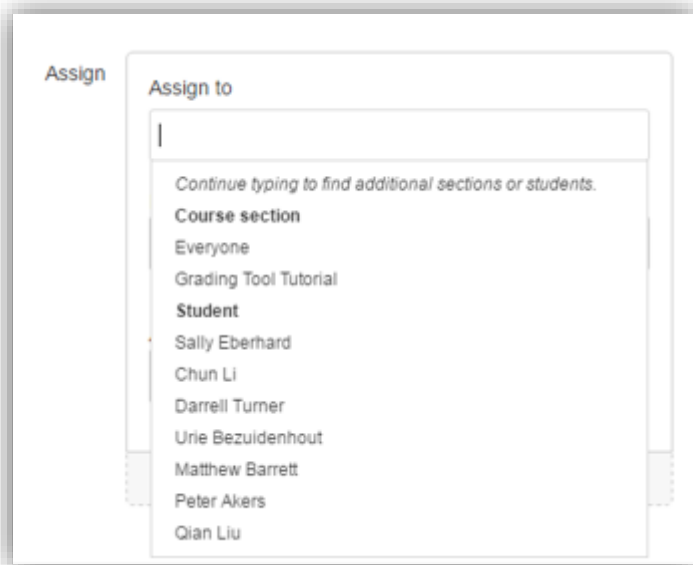


The screenshot displays a list of assignments grouped by course. Each group shows the total weight for that course and a list of individual assignments with their respective weights and due dates.

Group	Weight	Assignment	Weight	Due Date	Pts
Essay - Science 301	20% of total	Essay - Science 301	100 pts		
Essay - Science 701	30% of total	Essay - Science 701	100 pts		
Report - Science 301 and 701	30% of total	Report	100 pts	Due Mon 29 Feb at 23:59	
Final Exam - Science 301	50% of total	Final exam - Science 301	100 pts	Due Sun 6 Mar at 11:30	
Final Exam - Science 701	40% of total	Final exam - Science 701	100 pts		



Assign the correct sections to the assignments.



Although both students and teachers can see more than 100% in the total group weights, students will only see the assignments assigned to them, which should total 100%.

Assignments are weighted by group:

Group	Weight
TEST	20.0%
REPORT	30.0%
ESSAY	40.0%
QUIZ	10.0%
Final Exam	50.0%
Total	150%



Passing Multiple Course Components

Some courses have the requirement for theory and practical components to be passed in order for an overall course pass to be achieved. Currently, the way Canvas assignments and the grading tool are structured means this requirement is not easily accommodated.

This document will outline two possible solutions to this issue, one which involves restructuring the way assignment groups are set up within Canvas and requires minimal offline work, and one which involves offline processing but allows extra flexibility and for assignment groups to be set up as desired.

Scenario 1 - Theory and Practical Assignment Groups

This section details how to allow for this issue by having two weighted assignment groups containing one assignment each, one for the theory component and one for the practical component (see below image). If all weighting is contained within these assignments, 'Must Score' rules can be applied within the grading tool. Regular assessments can still be displayed if desired, but weighting must be removed before final grading.

To implement this, set up two assignment groups, **Theory** and **Practical** and assign appropriate weighting. This should be the combined contribution from every assessment which falls under the umbrella of 'theory' and everything which can be classified as 'practical.' If one of these groups only contains one type of assessment, it may not be useful to use these headings, for example if the only practical course component is laboratories, this can be the assignment group name.

For this method to work, it must be possible to mark the individual assessments in a way which correctly reflects the weighting within either the theory or practical group. For example in a situation where a theory group contains two in-course tests (25%) and the final exam (50%), points for assignments would have to be applied in a way which reflects this (see below image).



Search for assignment

+ Group + Assignment ⚙️

Laboratories		0% of total	+	⚙️
⋮	Lab 1	15 pts	✓	⚙️
⋮	Lab 2	15 pts	✓	⚙️
⋮	Lab 3	15 pts	✓	⚙️
⋮	Lab 4	15 pts	✓	⚙️
⋮	Lab 5	15 pts	✓	⚙️
⋮	Lab 6	15 pts	✓	⚙️
Practical		25% of total	+	⚙️
⋮	Practical Component	90 pts	✓	⚙️
Tests		0% of total	+	⚙️
⋮	Test 1	25 pts	✓	⚙️
⋮	Test 2	25 pts	✓	⚙️
Final Exam		0% of total	+	⚙️
⋮	Final Exam	100 pts	✓	⚙️
Theory		75% of total	+	⚙️
⋮	Theory Component	150 pts	✓	⚙️

