

CANVAS HONORS CREDIT TRACKER

User Guide

Purpose

The Credit Tracker is the system used by the Honors College to award and keep track of honors credit earned by individual honors students. All Honors College students are required to use the Canvas Honors Credit Tracker to record their honors credit once they have completed it. **To get the most out of the Credit Tracker, students should consistently record honors credit in the Credit Tracker immediately upon completion of the honors credit.**

Credit Tracker Structure

The Credit Tracker contains five different modules. The **Honors Academic Requirements** module includes assignments concerning the completion of the Gateway, UH 1404, the GPA requirement, declaration of the *optional* Honors Minor, and HLD registration. The Honors Laureate Diploma is made up of two categories of Honors Credit: **Collaborative Discovery** and **Experiential Learning**. The second module contains the ways to earn honors credit in the Collaborative Discovery Category and the third and fourth modules contain the ways to earn honors credit in the Experiential Learning Category. The fifth **Presidential Global Scholars** module is for PGS students only.

When students report honors credit in the Credit Tracker, Honors staff approve the credit and award what Canvas calls “points” that represent honors credits. **There are instructions within each assignment that explain exactly what you need to know about that way to earn honors credit and how to submit that assignment.**

Reporting and Tracking Honors Credit

ALL honors credit must be reported through the Credit Tracker. This applies to honors credit that appears on a student’s academic transcript, as well as honors credit that does not. Honors credit that appears on a student’s academic transcript (e.g., for an Honors College “UH” course or a departmental honors course) does not automatically appear in the Credit Tracker.

When students consistently report their completed honors credit after each term, they can check the Grades tab in the Credit Tracker at any time to track their HLD progress. **The Credit Tracker is only effective in helping students track their honors credit when students are diligent in updating the Credit Tracker.**

A major benefit of the Credit Tracker is that if Honors staff have questions about the honors credit a student has reported, Honors staff can comment directly in assignments to address those concerns. **Students should turn on Credit Tracker notifications so that they are alerted to comments on assignments and to when honors credit has been awarded.**

HLD Registration in the Credit Tracker

To graduate with an HLD, students are expected to have completed at least 24 honors credits (at least 12 credits in each of the two HLD categories: Collaborative Discovery and Experiential Learning) and have at least a 3.4 cumulative GPA. In the semester in which they plan to graduate, **students are required to complete the Honors Diploma Registration assignment to indicate their intention to complete and graduate with an HLD.** Honors staff will remind students of this requirement at the beginning of the semester in which they plan to graduate.