Early Grade Performance Feedback with Canvas

In the fall and spring semesters, instructors have the opportunity to participate in the Early Performance Feedback process. Instructors are asked to assess whether a student's performance is Meeting Expectations and enter a Y (Yes) or N (No) for each student in their class. This information is disseminated to academic advisors and residence hall staff who reach out to students who are not meeting expectations in one or more of their courses. The ultimate goal is to help students use campus resources to enable them to improve their performance in a course.

Courses participating in the Early Performance Feedback will have a **"Meets Expectations" notes column** added to their course's **Canvas grade book.** Though students cannot view this column they can view their Early Performance Y/N information in a Canvas course under their Grades link.

Instructors can:

Manually enter a Y/N for each student in this column.

Or use the Early Performance Feedback web entry page to:

- **Option A**: Automatically populate the Meets Expectations column based on a letter grade or % score in the grade book.

- **Option B:** Export a .csv file version of their grade book, enter Y/N information in the .csv file. Upload the .csv file into the Early Performance Feedback web entry page which will populate the Y/N information into the Meets Expectations column in their Canvas grade book.

Option A Checklist:

If you use **Option A** on the Early Performance Feedback web page:

_____ **Set the grading scheme in your Canvas course.**

_____ Recommend you move Total column in grade book next to Meets Expectations column. (See next page for how to do this).
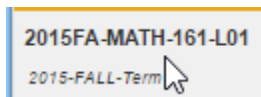
_____ In Canvas grade book click "Early Performance Input" button. Login with eID.

_____ Select the course in which to enter Y/N into the Meets Expectations grade book column.

_____ If you have **cross listed/combined 2 or more course in Canvas**, on the Early Grade Feedback web entry page, **only select the parent course from the drop down menu.** This will enter a Y or N for all students in all sections in the combined / cross listed Canvas course, based on the grading scheme you set in the parent Canvas course.

Combined / Cross List Example:

Parent course in top left corner.   Child Sections cross listed under parent.
USE this course to populate Y/N
for all sections.

2015FA-MATH-161-L06
2015FA-MATH-161-L08
2015FA-MATH-161-L03
2015FA-MATH-161-L01

2015FA-MATH-161-L01
2015-FALL-Term

_____ Select whether to assign Y/N based on student's score or percentage grade.

_____ Click Assign

_____ Go to Canvas grade book and verify Y/N were assigned appropriately.

Two Options:

A: Automatically Populate Y/N in Meets Expectations column.

Prerequisites:

1. [Set grading scheme in your Canvas course.](#)

2. Recommend that you temporarily move the Total column in your grade book so that it appears next to the Meets Expectations column; easier to verify how Y/N's are assigned.

In your grade book, on the far right, use the drop down menu next to the Total column and select Move to front.
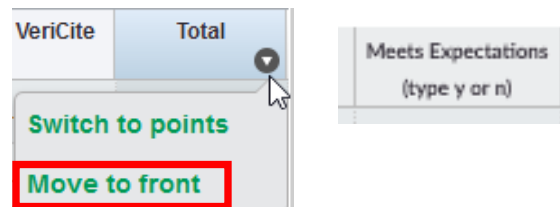
This will allow you to quickly see total points or percentage and verify that Y and N's are assigned correctly. You can move the Total back to the far right (end) after you are done.

To assign a **Y/N value** for your students in the **Meets Expectations column** in your grade book **please go to your Canvas course.**

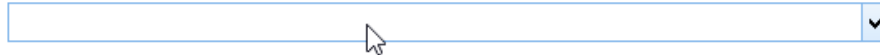1) On the **left course menu** in your Canvas course *click* **Grades**.

2) At the **top right** of the grade book *click* **Early Performance Input.**
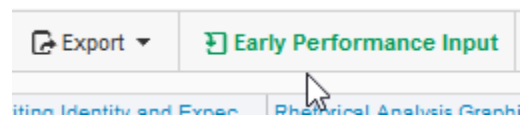
3) *Enter* your **CSU eID** user name and password.

4) Use the **drop down menu** under "*Select your course*" to select which of your courses you wish to enter Y/N information.

Select your course

5) *Click* on **Option A** to expand / see options.

6) Under **Step 1** *select one of the* **Population Criteria.**

▼ **Option A: Automatically Populate** ◄────
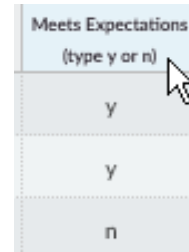
Step 1: Select one of these methods.

⦿ Assign a Y to all students whose **current letter grade** in the gradebook Total column is at least `C ▾`. Assign an N to all others.

◯ Assign a Y to all students whose **current percent score** in the gradebook Total column is at least `70` %. Assign an N to all others.

◯ Assign a Y to all students whose **final percent score** in the gradebook Total column is at least ⬚ %. Assign an N to all others.
To see final scores in the gradebook, click the ⚙ menu and select "Treat Ungraded as 0". ⎘

◯ Assign a Y to **all students**.
You can then manually enter an N for students who do not have satisfactory progress in your course.

◯ **Remove all** Y/N values from the Meets Expectations column.

7) Under **Step 2** *click* **Assign**.

