Past Enrollments in Canvas: Limiting Student Access to Canvas Sites

This document addresses what happens in Canvas after a course finishes, what access students and instructors have by default, and how to choose a different level of access for your students before the term finishes. Student access privileges can only be modified by the instructor prior to the end of the term.

What happens after a course finishes?

Every credit course in Canvas is associated with the term in which it is taught. When a term ends, courses associated with that term are moved from "Current Enrollments" to "Past Enrollments." When a course moves to "Past Enrollments" it is no longer used for active teaching; it becomes a **read-only** archive copy of the course.

Note: A Learning Management System like Canvas is not an archive. Student grades, data, and submissions are not held indefinitely in accordance with University Policy. Instructors should not rely on the LMS to keep instructor-created materials or student-created materials from past courses. Instructors should keep their own copies of all material they wish to preserve.

Default level of access

If an instructor chooses to leave the course as it is, the course will be available for students to view in a **read-only** form for one year. Students and instructors will not be able to edit or submit assignments, change due dates, upload files, change course settings, or otherwise interact with the course. However, students and instructors will continue to be able to view all content they could access during the term. For students, this includes all published modules, assignments, quizzes, etc. For instructors, this includes all aspects of the course, including hidden navigation tabs and feedback given in SpeedGrader. Additionally, instructors can copy information from closed courses into open courses by using the "Import Content into This Course" tool.

For some instructors, the default level of post-term access is ideal. Other instructors may wish to change the course before the term ends in order to ~~ei~~nsure the read-only copy of course fits with how they wish their students to access it post-term.

For incompletes, the instructor should send an email to lms@ithelp.uoregon.edu containing the students' names, the course number, CRN, and how long the students will need access to the course site.   A Canvas admin will contact the instructor and set-up student access as needed.

How to choose a different level of student access

While instructors cannot change the level of access available after the course closes, instructors are able to edit the course before term ends. This guide provides instructions for the following in order to change levels of post-term student access:

    A.   **Make the entire course inaccessible to students after the term is over**
    B.   **Restrict access to course content**

All changes must be completed before grades are due in the term the course is taught.

A. Restrict ALL student access to the course

This action will restrict all student access, meaning enrolled students will not be able to view the course at all.   Instructors will still be able to access a read-only version of the course and copy materials from the closed course into active courses.

This can be done at any time during the term, but it must be done before the end of finals week. This is a two-step process: instructors need to limit the course participation dates and the visibility

1. **Restrict participation dates**
   a. Go to Course Settings
   b. Go to the Course Details tab
   c. Make sure that the correct start and end dates for the current term are set in the calendar boxes
   d. Check the box marked "Users can only participate in the course between these dates"

2. **Make the course invisible to students after the end date**
   a. Click the check box "Restrict students from viewing course after end date"
   b. Save by clicking the big blue "Update Course Details" button

B. Restrict access to course content

Instructors can choose to hide entire content areas (like Quizzes or Discussions), individual modules, or files. These actions will hide some parts of the course, while keeping other accessible. Instructors cannot unpublish individual assignments, discussions, or quizzes if student work has been submitted. If instructors wish to restrict access to any one of these items, they must hide the entire content area.

