Canvas Semester End Checklist

Each checklist item links to an explanation and support resources.

☐ Confirm the course **Grade Scheme** in Settings represents accurate point ranges for letter grades

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☐ **Ensure Grades calculate** as stated in your course grading policy

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☐ Add **Final Grades to Banner** by the Registrar deadline

☐ Manage the course **participation end date** in Settings

☐ **Add colleagues** that need access to your course before the end date or submit a Help Desk ticket

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☐ **Copy the course** before making edits for next semester

☐ **Export a copy of grades** for your records - optional

☐ **Save a backup** of your course content - optional

Confirm the Course Grading Scheme

You must **set a Grading Scheme** in your course Settings for letter grades to be assigned correctly. Account for how you want the system to round grades when you select from the available schemes or build your own scheme to set unique range values.

Ensure Grades Calculate Accurately

Building the **Assignment Index Page** automatically creates your gradebook - Each Assignment you built in your course creates a column in Grades. The point value of an assignment tells Canvas how to calculate grades. An assignment with 0-point value is calculated as extra credit. Assignments with no grade entered are excluded from the calculation. Be sure to enter grades for all assignments, even if a student earned a 0.

Ensure your assignments are organized into **Assignment Groups** if you plan to weight grades. Canvas calculates all the assignments within the group - taking the total points earned and dividing them by the total possible points. You'll find a total column for each group in your gradebook is created automatically.

If you set **assignment groups to be weighted**, the calculated grade for the assignment group is multiplied by the percentage you indicate the group is worth toward the final grade.

For example, you create three assignment groups (A, B, and C) weighted at 20%, 50%, and 30%, respectively. The total score equation for a course with three assignment groups would be (percentage A x weight A) + (percentage B x weight B) + (percentage C x weight C) = final course percentage. If a student scores 75% in Group A, 98% in Group B, and 87% in Group C, the final score would be calculated as (.75 x .20) + (.98 x .50) + (.87 x .30) = .901, or 90.1%.

The final score calculation is changed if there are no graded items in an assignment group. In this case, all assignment groups with graded items will be divided by their combined weight, and the assignment groups without graded items are removed from the equation. If the previous example were adjusted so Group C contained no graded discussions, assignments, or quizzes, the calculation for the final score would be [(.75 x .20) + (.98 x .50)] ÷ .70 = .9143, or 91.43%.

Ensure the Total column is calculating the way you want it to. **Override student grades** if necessary.

Common Errors in Grade Set Ups

1. Not selecting a grading scheme in Settings or the range values are incorrect/not rounding.

2. The total points possible for an Assignment is incorrect.

3. The total points possible are inconsistent and a rule to drop the lowest grade is selecting a different assignment than expected.

4. Extra credit is set up with possible points instead of zero.

5. Assignments are in the wrong group, particularly when weighting grades.

6. Mistaken use of the assignment setting "Do not count this assignment towards the final grade".

7. Not entering scores for all graded assignments.

8. Use of the late policy feature in Grades.

Enter Final Grades in Banner

Refer to the current **UIW Academic Calendar** for the deadline set by the Office of the Registrar. Need instructions? Watch Diana Dimas give a 📄 **24-minute training on entering final grades in Banner**.

Contact the **Office of the Registrar** if you have any questions about entering final grades in Banner.

Manage the Course End Date

Instructors can edit the course Participation End date proactively. By default, the end date is set for 10 days past the end of the term. In Settings, ensure Participation has an accurate **End** date and time. Scroll down to click **Update Course Details** to save your changes.

After the end date has passed, your course becomes READ-ONLY. **Submit a Help Desk ticket** to the Canvas administrator if you need to extend an end date that has already passed.
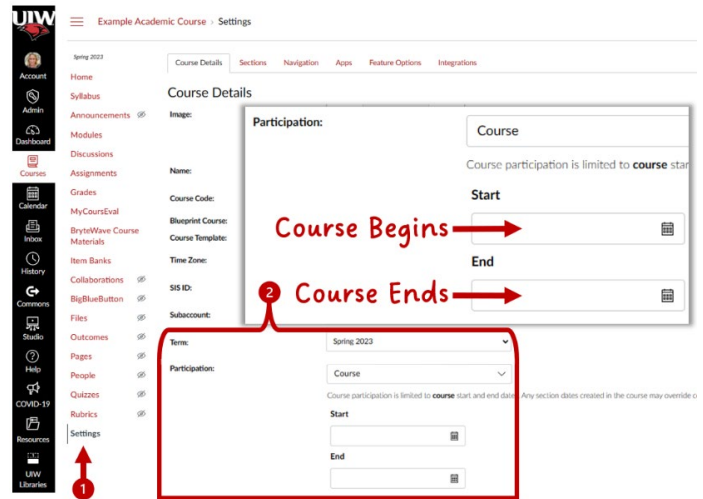
Add Colleagues Not Handled by Banner

