Course Assessment Fact Sheet

# How Grades Work in English 3764 – Spring 2025



## What You Need to Know

- No grades on individual assignments  
- Work is marked Complete or Incomplete  
- Your final grade is based on how much work you've completed  
- Incompletes can be revised if turned in on time



## Canvas Markings: What They Mean

✔ or 1 – Complete (Meets all expectations)

✖ or 0 – Incomplete (Missing, unfinished, or off-track)



## How Soon Is Work Reviewed?

- Syllabus/Contact Info Form: ~48 hrs after grace period  
- Weekly Activities: Immediately or within 48 hrs  
- Group Try-Its & Discussions: ~48 hrs after grace period  
- Major Projects: ~1 week after target date  
- Final Exam: After exam period



## How Your Final Grade Is Calculated



## How to Track Your Standing

1. Go to the Grades page in Canvas  
2. Scroll to the bottom for category percentages  
3. Compare your percentages to the chart above  
4. Don’t round up—use the exact cutoffs



## Options for Boosting Your Final Grade

- Revise Incomplete work (if submitted on time)  
- Improve completion rates for weekly work  
- Use the Final Exam to argue for a different grade



## If You Disagree With Your Grade…

- Review your grade report at the end of term  
- Agree = no action needed  
- Disagree = submit Final Exam by May 14 at 11:59 PM  
- The higher of your rubric grade or exam grade is used



## Letter Grades Only

- Your grade is entered as a letter (A, B+, etc.)  
- No calculations or rounding  
- Canvas may convert your letter to a number, but I do not