Guide to Administering Final Exams Online

The week of Final Exams is quickly approaching. And, as they will need to be given and collected remotely this semester, we have created this document to help you to do so. Rice Online Learning has created a document to help you get started with this process. There are a variety of different types of exams that you may be giving including:

- **Tests given to students via a document** they download, complete, and re-upload. These may be timed or have a window for completion or both. They may require students to handwrite or type their responses.
- **Tests which are created, administered, and graded within Canvas**. These may be timed or have a window for completion or both.
- **Papers or projects without oral components**
- **Presentations (group or individual) or projects with oral components**

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Tests Given Via Document

This first section will walk you through creating a quiz/exam in Canvas by uploading a file and allowing students to upload their scanned quiz/exam. This is especially useful in cases where you want to see student's written work.

When you need to grade these quizzes, please go to the Grading Final Exams section to find information about using the grade book and how to download the student submissions.

The current section will help you to:

- upload your exam document for students
- set time limits and/or windows of availability
- scan documents without a scanner and combine them into one PDF
- download the submissions for grading
Uploading a Document as a Quiz/Exam

*Add the Exam File*

1. Open **Files** on the Course Navigation bar.

![Image of file upload interface]

2. Click the **Upload** button.

3. Click the title of the file you want to upload [1] and click the **Open** button [2].

View Upload Progress

![Image of file upload progress]

What is Energy_.docx
A progress bar will appear at the top of screen tracking the progress of your file upload.

_Change the permissions on the file_

1. Locate the file and select the **published icon**.

2. Change the permissions to Only available to students with link [1]. Then click on Update [2].

_Create the Quiz/Exam_

1. In Course Navigation, click the **Quizzes** link.

2. Select Add Quiz button
3. Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

4. Select **File Upload Question** as the question type
5. Type the text of your link in the editor box and hyperlink by selecting the correct file on the right hand side.

6. Select Save.

Scanning PDFs

Information on scanning documents into PDFs can be found on page fifty-one under Scanning and Combining PDFs.
Time Limits and Accommodations

Setting a Time Limit and/or Window of Availability

Setting a time limit on a handwritten exam (or on an exam you want students to download, type on, and submit to you) can be done in Canvas Assignments or Canvas quizzes. Each has benefits which are listed below.

In either case:

Go to the Files tool and upload the exam file. Once uploaded, click the circle with the check mark and change the Permissions to "only available to students with link" and click Update. This will ensure that the students do not stumble across the exam document in the Files tool.

If you want to have the Exam available for multiple days, but give students a specific time limit once they open the Exam, then you need Quizzes.

1. Create a new Quiz with a descriptive title. See How to Create a New Quiz for help in creating a new quiz.
2. On the Quiz edit page, add the appropriate time limit in minutes (how long students will have once they open the exam). If printing and scanning will be necessary, be sure to add additional time for these actions.
3. At the bottom of this page, use the availability dates to set when students can access this quiz and the exam document. If you need to add different dates/times for different students see Giving Students or Groups Extra Time on Quizzes.
4. Once the settings are ready, use the Questions tab to add a question. Add one question to the quiz. The question type will be File Upload.
5. In the question text box, give any instruction students need for the quiz/exam.
6. Also, link the file from the Files tool by clicking Files on the right-hand side bar and selecting the correct file.
7. Click Update Question.
8. Click Save.

Downside to quizzes: While you can download all the files students upload to the quiz, you will have to upload them one at a time (or send individual emails) in order to return them to students.

**If you only need to set a time limit (for instance if students will take the exam during your class time), you can use Assignments.**

1. Create new assignment with descriptive title. [How to Create a New Assignment](#)
2. In the description, add the instructions for students along with the link to the file from the Files tool.
3. Choose Online as submission type. Choose appropriate entry option (File Uploads for docx, pdf, etc)
4. On the edit page, set the availability date/time to correspond with when you want students to take the exam. If printing and scanning will be necessary, be sure to add additional time for these actions.
5. Click Save and Publish.
6. Once students submit the exam as the assignment use the following documentation to help you download and return student exams. [Downloading Student Submissions for Grading](#) and [Bulk Upload Graded Submissions](#)

Upside to Assignments: If you keep the file names the same, you can bulk upload exams using a zip file and Canvas will automatically send them to the correct student.

