



END-OF-SEMESTER CHECKLIST

UPDATED: SEPTEMBER 2022



Verify Grades are Setup Correctly

1. Click the [Assignment Index](#). Every published assignment in this area is visible to your students. Verify that the points and/or percentages reflect what you state in your syllabus.
2. If you are [using weighted grades](#), confirm the percentages match your syllabus.
3. Click on [Grades](#) in the course navigation to view the gradebook. Glance through and make sure the gradebook looks correct.
4. If you are providing a letter grade, check and enable your [Grade Scheme](#) to be sure the percentages and letter grades match your syllabus.

Gradebook Considerations

1. [Display as Point](#): To modify total grade from showing as a percentage to showing as points.
2. [Move the Total to the Front of the Gradebook](#): This will allow you to view the student's name next to the total for the course.

Information on Student Activity

1. You can view the activity of an individual student in Canvas using the [People navigation link](#) in the course menu.
2. You can view the last activity and interactions using the [New Analytics](#). This can be useful to locate the last date of course access via Canvas.

Download and Enter Grades

1. You can [export your grades to an Excel or CSV](#) (comma separated values) file.
2. Some deans and/or associate deans may request that you upload this file to an H drive. Check with your supervisor for information about uploading.
3. You will need to enter final grade on CougarWeb. You will receive an email from the registrar with more information on submitting grades to Banner, via CougarWeb.

What's Next?

- Want to get your course ready for the upcoming semester? Check out our [Pre-Semester Checklist](#) for information and resources.
- You can also view upcoming workshops, video tutorials, and more on the [eLearning Center website](#) (CougarWeb login required).