

## HONORS COLLEGE CANVAS CREDIT TRACKER

### User Guide

The Honors College Credit Tracker is a required Canvas course that functions as an honors credit requesting tool for students. Canvas, as the online course management system that supports all Virginia Tech courses, is used for the Credit Tracker because Virginia Tech students are already familiar with Canvas or will likely soon become familiar with Canvas. The Credit Tracker serves as the interface directly between each individual honors student and the honors staff who review and award honors credit. Honors sends the invitation to join the Credit Tracker Canvas course to students after their acceptance to the Honors College. **To get the most out of the Credit Tracker, students should consistently request honors credit in the Credit Tracker immediately upon completion of honors credit.**

Understanding how Honors has taken advantage of the structure of Canvas for the purpose of the Credit Tracker is important. To earn the Honors Laureate Diploma (HLD), students must complete ways to earn honors credit, which are already sorted into the four elements that make up the structure of the HLD. That organization translates to Canvas in the form of assignments (representing the ways to earn honors credit) that are sorted into modules (representing the four elements). Modules represent other critical areas as well and appear in the Credit Tracker in the following order:

- Honors Academic Requirements module (to help students keep track of the HLD plan approval and GPA requirements; the Course of Study Planner template is also available here)
- Element One: Honors Core module
- Element Two: Disciplinary Depth module
- Element Three: Transdisciplinary Capabilities module
- Element Four: Undergraduate Research and Guided Experiential Learning module
- Presidential Global Scholars module (only for students who participate in PGS)

When students request honors credit through the appropriate assignment and honors staff approve the credit, the points awarded in that assignment represent the number of honors credits earned. **There are instructions within each assignment that explain exactly what you need to know about that way to earn honors credit and how to request the credit in that assignment.** In review: Canvas assignments represent the ways to earn honors credit; Canvas modules represent the four elements and other critical areas; and points awarded in assignments represent honors credit earned.

A major benefit of the Credit Tracker is that if Honors staff have questions about the honors credit a student has requested, staff can comment directly in assignments to address those concerns. **Students should be sure to toggle-on notifications for the Credit Tracker so that they are alerted to comments on their credit requests and to when honors credit has been awarded.** Another benefit is that if students consistently request their completed honors credit after each term, they can simply check the Grades tab in the Credit Tracker at any time to be aware of their progress toward completing the HLD. In other words: **The Credit Tracker is only effective in helping students track their honors credit when students are diligent in updating the Credit Tracker.**

Honors credit that appears on a student's academic transcript (e.g., for a UH course or a departmental honors course) does not automatically appear in Canvas. Those systems do not speak to each other in that way. **Students must request all honors credit through Canvas, whether or not it appears on their academic transcript as honors credit.**

To graduate with an HLD, students are expected to have completed—or be scheduled to complete—at least 30 honors credits (elements two, three, and four require at least 6 credits each) and have at least a 3.3 cumulative GPA. **In the semester they will graduate, students are required to notify Honors that they have completed (or expect to complete) the HLD by submitting the Diploma Registration assignment in the Credit Tracker.** The Diploma Registration assignment requires students to submit to the Credit Tracker each of the ways they have earned honors credit. If students are diligent about requesting completed honors credit as they go along, registering to graduate with the HLD will be much easier. Honors staff will remind students of the Diploma Registration assignment at the beginning of the semester in which they are scheduled to graduate.