

Winter 2024 End of Quarter Procedures for Canvas Course Management

Multimodal Learning & Canvas Updates

- Spring 2024 classes were added to Canvas Tuesday, February 27th, 2024.

End of Quarter Canvas Procedures

Lockdown Browser

New Quizzes: If you are using the Respondus Lockdown Browser with New Quizzes, please make sure that students first access the quiz from <https://canvas.cwu.edu> in their regular browser. Students will then be prompted to open the quiz with the Lockdown browser. Launching the Lockdown browser and then navigating to the Quiz creates an error with the New Quizzes tool.

- Please make sure students access the quiz from the modules, Assignments, and Quizzes area and **not from the “To-do” list or from the Canvas Calendar.**

IMPORTANT: Set-up Canvas Now for A Student with Incomplete

If you have a student taking an incomplete, please follow the updated guide to allow the student to continue to submit assignments after the course has concluded. If you do not set up the incomplete access before March 19th, 2024, you will have to contact Multimodal Learning to give access. [Set Up Canvas For A Student With An Incomplete.](#)

Posting Final Grades

Note: It is CWU policy that course gradebooks should be kept for two years. Canvas is not the official repository for grades, be sure to download the gradebook as an archive.

1. Finalize and Download Your Grades: Make sure all graded assignments have a graded value. Instructors need to manually enter a zero for any missing submissions/assignments for the final grade to be accurate. Instructors using the Grades in Canvas should download and save a copy of the scores in the gradebook as a .csv file. This file will open in Excel. Here is the guide: [How do I download scores from the gradebook?](#)
2. Post Grades to MyCWU: Official grades need to be posted to MyCWU. Canvas is not the official repository for grades. To post grades, log into [MyCWU](#). Navigate to Faculty Toolbox/ Faculty Center/ Grade Roster. For assistance with entering grades please contact the Registrar’s office **509-963-3001**. **Grades must be posted by 10pm on March 19th, 2024.**

Concluded Canvas Courses

Concluded courses are an archive of course content and student work. Faculty can import content from a concluded course and can access content in a read-only format. Students can access course content in a read-only format (excluding tests/quizzes).

- **STUDENTS** – Winter courses conclude for students on the day grades are due, **March 19**, at 11:59pm. Students can access content from a concluded course in a read-only format. Tests/quizzes or anything that is locked using the availability feature remains inaccessible. Instructors can restrict student access to course content after the course term has ended if preferred: [How do I restrict student access to a course before or after the course dates?](#)
- **FACULTY** - Courses conclude for faculty at the end of the following term. All active courses will be visible in the Canvas Dashboard: [How do I customize my Canvas Dashboard?](#)
 - **Peer Review** – If other faculty members need to be added to a course for peer review purposes, they can be added prior to the course conclusion date for students (see above): [How do I Add Users to a Course](#), please be sure to select the “**Peer Review**” role.