On-line Capstone Progress Report

Grading Instructions for Supervisors / Coordinators

1. **Login to Canvas** and go to your respective **Capstone module** e.g. YHU4101: History Capstone Project.

2. For Head of Studies and Designated Capstone Coordinators only: **Login to Canvas** > on the left navigation panel, click on **Admin** icon > click on the assigned Capstone group e.g. YHU – History Capstone > proceed to the Capstone page from there. Do ensure that you access to the correct Term.

![Admin Icon Image]

3. Under **Grades**, locate the table column for **“End Semester 1 Capstone Progress Submission”**. Hover your mouse cursor over this column header, click the drop-down menu and select **SpeedGrader** to view the students’ submission. Note: This result is **muted** to students.

![Grades Icon Image]
4. Award a S(atisfactory) or U(nsatisfactory) grade.

* All Supervisors and Head of Studies will be able to view the grades submitted for all students in the Major (example below)

You may also view the visual steps in video, here: https://edtech.yale-nus.edu.sg/wp-content/uploads/sites/54/2019/10/end_sem1-capstone_progress_form-supervisor.mp4