### Giving Extra Time Accommodations on Quizzes

You can give individual students additional windows to take quizzes or allow different groups of students to take the exam at different times, all with time limits when creating a quiz.

Go to Quizzes
Under the Assign section select Add to give a section, group, or individual a different due date or availability window.
Giving a student additional time on an exam

Go to Quizzes and select the appropriate quiz to add time.

Select Moderate this Quiz

Select the pencil icon to edit the student's attempt

Add the extra time in addition to the allotted time. Note that the time everyone is allotted is displayed.
Add the extra time in addition to the allotted time. Note that the time everyone is allotted is displayed.

Select Save.
Tests Administered using the Quizzes Tool

This section will show you how to create and administer an exam using the Quizzes tool.

Create New Quiz, Options, and Publishing

Open Quizzes

Click +Quiz

Once you add a title, you have a variety of options to choose from.

Choose Quiz Details
When creating a new quiz, Canvas defaults to the Details tab.

1. Create instructions for the Quiz in the Rich Content Editor.
2. Select the quiz type (Links to an external site.).
3. Categorize the quiz into the proper Assignment group.

**Set Quiz Options**

Quiz settings have several options.

**Shuffle Answers** [1]: You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group (Links to an external site.).)

**Time Limit** [2]: You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. Timed quizzes begin once a student begins the exam and do not pause if the student navigates away from the quiz. If no time limit is set, students will have unlimited time to complete the quiz.
**Note:** If a timed quiz is automatically submitted after a student loses internet connectivity, the submission time stamp and time to complete the quiz may not align with the allotted time limit and/or the availability dates.

**Multiple Attempts [3]:** You can allow multiple attempts.

**Quiz Responses [4]:** You can choose to allow students to view their answers, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.

**Correct Answers [6]:** You can allow students to see correct quiz answers after completing the quiz. This setting enables a green Correct tab on every correct answer for the entire quiz. Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.

As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

- To show answers immediately after quiz is submitted, leave the Show and Hide fields blank.
- To create a date range to display the answers, set a start date in the Show field and an ending date in the Hide field.
- To always show answers after a specific date, set a date in the Show field.
- To hide answers after a specific date, set a date in the Hide field.

**Note:** If the Only Once After Each Attempt option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.

**One Question at a Time [7]:** You can show one question at a time (Links to an external site.) and lock questions after answering.
A few of the settings contain expanded menu options:

**Allow Multiple Attempts**

- Recent Quiz Score [1]—You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
- Allowed Attempts [2]—You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

*If you retain the Quizzes default option for students to see their quiz responses:*

- If you allow at least one attempt for the quiz, the Let Students See Their Quiz Responses area will display a Only after their last attempt checkbox [3]. Selecting this option means that students can only see their correct responses after their last quiz attempt.
• If you allow more than one attempt for the quiz, please be aware that not all students may complete all attempts and therefore may never see their quiz responses. For instance, if a student has three attempts but achieves their desired score in the second attempt, the student will most likely not complete the third (and last) attempt. That means their quiz responses and correct answers will not appear because the last attempt was not completed. To allow these students to see their responses, you would have to manually change the quiz settings at a later time.

If you retain the Quizzes default option for students to see the correct answers:

• If you allow at least one attempt for the quiz, the Let Students See The Correct Answers area will display a Only after their last attempt checkbox [4]. Selecting this option means that students can only see the correct quiz answers after their last attempt. This option will follow the current quiz functionality around multiple attempts. If a student never makes it to the last attempt, the correct answer setting will not apply. To allow the student to view the correct answers, you can manually change the quiz options at a later time.

Show One Question at a Time

• Lock Questions [5]—You can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

Save Quiz

Click the Save button to save your work on your quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Add Questions to Your Exam

After your quiz has been created, and you have chosen the setting options, you can click on the title of the quiz anywhere in the course to open it to the details page. Clicking edit here will allow you to change the settings and add questions to your quiz.
Click the Questions tab [1]. Manually create a new quiz question by clicking the New Question button [2].

