

Spring 2025 End of Quarter Procedures for Canvas Course Management

Multimodal Learning & Canvas Updates

Multimodal Learning Updates

- Kaltura Sunsetting - As part of cost saving measures, video content in Kaltura has been migrated to Panopto. Canvas links to Kaltura videos will finished being updated to their respective Panopto videos by June 20th (exclusions were made to Kaltura links embedded in quizzes, discussions, and courses more than two years old). Access to Kaltura will be removed June 13, 5PM PST. If you need access to Kaltura after the 13th, email James.Jankowski@cwu.edu. After June 30, CWU's contract with Kaltura expires, and we will no longer have access to Kaltura or content stored there.
- Summer 2025 courses are in Canvas!

Canvas Updates

- New Quizzes Text Block - This update allows instructors to add sections to their quizzes that do not require a question to include instructions or other information to guide the student. In addition, it also improves ease of migration from Classic Quizzes to New Quizzes.
- Permalink for Discussion Entries - In Discussions, each reply includes a copyable permalink allowing users to share a direct link to that specific reply. If the reply is part of a thread, the thread will expand to reveal it.
- MS Teams meetings and Teams Classes Sunsetting in Canvas – the Microsoft Teams meetings and Teams Classes will no longer be supported as of 9/15/2025. Microsoft has announced that they will be creating a new tool which consolidates the various Teams integrations. For more information, visit [Microsoft's LTI FAQ page](#).

IMPORTANT: If you customize your course dates, make sure there is an end date posted or the course will remain active for students indefinitely. Check the end date of your course by going to the settings and confirming you have June 18th, 2025 or another date. If the field is empty, please enter a date and then 'Update Course Settings'.

Participation:

Course participation is limited to **term** start and end dates.

Start

Local: Apr 1, 2025, 12:00 AM
Course: Apr 1, 2025, 12:00 AM

End

Local: Jun 18, 2025, 12:00 AM
Course: Jun 18, 2025, 12:00 AM

End of Quarter Canvas Procedures

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 June 17th, 2025, 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 June 17th, 2025.**

Concluded Canvas Courses

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

- **STUDENTS** –Spring courses conclude for students on the day grades are due, **June 17th**, 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.