

# Closing Out the Year in **CANVAS**



As the 2015-16 school winds down, there is very little a teacher *must do* to complete the year in Canvas. Courses that were created by our Student Information System (Skyward) will conclude at the end of the grading term. Once a course is concluded, you will no longer be able to modify grades or participate in the course. The course will, however, still be visible for teachers and students as a *read-only* course under **Past Enrollments**. You will not have access to assignment submission, discussion threads, or other student interactions. If you would like to save these before the course concludes, please follow the directions in the **End of Year Best Practices** listed below.

**Manually created courses** will not conclude automatically unless an end date has been specifically assigned in the Course Settings. You can conclude a manually created course, but be advised that only a district Canvas administrator will be able to un-conclude courses.

You may also see an option to **Permanently Delete this Course** in a manually created course. This will remove the entire course from our institution's account and it will be unrecoverable. *Please use this with extreme caution!*

## Looking Ahead to 2016-17

When your new courses are created for the 2016-17 school year, you will be able to **import** the course content from any of your current or past courses. This will include course settings, syllabus, assignments, modules, files, pages, and discussions. You will be able to adjust events and due dates for the new school year, and un-publish any information that you do not want to be visible at the beginning of the course.

## End of Year Best Practices (Optional, but recommended)

Continue reading for step-by-step directions and video demonstrations for the following optional end-of-year backup procedures.

- Export Your Course Content to a File
- Share Your Canvas Course to Commons
- Download Grades from Canvas
- Download Assignment Submissions
- Download Quiz Statistics
- Saving Announcement or Discussion Replies

If you would like to share a course with another Canvas user or would simply feel more comfortable having a backup copy of a course, we recommend that you **export your Canvas course content as a file** or **share the Course into Commons** for future use. This will include all content that you have created or added to the course, but will not include any student data.

## Exporting your Canvas Course to a File

You can export a Canvas Course to a file that can be shared with another Canvas user or saved for your own current/future use. This file will need to be saved to a secure location (OneDrive) in order to be imported into any future courses.

*NOTE: Canvas exports do not include backups of student interactions or grades.*



From the Home page of a course,

- **Settings > Export Course Content**
- Select **Course** or **Quiz**
- **Create Export**
- After your content has been exported, click **Download Link**

*Repeat this process for each course.*

## Sharing Your Canvas Course to Commons

Commons is a cloud-based, digital library that allows educators to find, import, and share resources. When you share resources in Commons, you can choose to share with other Canvas users, with educators in our district or campus, or with only you.

*NOTE: Courses shared to Commons do not include backups of student interactions or grades.*



From the Home page of a course,

- **Settings > Share to Commons** (right column)
- Select and complete appropriate settings for this course
  - **Sharing and License** - You determine if you want the course (or course content) to be available to only you, anyone in your school (sub-accounts), anyone in your district, or any public Canvas user.
  - **Title, Description, Tags, and Image** are required fields
  - You can also include **Grade levels** and **Outcomes**.
- Click **Share**.

*Repeat this process for each course.*

You may also download student **Grades**, **Assignment submissions**, **Quiz statistics**, or any replies/comments to **Announcements** and **Discussions**.

## Download Grades from Canvas Course

Be sure that any grades in Canvas have been entered in Skyward prior to the end of course. If desired, you can download a spreadsheet with the Canvas grades for future reference. This must be done before the course is completed at the end of term.

From the **Grades** screen of a Canvas course,

- **Export > Current**
- Grades will download in an Excel Spreadsheet (csv) format

*Repeat this process for all courses.*



## Download Assignment Submissions

If students have submitted files as part of an assignment (ex: an image, a PowerPoint presentation, or Word document), you can download those files to future reference. This must be done before the course is completed at the end of term.

From the **Assignments** screen of a Canvas course,

- Select an **Assignment** with student submissions
- Click **Download Submissions**
- A zipped file with all of the submissions for this assignment will download to your computer

*Repeat this process for each assignment in all courses.*



## Download Quiz Statistics

Quizzes will be included in a downloaded Course file or shared to Commons, but the results and statistics associated with the quiz will not. If you would like you download this information, be sure you have down so before the course is complete at the end of term.

From the **Quizzes** screen of a Canvas course,

- Select a **Quiz**
- Click **Quiz Statistics** for an overview of the information
- Click **Student Analysis** or **Item Analysis** to download and save the raw data in a spreadsheet.

*Repeat this process for each quiz or survey in all courses.*



## Saving Announcement or Discussion Replies

Announcements and Discussion topics will be included in a downloaded Course file or shared to Commons, but the replies and any threaded conversations will not be included. If you would like to keep a record of those interactions, we recommend that you print the Announcement or Discussion conversation to a PDF for future reference.

From an Announcement or Discussion screen of a Canvas course,

- Select the desired **Announcement** or **Discussion** topic
- Press **Control + P** on your keyboard to print the page
- Change the printer to a **PDF printer**
- Click **Print**, then save the file to the desired location

*Repeat this process for each Announcement or Discussion Topic post you would like to save.*