Once all marks are entered, the requirement to pass both components can be applied in the grading tool (after clicking 'Submit Grades to SSO' in the gradebook) under **Special Grades** by applying a **Must Score** rule under the Theory or Practical assignment. If the points for the assignment have been correctly applied, the total for the must pass score should be half of the points for the assignment:



Student Summary

Special Grades

Course Summary

Grading Scheme

Special Grades

Select the assignment(s) that will contribute to the calculation of special grades:

- Must Attempt (DNS) - for Exam assignment(s) ONLY
Students that did not have a mark in ALL of the selected assignment(s) will get a DNS grade.
- Must Score - minimum score to pass
Students who score less than the amount of points will receive a D+. Criteria can be ticked on and off.

Note 1: Settings are saved automatically, but you will need to recalculate the final grades to apply it.

Note 2: Canvas rules on Assignment groups are not reflected in these results.

Assignment Name	Points	Must Attempt	Must Score
Final Exam [24052]	100	<input type="checkbox"/>	<input type="text" value=""/> /100
Lab 1 [23569]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 2 [23570]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 3 [23571]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 4 [23572]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 5 [23573]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 6 [23574]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Practical Component [24051]	90	<input type="checkbox"/>	<input checked="" type="checkbox"/> 45 /90
Test 1 [24053]	25	<input type="checkbox"/>	<input type="text" value=""/> /50
Test 2 [24054]	25	<input type="checkbox"/>	<input type="text" value=""/> /50
Theory Component [23575]	150	<input type="checkbox"/>	<input checked="" type="checkbox"/> 75 /150

Showing 1 to 11 of 11 entries

In the above example, the students must score at least half of the possible points in the highlighted assignments in order to pass the course. After these conditions are entered, navigate back to **Student Summary** and click **calculate**. Any student who has not scored sufficient points in either assignment will be awarded a D+ if they would have otherwise passed the course.

Scenario 2 - Theory/Practical Pass Assignment Group

An alternative to this method is to create a single assignment and group which will signify whether or not a student has passed both theory and practical course components. If the student does not score sufficient points in this group and a 'must score' rule is applied, a D+ will be awarded if the student would have otherwise passed the course.

Assignment groups can be set up as desired, with an added 'Theory and Practical Component Pass' group as shown below. The group should contain 0% weighting and a single assignment with a possible score of 1 point. This group and assignment would not have to be displayed until it is used.



Search for assignment

+ Group + Assignment ⚙️

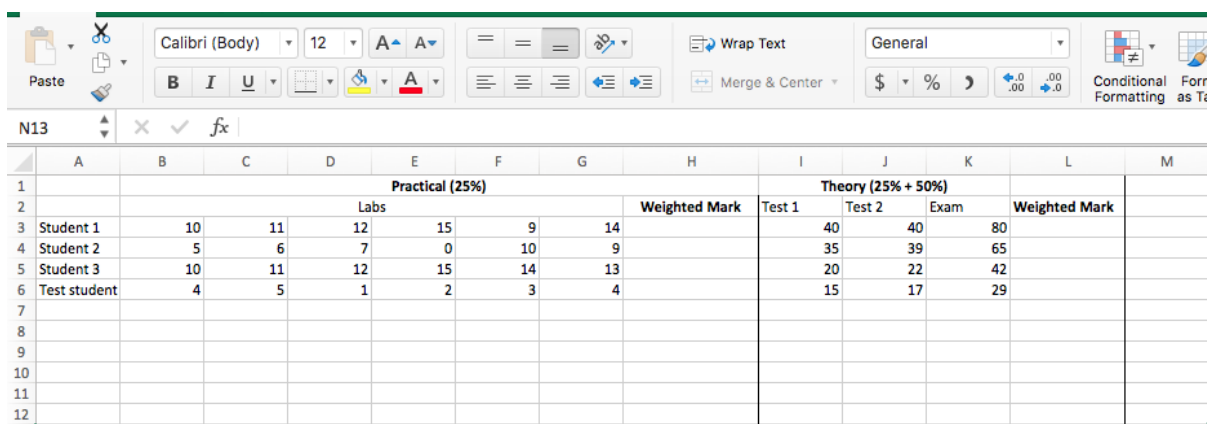
Laboratories		25% of total	+	⚙️
Lab 1	15 pts	✓	⚙️	
Lab 2	15 pts	✓	⚙️	
Lab 3	15 pts	✓	⚙️	
Lab 4	15 pts	✓	⚙️	
Lab 5	15 pts	✓	⚙️	
Lab 6	15 pts	✓	⚙️	

