

## END-OF-COURSE CHECKLIST

The End-of-Course Checklist is helpful to review when you are nearing the end of your course term.

- Any student work assigned from March 30<sup>th</sup> through May 26<sup>th</sup> must be submitted by May 29, 3:30 PM, for inclusion in fourth quarter grading.
  - Teachers have discretion on grading submitted student work after May 29<sup>th</sup> at 3:30 PM
  - Student access to your courses will end on June 3 at 3:30 PM
- Your access to all of your courses will end June 4, 2020 at 11:59 PM (remember grades are due to Focus by June 4, 2020 at 3:30 PM)
- Your Canvas courses will exist in Past Enrollments after June 4, 2020 at 11:59 PM (Courses, All Courses, scroll down)
- Please note that **students and teachers will have READ-ONLY access to old courses for up to a year after the course access date.** This prevents both students and instructors from making any additional changes to the site. Though old course cannot be edited, **instructors can copy content from past courses into a Sandbox course to work on during the summer.** You can also import content from your "past enrollment" courses into your 2020-21 courses.
- If you want to work on or tweak the current content in a course after the teacher access date (June 4, 2020), you may want to do the following:
  - [Reset all courses content](#) from your **Sandbox** course if you want to empty your Sandbox course of ALL content
  - [Import content into your Sandbox course](#) if you want to work on it during the summer
- If you do not have a Sandbox course, contact your administration

A ★ is an **Essential** practice and a ★★ rating indicates a **Best Practice** criteria. Relevant help guides are linked throughout the text

**REMINDER:** *Focus* is the official gradebook of record for all grade levels. Since we have been using Canvas as our e-Learning platform for the 4<sup>th</sup> quarter, the below step is an essential process for your official *Focus* gradebook.

Essential ★	
<input type="checkbox"/> ★	<p><b>Verify Grades</b></p> <p>It is important to verify grades. Make sure you have the most up to date grades in Focus.</p> <ul style="list-style-type: none"> <li>• <b>Secondary teachers:</b> if you used Grade sync, check Grade Sync history to make sure the latest version of the grades has synced completely.</li> <li>• <b>Elementary teachers:</b> make sure all grades are recorded in Focus, including those from Resources, like iReady, HMH, etc.</li> </ul>
Best Practices ★★	
<input type="checkbox"/> ★★	<p><b>Export Grades</b></p> <p>From the Grades tab in a Canvas course, use the Export button to download a CSV file of your final grades.</p> <p>→ <i>Tip:</i> You may want to save the download as an Excel file. Save in your OneDrive for access outside of CCPS network.</p>
<input type="checkbox"/> ★★	<p><b>Export or Copy Content</b></p> <p>Using the <a href="#">Export Course Content</a> tool in Course Settings will allow you to save a file export package of your Course outside of Canvas. Save the Exported file using the course name and 19-20 school year in your OneDrive so it can be used again next year.</p>