Step 2: Click `Assign`

8). *Return* to your **Canvas course.**

9) On the left menu *click* **Grades** to refresh your grade book and see the populated Y/N information under the Meets Expectations column.
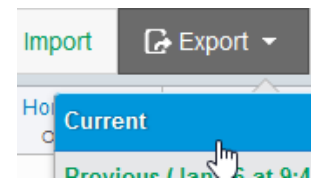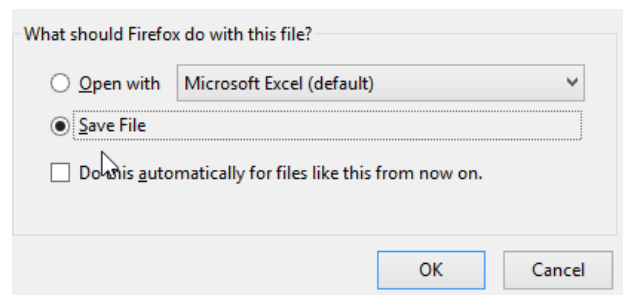
Note: You can manually change a Y or N value for a student in the Meets Expectations column.

B: Upload .csv File to Populate Meets Expectations Column.

1) In your Canvas **Grade Book**, at the top right, *click* **Export, Current.**

2) *Save* the **downloaded .csv file** of your grade book to **your computer**.

3) *Open* the **.csv file** you downloaded with MS Excel.

4) *Create* a **column** in the .csv file *called* **Meets Expectations**. (**Spelled this way with a space between the words**).
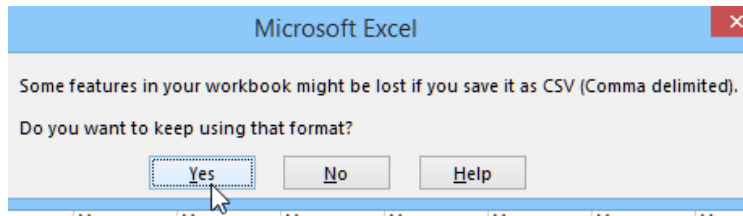
	E	F
	Section	Meets Expectations

5) In the **Meets Expectations column** *enter* **Y/N's** for your students.

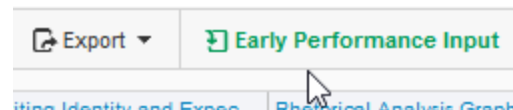You can write a formula to populate the column if you wish.

F
Meets Expectations
y
y
n

6) *Save* your **file as a .csv file**.

Microsoft Excel ✕

Some features in your workbook might be lost if you save it as CSV (Comma delimited).

Do you want to keep using that format?

[Yes] [No] [Help]

7) On the left **course menu** in your Canvas course *click* **Grades**.

Discussions
Grades
Modules
Pages

8) At the top right of the grade book *click* **Early Performance Input.**

↪ Export ▾ ⊒ Early Performance Input

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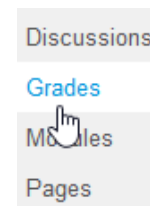
9) *Enter* your **CSU eID** user name and password.

10) *Use* the **drop down menu** under "**Select your course**" to select which of your courses you wish to enter Y/N information.

Select your course

11) *Click* **Option B: Upload an Excel .csv** file to expand this option.

12) *Click* **Browse** and *locate* the **.csv file** with your Meets Expectations Y/N values.

13) *Click* **Upload**.

▼ Option B: Upload an Excel .csv file

Step 1: Export grades from the Canvas Gradebook to a .csv file ↗

Step 2: Edit the .csv file using Excel
Add a column named Meets Expectations, enter y or n for each student in the column, and Save.
(In Excel you can enter a y for the first student, fill down with y and change a few to n,
or use an Excel formula like =IF(Z3>=70,"y","n") where Z is the Current Score column.)

Step 3: Upload the .csv file here
The S/U information in the Early Check column in the .csv file will be copied to the Meets Expectations column in your Canvas course.
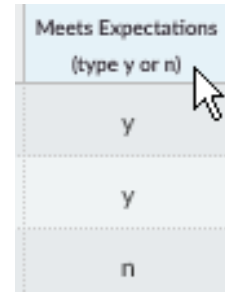⚠ **Important:** Do not import this file directly into the Canvas gradebook.

Browse... No file selected.   Upload
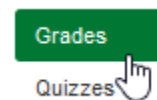
14) *Return* to your **Canvas course**.

15) On the left menu *click* **Grades** to refresh your grade book and see the populated Y/N information under the Meets Expectations column.

Note: You can manually change a Y or N value for a student in the Meets Expectations column.

What Can Students See?

Under the **Grades link** in a participating EPF Canvas course, a student can *click* on the "**View My Early Performance**" to see if they received a Y or N in that course.

Early Performance: Y=Yes (meets expectations) N=No (does not meet expectations) NG=No early performance feedback was given for this course

Course_CRN	Course_Name	Early_Performance
201890_99999	PRACTICE-ADM-BrakeM-1	NG

Questions About How to Setup / Submit Early Performance Feedback?

Please email us at: canvashelp@colostate.edu