

End of Semester Canvas Checklist

This guide provides essential steps for wrapping up your Canvas course at the end of the semester.

Before the semester ends, be sure to:

- Send a Canvas announcement to students highlighting important dates and final deadlines.
- Finalize and submit grades.
- Conclude your Canvas course.
- Set up accommodations for students with incomplete grades.
- Prepare for the new term by registering for training sessions!

SEND A CANVAS ANNOUNCEMENT

Use Canvas announcements to inform students about important dates and final deadlines. These announcements are posted within the course, and students receive email notifications based on their individual notification preferences.

FINALIZE AND SUBMIT GRADES

1. Finalize Grades.

- a. Click “Assignments” in the course menu. Check to make sure all assignments are listed and in the correct category (if using assignment weights).
- b. Click “Grades” in the course menu. Make sure all graded assignments have a graded value. Enter a zero for any missing assignments to ensure grades are accurate.

2. Post Grades to Banner. Official grades need to be posted in Banner. Canvas is not the official repository for grades.

Posting of Grades:

1. Access the University website at www.vsu.edu.
2. Click on the Trojan Link icon located on the right side of the home screen.
3. Click on the ‘Banner’ menu located at the top left of the Trojan Link screen.
4. Once at the Banner home page, click ‘Self-Service for Faculty’ highlighted in orange.
5. Once the Self-Service home page is accessed, click on the top heading, ‘Banner Self-Service.’
6. Enter your V-Number and your personal pin number. ***Be sure that the ‘V’ is capitalized.**
7. At the Main Menu, click on the **Faculty and Advisors** menu below.
8. Click on the ‘Final Grades’ heading and this will take you to the ‘Select Term’ menu. At this menu, select **Spring 2024** as the term and click **SUBMIT**.
9. Next, select a CRN or a Course Reference Number, from the course listing at the CRN Selection screen and click **SUBMIT**. The courses listed should be those courses that you are instructing. ***If**

you know of a course you are teaching that is not listed, please contact the Office of the Registrar at 524-5275 for further assistance.

10. Enter the Mid-term grades in the boxes provided. Use the drop down box and select the grade needed. **It is important that you do not use the scrolling feature on your mouse, as this will change the grade you have already entered for the student.** After each grade has been entered, click the **SUBMIT** key. You have now successfully completed the grading process.

[Banner 9 Faculty Grading Presentation](#)

CONCLUDING A CANVAS COURSE

A Canvas course will automatically conclude at the end of the term. Once concluded, the course becomes an archive of the course content and student work. Both students and faculty can still review the course materials, but participation and submissions are no longer possible.

When do Courses Conclude?

For students, the course automatically concludes on the last day of the semester. After this, students can access course content in a read-only format, though tests, quizzes, and other locked items remain inaccessible. For faculty, courses conclude approximately one week after the semester ends. Concluded courses are available in a read-only state by navigating to the Courses menu in Canvas.

SET UP ANY STUDENTS WITH INCOMPLETE

If you have a student taking an incomplete, you will need to request that a new section be created in the course so the student continues to have access to the course and assignments after the semester ends. Please submit a ticket at [VTS Service Desk](#) with the following information to set up for an incomplete in Canvas:

- Description Title: Canvas Incomplete
- Name of student and their associated V-number
- Course and term
 - Start and end date for access

GET READY FOR A NEW SEMESTER

Courses for the next semester are already available in Canvas. If you are not assigned to a course for the upcoming semester yet, please contact the Office of the Registrar at 524-5275 for further assistance.

Attend a Training

The Technology Services Training Department offers Canvas and related technology training for faculty and staff. To review and register for Canvas training schedule, use the link below:

[Training Schedule](#)

For support, contact VSU's Helpdesk at please contact the VSU Helpdesk at 804-524-5210 or [VTS Service Desk](#)