

# OIT INSTRUCTIONAL DESIGN AND TECHNOLOGY TEAM

## CANVAS END-OF-SEMESTER CHECKLIST

### General Information

- ☐ **You do not need to unpublish your completed course.** Student access is automatically removed three weeks of the semester end date, and courses are required to remain accessible to students during this period.
- ☐ **We recommend posting a Canvas announcement in your course after you have submitted final course grades,** advising students that you will no longer be active in the completed course shell.
- ☐ Although faculty can expect to retain access to course shells for two years after the end of each semester, **some instructors like to retain a grade record outside of Canvas for long-term storage.** For information on how to do so, please review the Canvas support page, [How do I export grades in the Gradebook?](#)
- ☐ **Help! Some of my Canvas courses have disappeared!** Don't panic. . .your courses are still there. The Canvas Dashboard can only display a maximum of 20 course tiles. As a result, as new shells are created for the next term, you might not see them, or you might see older course tiles disappear. To learn how to customize your Canvas Dashboard to show your latest courses, review the IDT Team's video, [Crash Course – Canvas Dashboard Items \[3:07\]](#).
- ☐ **Preparing for the next semester?** Please review our team's resources, [Start-of-Semester Checklist \(PDF\)](#) for a detailed checklist of recommended steps.
- ☐ **Will you have TAs for the upcoming semester?** IDT can no longer accept requests from instructors for TA enrolments. Please provide your Dean (or their designate) with the information they'll need to approve and submit TA enrollment requests. Please refer to the details available on our [Manual Canvas Enrollments page](#) for more information.
- ☐ **Do you have students finishing Incompletes in current semester classes?** Please email the following information to our colleagues in OIT's Support Center to have a help ticket created and sent to the IDT team:
  - Student name and ID#
  - Course information, including whether the user should be reactivated in the original shell or in the upcoming semester offering.
  - Date on which the student's access should be removed.

### Need Help?

- ☐ Use [Canvas' 24/7 live chat or telephone support](#) for faculty/staff. **Note:** Do not direct students to these resources.
- ☐ Join the IDT Team's virtual drop-in support sessions. [Teams Meeting Link](#)
  - **Monday:** 10:00 AM–11:00 AM
  - **Thursday:** 10:00 AM–11:00 AM
- ☐ **Contact IDT:** Contact our colleagues at the OIT Support Center (supportcenter@uhcl.edu or 281-283-2828). A help ticket will be created and assigned to the next available team

member. We strive to address all help requests within two (2) business days, although response times are typically much faster.