

Step 5: Finalize and Publish

Handout Companion to the *How to Build a Canvas Course* Online Training Resource



Ensure your course is ready to go and functioning properly.

How do I copy content to another course? How do I add people? How do I create Groups? What is the Link Validation tool? Why should I use Student View to preview my course? How do publish options impact the student course experience? How do I publish my course?

- Copy select content into your Academic Course Shell.**
 1. [Push Method](#): Available for certain items. From your Sandbox or other course, you can copy an entire Module or an item within a Module using the Copy To option and send it over to your Academic Course Shell.
 2. [Pull Method](#): Available for all items. From inside your Academic Course Shell, you can import select content from a Sandbox or other course using the Course Import Tool.
- Add users not enrolled through Banner in the People feature.** All instructors of record and students are given access through Banner – Changes made to Banner will be automatically processes in Canvas four times a day. When selecting a role consider:
 - The Teacher role has full editing access, including the Grades area.
 - The Teaching Assistant role has slightly less permissions that Teachers but can grade.
 - Colleagues have content editing access but are restricted from Grades.
 - Observers are a view only role.
 - Affiliates are people outside of UIW staff who receive credentials through Human Resources.
- Create Groups and assign students.** Be sure to have students sign up for self-enroll groups before assigning Group Assignments. Canvas will allow students to complete a Group Assignment individually if they have not signed up for a group prior to submission.
 - [How do I automatically create groups?](#)
 - [How do I automatically assign students?](#)
 - [How do I assign an assignment to a course group?](#)
 - [How do I automatically assign peer reviews for an assignment?](#)
- Adjust any assignment due dates for specific sections.** [How do I assign an assignment to a course section?](#)
- Use the [Student View to preview your course](#) from the student perspective.** Preview each page of the course to ensure it is ready to go and the intended parts are published.
- Ensure your gradebook is set up properly.** [How do I use the Gradebook?](#) Using the Student View generates Test Student data for you to test your grade calculations.
- Set your [Grading Scheme](#).** Letter grades are based on the grading scheme you indicate in the Course Settings.
- Run the [Course Link Validation tool](#) to check for broken links.**
- Double check your Settings to ensure your [Course Participation Start and End dates](#) are accurate.** Be sure to use the [restriction options](#) if you do not want students to see your course before or after a set date.
- [Publish the course](#) from Home.** Once your course contains a graded submission, the course status will no longer display in the sidebar and you will no longer be able to unpublish your course.