

Keep course open through appeals time period

Leave your course open to students until after the appeals time period which is three business days from the day grades have to be posted. For example, if grades had to be posted by Tuesday at 2:00 PM, the appeal window would be from then until Friday at close of business.

Generally, Brian Fuller emails us a reminder when the window for appealing grades is over so you can "hide" your course from student access. Do not hide it until then.

To hide a course:

The image shows a sequence of steps to hide a course. It starts with a course administration menu where the gear icon is clicked, followed by the 'Edit settings' option. A dialog box appears with 'Save and display' and 'Cancel' buttons. The 'Save and display' button is highlighted in green. Finally, the 'Visibility' dropdown menu is shown with 'Hide' selected, and a red box highlights this selection with the instruction 'Change Visibility to "Hide."'.

Click gear icon

Click Edit settings

Click Save and display

Save and display

Cancel

Change Visibility to "Hide."

Visibility Hide