



INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

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



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1. FINAL GRADES

Final grades for the Fall 2021 semester should be submitted to **Banner** system on or before **noon December 15**. For help submitting grades to Banner, please contact the Office of the Registrar or consult the provided [online guides](#).

2. SPRING 2022 VIRTUAL GTA CONFERENCE

THEME: INCLUSIVE TEACHING

The conference will be held on **Wednesday, January 5** from 8:45am until noon. An agenda will be provided as we get closer to the spring semester. There will be multiple

breakout sessions available.

[Register Here](#)

3. MANAGING GRADES 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.

More Grades Related Tips



4. COMBINE COURSE SECTIONS IN CANVAS

Course sections within Canvas for Spring 2022 can be combined upon request. To request a combination of two or more course sections, email canvas@okstate.edu with the

names of the courses as they currently appear in Canvas including the five-digit CRN code.

Example:

Please combine the courses below.

ABCD-1234-12345

ABCD-1234-12346

Please be aware that only the materials, submissions, etc. from one section can be preserved during the combining process. Because of this, it is not recommended to combine sections once a semester has begun.

More Canvas Tips

5. ONLINE AND HYBRID TEACHING RESOURCES

Teaching online or HyFlex, when thoughtfully planned, can be very engaging and effective across subjects and disciplines. Whether the content is taught synchronously (live) or asynchronously (on your own time), faculty members can present information to students, demonstrate processes, facilitate large or small group discussions, assess student learning and provide feedback on assignments and assessments. [ITLE has resources](#) to assist you in your planning for a short-term shift or a semester-long course.

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 or gina.morris@okstate.edu.

Have Questions About Teaching Online?

Contact ITLE for assistance with your online teaching questions.

Phone: 405-744-1000

Email: canvas@okstate.edu

Visit ITLE Website

Oklahoma State University
413 Whitehurst
Stillwater, OK 74078

[Events Calendar](#)

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