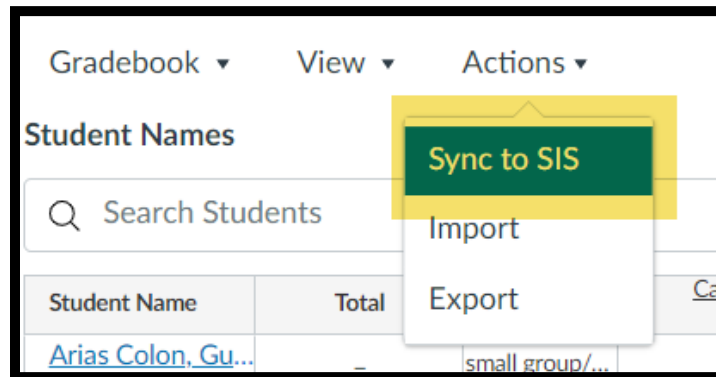


Quarter Transition Tips

Troubleshooting Tip #1-- CANVAS GRADES IN THE WRONG QUARTER OF PROGRESSBOOK

- If you have your "3rd Quarter" Canvas work showing up on 4th quarter ProgressBook, please make sure that the assignment or quiz is date NO LATER than March 4 at **3:00**. The Canvas time default for due dates is 11:59 PM and if you just left that original time, that's why it's triggering the assignment to go to the fourth quarter.
- You can still fix the issue. Change the time for all the assignments you still want to go on 3rd quarter. Make sure you don't have an end date to the assignment availability (at least through this week if you want students to be able to complete makeup work).
- Once you make the appropriate time changes, trigger a manual sync in the Canvas Gradebook to double check your work. **"Actions"> "Sync to SIS."**



Troubleshooting Tip #2-- NEED TO BE ABLE SEE GRADES FROM BOTH QUARTERS (BOTH 3RD & 4TH)

- Go to your Canvas Gradebook. Click **"View"> "Filters"> "Grading Periods."**
- A new box will pop up that will allow you to toggle between the quarters. (See Screenshot)

