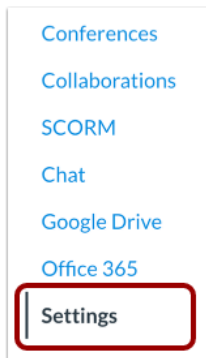


Extending Canvas Course End Date

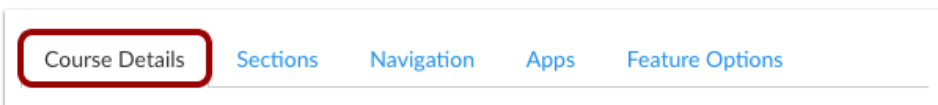
Canvas courses inherit term dates aligned with our district calendar. However, as an instructor, you may need to change the start and end dates for your course.

Extend the end date of your course to allow students to make up work due to absences, incompletes or other extenuating circumstances. Must be completed PRIOR to the last scheduled day for term end date.

To adjust the term settings in your course open “Settings” from the course navigation menu.

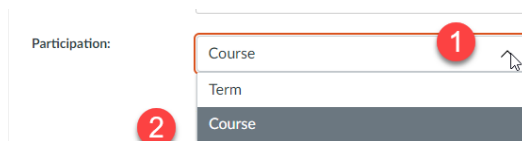


Open “Course Details”



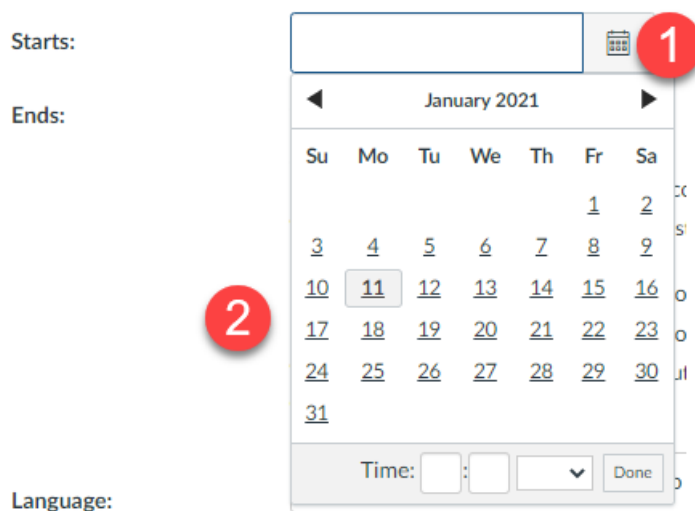
Set the Participation to “Course”

1. Select the Participation drop down menu
2. Select Course



Set the Start Date


1. Click the calendar icon
Select the date for the start of your course



Set the End Date

1. Click the calendar icon
2. Select the date for the end of your course

Ends:

 1

◀

January 2021

▶


Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Time: :

Select the check box to only allow participation during these dates

Ends:

Jan 13, 2019 11:59 pm



Sun Jan 13, 2019 11:59pm

☐ Students can only participate in the course between these dates
When selected, the course is in a read-only state outside these dates.

Click Update Course Details when finished.

Click the **Update Course Details** button.

Notes:

- End dates occur at precisely the minute they are set. For example, a course with an end time at 11:59pm will end at 11:59:00.
- In your end date, if you do not set a time, or you set the end time to midnight, a warning icon displays notifying you that the date prior to the set end date will be the last available day in the course. For instance, if the course were set to end January 13, the last full available date for the course would be January 12.