Quick reference guide | Canvas Final Grades Tool V1.2

What is the Canvas Final Grades Tool?
The Canvas Final Grades Tool is used to apply special grades and apply course criteria before final grades are confirmed and submitted through to Student Services Online (SSO).

STEP ONE: Check your Canvas Gradebook marks and grades
The following updates and checks are recommended within the course gradebook to prepare final grades:

- **Grading scheme** - Ensure that the course has an appropriate grading scheme in place (enabled via the Settings tab of the course).
- **Assignment Weighting** – Ensure the appropriate weightings and points are applied to each Assignment and Assignment Group. (In Canvas, all assessments are referred to as Assignments, including tests and exams.) If you do not need or want an Assignment to count towards the total, remove it entirely or remove any percentage weighting.
- **Missed Assignments/ Aegrotat** – For some forms of assessment such as assignments or lab work, there is discretion to apply consideration, if the student has provided the required supporting evidence. These assignments should be marked as 'EX' (excused) so it does not contribute to the Total column. Do not excuse students from final exams; either enter the actual mark they received or a zero mark if they did not sit.

  (Any reminders or notes can be made in the Notes column regarding a student’s situation or circumstances. Insert a Notes column via the settings button at the top right of the gradebook.)

- **“Treat ungraded as zero” for unsubmitted Assignments** - When the course is complete and all marks have been entered, the “Treat Ungraded As Zero” function setting should be enabled via the grade book settings button to ensure non-submissions are included in the total score.

- **“Unmuting” of Assignments** – Ensure that all Assignment columns are unmuted by clicking on the box at the top of the relevant gradebook column. (The requirement to unmute is a temporary situation and a technical issue which will be resolved as soon as possible.)

Important Note: Students will receive a notification in Canvas when marks are unmuted, including marks for final exams.
Other checks

- If marks are uploaded from external sources like QuestionMark or imported from .csv files, check for accuracy.
- Check students exist in the correct sections as originally enrolled into CS9.
- Check there are no blank or empty Total columns.
- For Cross-Listed Courses, ensure any differential or split assignments are correctly associated with their section.
- You may prefer to export the gradebook as a spreadsheet to make any changes to assignment marks. It can then be uploaded back into Canvas. You cannot make changes to the calculated totals and import these back.

STEP TWO: Prepare grades for SSO

Click on the 'Prepare grades for SSO' button at the top of the gradebook. Within the final grades tool there are four tabs or sections:

1. **Student summary** - The student summary section is used to import student grades, apply any manual changes, calculate the final grades and then submit to the Exams Office for publishing to SSO.

   Across the top of this section there are four buttons of importance:

   - **Import results** - Use this button to import the grades from the Canvas gradebook. You can import grades at any time and as many times as you wish prior to clicking the Submit button.
   - **Open Gradebook** - This simply brings up the Canvas gradebook in a new tab. This may be useful as it allows you to understand and compare the data.
   - **Calculate** - This is the button that you use to calculate final grades after you have applied any special grades or course criteria.
   - **Submit** – Once all results are in place and calculated, the final step is to submit the gradebook. The data only flows one way, from the Canvas Gradebook through to the grading tool and ultimately through to SSO, where the Exams Office will validate. You can only submit once, as the grades are locked after submission. Any further changes must be notified to the Exams Office as per existing processes.

DNC, DNS and NA

On this tab you can also apply special grades: Here you can manually change individual grades to one of three options: DNS, DNC, or NA.

   a) Find the student who requires a special grade (use the search box if required).
   b) Click on the relevant “Grade to Submit” box.
   c) Choose the desired grade from the drop down menu
2. **Special grades** - The special grades tab offers two functions:

- **Must Attempt**: (likely to apply to exam or tests). Simply tick the relevant assignment in the Must Attempt column. Any students who did not attempt the assessment will receive a DNS grade.

- **Must Score**: Based on your course requirements, set the score that a student needs to attain in any assignment to pass the course. Students who do not meet that score will fail the course (D+). This would apply to any failed attempts against any assignment that was selected.

Please note, DNC must be manually entered in the Student Summary page.

**Any rules or changes to the rules that you create here require you to go back to the Student Summary section and click on Calculate** to apply those changes.

3. **Course summary** - Within this section you can access course reports. You can see the grade distribution in your course, top and bottom performing students and there is a grade distribution graph. You can print this graph and the printed version contains a signature box for use in grade review meetings.

4. **Grading scheme** - In this tab, you can see the grading scheme that was used in the gradebook to calculate total marks.

**Important Note**: If changes are made in the Canvas Gradebook, you will need to import them back into the Final Grades Tool.

**SUMMARY: key steps to submit grades**

Check marks and grades in the gradebook  ➞ Click on “Prepare grades for SSO” button in the gradebook  ➞ Apply special grades or criteria  ➞ Click “Calculate”  ➞ Review course summary (optional)  ➞ Click “Submit” on the Student Summary tab