



Summary of Final Grades submission process in Canvas

1

Enter all marks in Canvas

- Enter results in the Canvas Gradebook
- Ensure “EX” or zero marks are applied as needed
- Seek pre-approval of final grades, if necessary
- Unmute all gradebook columns including exam marks (**required**)

2

Apply special grades or criteria

- Click “Prepare grades for SSO” and then “Import Gradebook” button
- Select your Exam assignments in the DNS (Must Attempt) tab
- Apply Must Score criteria in Must Score tab
- Click “Calculate”
- Apply special grades (DNC, NA or DNS) to individuals as needed

3

Review grades and course summary

- Go to “Course Summary” for an overview of the course
- Apply any changes to a) marks in the Canvas gradebook and then re-import marks or b) Must Attempt or Must Score in the Final Grades Tool and recalculate
- Print the Course Summary tab for your records

4

Submit results to SSO

- Click the “Submit” button
- Send Examiners grade approval sheet to ETSO
- Export a copy of the grades submitted from “Student Summary” for your records as needed



Manage Final Results

Stage	Overview
<p style="text-align: center;">1. Enter all marks in Canvas</p>	<p>a) Enter marks in the Canvas Gradebook</p> <p>All results should be entered into the Canvas gradebook against the relevant assignment. Columns should be left muted at this stage until a review/validation of marks has taken place.</p> <ul style="list-style-type: none"> • Add a Notes column to your gradebook to document any student circumstances (see the Settings button in the gradebook). • Tick “hide totals in the student grade summary” to avoid confusion between a provisional Total grade students see in Canvas and the final grade in SSO. • Ensure that the course has an appropriate grading scheme in place (see the course Settings tab for details). • Ensure that the appropriate weightings and points are applied to each Assignment and Assignment Group. • Check marks for accuracy if they have been uploaded from external sources like QuestionMark or imported from .csv files. • Ensure there are no blank or empty columns. • Remember! Special grades such as DNS, DNC or NA cannot be applied at this point (will be completed in the next step) <ul style="list-style-type: none"> ○ Missed Assignments – Excused assessments should be marked as 'EX' so the mark does not contribute to the Total column. Do not excuse students from final exams; either enter the actual mark they received or leave it blank. See the attached guide for more information on applying Aegrotat in Canvas. ○ Unsubmitted Assignments – If a student did not submit an assignment, you have the option to leave a dash or hyphen (-) in the gradebook. Once you have entered all students’ marks into the gradebook, including the Final Exam, you may wish to use the “Treat Ungraded as Zero” view-only function to view the student Total score. Canvas will consider the absence of a mark as a zero in the calculation of the student’s Total. <p>b) Seek provisional approval of grades (as required)</p> <p>Each faculty and department has different requirements for the review and provisional approval of results and in Canvas this process is suggested at this stage before proceeding further and before eg. you unmute your exam marks. You may wish to export the gradebook to review a spreadsheet of the marks to share or discuss with colleagues (click the “Export” button above the gradebook).</p> <p>c) Make any final adjustments in the Canvas gradebook (if necessary)</p> <p>Only the marks for individual assignments can be adjusted, totals cannot be modified. A new grading scheme can be created in the course Settings, which will change grade boundaries for the course</p> <p>d) Unmute all columns (Required)</p>



- All assignments (including the final exam) must be unmuted within the gradebook in order to prepare grades for publication to SSO. This means students can see their final exam marks, which will be a change of practice for some departments.
- Once an assignment is unmuted, students will receive notification of the result
- Students are made aware that results within the Canvas gradebook are not final and final grades are only published via SSO.

Your Canvas gradebook is now complete and grades are ready to be processed. See the next step below.

2.
Apply special
grades or criteria

- **Important:** To avoid duplication from this point, it is important that one person per course is responsible for the submission of grades. It is also recommended that the remaining steps are completed in one session. Data will be retained in the tool until you click Submit, but any changes to marks in Canvas will need to be re-imported.
- Click on the 'Prepare grades for SSO' button at the top of the gradebook. You are now entering the Final Grades Tool, a purpose-built tool to send grades from Canvas to SSO.
- The suggested sequence in this stage is:
 - a) **Import Gradebook** from Canvas
 - b) Select Exam assignment(s) for DNS calculations; specify any Must Score criteria
 - c) Click **Calculate**
 - d) Apply special grades to individuals such as DNC, NA or DNS as needed

Here are more details about the Tool and how to achieve those steps. There are five tabs across the top of the page:

Student Summary - The student summary section is used to import student grades, apply any manual changes, calculate the final grades and then submit to ETSO for publishing to SSO. Across the top of this section there are four buttons of importance:

- **Import Gradebook** - 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.
- **Export Summary** – Use this button to export the grades in student summary tab out to Excel. You can choose to export as one worksheet to export the entire course or export the list by course Sections.
- **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. **Important:** If changes are made in the Canvas Gradebook at any stage, you will need to re-import them into the Final Grades Tool.
- **Calculate** - This is the button that you use to calculate final grades after you have selected Exam assignment(s) for automatic calculation of DNS and/or specified any Must Score 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



Final Grades Tool and ultimately through to SSO. **You can only submit once**, as the grades are locked after submission. Any further changes must be notified to ETSO as per existing processes.

On this tab you can manually change individual grades to one of three options: DNS, DNC, or NA. Find the student who requires a special grade (use the search box if required), click on the relevant “Grade to Submit” box and choose the desired grade from the drop down menu. For large courses, search for a student by name.

DNS (Must Attempt)

Must Attempt: (only applies to final exams). Simply tick the relevant assignment row in the Must Attempt column. Any students who did not attempt the final exam will receive a DNS (Did Not Sit) grade. If there are multiple Exam assignments, students who did not attempt “all” of them, will receive a DNS grade.

Must Score

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 but would otherwise have passed the course, will fail the course and receive a D+. Students who failed the course will retain their failing grade.

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

Course Summary

This section provides a course report. You can see the grade distribution graph in your course, the top and bottom performing students and a grade distribution summary table. You can print this graph and the printed version contains a signature box for approval processes.

Grading Scheme

In this tab, you can see the grading scheme that was used in the gradebook to calculate the final grade.

3.

Review grades and
course summary

If you now go to the Course Summary tab, you will see a grade distribution and an overview of the course.

- Coordinate a final review/sign-off
 - Each faculty and department has different processes but the requirement is to ensure that there is appropriate agreement for final grades before submission through to CS9.
- If any changes are required at this stage, they will need to be made within the Canvas gradebook or in the Final Grades Tool.

Note: If you return to the Canvas gradebook you will need to re-import the gradebook to the Final Grades Tool and recalculating.



4.
Submit grades to
SSO

The results should then be submitted from the Final Grades Tool by clicking the **Submit** button.

- **Note:** Remember, a full set of grades can be exported from the Final Grades Tool for your records, from the Student Summary tab as of Semester 2, 2016.

As in the past, approval signatures must be provided by the course director and assessor or where no assessor is appointed, the course director and at least one other examiner.

Send grade approval sheets to ETSO (Examinations and Timetabling Services Office).

- Scan the signed sheet and email the digital copy to results@auckland.co.nz
 - **Note:** If bulk emailing sheets for different courses in one email they must be scanned in alphanumeric order. Do not deliver or courier results to ETSO

ETSO verifies the posted Grades based on:

- Attendance Roll from Exam Day.
- Discrepancy Report from SSO.

Results are then posted to SSO