

# Set-up Canvas for a Student with an Incomplete

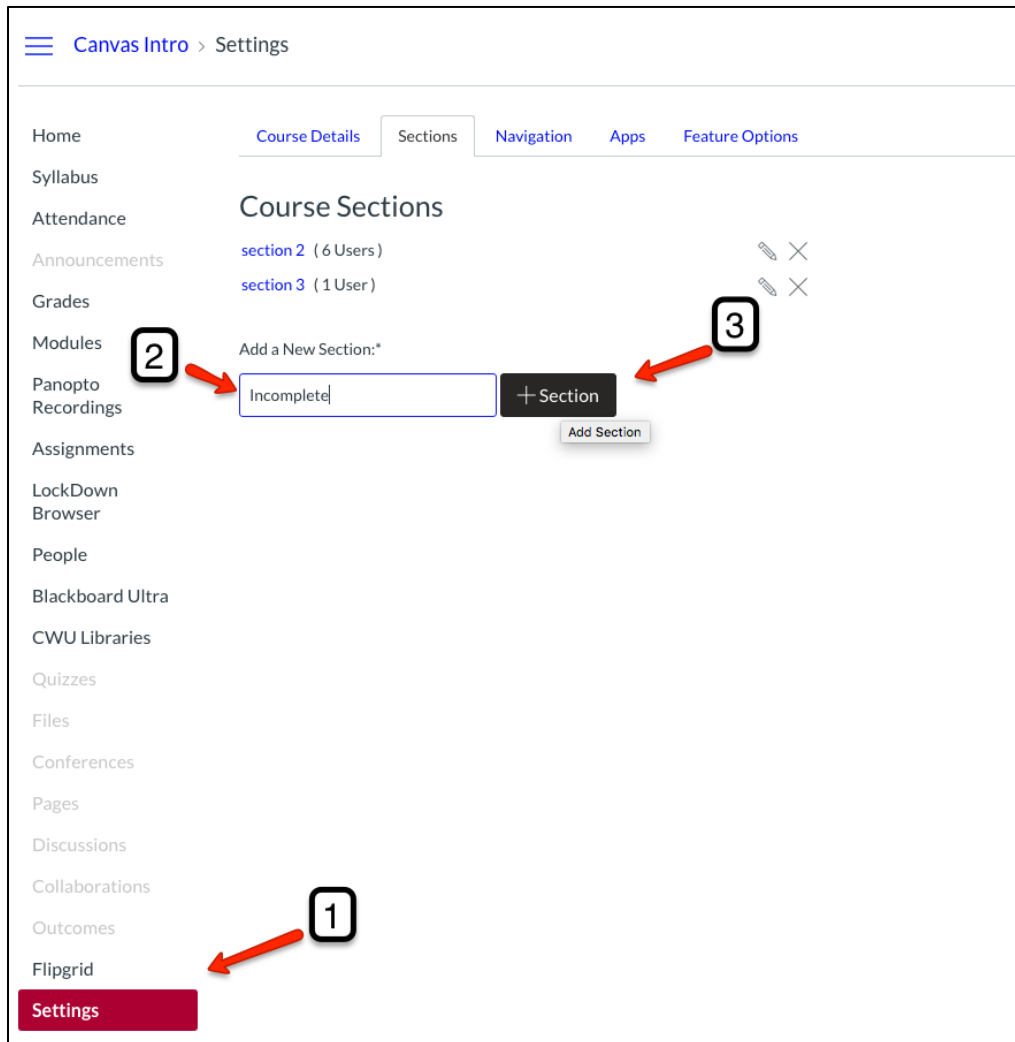
To allow a student to continue to submit assignments to the course after the term is concluded, you will need to:

- Create a new section 'Incomplete'
- Customize start and end dates of the section
- Add student and instructor to the section

When the course concludes, those who were added to the new section will have access to submit or grade assignments (based on their role), until the new end date has passed.

Here are the step-by-step instructions:



1. Go to settings in the bottom left-side navigation and select the 'sections' tab
2. Add a section titled 'Incomplete'
3. Click the + Section button







Open the Incomplete section by clicking on it.

Course Details Sections Navigation Apps Feature Options

## Course Sections

[Incomplete](#) (0 Users)  

[section 2](#) (6 Users)  

[section 3](#) (1 User)  

Add a New Section:\*

Then select 'Edit Section'.

## Incomplete


SIS ID:

### Current Enrollments

No Results

### Completed Enrollments

No Results



Customize the start (1) and end (2) dates of the Incomplete section. These are the dates the student and instructor will be able to submit or grade assignments (based on role). **IMPORTANT: You must check the 'Students can only participate in the course between these dates' (3) box.** Then select 'Update Section' (4).

The screenshot shows a form for updating a section named 'Incomplete'. It includes fields for 'Section Name', 'SIS ID', 'Starts' (May 24 at 12am), and 'Ends' (Oct 11 at 12am). A checkbox is checked, labeled 'Students can only participate in the course between these dates'. At the bottom are 'Cancel' and 'Update Section' buttons. Red arrows and numbered callouts (1-4) point to the date selection area, the checkbox, and the 'Update Section' button respectively.

To add the student and instructor, go to the People tab, select the three dots at the end of the row for the student who needs to be part of the Incomplete section. Do the same for instructor. **IMPORTANT: Keep student in existing section as well.**

The screenshot shows a table with columns: Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. Two rows are visible: 'Delayna Breckon (She/Her)' and 'Official Test Student (She/Her)'. A callout box points to the three dots menu for the 'Official Test Student' row, which is open, showing options: 'Resend Invitation', 'Edit Sections', 'Edit Role', 'User Details', 'Deactivate User', 'Remove From Course', and 'New Analytics'.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Delayna Breckon (She/Her)			Fall 2021			
Official Test Student (She/Her)						


Select the 'browse' option, and click on the Incomplete section, then click 'Update'. Do the same for the instructor. The student can now submit assignments within the dates that are set for the Incomplete section. The instructor can continue to grade those submissions.

**IMPORTANT:** If you have assignments that use the From and Until dates, you will need to add another assignment due date for the new section.

## Section Enrollments ×

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

[browse](#)

 **Incomplete**  
0 people

Cancel Update