

Using the Gradebook for CON Exam Score Policy

Exam Policy Reflection in Gradebook

This handout will help you prepare your gradebook for easily submitting grades for your students who did not meet the required exam policy, of a combined 74% or better average on their exams. This will be accomplished by moving the columns in your gradebook closer to your final grades column. In addition, you will find instructions on how to send targeted messaging to students based on the grades from gradebook.

Please note, that you must have already assigned assignment groups prior to completing this step. Steps for this can be found on the Canvas support page, under Grades, [Assignment Groups and Weighted Grades in Canvas](#).

For this specific policy and guidelines, the following assignment groups are recommended. Three or four assignment groups should be created.

- Assignments – 10% (20% if ATI is not used in your course)
- ATI – 10% (only for courses using ATI)
- Exams – 80%



Configuring your Gradebook

1. Access your course and click **Gradebook** from the left-hand side navigation menu.
2. In the Gradebook, locate the exam “Assignment Group” column. This will be the column associated with the name of the assignment group you created on the assignments page.
 - a. To quickly identify a weighted group column, you will see the associated percentage of the grade this group is worth underneath the title.
3. The recommendation is to move this column to the end of your gradebook next to the Total. To do this, click and drag the top area of the column and move it to the right of your screen indicated in the rectangle.

Step 2 **Step 3**

Student Name	Exam 2 - Honorlock Out of 2	Exam 3 - Final Exam Out of 100	Exams 80% of grade	Total
[Student Name]	-	-	53.33%	ⓘ 53.33% F
[Student Name]	-	-	100%	🗑️ 100% A
[Student Name]	2	-	54.62%	ⓘ 54.62% F
[Student Name]	-	-	0%	ⓘ 0% F
[Student Name]	2	-	1.96%	🗑️ 1.96% F
[Student Name]	-	-	0%	ⓘ 0% F

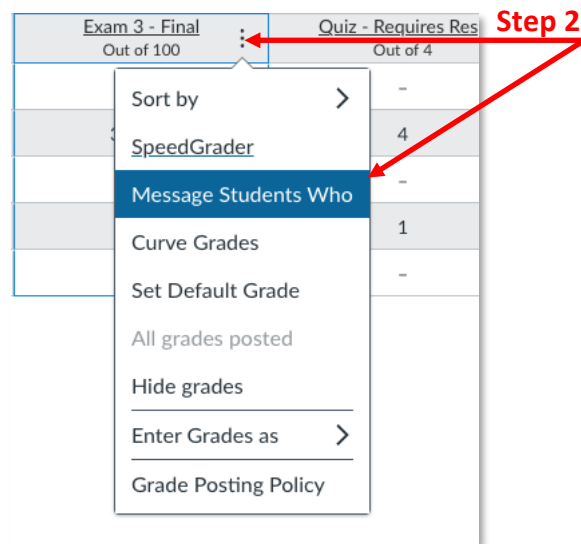
Entering Grade into eGrades

Prior to entering grades for finals, it is recommended to complete these steps to ensure you can easily identify which students have met the exam policy. If they have not met the exam policy criteria, you will need to manually override the final grade for this specific student to reflect the achieved score from the Exams columns. For questions regarding the exam policy, please contact the appropriate senior leader over your associated program.

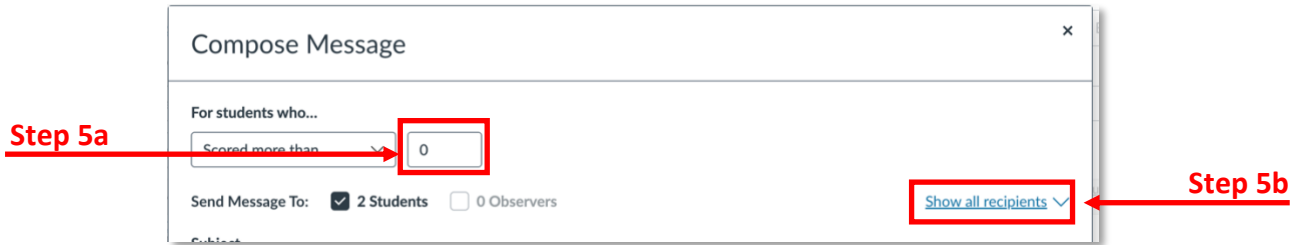
Using the Gradebook to send Targeted Messages via Canvas Inbox

The Canvas Inbox feature is a great way to track all your student communications. The inbox messages by default in Canvas are tied to student email addresses and will send a notification to their email as well. Please note this setting can be turned off by a student. In addition to the inbox feature, through the Gradebook, targeted messages can be sent to students based on an assignment and the status of the assignment. The instructions below will guide you in sending targeted messages from the gradebook.

1. Access your course and click **Gradebook** from the left-hand side navigation menu.
2. Locate the assignment you would like to send a message regarding and click the **three dots** to bring up the menu. Then click **Message Students Who**.
3. This will then bring up the Compose Message window which will allow you to select the type of message you want to send. There are four options to choose from:
 - a. Have not yet submitted
 - b. Have not been graded
 - c. Scored more than
 - d. Scored less than
4. Compose your message and click the **Send** button at the bottom once you have completed your message. Review the screenshot on page 3.
5. If you have selected *Scored more than* or *Scored less than* there are additional options to review.



- a. First, configure the score you would like the message to correlate with. For example, if you want to send a message to students who received either more than or less than 5 out of 10 points on the assignment, then you will enter 5.
- b. Also upon selecting these, an additional menu will appear on your screen, *Send Message To*. From here, you can either send the message to the number of students it has indicated on the screen, or you can click **Show all recipients** to remove individuals that you do not want to send a message to.



- 6. To remove individuals from this message, you will need to click the “x” next to the student’s name. After clicking this, the name will disappear from the list. Once you have completed modifying your list and drafting your message, click **Send** to send the message.

