



# Canvas Course End of Term Checklist

This checklist is a guide to make sure your course is ready for the end of the term

## **Grading In Canvas (If Applicable)**

If you use weighted grading categories for your final grade calculations, you will want to [add Assignment Groups](#) to the Assignments Index Page, [assign weights](#) to each group, and move the assignments to the appropriate assignment groups so that the total grades in the grade book properly reflect the grades for the course.

## **Course End Dates - Course Participation Settings**

Course participation for a Canvas course is controlled by either Term or Course on the Settings page of your course. For students this means that they are no longer able to submit to assignments, take quizzes, post to discussion boards. For faculty this means that you are unable to make any comments, grade any assignments, or make any changes to the course.

Term is set by default and the course end date is approximately 30 days after the last day of classes. You are able to change participation setting to Course and then set a custom start and end date. You are able to change this any time before the course end date has been reached which will allow you to extend participation in your course to all who are enrolled in the course. See [How do I change the start and end dates for a course?](#)

**NOTE: Once the Term or Course end date is reached you need to contact ITS to change the course end dates.**

## **Course Access**

The default settings in a Canvas course allow students to view all course materials before the start date and after the end date. If you wish to prevent students from viewing course content you need to make sure an end date is set and check the "Restrict students from viewing course after term (or course) end date" on the course settings page before the end date is reached. See [How do I restrict student access to a course before or after the course dates?](#)

## **Incompletes**

For those students who you are granting incomplete grades you can request that a section be created in your Canvas course to allow for these students and the instructor to continue to participate in the course while preventing the rest of the students from participating in the course. Please email [helpdesk@siena.edu](mailto:helpdesk@siena.edu) and provide us with the CRN of the course, student(s), and the new end date for the course.

Please contact us at [acadtech@siena.edu](mailto:acadtech@siena.edu) or [helpdesk@siena.edu](mailto:helpdesk@siena.edu) if you have any questions regarding this document or have other technical support needs.