Canvas: Managing Incompletes in the Transition from Blackboard

Prepare the course in Canvas

Download grades from the grade center in Blackboard

Update assignment due dates and availability dates

Submit final grades

If you have one or more students who will receive an incomplete grade in Blackboard, and if these students need to complete their course work in Canvas:

Prepare the course in Canvas

1. *Make sure that the course has been migrated to Canvas:*
    If not, contact the ITS Help Desk (call (757) 683-3192 or email itshelp@odu.edu) and request a course migration.

2. *Review the migrated content and finish setting up your course:*
    To ensure your content looks and behaves the way you intend, it is critical you review and update your migrated course content. We highly recommend using CLT's post-migration checklist. As you review your courses, keep in mind that Blackboard does not equal Canvas; some Blackboard content items do not translate 100% to Canvas.

3. *Publish the course:*
    Make sure that the course is published, along with all the content that the student needs to complete the course.

4. *Add students with incompletes to the Canvas course:*
    Contact the ITS Help Desk (call (757) 683-3192 or email itshelp@odu.edu) and request that the student(s) be added to the course. In your request, provide each student's **MIDAS ID** and **UIN** and the **Course ID/CRN**.

Download grades from the grade center in Blackboard

Export and keep a copy of the Blackboard grade book. The exported
spreadsheet can be used to combine student grades in Canvas with grades
from Blackboard.

1. Go to the course from where you wish to download the grade center. In the
   Control Panel, click on **Grade Center** -> **Full Grade Center**.
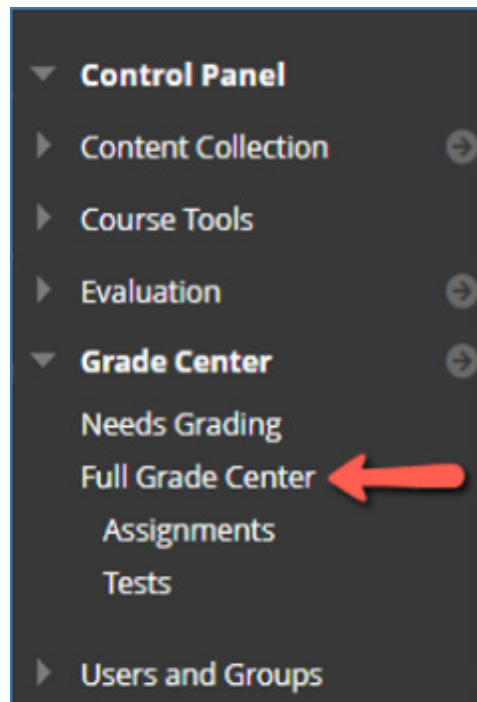
2. Access the **Work Offline** menu at the top right and select **Download**.
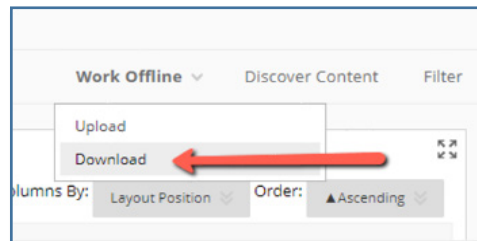
3. Choose the following download options:
   - Select **Full Grade Center**
   - Select **Delimiter Type** (tab delimited (.XLS) or comma delimited (.CSV))
   - Specify if you want to include any hidden data (like hidden grade center
     columns)
   - Select **My Computer** as the download location

4. Click **Submit** at the bottom right to start the process.

5. On the next page (Download Grades), select **Download** to save the file.
   The file will most likely be downloaded to your system's default Downloads
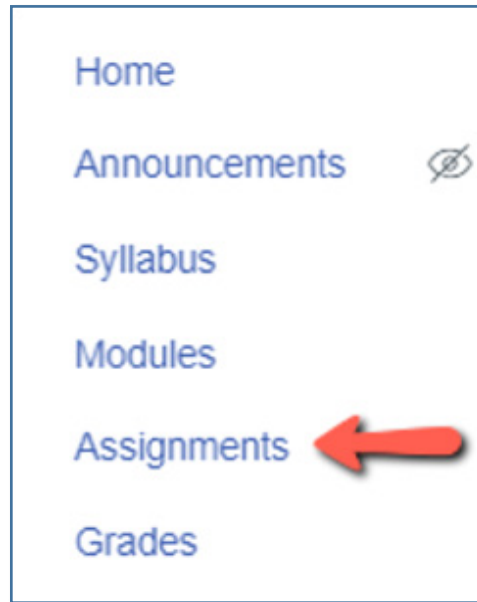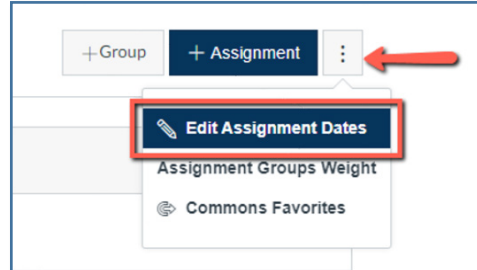   folder.

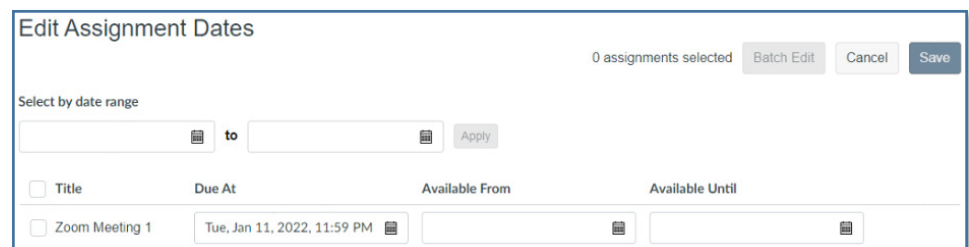## Update assignment due dates and availability dates

1. From the Canvas course, click on **Assignments** in the course navigation menu.

2. On the Assignments page, click the **Options** icon, then select **Edit Assignment Dates**.

3. View and manage assignment information on this page. All graded items in your course – including assignments, discussions and quizzes – are listed in the **Title** column. Current assignment due dates (if any) display in the **Due At** column, and current availability dates (if any) display in the **Available From** and **Available Until** columns.

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4. Adjust dates for each individual assignment, or adjust assignment dates in bulk. To adjust in bulk, check the box to the left of each assignment name, then click **Batch Edit** at the top right.

5. You can either shift all dates by a certain number of days or remove dates altogether, then click **Ok**.

6. After editing, click **Save** at the top right to save updated dates.

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Submit final grades

After students complete their coursework in Canvas, finalize student grades using coursework from Canvas and the previous grade book information from Blackboard. Then submit grades to Banner/Leo.

Do final grade calculations in Canvas

You can manually enter grades from Blackboard into the Canvas grade book and let Canvas do its calculations in the **Total** column.

Be aware that the Total column in Canvas displays a running total and does not take missing assignments into consideration. You will need to enter zeros for missing assignments.

Do final grade calculations in Excel

As an alternative, you can use the grade center document that you downloaded from Blackboard. Add Canvas grades to the spreadsheet and let Excel do all calculations.

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If you have any questions or concerns, please contact itshelp@odu.edu.