

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: Use a hyphen (-) for unsubmitted assignments.
 - 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.

Seek provisional approval and update marks

1. Seek provisional approval of final grades as required. You can export the gradebook as a spreadsheet to share or discuss with colleagues. To do this, select the Export button then "CSV File".
2. Update marks as relevant. Note: only individual marks can be modified (not totals).

Unmute and prepare grades for SSO

1. Unmute all gradebook columns including exam marks (required for publication to SSO). Note: Once unmuted, students can see their final exam marks.



2. Select the Prepare grades for SSO button. You are now entering the Final Grades Tool, a purpose-built University of Auckland tool that sends grades from Canvas to SSO.

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. 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.
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.
4. Still in the Student Summary tab, manually apply special grades (DNC, NA or DNS) 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.

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 Student Summary tab, select the Submit button. Note: Send signed grade approval sheets (external to Canvas) to ETSO (results@auckland.co.nz).
2. Export a copy of the grades submitted from the Student Summary tab for your records as required.