Select Question Type

In the question type drop-down menu, you can create the following types of quiz questions:
• Multiple Choice (Links to an external site.)
• True/False (Links to an external site.)
• Fill-in-the-Blank (Links to an external site.)
• Fill-in-Multiple-Blanks (Links to an external site.)
• Multiple Answers (Links to an external site.)
• Multiple Drop-down (Links to an external site.) (can be used for Likert scale (Links to an external site.))
• Matching (Links to an external site.)
• Numerical Answer (Links to an external site.)
• Formula (simple formula (Links to an external site.) and single variable (Links to an external site.))
• Essay (Links to an external site.)
• File Upload (Links to an external site.)

You can link course content (Links to an external site.) to create Quiz questions, such as linking a diagram image.

Multiple Choice, True/False, Fill-in-the-Blank, Fill-in-Multiple-Blanks, Multiple Answers, Multiple drop-down (Likert scale), Matching, Numerical Answer, and Formula questions are auto-graded while Essay and File Upload require teacher to manually grade.

Set Point Value

To set the point value for the question, enter the points in the pts field.

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Update Question

To save your question, click the Update Question button.
View Questions

View the questions in your quiz. To view questions details, click the **Show Question Details** checkbox.

**Note:** Question details are not available in quizzes with more than 25 questions.

Save Quiz

Click the **Save** button to save your work and preview the quiz.

**Note:** You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz

**This quiz is unpublished**

Only teachers can see the quiz until it is published.
Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].

**Note:** Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades. Be very careful when making changes to a quiz once it is released to students.

### Viewing Student Results for a Quiz

You can view student quiz results within each quiz in your course by viewing the quiz results page or moderating the quiz. As an instructor, you can choose the type of quiz results to display to students as listed in the quiz options (Links to an external site.).

In Course Navigation, click the **Quizzes** link.

![Quiz List](image)

Click the name of the quiz.

### Show Student Quiz Results

![Quiz Results](image)

Click the **Options** icon [1], then select the **Show Student Quiz Results** link [2].
View Individual Results

<table>
<thead>
<tr>
<th>History Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who have taken the quiz (4)</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

Under the heading Students who have taken the quiz, click the name of a student.

View Most Recent Attempt

The sidebar displays each attempt and the score for each attempt [1].

In the content area [2], Canvas displays the results of the most recent attempt by default. The attempt number being viewed is shown in bold text. If there is more than one attempt, you can view past results. To view a past attempt, click the attempt you want to view. The results of the quiz attempt will appear in the content area.
Moderate This Quiz

You can also use the [Moderate this Quiz (Links to an external site.)](#) page to view quiz results, along with the overall number of student quiz attempts. Click the Moderate this Quiz link.

View Quiz Results

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>3</td>
<td>finished in 2 minutes</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
</tbody>
</table>

View the number of attempts and the most recent score for each attempt. To view results for a specific student, click the name of the student.
Paper or Project without Oral Component

If you would like to have students turn in their papers or projects all in one convenient place, this section will assist you. This section lays out how to create a new assignment and the options you have when doing so.

In Assignments, students can submit a variety of project types including URLs to websites they have created, Word documents, pdf files, PowerPoints, and media uploads. For the last two, you may want to visit the Presentation or Project with Oral Component section.

Once you are ready to grade these submissions, please go to the Grading Final Exams section to learn about the grade book, how to grade online, as well as how to download and re-upload the submissions if you want to grade offline.

Add New Assignment

You can create assignments on the Assignments page. You can create an assignment shell, which is a placeholder for an assignment within an assignment group, or you can create an entire assignment with all the assignment details at the same time.

In Course Navigation, click the Assignments link.

If you want to create an assignment with all assignment details at the same time, click the Add Assignment button.

Open Assignment

To open an existing assignment, click the Assignment name [1].

To create a new assignment, click the Add Assignment button [2].
Edit Assignment

Click the Edit button.

Edit Assignment Details

Type the assignment title in the Assignment Name field [1].

Use the Rich Content Editor to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3].

Points 25
Assignment Group Assignments

Enter the points for your assignment in the **Points** field [1]. Select the Assignment Group for the assignment in the **Assignment Group** drop-down menu [2].

**Note:** Points possible must be set to a number greater than zero for assignments with percentage, points, letter grade, or GPA grading types. If you change the points after a submission has been graded, you will need to regrade the assignment.

