

Canvas Assignment checklist

This checklist provides the essential settings that you may need to set up and check for your Final Assessment. We encourage you to work with your Faculty to tailor it to your requirements.

Visit the [Remote Learning website](#) for detailed guides on [how to develop, design and deliver Final Assessments](#) and steps on the [Final Assessment process for teachers](#).

1. Create FINAL ASSESSMENT in Course Shell

- Create quizzes in the 'FINAL ASSESSMENT' [Assignment group](#). Make sure they are **unpublished** in the Course Shell. The assignment should only be published on the day of the Final Assessment.

1.1 Check [Canvas Assignment settings](#):

- Enter '**Points**' value.
- For '[Submission type](#)', select '**Online**' and the relevant **Online entry options**.
- For '**Plagiarism Review**', select '**Turnitin**':
 - Use the [recommended settings](#).
 - For '**Show report to students**', select the [setting](#) most appropriate for you.

1.2 Additional settings to check:

- Under '**Assign**', set [Availability times](#) for 24 hours in NZST and add a 30 minutes grace period.
- Upload an **answer booklet** in Assignment instructions if appropriate ([sample template available](#)).
- Upload any files associated with your assessment questions and [lock them](#) so they can't be accessed prior to the assessment period.
- Include any necessary consent forms/processes, e.g., for recording live oral assessments.
- Include an [academic integrity student agreement](#) in the final assessment.

1.3 Add student instructions:

Include instructions to students about your expectations for what their assessment answers will include (and not include), as well as technical aspects. This could include instructions on:

- File types you require as part of their submission.
- Naming conventions you require files to be labelled (e.g., do not use special characters because it can cause incompatibility issues).
- Resources and tools they may or may not use to complete their answer. E.g., You may require students to draw/write and then take a photo of answers for uploading into Canvas. In this case, you may want to prepare students in advance to download a document scanning app for their mobile device (e.g., [Adobe scan](#), [Microsoft Office Lens](#) or [CamScanner](#)).
- [Word count](#) (including what you will do if students don't adhere to word count, how they are able to keep track of word count).
- Marking [rubrics](#), if appropriate.
- Remind students not to submit until they are absolutely sure they do not want to change anything more as they will not be able to re-open a submitted assessment.
- [Referencing expectations](#), including what, when, and how to reference.

2. Teachers to [submit request](#) for the Exams Office to review Course Shell two weeks prior to the Final Assessment date.

3. The Exams Office will import the content into the real course one (1) day before the Final Assessment date.

Teachers would need to check the following settings in the real course before publishing:

- Unpublish/remove any duplicates of Final Assessments.
- Check points and weighting are correct for the Final Assessment.
- Check [dates](#) in the assignments are correct.
- Go to **Grades** and change the **Grade Posting Policy** to '**Manually**' so [answers are not revealed to students](#) during the assessment period.
- Publish Final Assessments before 1pm NZST.