Course Copy and Prep Checklist

Requesting Course Section Combination

- **What is it?** This request allows for the combination of multiple sections of a course into a single course section from the instructor's perspective.

- **Why should I do it?** A combined course allows course materials to be added and updated in a single location.

- **How do I do it?** Combine multiple course sections by submitting a [Course Combine Request Form](#) and allowing a couple of business days for processing.

Importing Your Course Materials

- **What is it?** This resource walks through the process of moving materials from one course section to another and completing the basic pre-semester maintenance.

- **Why should I do it?** Course materials are not automatically moved to the next semester and must be manually imported into the new course section(s).

- **How do I do it?** Use the [Copy Course (Import) Content](#) guide to learn how to copy (import) content from a previous course into a current course.

Deleting or Updating Past Announcements

- **What is it?** These resources walk through the process of deleting or updating past announcements.

- **Why should I do it?** Past announcements may have been copied from the previous semester and need to be removed or updated prior to the current semester's students accessing the course.

- **How do I do it?** [Delete Announcements from Your Canvas Course](#); [Edit Announcements in Your Canvas Course](#)

Updating Instructor Information

- **What is it?** This resource walks through the process of updating the Instructor Information which informs students who their instructor is and how to communicate with their instructor.

- **Why should I do it?** This information may change from semester to semester or between sections and should be updated/checked for accuracy.

- **How do I do it?** [Update instructor information using the rich content editor](#)

Updating Syllabus and Course Schedule

- **What is it?** This resource walks through the process of inserting or replacing these documents within your online course.

- **Why should I do it?** Information in these documents, such as section number or term, change from semester to semester or between sections and should be updated/checked for accuracy.

- **How do I do it?** Use the Canvas Syllabus tool to present your Syllabus and Course Schedule documents to students in a dedicated area of your course.

Checking Course Materials in Student View

- **What is it?** This resource walks through the process of checking course materials from the perspective of a student using Student View.

- **Why should I do it?** Since the students' view of a course is not identical to the instructor's, it is recommended that course materials be reviewed from a student's perspective. Any broken/invalid external or internal links will become apparent during this process.

- **How do I do it?** Student View provides an opportunity to preview all course materials.

Updating Availability and Due Dates

- **What is it?** This resource walks through the process of updating due dates for Assignments, Discussions, and Quizzes.

- **Why should I do it?** Availability and Due Date settings are not automatically updated when course materials are copied from semester to semester. These settings need to be updated to reflect the current semester.

- **How do I do it?** Update due dates and availability dates for multiple assignments and assessments at one time.

Creating Groups and Enrolling Students

- **What is it?** This document walks through the process of enrolling students for previously created group assignments.

- **Why should I do it?** Students are not automatically enrolled in Groups when course materials are imported from semester to semester. Individual groups need to be recreated and students enrolled in them for the current semester.

- **How do I do it?** Add Groups to an existing group set and enroll students in them.

Reviewing the Gradebook

- **What is it?** These resources walk through the process of reviewing your Gradebook for organization and accuracy.

- **Why should I do it?** An organized gradebook creates a better experience for both instructors and students. Extra or inaccurate assignment groups or columns are visible to students, cause confusion, and should be updated or removed.

- **How do I do it?** Review the Gradebook columns and settings. Remove empty or repeated Assignment Groups. Check that grading schema and weighted grades (if utilized) are accurate.