Aegrotats: Manage excused assignments in Canvas

Assignment groups and group weighting

Assignment Groups allow you to organise the assignments in your course. You can weight final grades based on assignment groups rather than individual assignments.

The “EX” (excused) function in Canvas

You can give a student an “EX” (excused) mark for an assignment in the Canvas gradebook. The weighting from the excused assignment will be distributed amongst the other assignments in the course. Where the excused assignment proportional weightage goes will depend on how you have structured your assignments in the course.

Important: If a student receives an aegrotat for the final exam, do not excuse them in Canvas. Aegrotats for final exams are processed outside of Canvas. If the student sat the exam, enter the mark they received. If they did not sit the exam leave it as a dash (-).

Weight assignments automatically

How Canvas will weight assignment groups with multiple assignments

Example:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework</td>
<td>50%</td>
</tr>
<tr>
<td>Essay 1</td>
<td>25%</td>
</tr>
<tr>
<td>Essay 2</td>
<td>10%</td>
</tr>
<tr>
<td>Test</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
</tbody>
</table>

Assignment weighting breakdown:
- Coursework 50%
  - Essay 1: 25%
  - Essay 2: 10%
Say you excuse a student from Essay 1 in the “Coursework” assignment group. Canvas will maintain the 50% weightage of the assignment group by proportionately distributing it amongst the two remaining assignments.

Assignment weighting breakdown with Essay 1 excused:
- Coursework 50%
  - Essay 1: Excused
  - Essay 2: 20%
  - Test: 30%
- Final Exam 50%

How Canvas will weight assignment groups with one assignment

Example:

Assignment weighting breakdown:
- Essay 1: 25%
- Essay 2: 10%
- Test: 15%
- Exam: 50%

Say you excuse a student from Essay 1 in the assignment group “Essay 1”. Because this is the only item in the assignment group, Canvas will take the weightage and proportionately spread it across the other assignment groups.

Assignment weighting breakdown with Essay 1 excused:
- Essay 1: Excused
- Essay 2: 13.33%
- Test: 20%
- Exam: 66.67%
Weight assignments manually

You can manually weight your assignments if the results of Canvas’ automated proportional weightage are inappropriate to your situation.

Limit the effect of proportional weighting with assignment groups

Example:

Assignment weighting breakdown:
- Essay: 20%
- Test: 20%
- Exam: 60%

Say a student misses the mid-semester test and you need to move the weighting of this test over to the final exam (not distribute it between the Essay and Final exam).

1. Move the test and the exam assignments into the same assignment group (titled here “Test and Exam”).
2. The weightage for the group must be adjusted to accommodate the weightage of the two assignments combined (20% + 60% = 80%).
3. The assignment points must reflect their relative proportional weighting in the group. An easy way to ensure you have done this correctly is making the points value the same as the weighting value, i.e. Exam – 60pts, Test – 20pts. Note: if you are marking the assignment out of a different number of points to that indicated in the assignment group, convert the mark to be a percentage remembering to include the % sign next to the mark. Canvas will then take the percentage and convert it to the points. If you do not, and a student got 83%,
Canvas will think they got 83 pts out of 20 pts. If you are importing marks via a spreadsheet, you will need to include the % sign next to the marks of every student for Canvas to recognise it as a percentage. E.g. A student got 41.5 out of 50; this equates to 83%. Put in 83%, Canvas will convert this to being 16.6/20 pts.

4. Enter all the test and exam marks following the above steps for each of the students in the course.

<table>
<thead>
<tr>
<th>Student name</th>
<th>Secondary ID</th>
<th>Essay (500 words) Out of 100</th>
<th>Mid Semester Test Out of 20</th>
<th>Final Exam Out of 60</th>
<th>Essay 20.00%</th>
<th>Test and Exam 60.00% of grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Okay</td>
<td>coke008</td>
<td>78</td>
<td>EX</td>
<td>51</td>
<td>76%</td>
<td>86%</td>
<td>82.75</td>
</tr>
</tbody>
</table>

**Flexible grading with a “final score” assignment group**

Example:

1. Place all of your coursework assignments and the final exam into an assignment group with 0% weighting.
2. Attach the relevant points to each assignment (how much you are going to mark the assignments out of). You do not need to worry about ensuring that the points reflect the assignment weighting in this scenario, as the assignments are in a 0% weightage group.
3. Create another assignment group with 100% weighting. Make an assignment within it titled “Final Score” (or whatever makes the most sense to you). This is the assignment where you will put in the students’ final total mark (you will need to calculate this outside of Canvas in Excel, then import it back in). Because this assignment is in a 100% weighting group, the mark from this assignment will be the final mark that the students get and that gets submitted to SSO.
Manually apply points

Example:

![Image of Canvas interface showing assignment weighting breakdown]

Assignment weighting breakdown:

- Essay: 15%
- Tests: 25%
  - Test 1: 10%
  - Test 2: 15%
- Exam: 60%

Say different students have received aegrotats for different (and/or multiple) assessments. You wish to move the weightage for the different coursework to the exam for the various students. With this method you will leave the assignments in the structure you originally set up.

Example student 1: Chris received an aegrotat for Test 2 and the weightage for the test needs to be moved to the Exam (thus making it 75% for Chris).

1. Put in the mark that he received for the exam in the relevant assignment. Chris got 48/60 pts.

2. Now, calculate what 48/60 pts would be as a percentage (80%). Put in 80% as Chris’ mark for Test 2 – Canvas will convert the percentage to points. You will see that Chris has now gotten 60/75 pts for Test 2. Note: When putting in this percentage mark, it is important to ensure you have the % symbol next to the mark so that Canvas knows it is a percentage. If you just put in 80, Canvas will think Chris got 80 out of 75 points instead. Doing it this way will still give the student the same final score as if the Exam was individually weighted as 75% for him.
3. Select the cog icon at the top right-hand corner and select “Show notes column” from the dropdown menu. Type a note in the notes column about Chris’ aegrotat.

Example student 2: Sophie received an aegrotat for Test 1 and Test 2 and the weightage for both tests needs to be moved to the Exam (thus making it 85% for her).

<table>
<thead>
<tr>
<th>Student name</th>
<th>Secondary ID</th>
<th>Notes</th>
<th>Essay (2500 words)</th>
<th>Test 1</th>
<th>Test 2</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophie An</td>
<td>ser011</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>51</td>
</tr>
</tbody>
</table>

1. Put in the mark that she received for the exam. Sophie got 51/60 pts.
2. Convert that to a percentage (85%). Put in 85% as Sophie’s mark for Test 1 and Test 2. As stated above, Canvas will convert the percentage to points. Remember to include the percentage mark so that Canvas can accurately convert it to points.
3. Sophie’s final score will give her the same score as if the Exam was individually weighted as 85% for her.