

Centre of Leadership, Learning and Academic Excellence (CLLAE)

SEMESTER START - CANVAS COURSE PREP CHECKLIST – WINTER 2023 COURSE COPY

A new course shell is created automatically by IT each semester and must be customized. Your new semester course shell **will not** contain any teaching content, only a Standard Template. If a new course shell is not in your Canvas Dashboard for a course you are teaching this semester, follow up with your office Co-Ordinator.

SCENARIOS

1. If you have previously taught this course in Canvas, you can [Copy a Canvas Course to a New Semester Shell](#), to import content into your new course shell.
2. If you did not teach this course in Canvas but did teach it in Blackboard in F2021, W2022, S2022, you can access and [Import Previous Blackboard Content](#) into your new Canvas course shell.
3. If you have not previously taught this course but it has been taught by a previous faculty and they have shared the content with you:
 - [Blackboard .zip File](#)
 - [Canvas Shared Content](#)

Note: if you are teaching multiple sections of a single course, consider submitting a [cross-listing request](#). Once IT has confirmed your sections have been cross listed, review the information below to update the new Course.

ANNOUNCEMENTS

Delete [announcements](#) that are no longer relevant

COURSE CONTENT

- Update any [Lock until dates](#) to reflect the new semester's schedule
- Ensure you have the current [Course Outline](#) in your new course shell
- Delete past semester [Discussion Board](#) posts (if applicable)

ASSESSMENTS

- Add/Update [release dates](#) to reflect the current semester's schedule
- Review any Individual Service Plans (ISPs) received and update assessments accordingly:
 - [How to extend the due date on an assignment for an individual student](#)
 - Allow more time for an individual student by:
 - [Moderating a New Quiz](#)
 - [Moderating a Classic Quiz](#)
- Review/Update Assignment Groups to reflect any changes to assessments/[grading](#)

WEB LINKS

[Test all links](#) to ensure they function as intended

MICROSOFT TEAMS MEETINGS SYNC

If you will be using MS Teams Meetings, you can [Sync your Teams](#) to have access to your class list. This needs to be done in each course.

IMPORTANT: PUBLISHED STATUS

Ensure content you wish to be visible to students is [published](#). We recommend when you feel your course is ready for the semester, launch Student View and review your course.

Review our [website](#) for resources and [upcoming workshops](#).