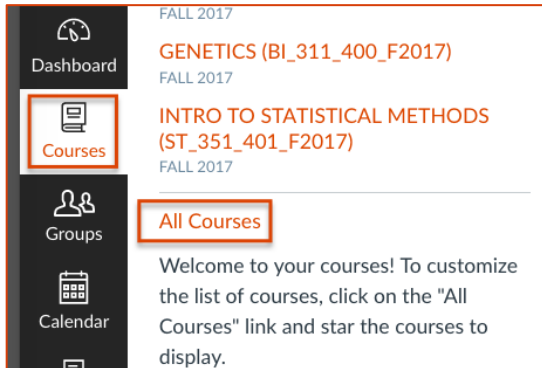


Quick Reference – Canvas End of Term

Accessing a past term site

In Canvas at OSU, courses move into a read only mode on the first day of the subsequent term at 12:00am (Midnight). For example, Fall courses become read only on the first day of Winter term.

Past term courses also move off the Dashboard and are found under **Courses>All Courses**.



Archived courses

[Courses are archived after three years](#). To access archived courses more than three years old, instructors can send an e-mail to canvas@oregonstat.edu.

Incompletes

For courses with Incomplete students, the instructor can contact canvas@oregonstate.edu to [request course access](#) for the student with the incomplete.

End of Term Access for Instructors

Instructors *can* perform the following actions within past term 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 past term courses

- 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 past term courses

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

Students *cannot* perform the following actions within past term courses

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

Overriding End of Term Access to Content

If an instructor wishes to limit access to course content sooner than the default, 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.

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.

Support

Contact EcampusFacultySupport@oregonstate.edu or canvas@oregonstate.edu if you have questions on how to access a past term site or how to regain access to a past term site.

