

End-of-Course Procedures

Follow these steps to save your content at the conclusion of a course.

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[Create a OneDrive Folder Structure](#)

Before you begin, consider how you want to organize your folder structure in OneDrive. In this example, create a folder called “Courses.” Within the Courses folder, create a subfolder for each semester – Fall 2024, Spring 2025, etc. Within each subfolder, create another subfolder for your course (one per course). For example:

1. Courses
 - a. Fall 2024
 - i. Course 1-FA24
 1. Course 1 Course Package
 2. Course 1 Gradebook
 3. Course 1 Assignment Submissions
 4. Course 1 Discussion Responses
 5. Course 1 Classic Quizzes & Quiz Scores (if you use Classic Quizzes)
 6. Course 1 New Quizzes (if you use New Quizzes)
 - ii. Course 2-FA24 – build the same folder structure Courses 2, 3, & 4
 - iii. Course 3-FA24
 - iv. Course 4-FA24
 - b. Spring 2025
 - i. Course 1-SP25 – build the same folder structure for Courses 1 - 4
 - ii. Course 2-SP25
 - iii. Course 3-SP25
 - iv. Course 4-SP25

Creating a File Folder Structure in OneDrive – [Tutorial Video \(2:17\)](#)

[Download Gradebook](#)

The Canvas gradebook can be downloaded as an Excel spreadsheet at any time. The complete gradebook should be downloaded and saved once a course closes. A course closes at 11:59 pm on the last day of the course.

Instructors may open access to the course in Preview Mode after a course closes, but students cannot submit assignments in Preview Mode; students can only view the course content in Preview Mode.

To download the Gradebook:

1. In your Canvas course, click on Grades in the course navigation menu.

2. Click on the Export button.
3. Select “Export Entire Gradebook.”
4. The Excel spreadsheet will download to your computer. Save the file into your OneDrive folder.

Downloading and Saving the Course Gradebook – [Tutorial Video \(1:29\)](#)

[Download Course Package](#)

At JSU, Canvas courses are stored for four (4) years. To ensure that you always have a copy of your course, download the Canvas course package.

To download the Course Package:

1. In your Canvas course, click on Settings in the course navigation menu.
2. Click on the “Export Course Content” link.
3. Select the radio button next to “Course” – it will be selected by default.
4. Click on the Create Export button. The package will process and eventually download.
5. Click on the New Export link. The course package will download to your computer.
6. Save the export package in your OneDrive folder.

Downloading and Saving the Canvas Course Package – [Tutorial Video \(2:32\)](#)

[Download Quizzes \(Classic Quizzes\)](#)

If you use Classic Quizzes, you can download all your quizzes separately as a zip file.

To download Classic Quizzes:

1. In your Canvas course, click on Settings in the course navigation menu.
2. Click on the “Export Course Content” link.
3. Select the radio button next to “Quiz.”
4. Select the box next to All Quizzes, and select all quizzes that you want to save.
5. Click on the Create Export button. The quiz package will process and eventually download.
6. Click on the New Export link. The quiz package will download to your computer.
7. Save the quiz export package in your OneDrive folder.

Downloading Classic Quizzes (in Bulk) and Saving in OneDrive – [Tutorial Video \(1:49\)](#)

[Download New Quizzes](#)

New Quizzes is a new quiz engine that is not connected in any way to Classic Quizzes.

To download a New Quiz:

1. Click on the name of the New Quiz on the Quizzes page.
2. Click on the “Build” button.
3. Click on “Exports.”
4. Click on the “+Create Export” button
5. A timestamped link will appear under the section, “Exports for this Quiz.” Click on the link.
6. The file will download as a zip folder.
7. Save the zip folder in your OneDrive.

Downloading a New Quiz and Saving in OneDrive – [Tutorial Video \(1:27\)](#)

[Download Assignment Submissions in Bulk \(for One Submission\)](#)

The following assignment types can be downloaded in bulk: online > file uploads, online > text entry, and online > website URL. Downloading each assignment type follows the same process, but there are two ways to download submissions. Assignments are downloaded in bulk **per assignment**.

Method 1: Navigate to Each Assignment on the Assignments page.

1. Click on the Assignments link in the course navigation menu.
2. Locate your assignment of choice, and open it.
3. Click on the Download Submissions link.
4. Once processed, the zip folder containing the assignment submissions will download to your computer.
5. Save the zip folder to your OneDrive folder.
6. Complete this step for each assignment.

