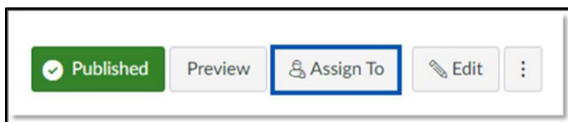


## Working with Course Incompletes in Canvas

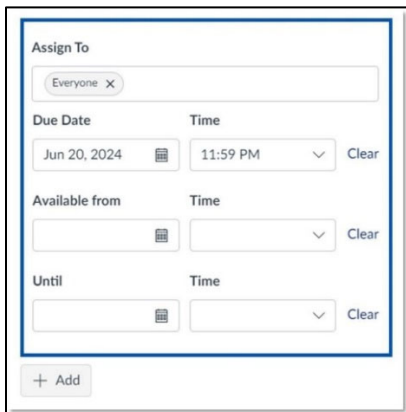
### Assigning in the Incompletes Section

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.

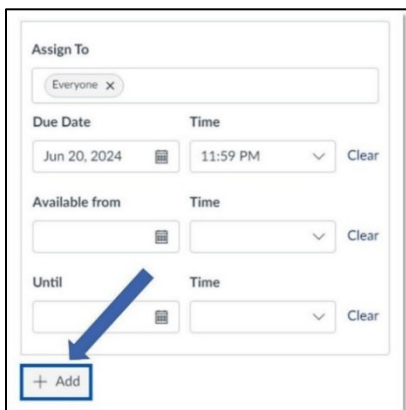


2. Scroll down the page and locate the *Assign Access* section and click the **Manage Assign To** link. A panel opens to the right, containing the Assign To, Due Date, Available from/Until, and Time fields.

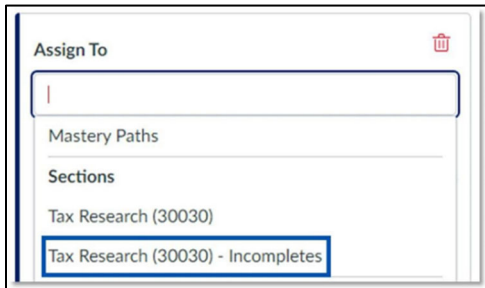


Note: **DO NOT** change any settings in the **Assign To** field (including **Everyone**) and any of the dates.

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

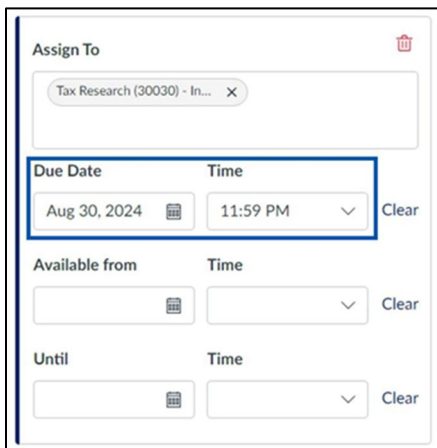


- Click in the Assign To field and select the <Course Name> – Incompletes option. This will assign the students in the Incompletes section to the assignment/quiz.



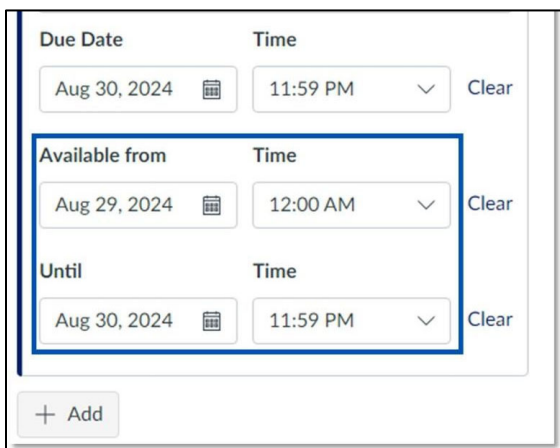
The screenshot shows a dropdown menu titled "Assign To" with a trash icon in the top right corner. Below the title is a search bar. Underneath, there are two sections: "Mastery Paths" and "Sections". Under "Sections", there are two options: "Tax Research (30030)" and "Tax Research (30030) - Incompletes". The "Tax Research (30030) - Incompletes" option is highlighted with a blue rectangular box.

