



Mountainland Technical College

END OF COURSE CHECKLIST

This checklist will sequentially walk you through what to do in Canvas at the end of a new semester, program or course, or at the conclusion of a student enrollment. Use the links provided to help you learn how to accomplish these tasks.

Name of Program: _____ Instructor: _____

Done	
<input type="checkbox"/>	<p>Verify Grades</p> <p>It is important to verify grades if Canvas is the gradebook of record. Any changes made will affect student final grades.</p> <p>→ Trainer Tip: You can turn all missing entries to zeros through the late policy options</p>
<input type="checkbox"/>	<p>Conclude the Student Enrollment or the Course</p> <p>In OE/OE courses, you conclude individual student enrollment (NEVER delete the student from the course). In lock-step courses, you conclude the course as a whole.</p>
<input type="checkbox"/>	<p>Export Grades</p> <p>From the Grades tab in a Canvas course, use the Export button to download a CSV file of your final grades.</p> <p>→ Trainer Tip: You may want to save the download as an Excel file</p>
<input type="checkbox"/>	<p>Export or Copy Content</p> <p>Using the Export Course Content tool in Course Settings will allow you to save a file export package of your Course outside of Canvas.</p> <p>→ Trainer Tip: You may have a Copy this Course button that allows you to copy content to a new course shell</p>
<input type="checkbox"/>	<p>Download Additional Data (If Applicable)</p> <p>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.</p> <p>→ Trainer Tip: Quiz Statistics can only be downloaded per quiz, not entire course</p>

