

# CANVAS: END-OF-COURSE CHECKLIST

Essential	
Yes ✓	Practice
<input type="checkbox"/>	<p><b>Verify grades</b> Check the following:</p> <ul style="list-style-type: none"> <li>• All graded items are part of the correct assignment group if the final grade is a <a href="#">weighted total</a></li> <li>• The <a href="#">grading scheme and grade distribution</a> has been set to align with your syllabus</li> <li>• Assignments — <a href="#">flagged for inclusion (or exclusion) in gradebook</a></li> <li>• Discussions — <a href="#">marked as graded or not graded</a></li> <li>• Quizzes — <a href="#">set as graded or practice quizzes</a></li> </ul>
<input type="checkbox"/>	<p><b>Export and submit final grades</b> From the Grades tab in your Canvas course, use the <a href="#">Export button</a> to download a CSV file of your final grades. Submit final grades to Banner. &lt;Note: Instructions available from the Registrar.&gt;</p>
<input type="checkbox"/>	<p><b>Request an Incomplete (INC) section</b> Request an Incomplete (INC) section via the <a href="#">Google Form</a> , if necessary, so that students can complete their coursework. If you need an Incomplete section created <i>immediately</i>, please open a <b>Help Ticket</b> and include all course, section and student details. Read the <a href="#">guidelines and Canvas tips</a>.</p>
<input type="checkbox"/>	<p><b>Update participation dates</b> You don't have to do anything to conclude your course. The end date for your course is automatically set according to the term in which your class is active. <i>However</i>, if you changed the Participation Dates from Term Dates to Course Dates, you must add a <a href="#">Course Participation End date</a>. Students will continue to have access to your course if it does not have an end date.</p>
Best Practices	
Yes ✓	Practice
<input type="checkbox"/>	<p><b>Send an end-of-course announcement</b> Use <a href="#">Canvas announcements</a> to communicate with students about any important dates (including last day they can access course content) and final deadlines.</p>
<input type="checkbox"/>	<p><b>Export or copy course</b> Using the <a href="#">Export Course Content</a> tool in Course Settings will allow you to save a file export package of your Course outside of Canvas. You can also use the <a href="#">Copy this Course</a> button to copy your content to a new course shell.</p>
<input type="checkbox"/>	<p><b>Survey your students</b> Encourage your students to complete the anonymous Course Evaluation that is available to them in Web Self-Service. Consider collecting additional feedback specific to your course content and assignments and then reflect on how to make improvements.</p> <ul style="list-style-type: none"> <li>• What worked well in the course? What did not work well?</li> <li>• What content or activities were effective? What content or activities were ineffective?</li> <li>• What technical difficulties did you have? How was my responsiveness to those technical difficulties?</li> </ul>