

# End-of-Term Guide

Please use this guide to help close out the term and submit final grades. You should also refer to the [Online Course Checklist](#) for best practices.

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Published 23-Jan-2023, Updated 8-May-2025

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## Gradebook Tips for Finalizing Grades

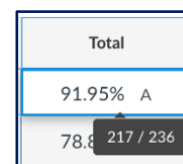
### *DMACC's Gradebook Expectations*

Please review [DMACC's Gradebook Expectations](#) and ensure your course is compliant.

- **Grading Scheme:** Make sure the grading scheme you are using in course “Settings” matches the grading scale in your Simple Syllabus “Grading Criteria” section.
- **Weighted Grades:** If you use weighted grades, go to “Assignments” to make sure everything is in the correct Assignment Group.
  - Click the “**Assignment Settings**” three dots in the upper-right and select “**Assignment Groups Weight**” to verify the percentages match your syllabus at total 100%. Visit [How do I weight the final course grade based on assignment groups?](#) for details.
- **Ungraded Cells:** Check for ungraded submissions and cells without a grade (hyphens). Add zeros for any required work that wasn't submitted.
  - If a student isn't required to complete an assignment, you may want to set that cell's status to “Excused” so it's clear that it won't count and wasn't overlooked. Visit [How do I change the status of a submission in the Gradebook?](#)
- **Last Date of Activity:** Make sure the “Notes” column is visible and contains the last date of academic activity (e.g., submitted an assignment, contacted you for help completing an assignment, etc.) for students who failed the course. This is a Financial Aid requirement and is the same date you will submit with final grades.
  - Click the “**Gradebook Settings**”  icon in the upper-right corner of “Grades,” switch to the “**View Options**” tab at the top, select Show “**Notes**,” and click “**Apply Settings**.”

### *Check Total Points Possible*

In Grades, click on the first student's cell in the **Total** column to get a pop-up of their points earned and points possible. Use the **down arrow** on your keyboard to move through all the students to make sure everyone has the same points possible. If one student has fewer points, they may be missing a grade!



Total
91.95% A
78.8 217 / 236

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## Publisher Content

If you use publisher content, make sure all the grades transferred back to Canvas. Don't forget to “close” the publisher course after the end of the term (if applicable).

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## Messages from Students

It's a good idea to double-check your DMACC email and the Canvas Inbox to make sure you've responded to all student inquiries.

1. In Canvas, look for a numbered indicator on the **"Inbox"** link in the global navigation menu. That will indicate how many unread messages there are.
2. A solid circle to the left of the message will indicate it is unread.
3. To the right of the message date you should see an indicator for the number of messages in that thread (e.g., a "1" likely means you have not yet replied).



Visit [How do I use the Inbox?](#) for more information.

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## Closing Announcement

Consider capping off your course by posting an end-of-term announcement (text and/or video), congratulating students on completing the course. It's always good to end on a positive note!

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## Export and Keep Copies for Yourself

A good habit to get in is keeping your own backups of important course materials or records, even if your department or accreditation doesn't require it. If you receive student questions well after the term has ended, having saved versions can help you look into issues quicker.

**Pro Tip:** It's best to save the following files to a DMACC network drive or OneDrive instead of your computer's hard drive. Only store the information in a secure location to protect student privacy (i.e., not a flash drive that isn't password protected or encrypted).

### Save the Syllabus


You should save a PDF copy of your syllabus at the end of the term.

1. Click the **"Simple Syllabus"** link in your course menu.
2. Click the drop-down menu next to the Edit button in the upper-right corner and choose **"Print."**
3. Click the button to download the PDF to your computer.  
(Firefox: **"Save"**  button; Chrome: **"Download this file"**  button)



### Save Attendance Report

If you used the Attendance Roll Call tool, you can download and save the attendance report.

1. Go to the **"Attendance"** area in your course menu.
2. Click the **"Settings"**  icon in the upper-right corner and choose **"Attendance Report."**

3. Adjust the start and end dates to include the entire term.
4. Click the “**Run Report**” button. When it’s ready, you’ll get an email with a link to download the CSV file, which you can open in Excel. (You may need to check your Quarantine or Clutter folder for the email. The link is only good for 6 hours.)

Visit [How do I run Roll Call Attendance reports in a course?](#) for more information.

## **Export the Gradebook**

Keeping a backup of just the gradebook makes it easy to check a student’s grades. It also allows you to do further analysis of grade data in Excel.

1. Go to the “**Grades**” area in your course menu.
2. Click the “**Export**” drop-down menu in the upper-right corner and choose “**Export Entire Gradebook.**”
3. After it’s ready, the CSV file will save to your computer, likely in your Downloads folder.

Visit [How do I export grades in the Gradebook?](#) for more information.

## **Export the Course**

Courses remain in Canvas for three semesters after they end. If you do not teach a course often or will be teaching it in a different format, you might want to export a copy of your course in case you need to import it in a future term.

1. Go to “**Settings**” in your course menu and click “**Export Course Content**” on the right.
2. Leave “**Course**” selected and click the “**Create Export**” button.
3. After the export file is ready, download and save it to a safe place, such as your DMACC network drive or an external hard drive. Make sure you save the file and do not try to open it since it won’t be in a usable format outside Canvas.

Visit [How do I export a Canvas course?](#) for more information.

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## **Student Feedback**

The end of the term is an ideal time to reflect on what you would like to keep and what you would like to change the next time you teach a course. Student input is a vital part of ensuring our courses are successful. To that end, you might want to include an anonymous student evaluation survey with targeted questions to help you improve the course.

Contact one of the [instructional designers](#) in Distance Learning to have an evaluation survey added to your course that you can use as-is or modify to meet your needs.

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## Signature Course Feedback

If you are teaching a Signature course, please send feedback and suggestions to the course lead. Your input, and that of your students', is vital to continuously improving the course!

The [Signature Course Status](#) page in myDMACC lists lead instructors for DMACC Signatures. If you are teaching a Departmental Signature/Shared course and don't know the lead instructor, contact your department chair or associate dean.

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## Prepare for Next Term

As you begin preparing for next term, please refer to the [Start-of-Term Guide](#) (PDF) to make sure your course is ready to go for students. It contains instructions for copying your course, cleaning up your dashboard, and many others!

**Note:** Make sure you copy your course into the future term's shell before you make changes for the next time you teach the course. Do NOT make changes in the course that is over to avoid causing issues or confusion for your students.

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## Need Help?

If you have any questions or need help with your courses, please reach out to the [instructional designers](#) in Distance Learning. They can help with Canvas issues, course design improvements, and using educational technology, such as Kaltura for lectures, Kaltura Classroom for synchronous online meetings, etc.

Distance Learning offers a variety of training sessions online on a regular basis. Check the [Online Learning Catalog](#) in EDGE for upcoming training sessions.