**Select Grading Type**

In the **Display Grade as** drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or set as not graded.

**Note:** The grading type is how the assignment score will display in the Gradebook. If using a letter grade, learn how to create a grading scheme (Links to an external site.) and apply a grading scheme (Links to an external site.) to your assignment.

**Select Submission Type**

In the **Submission Type** drop-down menu, select the type of submission you want to accept for the assignment. By default, the submission type will be set to Online. **This is most likely the option you want for your Final Exam paper or project.**
Create Group Assignment

As part of an assignment submission, Canvas lets you set up an assignment as a group assignment (Links to an external site.). You can also choose to grade students individually in group assignments.

Edit Due and Availability Dates

To add a different due or availability date for a specific student or group of students, use the +Add button.

Click Save Assignment
Presentation or Project with Oral Component

If you would like students to complete a presentation or project with audio, this section will assist you in showing them how they can record and upload these Finals. You could also hold live presentations using Zoom in Canvas (link to external site).

There are two steps to consider in this process.

1. How they record the media
   o If this is an individual project or presentation, in which students need to be able to record themselves, the screen, and audio
   ▪ then they can use Kaltura Personal Capture
   ▪ they can also use whatever software they are comfortable with
   o If this is a group project or presentation, students will want to use Zoom, and record locally.
   o In each of the above cases, they can upload the file to the My Media to prepare for submitting it to the instructor

2. How they submit the media
   o If you want the submission to be private between the student and the instructor, you will want to create a new assignment for them to submit in.
   o If you would like other students to be able to see and comment on the media of others:
     ▪ create a new graded discussion where students can embed their media (from My Media using the starburst icon in the editor)
     ▪ have them upload to Media Gallery
Grading Final Exams

Once you have used the resources above to deliver, administer, and collect student Finals, you will need to grade and return them. How you do this will depend on how you collected the exams in the first place.

No matter what, if you are adding grades to the Gradebook in Canvas at all, first thing BEFORE YOU START GRADING Use the Grade Posting Policy. Then read about How to Post or Hide Grades.

If you gave an exam via a document that your students returned via a quiz question, take a look at Giving Grades and Feedback on Exams Given Via Document. If they returned them using the Assignment tool, you can grade them using SpeedGrader or you can download, grade offline, and bulk resubmit them to Canvas.

If you gave your exam all within Canvas Quizzes, take a look at how to Grade a Quiz in SpeedGrader.

If you had the students submit a paper, project, or presentation to an assignment, Using SpeedGrader to Give Grades and Feedback on Papers and Projects will walk you through grading in SpeedGrader. You can also download, grade offline, and bulk resubmit them to Canvas.

BEFORE YOU START GRADING Use the Grade Posting Policy

In the New Gradebook there are two levels of control for releasing grades. The first is GRADE POSTING POLICIES.

The options are:

- Automatic: assignment grades will be visible to students as soon as they are entered. Grades for anonymous and moderated assignments will not post automatically.
- Manual: grades will be hidden by default and will remain hidden until you have posted grades for each assignment. Selecting a manual posting policy will not apply retroactively to grades that have already been entered. Any grades that have already posted will remain visible. To hide grades for an assignment that has already been graded, you can hide grades from the assignment's Options menu.

By default, the policy is for grades to be posted automatically.

Course post policies will apply to all course assignments by default. You can also select a grade posting policy for an individual assignment (Links to an external site.)
Open Grades

In Course Navigation, click the Grades link.

Open Gradebook Settings

Click the Settings icon.

View Grade Posting Policy

Click the Grade Posting Policy tab.

Post Grades Automatically

To post grades automatically, select the Automatically Post Grades option. When grades are posted automatically, students can view assignment grades as soon as they are entered.
Note: If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

Post Grades Manually

To post grades manually, select the Manually Post Grades option. When the Manually Post Grades option is selected, grades are hidden by default and must be posted (links to external site) to be viewed by students.

Update Policy

To apply changes to the grade posting policy, click the Update button.
View Gradebook

If a manual posting policy has been applied in a course, all assignment headers will display the Manual label [1]. This label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

Once a submission has been graded, the assignment header displays the Visibility icon [2]. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the Visibility icon [3]. This indicates that the total grade in the Gradebook differs from the total grade viewed by the student.

