

Re: Canvas Summer 2021 Course Incompletes: ES104 Exploring Physical Earth

Academic Innovation <askai@mail.wou.edu> To: Steve Taylor <taylor@mail.wou.edu>

Thu, Jul 22, 2021 at 8:38 AM

Hi Steve,

You will still see the work from the students in the main section after Sept 8, as the course will become an academic record for those students and Canvas will preserve the work. However, those students will no longer see the course on their Canvas dashboard or be able to interact with the course by submitting assignments, etc-- for them, it will be an archive. You can also restrict their ability to view the course by checking "Restrict students from viewing course after course end date" under "Participation" in your course settings.

The students in the incomplete section will still see the course on their dashboard and be able to submit assignments, assuming the due dates has been adjusted appropriately or the assignment has been set to accept late submissions.

You will also be able to assign things to the Incomplete section specifically, so if you were to create an alternative assignment for these students, you could restrict access to just that section and you can also filter your gradebook by section using the "view" options.

The main reason we create the extension section is that Canvas is relatively conservative compared to other LMSes when it comes to preserving course shells as academic records. When the course ends, Canvas prevents users from making changes to the course to help support universities in complying with record retention requirements-- that's a universal Canvas setting and not something AI can toggle off. We create the new section as section end dates override the course end dates and so by having a section with a later end date, you're able to make changes to the course (e.g. adjusting assignment due dates, adding alternative assignments in) and students in the specific incomplete sections are still able to submit work. If we didn't make the new section, you'd find most options to make changes to the course grayed out, as Canvas would see it as an archived record. You can still import the course to a new shell and edit it there, but once the course has concluded, the shell itself can't be edited-- hence the need to extend the course end with a special section for students with Incompletes.

Hope that makes sense! Let us know if you have any other questions. I hope your summer is going well!

Best, Michael

On Wed, Jul 21, 2021 at 11:34 AM Steve Taylor <taylor@mail.wou.edu> wrote:

Hi Ben / AI Team - thanks for setting up the "extension" section, I see it under my Settings-Section Tab. See below for screen capture.

So since this is my first time through Canvas, I just wanted to make sure I understand the program with incompletes. Here's my intuitive understanding:

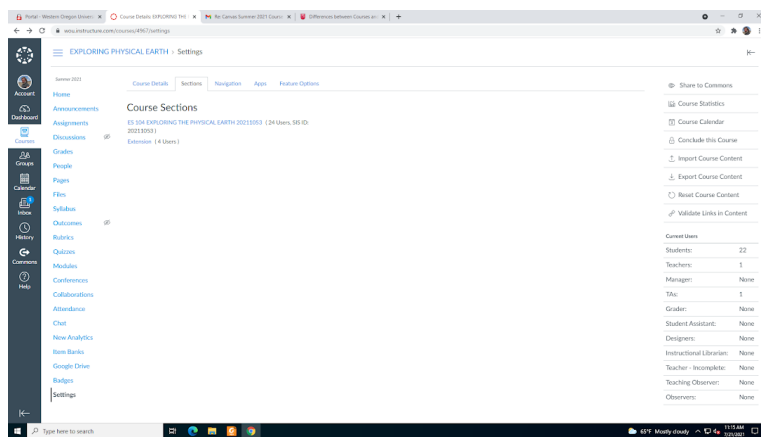
(1) my main course section with 24 students is entitled: ES 104 EXPLORING THE PHYSICAL EARTH 20211053 (24 Users, SIS ID: 20211053) This sections ends on Sept. 8 2021

(2) my "extension section" with 4 students ends on June 15, 2022

and I assume that this course will remained published until June 15, 2022, but the main section will be deactivated on the Sept. 8 2021 end date, and the "extension section" will remain active with all of the existing student's work and gradebook still in operation as at present.

Please let me know if I understand the system.

s.t.



On Wed, Jul 21, 2021 at 9:57 AM Academic Innovation <askai@mail.wou.edu> wrote:

Hi Steve, I'm just writing to let you know that this extension should be all taken care of. Please let me know if you have any questions or need anything else. -Ben

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On Mon, 19 Jul 2021 12:04:26 -0700, Steve Taylor wrote:

Thanks Ben - perfect, noted on lead time needed for setting up the Inc. course extension. I will have final grades figured out tomorrow, including the incomplete grade contracts, and submit the form.

s.t.

On Mon, Jul 19, 2021 at 11:59 AM Academic Innovation <askai@mail.wou.edu> wrote:

Hi Steve,

We have [a form here](#) that you would just fill out and after we get the request one of us will get it taken care of for you when you are ready. We can set that out for the full length of time the student would need to complete the course. This form isn't automatic like some of our forms so if the request comes over the weekend for example, we wouldn't be able to get to in until Monday morning. I hope this helps. Please let me know if you have any questions. I hope this helps.

-Ben

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On Mon, 19 Jul 2021 11:21:20 -0700, Steve Taylor wrote:

Colleagues - I am currently finishing up a 4-week online summer course ES104 Exploring Physical Earth 20211053. Students are completing their last assignments and taking their final exam today July 19.

I have several students who are going to need to take an "incomplete" grade, due to various health / pandemic mode circumstances, and will need additional time to submit their work, complete make-up exams etc. Apologies if I missed the memo on how to set up incompletes in Canvas, but still just transitioning, this is my first term using the tool and getting out of Moodle land.

See below for a screen capture in the course settings dialogue, it appears that the course dates were for the class were originally set from June 18, 2021 to September 8, 2021, and I see that the pull-down control menu for these items are grayed out, and that these dates are set at the AI / administrative level when the course shell is set up, and that I am not able to adjust them as an instructor.

Question, what is the proper procedure for handling students who are receiving incompletes, and will have up to 1 academic year to complete the missing work, before their grades revert to the default entry in the WOU banner grade system?

I assume at a bare minimum, I will be able to keep this class active with due-date assignment extensions for the "Inc" students until September 8, as per settings in screen shot below, but what happens to the course, and possibility for students to complete missing work after September 8?

What is the procedure and Canvas policy for this type of situation? How do we formally manage this from a Canvas course perspective over the next year, in the event that students choose to follow-up on their graded work and turn in missing assignments after the "class end date" (Sept. 8 in this case).

Also see below for the WOU "Incomplete Grade Policy" from the WOU Catalog.

Any info on how I should proceed, and plan on accommodating these students (possibly over the next year) would be most helpful.

Thanks in advance for advice and information on how we handle this from an online / Canvas perspective. Again, Apologies if I missed the memo on how to set up incompletes in Canvas, but still just transitioning, this is my first term using the tool and getting out of Moodle land.

s.t.

WOU Incomplete Grade Policy from Catalog:

To grant an incomplete, the instructor and student must complete and sign the Incomplete Grade Contract, which designates the default grade and the date when the incomplete grade expires if sooner than 12 months. A copy of this contract should be kept by the instructor, the academic division office and the student. When the incomplete grade is submitted, the instructor will also submit a default grade. If the student doesn't complete the work within 12 months, the default grade will automatically be entered for the course. If a student needs additional time, BEFORE the end of the first 12 months, he or she may petition the instructor for up to an additional 12 months. The maximum length of time to complete the work is 24 months or before the student graduates. At the time of graduation, a student's academic record is closed and any outstanding incomplete grades will permanently revert to the instructor's default grade.

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