

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.

At that time you should "hide" your course from student access. Do not hide it until then.

To hide a course:

The screenshot illustrates the steps to hide a course in a learning management system. On the left, a sidebar menu contains 'My Courses' with a notification badge, a gear icon, and a list of course administration options: 'Edit settings', 'Course completion', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Legacy outcomes', and 'Backup'. Red arrows point from text boxes to the gear icon and 'Edit settings'. Below the sidebar, a dialog box is shown with 'Save and display' and 'Cancel' buttons. A red arrow points from a text box to the 'Save and display' button. On the right, a 'Visibility' dropdown menu is shown with 'Hide' selected. A red arrow points from a text box to the 'Hide' option.

Click **gear icon**

Click **Edit settings**

Click **Save and display**

Change Visibility to "Hide."

Save and display

Cancel

Visibility Hide