Mid-term Tests		25% of total	+	⚙️
Test 1	50 pts	✓	⚙️	
Test 2	50 pts	✓	⚙️	

Final exam		50% of total	+	⚙️
Final exam	100 pts	✓	⚙️	

Theory+Practical Pass		0% of total	+	⚙️
Theory and Practical Component Pass	1 pts	✓	⚙️	

When all assessment has been completed and marked, export the gradebook and copy all marks and student information into a new spreadsheet, arranged so that marks for theory and practical are grouped together. Leave a single column free after each group for calculation of a weighted mark, i.e:



	Practical (25%)							Theory (25% + 50%)			
	Labs						Weighted Mark	Test 1	Test 2	Exam	Weighted Mark
Student 1	10	11	12	15	9	14	40	40	80		
Student 2	5	6	7	0	10	9	35	39	65		
Student 3	10	11	12	15	14	13	20	22	42		
Test student	4	5	1	2	3	4	15	17	29		

Calculate the weighted mark for each component, which can be done using a variation of the following formula:

$$=SUM(B3:G3)/90*25$$

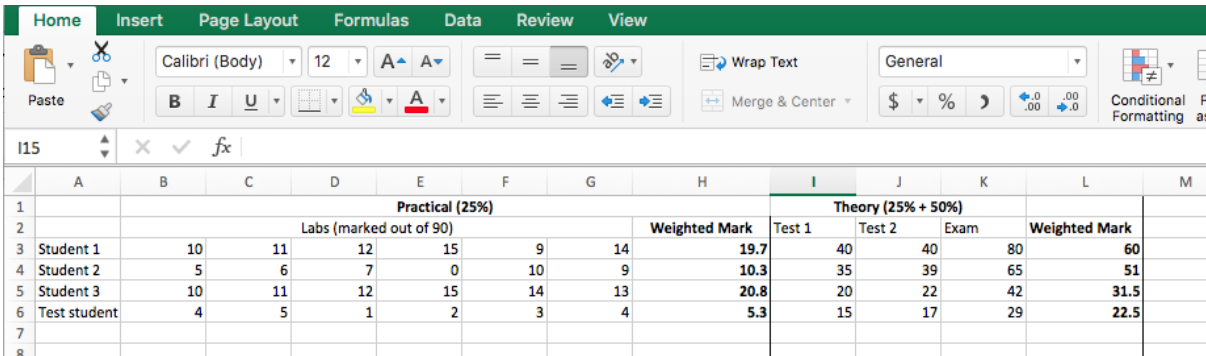
In this case, 90 is the total possible marks from all assignments for the practical component and 25 is the overall weighting. This step must be repeated for the theory component, however is slightly more complicated since the



weighting of the marks from tests and assignments is different. In the above example, the following formula was used:

$$=(\text{SUM}(I3:J3)/100*25)+(\text{K3}/100*50)$$

where 100 is the total possible test marks, 25 is the combined weighting from both tests, 100 is the total possible exam marks and 50 is the exam weighting. The resulting spreadsheet will look something like this:

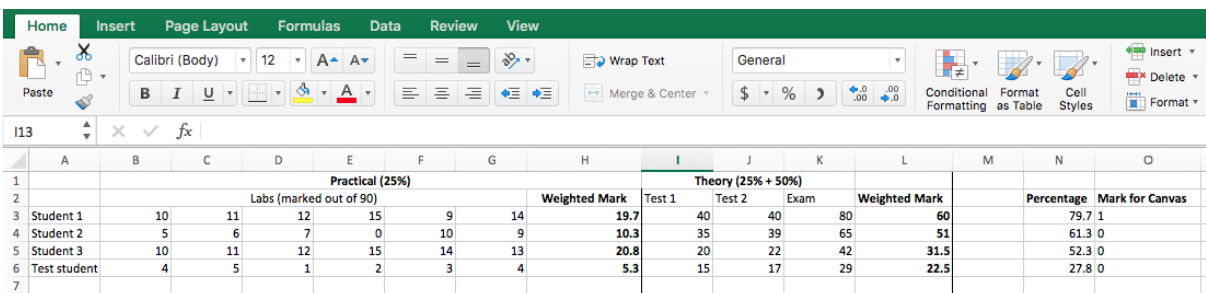


	Practical (25%)							Theory (25% + 50%)				
	Labs (marked out of 90)							Weighted Mark	Test 1	Test 2	Exam	Weighted Mark
Student 1	10	11	12	15	9	14	19.7	40	40	80	60	
Student 2	5	6	7	0	10	9	10.3	35	39	65	51	
Student 3	10	11	12	15	14	13	20.8	20	22	42	31.5	
Test student	4	5	1	2	3	4	5.3	15	17	29	22.5	

