

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. Course access and functionality is different from Blackboard.

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->View All Courses->Past Enrollments**.

End of Term Access for Instructors

Instructors can 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 cannot 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

Student 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 cavas.support@oregonstate.edu.

Overriding End of Term Access to Content

If an instructor wishes to limit access to course content, the suggested 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

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