Concluding a Course

Canvas Tip Sheet

This tip sheet provides information on the steps to take at the end of semester as you prepare to submit final grades and determine what course content students can access once the term has ended.

Completing Grading

- Review the Gradebook for missing, ungraded, or unposted activities.
    - **Missing activities** appear as a dash and, in the absence of a Missing Submission policy, will be treated as excused (neither benefiting nor harming a student's grade).
    - **Ungraded activities** appear as a paper with an exclamation mark icon and mean that a submission has been received but has not been graded.
    - **Unposted activities** appear as an eye with a line through it at the top of the column and will be counted in the grade but are not yet visible to students. Manually post the grades to make grades and feedback visible to students.
- Assign points to any extra credit activities included in an extra credit assignment group after all other course assignments are graded. All other assignment groups in the course should have at least one graded assignment for the extra credit assignment group calculation to correctly affect student grades.
- Ensure the Course Grading Scheme in Canvas matches your syllabus. The Canvas default is enabled, but a new scheme can be added that matches the course syllabus.
- Submit finalized grades using Grade Passback within Canvas.

Processing Incompletes

- Document any Incompletes during the Grade Passback process.
- Submit a UM Solutions Center ticket for a Student Incomplete to have an Incomplete Section added to your Canvas course. Qualified students will be added to this section and will have continued access to participate in the Canvas course.
- Locate relevant activities and assign access to extend due and availability dates to the students in the Incomplete Section.
    - **Important**: Do not delete or change the original Assign To information. Instead, use the **+ Add** or **+ Assign To** buttons to add new assignees, due dates, and availability dates.

Understanding Course Availability

- By default, courses are set to conclude on the last day that grades can be submitted to Banner at 11:59 PM. The term end date can be found under your course settings (Course Navigation Menu > Settings > Course Details).

- After the last day of classes, the course will move off the Canvas Dashboard into Courses > Past Enrollments. Students continue to have participation access for five additional days through the end of the final grade entry period and can access the course from the Courses list on the Global Navigation Menu.
- Students can perform the following actions by default within a concluded course: view grades, view course content, view Discussions and Assignments, and send a message to the instructor.
- Students cannot view quiz questions and answers or submit discussions, assignments, quizzes, and other course activities within a concluded course.
- Instructors maintain editing access to courses for one year following the term end date in order to process incompletes. After one year, instructors transition to read-only access which allows them to import the content into a new Canvas course shell.

Limiting Content Availability for Students

- Hide Course Navigation menu links to limit access to course content. This may be appropriate if you would like to leave Grades available to students but hide course content and activities.
- Hide select course content by unpublishing files, pages, modules, or module items that you no longer want students to view.
    - You cannot unpublish activities where students have submitted a response, such as discussions or assignments. However, you can adjust the Available From date to sometime far in the future which prevents students from viewing content until after the Available from date has passed.

Things to Remember

- Take time at the end of the semester to reflect on what went well in your course and where improvements can be made. Review the MUS Principles of Quality with Alignments and Strategies for ideas for revisions and improvements.
- All revisions and preparations for the next offering should be completed by importing course content into a new course shell.
- If you wish to update the content of a concluded course for use in the future but do not have a current term course in which to do that, request a Sandbox course.
- If you enabled the setting to hide quantitative data in your Gradebook, you may want to disable the setting so that students can see points/percentages in addition to a letter grade.

Learn More

- Consult the Canvas Instructor Guides for updated information on how to use Canvas.
- Find on-demand resources and support at LEAD's Teaching and Canvas Help webpage.
- Register for live LEAD faculty trainings on Griz Hub for focused training on using Canvas.