

Lamb, Anna H.

From: Blumeneau, Audrey
Sent: Thursday, December 17, 2020 2:25 PM
To: .DL AllFaculty; Rahim, Nasreen
Cc: Pratt, Elizabeth; Lamb, Anna H.; Cruz-Johnson, Celia I.; Graham, Duncan W.; Tran, Lena
Subject: Students Receiving Incomplete Grades and Canvas Course Access

Categories: Canvas

Hello Everyone,

Do you have a student that will be receiving an Incomplete Grade?

We can set up your Canvas course in such a way as to make sure students can complete the remaining assignments (and make your life easier!).

What you need to do for the Student with an Incomplete Grade:

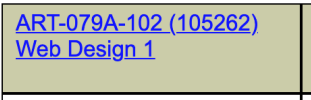
Step 1 - Your Task:

Send to your DE Coordinator (Audrey Blumeneau at SJCC or Nasreen Rahim at EVC) the following information:

1. **Course Name and Section number (view from MyWeb or Canvas)**

Screenshot of **MyWeb** showing Section Name and title (below): you can copy and paste this information

Section Name and Title

A screenshot of a web browser showing a section name and title. The text is "ART-079A-102 (105262)" followed by "Web Design 1" on the next line. The text is blue and underlined, suggesting it is a link. The background is a light beige color.

[ART-079A-102 \(105262\)](#)
[Web Design 1](#)

OR from **Canvas** (see example below):

Web Design 1: ART-079A-102-105262

2. **Student's name and login ID** (go to **People** in Canvas to get Login ID information)

Step 2 - Our Task:

We (Nasreen for EVC / Audrey for SJCC) will create a **new** Section within your course called "**Incomplete**" (for example: "**Web Design - Incomplete**") and add the student(s) you sent us to that section.

Step 3 - Your Task:

1. **Edit the course assignments 'Assign' section** by clicking the **"Add"** button at the bottom of the Assign option and select the Incomplete section: Only the students in the Incomplete Section will see this. Add dates as you see fit for successful completion.

Note that the "Everyone Else" will be 'inactive' in a concluded course so **no need to change** anything; just **'Add' the new "Incomplete" section as shown in the screenshot below:**

Assign

Assign to

Everyone Else

Due

Jul 22 11:59pm

Wed Jul 22, 2020 11:59pm

Available from

Until

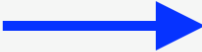
Assign to

Web Design - Incomplete

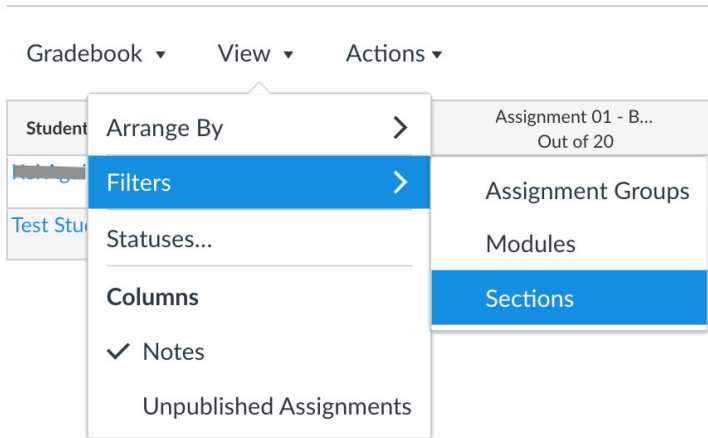
Due

Available from

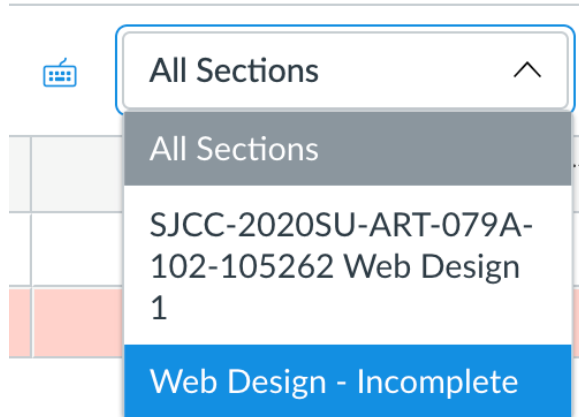
Until

 + Add

2. Grades will show the original course section. To view only the Incomplete section, go to **Grades > View > Section** and select the Incomplete Section from the drop-down menu as shown in screenshot below:



To the right, you will see a new dropdown menu to select the Incomplete Section as shown in the screen shot below:



Students listed in the **American History - Incomplete Section** show all grades intact for the entire semester. Two assignments are open for this (fake) student to complete. Notice that both the original section and the Incomplete section display under the student's name.

Gradebook ▾ **View ▾** Actions ▾

#1: View > Filter > Section

#2: Select the Incomplete Section

Student Name	Position Paper (Wr... Out of 18	A Closer Look: The... Out of 14
Rebecca Berardi American History - and American History - Incomplete	-	-

Summary:

You have two things to do:

1. Send us the **course name/section #**, the **student name and login ID** and then

2. Update assignments that the student must complete by adding the Incomplete section with dates!

This keeps everything all in one location in the course, keeps it simple/easy for you as the instructor and seamless for the student.

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