Some items may be accessed from multiple content areas. For example, if an instructor hides the Assignments area, but shares a link to an individual assignment in Modules, students will be able to access the material through Modules. Instructors should use Student View to check that all the content they wish to hide from students is inaccessible.
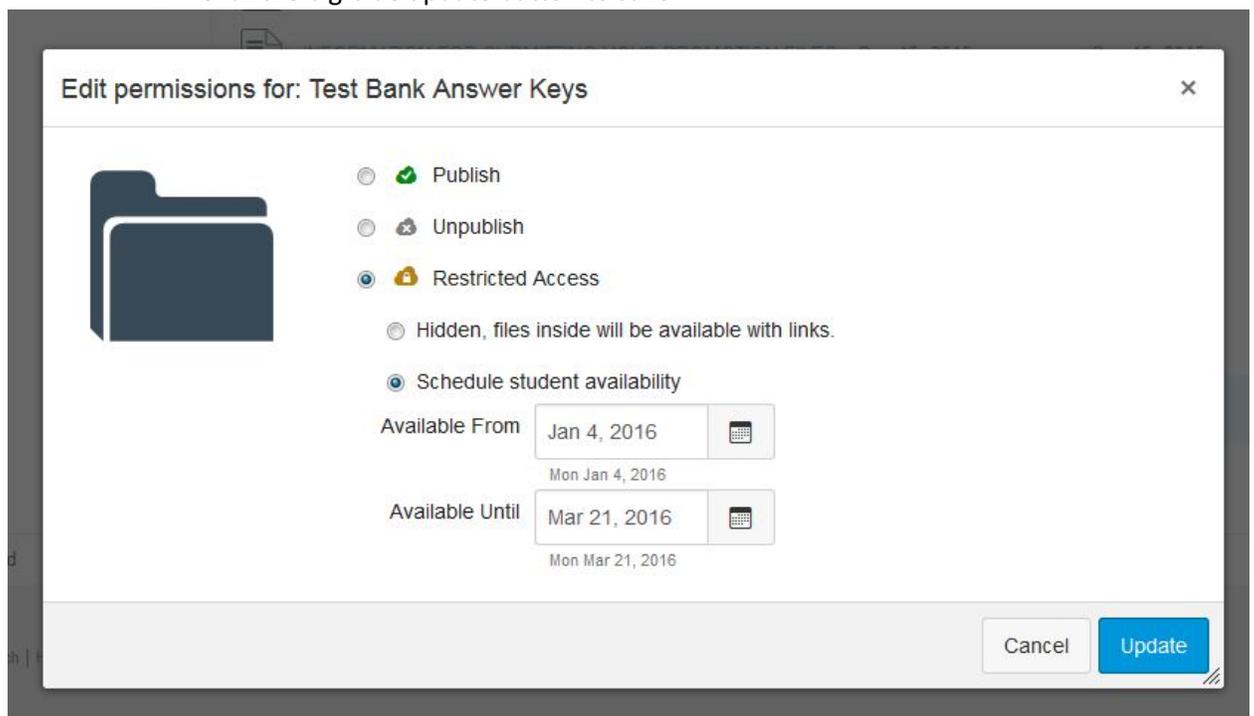
1. **Hide content areas**
    a. Go to the Course Settings navigation tab
    b. Click the third tab "Navigation"
    c. Move the content areas you wish to hide into the lower portion of the screen. You can do this by dragging and dropping the name of the content area or by clicking the gear icon and selecting either "disable" or "move"
    d. Click the big blue save button

2. **To restrict access to an uploaded file or folder**
    a. Go to the Files area
    b. Without clicking on the file name, click on the same line as the file name to select
    c. Five icons will pop up at the top of the page. Select the "cloud with a lock" icon
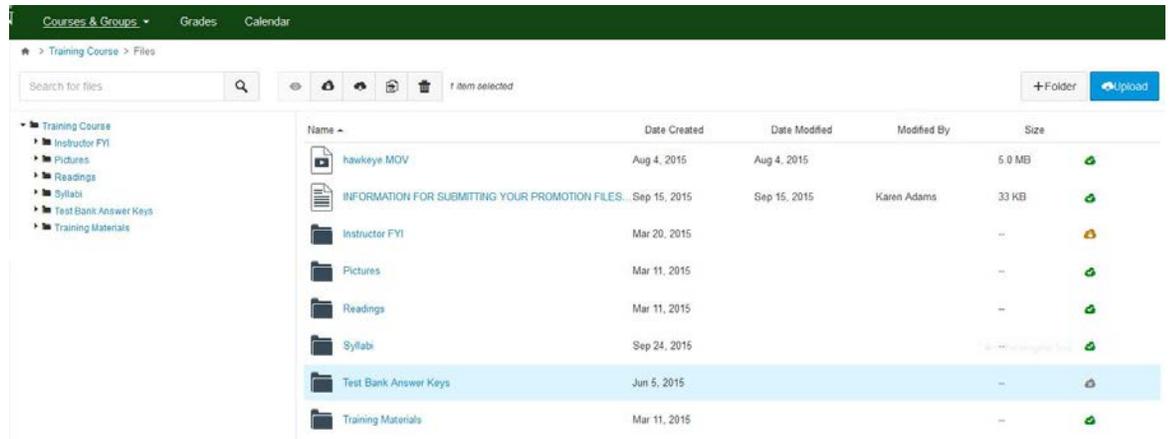
    d.   Select the option "Restricted Access"

    e.   To restrict all access, select the second option "schedule student availability" and insert the term start and end dates in the date fields by selecting on the calendar

    f.   Click the big blue update button to save

3. To restrict access to an individual module

    a.   Go to the Modules content area

    b.   Next to the title of the module you wish to hide, click the green cloud once to unpublish the module. This will make all items linked in that module invisible

    c.   Changes will be saved automatically

4. **Check your work in Student View**
    a. Go to Course Settings
    b. On the right hand side of the page, click the "Student View" button
    c. Make sure the course looks the way you would like it to look for your students
    d. Exit student view by clicking the blue "leave student view" button at the bottom of your screen

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UO Canvas + Ed Tech Office
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