# End of Semester Checklist

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## Check your course end dates

When your course is created, the 16-week term date is automatically set to end 2 weeks after final exams for that semester. If you do not want students to have access for this long, you can go into **Settings** and change the end date as needed. Once the course has concluded, the course card is removed from the student's Dashboard and they no longer have access.

**Important!**

* If you are teaching a course that has a different schedule from the standard 16-week, please check your course start and end dates! This information is imported directly from the Student Information System and will typically set an end date and time for 7:00 pm on the last day of class. If your students are in the middle of an online final or need access to the course to turn in a final paper that's due at 11:59 pm, this is a problem!
* **Update**: there used to be a checkbox stating, “Users can only participate in the course between these dates”. This checkbox has been removed. Instead, there is now a drop-down menu where you choose “term” to follow the term dates set at the admin level or “course” to enter your own dates. That will automatically override term dates and there is no longer a need for the checkbox.
* Additionally, if using “Course” dates, please ensure that an “end date” is entered or your course will stay open indefinitely.

For information on how to do this, see the following guide: [How do I change the start and end dates for a course?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-change-the-start-and-end-dates-for-a-course/ta-p/452354)

## Enter zeros in Gradebook for Missing Assignments

It is important that you check your gradebook and make sure you have entered zeros for missing assignments (where students didn't submit an assignment). If you don't enter in a zero for these missing assignments, students will have an inflated grade that is not accurate (Canvas does not count “dashes” in the overall grade calculation). The best course of action is to enter zeros as you grade each assignment in order to avoid entering them all in at the end of the semester. As a result, your students’ grades will be more accurate. If you accept late work, you always have the ability to change a grade.

**NOTE**: Using the [Treat ungraded assignments as zero](https://community.canvaslms.com/docs/DOC-2875) option in the gradebook does not actually give the students a zero for missing work. It shows up on the instructor's side, but does not actually change the grade on the student side of things. Do not use this feature at the end of the semester. Go in and enter in zeros for all missing work!

The easiest way to enter in 0's for missing work is to go to the gradebook and look for blank spots. If you see one (indicating a missing assignment) you can click on it and enter in a 0 - [How do I enter and edit scores in the Gradebook?](https://community.canvaslms.com/docs/DOC-2582)

If you are excusing a student from an assignment and don't want the assignment to count against them, enter in **EX** for excused in the gradebook (or Speedgrader) for that student's grade - [How do I excuse an assignment for a student in the Gradebook?](https://community.canvaslms.com/docs/DOC-4031) This will help keep your gradebook cleaned up and remind you (and the student) that they are not responsible for turning in that specific assignment.

## Save and Print Gradebook

The easiest way to save and print your gradebook is using the Export feature. This will provide a CSV file that can be opened, saved, printed, and used in Excel. For more information on how to do this, see the following guide: [How do I download scores from the Gradebook?](https://community.canvaslms.com/docs/DOC-2849)

## Save and Print Attendance Record

The easiest way to save and print Attendance is using the Attendance Report. This will provide a CSV file that can be opened, saved, printed, and used in Excel. For more information on how to do this, see the following guide: [How do I run Roll Call Attendance reports in a course?](https://community.canvaslms.com/docs/DOC-13054)

## Manage Course for Student Incomplete

If you have a student or students who are taking an incomplete in your course, there are several steps to ensure only those students have access to the course. Please contact Lisa Dennis if you have questions.

1. [Add a new section](https://community.canvaslms.com/docs/DOC-12971-4152719644) (title the section “incomplete” or the student’s last name, etc.)
2. [Add start and end dates to the section](https://community.canvaslms.com/docs/DOC-12960-4152718700)
3. [Add the student to the new section](https://community.canvaslms.com/docs/DOC-13056-4152724652) (Be sure to add yourself to this new section as well. This will allow you to continue to have access after the overall course end date has passed.)
4. Edit the due dates for assignments and assign each one to the [individual student](https://community.canvaslms.com/docs/DOC-9973-4152101242) or new [section](https://community.canvaslms.com/docs/DOC-10434-4152669141)

## Enter Final Grades

Although we ask that faculty keep their grades in the Canvas gradebook, final grades are entered separately in My SRC. For instructions and screenshots, see p. 3 of the [**Online Faculty Services Guide**](https://portal.src.edu/ics/src-files/faculty/Online_faculty_services_guide.pdf) (located on the Help tab in My SRC). Final grades are due by noon on the Monday following finals week.

**NOTE**: Please remind students to check final grades in My SRC and NOT Canvas. Students may access final grades by logging into My SRC and clicking on: *Student > Academic Info > View Unofficial Transcript*.

## Import your Canvas course into next semester’s course site

Course sites are created for the next semester about 4-6 weeks before the current semester ends. The Course Import feature copies everything over from your existing course to a new course site except for student enrollment and submissions. For directions, see: [How do I copy content from another Canvas course using the Course Import tool?](https://community.canvaslms.com/docs/DOC-12935-415257077)

***\*\*\*Important****: before attempting a course copy, make sure you are in your****new empty course****for the next semester.\*\*\**

### **Other Resources**:

[How do I adjust events and due dates in a course import?](https://community.canvaslms.com/docs/DOC-13099-4152497986)

[How do I select specific content as part of a course import?](https://community.canvaslms.com/docs/DOC-13101-4152497985)