



# END-OF-SEMESTER-CHECKLIST

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## 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 grades in Workday. You can review this [instructional video](#) on how to submit final grades in Workday.

## 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).