- 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).



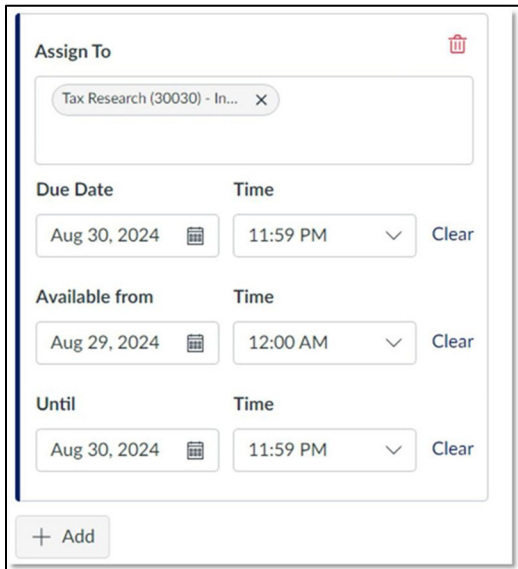
The screenshot shows the "Assign To" form with the "Tax Research (30030) - In..." option selected in the dropdown. Below the dropdown, there are three rows of date and time fields. The first row, "Due Date" and "Time", is highlighted with a blue box. The "Due Date" field contains "Aug 30, 2024" and the "Time" field contains "11:59 PM". There are "Clear" buttons next to each field. The second row, "Available from" and "Time", and the third row, "Until" and "Time", are currently empty.

- 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).



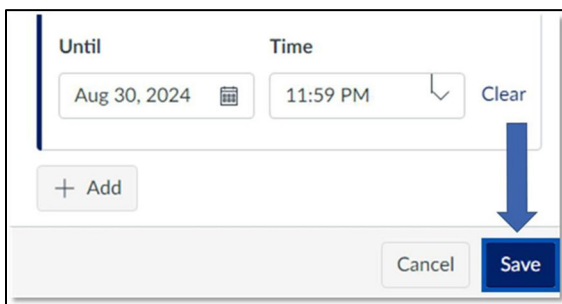
The screenshot shows the "Assign To" form with the "Due Date" and "Time" fields filled in. The "Available from" and "Time" fields are highlighted with a blue box. The "Available from" field contains "Aug 29, 2024" and the "Time" field contains "12:00 AM". There are "Clear" buttons next to each field. The "Until" and "Time" fields are also filled in, with "Aug 30, 2024" and "11:59 PM" respectively. There are "Clear" buttons next to each field. At the bottom left, there is a "+ Add" button.

7. Once you have completed steps 4-6, the panel fields will appear similar to the example below:



The screenshot shows a configuration panel for an assignment. At the top, there is a trash icon and a field labeled "Assign To" containing "Tax Research (30030) - In...". Below this are three rows of date and time selection fields. The first row is for "Due Date" (Aug 30, 2024) and "Time" (11:59 PM), with a "Clear" button. The second row is for "Available from" (Aug 29, 2024) and "Time" (12:00 AM), with a "Clear" button. The third row is for "Until" (Aug 30, 2024) and "Time" (11:59 PM), with a "Clear" button. At the bottom left is a "+ Add" button.

8. Click the Save button to apply all changes.



This screenshot shows the bottom portion of the configuration panel. It features the "Until" and "Time" fields (Aug 30, 2024 and 11:59 PM) with a "Clear" button. Below these is a "+ Add" button. At the very bottom, there are two buttons: "Cancel" and "Save". A blue arrow points directly to the "Save" button.

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](mailto:helpdesk@athens.edu).