

# MBA Research Learning Center

## END-OF-COURSE CHECKLIST




The End-of-Course Checklist is helpful to review when you are nearing the end of your course term. This checklist was created by the Training Services Department at Instructure and it has been modified by MBA Research & Curriculum Center to suit our user's needs.

### How To Use

A ★ is an **Essential** practice and a ★★ rating indicates a **Best Practice** criteria. Features that may or may not be utilized will also be listed as **If Applicable**. Relevant help guides are linked throughout the text.

## End of Course Practices

Essential ★	
Yes ✓	Practice
<input type="checkbox"/> ★	<p><b>Verify Grades (If Applicable)</b></p> <p>It is important to verify grades if Canvas is the gradebook of record. Any changes made will affect student final grades.</p> <ul style="list-style-type: none"> <li>→ <b>Trainer Tip:</b> Verify that the Canvas Gradebook matches the grading policy set up in your syllabus</li> <li>→ <b>Trainer Tip:</b> You can turn all missing entries to zeros through the <a href="#">late policy options</a></li> <li>→ <b>Trainer Tip:</b> Remember to check out more about <a href="#">Assignment Groups</a> if using weighted grading categories</li> </ul>
<input type="checkbox"/> ★	<p><b>Student Accounts (If Applicable)</b></p> <p>At the end of the school year, if there are student accounts that should be deleted (i.e they will not be renewed for the next school year), please notify MBA Research. We will delete student accounts for you that are no longer needed. <a href="#">Email us</a> and include a list of students' usernames to be removed (the username is the email address the student uses to log in to the Learning Center).</p> <ul style="list-style-type: none"> <li>→ <b>Trainer Tip:</b> To view a list of students in your school's Learning Center account, go to Admin &gt; select your school &gt; People &gt; change the role to "Student"</li> <li>→ <b>Trainer Tip:</b> Removing students from your course roster (People) does not delete the account from the Learning Center. MBA Research must delete the student accounts from the system for you.</li> </ul>
Best Practices ★★	
Yes ✓	Practice
<input type="checkbox"/> ★★	<p><b>Export Grades (If Applicable)</b></p> <p>From the Grades tab in a Learning Center course, use the <a href="#">Export button</a> to download a CSV file of your final grades.</p> <ul style="list-style-type: none"> <li>→ <b>Trainer Tip:</b> You may want to save the download as an Excel file</li> </ul>

 ★★	<p><b>Copy Content or Export Course</b>  <i>Do you plan on using the same course content next term? If so, you may use the <a href="#">Copy this Course</a> button to copy the content into a new course shell and update the term date to the next term.</i></p> <p>→ <b>Trainer Tip:</b> Using the <a href="#">Export Course Content</a> tool in Course Settings will also allow you to save a file export package of your Course outside of the Learning Center. You can later import that course package into a new course shell.</p>
 ★★	<p><b>Declutter your Dashboard and Courses List</b>  <a href="#">Archive old courses</a> that you still want to reference next school year.  <a href="#">Delete courses</a> that you no longer need (such as test or sandbox courses).</p> <p>→ <b>Trainer Tip:</b> <i>Canvas automatically archives courses from a past term. However, you will need to manually archive any course that has the Term set as "Default Term"</i></p>
 ★★	<p><b>Download Additional Data (If Applicable)</b>  Student data can be downloaded in several areas of a course in addition to the Gradebook. The Learning Mastery Gradebook has an export of student Outcomes. Quizzes include <a href="#">Statistics</a> with both student analysis and item analysis reports. You can also download <a href="#">New Analytics</a> reports for a course.</p> <p>→ <b>Trainer Tip:</b> <i>Quiz Statistics can only be downloaded per quiz, not entire course</i></p>



This work is licensed under a Creative Commons [Attribution-NonCommercial-ShareAlike 4.0 International](https://creativecommons.org/licenses/by-nc-sa/4.0/) License.