



## Allow Students to Finish Incomplete

An instructor may have students who need to finish an incomplete and would like to use a Canvas course to help with that process. Canvas courses are automatically hidden from students about 2 – 3 weeks after a term ends. Instructors have the following options to help a student finish an incomplete in a Canvas course.

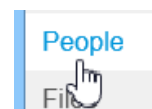
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### I. Enroll Student in Current Canvas Course.

One option to help a student finish an incomplete is to enroll that student into your current Canvas course.

You will need to know the students eID/ename to add them to your course.  
E.g. sjones, mgonzalez, camram

1) In your current Canvas course, on the **left menu**, *click People*.



2) At the **top right** click “+ People”.



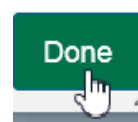
3) Type in the **student’s eID**.

Enter a list of CSU eNames,

4) For course **role** select **Student**.

Role:

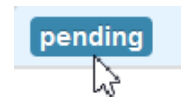
5) Click **Next**, then **Add Users**, then **Done**.



The **student will be sent an invitation** to join the current course. When they login to Canvas they will be given the option to **accept** the invitation.

You have been invited to join **PRACTI**

Under People, below the student’s name, you will see “pending” until the student accepts the invitation to join the course.



## II. Allow Just Certain Students To See Canvas Course After Course End Date

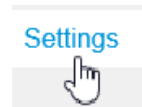
An instructor can manually create an “Incomplete” section within their Canvas course.

They can add just the students who need to work on an incomplete.

They can set the course so that only students in the manually created “incomplete” section can see and interact with the course material.

### A. Manually Create Incomplete Section

- 1) Within your Canvas course, on the bottom left menu, click **Settings**.



- 2) Click on the **Sections** tab.



- 3) Under **Add a new Section** type the **name** of the new section.  
E.g. Incompletes – Spring 2015

Add a New Section:\*

Incompletes-Spring 2015

+ Add Section

- 4) Click **Add Section**.

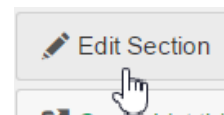
Your newly created manual section will appear under the Sections tab.

- 5) Click on the **Incomplete section** you created.

ADM-PRACTICE-IncompleteTesting ( 8 Users )

Incompletes-Spring 2015


- 6) On the **top right**, click **Edit Section**.





7) Click on the **calendar icons** and enter a **Start And End date** for this section.

Section Name:


SIS ID:

Starts:    
Mon Apr 20, 2015

Ends:    
Sat Aug 1, 2015



8) Check the **box** “Users can only participate in course between these dates”.

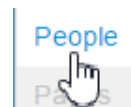
Users can only participate in the course between these dates  
 This will override any term or course date settings.

9) At the bottom *click* **Update Section**.



### ***B. Add Students to “Incomplete” Section***

10) On the left course menu *click* **People**.



11) At the top right *click* “+ **People**”.

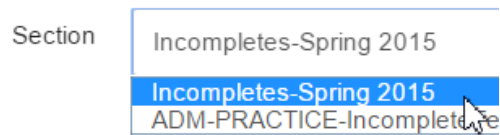


12) Type the **eID**'s of students to add to the Incompletes section, separated by commas.

E.g. sjones,mgonzalez,camram

Enter a list of CSU eNames, separated by commas.

13) Under the **Section drop down menu** *select* the “**Incompletes**” section you created.

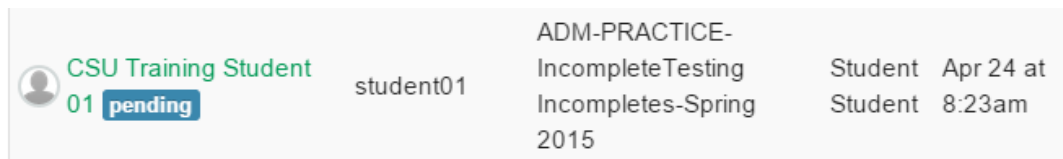


14) At the bottom *click* **Next, Add Users, Done**.



The students you added to the Incompletes section will receive an invitation to accept their enrollment in this section. (You will see “pending” next to their name until they accept).

Once they accept, they will be enrolled in BOTH the original course and the Incomplete section within the course.



When the student next logs in to Canvas, they can accept the invitation to join the Incompletes section in this course.

You have been invited to join **ADM-PRACTICE-IncompleteTesting, Incompletes-Spring 2015** as a student



When the course end dates occur, this course will disappear for all students **Except** for the students you enrolled in the Incompletes section. These students will be able to fully participate in the course.

**Note:** If you used “Available Until” dates on assignments or modules, you will need to adjust or remove those dates so the students working on an incomplete can see these items.

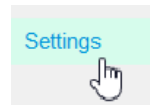
### III. Allow All Students To See Canvas Course After Course End Date.

Instructors can change the course end date to allow all students full access to the course content.

Students will be able to view content, take quizzes, submit assignments, etc.

**Note:** If you had set “Available Until” dates on items such as modules, assignments, quizzes, etc. you may need to adjust those dates so students can see them.

- 1) In your Canvas course, at the bottom of the left menu, *click* **Settings**.



- 2) Under the **Course Details** tab, in the Ends date box, *click* on the **calendar icon**.

Term:	2015-SPRING-Term	▼
Starts:	Jan 16, 2015 at 12:01am	
	Fri Jan 16, 2015 12:01am	
Ends:	May 31, 2015 at 11:59pm	

An arrow points to the calendar icon in the "Ends" field.

- 3) *Change* the **course end date to a later time**.

Ends:	Jun 30, 2015 12:00 am	
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- 4) *Check* the **box** underneath Users can only participate in the course..  
**“You must enter start and end dates...”**

Users can only participate in the course between these dates  
 **You must enter start and end dates and check the box to enable this**  
This will override any term availability settings.

- 5) *Click* **Update Course Details**.



## **IV. Canvas Help / Support**

### **Canvas Help Web Site**

<http://info.canvas.colostate.edu>

### **Canvas Guides**

<https://community.canvaslms.com/community/answers/guides>

### **College Canvas Coordinators**

<http://info.canvas.colostate.edu/coordinators.aspx>

### **Central Canvas Support**

[canvashelp@colostate.edu](mailto:canvashelp@colostate.edu)