Quick Reference – Canvas End of Term

Canvas has been customized to "conclude" courses at the end of each term in order to make the system most effective for instructors and students.

End of Term Defined

In Canvas, the "term" concludes on the first day of the following term at 12:00am (Midnight).

Accessing a "Concluded Course"

For both instructors and students, "concluded" courses will found under **Courses>All Courses**.
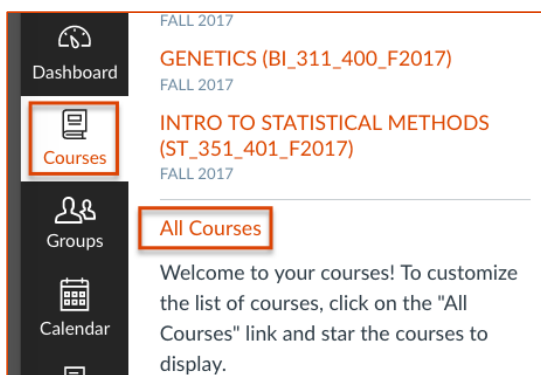
End of Term Access for Instructors

Instructors <u>can</u> perform the following actions within concluded courses

- Download Grades to a CSV (Excel) file
- Copy a Course
- Export a Course
- Access the course using visible navigation buttons (those buttons that were hidden from students will be hidden in concluded courses)

Instructors <u>cannot</u> perform the following actions within concluded courses (and should be done prior to the course concluding)

- Edit course content
- Edit Grades
- View/download Analytics
- View/download Item Analysis within Quizzes
- Send a message to the class within Canvas

End of Term Access for Students

Students can perform the following actions within concluded courses

- View Grades
- View Content
- View Discussions and Assignments
- Send a message to their instructor

Students cannot perform the following actions within concluded courses

- View Quiz questions/answers
- Submit Discussions/Assignments/Quizzes

Incompletes

For courses with Incomplete students, the student must be manually re-enabled in the course; to re-enable a student's enrollment, please contact canvas.support@oregonstate.edu.

Overriding End of Term Access to Content

If an instructor wishes to limit access to course content, one method is to hide the Navigation menu links. It's important to note though that if the Navigation menu links are hidden, the instructor will also be unable to access them after the course concludes. However, the instructor will still be able to import the course to another site and gain access to the content in this way.

How to Hide Menu Navigation Tabs

1. Select Settings at the left within a course.
2. Select the Navigation menu at the top.
3. Drag and drop the menu items from the top (viewable) area to the bottom (hidden) area.
4. Click on Save.

Resources

For more information refer to this page on how to reorder and hide course navigation links and this page on options to restrict student access to Canvas sites.

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at http://learn.oregonstate.edu.