

Canvas End-of-Course Behavior

[As of August 2023]

This document outlines the default behavior and procedures for courses within the Peoplesoft SIS sub-account in Canvas. These are for-credit academic courses scheduled in Peoplesoft. Each course section in Peoplesoft has an official Start Date and End Date; these dates are used as the default dates for the corresponding Canvas courses unless exceptions are made.

Current Behavior for Students

- The day after the official End Date of a course (which is usually the last day of the session), student access will change to "read-only" so they may view content, grades and comments, but may no longer submit work.
- 2 weeks after the End Date, student access to the course in Canvas will end altogether.
- To request extended access for individual students (Incomplete), the instructor should open a ticket with the ITS Service Desk, including the student's name, the specific course information, and when they would like the extended access to end. The Service Desk will set up an Incomplete Section just for that student with an End Date specified by the instructor.
- To request extended read-only access for the entire course (all students), the instructor should open a ticket with the ITS Service Desk letting them know the new End Date they would like.

Current Behavior for Instructors

- Instructors retain full access to the course for 2 weeks following the End Date of the course.
- 2 weeks after the End Date, instructor access changes to "read-only" -- they may view content and grades but may not edit content or grades.
- Instructors who wish to edit course content should copy the current course into a future semester course or a development shell, where content may be edited. This preserves the content of the original course for record retention.
- Instructors who need to change grades beyond the 2-week period should request either an Incomplete section for individual students, or an extended End Date for the entire course.