



Submit final grades from Canvas to SSO

Canvas course settings

Check course settings

1. In your course Settings, under the Course Details tab, check that:
 - The course has the appropriate grading scheme in place.
 - “Hide totals in student grades summary” is ticked (visible when the “more options” link is selected). This will avoid confusion between the provisional Total grade students see in Canvas and the final grade in SSO.

Canvas gradebook

Enter marks into gradebook

1. Enter marks into the gradebook. Columns should be left muted (hidden from students) at this stage. Note:
 - Excused assignments: Use EX (excused) for all excused assignments except for final exams. These will be applied outside of Canvas. For final exam marks, enter their actual mark or leave blank.
 - Unsubmitted assignments: There is no grade for the unsubmitted assignments by default. Leave them as blank.
 - Special grades: Grades such as DNS, DNC or NA cannot be applied yet. They will be applied in the Final Grades Tool.
2. Use the Notes column to document student circumstances as relevant. To reveal the Notes column, select the Settings button then Show Notes column.
3. Check that:
 - The appropriate weightings and points are applied to each Assignment and Assignment Group.
 - If marks have been uploaded/imported, they are checked for accuracy.
 - There are no blank or empty columns.

Final Grades Tool

Import gradebook

Important: If you make any changes in Canvas gradebook after import, you will need to re-import the gradebook into the Final Grades Tool.

1. Select the Prepare grades for SSO tab on the top of Canvas Grades page.
2. In the Student Summary tab, select the Import Gradebook button.



Apply criteria and calculate final grades

1. In the DNS (Must Attempt) tab, select your Exam assignment/s. Note: To apply a DNS status, grades must appear as *Blank/Empty* in the Canvas gradebook.
2. In the Must Score tab, apply conditions (the score and/or criteria that a student needs to attain to pass the course) as relevant.
3. Return to the Student Summary tab and select the Calculate button to calculate final grades and this automatically calculates the DNS.
4. Still in the Student Summary tab, manually apply special grades (DNC or NA) to individual students as needed (in the Grade to Submit column).

Review course summary

1. In the Course Summary tab, review the grade distribution of the course.
2. Coordinate final review/sign-off as required.
3. If required, update marks in the Canvas gradebook and re-import.
4. Print the Course Summary tab for your records as required.

Unmute grades in the Canvas gradebook

In the Check List tab, unmute all the assignments in the Muted Assignment section.
Note: Once unmuted, students can see their final exam marks.

Submit results to SSO

Important: You can only submit once, as the grades are locked after submission. To make any changes you will need to notify the Examinations and Timetabling Services Office (ETSO).

1. In the Check List tab, review all the listed items and make changes if needed.
2. In the Student Summary tab, select the Submit button. Note: Send signed grade approval sheets (external to Canvas) to ETSO (results@auckland.co.nz).
3. Export a copy of the grades submitted from the Student Summary tab for your records as required.