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.

I. Enroll Student in Current Canvas Course. ......................................................................................... 1
II. Allow Just Certain Students To See Canvas Course After Course End Date ................................. 2
   A. Manually Create Incomplete Section ............................................................................................ 2
   B. Add Students to “Incomplete” Section .......................................................................................... 4
III. Allow All Students To See Canvas Course After Course End Date .......................................... 5
IV. Canvas Help / Support ...................................................................................................................... 6

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”.

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3) **Type** in the student’s eID.

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

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.

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 2021

4) **Click Add Section.**
   
   Your newly created manual section will appear under the Sections tab.

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

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

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

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

9) At the bottom **click Update Section.**
B. Add Students to “Incomplete” Section

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

11) Find the student under People.

12) To the **far right of their name**, under the down menu, select **Edit Sections**.

13) **Click browse** and **select** the **Incomplete section**.

14) **Click Update**.

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.

**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.*

3) *Change the course end date to a later time.*
4) *Check* the box underneath “Restrict students from viewing course after course end date.

- [x] Restrict students from viewing course before course start date
- [x] Restrict students from viewing course after course end date

5) *Click Update Course Details.*

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**IV. Canvas Help / Support**

**Canvas Help Web Site**
[https://canvas.colostate.edu](https://canvas.colostate.edu)

**Canvas Guides**

**College Canvas Coordinators**
[https://canvas.colostate.edu/canvas-coordinators/](https://canvas.colostate.edu/canvas-coordinators/)

**Central Canvas Support**
[canvashelp@colostate.edu](mailto:canvashelp@colostate.edu)