In the New Gradebook, you can select a grade posting policy for an individual assignment.

Open Gradebook

In Course Navigation, click the Grades link.

Open Assignment Menu

Hover over the assignment column header and click the Options icon.
Open Posting Policy

Click the Grade Posting Policy link.

Post Grades Automatically

To post grades automatically, select the Automatically option. When the Automatically option is selected, students can view assignment grades as soon as they are entered.
Notes:

- If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

To post grades manually, select the Manually option. When the Manually option is selected, grades are hidden by default and must be posted to be viewed by students.

Update Policy

To apply changes to the grade posting policy, click the Save button.

How to Post or Hide Grades in the Gradebook

This article will discuss the second level of grade release control-posting and hiding grades.

You can manually post grades for an assignment where student grades have been hidden.

Student grades can be hidden in one of three ways:

- selecting a manual grade posting policy for an assignment (Links to an external site.)
- selecting a manual grading posting policy for a course (Links to an external site.)
- or hiding scores from an assignment's Options menu (Links to an external site.).

Manual posting policies automatically hide grades for students and are intended to be set before any grades have been entered.

Grades can be posted to everyone or only to students with graded submissions.

- When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page.
- When grades are only posted to students with graded submissions, students with ungraded submissions will view an icon on their grades page that indicates grades are still being worked on.

If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.
Open Gradebook

In Course Navigation, click the Grades link.

Open Assignment Menu

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Main Idea Analysis - R... Out of 30</th>
<th>&quot;Identifying Symbols&quot;... Out of 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>28</td>
<td>-</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>30</td>
<td>-</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>25</td>
<td>-</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>30</td>
<td>-</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>30</td>
<td>-</td>
</tr>
</tbody>
</table>

Any assignment with hidden grades is indicated by the Visibility icon [1].
Hover over the assignment column header and click the Options icon [2].

Open Post Grades Tray

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Main Idea Analysis - R... Out of 30</th>
<th>&quot;Identifying Symbols&quot;... Out of 5</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>28</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>30</td>
<td>-</td>
<td>Sort by</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>25</td>
<td>-</td>
<td>Message Students Who</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>30</td>
<td>-</td>
<td>Curve Grades</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>30</td>
<td>-</td>
<td>Set Default Grade</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>-</td>
<td>-</td>
<td>Post grades</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

Click the Post grades link.
The Post Grades tray includes a numbered indicator that displays the total number of hidden grades for the assignment [1]. When the Post Grades tray is open, hidden grades are indicated by a Dot icon [2]. Select Posting Option

**Hide Grades**
When an assignment is hidden in grades, students can still view and submit the assignment, but the grade will be hidden. Grades will stay hidden until assignment grades are posted.
Click the Hide grades link.

**Downloading Student Submissions for Offline Grading**

If you want to download all student submissions for an assignment, you can download them from the Assignment tool in a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).

**Notes:**

- After downloading student files, you can re-upload all student submissions on the Assignment edit page. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.
- If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file.
Open Assignments and choose the assignment

Once there are submissions in the assignment, the download submissions option will appear.

View Progress

View the progress of the file compression by tracking the progress bar.

Download File

When the file is finished processing, download the file by clicking the Click here to download link [1]. Canvas will also include the size of the download file as part of the link for your reference.
Open ZIP File

Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (Mac users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].

Re-Upload Graded Submissions

When you download all student submissions for an assignment, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download.

Note:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a .zip file, please contact helpdesk@rice.edu.

Open Assignments

In Course Navigation, click the Assignments link and then the name of the assignment.
Re-Upload Submissions

Related Items

✔️ SpeedGrader™

⬇ Download Submissions

⬆ Re-Upload Submissions

☯ Peer Reviews

4 out of 4 Submissions Graded

Click the Re-Upload Submissions link.

Choose File

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

Make sure you don’t change the names of the submission files so we can recognize them.

Choose File: No file chosen

Upload Files

Click the Choose File button.
Open File

Click the file name to choose the file [1]. Then click the Open button [2].

