



INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

Supporting faculty in the creation and development of high-impact learning opportunities



FINAL GRADES

Final grades for the Fall 2020 semester should be submitted to **Banner** system on or before noon Dec. 16. For help submitting grades to Banner, please contact the Office of the Registrar or consult the provided [online guides](#).

GRADING IN CANVAS

Below is a list of the most useful tutorial videos for grading online exams using Canvas's SpeedGrader and Grades tools.

Entering Grades

[Watch the Video](#)

Grading an assignment in Canvas can be as simple as navigating through cells in an Excel spreadsheet. Detailed information can also be added to a given grade, including Status (Late, Missing, Excused) and grade comments.

Viewing and Sorting Grades

[Watch the Video](#)

The Gradebook in Canvas can be sorted in many different ways to accommodate the method that suits each instructor best. This can include sorting according to assignment group and module, as well as using Status indicators to see information on late assignments at a glance.

SpeedGrader Advanced Options

[Watch the Video](#)

Instructors can use the annotation tools in SpeedGrader to mark up student submissions, leave comments, and engage in dialogue with students about the comments. These powerful tools can be used on tablets such as the iPad or a Microsoft Surface.

Re-Grading a Quiz Question

[Watch the Video](#)

If you enter the wrong answer as correct when setting up a quiz in Canvas, you can re-grade the question after students have already taken the quiz.

Exceptions on Quiz Time and Attempts

[Watch the Video](#)

Canvas allows instructors to give extra time, and extra quiz attempts, to individual students. The method for doing this is simple but does not use the same set of menus and screens as the normal Edit Quiz function.

Online Exam Proctoring with Examity

[Watch the Video](#)

More Grades Related Tutorials

More Canvas Tips

WEBINAR TRAINING

Introduction to Canvas: Looking Ahead to Spring

Dec. 9, 9 a.m.

This webinar covers the basics of setting up a course in Canvas. It is intended for newcomers to OSU or those seeking a quick refresher.

*A *Microsoft Teams* webinar link will be emailed to each registered participant prior to the webinar.

Register for Events Here

Self-Paced Online Teaching Workshop

This self-paced online teaching workshop covers a variety of topics such as outcome-oriented course design, engaging online learners, creating an online activity and assessment plan and more. Whether you are new to online teaching or need a refresher, this course is designed to meet your needs in a flexible format. While working through modules in the workshop, participants will create an Online Learning Assessment Portfolio, which will be submitted to the instructor upon completion of the final module. After receiving your portfolio, the instructor will set up a time to discuss your experience in the workshop with a one-on-one video conference.

To sign up, contact Elaine Johns at itleevents@okstate.edu. You will be asked to provide your CWID so we can add you to the course.

[Self-Paced Online Teaching Workshop Syllabus PDF](#)

Need Help with Your Course Design?

As you begin creating your upcoming courses, remember that ITLE teaching support specialists are happy to assist. Although we are not in our offices every day, we are still available to help with all aspects of online teaching. Contact us at kdickey@okstate.edu, gina.morris@okstate.edu, or simon.ringsmuth@okstate.edu.

Have Questions About Teaching Online?

Contact ITLE for assistance with your online teaching questions.

Phone: (405) 744-1000

Email: canvas@okstate.edu

Shifting to Online Teaching

With a shift to teaching a course online, instructors need a plan to produce high-quality instruction. To accomplish this, it is helpful to think about key elements of learning as you prepare. For more information visit the [Teach Online Effectively](#) webpage.

[Visit ITLE Website](#)

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[Events Calendar](#)

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