

# 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
- [Ensure Grades calculate](#) as stated in your course grading policy
- 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
- [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 an available scheme or build your own range values.

BryteWave Course  
Materials

Settings 

Language:  This will override any user/system language preferences. This is only for language courses

File Storage:  megabytes

Large Course:  Launch SpeedGrader Filtered by Student Group

Grading Scheme:  Enable course grading scheme [set grading scheme](#)

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View/Edit Grading Scheme ×

[Select Another Scheme](#) ×

Name:	UIW Schema	Range:
A		100% to 93%
A-		< 93% to 90%
B+		< 90% to 87%
B		< 87% to 83%
B-		< 83% to 80%
C+		< 80% to 77%
C		< 77% to 70%
D+		< 70% to 67%
D		< 67% to 63%
D-		< 63% to 60%
F		< 60% to 0%

[manage grading schemes](#)

## Ensure Grades Calculate Accurately

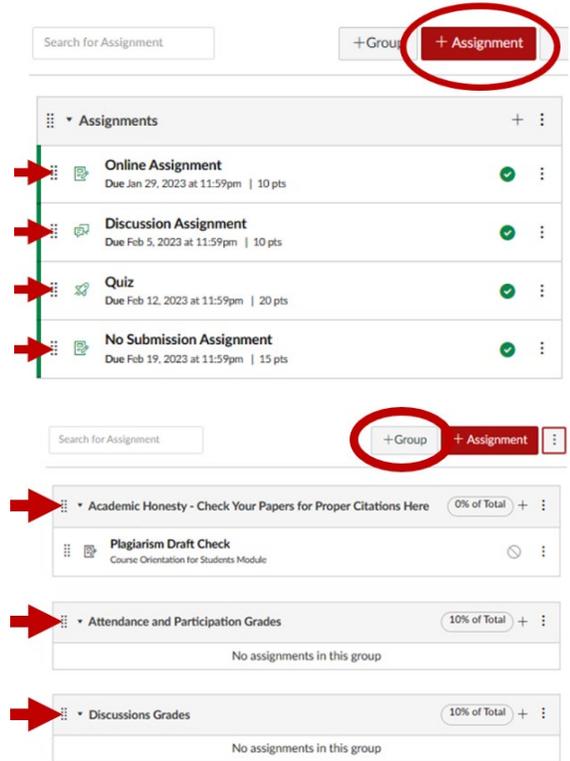
Building the [Assignment Index Page](#) automatically creates your gradebook - Each Assignment you built in your course created a column in Grades. The point value of an assignment tells Canvas how to calculate grades. An assignment with 0-point value is calculated as extra credit. Assignments with no 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. This tells Canvas to calculate all the assignments within the group - taking the total points earned and dividing them by the total possible points. If you set [assignment groups to be weighted](#), that 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  $(.75 \times .20) + (.98 \times .50) + (.87 \times .30) = .901$ , 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 final score would be  $[(.75 \times .20) + (.98 \times .50)] \div .70 = .9143$ , or 91.43%.

Ensure the Total column is calculating the way you want it to. [Override student grades](#) if necessary.



## 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.

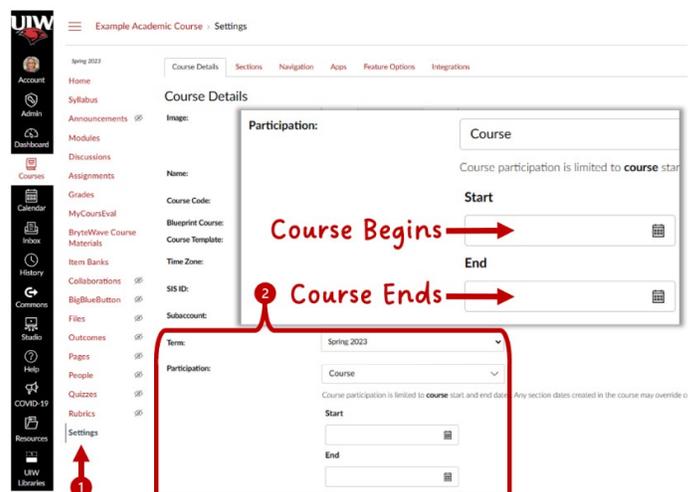
## Manage the Course End Date

Instructors can edit the course Participation End date proactively.

In Settings, ensure Participation has an accurate **End** date and time. Scroll down to click **Update Course Details** to save your changes.

Leaving the end date blank defaults to the term date for undergraduate programs per the [UIW academic calendar](#).

After the end date has passed, your course becomes READ-ONLY. [Submit a Help Desk ticket](#) to the Canvas administrator if you need to make changes to a read-only course or extend an end date that has already passed.



## Add Colleagues Not Handled by Banner

All instructors of record and students are given access to Canvas courses through Banner. An instructor can add additional 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.

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## Copy the Course Before Making Changes

Teaching follows a continuous cycle of improvement, and your online course will too. However, **do not make changes to your course materials to preserve the academic record of the students who have completed the course.** Copy the content to next term's 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!

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## Export Your Gradebook - Optional

Faculty may wish to [keep a copy of student grades](#) for their records, and downloading the file is a snap! The gradebook downloads as an Excel formatted workbook.

Student Name	Online Assignment Out of 10	Discussion Assignment Out of 10	No Submission Assignment Out of 15
Dagne Test Account 2	-	-	-
Test Student	-	-	-

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## 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. quizzes, assignments, and discussions), or course interactions – the package only contains the course content that can be restored by importing it back into a Canvas course.

Example Academic Course > Settings

Course Status: Unpublished | Publish

Course Details

Name: Example Academic Course

Course Code: Example Academic Course

Time Zone: Central Time (US & Canada) (-06:00 -05:00)

SIS ID: [Empty]

Export Course Content (circled in red)