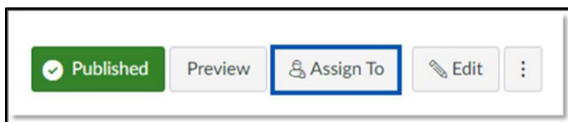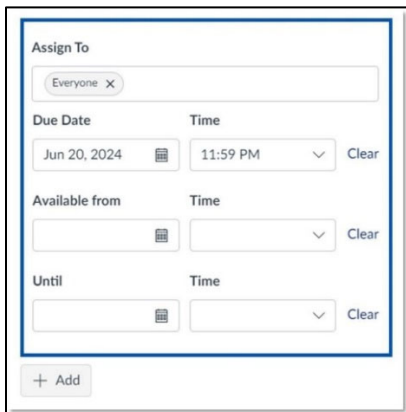## Working with Course Incompletes in Canvas

Assigning in the Incompletes Section

Since the course materials and assignments are the same as were in the original course, you will not have to make any changes to the content of these; however, you will need to assign them to the new Incompletes section with new due and availability dates. This must be done for each assignment that should be completed. To do this, complete the following steps:

1. Open each assignment and click the **Assign To** button located near the top of the screen.
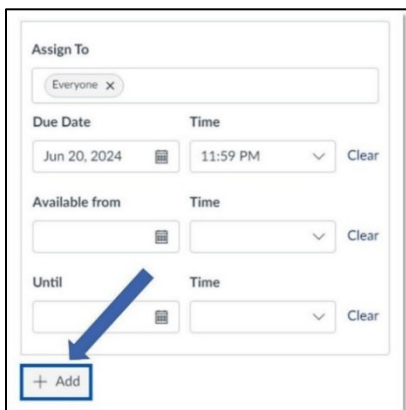

2. Scroll down the page and locate the *Assign Access* section and click the **Manage Assign To** link. A panel opens to the right, containing the Assign To, Due Date, Available from/Until, and Time fields.
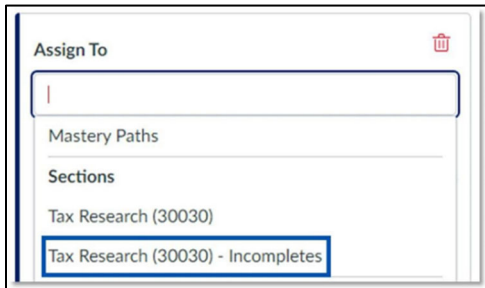

    Note: **DO NOT** change any settings in the **Assign To** field (including **Everyone**) and any of the dates.

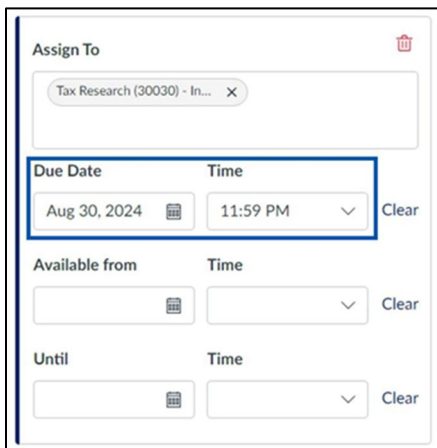3. Click the **+ Add** button located below the fields on the panel.

4. Click in the Assign To field and select the <Course Name> – Incompletes option. This will assign the students in the Incompletes section to the assignment/quiz.
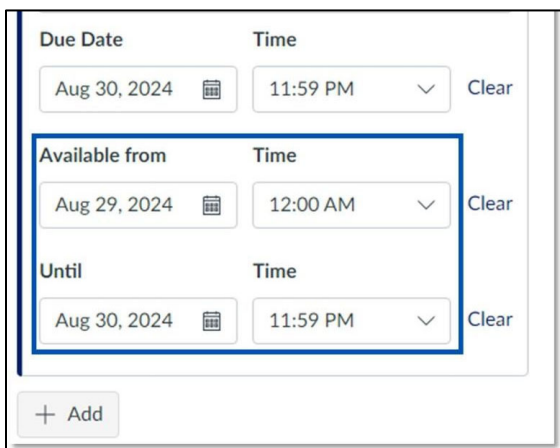

5. Enter the new due date and time in the Due Date and associated Time field. Remember that this date must fall within the section dates (the upcoming semester dates, unless you requested other dates).
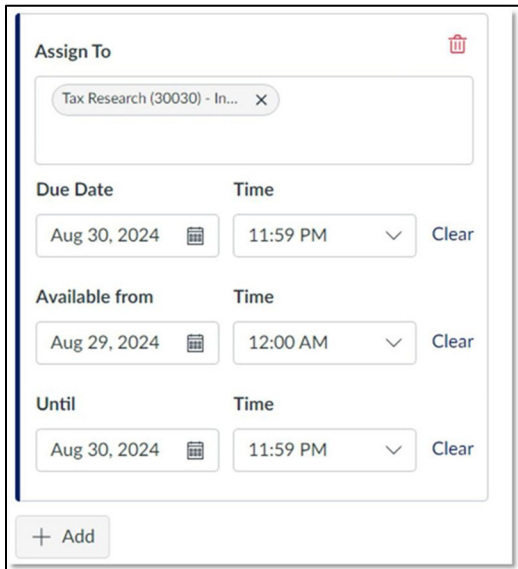

6. Enter the new availability dates and times in the Available from and Until fields (if desired) and the associated Time fields. Remember that these dates must fall within the section dates (the upcoming semester dates, unless you requested other dates).
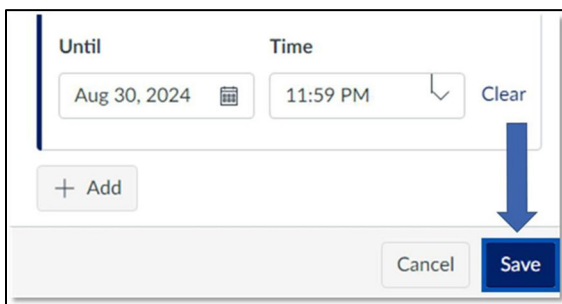
7. Once you have completed steps 4-6, the panel fields will appear similar to the example below:

8. Click the Save button to apply all changes.

Note: You will grade the assignments just as you did during the initial semester. The grades will be recorded in the Gradebook.

Getting Help

If you need any assistance working with Incompletes sections, please contact the Help Desk at helpdesk@athens.edu.