

# 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:



Assignment Group	Assignment	Points	Weight
Coursework (50% of total)	Essay 1	25 pts	25%
	Essay 2	10 pts	10%
	Test	15 pts	15%
Exam (50% of total)	Final Exam	100 pts	50%

Assignment weighting breakdown:

- Coursework 50%
  - Essay 1: 25%
  - Essay 2: 10%

- Test: 15%
- Final Exam 50%

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:

<ul style="list-style-type: none"> <li>⋮ ▾ Essay 1</li> <li>⋮ 📄 Essay 1</li> </ul>	25% of total	+	⚙️ ▾
<hr/>			
<ul style="list-style-type: none"> <li>⋮ ▾ Essay 2</li> <li>⋮ 📄 Essay 2</li> </ul>	10% of total	+	⚙️ ▾
<hr/>			
<ul style="list-style-type: none"> <li>⋮ ▾ Test</li> <li>⋮ 📄 Test</li> </ul>	15% of total	+	⚙️ ▾
<hr/>			
<ul style="list-style-type: none"> <li>⋮ ▾ Exam</li> <li>⋮ 📄 Final Exam</li> </ul>	50% of total	+	⚙️ ▾

*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 Group	Total Weightage	Assignment	Points
Essay	20% of total	Essay (2500 words)	100 pts
Test	20% of total	Mid Semester Test	100 pts
Exam	60% of total	Final Exam	100 pts

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%).



Assignment Group	Total Weightage	Assignment	Points
Essay	20% of total	Essay (2500 words)	100 pts
Test and Exam	80% of total	Mid Semester Test	100 pts
		Final Exam	100 pts

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.



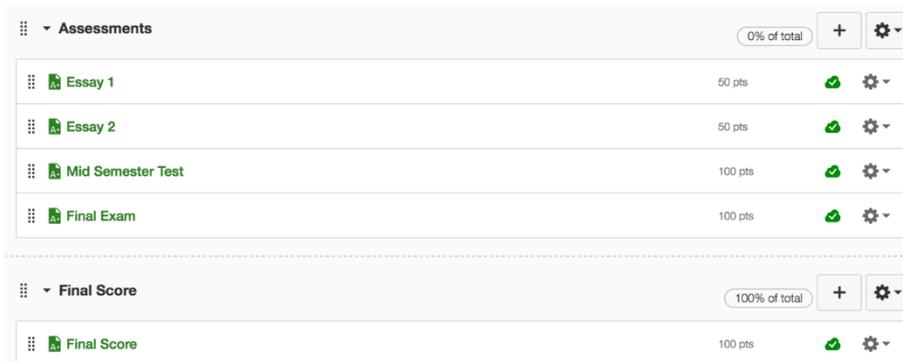
Assignment	Points	Weighting
Mid Semester Test	20 pts	20.00%
Final Exam	60 pts	60.00%

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

Student name	Secondary ID	Essay (2500 words) Out of 100	Mid Semester Test Out of 20	Final Exam Out of 60	Essay 20.00%	Test and Exam 60.00% of grade	Total
Chris Okey	coke008	76	EX	51	76%	85%	82.75%

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

Example:



Assignment Group	Weighting	Assignment	Points	Weighting
Assessments	0% of total	Essay 1	50 pts	20.00%
		Essay 2	50 pts	20.00%
		Mid Semester Test	100 pts	40.00%
		Final Exam	100 pts	40.00%
Final Score	100% of total	Final Score	100 pts	100.00%

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:

<ul style="list-style-type: none"> <li>Essay</li> </ul>	15% of total	+	⚙️
<ul style="list-style-type: none"> <li>Essay (2500 words)</li> </ul>	50 pts	✔️	⚙️
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<ul style="list-style-type: none"> <li>Tests</li> </ul>	25% of total	+	⚙️
<ul style="list-style-type: none"> <li>Test 1</li> </ul>	50 pts	✔️	⚙️
<ul style="list-style-type: none"> <li>Test 2</li> </ul>	75 pts	✔️	⚙️
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<ul style="list-style-type: none"> <li>Exam</li> </ul>	60% of total	+	⚙️
<ul style="list-style-type: none"> <li>Final Exam</li> </ul>	60 pts	✔️	⚙️

Assignment weighting breakdown:

Essay 15%

- Essay: 15%

Tests 25%

- Test 1: 10%
- Test 2: 15%

Exam 60%

- 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).

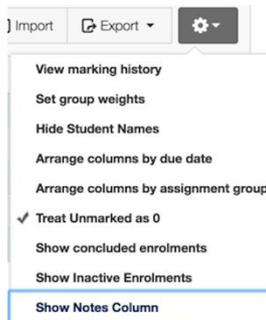
1. Put in the mark that he received for the exam in the relevant assignment. Chris got 48/60 pts.

Student name	Secondary ID	Essay (2500 words) Out of 50	Test 1 Out of 50	Test 2 Out of 75	Final Exam Out of 60
Chris Okey	coke008	-	-	-	48

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.

Student name	Secondary ID	Notes	Essay (2500 words) Out of 50	Test 1 Out of 50	Test 2 Out of 75	Final Exam Out of 60	Essay 15.00%	Tests 25.00%	Exam 60.00%	Total
Chris Okey	coke008		39	38	60	48	78%	78.4%	80%	79.3%

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).

Student name	Secondary ID	Essay (2500 words) Out of 50	Test 1 Out of 50	Test 2 Out of 75	Final Exam Out of 60
 Sophie An	san011	-	-	-	51

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.

Student name	Secondary ID	Notes	Essay (2500 words) Out of 50	Test 1 Out of 50	Test 2 Out of 75	Final Exam Out of 60	Essay 15.00%	Tests 25.00%	Exam 60.00%	Total
 Sophie An	san011		40	42.5	63.75	51	80%	85%	85%	84.25%