

Implementing Grade Goals in Canvas Checklist

❑ **Setting up the system:**

- ❑ Add Grade breakdown to [syllabus](#)
 - ❑ Add syllabus to Canvas: homepage, Orientation Module, Syllabus tab
 - ❑ Send syllabus in Welcome email/announcement
- ❑ Create [tracking sheet](#)
 - ❑ If using Google Sheets, when you paste in the link, change “edit” to “copy”
 - ❑ Add tracking sheet to syllabus and syllabus tab
- ❑ Record a [Grade Goals overview video](#)
 - ❑ Send in Welcome announcement
 - ❑ Add to Grade Goals page in Orientation Module
- ❑ [Create a Grade Goals page in the Orientation module](#) [feel free to copy and paste the HTML into a page and modify it for your course]]. Include:
 - ❑ All the same syllabus info
 - ❑ Tracking sheet
 - ❑ Overview video
- ❑ Offer an optional live class orientation to go over the grading system
 - ❑ Post link to recording for anyone who needs to watch it later (add to “Live Orientation” Module)
 - ❑ Emphasize and demonstrate setting Canvas notifications for Announcement, grading, late grading, and submission comment

❑ **Setting up your assignments:**

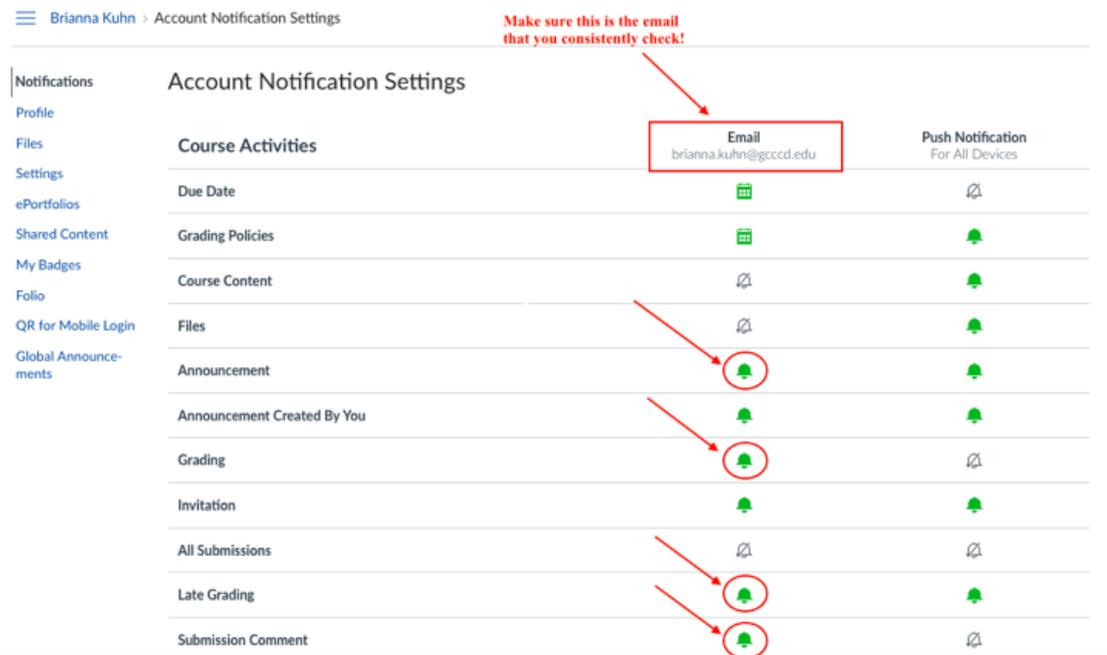
- ❑ To score your assignments as “Complete or Incomplete,” in the assignment settings:
 - ❑ for “Display Grade As” choose “Complete/Incomplete.” This will score that specific assignment as a checkmark (Complete) or X (Incomplete).
 - ❑ leave the points at 0.
- ❑ For all of your assignments, the instructions should include a reminder about how many of that type of assignments students need to complete for each Grade Goal.
Example: Remember, for Grade Goals, **you must pass (LINK HERE TO YOUR GRADING PAGE IN CANVAS ORIENTATION MODULE)** the following number of homework assignments:
 - 11/12 for an A
 - 10/12 for a B
 - 9/12 for a C

- ❑ On each assignment prompt (instructions), include a “Grading” subheading that reads:

Your essay will be scored as "Complete" or "Incomplete." You will see either a check mark, indicating "Complete" or an "X" indicating "Incomplete." I will provide you with electronic comments on your essay, I will fill in the rubric so you can see your scores on the specific criteria, and I will offer a summary comment that explains the strengths and areas for improvement. [Here is a link showing you how to access and find all of your essay feedback.](#)

- ❑ Copy and paste the HTML from the link above into a Canvas page, publish, and add to the Orientation Module. Then, change the “here is a link showing you...” to link to your new page!