All instructors of record and students are given official enrollment access to Canvas courses through Banner. An instructor can add additional non-student users to their courses in People using a UIW email address. This is useful if you are sharing content, or a new instructor is coming onboard to teach the course next term.

The person you add receives an invitation to accept both on their Canvas Dashboard and as an email notification.

How to add a user to your course | **How to remove a user from your course**

Instructors can only add a colleague to a current course; the ability is turned off after the course Participation End date passes. If your end date has passed but you need to add another person to the course, **submit a Help Desk ticket** to the Canvas administrator requesting assistance.

Copy the Course Before Making Changes

Teaching follows a continuous cycle of improvement, and your Canvas course will too. However, **do not make changes to your course materials in the current Canvas course to preserve the academic record of the students who have completed that course**. Copy the content to next term's Canvas course space first! Then make the edits for your new, incoming students.

There are three methods to **copy content in Canvas**.

1. **Copy To**: Send a single piece of your course to a different course.
2. **Import Course Content – Select Content**: Pull pieces of your course into a different course.
3. **Import Course Content – All Content**: Pull an entire course into a different course.

Head to the **Canvas Semester Start Checklist** when working on your upcoming course!


Export Your Gradebook - Optional

Faculty may wish to **keep a copy of student grades** for their records, and downloading the file is easy. The gradebook downloads as an Excel formatted workbook.
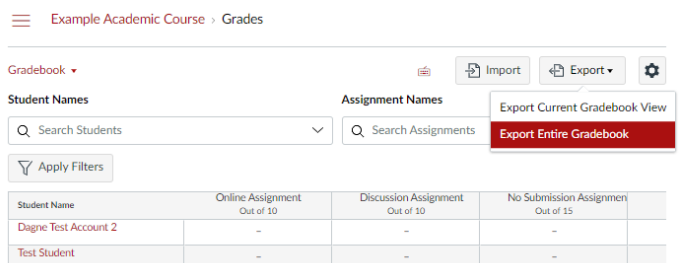
Download Your Course Content

UIW maintains Canvas course records to ensure student work and materials are preserved for the academic record. However, faculty may wish to **export a copy of their course content** for their own records.

Exporting will not save student work (i.e. grades, quizzes, assignments, discussions, etc.), or course interactions – the package only contains the course content that can be restored by importing it back into a Canvas course.
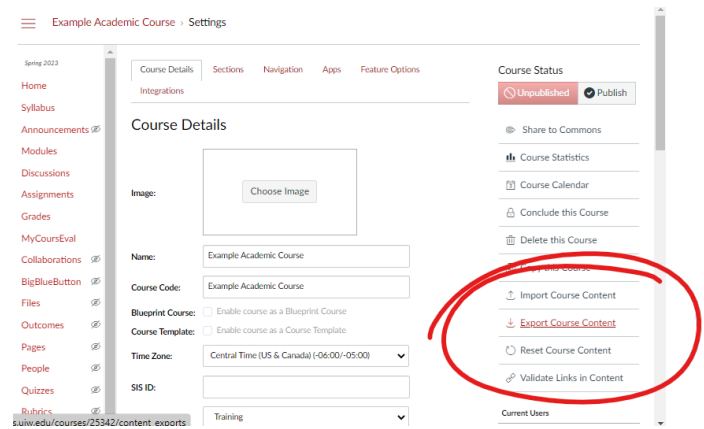
24/7 Canvas Help is available for faculty and students to get assistance using any Canvas feature. Contact information is found in the Help icon of the Global Navigation Menu inside Canvas. Note, Canvas Help is unable to assist with third-party tools, UIW credentials, or enrollment issues.