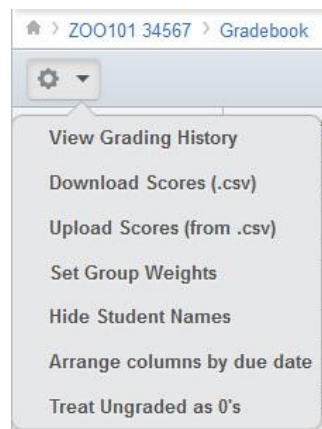


Here is a list of things we think you should be aware of about Canvas and its behavior as you come to the end of the semester.

1. By default, the Total column in your gradebook is a running total.
 - a. Be sure to grade everything that has been submitted.
 - b. Click the Gear icon and choose “**Treat Ungraded as 0’s**” on the drop-down menu. This is the Canvas equivalent of changing the Total column so that it is not a running total; now all of the students’ grades, including blank grades, will be treated as 0’s and counted in their totals.



2. It is important to **download your gradebook before you submit your final grades to SIS**. After you submit grades and SIS updates itself, your graded students will disappear from your gradebook at the next enrollment update, which happens multiple times a day.
3. Oops! Now what??? You need to see grades for one of these students again! Go to People and click on View Prior Enrollments on the upper right.



4. You will see a list of all the graded students (including those who were withdrawn). From here you can click on any student’s name and do the following:
 - a. View the student’s grades.
 - b. See your interaction report with this student.
 - c. View the access report for this student.
5. You can also see this student’s Course Analytics by going to the course’s Home page, clicking on View Course Analytics, and clicking the student’s name.