Next, add two columns: “Percentage” and “Mark for Canvas”. The percentage column is not strictly necessary, but is useful as a reference. In the percentage column, calculate the sum of the weighted marks from the theory and practical components. The “Mark for Canvas” column will be used to indicate whether a student has passed both course components, with 1 signifying a pass and 0 signifying a fail. In the below example, the following formula was used:

$$=\text{IF}(\text{OR}(L3<37.5, H3<12.5), "0", "1")$$

where L3 refers to the student’s overall score in the theory component and 37.5 refers to the minimum possible score for a pass, H3 refers to the overall score for the practical component and 12.5 the minimum possible score for a pass. In this example, the formula is set to display 0 if the conditions in the formula are met and 1 if they are not. If this formula is applied to all students, those who passed both components will receive 1 and students who did not will receive 0.



	Practical (25%)							Theory (25% + 50%)				Percentage	Mark for Canvas	
	Labs (marked out of 90)							Weighted Mark	Test 1	Test 2	Exam	Weighted Mark		
Student 1	10	11	12	15	9	14	19.7	40	40	80	60	79.7	1	
Student 2	5	6	7	0	10	9	10.3	35	39	65	51	61.3	0	
Student 3	10	11	12	15	14	13	20.8	20	22	42	31.5	52.3	0	
Test student	4	5	1	2	3	4	5.3	15	17	29	22.5	27.8	0	

After ensuring that marks and students are ordered correctly, they can be pasted into the previously exported gradebook. Since .csv files do not cope well with formulas, ensure that this is done using **paste special** and by selecting **values**.

After importing the gradebook and ensuring that all marks have been correctly imported, click **Prepare Grades for SSO** and select the **Special Grades** tab. Apply a ‘Must Score’ rule to the ‘Theory and Practical Component Pass’ assignment by entering “1” under this assignment as shown below.



Student Summary

Special Grades

Course Summary

Grading Scheme

Special Grades

Select the assignment(s) that will contribute to the calculation of special grades:

- Must Attempt (DNS) - for Exam assignment(s) ONLY
Students that did not have a mark in ALL of the selected assignment(s) will get a DNS grade.
- Must Score - minimum score to pass
Students who score less than the amount of points will receive a D+. Criteria can be ticked on and off.

Note 1: Settings are saved automatically, but you will need to recalculate the final grades to apply it.

Note 2: Canvas rules on Assignment groups are not reflected in these results.

Assignment Name	Points	Must Attempt	Must Score
Final exam [24052]	100	<input type="checkbox"/>	<input type="text" value=""/> /100
Lab 1 [23569]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 2 [23570]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 3 [23571]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 4 [23572]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 5 [23573]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Lab 6 [23574]	15	<input type="checkbox"/>	<input type="text" value=""/> /15
Test 1 [24053]	50	<input type="checkbox"/>	<input type="text" value=""/> /50
Test 2 [24054]	50	<input type="checkbox"/>	<input type="text" value=""/> /50
Theory and Practical Component Pass [23575]	1	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text" value=""/> 1 /1

Showing 1 to 10 of 10 entries

Navigate back to **Student Summary** and click **calculate**. All students who did not pass both theory and practical components and scored 0 in this assignment will now be awarded a D+. Note that this grade is automatically awarded to any students who fail a course due to a 'Must Score' rule. For students who have failed under the aforementioned criteria but would not normally have scored enough points to have been awarded a D+ can have their D or D- reinstated by entering a 1 in their 'Theory and Practical Component Pass' column and re-calculating grades.

You can modify this scenario to suit your needs or personal preferences. For example: setting up two independent columns "pass practical overall" and "pass theory overall", and allow the two statements to be evaluated separately.

In this case two 1's would mean grade unchanged, and either of those 0 would mean D+ or actual grade if the students would have failed the course nonetheless.

Facilitator Contact Details

The facilitator team are more than happy to assist with this or anything else Canvas-related and can be contacted at any time during business hours.



APPENDIX 2



Canvas Help - canvashelp@auckland.ac.nz