Upload Files

Click the Upload Files button.
View Uploaded Submissions

A Closer Look: Response 1 Submissions

Upload

Attached files to the following user submissions

- Jessica Doe
  - Assignment.pdf
- Emily Boone
  - emily_boone_assignment.pdf

Ignored the following files
- johnsonmax_168_text.html
- rogersjoe_167_text.html

Done! We took the files you uploaded and attached them with a short comment to each user's submission page for this assignment. The students will get a notification that a new comment was added.

There were some files we didn't know what to do with. They have not been added to anyone's submission page. You can see the list to the left.

Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

Giving Grades and Feedback on Exams Given Via Document

If you have given your Exam Via Document, you can download all submission and grade them offline. You then have a couple of options for giving them back to students.

To give students their graded exams back you have a couple of options:

1. Email the students individually; however, this can get a bit overwhelming if you then have all the students replying to the emails they received.

2. Upload the documents to the students in SpeedGrader in Canvas. The instructions below will show you how.

You can access SpeedGrader through: Quizzes (Links to an external site.) and the Gradebook (Links to an external site.). Users with the TA role can also access the SpeedGrader.

Updated grades also affect the Gradebook. Before you add grades in the SpeedGrader or Gradebook, please see BEFORE YOU START GRADING Use the Grade Posting Policy and How to Post or Hide Grades in the Gradebook to make sure you have appropriate control of the grade visibility.
Open the quiz tool, the quiz, and then SpeedGrader.

The center of the menu bar includes quiz information and overall grading information. Quiz information includes the name of the quiz [1], quiz due date [2], and the name of the course [3]. To return to the Course Home Page, click the name of the course.

The student submission page will allow you to attach their graded test. It also allows you to add the grade, if you want, as well as any additional comments.
The SpeedGrader sidebar provides all the submission details for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

Leave assignment feedback comments for the student in the comments section. Assignment comments also display as a new thread in Conversations.

Once you upload the document and give any comments, CLICK SUBMIT, this saves the students grade, the comments, and the uploaded document.

Grade a Quiz in SpeedGrader

Quiz questions can be manually graded in SpeedGrader. Essay and file upload questions require manual grading. However, you may also revise scores for automatically graded questions.

If you want to grade the same quiz question individually for each student, learn how to grade one quiz question at a time.

Notes:

- Quiz grading will not be marked as complete and notifications will not be sent to students until each question for the quiz includes an entered point value. If the value earned for the
question is zero, the question must be manually changed from the default unscored value to a score of zero.

In Course Navigation, click **Quizzes**. Click the name of the quiz you want to open.

Open SpeedGrader

To view a question, scroll down the quiz to locate the quiz question you want to view.

If a question needs to be manually graded, you can click the question number directly within the notification window.
Assign Score

In the points field, enter the score for the question.

Assign Grade

You may also enter fudge points (Links to an external site.) to adjust a student's score for the entire quiz [1]. To assign a quiz score, click the Update Scores button [1].

Using SpeedGrader to Give Grades and Feedback on Papers and Projects

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly. You can access SpeedGrader through: Assignments (Links to an external site.) and the Gradebook (Links to an external site.).

Users with the TA role can also access the SpeedGrader

SpeedGrader Users

SpeedGrader is generally designed for one instructor role to grade submissions at a time. Multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. Updated grades also affect the Gradebook.

If your course includes multiple graders, consider downloading the files, using Google Drive to share with all graders, and then re-uploading after they are graded.
View SpeedGrader

SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions. The mark-up options are located on the bar at the top of the submission.

View SpeedGrader Menu Icons

The SpeedGrader menu includes several tools and resources to assist with grading assignments. The left side of the menu includes general settings and options. To return to the Gradebook, click the Gradebook icon [1]. To post or hide the assignment, click the Visibility icon [2].
To view SpeedGrader settings, click the **Settings** icon [3]. SpeedGrader settings include:

- **Options** [4], which allows you to select student list sorting options (Links to an external site.) and enable anonymous grading (Links to an external site.).

- **Keyboard Shortcuts** [5], which opens a list of keyboard shortcuts for SpeedGrader. You can also press the Comma key to view the Keyboard Shortcuts menu.

View Assignment Details

The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you download all student submissions for the assignment.

To return to the Course Home Page, click the name of the course.

