

End of Semester Wrap-up

End of Course Practices

Essential ★	
Yes ✓	Practice
• ★	<p>Verify Grades (If Applicable) It is important to verify grades if Canvas is the gradebook of record. Any changes made will affect student final grades. → Trainer Tip: Verify that the Canvas Gradebook matches the grading policy set up in your syllabus → Trainer Tip: You can turn all missing entries to zeros through the late policy options → Trainer Tip: Remember to check out more about Assignment Groups if using weighted grading categories</p>
Best Practices ★★	
Yes ✓	Practice
• ★★	<p>Export Grades From the Grades tab in a Canvas course, use the Export button to download a CSV file of your final grades. → Trainer Tip: You may want to save the download as an Excel file</p>
• ★★	<p>Export or Copy Content Using the Export Course Content tool in Course Settings will allow you to save a file export package of your Course outside of Canvas. → Trainer Tip: You may have a Copy this Course button that allows you to copy content to a new course shell</p>
• ★★	<p>Settings (If Applicable) Unless advised by your admin, avoid making changes to your Course Settings. This can include selecting options such as concluding a course, removing a student or changing course start and end dates. * Note: Your institution may not have all of these options → Trainer Tip: Changing settings without the advice of your Canvas Admin can affect student/course data</p>
• ★★	<p>Download Additional Data (If Applicable) Student data can be downloaded in several areas of a course in addition to the Gradebook. The Learning Mastery Gradebook has an export of student Outcomes. Quizzes include Statistics with both student analysis and item analysis reports. → Trainer Tip: Quiz Statistics can only be downloaded per quiz, not entire course</p>