CANVAS
MEES Advising Site
Quick Reference
1. Log into Canvas via my.uncc.edu and click on the Canvas icon OR log in directly at canvas.uncc.edu.

2. On the Dashboard, click the course, Training – MEES Advising Fall 2017.
At right is a screenshot of the Home Page for Training – MEES Advising_Fall 2017

The advising requirements for MEES students include:

• Review and acknowledgement of the COE Progression Requirements

• Completion of the Advising Survey

• Completion of the Academic Integrity Quiz

• Submission of a current and complete BSME Academic Plan

• For seniors graduating in Spring 2018 – a degree audit check must be completed.

• Students may optionally meet with their advisor and use the Canvas site to review additional resources.
Evaluating Overall Progress

1. On the Home Page, click on ‘Grades’ at left to open the Gradebook.
2. Use the pull-down menu at right to select your section’s advisee list.

3. The table will then populate with only your assigned advisees.

4. Filter for a specific student by name or user ID.

5. The four required tasks are listed here as assignments. At a glance, you can see which students have completed advising requirements. A total of 100% indicates all requirements are complete and the academic plan has been reviewed and marked as ‘Complete’.
Reviewing Academic Plan Submissions

1. When a student submits an academic plan, it will appear as a ‘To Do’ item on the Home Page.
An email notification of the submission will also be sent.

2. Advisors can update notification settings as desired by clicking the link ‘Update your notification settings’.

3. Clicking the link ‘Click here to review the submission’ will go directly to the Submission Details screen. From here you can:
4. Download the Excel file by click on the file.
5. Grade the submission as Complete or Incomplete
6. Add a Comment regarding the student’s submission and/or attach a revised file.
7. Click the green ‘Save’ button to save the Submission Details.
Another way to review and grade the academic plan submission is by selecting the assignment and using SpeedGrader:

1. Click ‘Assignments’ in the menu at left to open the Assignments window.
2. Click ‘Submit Academic Plan’ to open the assignment.
3. With the assignment page open, click ‘SpeedGrader’.
4. Use the pull down menu at right to view a list of students.

5. Hold the cursor on the top row so that the menu opens at left, allowing a selection of advisor options.

6. Students who have completed the assignment will have a green checkmark by their name. Click the name to select the student.
7. The selected student’s plan will appear in the preview window.

8. Feedback about the plan may be made using the markup features in the top of the preview window. An annotated PDF file may be downloaded by clicking on the icon at far left.

9. The Excel file may be downloaded by clicking on the file name at right.

10. Assign the grade of Complete or Incomplete.

11. Add a Comment using the Assignment Comments feature.

12. Click the green ‘Submit’ button to submit the grade and comments.
A checkmark will appear in the Gradebook when the Academic Plan has been graded as Complete.

Other assignments will show the full points awarded for credit:

- COE Progression Requirements = 15 points
- Academic Integrity Quiz = 15 points
- Academic Plan = 35 points
- Advising Survey = 35 points
Reviewing Results for an Individual Advising Requirement

1. Clicking on the ‘Assignments’ link in the menu will open to a list of the required MEES Advising assignments.

2. Click on the desired assignment to open it.

3. With the assignment/quiz open, select ‘SpeedGrader’ from the Related Items options at right.
4. Use the pull down menu at right to view a list of students.

5. Hold the cursor on the top row so that the menu opens at left, allowing a selection of advisor options.

6. Students who have completed the assignment will have a green checkmark by their name. Click the name to select the student.
7. Assignment results are visible in the main window.

8. Submit Assignment Comments using the ‘Add a Comment’ dialog box at right, and clicking the green ‘Submit’ button.