

## CANVAS SEMESTER END CHECKLIST

As the semester comes to a close, consider the following helpful tips for your Canvas course sites. All tips are optional and should be based on your preferences.

GRADES - [Download](#) Gradebook scores for your records.

ASSIGNMENT SUBMISSIONS - [Download student assignment submissions](#) and/or [download submission comments](#).

COURSE AVAILABILITY - We set the course end dates for all UTK Canvas courses as two weeks after grades have been submitted. On the end date, (a) the course status changes to *Read-Only* and (b) the course will move off your Canvas Dashboard and into your Past Enrollments. Students retain access to the course and its contents but will be unable to participate (submit assignments, post discussions, etc.) after the end date.

~ ~ Do not CONCLUDE the course or RESET the course content ~ ~

### Limit Content Availability

- Course Files - limit what content is available after the semester ends
  - Unpublish Modules or individual content
  - [Move files to a folder and lock the folder](#)
- Edit Quiz Settings - If you plan to reuse quizzes, you may want to uncheck [Let Students See Their Quiz Responses](#)
- Hide Course Navigation links to content (Quizzes, Files, Assignments, etc.)
- [Restrict students from viewing course after end date](#)

### REFLECT

- » What worked well in the course? What did not work as planned?
- » What technical difficulties did I or my students have?
- » What areas of the course would I like to improve?
- » What content or activities would I like to add?

### PREPARE FOR NEXT SEMESTER

[Combine course sections](#). If you are teaching more than one section of the course, you might consider merging sections into one Canvas course. **Do not publish your courses** before combining the sections.

[Copy the content](#) from previous semesters' courses to your current courses or build the courses from scratch.

Schedule time to work on the course to make improvements.

If you have questions or would like additional guidance, please do not hesitate to contact the OIT HelpDesk at (865) 974-9900 or use the [OIT HelpDesk Contact Form](#).