CANVAS SERIES

Concluding Your Course in Canvas: Preparing For a Term To End

canvas.ubc.ca
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WHAT HAPPENS TO MY COURSE AT THE END OF THE SEMESTER?

- **8 weeks after the official last day of classes**, Instructors have read-only access and students no longer have access to the course.
  - Read-only access capabilities: post discussions and export course content. Unable to change the course end date, unable to send messages, and access calendar.
  - a. If you want to grant extensions for students to submit late work, please [change the end date of the course DURING the term](#).
  - b. For instructors: your course automatically moves to [previous enrollments](#) and renders the course as read only.
Where do I find my archived courses?

Step 1: Log into Canvas and click "Courses" in the menu on the left side of the page, then "All Courses"

Step 2: Your old courses will be listed in the Past Enrollments section.

Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SPN1121-0006.su17) ELEMENTARY SPN II</td>
</tr>
<tr>
<td>2013 SP17 Canvas app pilot</td>
</tr>
<tr>
<td>examsoft_test</td>
</tr>
<tr>
<td>External Apps Test Course</td>
</tr>
</tbody>
</table>
EXPORTING THE GRADEBOOK

- Download your grades from the gradebook after you have entered the final grades for your students and save it as a back-up copy.
- Follow the steps [here](#) on downloading your grades from the gradebook.
EXPORTING YOUR COURSE CONTENT

• Student Submissions:
  • To save all student submissions you must download them separately from exporting the course.
  • Follow the steps provided here on how to download all student submissions.

• Course Content:
  • You can copy your current course content into future Canvas course shells or export the content to import into a new course shell later.
  • Follow the steps provided here on how to export course content.
STEPS ON HOW TO EXPORT YOUR COURSE CONTENT

Step 1: In Course Navigation, click the Settings link.

Step 2: Click the Export Course Content link in the sidebar menu.

Step 3: In the Export Type heading, click the Course button[1]. Then, click the Create Export button[2].
HOW TO EXPORT YOUR COURSE CONTENT

Step 4: View the progress bar. Exporting a course in Canvas may take a few minutes, depending on its size. You will receive an email when the export is complete.

Step 5: When your download is ready, click the Click here to download link.
Note: Content exports expire after 30 days and can no longer be downloaded. To re-export your course content refer to step 1.
SPECIAL CASE: GIVING STUDENTS ACCESS TO A COURSE IN THE PREVIOUS TERM

• Once the course is closed it cannot be reactivated by the instructor. To reactivate a course we need to file a request and to process this request we will need the following items:
  • Student name
  • Student number
  • Course name
  • Section
  • Instructor CWL
  • Written permission from instructor
  • The specified date range for when the access is needed
• To process this request collect the documents mentioned above and email them to the 
  CTL Help Desk.
ADDITIONAL SUPPORT

• Canvas drop-in sessions – SCI 253
  • Tuesday 1:30pm-3:30pm and Wednesday 10:00am-12:00pm, for support and additional learning on Canvas

• CTL office – SCI 200
  • Monday-Friday 8:30am-4:30pm, to chat with the Canvas Technology Team

• CTL Help Desk: ctl.helpdesk@ubc.ca visit our website www.ctl.ok.ubc.ca