**Canvas Wrap-up Checklist**

Review your Canvas course at the end of each term. This ensures students have appropriate access after the course concludes and creates a clear set-up process for when you next teach the course.

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| Essential Practices | Notes  |
| * Step 1: [Verify](https://service.northeastern.edu/tech?id=kb_article&sys_id=e3cd02cb1b4568107ba05468624bcbfa) your Canvas Gradebook and confirm the following:
	+ You have placed assignments in the intended Assignment Group and the Assignment Groups Weights (if used) match the syllabus.
	+ You have entered grades for all assignments, including zeros for missing assignments if applicable.
	+ (optional) Late and Missing policies have been defined in the Gradebook.
	+ Review final grades for accuracy.
	+ If the final grade percentage doesn’t show the anticipated letter grade, check the grade scheme to ensure it matches the syllabus grade scheme
	+ (optional) To enter a final grade that is different from the grade. automatically calculated by Canvas in the Gradebook, you can [override the final grade in Canvas](https://service.northeastern.edu/tech?id=kb_article&sys_id=f69ef32cdb026810af81829a139619be).
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| * Step 2: [Manually s](https://registrar.northeastern.edu/article/faculty-grade-submission/)ubmit final grades to Banner Note: Grades do not transfer automatically from Canvas to Banner.
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| * Step 3: [Update course access](https://service.northeastern.edu/tech?id=kb_article&sys_id=840fc7bedb7c6c10af81829a139619bb):
	+ Change the Course End Date to the last day of the semester exams or when you would like students to no longer access your course.
	+ (optional) Select the Students can only participate in the course between these dates checkbox to turn the course to read-only access for students.
	+ (optional) Select the Restrict students from viewing this course after end date checkbox to prevent students from accessing the course.
	+ If applicable, ensure all quiz answers are hidden.
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| * Step 4: [Prepare Canvas for the next semester](https://service.northeastern.edu/tech?id=kb_article&sys_id=f863449b1b05a8107ba05468624bcb40)
	+ Use the [Canvas Readiness Checklist](https://canvas.northeastern.edu/start-of-the-term-checklist/) to prepare to teach in Canvas next semester.
	+ Organize your [Dashboard](https://service.northeastern.edu/tech?id=kb_article&sys_id=185623661b042010e40953d7624bcb04) and courses.
	+ For Assignments, and other graded activities used for assessing program learning outcomes using AEFIS, keep the assignment/activity name the same to maintain the linkage with the program outcomes.
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| *Additional* Best Practices | Notes |
| * Step 5: [Clean up course content](https://service.northeastern.edu/tech?id=kb_article&sys_id=9cc51f831b4d68107ba05468624bcb6f)
	+ Delete duplicate and unused Files, Pages, etc. Use folders to organize files.
	+ Delete duplicate and unused Assignments, Quizzes, and Discussions.
	+ Determine your plan for real-time meeting recordings stored in your course. Note: Zoom cloud recordings are automatically backed up in Panopto and deleted from Zoom after 120 days.
	+ Ensure Panopto recordings are embedded properly in your course.
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| * Step 6: [Export content and/or records](https://service.northeastern.edu/tech?id=kb_article&sys_id=f5d730d51bd7a410addd975a234bcbd2)
	+ Download a .csv of the Canvas Gradebook for your records.
	+ Save a File Export package using the Export Course Content tool.
	+ Download reports, student work, and statistics relevant to your course.
	+ Download any grades or student work done using non-supported Northeastern tools.
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