

Congratulations on another successful quarter! Before you take off for your break, please make sure your online courses are properly closed-out.

**You do not need to do anything to conclude your Canvas course.** The term dates, set by the Canvas Administrator, will automatically conclude your course for you. You will still have access to your course in the Past Enrollments section of your course list.

Below are a few optional tasks you might want to complete to ensure you have quick access to the data you need in the future.

**Export a copy of your course**

In Canvas, you cannot create a complete backup of your course that includes student submissions and data. However, you can export your course so that you have an exact replica of your content. While we have no plans to remove past courses from Canvas, it is always a good idea to have an extra copy of your course saved to your network drive or hard drive.

**Export a copy of your gradebook**

Canvas makes it easy to export your gradebook in a format that can be viewed and manipulated in Microsoft Excel. Before exporting your gradebook, you will want to enter zeros for ungraded assignments if you have not already done so. You can expedite this process by using the Default Grade feature. After exporting your course grades, you can format and print the spreadsheet or save it on your network or hard drive.

**Copy your course into your Master**

After a course is concluded, you should not modify the content in it. It is now an archived class. Instead, you should copy the course into a Master shell or the shell for a future class and modify it in its new location. This helps to maintain the integrity of the content in your archived class in case you ever need to access it again.

**Turn off the ability to see quiz answers**

Your students will maintain read-only access to your courses from the **Past Enrollments** section of their course lists. If you allowed them to view the quiz after completing it by marking either the **Let Students See their Quiz Responses** or **Show Which Answers Were Correct** checkboxes, you may want to remove access to viewing the complete quiz after the quarter is over.

**Remove unwanted courses from the dropdown menu**

If your course drop-down menu has become too long, you can remove concluded courses from the list to make it more manageable. You will still be able to access ALL of your courses from the **View All Courses** Page, accessed by clicking on the **Courses** link instead of hovering on it.

*For an electronic version of this checklist, including links to instructions for completing each step, please visit <http://tinyurl.com/CCSEndOfQuarterChecklist>. If you are prompted to sign in, use your network credentials (i.e. scc\jdoe or sfcc\johnd and your network password).*