View Student Submission

Once you have selected a student, the student's submission displays in the preview window. Depending on the assignment and submission type, the SpeedGrader preview window may vary.
To provide comments on document submissions, you can:

- Use Canvas DocViewer ([Links to an external site.]) to mark up .pdf, .doc/.docx, and .ppt/.pptx assignments directly in SpeedGrader. SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- Download the submission, put feedback on the document, and re-upload the submission.

**View Sidebar**

The SpeedGrader sidebar provides all the submission details ([Links to an external site.]) for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

Complete the assessment of the submission by entering a grade ([Links to an external site.]) or using a rubric for grading ([Links to an external site.]), if available [3].

Leave assignment feedback comments ([Links to an external site.]) for the student in the comments section [4]. Assignment comments also display as a new thread in Conversations ([Links to an external site.]).
View Group Assignments

Grading Presentations and Project with Oral Components

How you grade these Finals will depend on how you ask the students to submit their media to you.

• **private between the student and the instructor:**
  o create a new assignment for them to submit in
    ▪ use the Giving Grades and Feedback page
  
• **students able to see and comment on the media of others:**
  o create a new graded discussion where students can embed their media and others can comment
    ▪ See the Create and grade discussions (link to external site) module to assist with this
  o have them upload to Media Gallery
    ▪ for this option you will need to create a separate column in the grade book if you are putting grades into Canvas. Creating Assignment Column for a Non-Submission Assignment (link to external site) will explain this task.
Information for Students
Scanning and Combining PDFs for Course work

Students can use the following instructions to complete their exam, scan their documents into one, and submit.

There are several ways to scan and save course work as a single PDF. This can be done using a scanner, Adobe DC, and your phone.

*Combine Files Using Adobe DC*

1. **Open Acrobat DC** to combine files: Open the Tools tab and select "Combine files."

2. **Add files**: Click "Add Files" and select the files you want to include in your PDF. You can merge PDFs or a mix of PDF documents and other files.
3. **Arrange and delete content**: Click, drag, and drop to reorder files or press "Delete" to remove any content you don't want.

4. **Combine files**: When you're finished arranging, click "Combine Files".

5. **Save as a PDF file**: Name your file and click the "Save" button.

You can use Adobe Creative Cloud for a number of course related tasks but you can use Adobe DC to combine and share PDFs for course work.

Learn more about creative cloud license. (links to external site)

**Use iPhone to scan and email multiple images**

1. Locate the Notes app and select New Note Icon

2. Select the Camera Icon
3. Select Scan Documents

4. Take pictures of the content then drag corners to cover image.

5. Select Keep Scan

6. Use the camera button to take photos of work and choose color change to Black and White to minimize shadows.
7. Select more images to scan or choose save and done

8. Select the upload icon
9. Choose email and send.

**Android Users**

On an Android phone, you access the scanner through Google Drive which comes already installed. However, if it needs to be installed you can find it on [Google Play](https://play.google.com) (Links to an external site.)

1. Open the Google Drive app.

2. In the bottom right, tap Add.

3. Tap Scan.

4. Take a photo of the document you'd like to scan.
   - Adjust scan area: Tap Crop.
   - Take photo again: Tap Re-scan current page.
   - Scan another page: Tap Add.

5. To save the finished document, tap Done.
Recording Video

Kaltura Personal Capture

What is Kaltura Personal Capture?

Kaltura Personal Capture is a desktop and video recording tool that allows you to pre-record videos. You can record content that is on your screen (e.g., PowerPoint slides or screen annotations) and/or webcam video.

These videos can be accessed in your Canvas course from the “Media Gallery” link in your course navigation menu.

Requirements:

- Mac and Windows only; Linux is not supported
- Microphone (your laptop may have a microphone)
- Optional: webcam

Installing and Launching Kaltura Personal Capture

1. Log into Rice Canvas.

2. Click on “My Media” from the course navigation menu. (“My Media” includes all of the Kaltura videos that you have access to.)

3. If you see a note on third-party cookies, please see the KnowledgeBase article on enabling third-party cookies.
4. Click on the “Add New” button, and then “Kaltura Capture.”

5. If you’ve already installed Kaltura Capture, then it will launch automatically. If you haven’t installed it, click on the appropriate download link for Windows or Mac.