Downloading all Assignment Submissions (for one assignment) from the Assignment – [Tutorial Video \(3:11\)](#)

Method 2:

1. Click on Grades in the course navigation menu.
2. Scroll over an assignment's assignment title, and click on the ellipses button when it appears.
3. Click on Download Submissions.
4. Once processed, the zip folder containing the assignment submissions will download to your computer.
5. Save the zip folder to your OneDrive folder.
6. Complete this step for each assignment.

Downloading all Assignment Submissions (for one assignment) from the Gradebook – [Tutorial Video \(1:29\)](#)

Download Discussions

Downloading student discussion posts/replies must be completed *per discussion*.

To download discussion posts/replies:

1. Click on Discussions in the course navigation menu.
2. Find the discussion, and click on the discussion title to open it.
3. Click on the Collapse Threads button at the top of the screen/page.
4. Using your mouse, hold down the left-click button and scroll down the page to highlight all posts and replies.
5. While highlighted, right-click the screen and select Print.
6. In "Destination," make sure Adobe PDF is selected.
7. Click on the Print button.
8. Save the pdf file in your OneDrive folder.
9. Complete this step for each discussion.

Downloading Student Discussion Posts/Replies for One Discussion and Saving Them – [Tutorial Video \(2:40\)](#)

Download Classic Quiz Answers

Downloading Classic Quiz answers must be completed *per quiz submission*.

To download Classic Quiz answers:

1. Click on Grades in the course navigation menu.
2. Locate the quiz in the gradebook.
3. Scroll to a quiz score next to one student quiz submission, and click on the arrow button.
4. Click on the SpeedGrader button.
5. Using your mouse, hold down the left-click button and scroll down the page to highlight questions, answers, and scores.
6. While highlighted, right-click the screen and select Print.
7. In "Destination," make sure Adobe PDF is selected.
8. Click on the Print button.
9. Save the pdf file in your OneDrive folder.

10. Complete this step for each student's quiz submission.
11. Complete this step for each quiz.

Downloading Quiz Answers for One Quiz and Saving Them – [Tutorial Video \(3:32\)](#)

Download New Quiz Answers

Downloading New Quiz answers must be completed *per student*.

To download New Quiz Answers:

1. Click on the name of the New Quiz on the Quizzes page.
2. Click on the "Build" button.
3. Click on the ellipsis button next to the Return button.
4. Click on "SpeedGrader." You will be directed inside the SpeedGrader.
5. One by one, access the New Quiz submission by each student.
6. Click on the "Print Results" button.
7. Choose medium-sized printed questions, large-sized printed questions, or extra large-sized printed questions.
8. Click on the "Print Preview" button.
9. Click on the "Print" button.
10. Give the quiz the student's name and the quiz number. Click on the Save button and save the file in your OneDrive.

Downloading New Quiz Answers and Saving in OneDrive – [Video Tutorial \(2:39\)](#)

Download Turnitin Similarity Reports

Turnitin similarity reports must be downloaded individually, and can only be accessed by entering the SpeedGrader for each student's assignment submission. There are two types:

Type 1:

1. Click on Grades in the course navigation menu.
2. Locate the assignment in the gradebook with Turnitin enabled.
3. Scroll to a student's submission, and click on the arrow button.
4. Click on the SpeedGrader button.
5. In SpeedGrader, click on the Similarity Score icon (the colored flag icon)
6. The Turnitin Similarity Report will open.
7. Click on the download arrow icon.
8. Click on Current View – a pdf file of the student's paper, along with Turnitin findings will download.
9. Save the pdf file to your OneDrive folder.
10. Click on Digital Receipt – a pdf file of the submission's data will download.
11. Save the pdf file to your OneDrive folder.

Download Turnitin Similarity Report, Digital Receipt, and Text-Only Report (See Type 2 – Text-Only Report below for textual directions) – [Tutorial Video \(6:54\)](#)

Type 2 – Text-Only Report:

1. Follow steps 1-6 from Type 1 above.
2. Click on the Text-Only Report link at the bottom of the page/screen.
3. Right-click on the page, and select Print.
4. In Destination, select Adobe PDF.
5. Click on the Print button.
6. Save the downloaded PDF file into your OneDrive folder.