

## End of Semester Course Checklist

### What is this?

Have an online course or using CANVAS for grades? Here's a checklist of things you can do to wrap up your course:

#### CREATE A COURSE CLOSING LETTER

We encourage you to take a few minutes to write a course closing letter to your students through CANVAS. You can post this as an **ANNOUNCEMENT**, a **CONTENT PAGE** in your course, or as **MESSAGE USING THE CANVAS CONVERSATIONS** tool. Some things to include may be:

- Final **wrap-up/thoughts** about how the course and the semester went.
- Information about **where and how students can find their grades**.
- Information about **when the course officially closes and how students can access the read-only version of the course** after it ends.

#### LOCK YOUR CONTENT AND FILES

As we mentioned previously, your student will retain access to your course in a read-only state for as long as they have access to PCC's CANVAS system. If you have content you want to make unavailable to your students now that the course has ended, you will need to manually **lock your files and folders**, **hide navigation buttons** and **lock your modules until a date in the future**. *Please note that if you hide the **GRADES** navigation button, your students will not be able to access their grades.*

#### EXPORT YOUR CANVAS GRADEBOOK

It is a best practice in distance education for you to keep your own copy of final grades from the **CANVAS GRADEBOOK** at the end of each term. You must export and archive your course for grade submission and for your own records. You can export the **GRADEBOOK** as a **.CSV** file that you can open with **Excel** or **another spreadsheet application**.

*For links about how to archive and lock files in CANVAS, see the links at the end of this **TIP SHEET**.*

### Post-Semester Student Access

You should inform your students that after the last day of the term your course will move into a read-only state and it will no longer be visible on their **COURSES** menu. They can still access your course and their grades by clicking on the **VIEW ALL COURSES** link at the bottom of their Courses menu. They can then find your course listed under the **PAST ENROLLMENT** heading.

## Why is this important?

Following the course checklist is a best practice for distance education, and will:

- Make it easier for you to wrap up your course.
- Let your students know what to expect as the semester closes and tell them how to access their courses after the semester ends.
- Help you to archive your current semester grades & your content for use next semester.

**PCC DISTANCE EDUCATION FACULTY HANDBOOK — GRADING POLICY** [http://online.pasadena.edu/faculty/hb/pcccoursepolicies/#Grading\\_Policy](http://online.pasadena.edu/faculty/hb/pcccoursepolicies/#Grading_Policy)

## Where can you find out more?

### CANVAS LINKS:

How do I download scores from the gradebook? <http://guides.instructure.com/s/2204/m/4152/l/55012-how-do-i-download-scores-from-the-gradebook>

How do I lock files & folders in CANVAS? <http://guides.instructure.com/s/2204/m/4152/l/41391-how-do-i-lock-files-and-folders-in-canvas>

How do I customize Course Navigation Links? <http://guides.instructure.com/s/2204/m/4152/l/57079-how-do-i-customize-course-navigation-links>

How do I lock a module? <http://guides.instructure.com/s/2204/m/4152/l/41432-how-do-i-lock-a-module>

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*The Distance Education Department is dedicated to serving the diverse needs of the faculty and student populations at Pasadena City College by providing high-quality educational experiences that utilize the latest emerging technologies in electronic course delivery methods. This includes faculty and student support for online and hybrid course offerings at PCC.*

Visit us online at <http://online.pasadena.edu/faculty>