Q. In one of the courses a faculty has an alternative assignment for students who can't purchase the mindtap, which is a paper. Does Canvas have a way to take only one of the two grades?

A. You can make an assignment group and then set a rule to have the lower grade drop!

creating an assignment group -

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-group-in-a-course/ta-p/970>

creating a rule -

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-rules-for-an-assignment-group/ta-p/848>

Q. As faculty, how do I view grades for inactive or concluded student enrollment in the Gradebook?

A.[Please access this link.](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-grades-for-inactive-or-concluded-student/ta-p/753)

Q. How to reduce the file size of PPT files.

A.[Please check this link.](https://support.microsoft.com/en-us/office/reduce-the-file-size-of-your-powerpoint-presentations-9548ffd4-d853-41e7-8e40-b606bca036b4)