6. Download and double-click the file to install it.
   
   a) Mac: Be sure to drag-and-drop the KalturaCapture.app icon into the Applications folder.
   
   b) PC: Launch the Kaltura Capture Setup Wizard.
      
      i. Recordings folder: Use the default settings
      ii. Click the "Install" and then "Finish" buttons.

7. Reload your web browser page and repeat steps 2 through 4. If prompted, you may need to allow your computer to “Open KalturaCapture.app.”

8. Kaltura Capture will then launch.
Recording Lectures and Screencasts

1. You can record up to two video inputs (e.g., your screen and your webcam video) and one audio input (e.g., your microphone).

2. Icons

![Icons](image)

   a) Blue icons with no slash = input WILL be recorded.

   b) Gray icons with a slash = input will NOT be recorded; you need to have at least one option selected.

   c) "Manage" = advanced settings

3. Clicking on the “down arrow” beneath each icon will allow you to select from among the available input options. For video inputs, you will also see a thumbnail preview to aid you in selecting the desired option; you may see another “down arrow” if you have multiple options to choose from (e.g., if your computer is connected to multiple monitors).

4. After selecting your inputs, click on the red circle to start the recording. It’s a good idea to do a quick 10-second recording before you start your actual recording to ensure that the settings are configured correctly.

5. You will see a 3-second countdown before the recording starts.
6. Click on the square icon to stop the recording. Then click on “yes” to stop the recording.

7. Edit the title, description, and tags if desired, and click “Save & Upload.”
Add Recording to My Media and Media Gallery

This document demonstrates how to upload and publish videos to Kaltura 'My Media' in Canvas.

Start by logging into Canvas, then open any course.

**Upload Media**

1. Select the ‘My Media’ link in the left-hand course navigation.

2. On the ‘My Media’ page, select the ‘Add New’ button, then select one of the video source options from the submenu.

3. Select ‘Media Upload’ to add a video file from your computer.

4. On the ‘Upload Media’ page, select the button labeled ‘Choose a file to upload’ or click and drag the video file from your computer’s file library onto the page.

5. Select and open the desired file from your file manager.
   - Windows users: File Explorer
   - Mac users: Finder
6. A status bar will track the completeness of your upload. Eventually an ‘Upload Completed’ message will appear.

Note: longer videos require more time to process.

Fill out details

1. Below the heading labeled ‘Please fill out these details’ enter the Name (required), Description (optional), and Tags (optional).
   - Optionally, click the ‘Add collaborator’ button to add other users as co-authors and co-publishers; otherwise, ignore.

2. Lastly, click the ‘Save’ button.

Publishing Videos to Canvas

1. Log into Canvas.

2. Click on “My Media” in the course navigation menu. Click on the checkbox next to the video you want to make available to your course. Then click on “Actions” and “Publish.”

3. Select the “Published” option and select the checkbox next to the Canvas course(s) where you want the video to appear. Remember to click the “Save” button at the bottom.

You and your students will be able to view your course’s videos from the “Media Gallery.”
**Zoom: Local Recordings**

You can record your Zoom meetings to the cloud or to your computer's hard drive (local). However, in this case you will want to record locally.

**Start Recording Manually**

You can start and manage recordings once your meeting starts.

To start a recording when the meeting has started, click the 'Record' button, then select "on this Computer" (local).

**Stop Recording**

It is very important to remember to stop your recording so that it does not become too long and so that it can automatically process before it is viewable and shareable. Note, processing times can vary, but a conventional expectation is to give up to four times the length of the video. You will receive an email when your video is ready.

To stop any Zoom recording, select the 'Stop recording' button or 'End Meeting' if you are finished. You can also pause the recording, but remember to unpause when you are ready to resume.

**Finding Local Recordings**

Once you have finished recording you will need to upload the MP4 file to 'My Media' (Kaltura) to share it with your instructor or classmates. You can find where local recordings are saved on your computer easily from the Zoom desktop application.

Open the Zoom desktop application, then select the 'Meetings' tab in the top of the window. In the left-hand panel of the window, select the 'Recorded' button to view a list of all recordings, including local and cloud. Select a recording, then view the recording path to locate the file. Note, by default Zoom creates a folder in your computer's 'Documents' library.
Once you locate the file, you can upload it to Canvas using Kaltura My Media, and submit it where your professor instructs.