If you receive an "Incomplete" (or an "X"), this means you will need to read through all of my feedback, revise your essay according to my comments, and resubmit your essay to this same link. You must do this *within 3 days of receiving your feedback from me*. To ensure you do not miss a revision deadline, you will want to [set your Canvas Notifications](#), so that "Announcement," "Grading," "Late Grading," and "Submission Comment" are all marked as "Notify Immediately." Your Notifications should look like this (save the picture below to your computer and upload it to Canvas):



- ❑ **Managing the system during the semester:**

- ❑ Guiding Students:
 - ❑ Answering student emails: You WILL get emails asking “will I lose points if....?” This is because points are deeply ingrained in their educational experiences. Just respond by saying, “remember we don’t have any points, so [[address their concern.]] Pretty cool, right?”
 - ❑ You may want to send out a video reminding them of the grading system after you grade the first major assignment--you can send this out in an announcement. The video may demonstrate how to find their feedback and how to use the tracking sheet as well (or you may just resend the video you recorded for the Orientation module). Students will likely need a few reminders because this is brand new!
- ❑ For grading:
 - ❑ you can choose to release an assignment’s scores all at once or as you go. You will want to decide this because if a student needs to revise, the date they receive their grade will determine their revision deadline:
 - ❑ [Here is a guide explaining how to manually or automatically post grades](#) for an individual assignment
 - ❑ If you choose to post grades “automatically” for an assignment, [here is a guide showing you how to post grades](#) once you have finished grading that assignment
 - ❑ [Here is a guide explaining how to set a grading policy at the course level](#)
 - ❑ Pro’s and con’s of each grading choice:

	Post automatically	Post manually
Pro	Students receive grades as you grade, which staggers revision deadlines (revision grading is more spread out)	Students who need to revise will all have the same revision deadline, so you can send an announcement when you finish grading notifying students to check their grades
Con	Students who need to revise will have different revision deadlines and will require the students to set their notifications and/or consistently check their grades	All students will have the same revision deadline, so that means you’ll get all the revisions at once (bigger grading load all at once)

- ❑ Grade Center Colors:

- ❑ [Here is a guide explaining what each of the colors in the Grade Center represent](#) (scroll to the middle of this guide)
 - ❑ Because Grade Goals allows students to revise, you will want to be sure that Canvas doesn't mark a revision as "late" if the student turns in their revision by the revision deadline.
 - ❑ To change the status of a student submission (i.e., change a revision from "late" to "on time,") [follow these steps](#)

❑ **Converting scores to Final Course Grade:**

- ❑ At the end of the semester, you'll need to convert the checkmarks and X's to course letter grades to post to WebAdvisor
- ❑ In Canvas:
 - ❑ Create a letter grade column:
 - ❑ Click on "Assignments"
 - ❑ Click the blue "+ Assignment" button
 - ❑ Title it "Course Letter Grade"
 - ❑ Points: 0
 - ❑ Assignment Group: Create Group, Write "Course Letter Grade", click "Add Group"
 - ❑ Display Grade as: Letter Grade (Grading scheme is already set to the GCCCD "+/-" standard system, no changes necessary)
 - ❑ Submission type: No submission
 - ❑ Save and publish
 - ❑ In Grade Center:
 - ❑ Open the first student in and individual tab in your Internet browser by right clicking on their name
 - ❑ At the top where it says "Arrange By," choose "Assignment Group"
 - ❑ Tally the checkmarks and X's for each assignment group to determine the student's letter grade
 - ❑ Manually type in the letter grade in the Grade Center
 - ❑ Repeat the process for each student
 - ❑ Tips for speedy calculating
 - ❑ Have the Grade Center open in a different window and place it side by side next to the individual student grade windows

- Open 5-10 students in individual tabs and enter their grades, closing each student's tab as you go
- For many students, it will be much faster to count the "X's" than the checkmarks
- If a student has earned checkmarks for everything, no need to count! It's an "A!"
- Submit the Canvas course letter grades to WebAdvisor