

# Canvas Semester End Checklist

## □ Confirm Grades are Accurate

1. Ensure all your graded assignments are [set to be worth the correct number of points](#).
2. [Enter a grade for all assignments](#); students who didn't complete their assignments need a 0 entered.
3. Ensure you have the correct [weighted percentages set for all Assignment Groups](#).
4. Ensure the Total column is calculating the way you want it to. [Override student grades](#) if necessary.
5. [Ensure an accurate Grading Scheme is set](#) in the Course Settings to assign letter grades.

Note: Beginning December 2021, you will be able to [push final grades to Banner](#).

## □ Manage Your Course End Date

In Course Settings, [ensure Participation is set to an accurate End date](#), then scroll down to click **Update Course Details** to save any changes.

After the end date, the course will be read-only for students. Don't want students to see your course? Check the box for *Restrict students from viewing the course after course end date*.

Participation: Course [v]  
Course participation is limited to course start and end dates. Any section dates created in the course may override course dates.  
Start: May 10, 2021 at 12:00am CDT [calendar icon]  
End: [calendar icon]  
 Restrict students from viewing course before course start date  
 Restrict students from viewing course after course end date

## □ Copy Your Course Before Editing

To preserve the academic record of your course, do not make changes to documents, information, Assignments, Quizzes, or any other materials in Canvas or linked from other areas such as OneDrive or Stream. Copy your course to the next academic course shell or sandbox course first, then make the necessary edits. To copy a course you have three options:

1. [Copy all content with the course import tool](#) inside your new academic shell or empty sandbox.
2. [Copy selected parts of your content](#) with the course import tool inside your new academic shell or empty sandbox.
3. Push Modules or parts of Modules from your old course to a new one [using the Copy To feature](#).

## Optional

### □ Export Your Gradebook

Faculty may wish to [keep a copy of student grades](#) for their records, and downloading the file is a snap! The grade book downloads as an Excel formatted workbook.

### □ Export Your Course

UIW maintains Canvas course records for 4 years to ensure student work and materials are preserved for the academic record. Faculty may wish to [export a copy of their course](#) for their records. Exporting will not save student work (i.e. quizzes, assignments, and discussions), or course interactions.

BIS-2325 Section NW1 SM21 > Grades

Student Name	Import	Export	Previous Export (May 1, 2021 at 10:30am)
Rebecca Castillo			
Ami Guevara			
Vanessa Kennedy			
Eric Lopez			100
Test Student			-