Canvas Newsletter November 11

Final Grades Tool

As the time to submit Final Grades approaches, we would like to bring your attention to the resources available to assist you with this process. We have made available both a step-by-step guide and a video guide for the use of the Final Grades Tool.

If your course requires a 'Must Pass' component (e.g., must pass theory or practical to pass the course), you might want to have a look at the "Setting up 'Must Pass' assessment components" document.

Another point to consider is the muting/unmuting of the Final Exam. If you would like to keep the Final Exam marks muted until after the 'Examiners Meeting', please make use of the 'Grade Distribution Excel Macro' we have made available for you. To use the Macro you need to export the gradebook as a *.csv* file. Once the file is saved, you will open the Macro and chose the .csv file to create the Grade Distribution for you course.

Please be aware that only staff with a Teacher role in Canvas can access the Final Grades Tool

Muting/Unmuting of Marks

Many courses opt to not display the Final Exam marks to students. This can be done by 'muting' the assignment before the marks are entered.

It is important that you know that once the marks are entered and the assignment is unmuted, the marks will be available to students, even if the assignment is muted again.

Hiding Students Totals from the Student Gradebook

If you want, you can hide the students Totals (Final Grade) from their gradebook, while still displaying the individual assignments marks/score. To enable this, go to your course "Settings", "Course details". At the bottom of the page, click "More options". Out of the options offered, you have to select "Hide totals in student grades summary" and then "Update course details" to save your changes.

Name	Due	Score	Out of	
Lab 1	14 Mar by 11:59	25	25	
Lab 2	21 Mar by 11:59	25	25	
Lab 3	28 Mar by 11:30	25	25	
Practical	11 Apr by 11:59	50	100	
Final exam	30 Apr by 11:30	50	100	
Practical		71.43%		50% of Final
Theory		50%		50% of Final
Total		60.71%		

Before

Name	Due	Score	Out of	
Lab 1	14 Mar by 11:59	25	25	
Lab 2	21 Mar by 11:59	25	25	
Lab 3	28 Mar by 11:30	25	25	
Practical	11 Apr by 11:59	50	100	
Final exam	30 Apr by 11:30	50	100	
Practical		-		50% of Final
Theory		-		50% of Final

After

Migrating Content into 2017 Courses

From previous courses

If you would like to import the content of your previous courses into your 2017 courses, you can simply follow the steps below. This is a straightforward process that should take 2 minutes.

1. Open your 2017 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. Search for the 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'.

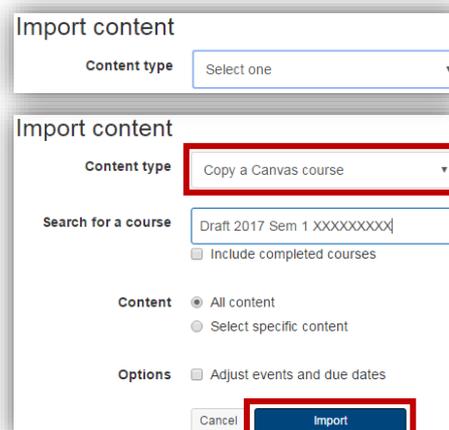All selected content will be brought over to your 2017 course.

From a 'dummy' course

Once your official course is available, you can migrate the content from your dummy course. To do that, go to your official course. Then…

1. Go to the course 'Settings'
2. Select 'Import content into this course'
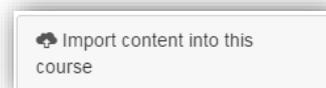
3. From the drop down menu select 'Copy a Canvas course'

4. Search for the Draft Course and tick 'All content'
5. Click 'Import' and the content will be migrated.

Feature Ideas Open for Voting

There are a few Feature Ideas currently open for voting.

Assignment un-mute notification in SpeedGrader

'Real' student view

Assignment weighting in assignment groups

Manually Created Courses

If you have a 2016 Manually Created Course (also known as non-standard course) and would like the course to be extended for 2017, you need to submit a course review request. Courses which are not reviewed will be deactivated. Please find the review form at the end of the newsletter.

All course review requests should be sent to **canvashelp@auckland.ac.nz**.

'Conclude this Course' Option

Although the option to "Conclude this Course" is available to all official University of Auckland published courses, we suggest that you let your courses end automatically instead of manually concluding it. We would like to bring to your attention the consequences of concluding a course manually.

Currently all Teacher based roles (Teacher, Teaching Support, Course Director) have full access to their courses for 6 months after the Term end date. When courses are manually concluded, all enrolments are removed from the course and placed in the prior enrolments page. All users (including Teacher based roles) in the course will have read-only access. Staff roles will no longer have the same access in the course and this will result in loss of course functionality and user information, such as viewing the username (Login ID) and the staff/student ID (SIS ID). Staff can also not be added to concluded courses.

Who You Can Contact For Assistance

A reminder to staff that 24-hour support contacts and online resources 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

Get help from a Canvas expert at the [Canvas Community](#)

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.