

# INCOMPLETE GRADES IN CANVAS

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## WEB ADVISOR

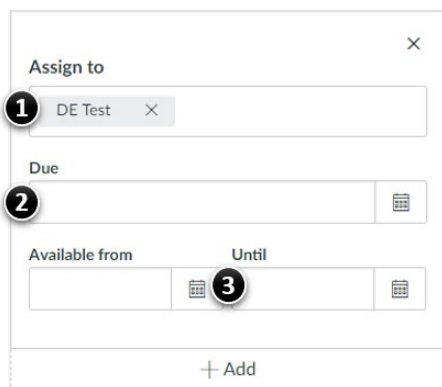
Instructors will enter the final grades for the course per the guidelines in Web Advisor. **For any student that will be submitting coursework ten (10) days or more after the official end date of the class in Web Advisor, a grade of "I" or Incomplete MUST be entered.** Web Advisor will automatically enter a one (1) year expiration date on the Incomplete grade. If the student does not complete the work, and the faculty does not enter an amended graded in Web Advisor prior to the expiration date, the Incomplete grade will be changed to a Fail grade.

## CANVAS

It is recommended that the Instructor add a **Gradebook Note** indicating that the student will be giving an Incomplete in the course. Once the Incomplete grade has been entered in Web Advisor, the automated Canvas enrollments will NOT change the student's status. The incomplete student will retain an Active status in Canvas until the Incomplete grade is amended in Web Advisor. Under **Settings**, change the **End Date** of the course to one year to accommodate the student with the incomplete. If the End Date cannot be changed, contact the Distance Education Department for assistance.

## PROVIDING ACCESS TO COURSEWORK

Instructors will need to provide access for the student to any coursework that still needs to be completed.



**Ensure that all Modules, Pages, Content, and Assignments (Assignments, Quizzes, Discussions) are Published** that the student may need to access.

**Use the Assign To feature in assignments (assignments, quizzes, discussion) to ensure access.** Click the **+ Add** button under the **Assign** section, locate and **select the student (1)**. Enter the new **Due Date (2)** and **Available Until (3)** dates. Click the **Save** button.

## RESOLVING AN INCOMPLETE

Once a student has completed the coursework, the Instructor will need to **change the Incomplete in Web Advisor to a final grade.**

If the student completes the coursework and is awarded a final grade within thirty (30) days of the course end date, the student's access to the course will automatically be removed.



Instructor should remove access to the course for the student. Access the course **Settings**. Select the checkboxes for **Users can only participate in the course between these dates**, and if the student should no longer have access to the course, **Restrict students from viewing course after end date**. Click the **Update Course Details** button at the bottom to save the changes.